

COTTONWOOD CITY COUNCIL AGENDA
INTERACTIVE ATTENDANCE | ZOOM ID 643-926-8757 & PASSWORD 866664
IN PERSON ATTENDANCE | COTTONWOOD FIRE HALL
TUESDAY, DECEMBER 3, 2024 | 7:00PM



I. CALL TO ORDER & FLAG PLEDGE

II. AGENDA ADDITIONS

III. MINUTES

- A. CONSIDERATION TO APPROVE NOVEMBER 14, 2024 MEETING MINUTES

IV. CONSENT AGENDA (*one motion approves all*)

- A. Resolution 2024_1203 Fire Donation - \$300 Brad Bossuyt
- B. Resolution 2024_1203A Fire Donation - \$100 Connie Pehrson
- C. Resolution 2024_1203B Ambulance Donation - \$100 Connie Pehrson

V. PUBLIC HEARING – CANNABIS ORDINANCE (7:05PM)

VI. FOLLOW UP

- A. BUDGET WORK SESSION

VII. REPORTS & DEPARTMENT UPDATES

- A. SHERIFF'S DEPARTMENT REPORT
- B. ADMINISTRATION REPORT – TEATHER BLISS
 - i. Financials
- C. PUBLIC WORKS DEPARTMENT REPORT – ALLEN OLSEN
- D. ENGINEER REPORT
- E. FIRE DEPARTMENT REPORT
- F. AMBULANCE SERVICE REPORT
 - i. November Meeting Minutes
- G. RLF, SCDP, & ECONOMIC DEVELOPMENT UPDATE
 - i. **Lot Purchase Agreement (Under Review by Attorney)**

VIII. NEW ACTION ITEMS

- A. ADMINISTRATION
 - i. **Stray Cat Program: Trap-Neuter-Release (Needs Reviewed with Dr. Stacy)**
 - ii. Food Truck Ordinance
- B. ~~ZONING~~

IX. OTHER BUSINESS

- A. COUNCIL REQUESTS OR TASKS FOR CITY STAFF
- B. FUTURE SPECIAL MEETINGS & PUBLIC HEARINGS
- C. ~~CONCERNED CITIZENS LOG~~
- D. APPROVAL OF BILLS

X. INFORMATION ONLY

XI. VISITORS TO BE HEARD

This portion of the agenda is reserved for citizens and other attendees, outside the regular meeting agenda, to address the City Council. Presentations are limited to three (3) minutes per individual or fifteen (15) minutes for the total session.

Reminder to please remain professional and courtesy, offensive and derogatory behavior will not be tolerated.

XII. DATES TO REMEMBER: DECEMBER 17 – TNT HEARING & SPECIAL ASSESSMENT HEARING

XIII. MONTHLY SCHEDULES: FIRST TUESDAY – EDA @ 5:30PM & COUNCIL @ 7:00PM | FIRE – SECOND MONDAY @ 6:30PM | CITY COUNCIL – THIRD TUESDAY @ 7:00PM | COTTONWOOD AMBULANCE – LAST MONDAY @ 6PM

XIV. ADJOURNMENT

NOVEMBER 15, 2024, MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Thursday, November 14, 2024, 7pm, in the Fire Hall with Corey Moseng, Joel Dahl, Mike Horner, and Shawn Myers present. Also, present was City Administrator, Teather Bliss; Administrative Assistant Katie Ewing; and Sheriff's Department, Sherriff Wallen. Members of the public that were present, Rhonda Nelson, Wayne Erbes, Jim Munson, Sandy Munson, and Patrick Glimsdal.

Corey Moseng called the meeting to order and led in the Flag Pledge.

The council reviewed the minutes from the October 15, 2024, meeting.

A motion by Mike Horner to approve the minutes from the October 15, 2024, meeting. Seconded by Joel Dahl. Carried.

The council reviewed the following resolutions:

RESOLUTION NO. 2024_1114B

A RESOLUTION ACCEPTING A DONATION TO THE CITY OF COTTONWOOD

WHEREAS, the City of Cottonwood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, *the Cottonwood Splashpad & Park Improvement Community Group* has offered to contribute the amount of *Two Thousand Seven Hundred Eighty-Seven Dollars and Sixteen Cents* to the City of Cottonwood.

WHEREAS, the terms or conditions apply to the donations, if any, are as follows; *improvements and expenses for the CW Reishus Park Improvement Project*.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

A motion by Mike Horner to approve Resolution No. 2024_1114B. Seconded by Shawn Myers. Carried.

RESOLUTION 2024_1114

RESOLUTION CANVASSING THE CITY ELECTION OF 2024 AND ANNOUNCING THE RESULTS.

WHEREAS, A Meeting of the City Council of the City of Cottonwood, Minnesota, was held at Cottonwood Fire Hall in said City on November 14th, 2024, at 7:00 p.m. The following members of the Council were present: Mayor, Corey Moseng; Council member Mike Horner;

Council member Shannon Geihl, Council member Shawn Myers, and Council member Joel Dahl.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA IT IS FOUND AND DETERMINED THAT AT THE CITY ELECTION HELD ON NOVEMBER 5TH, 2024 AS FOLLOWS:

1. The following votes were cast for Mayor: Corey Moseng (571) *Write Ins (40)

Corey Moseng was declared elected Mayor for a term of two (2) years.

2. The following votes were cast for City Council. (Two- Four Year Terms): Shannon Geihl (549) Mike Horner (508) *Write Ins (20)

Shannon Geihl and Mike Horner were declared elected Council Members for a term of four (4) years;

3. Total number of persons who voted: 667

4. Total number of absentee ballots received: 92

5. Total number of persons registered at 7 AM on Election Day: 754

6. Total number of persons who registered on Election Day: 59

A motion by Joel Dahl to approve Resolution 2024_1114. Seconded by Mike Horner. Carried.

Bliss presented the follow-up memo:

CITY OFFICE | Current financials included for the office renovation. A new line has been added for A1 Cleaning, they are estimating \$1500 as a cost to clean the ducts once we are at the substantial completion phase.

LYON COUNTY ALL HAZARD MITIGATION PLAN | Meeting #2 for the Lyon County All Hazard Mitigation Plan was conducted on the 13th and the final plan should be ready for presentation at the end of the year.

I had changes made to item #14 to include language about stormwater system upgrades in areas of town where there is under sizing or deteriorated lines, that will help with FEMA grants under “Section 404 Flood Reduction”.

Once the plan is approved, FEMA assistance is available for the 5-year span of the plan and having language in the plan targeting Cottonwood’s priority and strategy will help with funding.

Bliss presented the administration report:

EDA update | A plan has been put together for presentation to the City Council for the main street lots in which the lots would be sold for less than \$10,000 and the remaining funds would be recuperated from the tax generated by the developed lots. A clause in the purchase agreement between the EDA and the buyer would outline that the lot would need to be developed within one year of purchase or the lot returns to the EDA.

Final Draft – Cannabis Ordinance | Public hearing set for December 3rd, 2024

Winter Parking Discussion | EDA lots used for tenant parking to expire April 15, 2025, or if lot(s) sell. Which ever occurs first.

A motion by Joel Dahl to approve winter parking for 2024-2025 in the EDA lots, unless lot(s) sell. Seconded by Shawn Myers. Carried.

Bliss presented the Engineer report:

Northwood Lift Station Memo

Lead Service Line Notices and Inventory: letters were sent out, 503 letters were sent with unknown material, 9 letters were sent with lead notice, and 3 letters were sent with galvanized notice.

The council reviewed the November Fire meeting minutes.

The council reviewed Resolution 2024_1114A.

RESOLUTION 2024_1114A

A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN

The City Council of the City of Cottonwood, Minnesota, does ordain:

WHEREAS, The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS, The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and

WHEREAS, The City understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS, The City highly values the contributions of the City of Cottonwood Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

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

1. The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the \$2,000.00 benefit level per year of service, effective January 1, 2025; and
2. The City Clerk/Administrator and Mayor are hereby authorized to execute all documents

necessary to effectuate the intent of this resolution.

A motion by Shawn Myers to approve Resolution 2024_1114A. Seconded by Joel Dahl. Carried.

The council reviewed the October Ambulance meeting minutes.

Future special meetings and public hearings:

TNT notice

Tuesday November 26 Budget Work Session -- 6pm

Tuesday December 3rd – Cannabis Public Hearing

Office will be closed Thursday, November 28, 2024.

A motion by Joel Dahl to approve bills that have been paid prior. Seconded by Shawn Myers. Carried.

A motion by Shawn Myers to adjourn the meeting. Seconded by Mike Horner. Carried at 8:13pm.

RESOLUTION NO. 2024_1203
A RESOLUTION ACCEPTING A DONATION TO THE
COTTONWOOD FIRE DEPARTMENT.

WHEREAS, the City of Cottonwood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, *Brad Bossuyt* has offered to contribute the amount of *Three Hundred Dollars* to the Cottonwood Fire Department.

WHEREAS, the terms or conditions apply to the donations, if any, are as follows; *the purchase of grain rescue equipment*.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Cottonwood, Minnesota this third day of December 2024.

Mayor

Attested:

SEAL

City Clerk

RESOLUTION NO. 2024_1203A
A RESOLUTION ACCEPTING A DONATION TO THE
COTTONWOOD FIRE DEPARTMENT.

WHEREAS, the City of Cottonwood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, *Connie Pehrson* has offered to contribute the amount of *One Hundred Dollars* to the Cottonwood Fire Department.

WHEREAS, the terms or conditions apply to the donations, if any, are as follows; *no terms or conditions apply*.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Cottonwood, Minnesota this third day of December 2024.

Mayor

Attested:

SEAL

City Clerk

RESOLUTION NO. 2024_1203B
A RESOLUTION ACCEPTING A DONATION TO THE
COTTONWOOD AMBULANCE SERVICE.

WHEREAS, the City of Cottonwood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, *Connie Pehrson* have offered to contribute the amount of *One Hundred Dollars* to the Cottonwood Ambulance Service.

WHEREAS, the terms or conditions apply to the donations, if any, are as follows; *no conditions apply*.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Cottonwood, Minnesota this third day of December 2024.

Mayor

Attested:

SEAL

City Clerk



public notice

TO: CITY OF COTTONWOOD

DATE: NOVEMBER 15, 2024

RE: CANNABIS BUSINESS REGULATION ORDINANCE

MESSAGE:

THE COTTONWOOD CITY COUNCIL HAS CALLED A
PUBLIC HEARING FOR TUESDAY, DECEMBER 3, 2024 AT
7:05PM FOR THE FOLLOWING ITEM:

AN ORDINANCE REGULATING CANNABIS BUSINESSES IN
THE CORPORATE CITY LIMITS OF THE CITY OF
COTTONWOOD.

**THE MEETING SHALL TAKE PLACE:
DECEMBER 3, 2024 AT 7:05PM
AT THE FIRE HALL**

Given under my hand this Fifteenth day of November 2024

Teather Bliss

Teather Bliss
Clerk- Administrator, City of Cottonwood

Published in the Marshall Independent: November 20th, November 23rd, and November
27th



Cottonwood City Council

78 West Main Street – PO Box 106

Cottonwood, Minnesota 56229

Telephone: (507) 423-6488 extension 3

Preliminary to Final Budget Summary Information:

The tax levy amount decreased \$15,000 from \$678,000 to \$663,000.

Expenses in the General Fund decreased \$18,300 from \$1,459,162 to \$1,440,862

The changes from the preliminary are as follows:

Line 77 General Administration - \$7500 decrease

Line 86 Public Safety - \$5000 decrease

Line 97 Public Safety - \$500 decrease

Line 100 Public Safety - \$2900 decrease

The City's tax levy would increase 5.15% from the 2024 final tax levy. The preliminary net tax capacity is \$1,189,006 which is a 5.26% increase from the 2024 final net tax capacity. The preliminary levy divided by the preliminary net tax capacity is resulting in an anticipated local tax rate of 73.4% which would be a 1.51% decrease from 74.91% in 2024.

EMS Final Budget Summary:

Both Fire and Ambulance will have the addition of a City/Service funded Aflac Cancer Plan, the addition of this does not affect the health of the funds. Both have capital improvements built into the 2025 budget in which the funding is available through either call revenue or savings funds.

Water and Sewer Budget Summary: the Road to Healthy Funds Starts NOW

With the increase in rates and analysis of revenue versus expenditures, both funds should be able to build \$50,000+ in a healthy profit to be put towards future capital infrastructure projects.

Water fund profit is planned for a 2026 water tower project that will rehab the interior of the large tower. Bolton & Menk assessed the towers this year and rated the interior as fair to very poor. The expected cost estimate for the dry interior is \$95,000 and the wet interior is \$75,000.

Included with the information is a 26 Year Rate analysis that factors in a debt repayment beginning in 2028.



Cottonwood City Council

78 West Main Street – PO Box 106

Cottonwood, Minnesota 56229

Telephone: (507) 423-6488 extension 3

Recommended Water & Sewer Rate Increases for 2025

2024-2025 SEWER RATE COMPARISON

Gallons/Month	Current Bill	New Rates	Change
2500	\$ 40.00	\$ 41.75	\$ 1.75
5000	\$ 60.00	\$ 63.00	\$ 3.00
7500	\$ 80.00	\$ 84.25	\$ 4.25
10000	\$ 100.00	\$ 105.50	\$ 5.50

2024-2025 WATER RATE COMPARISON

Gallons/Month	Current Bill	New Rates	Change
2500	\$ 27.00	\$ 29.25	\$ 2.25
5000	\$ 42.00	\$ 45.50	\$ 3.50
7500	\$ 57.00	\$ 61.75	\$ 4.75
10000	\$ 72.00	\$ 78.00	\$ 6.00

2024-2025 TOTAL BILL COMPARISON

Gallons/Month	Current Bill	New Rates	Change
2500	\$ 67.00	\$ 71.00	\$ 4.00
5000	\$ 102.00	\$ 108.50	\$ 6.50
7500	\$ 137.00	\$ 146.00	\$ 9.00
10000	\$ 172.00	\$ 183.50	\$ 11.50

NEW SEWER CONNECTION RATES

<u>YEAR</u>	<u>CHARGE</u>
2020	\$ 1,290.00
2021	\$ 1,320.00
2022	\$ 1,350.00
2023	\$ 1,380.00
2024	\$ 1,410.00
2025	\$ 1,440.00
2026	\$ 1,470.00
2027	\$ 1,500.00
2028	\$ 1,530.00
2029	\$ 1,560.00
2030	\$ 1,590.00
2031	\$ 1,620.00
2032	\$ 1,650.00
2033	\$ 1,680.00
2034	\$ 1,710.00
2035	\$ 1,740.00
2036	\$ 1,770.00
2037	\$ 1,800.00
2038	\$ 1,830.00
2039	\$ 1,860.00
2040	\$ 1,890.00

Above cost applies to all property in Cottonwood

NEW WATER CONNECTION RATES

<u>YEAR</u>	<u>CHARGE</u>
2020	\$ 270.00
2021	\$ 280.00
2022	\$ 290.00
2023	\$ 300.00
2024	\$ 310.00
2025	\$ 320.00
2026	\$ 330.00
2027	\$ 340.00
2028	\$ 350.00
2029	\$ 360.00
2030	\$ 370.00
2031	\$ 380.00
2032	\$ 390.00
2033	\$ 400.00
2034	\$ 410.00
2035	\$ 420.00
2036	\$ 430.00
2037	\$ 440.00
2038	\$ 450.00
2039	\$ 460.00
2040	\$ 470.00

Above cost applies to all lots except for:

Lots 12-24 Block 1 & Lots 10-20 Block 2 50% Assess. Lakeview \$ 245.00 Estates Addition
--

Lots 1-11 Block 1 & Lots 1-9 Block 2 - 33% Assess. Lakeview \$ 270.50 Estates Addition

Idso's First & Second - Northwood First & Second \$ 160.00 Additions 100% Assess

Bel Mar Addition 33% Assess \$ 270.50
--

West 1st Street South (South of Lindsay Court)Southeast \$ 160.00 Addition 100% Assess

Year 2025 Final Tax Levy

The following chart illustrates how the City's tax levy compared with the growth in tax base in recent years:

Budget Year	Net Tax Levy	Difference from prior Year Levy	Gross Tax Levy % Increase from Previous Year	Tax Base % Increase from Previous Year	Net Difference
2020	\$742,467	\$10,018	1.37%	10.35%	-8.98%
2021	\$756,722	\$14,255	1.92%	-2.52%	4.44%
2022	\$779,879	\$23,157	3.06%	7.74%	-4.68%
2023	\$801,847	\$21,968	2.82%	16.17%	-13.35%
2024	\$830,128	\$28,281	3.53%	5.55%	-2.02%
2025	\$872,902	\$42,774	5.15%	5.26%	-0.11%

2025 TAX CAPACITY

2024	\$	1,126,473.00
2025	\$	1,189,006.00
	\$	62,533.00

ITEM	2020 FINAL	2021 FINAL	2022 FINAL	2023 FINAL	2024 FINAL	2025 FINAL
GENERAL FUND	\$ 516,000.00	\$ 550,000.00	\$ 575,000.00	\$ 625,000.00	\$ 610,000.00	\$ 655,000.00
2012 SHOP LEASE PRIN & INT	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 22,491.00	\$ 22,155.00	\$ 21,819.00
2016 EMS BUILDING PRIN & INT	\$ 50,000.00	\$ 44,000.00	\$ 55,100.00	\$ 55,356.00	\$ 54,558.00	\$ 54,558.00
2016A GO IMPR BOND PRIN & INT	\$ 76,600.00	\$ 80,430.00	\$ 80,430.00	\$ 84,000.00	\$ 128,415.00	\$ 126,525.00
EDA SPECIAL LEVY	\$ 15,000.00	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
2008 GO REFUNDING BOND PRIN & INT	\$ 21,000.00	\$ 18,256.00	\$ 14,766.00	\$ -	\$ -	\$ -
2012A GO IMPR BOND PRIN & INT	\$ 32,000.00	\$ 17,966.00	\$ 27,250.00	\$ -	\$ -	\$ -
2012B TANKER EQUIP CERT PRIN & INT	\$ 11,867.00	\$ 12,070.00	\$ 2,333.00	\$ -	\$ -	\$ -
	742,467.00	756,722.00	779,879.00	801,847.00	830,128.00	872,902.00
PRIOR YR % INCREASE	1.4%	1.9%	3.06%	2.82%	3.53%	5.15%

	3 YEAR WATER RATES			
	2022	2023	2024	2025
PER MONTH BASE RATE	\$ 12.00	\$ 12.00	\$ 12.00	\$ 13.00
NO. OF USERS	476	505	510	500
	\$ 68,544.00	\$ 72,720.00	\$ 73,440.00	\$ 78,000.00
DEBT DUE	\$ 53,252.00	\$ 66,225.00	\$ 64,700.00	\$ 69,255.00
BASE PROFIT/LOSS	\$ 15,292.00	\$ 6,495.00	\$ 8,740.00	\$ 8,745.00
				<i>Financed debt excludes leased items and exp with alt funding</i>
				<i>Profit that should go towards rainy day fund balance</i>
MONTHLY USAGE	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.50
GALLONS SOLD PER YEAR	29,585,154	28,723,931	30,000,000	28,575,000
	\$ 147,925.77	\$ 143,619.66	\$ 180,000.00	\$ 185,737.50
OPERATIONS	\$ 229,285.00	\$ 159,750.00	\$ 177,755.00	\$ 134,076.00
USAGE PROFIT/LOSS	\$ (81,359.23)	\$ (16,130.35)	\$ 2,245.00	\$ 51,661.50
				<i>Costs excludes debt & other capital with alt funding</i>
NET INCOME	\$ (66,067.23)	\$ (9,635.35)	\$ 10,985.00	\$ 60,406.50
MISCELLANEOUS REVENUE	\$ 3,885.00	\$ 4,010.00	\$ 4,520.00	\$ 4,370.00
	\$ (62,182.23)	\$ (5,625.35)	\$ 15,505.00	\$ 64,776.50
	2022	2023	JAN-OCT 2024	
WATER SOLD	29,585,154	28,723,931	22,629,569	26,979,551
				<i>Average of 2022-2024 water sold</i>
WELL DRAWS	33,031,000	31,615,000	24,808,000	29,818,000
				<i>Average of 2022-2024 water drawn</i>
PUBLIC WATER USE	3,445,846	2,891,069	2,178,431	2,838,449

26 YEAR WATER RATE INCREASE

YR	BASE RATE	CONNECTIONS	TOTAL	DEBT	FUND P/L	
2022	\$ 12.00	500	\$ 72,000.00	\$ 53,252.00	\$ 18,748.00	
2023	\$ 12.00	500	\$ 72,000.00	\$ 66,225.00	\$ 5,775.00	
2024	\$ 12.00	500	\$ 72,000.00	\$ 64,700.00	\$ 7,300.00	
2025	\$ 13.00	500	\$ 78,000.00	\$ 69,255.00	\$ 8,745.00	
2026	\$ 14.00	500	\$ 84,000.00	\$ 68,554.00	\$ 15,446.00	
2027	\$ 15.00	500	\$ 90,000.00	\$ 107,810.00	\$ (17,810.00)	<i>New Project Interest, 2016 Project, Final Meter Payment</i>
2028	\$ 15.50	502	\$ 93,372.00	\$ 76,644.00	\$ 16,728.00	<i>New Project Principal Begin, 2016 Project</i>
2029	\$ 16.00	502	\$ 96,384.00	\$ 76,250.00	\$ 20,134.00	
2030	\$ 16.50	505	\$ 99,990.00	\$ 100,375.00	\$ (385.00)	
2031	\$ 17.00	505	\$ 103,020.00	\$ 104,500.00	\$ (1,480.00)	
2032	\$ 17.50	505	\$ 106,050.00	\$ 108,500.00	\$ (2,450.00)	
2033	\$ 18.00	505	\$ 109,080.00	\$ 112,300.00	\$ (3,220.00)	
2034	\$ 18.50	505	\$ 112,110.00	\$ 111,100.00	\$ 1,010.00	
2035	\$ 19.00	507	\$ 115,596.00	\$ 120,000.00	\$ (4,404.00)	
2036	\$ 19.50	507	\$ 118,638.00	\$ 118,550.00	\$ 88.00	
2037	\$ 20.00	510	\$ 122,400.00	\$ 122,200.00	\$ 200.00	
2038	\$ 20.00	510	\$ 122,400.00	\$ 120,850.00	\$ 1,550.00	
2039	\$ 20.50	510	\$ 125,460.00	\$ 129,500.00	\$ (4,040.00)	
2040	\$ 20.50	512	\$ 125,952.00	\$ 128,000.00	\$ (2,048.00)	
2041	\$ 20.50	512	\$ 125,952.00	\$ 126,500.00	\$ (548.00)	<i>Final 2016 Project Payment</i>
2042	\$ 21.00	512	\$ 129,024.00	\$ 75,000.00	\$ 54,024.00	
2043	\$ 21.00	512	\$ 129,024.00	\$ 75,000.00	\$ 54,024.00	
2044	\$ 21.00	515	\$ 129,780.00	\$ 75,000.00	\$ 54,780.00	
2045	\$ 21.50	515	\$ 132,870.00	\$ 75,000.00	\$ 57,870.00	
2046	\$ 21.50	515	\$ 132,870.00	\$ 75,000.00	\$ 57,870.00	
2047	\$ 21.50	515	\$ 132,870.00	\$ 75,000.00	\$ 57,870.00	
2048	\$ 22.00	515	\$ 135,960.00	\$ 223,764.00	\$ (87,804.00)	
	83%	3%	89%	143%	\$ 307,973.00	<i>Base Rate increase % equates to 3.2% increase a year</i>

Base Rate Increase over 26 Years	New Connection Growth over 26 Years	Debt Revenue Increase over 26 years	Debt Increase on Average Payment over 26 Years	Fund Balance Profit & Loss
--	---	---	---	-------------------------------

3 YEAR SEWER RATES				
	2022	2023	2024	2025
PER MONTH BASE RATE	\$ 18.00	\$ 18.00	\$ 20.00	\$ 20.50
NO. OF USERS	505	505	505	500
	\$ 109,080.00	\$ 109,080.00	\$ 121,200.00	\$ 123,000.00
DEBT DUE	\$ 63,409.00	\$ 85,595.00	\$ 113,931.00	\$ 73,729.00
BASE PROFIT/LOSS	\$ 45,671.00	\$ 23,485.00	\$ 7,269.00	\$ 49,271.00
				<i>Financed debt excludes leased items and exp with alt funding</i>
				<i>Profit that should go towards rainy day fund balance</i>
MONTHLY USAGE	\$ 6.00	\$ 6.00	\$ 8.00	\$ 8.50
GALLONS SOLD PER YEAR	30,000,000	28,000,000	25,000,000	24,500,000
	\$ 180,000.00	\$ 168,000.00	\$ 200,000.00	\$ 208,250.00
OPERATIONS	\$ 229,670.00	\$ 192,951.00	\$ 195,737.00	\$ 204,651.00
USAGE PROFIT/LOSS	\$ (49,670.00)	\$ (24,951.00)	\$ 4,263.00	\$ 3,599.00
				<i>Costs excludes debt & other capital with alt funding</i>
NET INCOME	\$ (3,999.00)	\$ (1,466.00)	\$ 11,532.00	\$ 52,870.00
MISCELLANEOUS REVENUE	\$ 4,450.00	\$ 2,500.00	\$ 2,800.00	\$ 1,326.00
	\$ 451.00	\$ 1,034.00	\$ 14,332.00	\$ 54,196.00
	2022	2023	JAN-OCT 2024	
SEWER USAGES	25,787,524	24,645,061	24,455,967	24,962,851
				<i>Average of 2022-2024 sewer sold</i>
MAIN LIFT INFLUENT	47,960,000	44,659,000	45,382,000	46,000,333
				<i>Average of 2022-2024 main lift influent</i>
INFLOW & INFILTRATION	22,172,476	20,013,939	20,926,033	21,037,483

26 YEAR SEWER RATE INCREASE

YR	BASE RATE	CONNECTIONS	TOTAL	DEBT	FUND P/L	
2022	\$ 18.00	500	\$ 108,000.00	\$ 63,409.00	\$ 44,591.00	
2023	\$ 18.00	500	\$ 108,000.00	\$ 85,595.00	\$ 22,405.00	
2024	\$ 20.00	500	\$ 120,000.00	\$ 113,931.00	\$ 6,069.00	
2025	\$ 20.50	500	\$ 123,000.00	\$ 73,729.00	\$ 49,271.00	
2026	\$ 21.75	500	\$ 130,500.00	\$ 64,253.75	\$ 66,246.25	
2027	\$ 23.00	500	\$ 138,000.00	\$ 144,764.00	\$ (6,764.00)	<i>New Project Interest, Main Lift Station, Final Meter Payment</i>
2028	\$ 24.25	502	\$ 146,082.00	\$ 148,836.00	\$ (2,754.00)	<i>New Project Principal Begin, Main Lift Station</i>
2029	\$ 25.50	502	\$ 153,612.00	\$ 149,222.00	\$ 4,390.00	
2030	\$ 26.00	505	\$ 157,560.00	\$ 175,000.00	\$ (17,440.00)	
2031	\$ 26.50	505	\$ 160,590.00	\$ 178,758.00	\$ (18,168.00)	
2032	\$ 27.00	505	\$ 163,620.00	\$ 178,931.00	\$ (15,311.00)	
2033	\$ 27.00	505	\$ 163,620.00	\$ 185,000.00	\$ (21,380.00)	
2034	\$ 28.00	505	\$ 169,680.00	\$ 184,000.00	\$ (14,320.00)	<i>Final Main Lift Station Payment</i>
2035	\$ 28.00	507	\$ 170,352.00	\$ 140,000.00	\$ 30,352.00	
2036	\$ 28.00	507	\$ 170,352.00	\$ 140,000.00	\$ 30,352.00	
2037	\$ 28.50	510	\$ 174,420.00	\$ 145,000.00	\$ 29,420.00	
2038	\$ 28.50	510	\$ 174,420.00	\$ 145,000.00	\$ 29,420.00	
2039	\$ 28.50	510	\$ 174,420.00	\$ 150,000.00	\$ 24,420.00	
2040	\$ 28.50	512	\$ 175,104.00	\$ 150,000.00	\$ 25,104.00	
2041	\$ 29.00	512	\$ 178,176.00	\$ 150,000.00	\$ 28,176.00	
2042	\$ 29.00	512	\$ 178,176.00	\$ 150,000.00	\$ 28,176.00	
2043	\$ 29.00	512	\$ 178,176.00	\$ 150,000.00	\$ 28,176.00	
2044	\$ 29.00	515	\$ 179,220.00	\$ 150,000.00	\$ 29,220.00	
2045	\$ 30.00	515	\$ 185,400.00	\$ 150,000.00	\$ 35,400.00	
2046	\$ 30.00	515	\$ 185,400.00	\$ 150,000.00	\$ 35,400.00	
2047	\$ 30.00	515	\$ 185,400.00	\$ 150,000.00	\$ 35,400.00	
2048	\$ 30.00	515	\$ 185,400.00	\$ 289,915.00	\$ (104,515.00)	
	67%	3%	72%	137%	\$ 381,336.25	<i>Base Rate increase % equates to 2.6% increase a year</i>

Base Rate Increase over 26 Years	New Connection Growth over 26 Years	Debt Revenue Increase over 26 years	Debt Increase on Average Payment over 26 Years	Fund Balance Profit & Loss
----------------------------------	-------------------------------------	-------------------------------------	--	----------------------------



CITY OF COTTONWOOD

11/29/24 10:48 PM

Page 1

*Budget Control Summary

Current Period: November 2024

Account Descr	2024 Cumulative Budget	2024 Cumulative Actuals	2024 Cumulative Variance	2024 % Variance	2024 Adopted Budget
FUND 101 GENERAL FUND					
Revenue Accounts					
DEPT 41500 General Administration	\$1,094,967.00	\$624,416.27	\$470,550.73	42.97%	\$1,094,967.00
DEPT 42271 Ambulance Fundraising	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 45100 Community Center	\$5,000.00	\$9,653.42	-\$4,653.42	-93.07%	\$5,000.00
DEPT 45200 Parks	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 45300 Senior Citizen Center	\$7,500.00	\$7,116.00	\$384.00	5.12%	\$7,500.00
Total Revenue Accounts	\$1,107,467.00	\$641,185.69	\$466,281.31	42.10%	\$1,107,467.00
Expenditure Accounts					
DEPT 41110 Council	\$50,070.00	\$23,418.58	\$26,651.42	53.23%	\$36,070.00
DEPT 41410 Elections	\$3,850.00	\$4,568.07	-\$718.07	-18.65%	\$300.00
DEPT 41500 General Administration	\$376,320.00	\$285,125.85	\$91,194.15	24.23%	\$296,925.00
DEPT 42000 Public Safety	\$22,350.00	\$32,475.46	-\$10,125.46	-45.30%	\$25,650.00
DEPT 42150 Law Enforcement	\$102,240.00	\$102,240.00	\$0.00	0.00%	\$100,244.00
DEPT 42271 Ambulance Fundraising	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 43000 Public Works	\$386,577.00	\$462,604.43	-\$76,027.43	-19.67%	\$438,650.00
DEPT 43124 Sidewalks, Crosswalks, Curbs	\$17,500.00	\$23,027.42	-\$5,527.42	-31.59%	\$7,500.00
DEPT 43150 Storm Water	\$34,500.00	\$19,662.00	\$14,838.00	43.01%	\$6,000.00
DEPT 43160 Street Lighting	\$38,000.00	\$31,783.36	\$6,216.64	16.36%	\$43,000.00
DEPT 45100 Community Center	\$28,500.00	\$18,673.73	\$9,826.27	34.48%	\$29,000.00
DEPT 45200 Parks	\$76,000.00	\$30,492.43	\$45,507.57	59.88%	\$126,500.00
DEPT 45300 Senior Citizen Center	\$0.00	\$7,441.95	-\$7,441.95	0.00%	\$1,000.00
DEPT 45500 Library	\$13,036.00	\$3,299.03	\$9,736.97	74.69%	\$35,786.00
Total Expenditure Accounts	\$1,148,943.00	\$1,044,812.31	-\$104,130.69	9.06%	\$1,146,625.00
Total FUND 101 GENERAL FUND	-\$41,476.00	-\$403,626.62	\$362,150.62	-873.16%	-\$39,158.00
FUND 206 AMBULANCE FUND					
Revenue Accounts					
DEPT 42270 Medical Services	\$171,050.00	\$172,902.51	-\$1,852.51	-1.08%	\$171,050.00
DEPT 42271 Ambulance Fundraising	\$0.00	\$5,557.30	-\$5,557.30	0.00%	\$0.00
Total Revenue Accounts	\$171,050.00	\$178,459.81	-\$7,409.81	-4.33%	\$171,050.00
Expenditure Accounts					
DEPT 42270 Medical Services	\$165,909.00	\$127,723.58	\$38,185.42	23.02%	\$162,018.00
DEPT 42271 Ambulance Fundraising	\$0.00	-\$1,641.31	\$1,641.31	0.00%	\$0.00
Total Expenditure Accounts	\$165,909.00	\$126,082.27	-\$39,826.73	24.01%	\$162,018.00
Total FUND 206 AMBULANCE FUND	\$5,141.00	\$52,377.54	-\$47,236.54	-918.82%	\$9,032.00
FUND 207 FIRE FUND					
Revenue Accounts					
DEPT 42200 Fire Department	\$307,000.00	\$249,113.10	\$57,886.90	18.86%	\$307,000.00
Total Revenue Accounts	\$307,000.00	\$249,113.10	\$57,886.90	18.86%	\$307,000.00
Expenditure Accounts					
DEPT 42200 Fire Department	\$306,000.00	\$225,033.64	\$80,966.36	26.46%	\$225,000.00
Total Expenditure Accounts	\$306,000.00	\$225,033.64	-\$80,966.36	26.46%	\$225,000.00
Total FUND 207 FIRE FUND	\$1,000.00	\$24,079.46	-\$23,079.46	-2307.95%	\$82,000.00
FUND 404 CW REISHUS PARK PROJECT					



CITY OF COTTONWOOD

11/29/24 10:48 PM

Page 2

*Budget Control Summary

Current Period: November 2024

Account Descr	2024 Cumulative Budget	2024 Cumulative Actuals	2024 Cumulative Variance	2024 % Variance	2024 Adopted Budget
Revenue Accounts					
DEPT 45202 CW Reishus Park	\$0.00	\$2,787.16	-\$2,787.16	0.00%	\$0.00
Total Revenue Accounts	\$0.00	\$2,787.16	-\$2,787.16	0.00%	\$0.00
Expenditure Accounts					
DEPT 45202 CW Reishus Park	\$0.00	\$17,339.50	-\$17,339.50	0.00%	\$0.00
Total Expenditure Accounts	\$0.00	\$17,339.50	\$17,339.50	0.00%	\$0.00
Total FUND 404 CW REISHUS PARK PROJECT	\$0.00	-\$14,552.34	\$14,552.34	0.00%	\$0.00
FUND 405 TAX INCREMENT FINANCE PROJECTS					
Revenue Accounts					
DEPT 00000 Funds	\$18,000.00	\$13,414.97	\$4,585.03	25.47%	\$19,000.00
Total Revenue Accounts	\$18,000.00	\$13,414.97	\$4,585.03	25.47%	\$19,000.00
Expenditure Accounts					
DEPT 00000 Funds	\$18,000.00	\$12,682.95	\$5,317.05	29.54%	\$22,600.00
Total Expenditure Accounts	\$18,000.00	\$12,682.95	-\$5,317.05	29.54%	\$22,600.00
Total FUND 405 TAX INCREMENT FINANCE PROJ	\$0.00	\$732.02	-\$732.02	0.00%	-\$3,600.00
FUND 601 WATER FUND					
Revenue Accounts					
DEPT 49400 Water	\$242,520.00	\$202,200.98	\$40,319.02	16.63%	\$242,520.00
Total Revenue Accounts	\$242,520.00	\$202,200.98	\$40,319.02	16.63%	\$242,520.00
Expenditure Accounts					
DEPT 49400 Water	\$242,455.00	\$179,646.23	\$62,808.77	25.91%	\$225,975.00
DEPT 49450 Sewer	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Expenditure Accounts	\$242,455.00	\$179,646.23	-\$62,808.77	25.91%	\$225,975.00
Total FUND 601 WATER FUND	\$65.00	\$22,554.75	-\$22,489.75	-34599.62%	\$16,545.00
FUND 602 SEWER FUND					
Revenue Accounts					
DEPT 49450 Sewer	\$624,936.00	\$382,048.28	\$242,887.72	38.87%	\$423,936.00
Total Revenue Accounts	\$624,936.00	\$382,048.28	\$242,887.72	38.87%	\$423,936.00
Expenditure Accounts					
DEPT 49450 Sewer	\$524,884.00	\$418,392.66	\$106,491.34	20.29%	\$375,541.00
Total Expenditure Accounts	\$524,884.00	\$418,392.66	-\$106,491.34	20.29%	\$375,541.00
Total FUND 602 SEWER FUND	\$100,052.00	-\$36,344.38	\$136,396.38	136.33%	\$48,395.00
	\$64,782.00	-\$354,779.57	\$419,561.57	647.65%	\$113,214.00

FILTER: ([*Exp/Rev Accounts].[FUND] In ("101","206","207","404","405","601","602"))

November 25, 2024 – Cottonwood Ambulance Service monthly meeting

The meeting was called to order by LeeAnn with these members present:

Jamie Anderson, Scott Boehne, Desiree Caron, John Caron, Jeremy Dieken, Katie Ewing, Kenzie Herrick, Jaci Hubbard, Sara Hubbard, Ashley Jeseritz, Aaron Lienemann, Krista Listul, Shelly Meyer and Derek Naab.

The minutes for October 2024 were discussed and accepted as presented.

Financials – nothing to report.

Mark from Premier was here, options were discussed with Jamie, Derek and LeeAnn and they are working on doing a design with our requests, a revised quote was received.

Please ask questions when using the PSTruxx to help us avoid needing to fix counts.

New Binder is here, there are now 2 permanent ones, still appreciate any feedback or concerns.

Mega Mover, clean and reuse if minimal use on a call, do not reuse if soiled, please dispose of.

Please check all doors when coming and going from calls. Check the outside doors and ambulance office door to make sure the doors are locked.

The Vehicle Maintenance position is open, fill out application if interested.

HIPPA, reminder we are to keep all patient information from calls confidential.

Winter Open House – December 7, 2024, from 11-1. Set up will be at 9am.

Defib for December is Scott and LeeAnn.

Next meeting will be December 30, 2024, at 18:00. There will be no training.

The motion to adjourn the meeting was made by Jamie and seconded by Sara and approved by the rest of the members present.

Training was done with Granite Falls regarding Anaphylaxis, SP02, CO

Shelly Meyer – Secretary

ORDINANCE NO. 2024-04
AN ORDINANCE OF THE CITY OF COTTONWOOD, MINNESOTA, ENACTING A NEW
DIVISION, MOBILE FOOD UNITS, IN CHAPTER 175, BUSINESS REGULATIONS.

The City Council of the City of Cottonwood, hereby ordains:

(A) PURPOSE

This ordinance is intended to permit the reasonable use of mobile food units while preventing any adverse consequences to residents, businesses and public property.

(B) DEFINITIONS

MOBILE FOOD UNIT means (1) a self-contained food service operation, located in a motorized wheeled or towed vehicle that is readily movable without disassembling and that is used to store, prepare, display, or serve food intended for individual portion service; or (2) a mobile food unit as defined in Minn. Stat. § 157.15, subd. 9.

VENDING CART means a self-contained mobile device of sufficiently lightweight construction so that it can be moved from place to place by one adult without any auxiliary power where food and other permitted goods are dispensed to the public, either with or without charge.

PERMITTEE means any person issued a Mobile Food Unit or Vending Cart permit.

(C) LICENSE AND PERMIT REQUIRED

It is unlawful for any person to operate a Mobile Food Unit or Vending Cart in the city without first obtaining a license from Lyon County or the State of Minnesota, and a permit issued by the city under this Division.

(D) EXEMPTIONS.

- (1) Community events approved and licensed or permitted by the City Council shall be exempted from the provisions of this ordinance provided that participating vendors are covered by the event license or permit and are otherwise compliant with the Minnesota Department of Health standards.
- (2) Mobile food units serving ice cream and/or similar frozen snacks are allowed to operate within the public right-of-way in any residential zoning districts and do not require a City-issued permit under this Division.
- (3) A Mobile Food Unit or Vending Cart may operate in a private commercial or industrial parking lot and on private residential property, with the written consent of the private property owner, without a City-issued permit under this Division.

(E) ANNUAL PERMITS

- (1) An annual permit allows a Mobile Food Unit or Vending Cart operations in the city for any number of days during a calendar year.
- (2) All annual permits shall expire on December 31 following the date of issue.
- (3) Permits are non-transferable. Proof of permit shall be displayed at all times in the mobile food unit.
- (4) *Permit fees.* Fees for annual permits are determined in the city's fee schedule, as adopted and updated from time to time by resolution.

(F) PERMIT APPLICATIONS.

An application for a Mobile Food Unit or Vending Cart permit shall be filed, along with the required fee, with the City Clerk-Administrator-Administrator. The application shall be made on a form approved by the city and shall contain information requested by the city, including, but not limited to, the following:

- (1) A copy of each related license issued by Lyon County and/or the State of Minnesota Department of Health required to operate a Mobile Food Unit or Vending Cart.
- (2) A certificate evidencing the insurance coverage consistent with the requirements of Section G.
- (3) A site plan that includes the location of the site where the food truck/trailer will set up.

(G) INSURANCE

- (A) No permit shall be granted, nor be effective, until the applicant files with the city a certificate of insurance by an insurance company authorized to do business in the State of Minnesota, evidencing the following forms of insurance:
 - (1) Commercial general liability insurance, with a limit of not less than one million five hundred thousand dollars (\$1,500,000) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000);
 - (2) Automobile liability insurance with a limit of not less than two million dollars (\$2,000,000) combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles;
 - (3) Food products liability insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence;
 - (4) Public liability insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence;

- (5) Property damage insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence;
 - (6) Workers compensation insurance (statutory limits) or evidence of exemption from state law; and
 - (7) The city shall be endorsed as an additional insured on the certificate of insurance and any umbrella/excess insurance if the applicant intends to operate its mobile food unit on public property.
- (B) Permittees may achieve the insurance limits and coverage required in this Section through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages specifically required under this Section, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess or umbrella policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.
- (C) The Certificate of Insurance shall state that the insurance has been endorsed to require that the city be notified ten (10) days in advance of cancellation of the policy or a material modification of a coverage term.

(H) CONDITIONS OF PERMIT

(A) A Mobile Food Unit or Vending Cart may only operate as set forth in the following:

- (1) *Locations.* A Mobile Food Unit or Vending Cart may only operate in the locations set forth in this paragraph and as specified in the permit.
 - (a) On private property in any non-residential zoning district, with the written consent of the owner of such property.
 - (b) In a city park, or on city-owned property and rights-of-way adjacent to city parks or within any non-residential zoning district, with the prior written approval by the city and as specified in the permit and any additional park or other permits which may apply to such operations.
 - (c) The City Clerk-Administrator shall maintain an official map showing permitted locations as defined by this Article.
- (2) *Performance Standards.* A mobile food unit permit holder is subject to the following performance standards:
 - (a) A Mobile Food Unit or Vending Cart may not operate on the same property more than twenty-one (21) days during any calendar year.
 - (b) A Mobile Food Unit or Vending Cart unit permit holder shall operate in strict compliance with the laws, rules and regulations of the United States, State of Minnesota,

Lyon County, and the City of Cottonwood, including parking regulations, and posted signs.

- (c) Only food and non-alcoholic beverages shall be sold.
- (d) Electrical cords and hookups to public utilities are not permitted.
- (e) A Mobile Food Unit or Vending Cart must provide an independent power supply that is screened from public view, if not part of the vehicle, and not to exceed 70 dbs.
- (f) A Mobile Food Unit or Vending Cart must dispose of its gray water daily in accordance with the City Code and all applicable laws. Gray water shall not under any circumstances be drained or discharged into City storm water drains or disposed of in public trash cans.
- (g) A Mobile Food Unit or Vending Cart shall provide and maintain at least one clearly designated waste container for customer use per Mobile Food Unit or Vending Cart located within five (5) feet of the unit. Operator is responsible for daily removal of trash, litter, recycling and refuse.
- (h) Mobile Food Unit or Vending Cart shall not operate before 7:00 a.m. or after 11:00 p.m. in non- residential areas of the city, and not before 8:00 a.m. or after 8:00 p.m. in residential zones immediately adjacent to designated parks (as shown on map attached to this Ordinance as Appendix 1) and must not create any unnecessary noise disturbances or disrupt, obstruct or interfere with customer or public vehicular or pedestrian traffic or safety in any way.
- (i) Proof of Department of Health and/or Lyon County licensing must be provided and posted on the Mobile Food Unit or Vending Cart.
- (j) A Mobile Food Unit must comply with the National Fire Protection Association's Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- (k) One "A" frame sign not exceeding twelve (12) square feet per side is permitted during operation, not to impede vehicular or pedestrian traffic.
- (l) A Mobile Food Unit or Vending Cart cannot be located within three hundred (300') feet from the perimeter of any pre-approved festival, sporting event or civic event unless a license is issued to be part of the festival or event.
- (m) A Mobile Food Unit or Vending Cart must not occupy more than three (3) parking spots.
- (n) The Mobile Food Unit or Vending Cart may have a maximum bumper to bumper length of no more than 40 feet and be not wider than 8 feet. The vehicle shall be self- powered, i.e. no electrical cord(s) shall be laid across any city street or sidewalk. The vehicle shall not be left on city property after the daily hours of operation, except as otherwise

provided by city code pertaining to vehicle parking.

- (o) Mobile Food Unit or Vending Cart may not operate in city-owned parking lots, except those parking lots adjacent to or inside a city park with the approval of the city.
- (p) Mobile Food Unit or Vending Cart sites shall be kept in a neat and orderly manner and shall provide trash and/or recycling collection and cleanup. The Mobile Food Unit or Vending Cart shall keep the surrounding area in a sanitary condition. The permittee shall be responsible for a) collecting any visible trash or other debris from mobile food unit operations within a 100 feet circumference of the mobile food unit, which patrons have not properly disposed of; and b) removing the trash container and its contents at the end of the daily hours of operation and properly disposing of the same.
- (q) A Mobile Food Unit or Vending Cart with a Type I cooking hood shall have said hood cleaned at least annually as required by applicable regulations.
- (r) A Mobile Food Unit or Vending Cart with a fire suppression system under the cooking hood shall have the system tested and tagged in accordance with applicable codes.
- (s) A Mobile Food Unit or Vending Cart must have at least one (1) 2A:20BC fire extinguisher in the mobile food unit. If deep frying occurs in the mobile food unit, then the mobile food unit must have at least one (1) Class K fire extinguisher in the mobile food unit. Each fire extinguisher must display an inspection tag dated within the past 12 months.
- (t) Propane tanks must be attached or secured to the Mobile Food Unit or Vending Cart and must be adequately ventilated.
- (u) Mobile Food Unit or Vending Cart cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
- (v) Mobile Food Unit or Vending Cart shall be allowed to set up 1 hour prior to conducting food vending and shall exit from the site within 1 hour of the close of conducting business. The Permittee shall ensure that the site is free of refuse and debris prior to exiting the site.
- (w) An out of service Mobile Food Unit or Vending Cart shall not be stored in a front yard or side street yard or driveway of a residential property. An out of service Mobile Food Unit or Vending Cart shall be parked and stored in accordance with the City Code and applicable laws.
- (x) Free-standing food tents, not associated with a Mobile Food Unit or Vending Cart, are not allowed on city-owned property unless they have obtained a special event permit, or if they are operating through an organization that has already obtained such permit.

(I) PROHIBITED PRACTICES.

(A) It is unlawful for any person engaged in business of a Mobile Food Unit or Vending Cart operation to do the following

- (1) Call attention to themselves by crying out, blowing a horn, ringing a bell, and playing music or other noise discernable beyond the unit.
- (2) Leave the Mobile Food Unit or Vending Cart at an authorized location outside allowed hours of operation.
- (3) Operate or travel in or on public sidewalks, trails or right-of-way except as authorized in the permit.
- (4) Obstruct the ingress or egress from property or buildings.
- (5) Conduct business in any manner as to create a threat to the health, safety, and welfare of a specific individual or the general public, or fail to obey a lawful order of law enforcement or licensing or permitting authority.

(J) ENFORCEMENT

A permit may be suspended, revoked, or denied for renewal for any violations of this Code or conditions of any permit. Any violation of this Division or provisions of any permit shall be a misdemeanor.

(K) SUSPENSION OR REVOCATION OF PERMIT

(A) Every permit required under this Chapter shall be subject to suspension or revocation.

(B) To the extent that the provisions of this Article are not inconsistent with other provisions of this Chapter or with state law, the procedures established in this Article for suspension or revocation of a permit required under this Chapter shall govern.

(C) A permit shall only be revoked for cause. For the purposes of this Article, cause for revocation or suspension shall mean:

- (1) A situation or event which would lead a reasonable person to believe that continuance of the activity which produced the situation or event might adversely affect the morals, health, safety or welfare of one or more members of the public.
- (2) A violation of the terms or conditions of the permit or of the law applicable to the activity for which the permit was issued.
- (3) Material inaccuracies in any application materials, reports or other information submitted to the City regarding the activity for which the permit was issued.
- (4) Fraud practiced upon the City; or

- (5) Conviction of a crime related to the activity for which the permit was issued.
- (D) A permit may not be revoked without providing the permittee an opportunity to be heard on the issue by the City Council in a public hearing pursuant to Section L.

(L) SUSPENSION OR REVOCATION BY CITY COUNCIL; HEARING

- (A) Whenever any city official takes action to revoke or suspend a permit required under this chapter, and a process to appeal or seek review of such decision to the City Council is not otherwise provided, the permittee shall have the right to be heard on the issue by the City Council in a public hearing pursuant to the following procedure:
 - (1) A notice of suspension or revocation shall be prepared by the City Clerk-Administrator. The notice shall state the following:
 - (a) The cause for suspension or revocation.
 - (b) That the permittee is entitled to a public hearing before the City Council if a written request for such a hearing is submitted to the City Clerk-Administrator within five (5) business days after service of the notice.
 - (c) That a hearing will be set, if requested, for a date, time and place.
 - (d) that the permittee will be informed of the date, time and place of the hearing, if requested; and
 - (e) that failure to request a hearing will result in the suspension or revocation of the license.
 - (2) The notice shall be served on the permittee by certified mail, return receipt requested.
 - (3) If requested, a public hearing on the suspension or revocation of a permit shall be held at a regular or special meeting of the City Council. The presiding officer shall make a statement as to the reason for the hearing and make every reasonable effort to ensure a fair and full presentation of the facts and arguments by the permittee and the city and representatives or counsel for each.
 - (4) When the public hearing is closed, the presiding officer shall advise the council that any decision to suspend or revoke must be made for cause as defined in this Article.
 - (5) A decision shall be made by the City Council within a reasonable time and not more than 20 days after the day the public hearing is closed and promptly communicated to the permittee in writing.

This ordinance shall be effective from and after its adoption and publication.

Passed by the City Council of Cottonwood, Minnesota this third day of December 2024.

Corey Moseng, Mayor

Teather Bliss, Clerk-Administrator

CITY OF COTTONWOOD

78 WEST MAIN STREET | PO BOX 106
COTTONWOOD, MN 56229
MOBILE FOOD UNIT APPLICATION

**APPLICANT'S FULL NAME:****LEGAL NAME OF PERMITTEE (business, LLC, corporation, etc.)****DBA OR TRADE NAME (mobile food unit):****PHYSICAL ADDRESS:****MAILING ADDRESS:** ☐ Same as Physical Address**CITY/STATE/ZIPCODE:****PRIMARY PHONE NUMBER:****MINNESOTA TAX ID:****FEDERAL TAX ID:****APPLICANT'S SOCIAL SECURITY NUMBER (required if MN & Federal ID not provided):****EMAIL ADDRESS:****VEHICLE INFORMATION****LICENSE PLATE NUMBER & STATE:****MAKE/MODEL/YEAR:****TRUCK/TRAILER SIZE:****ADDITIONAL VEHICLE DETAILS:****LIST OF PUBLIC LOCATION INFORMATION (see attached map)****PRIVATE LOCATION INFORMATION****NAME OF LOCATION (cannot operate more than 21 days annually at one place):****OWNER/MANAGER SIGNATURE:****DATE:**

TYPES OF FOOD TO BE SOLD
PRIOR PERMIT REFERENCES
LIST 3 MUNICIPALITIES YOU HOLD OR HAVE HELP A MOBILE FOOD UNIT PERMIT:
1. _____
2. _____
3. _____
REQUIRED ADDITIONAL DOCUMENTS
<div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> COMPLETED APPLICATION <input type="checkbox"/> ANNUAL PERMIT FEE <input type="checkbox"/> CERTIFICATE OF INSURANCE (See attached Ordinance for Insurance requirements) <input type="checkbox"/> COMPLETED & SIGNED MN WORKERS COMPENSATION CERTIFICATE OF COMPLIANCE <input type="checkbox"/> SIGNED CRIMINAL HISTORY SCREENING POLICY <input type="checkbox"/> COMPLETED & SIGNED TENANT CHECK SCREENING APPLICATION <input type="checkbox"/> COPY OF MN ISSUED DRIVER'S LICENSE OR VALID GOV IDENTIFICATION <input type="checkbox"/> COPY OF MN DEPT OF HEALTH OR MN DEPT OF AG LICENSE <input type="checkbox"/> COPY OF ANY REQUIRED LICENSE FROM LYON COUNTY OR SWHHS </div>
TERMS & AGREEMENT
<p>I certify I have read the above questions and answers are true and correct to the best of my knowledge.</p> <p>_____ shall perform its activities in full conformance with applicable federal, state and local laws, and shall be responsible for, and shall indemnify, defend and hold harmless the City of Cottonwood and all the City's officers, employees and agents from and against all claims, suits, liability, damages and losses, specifically including but not limited to those for loss of use of property, for damage to any property, real of personal, for injury to or death of any person, and for all other liabilities whatsoever including related expenses and actual attorney fees in any way sustained by reason of the activities authorized by this license, permit or agreement in connection with the actions of _____, its employees, agents, or officers within the City of Cottonwood.</p> <p>The foregoing shall not be construed to be an agreement to indemnify the City of Cottonwood, its officers, agents, or employees against liability for claims, suits, damages and losses were caused by or resulting from the gross negligence or willful misconduct of the City of Cottonwood, its officers, employees or agents, This permit, license or agreement shall be construed in accordance with the laws of the state of MN.</p> <p>I have received a copy of Cottonwood Ordinance 2024-04 and agree to abide by the regulations set forth therein.</p> <p>SIGNATURE: _____ Date: _____</p>
OFFICE USE ONLY
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> FEE PAID \$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> CHECK NO _____ <input type="checkbox"/> CC PERMIT NO _____ </div>

E-mail: dli.license@state.mn.us
Website: www.dli.mn.gov
Phone: (651) 284-5034

Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number	Alternate telephone number
---	---------------------------	----------------------------

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes)	City	State	ZIP code
County	Email address		

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)		
Policy number	Effective date	Expiration date

I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce.)

2. I am not required to have workers' compensation insurance because:

I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)

I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)

I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)

I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name

Applicant signature (required)	Title	Date
--------------------------------	-------	------

If you have questions about completing this form or to request this form in Braille, large print or audio.

CITY OF COTTONWOOD

78 WEST MAIN STREET | PO BOX 106 | COTTONWOOD, MINNESOTA 56229
TEATHER BLISS, CLERK-ADMINISTRATOR | TEATHER@CITYOFCOTTONWOODMN.GOV



Criminal History Screening Policy

The City of Cottonwood shall require a screening process for all individuals that apply for a permit or license to perform services within its corporate city limits.

- Screening Fee. The screening fee shall be set at \$50.00 and paid upon completion of the required application.
- Business Screening Service. The screening service for the City of Cottonwood shall be set by the City of Cottonwood and communicate through the Cottonwood Administration Offices all applications, screenings, and other required documents for screening services.
- Approval or Denial of Request. The City of Cottonwood shall have in place a set of standards for which applications will be approved or denied. Clear history of any serious and/or repeated criminal history or history of endangering others and/or damaging property shall result in the denial of the application.

Applicant Signature

Date



CITY OF COTTONWOOD 507-423-6488

NOT APPLICABLE

Owner or Apartment Complex Name and Phone Number	Expected Move In Date	
NOT APPLICABLE	NOT APPLICABLE	\$50.00
Rental Address and Unit Number	Rent Amount	Screening Fee

ONLY ONE PERSON PER FORM. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

APPLICANT INFORMATION

Applicant FULL Legal Name (Last, First and Middle)	Date Of Birth	Social Security Number
List All Nicknames, Maiden Names, Former Names, etc.	License Or ID Number	
Present Home Address (Street, City, State, Zip)	Move In Date	Own Or Rent?
NOT APPLICABLE		
Present Landlord / Manager / Apartment Complex / Mortgage Company	Monthly Rent Or Mortgage Payment	
NOT APPLICABLE		
Relationship To Landlord (If Applicable)	Landlord Phone Number (Landline If Possible)	
NOT APPLICABLE		
Personal Banking Information (Name, Branch)	Account Type	Account Number
NOT APPLICABLE		
Source(s) Of Income	Phone Number	Amount Per Month
NOT APPLICABLE		
Name And Address Of Person To Contact In Case Of Emergency	Phone Number	
NOT APPLICABLE		
Name And Address Of Person To Contact In Case Of Emergency	Phone Number	
Have You Ever Filed For Personal Bankruptcy?	Yes	No
Business Bankruptcy?	Yes	No
Have You Ever Been Arrested Or Charged With A Crime Other Than A Traffic Violation?	Yes	No
Have You Ever Been Evicted / Been Asked To Vacate / Not Paid Rent When Due?	Yes	No
Have You Ever Resided In Another State?	Yes	No
When and Where?		

BUSINESS INFORMATION**Name Of Business**

Business Phone Number

Date Business Started

Federal ID Number

State ID Number

Present Commercial Address (Street, City, State, Zip)

Move In Date

Move Out Date

Present Landlord / Manager

Landlord Phone Number (Landline If Possible)

Relationship To Landlord

Rent Amount

Reason For Relocation

If Not Currently Renting A Commercial Space, Please List The Most Recent Rental.**Previous Commercial Address (Street, City, State, Zip)**

Move In Date

Move Out Date

Previous Landlord / Manager

Landlord Phone Number (Landline If Possible)

Nature Of Business

Business Type (ie., Corporation, Franchise)

Number Of Employees On Site

Number Of Daily Visitors

Typical Business Hours

Number Of Company Vehicles

Number Of Parking Spaces Desired

Desired Move In Date

Desired Lease Term

Business Banking Information (Name, Branch)

Account Type

Account Number

TRADE REFERENCES**Business and Contact Name**

Nature Of Business Relationship

Phone Number

Business and Contact Name

Nature Of Business Relationship

Phone Number

Business and Contact Name

Nature Of Business Relationship

Phone Number

RELEASE

I understand and agree that this application is not a lease and that it may be accepted or rejected by the Lessor. I hereby authorize the Lessor and/or Twin City Tenant Check, Inc. to obtain any and all information available from any organization for the purpose of review of my credit, criminal, rental and employment history. This may include, but is not limited to, consumer credit reports, salary, any additional income sources, reason for termination of employment and/or residency, and public records held by government agencies. I also authorize any organization, including but not limited to landlords, employers, credit bureaus and government agencies, to release requested information to Twin City Tenant Check, Inc. I certify the above information is true and complete to the best of my knowledge and understand that any false or misleading information may be grounds for rejection of this application or termination of lease.

Signature of Applicant

Date

Printed Name Of Applicant

Email Address

Home Phone Number

Daytime Phone Number

Cell Phone Number

Auto Make / Model / Plate Number

Auto Make / Model / Plate Number

APPLICANT : PLEASE DO NOT RETURN THE COMPLETED APPLICATION DIRECTLY TO TWIN CITY TENANT CHECK, INC. WE CAN ONLY ACCEPT AN APPLICATION FROM OUR CLIENTS.

.

Twin City Tenant Check, Inc.

910 Ivy Avenue East . Saint Paul . MN . 55106

p (651) 224-3002 . f (651) 224-0207 or (651) 224-7300



CITY OF COTTONWOOD

11/29/24 10:15 PM

Page 1

Payments

Current Period: November 2024

Payments Batch 120324_BILLPAY

\$7,064.38

Refer	11399	MN ENERGY RESOURCES	Ck# 002148E 12/2/2024	
Cash Payment	E 207-42200-383	Gas Utilities	FIREHALL 100 WEST 2ND STREET 0503306403-00001	\$30.09
Invoice				
Cash Payment	E 206-42270-383	Gas Utilities	AMBULANCE 100 WEST 2ND STREET 0503306403-00001	\$30.08
Invoice				
Cash Payment	E 101-45100-383	Gas Utilities	COMMUNITY SERVICES 142 WEST MAIN STREET	\$63.82
Invoice				
Cash Payment	E 101-41500-383	Gas Utilities	MAIN OFFICE 0503255941-00001	\$34.69
Invoice				
Cash Payment	E 602-49450-383	Gas Utilities	SHOREVIEW LIFT STATION	\$19.24
Invoice				
Cash Payment	E 101-45500-383	Gas Utilities	LIBRARY 86 WEST MAIN STREET	\$52.65
Invoice				
Cash Payment	E 101-41500-383	Gas Utilities	DENTAL BUILDING 231 W MAIN	\$20.93
Invoice				
Cash Payment	E 101-43000-383	Gas Utilities	CITY SHOP 315 E 4TH STREET 0504303492- 00001	\$69.63
Invoice				
Transaction Date	12/2/2024	General Checking	10100	Total \$321.13
Refer	11400	BANYON	-	
Cash Payment	E 101-41500-207	Licensing		\$3,084.00
Invoice	00165927			
Transaction Date	12/2/2024	General Checking	10100	Total \$3,084.00
Refer	11401	XCEL	Ck# 002149E 11/27/2024	
Cash Payment	E 101-43160-381	Electric Utilities	DEC STREET LIGHTS	\$2,428.38
Invoice				
Transaction Date	12/2/2024	General Checking	10100	Total \$2,428.38
Refer	11402	GREAT AMERICA	Ck# 002150E 12/2/2024	
Cash Payment	E 101-43000-411	Rentals	Sharp MX-C303W System	\$40.75
Invoice	37902248			
Cash Payment	E 206-42270-411	Rentals	Sharp MX-C303W System	\$40.75
Invoice	37902248			
Cash Payment	E 101-43000-350	Printing & Binding	SHOP COPIES 9302179Y	\$2.74
Invoice	37902248			
Cash Payment	E 206-42270-350	Printing & Binding	AMBULANCE COPIES 9302193Y	\$5.13
Invoice	37902248			
Transaction Date	12/2/2024	General Checking	10100	Total \$89.37
Refer	11403	EMS MANAGEMENT & CONSULTA	-	
Cash Payment	E 206-42270-300	Professional Services	OCT 2024 TRIPS BILLED AND COLLECTIONS	\$419.19
Invoice	EMS-009323			
Transaction Date	12/2/2024	General Checking	10100	Total \$419.19
Refer	11404	GREAT AMERICA	Ck# 002151E 12/2/2024	
Cash Payment	E 101-41500-411	Rentals	NEW COPIER LEASE FOR DEC 2024	\$222.57
Invoice	37968053			



CITY OF COTTONWOOD

Payments

11/29/24 10:15 PM

Page 2

Current Period: November 2024

Cash Payment	E 101-41500-350 Printing & Binding	PRINTING CHARGES		\$499.74
Invoice 37968053				
Transaction Date	12/2/2024	General Checking	10100	Total \$722.31

Fund Summary

	10100 General Checking	
101 GENERAL FUND		\$6,519.90
206 AMBULANCE FUND		\$495.15
207 FIRE FUND		\$30.09
602 SEWER FUND		\$19.24
		<u>\$7,064.38</u>

Pre-Written Checks	\$3,561.19
Checks to be Generated by the Computer	\$3,503.19
Total	<u>\$7,064.38</u>



CITY OF COTTONWOOD

11/29/24 10:14 PM

Page 1

Payments

Current Period: November 2024

Payment Batch 112624_BILLPAY

\$14,704.19

Refer	11331	MVTL TESTING	Ck# 052436	11/27/2024		
Cash Payment	E 602-49450-305	Samples & Testing	TESTING			\$195.50
Invoice	1279870					
Transaction Date	11/13/2024	General Checking	10100	Total		\$195.50
Refer	11332	GUIDEPOINT PHARMACY	Ck# 052429	11/27/2024		
Cash Payment	E 207-42200-210	Operating Supplies	TEST STRIPS			\$54.99
Invoice	10.30.2024					
Transaction Date	11/13/2024	General Checking	10100	Total		\$54.99
Refer	11333	SOUTHWEST SANITATION	Ck# 052440	11/27/2024		
Cash Payment	E 101-45200-411	Rentals	OCTOBER-ADA PORT RENT CENTRAL PARK			\$205.00
Invoice	10312024					
Cash Payment	E 101-45200-411	Rentals	OCTOBER-ADA PORT RENT CITY PARK			\$205.00
Invoice	10312024					
Transaction Date	11/13/2024	General Checking	10100	Total		\$410.00
Refer	11340	LOUWAGIE, KRISTEN	Ck# 052433	11/27/2024		
Cash Payment	R 101-45100-34720	Deposits - Reimburs	CC REFUND FROM 11.15.24			\$100.00
Invoice						
Transaction Date	11/18/2024	General Checking	10100	Total		\$100.00
Refer	11341	SOLIS, SONDR	Ck# 052439	11/27/2024		
Cash Payment	R 101-45100-34720	Deposits - Reimburs	CC REFUND FROM 11.16.24			\$100.00
Invoice						
Transaction Date	11/18/2024	General Checking	10100	Total		\$100.00
Refer	11342	USPS	Ck# 052400	11/18/2024		
Cash Payment	G 101-13400	Due From Organization	R001 372 PIECES			\$82.96
Invoice						
Cash Payment	G 101-13400	Due From Organization	R002 288 PIECES			\$64.22
Invoice						
Cash Payment	G 101-13400	Due From Organization	PBOX 125 PIECES			\$27.88
Invoice						
Transaction Date	11/18/2024	General Checking	10100	Total		\$175.06
Refer	11349	MN DEPT OF HEALTH	Ck# 052434	11/27/2024		
Cash Payment	E 601-49400-387	MDH Connection Fees	QUARTERLY CONNECTION FEES			\$1,215.00
Invoice	Q4 2024					
Transaction Date	11/18/2024	General Checking	10100	Total		\$1,215.00
Refer	11350	MN VALLEY COOP LIGHT AND PO	Ck# 002136E	11/18/2024		
Cash Payment	E 601-49400-381	Electric Utilities	ACCOUNT 12764001 AND 12764000			\$1,239.43
Invoice						
Transaction Date	11/18/2024	General Checking	10100	Total		\$1,239.43
Refer	11351	WEX HEALTH	Ck# 002137E	11/18/2024		
Cash Payment	G 101-21707	FSA	FSA			\$8.25
Invoice						
Transaction Date	11/18/2024	General Checking	10100	Total		\$8.25
Refer	11352	A-OX WELDING SUPPLY CO INC	Ck# 052425	11/27/2024		



CITY OF COTTONWOOD

11/29/24 10:14 PM

Page 2

Payments

Current Period: November 2024

Cash Payment	E 206-42270-411 Rentals	MEDICAL GAS FOR AMB		\$255.42
Invoice 0001033150-00				
Transaction Date	11/18/2024	General Checking	10100	Total \$255.42
Refer	11353 VSP INSURANCE CO	Ck# 052445	11/27/2024	
Cash Payment	G 101-21713 VISION	VISION INSURANCE NOV 2024 COVERAGE		\$42.50
Invoice 821639920				
Transaction Date	11/18/2024	General Checking	10100	Total \$42.50
Refer	11356 MN STATE FIRE DEPT ASSOCIATI	Ck# 052435	11/27/2024	
Cash Payment	E 207-42200-433 Dues and Subscriptions	2025 MSFDA MEMBERSHIP DUES		\$175.00
Invoice				
Transaction Date	11/18/2024	General Checking	10100	Total \$175.00
Refer	11357 LIENEMANN, AARON	Ck# 052432	11/27/2024	
Cash Payment	E 206-42270-210 Operating Supplies	CLOTHING REIMBURSEMENT		\$55.00
Invoice				
Transaction Date	11/18/2024	General Checking	10100	Total \$55.00
Refer	11358 TEAM LABORATORY CHEM LLC	Ck# 052442	11/27/2024	
Cash Payment	E 602-49450-216 Chemicals & Chemical P	BUGS AND POND DYE		\$2,560.00
Invoice 0044152				
Transaction Date	11/18/2024	General Checking	10100	Total \$2,560.00
Refer	11359 USA BLUE BOOK	Ck# 052443	11/27/2024	
Cash Payment	E 602-49450-220 Repairs & Maintenance	VERMILLION		\$385.37
Invoice 00524132				
Transaction Date	11/18/2024	General Checking	10100	Total \$385.37
Refer	11360 OFFICE PEEPS	Ck# 052437	11/27/2024	
Cash Payment	E 101-41500-200 Office Supplies	SCISSORS, UNBOXING		\$12.53
Invoice 1077234-0				
Cash Payment	E 101-41500-200 Office Supplies	11X17 COPY PAPER		\$79.55
Invoice 1081042-0				
Transaction Date	11/18/2024	General Checking	10100	Total \$92.08
Refer	11380 USABLE	Ck# 052444	11/27/2024	
Cash Payment	G 101-21709 LIFE INSURANCE	DEC 2024 LIFE INSURANCE		\$97.60
Invoice				
Transaction Date	11/19/2024	General Checking	10100	Total \$97.60
Refer	11383 VISA	Ck# 002140E	11/20/2024	
Cash Payment	E 206-42270-210 Operating Supplies	HENRY SHEIN AMB SUPPLIES		\$476.21
Invoice				
Cash Payment	E 206-42270-491 Community Celebration	ITEMS FOR SANTA DAY		\$32.88
Invoice				
Cash Payment	E 206-42270-210 Operating Supplies	CREDIT MEMO FROM HENRY SHEIN		-\$7.92
Invoice				
Cash Payment	E 206-42270-210 Operating Supplies	HENRY SHEIN AMB SUPPLIES		\$80.59
Invoice				
Cash Payment	E 206-42270-210 Operating Supplies	HENRY SHEIN AMB SUPPIES		\$78.45
Invoice				
Cash Payment	E 206-42270-210 Operating Supplies	TELEFLEX AMB SUPPLIES		\$1,100.00
Invoice				



CITY OF COTTONWOOD

11/29/24 10:14 PM

Page 3

Payments

Current Period: November 2024

Cash Payment	E 206-42270-491 Community Celebration	ITEMS FOR SANTA DAY	\$60.95
Invoice			
Cash Payment	E 206-42270-210 Operating Supplies	AMB SUPPLIES UE MEDICAL DEVICES	\$367.50
Invoice			
Transaction Date	11/20/2024	General Checking 10100	Total \$2,188.66
Refer	11384 VISA	Ck# 002141E 11/20/2024	
Cash Payment	E 207-42200-210 Operating Supplies	AMAZON SHOVEL HOLDER AND ORG BIN FOR FIRE DEPT	\$117.73
Invoice			
Transaction Date	11/20/2024	General Checking 10100	Total \$117.73
Refer	11385 VISA	Ck# 002142E 11/20/2024	
Cash Payment	E 101-43000-433 Dues and Subscriptions	AMAZON MEMBERSHIP	\$14.99
Invoice			
Cash Payment	E 601-49400-305 Samples & Testing	MAILING SAMPLES	\$6.20
Invoice			
Cash Payment	E 101-43000-215 Shop Supplies	RUNNINGS - SHOP SUPPLIES	\$150.75
Invoice			
Cash Payment	E 101-43000-215 Shop Supplies	RUNNINGS - SHOP SUPPLIES	\$46.51
Invoice			
Transaction Date	11/20/2024	General Checking 10100	Total \$218.45
Refer	11386 VISA	Ck# 002143E 11/20/2024	
Cash Payment	E 101-41500-200 Office Supplies	OFFICE SUPPLIES - GARBAGE BAGS AND GLADE PLUG INS	\$41.15
Invoice			
Cash Payment	E 101-41500-433 Dues and Subscriptions	ADOBE OFFICE	\$119.39
Invoice			
Cash Payment	E 207-42200-433 Dues and Subscriptions	ADOBE FOR FIRE DEPT	\$39.79
Invoice			
Cash Payment	E 101-42000-226 Sign Repair	BOAT LANDING SIGN	\$69.34
Invoice			
Cash Payment	E 101-42000-226 Sign Repair	TREE SITE SIGN	\$95.09
Invoice			
Cash Payment	E 101-41500-322 Postage	POSTAGE FOR FALL 2024 NEWSLETTER	\$147.18
Invoice			
Cash Payment	E 101-41410-200 Office Supplies	POP AND SNACKS FOR ELECTIONS - WALMART	\$57.05
Invoice			
Cash Payment	E 101-41410-200 Office Supplies	STORAGE BINS FOR ELECTION EQUIPMENT - DG	\$28.86
Invoice			
Cash Payment	E 101-41410-200 Office Supplies	ELECTIONS - FOOD FOR WORKERS WALMART	\$56.31
Invoice			
Cash Payment	E 101-41410-200 Office Supplies	ROLLS FOR ELECTION WORKERS	\$32.03
Invoice			
Cash Payment	E 101-41410-200 Office Supplies	JIMMY JOHNS ELECTIONS FOOD	\$121.32
Invoice			
Transaction Date	11/20/2024	General Checking 10100	Total \$807.51
Refer	11387 COTTONWOOD EDA	Ck# 052428 11/27/2024	



CITY OF COTTONWOOD

11/29/24 10:14 PM

Page 4

Payments

Current Period: November 2024

Cash Payment	E 101-41500-381 Electric Utilities	ELECTRICITY FOR NEW OFFICE	\$47.65
Invoice			
Cash Payment	E 101-41500-383 Gas Utilities	GAS BILL FOR NEW OFFICE	\$191.56
Invoice			
Cash Payment	E 101-41500-436 Property Tax Payable	PROPERTY TAXES FOR NEW OFFICE	\$250.00
Invoice			
Transaction Date	11/21/2024	General Checking 10100	Total \$489.21
Refer	11388 AVERA GRANITE FALLS	Ck# 052426 11/27/2024	
Cash Payment	E 206-42270-406 Mutual Aid & Intercepts	ALS INTERCEPT- IVERSON 10.04.2024	\$265.00
Invoice 39			
Transaction Date	11/21/2024	General Checking 10100	Total \$265.00
Refer	11389 GREAT AMERICA	Ck# 002144E 11/20/2024	
Cash Payment	E 101-41500-411 Rentals	NEW COPIER MACHINE RENTAL	\$222.57
Invoice			
Cash Payment	E 101-41500-350 Printing & Binding	PRINTING FOR COPIER	\$285.46
Invoice			
Transaction Date	11/20/2024	General Checking 10100	Total \$508.03
Refer	11390 NET2PHONE	Ck# 002145E 11/22/2024	
Cash Payment	E 101-41500-321 Telephone	MONTHLY PHONE CHARGES	\$128.30
Invoice			
Cash Payment	E 101-45500-321 Telephone	MONTHLY PHONE CHARGES	\$28.07
Invoice			
Transaction Date	11/22/2024	General Checking 10100	Total \$156.37
Refer	11391 NOVEL ENERGY SOLUTIONS	Ck# 002146E 11/25/2024	
Cash Payment	E 101-41500-386 Solar Garden	8376 SITE - 1731 - 300 E 4TH STREET N	\$90.04
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	2679 SITE - 1719 -3761 ST HWY 23 STREET LIGHTS	\$32.10
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	9331 SITE -1721- 3811 HIGHWAY 23 STREET LIGHTS	\$17.97
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	4549 SITE - 1722 -331 W FIRST STREET	\$119.98
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	0814 SITE - 1728- 84 SHOREVIEW DRIVE LIFT STATION	\$131.65
Invoice			
Cash Payment	E 602-49450-386 Solar Garden	3158 SITE - 1735 - 50 VERMILLIEN CT LIFT STATION	\$19.38
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	5192 SITE - 1732 - 203 E 4TH STREET SIREN	\$9.39
Invoice			
Cash Payment	E 602-49450-386 Solar Garden	4001 SITE - 1727 - 250 BARSTAD ROAD STREET LIGHTS	\$370.29
Invoice			
Cash Payment	E 602-49450-386 Solar Garden	4880 SITE - 1733 - 209 NORTHWOOD	\$67.62
Invoice			
Cash Payment	E 602-49450-386 Solar Garden	7860 SITE - 1726 - 395 SHOREVIEW LIFT STATION	\$9.81
Invoice			



CITY OF COTTONWOOD

11/29/24 10:14 PM

Page 5

Payments

Current Period: November 2024

Cash Payment	E 602-49450-386 Solar Garden	5630 SITE - 1729 - 290 E MAIN STREET LIFT STATION	\$3.46
Invoice			
Cash Payment	E 101-43000-386 Solar Garden	6638 SITE - 1725 - 100 W 2ND STREET CENTRAL PARK	\$150.37
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	9716 SITE - 1720 - 89 BARSTAD ROAD S	\$44.88
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	7745 SITE - 1723 - 104 E MAIN STREET	\$75.99
Invoice			
Cash Payment	E 101-43160-386 Solar Garden	8991 SITE - 1734 - 90 E MAIN STREET	\$44.23
Invoice			
Cash Payment	E 101-43000-386 Solar Garden	9022 SITE - 1724 - 111 MAIN STREET W	\$51.85
Invoice			
Transaction Date	11/25/2024	General Checking 10100	Total \$1,239.01
Refer	11392 COTTONWOOD COUNTRY CLUB	Ck# 052427 11/27/2024	
Cash Payment	R 101-45100-34720 Deposits - Reimbursa	CC REFUND FROM 11.23.24	\$100.00
Invoice			
Transaction Date	11/25/2024	General Checking 10100	Total \$100.00
Refer	11393 STERLING	Ck# 052441 11/27/2024	
Cash Payment	E 101-43000-221 Equipment Parts	FILTERS	\$39.43
Invoice 31888			
Transaction Date	11/25/2024	General Checking 10100	Total \$39.43
Refer	11394 JESERITZ ELECTRIC	Ck# 052430 11/27/2024	
Cash Payment	E 601-49400-300 Professional Services	LOCATE WATER LINES	\$151.25
Invoice 19438			
Cash Payment	E 602-49450-300 Professional Services	LOCATE SEWER LINES	\$151.25
Invoice 19438			
Transaction Date	11/25/2024	General Checking 10100	Total \$302.50
Refer	11395 AMERICAN AMBULANCE ASSOCIA	Ck# 052424 11/27/2024	
Cash Payment	E 206-42270-433 Dues and Subscriptions	ANNUAL RENEWAL MEMBERSHIP 2025	\$578.00
Invoice			
Transaction Date	11/26/2024	General Checking 10100	Total \$578.00
Refer	11396 QUARNSTROM & DOERING	Ck# 052438 11/27/2024	
Cash Payment	E 101-42000-304 Legal Services	PROSECUTION	\$165.00
Invoice 88947			
Transaction Date	11/26/2024	General Checking 10100	Total \$165.00
Refer	11397 LAKESIDE COMPANION	Ck# 052431 11/27/2024	
Cash Payment	E 101-42000-310 Stray Cat Program	STRAY CAT PROGRAM-CHEEKY LISA	\$368.09
Invoice 139427			
Transaction Date	11/26/2024	General Checking 10100	Total \$368.09



CITY OF COTTONWOOD
Payments

11/29/24 10:14 PM
Page 6

Current Period: November 2024

Fund Summary

	10100 General Checking
101 GENERAL FUND	\$4,600.04
206 AMBULANCE FUND	\$3,342.08
207 FIRE FUND	\$387.51
601 WATER FUND	\$2,611.88
602 SEWER FUND	\$3,762.68
	<hr/>
	\$14,704.19

Pre-Written Checks	\$14,704.19
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$14,704.19