

**Council Meeting
Tuesday, October 5, 2021
City Council Chamber
6:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – September 21, 2021
 - Park & Recreation Commission – September 15, 2021
 - Telecom Commission – September 20, 2021
 - Utility Commission – September 22, 2021
 - License
 - Exempt Gambling Permit – Windom Youth Hockey Assn
 - Regular Bills
2. Department Heads
3. Donation – Ambulance – Compeer Financial Fund for Rural America
4. Resolution Power Plant Fuel Tank Replacement Project Bid Award
5. Hwy 60/71 – Corridor Study Contract Amendment #2
6. Resolution Calling for Public Hearing - 2021 Miscellaneous Special Assessments
7. Street Dept – Trailer Purchase
8. Audit Engagement Recommendation
9. Personnel – Street Foreman Position Wage Adjustment
10. New Business
11. Old Business
12. Council Comments
13. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
September 21, 2021
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Jones.

2. Roll Call:

Council Present: Mayor Dominic Jones, Jayesun Sherman, James Nelson and Jenny Quade

Council Absent: Marv Grunig and Lisa Farag

City Staff Present: Steve Nasby, City Administrator; Tim Hogan, Recreation Director; Scott Peterson, Police Chief; Spencer Winzenreid, Community Center Director; Cheryl Ulferts, Finance Director and Drew Hage, Development Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – September 7, 2021
 - Tree Committee – September 9, 2021
 - Economic Development Authority – September 13, 2021
 - Library Board – September 14, 2021
- Regular Bills

Motion by Nelson second by Sherman approving the Consent Agenda. Motion carried 3-0

5. Department Heads:

Drew Hage, Development Director, said that the EDA Board has approved moving ahead with the potential purchase of the Cemstone site for redevelopment into housing. Cemstone would then purchase land in the North Windom Industrial Park for their new facility. Staff is currently working on a bid packet for the demolition of the existing Cemstone plant which will be done with the State DEED grant. Additionally, requests for proposals (RFPs) are out for redevelopment of the site. There are three options for consideration by developers that include the whole site, only the multi-family parcel or only the subdivision parcel. Responders to the RFP will then have the proposals evaluated by the EDA Board. The goal is to have the housing developed by private parties to support the community growth and have the new taxes generated pay for City\EDA incurred costs. No funding from the general fund is needed or anticipated.

Jones asked if the City Council would be having any upcoming actions needed for the project. Hage replied that there would be TIF bonding, TIF spending plan as the most imminent items. There may be other items that come up such as development plans or zoning.

Preliminary

6. Re-instating Liquor License Rates:

Jones said that the Council had discussed this item at the last meeting as the 2020 liquor license rates were reduced due to shutdowns caused by COVID.

Quade said that the discussion was to return to normal, pre-COVID, rate structure for licenses.

Council Member Quade introduced the Resolution No. 2021-77, entitled "RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR LIQUOR LICENSES" and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Quade, Nelson and Sherman. Nay: None. Absent: Grunig and Farag. Abstain: None. Resolution passed 3 – 0.

7. Preliminary 2022 Budget Levy:

Nasby said that Department Heads were provided information in July and their requests were incorporated into the preliminary budget. He and the Finance Director met with all the Department Heads in August to go over the line item budgets and capital requests. The proposed 2022 budget includes a preliminary tax levy of 7.44% if there is \$200,000 of capital spending, which has been the typical starting point for discussions. Nasby is recommending the use of \$100,000 in reserve funds to lower the tax levy. These reserve funds are present because the State did not reduce the LGA in 2021 as anticipated so the money is available to use. If \$100,000 of reserves were used for the 2022 proposed budget then the tax levy would be around 3.0%. So, staff is recommending a preliminary tax levy of \$2,314,104 which is an increase of 5.75% that is in-between the possible ranges. He noted that the overall property values of the community are increasing due to new construction, renovations and higher sales values. This higher valuation has gone up faster than the property tax levies, which has the positive impact of lowering the Windom tax rate. The tax rate is the number that staff and Council need to closely watch and use in comparisons with other communities for tax competitiveness.

Jones asked if the preliminary budgets have input from Board and Commissions as there was a recent statement from the Parks & Recreation minutes regarding a cut in park funding. Nasby replied that it depends on the Boards & Commissions request for information or if the Department Head staffing that Board or Commission provides the information. Jones said he thinks the Boards and Commissions should have the information and provide input on their funding.

Sherman and Quade concurred that it is good for the Boards and Commissions to review the budgets for their areas.

Nelson said if they have the budget information they will know where the funds go.

Jones said that staff does a good job with budgets and obtaining input from the Boards and Commissions on their priorities and requests will help the process.

Nasby agreed that having the information and setting priorities are important. The Council could, however, see the request list for funds becoming very large and then Council would have to take a more active role in maintaining fiscal discipline.

Council Member Sherman introduced the Resolution No. 2021-78, entitled "A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Sherman, Quade and Nelson. Nay: None. Absent: Grunig and Farag. Abstain: None. Resolution passed 3 – 0.

8. Airport MN DOT State Grant Agreement – 221 Crack Seal Project:

Nasby said that this grant agreement needed to be executed before any project work could begin. The project was originally 90% federal funds, 5 % State funds and 5% local match, but due to COVID monies the federal share of the project would be 100%. The Council previously bid and awarded the bid on the project.

Council Member Sherman introduced the Resolution No. 2021-79, entitled "AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGEEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Nelson, Quade and Sherman. Nay: None. Absent: Grunig and Farag. Abstain: None. Resolution passed 3 – 0.

9. New Business:

None.

10. Old Business:

Nasby said one item was missed from the Surplus Equipment disposition list provided for the joint government auction that occurred on September 18th and requested that a 2003 Chevrolet Sierra pick up be declared surplus by the City Council.

Motion by Quade second by Sherman to approve adding the 2003 Chevrolet Sierra pick up (VIN #1GCEC14X832125371) to the list of surplus equipment for disposition. Motion carried 3 – 0.

11. Arena Re-roofing Project:

Brian Bergstrom, SEH engineering, and Tim Hogan, Recreation Director, said that the project is substantially complete with just snow guards left to install. There was some insulation on the ridge line that needed to be replaced. The contractor has provided a proposal to do the work for \$28,948. Bergstrom said the missing insulation will cause additional condensation problems and not be energy efficient, but is not critical to the building. Hogan noted that the condensation would occur more easily without insulation and thus cause ice issues. Bergstrom noted the City could accept the proposal or obtain additional quotes for the work. Timing is an issue with the insulation replacement, but the work can be done even after the ice sheet goes in.

Jones asked about the cost. Nasby replied that it would be 100% City cost and not eligible for the insurance claim as that did not include insulation.

Quade said the condensation dripping onto the ice causes a safety issue and would support doing the insulation repairs.

Preliminary

Nasby asked the engineer for a recommendation. Bergstrom said the proposal cost was higher than he expected.

Sherman asked if all the ridge insulation would be replaced or patched in. Bergstrom said could do either but would be best to do it all so it is consistent and looks the same.

Nelson said he supports the repairs and suggests the City gets additional quotes.

12. Council Comments:

Quade said the joint government auction went well and she was pleased with the Welcoming Week event held on September 18th. Quade wanted to let the Council know that the Parks & Recreation Commission had some concerned citizens regarding the sand volleyball courts at Tegel's Park. There has been a lot of use of the courts and the neighbors were concerned about the lights late at night and sound. She said the lights are now off at the courts and the light timer will be fixed so they automatically shut off at 9 pm next year. Also, the nets will come down when the parks staff normally winterizes the parks in mid to late October. The Commission understood the concerns and took the aforementioned action. They also discussed that this is a public park and normal park noises and sounds would be present during park hours. If there were threats, profanity, or excessive noise the police could be called. Neighbors asked if the courts could be moved to another location. The Commission recognized there would be expense moving facilities and discussion or where is appropriate or if additional courts are needed. The issue is on the Commission's radar and they will monitor it.

Sherman appreciated the Welcoming Week event, even though he could not attend. He thanked people from everywhere that make Windom a better place.

Nasby thanked the auction staff, Department Heads and City staff for all their hard work.

Jones asked where the auction proceeds go. Nasby replied that the enterprise funds would be allocated their funds and the rest goes to the General Fund by Code.

13. Adjournment:

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

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Windom Park & Recreation Commission

Agenda for Wednesday, September 15th, 2021

City Hall Council Chambers

Roll Call:

Present: Jason Kloss, Jess Smith, Jackie Jurgens, Bryan Joyce, Jill Knapp, Ron Kuecker, Jenny Quade, Lisa

Farag

Absent: Josh Schunk

City Staff: Tim Hogan, Arena/Recreation Director, Brian Cooley Parks and Streets Superintendent

Public Present: Jack and Sandy Rogers, Gary Grunewald

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

- 1. Motion to Approve or amend agenda:** A motion by Ron to approve the Agenda and add public sand volleyball discussion was made and second by Jess smith.
- 2. Approve Minutes from the August 11th meeting.** Jackie made a note that on section #4 part "D" that it should be stated "was not" instead of "was. Correction was made and noted. A motion by Jess Smith to approve amended minutes and second by Jackie.
- 3. Public Sand Volleyball Discussion:** Members of the public were at the meeting to discuss the problems they have been encountering up at the sand volleyball courts. Jack and Sandy Rogers as well as Gary Grunewald informed the commission that there are people playing sand volleyball but they are causing a disturbance in the neighborhood. They are yelling and blowing a whistle as well as playing music. Lights are also left on late at night and they have to go over and shut them off. Jack Rogers mentioned that they have to often call the police to go out and talk to the group. After the officers leave the group just continues to play. Tim said he spoke with the police chief and the officers really can't do anything about them playing volleyball in a city park unless they violate the law or city ordinances. Jack also read letters from others neighbors that do not like they disturbance in the neighborhood. Many things were discussed about the sand volleyball courts. The residents would like the courts moved. Comments were made that the noise is affecting them being able to be outside and go to bed at night. They mentioned that it is creating more traffic to the area. The lights are left on late and do not shut off so they have to go over and shut them off. Gary Grunewald mentioned that the language is sometimes a bit vulgar and the trash along his property is getting bad. Discussion was held on these items of concern and Tim Hogan said that they can get the timer set to shut off when the park is closed but for now with the park season almost over that the lights would just be turned off for the rest of the summer. Discussion was also held on taking the nets down. Brian Cooley said they do not take the nets down until the parks are winterized. Brian C. said if he takes the nets down then someone will call the city and want them put back up. A brief discussion was held about moving the courts to a new location. Tim and Brian C. both said there would be a lot of cost involved with doing that. The fencing and the electric would be the bulk of the costs and then putting in the posts for the nets would also be another cost to incur and it would take more than just a simple move. It was noted that the City Council would ultimately be the ones that would decide on relocating the courts and that this commission could only recommend a solution to them. Bryan Joyce made a comment that maybe in the future we need to look at adding another sand volleyball court somewhere. Bryan said another could be added that does not include lights. The current courts could be used for league play which needs lights and after league those

courts could be shut down and the other courts would be available during daylight hours. It was decided that for now the lights would be turned off for the season and that more discussion would need to happen to find a solution for the disturbance. Jenny Quade also mentioned that she will bring this to the attention of the City Council at the next meeting.

4. Recreation Director report:

- a) **Last horse show was August 28th and the sand and clay has been removed.** Tim talked about the declining numbers with horse shows and what options we need to look at in the future.
 - i. **Financials will be presented at the October meeting to discuss future of Horse Shows.**
- b) **Auction September 18th at the Arena to sell surplus items.** Tim updated the commission about the upcoming city surplus auction that will be held on the 18th from 9:00am to noon or until the items are sold.
- c) **Ice start up to begin the 1st of October. Hockey and Figuring skating scheduled to start October 10th.** Tim updated that they plan to turn on the ice system the first of October and have scheduled skating for Figure Skating and Hockey to begin the week of the 10th.
- d) **Part Time Employee.** Looking to hire part time help as I lost a part time person for this winter. Tim also mentioned that he will need to hire another part time employee for this winter as he lost an employee that will not be back this year.
- e) **Live Barn streaming agreement was approved by City Council and will be installed in September.** Tim updated the commission that the live barn contract that was discussed last year has been revised and approved by the city attorney and will be installed for the upcoming ice season.

5. Park Superintendent Report:

- a) **Windscreen installation on tennis courts.** Brian said his staff got the wind screens up at the tennis courts. They are still waiting on a few parts but will get them finished yet this year. There are 2 sections that need to be added. There was a little extra money left in the budget from the windscreens and Brian C. contacted the hospital to inform them and they wanted the extra money to be used for benches for the tennis courts.
- b) **Sprinkler discussion.** Brian updated the commission on the sprinklers up in the rec area fields. Brian C. brought in a sprinkler head to show the commission what is happening to the sprinklers. Brian is going to look at options to replace the sprinklers. Brian said that the sprinklers are almost 20 years old and simply need to be replaced.
- c) **Rec Ball prep changes for next year.** Brian said that there are going to be some changes up at the Rec Area and since Tim is doing the scheduling he is going to have an extra summer employee to prep fields. Mason will still be doing park maintenance but prep will be done by rec department.
- d) **Tree grant and tree planting, landscaping, and pollinator plot.** Brian is going to a tree committee meeting and be looking at a grant to get trees to be planted in the parks. The grant specifically is designed to plant trees in the parks that the parks do not have a lot of that species. Brian said if there are too many Maple trees in a park that they would need to plant a different species of tree. The trees would also be designed to grow in sandy areas, marsh areas and be susceptible to drought. Brian C. also said that there is a tree in Island Park that needs to be removed because it was struck by lightning.

6. Old Business: Brian said some money was saved in the budget because of led lighting and \$2000 was moved into park maintenance.

7. New Business: None

8. Open Mike:

Bryan J. wanted to know if the budgets can be addressed at the next meeting so everyone can view and see the numbers in case adjustments are needed. Bryan J. also wanted to comment on the status on the bathrooms and shelter in Island Park. Brian C. said the bathrooms by the baseball field were repaired. Brian C said he is working with an engineer on shelter designs.

Jackie Jurgens was happy to see the donation by Tom White for the playground equipment for Tegels Park.

Jason Kloss said that the baseball association would like to see the shelter plans when they are finished so they can compare design for the bathrooms at the ballfield as well. Jason also wanted to know the status of the dump station and if it can be moved. Brian said it will be discontinued as Kwik Trip will be placing a Dump Station at the new store when it's built.

9. Adjourn meeting. Meeting was adjourned by unanimous consent at 7:02 pm

10. Next Meeting October 13th @ 5:30 in the City Council Chambers

TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COMMUNITY CENTER September 27th, 2021

I. Call Meeting to Order. The meeting was called to order by Eichstadt at 6:02 PM

II. Roll Call:

President:	Travis Eichstadt	City Staff:	Steve Nasby 6:58pm
V President:	JD Palm	City Staff:	Jeff Dahna
Secretary:	<i>vacant</i>	Council Liaison:	Jayesun Sherman <i>Absent</i>
Commissioner:	Josh Peterson	Council Liaison:	Marv Grunig
Commissioner:	Dirk Abraham	Media:	Dirk Abraham
Media:	Rahn Larson <i>Absent</i>	Others Present:	-

III. Approval of Minutes from August 23rd, 2021 meeting

Motion by Palm, to approve minutes from the August 23rd, 2021 meeting. Seconded by Peterson. Motion approves 3 to 0.

IV. Project Updates: Dahna updates commissioners on Central Office (CO) Customer Serving Area (CSA) subscriber migration to E7-2 system, Outside Plant (OSP) Expansion – Co Rd 17, Gove Acres 17 housing lots- two houses and duplex under construction, Guardian Inn project, and Cable TV Headend broadcaster network's equipment changes and upgrades. Multi Dwelling Units (MDU) – Telecom staff has installed G.Fast E3-16F units in Windom Apartment and River View Apartment buildings.

V. Manager's Report: Dahna reports: Telecom Personnel – Training in new hire tech into the various management systems and fiber systems used by the Telecom Dept.

-Distribution Fiber Optic Cable Damage- 9/14/2021 Business Service Account customer reported service outage, Wholesale Business customer reported loss of light on the Windom to Heron Lake route. Investigated outage. Was caused by contractor digging with excavator over marked fiber optic cable instead of hand digging. Temp repaired cable. About 7-hour outage until restored. Will need to directional bore, pull in fiber and splice for permanent repair. Utilized the recently purchased core splicer for the temporary repair.

Reassigned Number Database – Dahna cover the FCC requirement to report reassigned telephone numbers to a database. Part of the FCC's effort to reduce SPAM calls.

-Equipment Lead Times- Electronics expected 8-26 weeks and some items no lead time given. Pedestals are 180 days, fiber varies 6-52 weeks.

-Calix E7-2 devices deployed for subscriber service to premises and Multi Dwelling Units: 988

-Calix E7-2 devices deployed & downstream devices, premise extenders, WiFi gateways, MDU systems: 1308

Example: In an 8-unit apartment building, 6 have internet. One E7-2 ONT and 6 WiFi gateway devices.

VI. New Business:

-Next Generation 911 (NG911) Inteliquent Budgetary Quote- Dahna covers with commissioners the NG911 system from Inteliquent for the City of Windom. Inteliquent will be taking over the MN State's 911 system making changes and improvements. Windomnet is currently a direct connected TDM to IES911.

VII. Old Business:

-Notice of Infringement of US Patent – GM has reached out to Calix and Moss & Barnett law firm and requested that the two review the notice and recommend appropriate legal action.

- STIR/SHAKEN – Reviewing FCC updates and working with Inteliquent for STIR/SHAKEN services.

Reviewing with MetaSwitch for Session Border Controller units for the next phase for the Robo Call mitigation plan and NG911.

-Video Service – Dahna updates the Commissioners on the Southern Fibernet (SFN) contract and channel lineup, with three channel tiers: Basic, Expanded Basic, TBD, and Premium Add on. SFN added pricing for Sioux Fall Designated Market Area (DMA) availability Windomnet subscribers. Working on revision to the contract for final.

Steve Nasby joins meeting at 6:58pm.

Dahna passes out 2022 Budget and CIP information to the Telecom Commissioners. Commissioners review.

- Telecom Staff has ROKU Ultra boxes setup for testing.

- Working out the details on the SMBS video transport agreement.

- Video/Internet rate sheet discussed with commission. Commission discuss and desires the Telecom Work Group to work on rate sheet. TWG to meet post commission meeting.

Dahna covers additional STIR/SHAKEN and other video service updates questions.

VIII. Commissioner's concerns and questions: Commissioners ask about expansion to other communities. GM and City Administrator cover questions and discuss.

IX. Set Next Telecom meeting: October 25th, 2021 at 6:00pm at the Community Center.

X. Adjourn: Meeting adjourned by unanimous consent at 7:25 pm.

Eichstadt, Telecom Committee Vice President

XXXX, Telecom Committee Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

UTILITY COMMISSION MINUTES

Council Chambers

September 22, 2021

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan and Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig (Absent)
Staff Present: Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator; Leesa Arndt, Utility Billing/Analyst and Ryan Anderson, Water/Wastewater Superintendent

APPROVE MINUTES

Motion by Riordan second by Francis to approve the August 25, 2021 Minutes. Motion carried 3 – 0.

ELECTRIC ITEMS

Fuel Tank – Bid Results

Sykora reviewed the bids received for the Fuel Tank Replacement Project. Two bids received were both over the engineer's estimate due to the increasing costs of materials and labor. The alternate bid item, Temporary Fuel Oil Storage, has been secured using a local vender. DGR is recommending approval of the low bidder Minnesota Petroleum in the amount of \$356,525.11 with a projected completion date of April 15, 2022. The completion date is extended due to lead times on materials.

Motion by Francis second by Riordan to award the bid of \$356,525.11 to Minnesota Petroleum for the Fuel Tank Replacement Project with the extended completion date of April 15, 2022, contingent upon the approval of the City Attorney. Motion carried 3 – 0.

Generator Update

Sykora said engineers ran a simple air model to present to MPCA using a 3 MW CAT engine at the existing Electrical Plant. The proposed CAT engine is a Tier 4; higher efficiency and releases less air contaminants. The model indicated stack height would only need to be 45 feet. The same model also showed generation could be installed north of town; however additional costs would be incurred.

Motion by Riordan second by Francis to prepare Plans and Specifications for the Emergency Generation Replacement Project. Motion carried 3 – 0.

Employee Retirement

Sykora has received a retirement letter from Cheryl Lillegaard. Lillegaard's last working day will be October 29th, 2021. Sykora is proposing replacement staff be placed at City Hall with 50% of time allocated to the Electric Department. Further discussion will be held by the Personnel Committee.

Transmission Line Update

Sykora has received one of the two railroad permits required for the transmission project. The second permit is being processed and should be approved soon. The MNDOT permit along Highway 60 from 24th St. to the edge of City limits also sounds like it will be approved. Michael Haugen agreed to the easement on his parcel. Other agreements need signatures from all parties listed on their corresponding properties. Once everything is gathered, the project timeline can be reviewed.

Other Electric Items

Sykora noted interest from other City Departments in the Ford F150 truck that is up for replacement. Consensus was to allow a transfer to another department for the projected trade-in value.

Sykora said he was able to dispose of obsolete items at the surplus auction.

Sykora explained the service upgrades being done for HyLife Foods, LLC. They are paying for the CAP bank, and metering cabinet. Sykora is meeting with their staff on October 13th to discuss future plans.

Sykora said staff is finishing up burying lines on the east hill.

The contractor is pouring the pad/drive replacement at the Electric Department Building.

WATER/WASTEWATER ITEMS

Sewer Rates Discussion

Anderson handed out 2022 budget reports for water, wastewater, and electric. The commission discussed chemical costs/use, operation costs, and what changes to SIU users would impact the overall rate change. Staff was directed to get more year-to-date chemical cost numbers and speak with Bolton & Menk to further review adjustments.

Wastewater Treatment Plant Operation

Anderson noted a sludge pump was pulled due to a seal failure. This is an item covered under warranty. Anderson said the carbon treatment is going well. He plans to try short-cycling aeration in October to potentially reduce the amount of carbon needed and remain within ammonia limits.

Biosolids

Anderson has lined up biosolids hauling in October. This will be spread over approximately 100 acres approved by MPCA.

Hydrant Flushing

The Water Department is planning on flushing hydrants the week of October 11th.

Other Water/Wastewater Items

None.

REGULAR BILLS

Sykora passed out an additional DGR Engineering bill for the Fuel Tank Replacement Project in the amount of \$16,875. The engineering costs are now at 95% for the project.

Motion by Riordan second by Francis to approve the Regular Bills with the additional DGR bill. Motion carried 3 – 0.

OLD BUSINESS

The annual CMPAS meeting will be held on October 20th in Kasota, at the Chankaska Event Center. The Commission is encouraged to attend.

NEW BUSINESS

The next meeting was set for October 20th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:15 am

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Windom Youth Hockey Assn

Previous Gambling Permit Number: X-00998-20-023

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1290460

Mailing Address: PO Box 41

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

Name of Chief Executive Officer (CEO): Amy Pigman

CEO Daytime Phone: 507-841-1789 CEO Email: a.pigman@hotmail.com

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

Email permit to (if other than the CEO): rncnamara@bankmidwest.com (Treasurer)

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.

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

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

Check one.

☒City: WindomZip: 56101County: Cottonwood☐

Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 15th, 2021

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

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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: Winom

Signature of City Personnel: _____

Title: Administrator

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: Amy Pigman

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

Date: 9-2-2021

Print Name: Amy Pigman

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)).

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.

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.

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

An equal opportunity employer



Windom, MN

Expense Approval Report

By Fund

Payment Dates 9/18/2021 - 10/1/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
GRAHAM TIRE CO	280003021	09/16/2021	SQUAD #K9207 - TIRES	100-42120-405	584.04
GRAHAM TIRE CO	280003023	09/16/2021	POLICE-UNIT #SRO	100-42120-405	584.04
GRAHAM TIRE CO	280003040	09/16/2021	POLICE-UNIT #208	100-42120-405	424.52
LANGUAGE LINE SERVICES, IN	10306048	09/17/2021	POLICE-INTERPRETER FEE	100-42120-327	34.75
HOMETOWN SANITATION SER	0000429932	09/03/2021	CITY HALL/REFUSE DISPOSAL	100-41940-384	97.99
HOMETOWN SANITATION SER	0000429933	09/09/2021	STREET/REFUSE DISPOSAL	100-43100-384	97.99
HOMETOWN SANITATION SER	0000429934	09/09/2021	STREET/SQUARE/REFUSE DISP	100-45202-384	55.98
HOMETOWN SANITATION SER	0000429950	09/09/2021	STREET/ISLAND PARK/REFUSE	100-45202-384	23.40
HOMETOWN SANITATION SER	0000429951	09/09/2021	STREET/TEGELS/REFUSE DISP	100-45202-384	32.98
HOMETOWN SANITATION SER	0000429952	09/09/2021	STREET/WRA/REFUSE DISPOS	100-45202-384	32.98
HOMETOWN SANITATION SER	0000429953	09/09/2021	STREET/KASTLE K/REFUSE DIS	100-45202-384	59.98
HOMETOWN SANITATION SER	0000429991	09/09/2021	STREET/ABBY PARK/REFUSE DI	100-45202-384	20.99
ALPHA WIRELESS - MANKATO	12961	09/13/2021	POLICE-RADIO UNITS	100-42120-323	108.00
HOMETOWN SANITATION SER	429985	09/13/2021	FIRE-REFUSE DISPOSAL	100-42220-384	46.19
MTI DISTRIBUTING, INC	1321848-00	09/09/2021	STREET/MAINTENANCE - OFFI	100-45202-404	89.23
AMAZON CAPITAL SERVICES, I	1YMC-JW4M-GCTH	09/13/2021	POLICE-SUPPLIES	100-42120-200	24.87
INDOFF, INC	3501545	09/13/2021	EDA-P&Z-SUPPLIES	100-41910-200	29.50
CRYSTAL CLEAN CAR WASH, LL	1003	09/14/2021	POLICE/MAINTENANCE - VEHI	100-42120-405	6.00
WINDOM AREA HEALTH	312241403	09/16/2021	LAB FEE KOCHES/CLARK/APM	100-42120-305	120.00
ARAMARK	256000027670	09/16/2021	FIRE-CLEANING SUPPLIES	100-42220-211	47.06
INDOFF, INC	3502223	09/14/2021	CITY OFFICE/SUPPLIES	100-41310-200	25.25
CENTURY BUSINESS PRODUCT	583988	09/13/2021	EDA/P&Z SUPPLIES	100-41910-200	34.93
GOPHER	IN81087	09/21/2021	RECREATION-MATERIALS	100-45120-215	131.77
ALPHA WIRELESS - MANKATO	13127	09/16/2021	POLICE-RADIO UNITS	100-42120-323	105.60
LUCAN COMMUNITY TV INC	1101	09/16/2021	FIRE-RADIO UNITS	100-42220-323	400.00
RON VOUGHT	474458	09/23/2021	STREETS-PAYLOADER	100-43100-404	187.36
STREICHER'S, INC	I1523722	09/16/2021	POLICE-EQUIP/MACHINE REP	100-42120-404	208.99
DGR ENGINEERING	00248848	09/13/2021	PARK CUL-DE-SAC	100-43100-439	2,706.00
B.C. JOHNSON CONSTRUCTIO	INV0020	09/16/2021	FIRE-GROUNDS MAINT.	100-42220-406	726.00
INDOFF, INC	3504120	09/22/2021	POLICE-SUPPLIES	100-42120-200	49.24
WINDOM COMMUNITY CENT	R2021138	09/16/2021	MAYOR/COUNCIL-EMPLOYEE	100-41110-434	250.00
WW COMMUNICATIONS AND	5689	09/23/2021	FIRE-GROUNDS MAINT	100-42220-404	180.00
COTTONWOOD CO AUD/TREA	OCTOBER 2021	09/17/2021	DEPUTY ATTORNEY FEE	100-42120-304	3,957.50
COTTONWOOD CO AUD/TREA	OCTOBER 2021	09/17/2021	POLICE-RENT	100-42120-412	1,950.00
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	100-20202	85.00
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	100-20202	21,770.00
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	100-20202	6,955.00
STEVE NASBY	09-15-21-09-17-21	09/20/2021	CITY OFFICE-TRAVEL EXPENSE	100-41310-331	334.88
STEVE NASBY	09-15-21-09-17-21	09/20/2021	CITY OFFICE-MEALS/LODGING	100-41310-334	319.08
STEVE NASBY	09-15-21-09-17-21	09/20/2021	CITY OFFICE-MEALS/LODGING	100-41310-334	24.83
LEASE FINANCE PARTNERS	09-20-21	09/27/2021	POLICE-DATA PROCESSING	100-42120-326	534.00
INDOFF, INC	3506097	09/27/2021	EDA/P&Z SUPPLIES	100-41910-200	19.47
INDOFF, INC	3506100	09/27/2021	CITY OFFICE-SUPPLIES	100-41310-200	101.54
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-41110-326	24.61
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-41310-321	85.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-41310-326	282.48
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-41910-321	65.79
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-41940-381	485.58
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-41940-382	97.24
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-41940-385	182.99
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-42120-321	32.13
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-42220-321	42.88
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-42220-381	421.62

Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-42220-382	13.94
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-42220-385	32.25
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-42500-381	31.03
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-43100-217	70.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-43100-321	46.26
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-43100-381	243.11
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-43100-381	1,113.94
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-43100-382	19.78
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-43100-385	42.72
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-45202-381	618.44
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-45202-382	6,054.89
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	100-45202-385	203.61
CONVENT. & VISITOR BUREAU	AUGUST 2021	09/23/2021	LODGING TAX RED CARPET IN	100-41110-491	999.37
CONVENT. & VISITOR BUREAU	AUGUST 2021	09/23/2021	LODGING TAX-AMERICINN	100-41110-491	4,550.50
LOUIS NORELL	09-14-21-09-16-21	09/27/2021	K9 TRAINING-MOTOR FUEL	100-42120-212	121.00
LOUIS NORELL	09-14-21-09-16-21	09/27/2021	POLICE-MEALS/LODGING	100-42120-334	300.12
LOUIS NORELL	09-22-21-09-23-21	09/27/2021	TRAINING-MOTOR FUEL	100-42120-212	39.00
LOUIS NORELL	09-22-21-09-23-21	09/27/2021	POLICE-MEALS/LODGING	100-42120-334	144.05
NCPERS MINNESOTA	844600102021	09/28/2021	CITY OFFICE-LIFE INSURANCE	100-41310-133	64.00
NCPERS MINNESOTA	844600102021	09/28/2021	P&Z LIFE INSUR	100-41910-133	24.00
NCPERS MINNESOTA	844600102021	09/28/2021	POLICE-LIFE INSURANCE	100-42120-133	160.00
NCPERS MINNESOTA	844600102021	09/28/2021	STREETS-LIFE INSURANCE	100-43100-133	64.00
NCPERS MINNESOTA	844600102021	09/28/2021	PARKS-LIFE INSURANCE	100-45202-133	16.00
Fund 100 - GENERAL Total:					60,735.93

Fund: 211 - LIBRARY

INGRAM INDUSTRIES	09-01-21	09/09/2021	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	1,403.53
DEMCO	7006553	09/22/2021	LIBRARY-SUPPLIES	211-45501-200	193.22
RAGE INC - CAMPUS CLEANER	45082	09/22/2021	LIBRARY-STRUCTURE MAINT	211-45501-402	34.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	211-45501-321	161.50
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	211-45501-326	70.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	211-45501-381	321.22
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	211-45501-382	19.55
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	211-45501-385	41.99
NCPERS MINNESOTA	844600102021	09/28/2021	LIFE INSURANCE	211-45501-133	16.00
Fund 211 - LIBRARY Total:					2,261.01

Fund: 225 - AIRPORT

SEH	411237	09/20/2021	AIRPORT-JOINT/CRACK REPAI	225-49950-500	4,350.00
SOUTHWEST MN BROADBAN	#886 09-17-21	09/17/2021	AIRPORT-TELEPHONE	225-45127-321	27.54
Fund 225 - AIRPORT Total:					4,377.54

Fund: 230 - POOL

HOMETOWN SANITATION SER	429954	09/10/2021	POOL-REFUSE DISPOSAL	230-45124-384	95.99
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	230-45124-460	172.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	230-45124-381	727.01
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	230-45124-382	904.91
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	230-45124-385	46.90
Fund 230 - POOL Total:					2,080.14

Fund: 235 - AMBULANCE

P.M. REPAIR & DETAILING	22030	09/20/2021	UNIT #28 2017 FORD-450	235-42153-405	132.21
P.M. REPAIR & DETAILING	21810	09/20/2021	UNIT# 28 2017 FORD F-450	235-42153-405	213.66
P.M. REPAIR & DETAILING	22258	09/20/2021	UNIT# 28-FORD F-450	235-42153-405	162.15
PRAXAIR DISTRIBUTION INC	65785636	09/16/2021	AMBU-OPERATING SUPPLIES	235-42153-217	556.04
HOMETOWN SANITATION SER	429985	09/13/2021	AMBULANCE-REFUSE DISPOS	235-42153-384	30.80
ARAMARK	256000027670	09/16/2021	AMBU-GROUNDS MAINT	235-42153-406	31.37
EXPERT BILLING LLC	8983	09/09/2021	AMBULANCE/DATA PROCESSI	235-42153-326	2,204.00
P.M. REPAIR & DETAILING	22348	09/20/2021	UNIT# 27-2016 CHEVY EXPRES	235-42153-405	102.32
BOUND TREE MEDICAL, LLC	84204254	09/20/2021	AMBU-OPERATING SUPPLIES	235-42153-217	308.31
BOUND TREE MEDICAL, LLC	84204255	09/20/2021	AMBU-OPERATING SUPPLIES	235-42153-217	45.54

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
B.C. JOHNSON CONSTRUCTIO	INV0020	09/16/2021	AMBULANCE-GROUNDS MAI	235-42153-406	484.00
BOUND TREE MEDICAL, LLC	84206754	09/21/2021	AMBU-OPERATING SUPPLIES	235-42153-217	590.95
WW COMMUNICATIONS AND	5689	09/23/2021	AMBU-GROUNDS MAINT	235-42153-406	120.00
KIM POWERS	09-06-21	09/20/2021	AMBU-MEALS/LODGING	235-42153-334	14.22
TIM HACKER	09-06-21-09-13-21	09/20/2021	AMBU MEALS/LODGING	235-42153-334	89.65
BUCKWHEAT JOHNSON	09-09-21	09/20/2021	AMBU-MEALS/LODGING	235-42153-334	19.82
MEGAN BRAMSTEDT	09-13-21-09-19-21	09/20/2021	AMBU-MEALS/LODGING	235-42153-334	125.51
STACEY BOTTELBERGHE	09-17-21	09/20/2021	AMBU-MEALS/LODGING	235-42153-334	7.42
KRISTEN PORATH	09-17-21	09/20/2021	AMBU-MEALS/LODGING	235-42153-334	14.12
JODI JOHNSON	09-18-21	09/20/2021	AMBU-MEALS/LODGING	235-42153-334	23.64
CARRIE LEMONS	09-18-21-09-19-21	09/20/2021	MEMSA CONFERENCE-JACKP	235-42153-331	58.24
TIM HACKER	09-18-21-09-19-21	09/20/2021	MEMSA CONFERENCE-JACKP	235-42153-331	58.24
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	235-42153-321	28.58
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	235-42153-381	281.08
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	235-42153-382	9.29
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	235-42153-385	21.50
Fund 235 - AMBULANCE Total:					5,732.66
Fund: 250 - EDA GENERAL					
INDOFF, INC	3501545	09/13/2021	EDA-P&Z-SUPPLIES	250-46520-200	29.50
CENTURY BUSINESS PRODUCT	583988	09/13/2021	EDA/P&Z-PRINTER	250-46520-200	69.87
MN ENERGY RESOURCES	3849236830	09/17/2021	EDA-GAS UTILITY	250-46520-383	48.09
INDOFF, INC	3506097	09/27/2021	EDA/P&Z SUPPLIES	250-46520-200	19.47
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	250-46520-321	65.79
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	250-46520-321	257.48
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	250-46520-381	101.57
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	250-46520-382	18.56
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	250-46520-385	35.18
NCPERS MINNESOTA	844600102021	09/28/2021	EDA-LIFE INSURANCE	250-46520-133	24.00
Fund 250 - EDA GENERAL Total:					669.51
Fund: 255 - EDA GENERAL RLF					
BRENT AND MEGAN BRAMST	09-20-2021	09/20/2021	EDA FACADE IMPROVEMENT	255-46520-491	2,881.86
Fund 255 - EDA GENERAL RLF Total:					2,881.86
Fund: 276 - TIF 1-20 NEW VISION					
FRYBERGER, BUCHANAN, SMI	12336.000038.12109	09/20/2021	TIF DISTRICT NO 1-20	276-46530-304	900.00
Fund 276 - TIF 1-20 NEW VISION Total:					900.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
GOPHER	IN80548	09/13/2021	TENNIS COURTS	401-49950-504	4,831.68
Fund 401 - GENERAL CAPITAL PROJECTS Total:					4,831.68
Fund: 601 - WATER					
HOMETOWN SANITATION SER	429936	09/10/2021	WATER-REFUSE DISPOSAL	601-49400-384	99.99
INNOVATIVE SYSTEMS LLC	56930	09/02/2021	WATER-DATA PROCESSING	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	57093	09/07/2021	WATER-DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	WATER-POSTAGE	601-49400-322	210.13
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	WATER-PROCESSING	601-49400-326	167.28
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	WATER-INSERTS	601-49400-350	82.87
MN VALLEY TESTING	1106624	09/14/2021	WATER/LAB TESTING	601-49400-310	79.00
RON VOUGHT	474459	09/28/2021	WATER-MAINT.DISTRIBUTION	601-49400-408	2,500.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	601-49400-321	51.42
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	601-49400-326	70.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	601-49400-381	4,409.47
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	601-49400-382	18.08
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	601-49400-385	37.26
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	601-49400-386	1,074.49
NCPERS MINNESOTA	844600102021	09/28/2021	WATER-LIFE INSURANCE	601-49400-133	48.00
Fund 601 - WATER Total:					10,125.99
Fund: 602 - SEWER					
EOSI - Environmental Operati	39546	09/20/2021	SEWER-CHEMICALS	602-49450-216	9,588.70
MN VALLEY TESTING	1105291	09/10/2021	SEWER-LAB TESTING	602-49450-310	360.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	56930	09/02/2021	SEWER-DATA PROCESSING	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	57093	09/07/2021	SEWER-DATA PROCESSING	602-49450-326	517.50
MN VALLEY TESTING	1105797	09/14/2021	SEWER/LAB TESTING	602-49450-310	163.20
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	SEWER-POSTAGE	602-49450-322	210.11
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	SEWER-PROCESSING	602-49450-326	167.28
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	SEWER-INSERTS	602-49450-350	82.87
MN VALLEY TESTING	1106178	09/14/2021	SEWER/LAB TESTING	602-49450-310	14.40
EOSI - Environmental Operati	40136	09/24/2021	SEWER-CHEMICALS	602-49450-216	14,071.32
MN VALLEY TESTING	1106373	09/14/2021	SEWER-LAB TESTING	602-49450-310	254.40
MN VALLEY TESTING	1106398	09/14/2021	SEWER-LAB TESTING	602-49450-310	103.20
MN VALLEY TESTING	1106401	09/14/2021	SEWER-LAB TESTING	602-49450-310	252.60
MN VALLEY TESTING	1105311	09/10/2021	SEWER-LAB TESTING	602-49450-310	103.20
MN VALLEY TESTING	1106541	09/14/2021	SEWER-LAB TESTING	602-49450-310	163.20
MN VALLEY TESTING	1106542	09/14/2021	SEWER-LAB TESTING	602-49450-310	134.40
MN VALLEY TESTING	1106916	09/20/2021	SEWER-LAB TESTING	602-49450-310	103.60
MN VALLEY TESTING	1107247	09/21/2021	SEWER-LAB TESTING	602-49450-310	103.20
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	602-49450-321	176.56
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	602-49450-326	70.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	602-49450-381	12,882.53
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	602-49450-382	212.18
NCPERS MINNESOTA	844600102021	09/28/2021	SEWER-LIFE INSURANCE	602-49450-133	32.00
Fund 602 - SEWER Total:					40,527.75

Fund: 604 - ELECTRIC

LUIS A BERMUDEZ RIVERA	62507-2	03/24/2021	REFUND-UTILITY PREPAYMEN	604-22000	244.65
CITY OF WINDOM	PRCL#25-710-0055	05/25/2021	169 QUEVLI AVE/MISCELLANE	604-49550-460	862.72
MICHAEL PAYANO	57643-6	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
CMP - CENTRAL MUNICIPAL P	7129	09/10/2021	ENERGY TRANSMISSION	604-49550-263	198,519.09
CMP - CENTRAL MUNICIPAL P	7129	09/10/2021	ELECTRIC-ENERGY RESALE	604-49550-263	75,469.83
CMP - CENTRAL MUNICIPAL P	7129	09/10/2021	ELECTRIC-ENERGY REBATES	604-49550-450	2,970.80
HOMETOWN SANITATION SER	0000429937	09/09/2021	ELECTRIC/SHOP/REFUSE DISP	604-49550-384	99.99
INNOVATIVE SYSTEMS LLC	56930	09/02/2021	ELECTRIC-DATA PROCESSING	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	57093	09/07/2021	ELECTRIC-DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	ELECTRIC-POSTAGE	604-49550-322	210.13
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	ELECTRIC-PROCESSING	604-49550-326	167.28
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	ELECTRIC-INSERTS	604-49550-350	82.87
FS3 INC	74305	09/09/2021	EL/NEW CONT #2 HYLIFE	604-16300	3,299.00
MN DEPT OF COMMERCE	1000046857	09/09/2021	ELECTRIC/DUES	604-49550-433	366.48
MN DEPT OF COMMERCE	1000046857	09/09/2021	EL/CONSERVATION - ENERGY	604-49550-450	1,062.57
MN MUNICIPAL UTILITIES ASS	57824	09/16/2021	NW COLLEGE-J.TRISTAN	604-49550-308	616.00
DEPARTMENT OF ENERGY	AUGUST 2021	09/10/2021	ELECTRIC-POWER RESALE	604-49550-263	87,167.35
MICHAEL B. FISHER	09-15-2021	09/20/2021	ELECTRIC-ENERGY REBATE	604-49550-450	300.00
DGR ENGINEERING	00249383	09/16/2021	ELECTRIC-GENERATION MAIN	604-49550-410	711.50
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	604-20202	10.00
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	604-49550-460	79.00
ELECTRIC FUND	09-06-21-09-19-21	09/20/2021	EAST HILL IMPROVEMENTS	604-16300	12,729.33
GARY BURMEISTER	09-20-21	09/20/2021	ELECTRIC REBATE	604-49550-450	150.00
MIKE AND KERA HAUGEN	09-21-21	09/23/2021	ELECTRIC-EASEMENT	604-16300	174.00
LORI SCHNASA	09-21-21	09/21/2021	ELECTRIC-REBATE PROGRAM	604-49550-450	225.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	604-49550-321	78.86
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	604-49550-326	191.37
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	604-49550-381	112.82
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	604-49550-382	24.84
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	604-49550-385	53.98
ELECTRIC FUND	536	09/24/2021	EAST HILL IMPROVEMENTS	604-16300	2,784.76
DIANE KRUGER	09-28-21	09/28/2021	ELECTRIC-ENERGY REBATE	604-49550-450	325.00
NCPERS MINNESOTA	844600102021	09/28/2021	ELECTRIC-LIFE INSURANCE	604-49550-133	96.00
Fund 604 - ELECTRIC Total:					392,041.22

Fund: 609 - LIQUOR STORE

GRIDOR CONSTRUCTION, INC.	08-25-21	09/27/2021	FINAL PAYMENT #28	609-16200	155,127.70
SOUTHERN GLAZER'S OF MN	2119001	08/27/2021	LIQUOR-WINE	609-49751-253	136.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	2119001	08/27/2021	LIQUOR-FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2119002	08/27/2021	LIQUOR-LIQUOR	609-49751-251	4,208.67
SOUTHERN GLAZER'S OF MN	2119002	08/27/2021	LIQUOR-FREIGHT	609-49751-333	110.22
SOUTHERN GLAZER'S OF MN	2119003	08/27/2021	LIQUOR-FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2119004	08/26/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	52.00
SOUTHERN GLAZER'S OF MN	2119004	08/26/2021	LIQUOR-FREIGHT	609-49751-333	4.10
SOUTHERN GLAZER'S OF MN	2119005	08/27/2021	LIQUOR-WINE	609-49751-253	248.00
SOUTHERN GLAZER'S OF MN	2119005	08/27/2021	LIQUOR-FREIGHT	609-49751-333	10.25
KDOM RADIO	#0229 09-01-21	09/13/2021	LIQUOR-ADVERTISING	609-49751-340	609.76
BEVERAGE WHOLESALERS	182721	09/09/2021	LIQUOR S./BEER	609-49751-252	4,789.99
HOMETOWN SANITATION SER	429935	09/10/2021	LIQUOR STORE-REFUSE DISPO	609-49751-384	174.00
ARTISAN BEER COMPANY	3494044	09/09/2021	LIQUOR-BEER	609-49751-252	102.00
PHILLIPS WINE & SPIRITS	6264254	09/02/2021	LIQUOR-LIQUOR	609-49751-251	2,751.88
PHILLIPS WINE & SPIRITS	6264254	09/02/2021	LIQUOR-FREIGHT	609-49751-333	54.51
PHILLIPS WINE & SPIRITS	6264255	09/09/2021	LIQUOR-WINE	609-49751-253	150.50
PHILLIPS WINE & SPIRITS	6264255	09/09/2021	LIQUOR-FREIGHT	609-49751-333	5.22
BEVERAGE WHOLESALERS	183796	09/14/2021	LIQUOR-BEER	609-49751-252	6,209.20
DOLL DISTRIBUTING, LLC	608396	09/14/2021	LIQUOR-BEER	609-49751-252	4,887.35
DOLL DISTRIBUTING, LLC	608397	09/14/2021	LIQUOR-BEER	609-49751-252	134.00
ATLANTIC COCA-COLA	2928939	09/09/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	147.27
BEVERAGE WHOLESALERS	184533	09/14/2021	LIQUOR-BEER	609-49751-252	1,142.40
ARTISAN BEER COMPANY	3495618	09/14/2021	LIQUOR-BEER	609-49751-252	105.90
DOLL DISTRIBUTING, LLC	610563	09/14/2021	LIQUOR-LIQUOR	609-49751-251	58.50
DOLL DISTRIBUTING, LLC	610563	09/14/2021	LIQUOR-BEER	609-49751-252	886.70
PHILLIPS WINE & SPIRITS	6267993	09/14/2021	LIQUOR-LIQUOR	609-49751-251	1,805.00
PHILLIPS WINE & SPIRITS	6267993	09/14/2021	LIQUOR-FREIGHT	609-49751-333	20.88
PHILLIPS WINE & SPIRITS	6267994	09/14/2021	LIQUOR-WINE	609-49751-253	102.25
PHILLIPS WINE & SPIRITS	6267994	09/14/2021	LIQUOR-FREIGHT	609-49751-333	3.13
BEVERAGE WHOLESALERS	184799	09/20/2021	LIQUOR-BEER	609-49751-252	-58.55
BEVERAGE WHOLESALERS	184907	09/20/2021	LIQUOR-BEER	609-49751-252	9,424.00
BEVERAGE WHOLESALERS	184907	09/20/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	116.00
DOLL DISTRIBUTING, LLC	613016	09/20/2021	LIQUOR-BEER	609-49751-252	-172.20
CARLSON & STEWART REFRIG	37068	09/24/2021	LIQUOR-EQUIP/MACHINE REP	609-49751-404	120.53
PHILLIPS WINE & SPIRITS	6271632	09/16/2021	LIQUOR-LIQUOR	609-49751-251	2,505.90
PHILLIPS WINE & SPIRITS	6271632	09/16/2021	LIQUOR-FREIGHT	609-49751-333	23.78
PHILLIPS WINE & SPIRITS	6271633	09/16/2021	LIQUOR-WINE	609-49751-253	481.00
PHILLIPS WINE & SPIRITS	6271633	09/16/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	55.50
PHILLIPS WINE & SPIRITS	6271633	09/16/2021	LIQUOR-FREIGHT	609-49751-333	15.66
DOLL DISTRIBUTING, LLC	614993	09/20/2021	LIQUOR-BEER	609-49751-252	-412.40
DOLL DISTRIBUTING, LLC	614996	09/20/2021	LIQUOR-BEER	609-49751-252	-179.20
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	609-20202	17,482.00
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	609-49751-460	11.00
RAGE INC - CAMPUS CLEANER	47414	09/27/2021	LIQUOR-CLEANING/SUPPLIES	609-49751-211	48.89
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	609-49751-321	132.90
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	609-49751-326	656.06
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	609-49751-381	1,087.18
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	609-49751-382	20.29
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	609-49751-385	40.35
ATLANTIC COCA-COLA	2962057	09/24/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	172.45
ATLANTIC COCA-COLA	2962058	09/24/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	-20.37
CITY OF WINDOM	JAN-DEC 2022	09/27/2021	LICENSE FEE-CIGARETTES	609-49751-444	20.00
NCPERS MINNESOTA	844600102021	09/28/2021	LIQUOR STORE-LIFE INSURAN	609-49751-133	32.00
Fund 609 - LIQUOR STORE Total:					215,644.25
Fund: 614 - TELECOM					
GENUINE CABLE GROUP - GC	4569137	09/21/2021	TELECOM/IMPROV/GOVE ACR	614-16300	1,192.22
GENUINE CABLE GROUP - GC	4569137	09/21/2021	TELECOM/MAINTENANCE - DI	614-49870-408	851.60
TRI-STATE POWER SOLUTIONS	1912999027895	09/21/2021	TELECOM/UTILITY SYSTEM	614-49870-227	454.88
SHOWTIME NETWORKS INC	39375	09/13/2021	TELECOM-SUBSCRIBER FEES	614-49870-442	171.60
SWWC - SOUTHWEST WEST C	67398	09/09/2021	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
NEUSTAR, INC.	L-0000036842	09/21/2021	TELECOM/DATA PROCESSING	614-49870-326	3.25

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HOMETOWN SANITATION SER	0000429938	09/09/2021	TELECOM/REFUSE DISPOSAL	614-49870-384	87.98
ONVOY, LLC dba INTELIGENT	179794	09/09/2021	TELECOM/CALL COMPLETION	614-49870-451	3,789.10
ONVOY, LLC dba INTELIGENT	181002	09/09/2021	TELECOM/CALL COMPLETION	614-49870-451	142.49
CONSOLIDATED CALL CENTER	18993	09/09/2021	TELECOM/SWITCH FEES	614-49870-445	119.39
CONSOLIDATED COMMUNICA	507-151-0204/0 09-01-21	09/21/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	1,443.00
INNOVATIVE SYSTEMS LLC	56930	09/02/2021	TELECOM-DATA PROCESSING	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	56930	09/02/2021	TELECOM-STAKING/MAPPING	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	57093	09/07/2021	TELECOM-DATA PROCESSING	614-49870-326	1,035.00
MN DEPT OF COMMERCE	1000046562	09/09/2021	TELECOM/LEGAL FEES	614-49870-304	426.88
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	TELECOM-POSTAGE	614-49870-322	210.13
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	TELECOM-PROCESSING	614-49870-326	167.28
INNOVATIVE SYSTEMS LLC	57126	09/07/2021	TELECOM-INSERTS	614-49870-350	82.87
POWER & TEL	7310886-00 09-08-21	09/21/2021	TELECOM/UTILITY SYSTEM	614-49870-227	538.56
MLB NETWORK	165761	09/13/2021	TELECOM-SUBSCRIBER FEES	614-49870-442	373.52
NEXSTAR BROADCASTING GR	406233	09/14/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	234.12
FOX TELEVISION STATIONS, IN	406741	09/13/2021	TELECOM-SUBSCRIBER FEES	614-49870-442	2,729.16
AZAR COMPUTER SOFTWARE	142136	09/21/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	2,145.00
TRI-STATE POWER SOLUTIONS	1912999027976	09/21/2021	TELECOM/UTILITY SYSTEM	614-49870-227	389.79
MANKATO NETWORKS, LLC	389344	09/21/2021	TELECOM/INTERNET EXPENSE	614-49870-447	562.00
MANKATO NETWORKS, LLC	389345	09/21/2021	TELECOM/INTERNET EXPENSE	614-49870-447	12,466.00
CENTURY LINK	#5078311075 09-16-21	09/27/2021	TELECOM-SERVICE 831-1075	614-49870-451	84.64
QUICK PRINT	21410	09/23/2021	TELECOM-PRINTING	614-49870-350	92.85
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	614-49870-460	41.00
CENTURY LINK	508286	09/21/2021	TELECOM-DIRECTORY LISTING	614-49870-441	276.48
INTERSTATE TRS FUND	82580760045-0921	09/20/2021	514b OBLIGATION INTERSTAT	614-49870-304	119.01
INTERSTATE TRS FUND	82580760045-0921	09/20/2021	514a OBLIGATION TOTAL 499	614-49870-304	333.06
MANKATO NETWORKS, LLC	389356	09/23/2021	TELECOM-INTERNET EXPENSE	614-49870-447	1,023.96
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	614-49870-321	271.74
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	614-49870-381	2,699.06
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	614-49870-382	19.47
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	614-49870-385	37.88
UNIVERSAL SERVICE ADMIN C	UBDI0001225770	09/24/2021	499A CONTRIBUTION	614-49870-443	2,348.59
NCPERS MINNESOTA	844600102021	09/28/2021	TELECOM-LIFE INSURANCE	614-49870-133	80.00
Fund 614 - TELECOM Total:					40,389.56

Fund: 615 - ARENA

LAMPERTS YARDS, INC.	933848	09/21/2021	ARENA-OPERATING SUPPLIES	615-49850-217	24.87
RAGE INC - CAMPUS CLEANER	44685	09/21/2021	ARENA-CLEANING/SUPPLIES	615-49850-211	50.00
RAGE INC - CAMPUS CLEANER	45480	09/21/2021	ARENA-CLEANING/SUPPLIES	615-49850-211	50.00
COTTONWOOD VET CLINIC	239250	09/21/2021	ARENA-HORSE SHOW	615-49850-217	180.00
HOMETOWN SANITATION SER	429939	09/10/2021	ARENA-REFUSE DISPOSAL	615-49850-384	150.99
R & R SPECIALTIES	0073457-IN	09/21/2021	ARENA-OPERATING SUPPLIES	615-49850-217	603.80
RAGE INC - CAMPUS CLEANER	47043	09/21/2021	ARENA-CLEANING/SUPPLIES	615-49850-211	50.00
ELITE MECHANICAL SYSTEMS,	9248	09/28/2021	ARENA/STRUCTURE MAINT	615-49850-402	220.98
ELITE MECHANICAL SYSTEMS,	9264	09/28/2021	ARENA-STRUCTURE MAINT	615-49850-402	308.25
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	615-49850-460	261.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	615-49850-321	127.24
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	615-49850-326	433.00
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	615-49850-381	2,492.65
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	615-49850-382	180.06
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	615-49850-385	83.20
RAGE INC - CAMPUS CLEANER	47808	09/28/2021	ARENA-CLEANING/SUPPLIES	615-49850-211	67.50
NCPERS MINNESOTA	844600102021	09/28/2021	ARENA-LIFE INSURANCE	615-49850-133	32.00
Fund 615 - ARENA Total:					5,315.54

Fund: 617 - M/P CENTER

ELITE MECHANICAL SYSTEMS,	9042	09/27/2021	M/P-STRUCTURE MAINT-A/C	617-49860-402	942.05
HOMETOWN SANITATION SER	429940	09/13/2021	MP-REFUSE DISPOSAL	617-49860-384	74.99
RIVER BEND LIQUOR	#8316149 09-07-21	09/23/2021	WCC-LIQUOR	617-49860-251	1,207.41
RIVER BEND LIQUOR	#8316149 09-07-21	09/23/2021	WCC-BEER	617-49860-252	676.69
RIVER BEND LIQUOR	#8316149 09-07-21	09/23/2021	WCC-WINE	617-49860-253	28.73
RIVER BEND LIQUOR	#8316149 09-07-21	09/23/2021	WCC-SOFT DRINKS/MIX	617-49860-254	88.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELITE MECHANICAL SYSTEMS,	9206	09/17/2021	COMMUNITY CTR-UTILITIES	617-49860-409	358.59
ELITE MECHANICAL SYSTEMS,	9245	09/27/2021	M/P-STRUCTURE MAINT-FUR	617-49860-402	225.00
ELITE MECHANICAL SYSTEMS,	9247	09/27/2021	M/P-STRUCTURE MAINT-SPRI	617-49860-402	286.74
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	617-20202	327.00
MN REVENUE	AUG. 2021	09/21/2021	SALES TAX - AUG. 2021	617-49860-460	672.00
SPENCER WINZENRIED	09-21-21	09/22/2021	WCC/SOFT DRINKS & MIXES	617-49860-254	123.66
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	617-49860-321	62.44
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	617-49860-326	403.33
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	617-49860-381	1,560.12
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	617-49860-382	117.44
ELECTRIC FUND	SEPT. 2021	09/21/2021	MONTHLY UTILITY & TELECO	617-49860-385	213.63
SPENCER WINZENRIED	09-23-21	09/23/2021	WCC/SOFT DRINKS/MIX	617-49860-254	29.10
SECR REV FUND/CITY OF WD	09-27-21	09/27/2021	MP/PETTY CASH	617-10200	1,500.00
NCPERS MINNESOTA	844600102021	09/28/2021	WCC-LIFE INSURANCE	617-49860-133	32.00
				Fund 617 - M/P CENTER Total:	8,928.92

Fund: 700 - PAYROLL

AFLAC	310539	09/27/2021	INSURANCE-SEPTEMBER 2021	700-21715	305.40
AFLAC	310539	09/27/2021	INSURANCE-SEPTEMBER 2021	700-21716	602.90
MN BENEFIT ASSOCIATION	2021-0140184	09/16/2021	INSURANCE PRE TAX	700-21717	4.84
MN BENEFIT ASSOCIATION	2021-0140184	09/16/2021	INSURANCE AFTER TAX	700-21719	316.49
FURTHER (Select Account)	39970868	09/21/2021	FLEX SPENDING	700-21712	2,222.36
FURTHER (Select Account)	INV0001997	09/24/2021	HSA Employee Contribution	700-21723	422.35
MN Pera	INV0001998	09/24/2021	PERA	700-21704	415.00
MN Pera	INV0001998	09/24/2021	PERA	700-21704	836.74
MN Pera	INV0001998	09/24/2021	PERA	700-21704	8,230.77
MN Pera	INV0001998	09/24/2021	PERA	700-21704	13,767.11
MN State Deferred	INV0001999	09/24/2021	Deferred Compensation	700-21705	6,810.32
MN State Deferred	INV0001999	09/24/2021	Deferred Roth	700-21705	1,162.00
MN CHILD SUPPORT PAYMEN	INV0002000	09/24/2021	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0002001	09/24/2021	Federal Tax Withholding	700-21701	9,986.23
Internal Revenue Service-Payr	INV0002001	09/24/2021	Social Security	700-21703	13,322.32
Internal Revenue Service-Payr	INV0002001	09/24/2021	Medicare Withholding	700-21711	3,885.46
MN Department of Revenue -	INV0002002	09/24/2021	State Withholding	700-21702	4,821.69
FURTHER (Select Account)	39972003	09/28/2021	FLEX/HSA SPENDING	700-21712	8.55
NCPERS MINNESOTA	844600102021	09/28/2021	EMILY/INSURANCE	700-21718	16.00
NCPERS MINNESOTA	844600102021	09/28/2021	D ELNESS/D AAMOT-INSURAN	700-21718	16.00
				Fund 700 - PAYROLL Total:	67,250.36
				Grand Total:	864,693.92

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	60,735.93
211 - LIBRARY	2,261.01
225 - AIRPORT	4,377.54
230 - POOL	2,080.14
235 - AMBULANCE	5,732.66
250 - EDA GENERAL	669.51
255 - EDA GENERAL RLF	2,881.86
276 - TIF 1-20 NEW VISION	900.00
401 - GENERAL CAPITAL PROJECTS	4,831.68
601 - WATER	10,125.99
602 - SEWER	40,527.75
604 - ELECTRIC	392,041.22
609 - LIQUOR STORE	215,644.25
614 - TELECOM	40,389.56
615 - ARENA	5,315.54
617 - M/P CENTER	8,928.92
700 - PAYROLL	67,250.36
Grand Total:	864,693.92

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	28,810.00
100-41110-326	Data Processing	24.61
100-41110-434	Employee Appreciation	250.00
100-41110-491	Payments to Other Orga	5,549.87
100-41310-133	Employer Paid Insurance	64.00
100-41310-200	Office Supplies	126.79
100-41310-321	Telephone	85.00
100-41310-326	Data Processing	282.48
100-41310-331	Travel Expense	334.88
100-41310-334	Meals/Lodging	343.91
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	83.90
100-41910-321	Telephone	65.79
100-41940-381	Electric Utility	485.58
100-41940-382	Water Utility	97.24
100-41940-384	Refuse Disposal	97.99
100-41940-385	Sewer Utility	182.99
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	74.11
100-42120-212	Motor Fuels	160.00
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	120.00
100-42120-321	Telephone	32.13
100-42120-323	Radio Units	213.60
100-42120-326	Data Processing	534.00
100-42120-327	Interpretation Fees	34.75
100-42120-334	Meals/Lodging	444.17
100-42120-404	Repairs & Maint - M&E	208.99
100-42120-405	Repairs & Maint - Vehicl	1,598.60
100-42120-412	Rentals - Building	1,950.00
100-42220-211	Cleaning Supplies	47.06
100-42220-321	Telephone	42.88
100-42220-323	Radio Units	400.00
100-42220-381	Electric Utility	421.62
100-42220-382	Water Utility	13.94
100-42220-384	Refuse Disposal	46.19

Account Summary

Account Number	Account Name	Payment Amount
100-42220-385	Sewer Utility	32.25
100-42220-404	Repairs & Maint - M&E	180.00
100-42220-406	Repairs & Maint - Groun	726.00
100-42500-381	Electric Utility	31.03
100-43100-133	Employer Paid Insurance	64.00
100-43100-217	Other Operating Supplie	70.00
100-43100-321	Telephone	46.26
100-43100-381	Electric Utility	1,357.05
100-43100-382	Water Utility	19.78
100-43100-384	Refuse Disposal	97.99
100-43100-385	Sewer Utility	42.72
100-43100-404	Repairs & Maint - M&E	187.36
100-43100-439	Special Projects	2,706.00
100-45120-215	Materials & Equipment	131.77
100-45202-133	Employer Paid Insurance	16.00
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	618.44
100-45202-382	Water Utility	6,054.89
100-45202-384	Refuse Disposal	226.31
100-45202-385	Sewer Utility	203.61
100-45202-404	Repairs & Maint - M&E	89.23
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	193.22
211-45501-321	Telephone	161.50
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	321.22
211-45501-382	Water Utility	19.55
211-45501-385	Sewer Utility	41.99
211-45501-402	Repairs & Maint - Struct	34.00
211-45501-435	Books and Pamphlets	1,403.53
225-45127-321	Telephone	27.54
225-49950-500	Capital Outlay	4,350.00
230-45124-217	Other Operating Supplie	133.33
230-45124-381	Electric Utility	727.01
230-45124-382	Water Utility	904.91
230-45124-384	Refuse Disposal	95.99
230-45124-385	Sewer Utility	46.90
230-45124-460	Miscellaneous Taxes	172.00
235-42153-217	Other Operating Supplie	1,500.84
235-42153-321	Telephone	28.58
235-42153-326	Data Processing	2,204.00
235-42153-331	Travel Expense	116.48
235-42153-334	Meals/Lodging	294.38
235-42153-381	Electric Utility	281.08
235-42153-382	Water Utility	9.29
235-42153-384	Refuse Disposal	30.80
235-42153-385	Sewer Utility	21.50
235-42153-405	Repairs & Maint - Vehicl	610.34
235-42153-406	Repairs & Maint - Groun	635.37
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	118.84
250-46520-321	Telephone	323.27
250-46520-381	Electric Utility	101.57
250-46520-382	Water Utility	18.56
250-46520-383	Gas Utility	48.09
250-46520-385	Sewer Utility	35.18
255-46520-491	Payments to Other Orga	2,881.86
276-46530-304	Legal Fees	900.00

Account Summary

Account Number	Account Name	Payment Amount
401-49950-504	Capital Outlay - Parks	4,831.68
601-49400-133	Employer Paid Insurance	48.00
601-49400-310	Lab Testing	79.00
601-49400-321	Telephone	51.42
601-49400-322	Postage	210.13
601-49400-326	Data Processing	1,515.28
601-49400-350	Printing & Design	82.87
601-49400-381	Electric Utility	4,409.47
601-49400-382	Water Utility	18.08
601-49400-384	Refuse Disposal	99.99
601-49400-385	Sewer Utility	37.26
601-49400-386	Landfill	1,074.49
601-49400-408	Repairs & Maint - Distrib	2,500.00
602-49450-133	Employer Paid Insurance	32.00
602-49450-216	Chemicals and Chemical	23,660.02
602-49450-310	Lab Testing	1,756.20
602-49450-321	Telephone	176.56
602-49450-322	Postage	210.11
602-49450-326	Data Processing	1,515.28
602-49450-350	Printing & Design	82.87
602-49450-381	Electric Utility	12,882.53
602-49450-382	Water Utility	212.18
604-16300	Improvements Other Th	18,987.09
604-20202	Sales Tax Payable	10.00
604-22000	Prepayments	544.65
604-49550-133	Employer Paid Insurance	96.00
604-49550-263	Merchandise for Resale -	361,156.27
604-49550-308	Training & Registrations	616.00
604-49550-321	Telephone	78.86
604-49550-322	Postage	210.13
604-49550-326	Data Processing	2,914.65
604-49550-350	Printing & Design	82.87
604-49550-381	Electric Utility	112.82
604-49550-382	Water Utility	24.84
604-49550-384	Refuse Disposal	99.99
604-49550-385	Sewer Utility	53.98
604-49550-410	Repairs & Maint - Gener	711.50
604-49550-433	Dues & Subscriptions	366.48
604-49550-450	Conservation	5,033.37
604-49550-460	Miscellaneous Taxes	941.72
609-16200	Buildings	155,127.70
609-20202	Sales Tax Payable	17,482.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-211	Cleaning Supplies	48.89
609-49751-251	Liquor	11,329.95
609-49751-252	Beer	26,859.19
609-49751-253	Wine	1,117.75
609-49751-254	Soft Drinks & Mix	522.85
609-49751-321	Telephone	132.90
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	251.85
609-49751-340	Advertising & Promotion	609.76
609-49751-381	Electric Utility	1,087.18
609-49751-382	Water Utility	20.29
609-49751-384	Refuse Disposal	174.00
609-49751-385	Sewer Utility	40.35
609-49751-404	Repairs & Maint - M&E	120.53
609-49751-444	License Fees	20.00

Account Summary

Account Number	Account Name	Payment Amount
609-49751-460	Miscellaneous Taxes	11.00
614-16300	Improvements Other Th	1,192.22
614-49870-133	Employer Paid Insurance	80.00
614-49870-227	Utility System Maint Sup	1,383.23
614-49870-304	Legal Fees	878.95
614-49870-321	Telephone	271.74
614-49870-322	Postage	210.13
614-49870-326	Data Processing	3,601.53
614-49870-350	Printing & Design	175.72
614-49870-381	Electric Utility	2,699.06
614-49870-382	Water Utility	19.47
614-49870-384	Refuse Disposal	87.98
614-49870-385	Sewer Utility	37.88
614-49870-408	Repairs & Maint - Distrib	851.60
614-49870-441	Transmission Fees	276.48
614-49870-442	Subscriber Fees	7,096.40
614-49870-443	Intergovernmental Fees	2,348.59
614-49870-445	Switch Fees	119.39
614-49870-447	Internet Expense	14,051.96
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	4,016.23
614-49870-460	Miscellaneous Taxes	41.00
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	217.50
615-49850-217	Other Operating Supplie	808.67
615-49850-321	Telephone	127.24
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	2,492.65
615-49850-382	Water Utility	180.06
615-49850-384	Refuse Disposal	150.99
615-49850-385	Sewer Utility	83.20
615-49850-402	Repairs & Maint - Struct	529.23
615-49850-460	Miscellaneous Taxes	261.00
617-10200	Petty Cash	1,500.00
617-10202	Sales Tax Payable	327.00
617-49860-133	Employer Paid Insurance	32.00
617-49860-251	Liquor	1,207.41
617-49860-252	Beer	676.69
617-49860-253	Wine	28.73
617-49860-254	Soft Drinks & Mix	240.76
617-49860-321	Telephone	62.44
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,560.12
617-49860-382	Water Utility	117.44
617-49860-384	Refuse Disposal	74.99
617-49860-385	Sewer Utility	213.63
617-49860-402	Repairs & Maint - Struct	1,453.79
617-49860-409	Repairs & Maint - Utilitie	358.59
617-49860-460	Miscellaneous Taxes	672.00
700-21701	Federal Withholding	9,986.23
700-21702	State Withholding	4,821.69
700-21703	FICA Tax Withholding	13,322.32
700-21704	PERA Contributions	23,249.62
700-21705	Retirement	7,972.32
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,885.46
700-21712	Flex Account	2,230.91
700-21715	Individual Insurance-Afla	305.40

Account Summary

Account Number	Account Name	Payment Amount
700-21716	Individual Insurance-Afla	602.90
700-21717	Individual Insurance-MB	4.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	316.49
700-21723	HSA Employee Contribu	422.35
	Grand Total:	864,693.92

Project Account Summary

Project Account Key	Payment Amount
None	864,693.92
Grand Total:	864,693.92

CW
9/30/21

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM COMPEER FINANCIAL FUND FOR RURAL AMERICA FOR THE WINDOM AMBULANCE DEPARTMENT

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

WHEREAS, Compeer Financial Fund for Rural America is a supporter of the City of Windom and the Windom Ambulance Department; and

WHEREAS, the City of Windom has received a donation from Compeer Financial Fund for Rural America of \$3,000.00 for the Windom Ambulance Department; and

WHEREAS, , Compeer Financial Fund for Rural America has designated that the donation is to be used to purchase standard and bariatric size vinyl binder lifts for the Windom Ambulance Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$3,000.00 offered by Compeer Financial Fund for Rural America for use by the Windom Ambulance Department for the purchase of a vinyl binder lifts.

Adopted by the Council this 5th day of October, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Jason Sykora, Electric Superintendent
DATE: September 28, 2021
RE: Fuel Tank Replacement Project
DEPT: Electric
CONTACT: Jason Sykora: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

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

1. Accept the bid from Minnesota Petroleum Service to replace the underground fuel tank at the Power Plant with an above ground tank at a cost of \$356,525.11.

Issue Summary/Background

The Electric Utility has a 50,000-gallon underground fuel tank that was installed in 1978. The tank is a steel single-walled tank. Due to very limited generation needs, the tank usually only has 16,000 gallons of diesel. According to the MPCA inspector it is the oldest and biggest underground tank in Minnesota.

In October 2020 MPCA stated that Generation plant fuel tanks would have to meet the same testing standards as fuel stations. To comply with the new standards some changes to tank monitoring system would be needed. As this is a single walled underground tank, with single wall underground pipping, the tank and lines would need to be pressure tested thus requiring it to have 30,000 gallons of fuel. The Utility only burns roughly 1,500 gallons of fuel a year so we keep less fuel on hand to prevent spoilage.

The Utility Commission decided to replace the tank with an above ground 20,000-gallon tank. The project was scheduled for 2021 but with labor shortages and longer lead time for material, we are now looking at a completion date in 2022.

The Fuel Tank Project went out for bids on August 27th and closed on September 16th. Two bids were received, one from Farabee Mechanical Inc. for \$469,909 with a completion date of February 15, 2022. The other bid was from MN Petroleum Service for \$356,525.11 with a completion date of April 15, 2022. The engineers estimate from December 2020 was \$235,000. The reason for the price increase is mostly due to labor and material increases.

Fiscal Impact

The funds to pay for the project would come from the Electric reserves.

Attachments

1. Resolution for Bid Award

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

A RESOLUTION AWARDING THE CONTRACT FOR THE "WINDOM POWER PLANT FUEL TANK REPLACEMENT PROJECT"

WHEREAS, pursuant to an advertisement for bids for the project entitled "Windom Power Plant Fuel Tank Replacement Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Bid Amount	Alternate	Completion Date
Minnesota Petroleum Services Inc	\$356,525.11	\$30,638.22	4/15/2022
Farabee Mechanical Inc.	\$469,909.00	\$21,875.00	2/15/2022

AND WHEREAS, it appears that the lowest responsible bidder is:

	Bid Amount	Alternate	Completion Date
Minnesota Petroleum Services Inc	\$356,525.11	\$30,638.22	4/15/2022

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

1. A "Notice of Award" shall be issued to the above low bidder.
2. The Mayor and City Administrator are hereby authorized and directed to enter into the contract with the above low bidder, in the name of the City of Windom, for the completion of the project entitled "Windom Power Plant Fuel Tank Replacement Project" according to the plans and specifications. Copies of the specifications are on file in the Office of the City Administrator.

Adopted by the Council this 5th day of October, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator



September 17, 2021 (VIA E-MAIL)

City of Windom Electric Department
Attn: Mr. Jason Sykora
1105 First Avenue
Windom, MN 56101

RE: **Bid Evaluation and Recommendation of Award of Contract**
Fuel Tank Replacement Project
DGR Project No. 425304

Dear Jason:

We have completed our review of the bids received on September 16, 2021 for the above referenced project. A bid summary form and detailed tabulation of the bid results is enclosed.

There were two (2) responsive bids received ranging in price from \$356,525.11 to \$469,909.00, with the low bid from Minnesota Petroleum Services, Inc. of Columbia Heights, Minnesota. Minnesota Petroleum Services specified a completion date of April 15, 2022 and included a statement that lead times for the necessary project equipment have been lengthy. The second bidder, Farabee Mechanical, Inc. of Hickman, Nebraska, specified a completion date of February 15, 2022.

A required alternate for temporary fuel oil storage was also included on the bid form. Minnesota Petroleum included a price of \$30,638.22 and Farabee Mechanical offered a price of \$21,875.00.

We believe that the pricing received is reflective of the stressors that have been placed on the construction market around the nation. For example, the cost of raw and processed materials has risen significantly from one year ago. Coupled with shortages of qualified labor, we have seen volatile and high pricing on recent projects. Challenges in material availability, such as computer chips and resins used in the production of plastic, have created extended lead times for items that were once commonly available. While some sources believe the markets are starting to stabilize, other sources have indicated that price increases continue to be assessed. We believe there is no clear answer on what lies ahead.

I am familiar with Minnesota Petroleum through industry knowledge and have had previous project experience. They are a reputable firm and we believe they will provide the City of Windom

Mr. Jason Sykora
September 17, 2021
Page Two

with a successful installation, and we would recommend your consideration in awarding a contract to them.

If the City of Windom is comfortable with leveraging local resources to either store or purchase your unused fuel for a reasonable price, this can offer sizable savings to you. The overall extent of the temporary storage is estimated to be one month, once the necessary project materials are available.

Please review our recommendation and feel free to contact us with any questions you, the Utility Commission or the City Council may have. Please contact me when an award has been made, and we will proceed with preparing the Contract Documents.

Best Regards,

DGR Engineering

A handwritten signature in black ink, appearing to read "Travis Zipf".

Travis Zipf, P.E.

Enclosure: Bid Summary and Tabulation
TLZ:ste

BID SUMMARY

**FUEL TANK REPLACEMENT PROJECT - WINDOM POWER PLANT
CITY OF WINDOM ELECTRIC DEPARTMENT
WINDOM, MINNESOTA**



ENGINEERING

1302 South Union Street
Rock Rapids, Iowa 51246
DGR Project No. 425304

**Bid Letting: September 16, 2021
1:30 PM
City Hall
Page 1 of 1**

Bidder and Address	Bid Security	Total Base Bid	Required Alternate (M3)	Completion Date	Comments
Minnesota Petroleum Services, Inc. 682 39th Avenue NE Columbia Heights, MN 55421	10% Bid Bond	\$356,525.11	\$30,638.22	4/15/2022	
Farabee Mechanical Inc. 6850 Hickman Road, PO Box 1748 Hickman, NE 68372	10% Bid Bond	\$469,909.00	\$21,875.00	2/15/2022	

BID TABULATION

Fuel Tank Replacement
City of Windom Electric Department
DGR Project No. 425304
Bid Letting: September 16, 2021 - 1:30 PM



Unit No.	Name and Description of Construction Unit	No. of Units	Minnesota Petroleum Columbia Heights, MN				Farabee Mechanical Hickman, NE			
			Labor	Material	L & M	Ext. Price L & M	Labor	Material	L & M	Ext. Price L & M
C1	Earthwork and site restoration (as req'd)	1	\$45,125.00	-	\$45,125.00	\$45,125.00	-	-	\$48,027.18	\$48,027.18
S1	Structural, Foundation - Fuel Tank Support (as req'd)	1	\$39,425.00	-	\$39,425.00	\$39,425.00	-	-	\$24,692.74	\$24,692.74
E1	Electrical, Demolition (as req'd.)	1	\$5,000.00	-	\$5,000.00	\$5,000.00	-	-	\$11,097.31	\$11,097.31
E2	Electrical, Installation (as req'd.)	1	\$17,499.50	\$12,499.50	\$29,999.00	\$29,999.00	-	-	\$33,291.95	\$33,291.95
M1	Mechanical, Demolition (as req'd.)	1	\$37,992.00	-	\$37,992.00	\$37,992.00	-	-	\$114,698.14	\$114,698.14
M2	Mechanical, Installation (as req'd.)	1	\$27,562.00	\$137,922.11	\$165,484.11	\$165,484.11	-	-	\$183,286.68	\$183,286.68
G1	Mobilization (as req'd)	1	\$8,500.00	-	\$8,500.00	\$8,500.00	-	-	\$29,815.00	\$29,815.00
G2	General construction allowance (as req'd)	1	-	-	\$25,000.00	\$25,000.00	-	-	\$25,000.00	\$25,000.00
			TOTAL BASE BID: \$356,525.11				TOTAL BASE BID: \$469,909.00			

Unit No.	Name and Description of Construction Unit	No. of Units	Labor	Material	L & M	Ext. Price L & M	Labor	Material	L & M	Ext. Price L & M
M3	Temporary fuel oil storage (see plans) (as req'd)	1	\$15,304.00	\$15,334.22	\$30,638.22	\$30,638.22	-	-	\$21,875.00	\$21,875.00
			TOTAL BASE BID: \$30,638.22				TOTAL BASE BID: \$21,875.00			

ADVERTISEMENT FOR BIDS

Notice is hereby given that sealed bids will be received by the Electric Superintendent of the City of Windom Electric Department, Windom, Minnesota at the City Hall at City Hall, 444 9th Street, PO Box 38, Windom, MN 56101-0038 until **1:30 P.M. on the 16th day of September 2021**, for the Fuel Tank Replacement Project, at which time the bids shall be publicly opened and read aloud.

The general nature of the work on which bids will be received consists of the removal and replacement of a fuel oil storage tank at the City's power plant. This work consists of removing the existing fuel tank and providing a new fuel tank and monitoring equipment. Included is excavation, concrete work, mechanical piping, electrical wiring, and other related work.

The above work shall be in accordance with the specifications and proposed form of contract now on file in the City Clerk Office, 444 9th St., Windom, Minnesota, by this reference made a part hereof, as though fully set out and incorporated herein.

The Contractor and all subcontractors shall submit to the City a signed statement verifying compliance with each of the criteria described in the State of Minnesota "Responsible Contractor" law as codified in Minnesota Statute section 16C.285. See the Instructions to Bidders for more details.

Contractors desiring a copy of the project documents for individual use may obtain them from www.questcdn.com. You may download the digital plan documents for \$20 by inputting **Quest project #8018624** on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital project information. An optional paper set of the proposal forms and specifications for individual use may be obtained from the office of the Engineer, DGR Engineering, 1302 South Union Street, P.O. Box 511, Rock Rapids, IA 51246, telephone 712-472-2531, Fax 712-472-2710, e-mail dgr@dgr.com, upon payment of \$100.00, none of which is refundable.

All bids shall be made on proposal forms furnished by the Engineer and shall be accompanied by bid security in the form of a certified check or bid bond, made payable to City of Windom Electric Department, in the amount of ten percent (10%) of the bid, which security becomes the property of the City of Windom in the event the successful bidder fails to enter into a contract and post satisfactory performance and payment bonds.

Payment to the Contractor will be made on the basis of ninety-five percent (95%) upon certification of work completed; five percent (5%) thirty-one (31) days after final completion and acceptance, and delivery of final documentation.

The construction shall be performed upon a Notice to Proceed issuance. Substantial completion of the project shall be no later than February 15, 2022. See the specifications for more details on construction timing requirements.

The City of Windom reserves the right to defer acceptance of any bid for a period not to exceed thirty (30) days after the date bids are received and no bid may be withdrawn during this period.

The City of Windom also reserves the right to reject any or all bids and enter into such contract as it shall deem to be in the best interest of the City.

Dated this 25th day of August, 2021.

CITY OF WINDOM ELECTRIC DEPARTMENT
WINDOM, MINNESOTA

By /s/ Jason Sykora
Electric Superintendent

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: City Administrator 
DATE: September 28, 2021
RE: Highway 60/71 Corridor Study – Contract Amendment
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve Amendment #2 to the contract between MN DOT, City of Windom and Kadrmas, Lee & Jackson (KLJ) for the Highway 60/71 Corridor Study.

Issue Summary/Background

The Minnesota Department of Transportation (MN DOT) has expanded the scope and timeframe for the completion of this highway study. The City's share of the project cost will not increase due to this amendment.

As a party to the contract the City of Windom has been requested to approve the contract amendment.

Fiscal Impact

None.

Attachments

1. Contract Amendment #2

AMENDMENT NUMBER 2 TO MnDOT CONTRACT NUMBER: 1032725

Contract Start Date: August 22, 2019	Original Contract Amount:	\$ 467,713.20
Original Contract Expiration Date: March 30, 2021	Previous Amendment(s) Total:	\$ 0.00
Current Contract Expiration Date: January 15, 2022	Current Amendment Amount:	\$ 52,667.42
New Contract Expiration Date: June 30, 2022	Total Amended Contract Amount:	\$ 520,380.62

State Project Number (SP): 1703-84**Trunk Highway Number (TH):** 60**Project Identification:** Windom Corridor Study

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation ("State"), City of Windom ("City"), and Kadrmas, Lee & Jackson, Inc., a Corporation, Address: 4585 Coleman Street, Bismarck, ND 58503 ("Contractor").

RECITALS

1. State has a contract with Contractor identified as MnDOT Contract Number 1032725 ("Original Contract"). This contract provides for a corridor study on TH 60 in Windom to evaluate alternatives for management of existing and future transportation and traffic flow in the corridor.
2. Due to COVID restrictions, the State and Contractor did virtual engagement for focus groups and open houses. However, while sharing the various alternatives, it was apparent that the alternatives did not translate well in a virtual environment. The State opted to pause for a while until an open house in person is an option – currently scheduled for October 26, 2021. This pause now includes more bi-weekly check-ins and additional outreach efforts with additional items added to the scope of work (additional alternatives in the urban core, including a 3-lane segment with turn lanes; and a 4-lane alternative on the north end of the corridor).
3. State and Contractor are willing to amend the Original Contract as stated below.

CONTRACT AMENDMENT

Unless otherwise noted, in this amendment, deleted contract terms will be struck out and the added contract terms will be bolded and underlined.

REVISION 1. Subarticle 1.2 is amended as follows:

- 1.2 Expiration Date: This contract will expire on ~~January 15, 2022~~ **June 30, 2022**, or the date that all obligations have been fulfilled and all deliverables have been approved by State, which ever occurs first.

REVISION 2. Subarticle 1.4 is amended as follows:

- 1.4 Exhibits: Exhibits ~~A1, B, C, D1 and E1~~ **A2, B2, C, D2, E2 and F** are attached and incorporated into this contract.

REVISION 3. Subarticles 2.1-2.2 are amended as follows:

- 2.1 Contractor, who is not a state employee, will complete the tasks listed in Exhibit ~~A1~~ **A2**.
2.2 Deliverables are defined as the work product created or supplied by Contractor pursuant to the terms of this contracts. See Exhibit ~~A1~~ **A2** for the full details on the deliverables to be provided by Contractor under this contract.

REVISION 4. Subarticle 3.4 is amended as follows:

- 3.4 See Exhibit ~~A1~~ **A2** for a detailed listing of responsibilities to be completed by State.

REVISION 5. Subarticle 4.1 is amended as follows:

- 4.1 Contractor will be paid on a Cost Plus Fixed Fee (profit) basis as follows:
Direct Labor Costs: ~~\$128,649.30~~ **146,222.68**
Overhead Rate Costs: ~~\$218,703.81~~ **248,578.56**

Fixed Fee Costs:	\$ 38,208.84 <u>43,428.13</u>
Direct Expense Costs:	\$ 1,069.00
Subcontractor(s) Costs:	
Zan Associates	\$ 81,082.25

REVISION 6. Subarticles 4.5-4.6 are amended as follows:

- 4.5 Allowable direct costs include project specific costs listed in Exhibit ~~B~~ B2. Any other direct costs not listed in Exhibit ~~B~~ B2 must be approved, in writing, by the State's Authorized Representative prior to incurring costs.
- 4.6 See Exhibit ~~B~~ B2 for Budget Details on Contractor and its Subcontractor.

REVISION 7. Subarticle 4.8 is amended as follows:

- 4.8 State will pay up to ~~\$437,713.20~~ 490,380.62 of the project costs. City will pay \$30,000 of the project costs (\$17,500 in Calendar year 2019, ending December 31, 2019, and \$12,500 in Calendar Year 2020, ending December 31, 2020). The total obligation for all compensation and reimbursements to Contractor will not exceed ~~\$467,713.20~~ 520,380.62.

REVISION 8. Subarticles 5.2-5.3 are amended as follows:

- 5.2 Contractor must submit invoices electronically for payment, using the format set forth in Exhibit ~~D1~~ D2. Contractor must submit invoices for payment on a monthly basis. Contractor will invoice State and the City directly. Invoices must detail the total cost of the project, and also identify the State and City amount due.
- 5.3 Contractor must submit a monthly progress report, using the format set forth in Exhibit ~~E1~~ E2 showing the progress of work in work hours according to the tasks listed in Article 2 Scope of Work.

REVISION 9. Subarticles 9.4 is being added as follows:**9.4 Vaccination/Testing Requirements.**

- 9.4.1 Applicability.** This section applies to Contractor's employees or subcontractors who are performing contracted work in the following types of project settings: indoors with regular in-person contact with State agency employees or members of the public; and outdoors with substantial and/or regular in-person, non-socially distanced contact with State agency employees or members of the public ("Covered Individuals").
- 9.4.2 Requirements.** In accordance with HR/LR Policy #1446, Covered Individuals must be fully vaccinated against COVID-19 as defined in the policy or submit to testing at least once a week.
- 9.4.3 Compliance.** Contractor is responsible for the following:
- 9.4.3.1** Tracking and maintaining proof of vaccination status for vaccinated Covered Individuals;
 - 9.4.3.2** Ensuring Covered Individuals who are not vaccinated are tested on a weekly basis;
 - 9.4.3.3** Monitoring test results and ensuring that Covered Individuals with positive test results do not access the State workplace to perform contractual services until the Covered Individual has been medically cleared; and
 - 9.4.3.3** Ensuring its Covered Individuals do not access the location where the contracted work is occurring if the Covered Individual is not in compliance with the requirements stated in Section 9.4.2.

- 9.4.4 Reporting.** Upon request, Contractor shall provide the State with documentation demonstrating compliance with these requirements. Contractor shall maintain documentation for a minimum of 30 days past the end date of the contract.

The Original Contract and any previous amendments are incorporated into this amendment by reference. Except as amended herein, the terms and conditions of the Original Contract and any previous amendment remain in full force and effect.

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed: _____

Date: _____

CONTRACTOR

Contractor certifies that the appropriate person(s) have executed the amendment on behalf of Contractor as required by applicable articles, bylaws or resolutions.

Signed: _____

Title: _____

Date: _____

CITY OF WINDOM

Governmental Unit certifies that the appropriate person(s) have Executed the Agreement on behalf of Governmental Unit as required by applicable resolutions, ordinances or charter provisions.

Signed: _____

Title: _____

Date: _____

Signed: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

(with delegated authority)

Signed: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

Signed: _____

Date: _____

TH 60 Windom Corridor/Network Study
From southern limits of gap project (490th Avenue/John Caldwell Drive)
to
Cottonwood/Jackson county line

Project Overview

Trunk Highway (TH) 60 is a principal arterial within the study limits that carries 6,000 – 13,500 vehicles per day. The 4-lane highway serves as the primary route through the commercial district in the City of Windom, which presents a challenge between through travelers, local traffic, local access, and bicyclists/pedestrians trying to use or cross the highway.

TH 60 is a major economic driver in Windom and in the region. TH 60 has and will continue to foster economic growth through a commerce-friendly corridor that ships goods, connects major markets in the Midwest (e.g.: Omaha, NE with Minneapolis/St. Paul), and provides access to local businesses.

In partnership with the City, State's District 7 will complete a corridor study on TH 60 in Windom. The study will help shape a future urban reconstruction project through Windom.

The corridor study will include the following segments:

1. TH 60 from southern limits of gap project (490th Avenue/John Caldwell Drive) to Cottonwood/Jackson County line (480th Street)
2. TH 62 from the river bridge to TH 60
3. TH 71 (south end) – from Cottonwood County State Aid Highway (CSAH) 26, Jackson County line, to TH 60
4. TH 71 (north end) – from TH 60 to Opportunity Drive/CSAH 15

Project Goal

The TH 60 study will allow the State and the City the opportunity to create a long-term vision for TH 60, which will support and sustain existing businesses as well as economic development, safely accommodate all modes of transportation; encourage pedestrian and bicycle movements, and have the sustained support of the community.

Project Objectives

1. Identify opportunities to improve the safety and operation of TH 60 through Windom
2. Study and recommend access management guidelines and best practices to the corridor to promote safety while accommodating accessibility needs of local businesses and owners
3. Assess bicycle and pedestrian needs within and around the community and determine where they should be served including compliance with the Americans with Disabilities Act (ADA)
4. Identify opportunities to improve the aesthetics and feel of the corridor
5. Establish mutually agreeable plans for future TH 60 access for undeveloped parcels, as well as those that are likely candidates for redevelopment
6. Define necessary "Purpose and Need" statements for future environmental documentation
7. Maintain the long-term goals of the City.

There are many different facets of the studied corridors that this study will consider (including, but not limited to):

1. Motorized Vehicle Movements (Passenger Vehicles and Heavy Commercial (Freight))
2. Bicycle and Pedestrian Movements and Accommodations
3. Parking
4. User Origins/Destinations
5. Access management

6. Traffic Control
7. Lane Configuration(s)

Project Scope

Task 1: Project Management (Source Type 1010)

The Contractor will perform all work necessary to effectively coordinate the corridor study, maintain the project schedule, and keep the project within budget. The Contractor will monitor study progress and documentation, budget and schedule management, quality control, and adherence with state and federal laws, rules and regulations. Contractor's Project Manager will implement the following active management measures:

- 1.1. Maintain regular contact with the State's Project Manager (PM) to provide updates, coordinate activities, and schedule project meetings. Contractor will facilitate bi-weekly PM meetings involving key managerial and technical staff (as necessary). Contractor will prepare for and provide draft agenda for bi-weekly check-in meeting three days in advance. Contractor will prepare notes based on bi-weekly discussions; these notes will be provided to the PM within three days of the bi-weekly meeting.
- 1.2. Hold bi-weekly conference calls with State's PM and others as needed to review project status and discuss action items
- 1.3. Develop a schedule with tasks and durations including data collection plan, schedule for stakeholder and public engagement, and partner/stakeholder contact list
- 1.4. Schedule and facilitate a kick-off meeting (and take meeting minutes) and attend Technical Advisory Committee (TAC) meetings as identified in Task 2.1 with the project partners to review and document progress, resolve issues, coordinate activities, and confirm next steps
- 1.5. Prepare and maintain a detailed schedule. This schedule will be approved by the State's PM. Contractor and State will manage the schedule to maintain positive float.
- 1.6. Submit to State's PM progress reports every two weeks and provide monthly budget updates. Progress reports will include updates to the schedule
- 1.7. Contractor will submit monthly invoices for payment by the State. Invoices will show labor broken down by task and source type and will include overhead and fixed fee.

Deliverables: Contractor will develop a detailed project schedule/timeline; schedule bi-weekly conference calls with State's PM; monthly reports monitoring progress against budget; and monthly invoices.

Task 2: Agency and Public Involvement (Source Type 0054)

2.1 TAC Meetings

The corridor study will be guided by a TAC. The TAC will be comprised of representatives from all impacted jurisdictions. Contractor will plan for up to ten in person meetings to coordinate with the project team. Contractor will provide agendas two days in advance of meetings and meeting minutes within three days after meeting.

2.2 Agency Coordination

Contractor will prepare for and attend up to four meetings with federal, state, regional, and local agencies (e.g. County Commissioners and City Council members).

2.3 Public Open House Meetings and Event Attendance

- A. Contractor will prepare for and facilitate up to three open houses, one at the beginning, mid-point, and end of the study.

- i. Contractor will host Open House Office Hours, on three different dates and at three different times (morning, noon, and evening) to allow residents an opportunity to call in and ask questions.
 - B. Contractor will prepare for and coordinate attendance at up to three community events (e.g.: farmers market, local celebration, etc.)
 - C. Contractor will use live audience participation tools, as well as other unique ways to capture attendee comments, feedback and ideas. Contractor will record any presentation made at the open house to post on the study website and appropriate social media outlets.
 - D. Contractor will be responsible for developing all informational displays, handouts, and presentations for each meeting to aid in facilitating educational conversations with the public. A meeting summary, including a list of attendees and comments received (both verbal and written) will be distributed electronically within two weeks of each open house. Contractor will coordinate with the State and study partners to promote the open house through local newspapers, social media, and email blasts.
- 2.4 **Online Engagement**
Contractor will work with the State's Public Engagement Coordinator (PEC) and PM to develop a branded logo and website to promote the TH 60 Corridor Study. Meeting materials and other documents/materials produced for this study should be easily found on the study website. The website will be updated frequently, by the State's PEC, with relevant study information (progress, upcoming study events, developments, concepts, etc.), provided by the Contractor, to keep the public interested and informed on the corridor study. Visitors to the website should also be able to participate in any corridor study surveys that are in-progress. The brand elements would be used throughout all materials (traditional and online) and interactions with the public to tie together the different open houses and opportunities to provide feedback. All materials provided by the Contractor to the State's PM for inclusion on the project website must be ADA compliant.
- 2.5 **Study Survey**
Contractor will prepare and conduct a community survey to gather input on corridor needs, opportunities, and barriers. The survey will be conducted primarily online and will be supported with paper mail-in surveys at State's expense, when necessary. The Contractor will develop, facilitate and provide analysis for up to two online surveys.
- 2.6 **Targeted Social Media**
Contractor will create social media messaging and ad campaigns for the project, targeted to specific audiences based on zip codes, demographics, and other appropriate categories. Up to four posts.
- 2.7 **Traditional Media**
Notifications of meetings will be posted online at least two weeks in advance of any corridor study related event. For public open houses, contractor will coordinate newspaper advertisements and press releases (distributed to all local media outlets), and radio station promo.
- 2.8 **Focus Group Meetings**
Contractor will prepare for, facilitate, and conduct targeted small group focused meetings. The focus groups will potentially consist of freight, school, neighborhood, pedestrian/bicycle, or business interest groups. Up to eight Focus Group Meetings will be conducted.
- 2.9 **Virtual Reality Tour**
To educate the TAC and public on complex improvement strategies, Contractor will utilize visualization software to create a virtual reality tour of proposed solutions. The visualization will be posted online in a similar fashion as Google Ground View to be viewed by the public who are unable to attend meetings in-person. Contractor will budget to visualize four City blocks in Windom, where this type of visualization will be most effective. Visualization will include Do Nothing and two build alternatives.
- 2.10 **Roadside variable message signs**

Contractor will provide content for roadside variable message signs to inform drivers of the website or upcoming meetings. Message sign to be provided by State.

Deliverables: Contractor will be responsible for developing all materials required for all meetings and events associated with the Corridor Study (e.g.: display boards, surveys, sign-in sheets, agendas, minutes, etc.). Contractor will be required to provide all materials, ADA compliant, for inclusion on the project website. Contractor will develop a comprehensive Public and Agency Involvement Plan and project website, including updates.

Task 3: Existing Conditions (Source Type 1140)

A critical element in developing the overall corridor study will be to define the existing transportation issues/needs of the area. The Existing Conditions report will provide the background information necessary to proceed in identifying issues, constraints, and opportunities. This task will involve assembling a wide range of data sets.

3.1 Data Collection

Contractor will collect available data from the State and study partners. The data will be used to develop a base map depicting all existing conditions, and will be used to conduct the study analysis and concept alternative development / refinements. At a minimum, the following will be collected from readily available sources (State, City, Local Businesses, etc.):

- A. Development Plans
- B. Digital base maps and parcel data
- C. Zoning, land use, comprehensive and growth plans
- D. Drainage conditions
- E. Local transportation plans
- F. Local access management plans/studies
- G. Crash data for the most recent five-year period for which data is available
- H. Bicycle and Pedestrian master plans
- I. Transit route data
- J. Traffic signal timing data
- K. Roadway construction history
- L. Floodplain elevations and contour maps
- M. Right of way
- N. Typical section data
- O. Utilities (including information pertaining to traffic signals and roadway lighting)
- P. Pedestrian and bike generator locations, and estimated seasons/days/times and volumes when pedestrian are accessing generators
- Q. Industrial locations with high peak volumes. Include the days/times for these peaks for each location (e.g.: shift end times)

3.2 Contractor will also be responsible for collecting 48-hour turning movement volumes at the following intersections:

- A. TH 71 (North)
 - a. Langley Street
 - b. Hospital Drive
 - c. 4th Avenue
 - d. Opportunity Drive
 - e. Streetlight data analysis will occur for pedestrian data as well
- B. TH 71 (South)
 - a. Cottonwood County Road 25
 - b. Cottonwood County Road 26
- C. TH 62

a. 4th Avenue

- D. Driveways: Contractor will also budget to Average Daily Traffic (ADT) counts at up to 10 strategic driveways along the corridor.

If the counts are completed when temporary traffic control (TTC) devices are deployed for road improvement projects, the counts must be repeated after the project(s) are completed and TTC devices are removed. Any counts to be repeated due to TTC devices will be at an additional expense to the State. Streetlight origin-destination data (provided by State) and any other readily available traffic volume data will be evaluated to determine whether adjustments should be considered before completing analyses. This evaluation will determine whether data collected with TTC devices in place is significantly different than otherwise typical conditions. If construction-related differences exist, adjustments or possible re-collection efforts will be made to reflect typical traffic conditions. If repeated counts result in significantly different data than the first session of counts (+/-5%) then any models utilizing the earlier construction counts, and any conclusions based on the earlier counts, are to be updated based on the new count data. Any updated modeling and conclusions completed as a result of these unforeseen traffic count differences will be at additional expense to the State.

The State will also provide previously collected (2018) 48-hour turning movement count data for all intersections along TH 60 within the study limits. The Contractor is to review both the Contractor collected turning movement count data as well as State furnished turning movement count data to ensure that consistent data was collected for each of the two 24-hour periods comprising the 48-hour count. If significant inconsistencies are discovered, the Contractor is to recount each location where inconsistencies were realized – regardless of who originally collected the counts. Recounting any locations will be an additional expense to the State, to be negotiated when the quantity of additional data collection is determined, but will be done such to avoid negative impact to the project schedule.

3.3 Existing Conditions Report. Contractor will collect, assemble, and organize other background information necessary to identify community, transportation, social, economic, and environmental issues and constraints within the study area. This information will include previously conducted studies in the area, other local and regional plans, and programmed project information. Contractor will present information to study stakeholders, which will guide the development of the purpose and need statement (for this Corridor Study as well as future environmental documentation), concepts, and facilitate the public engagement process.

Deliverables: Existing Conditions report with maps and graphic tables displaying general transportation information, including turning movement count data summaries (peak hours – AM, PM) as well as full turning movement count data as appendices.

Task 4: Future Conditions Analysis (No-Build) (Source Type 1140)

- 4.1 Traffic Projections. The Contractor will project traffic volumes under 2030 and 2040 traffic conditions to understand future issues that could develop under changing travel characteristics in the study area and will assume no improvements to the corridors beyond those already programmed in the current State Transportation Improvement Program (STIP), or those budgeted for by the local partners. Traffic projections will be based on:
- A. Expected development/growth in the area, using input from local City and State staff as a basis for growth estimates. In this process we will forecast the location and extent of future residential, commercial, and industrial development in the area. The Contractor will then use data from the Institute of Transportation Engineers to estimate changes in daily and peak hour traffic volumes on study area roadways.

- B. StreetLight Data origin-destination data to determine the most reasonable way to assign expected growth to the roadway network. This will also help better understand growth in both local and regional traffic distributions. This is important since growth in local traffic can have quite different traffic impacts than growth in more regional pass-through type traffic.
 - C. Historic traffic patterns as a reasonableness check to traffic projections. If our traffic projections greatly vary from historic patterns, we will work with stakeholders to finalize traffic projections that will be used for future conditions analysis.
- 4.2 No-Build Analysis. Using *Highway Capacity Manual* (HCM) methodology, and the traffic projection methodology detailed below, the Contractor is to establish future peak hour (AM and PM) traffic demands (volumes and corresponding Level of Service (LOS)) at all Highway 60 intersections, as well as at the intersections on TH 71 and TH 62 where the Contractor collected turning movement counts. Additionally, the Contractor is to determine future demand and LOS along all study corridors.

Analysis should include traffic signal warrant as well as intersection and corridor capacity analyses to help identify potential needs to be addressed by the study, as well as future highway improvement projects. For evaluation purposes, LOS D or worse should be considered deficient.

Results from the above analyses for the two future periods are to be incorporated by the Contractor into the Intersection Control Evaluation (ICE) reports generated in Task 7.

Deliverables: Future Conditions (No-Build) report with maps and graphic tables displaying future demand information, as well as future needs (e.g.: capacity deficiencies, satisfied signal warrants, etc.) are to be provided by the Contractor.

Task 5: Corridor Issues Identification (Source Type 6244)

Using the results from the Existing Conditions and No-Build analyses, Contractor will identify key multi-modal transportation issues, needs, and potential improvements.

5.1 Demographics

Contractor will coordinate with the State and study partners to summarize past and predicted development trends to inform future conditions.

5.2 Land Use

Contractor will identify current and future land uses in the area using local plans and aerial photographs, as provided by the responsible government agency. Geographic Information Systems (GIS) plat maps and property information will be gathered where necessary to identify parcel ownership. Contractor will prepare a map summarizing existing and future land uses.

- A. Multimodal LOS metric will include an access by access analysis in the urban core to justify access reduction or removal.

5.3 Multimodal Trails, Pathways, and Crossings

Contractor will review mapping and other pertinent information of existing and planned State, County, and City trails within and adjacent to the corridor study area. Contractor will identify potential connections to the TH 60 corridor from existing trails and to existing park facilities. Issues that will be considered when identifying gaps will include pedestrian and bicycle destinations, such as city parks and the Windom Community Center.

In conjunction with previously completed studies and feedback from residents and stakeholder staff, contractor will study the existing and proposed pedestrian crossing locations and include safety and necessary ADA upgrades as part of the overall recommendations. Contractor will evaluate the existing facilities to determine if any improvements are justified to improve non-motorized operations and safety. Contractor will develop a map that depicts existing

and planned trails, along with proposed new trail connections, potential crossing locations, as well as identified gaps and suggested improvements to existing facilities.

5.4 Multimodal Level of Service.

Each corridor alternative will assess the total Multimodal Level of Service (MLOS), which will include separate automobile, bicycle, pedestrian, and truck components that will be averaged to an aggregate multimodal level of service. This approach allows the team to independently assess each mode of travel and adjust to local values using weights provided by study leadership and the public. A key outcome of this study is to balance between, local access needs and regional traffic efficiency needs, identify opportunities for better connectivity to local and regional trails, and provide a more comprehensive non-motorized network.

5.5 Transit

Contractor will review existing and future transit needs in the study area for consideration as part of the concept alternative development process. This will include outreach with operating transit entities and County and City staff to understand future plans.

5.6 Safety

Contractor will evaluate the safety of the study corridor by reviewing the frequency and severity of crashes that have occurred in the last five years at all corridor intersections and along all corridor segments. Data will be obtained from the Minnesota Crash Mapping Analysis Tool (MnCMAT) for years 2014-2015 crash data, as well from .kmz data files provided by the State's District 7 Traffic Office for 2016-2018 crash data. Crash data is to be reviewed to identify trends (e.g.: time of day, month, lighting, surface condition, and crash diagram type). Crash diagrams will be developed and the average crash rate, critical crash rate, and critical crash rate index will be calculated for all intersections and segments, with comparisons to statewide crash averages for similar intersections and corridors being made. Locations with higher than expected crash rates will be reviewed to determine if there are any site conditions or design issues that may be leading to the higher rates. Potential solutions will be developed and prioritized for these locations taking into consideration recommendations from previous planning efforts (where appropriate). Any solutions that could be immediately deployed (e.g.: added markings or signing) are to be brought to the attention of State's District 7 Traffic Office staff by the Contractor, as soon as is reasonable, for the District's consideration.

For locations that include a pedestrian or bicycle crash, a detailed review of the incident will be conducted to determine if there are design improvements that should be considered immediately.

Contractor will complete a safety summary describing the overall safety conditions along the corridors. A high-level outline of the safety summary is to be incorporated into the Existing Conditions technical memorandum. The complete safety summary will include a more in-depth review of the corridor and intersections and will use mapping and crash diagrams to help convey the frequency, type, and severity of crashes occurring at intersections and along the study corridors.

5.7 Corridor Origin-Destination Assessment

Contractor will obtain origin-destination (O-D) information from StreetLight Data (www.streetlightdata.com) for study segments with Annual Average Daily Traffic (AADT) volumes greater than 5,000 vehicles/day, to measure traffic patterns and origin-destination information. Segments with less than 5,000 vehicles/day must use tools and methodologies, determined in conjunction with the District Traffic Engineer, to supplement StreetLight Data that have a high level of confidence for lower daily volumes, to measure traffic patterns and origin-destination information for the lower volume segments. Findings from the O-D analyses will be used to develop a robust Purpose and Need statement that will guide the TAC in determining a Vision for the TH 60 corridor.

Contractor will create an origin-destination matrix and graphical representation of existing travel patterns of the motorists that use the TH 60 corridor. The data will account for the distribution of local trips as well as other trips using the regional system.

- A. Who is using the TH 60 corridor (regional vs. local trips)?
- B. What are typical trip purposes?
- C. Do these patterns vary by time of day?
- D. Do these patterns vary by weekday vs. weekend?
- E. Do these patterns vary by vehicle type (heavy commercial vs. passenger vehicle)?
- F. Would there be a modal shift if non-motorized facilities were improved?

Contractor will summarize data in easily consumable statements/bullet points for a public audience.

5.8 Access

- A. Contractor will develop a comprehensive access inventory as part of the evaluation and summarized in tabular and graphical form. This includes identifying access location, access configuration (e.g.: full, tee, right-in/right-out), type of access (public or private), access control measures (if any), type of usage (truck or auto), cross-street function, and presence of turn lanes.
- B. Contractor will define the desirable access spacing based upon the State's access management guidelines, safety implications, and past access decisions including current access agreements that may be in place. Contractor will identify this as the preferred "access template" or access goal. The preferred access template will then be overlaid onto the current accesses (i.e., base conditions) to identify inconsistencies with the access spacing objectives. Each inconsistency will be enumerated by type (i.e., public, private commercial, private residential, or private agricultural) and classified by replacement difficulty levels.
- C. The access analysis process will also look closely at traffic and safety issues associated with each access point and explore the feasibility of closures, cooperative access sharing, right-in/right-out, or three-quarter movements (where appropriate), internal circulation to eliminate access, changes to land use, and relocating access to an alternate location (e.g.: side streets) while balancing the later defined purpose and need.

5.9 Corridor Function and Connecting Roadways

Contractor will develop network options and an assessment of a multi-directional network of collector and local roads to serve and integrate with the TH60 corridor and the larger planning area. The options will be based on travelshed, future traffic generation, roadway connectivity, improvements to TH60, business input, traffic volumes, principal/minor arterial spacing, access spacing, travel speeds, and adjacent land uses.

5.10 Environmental and Cultural Constraints

While an in-depth evaluation of social, economic, and environmental (SEE) resources is not part of this environmental screening, enough inventory and assessment work will be completed to determine which impacts may be potentially significant in examining alternative concepts to carry forward. Contractor will assemble all relevant SEE information and display this data on the study's GIS base map. The Planning and Environmental Linkages (PEL) process will be used to develop the project in such a way to streamline any future environmental documentation effort that may be required. The base map will graphically depict the potential environmental issues and constraints as well as other critical factors that need to be considered in identifying concept alternatives. Additional information generated by agency and public input will also be added to the base map during the study process.

5.11 Corridor Issues Report

To ensure future corridor improvements are eligible for potential state and federal funding, all environmental screening will be conducted by the Contractor so as to conform to state and federal rules and guidelines. The Contractor will incorporate the findings from this analysis into an overall

Existing Conditions technical memorandum documenting all the Existing Conditions data collected and analyzed in Tasks 5.1 through 5.10.

Deliverables: The Contractor will develop a report summarizing the key corridor issues and opportunities. This will include necessary appendices.

Task 6: Corridor Vision, Goals, and Purpose and Need (Source Type 1010)

6.1 Develop Preliminary Corridor Vision and Goals

Developing the vision and goals will be a collaborative, iterative process informed by seeking input from study stakeholders on the following framing questions:

- A. What is the function of TH 60 in the overall transportation network?
- B. What are the economic, land use, and mobility needs for the corridor?
- C. What are the local business needs for the corridor?
- D. What are the expectations and needs of the corridor users, including non-motorized users?
- E. How does TH 60 fit into the area's cultural/environmental context?
- F. What impact will the new 4-lane expansion have on traffic flow through Windom?
- G. What safety and operations improvements are necessary to address current and anticipated future needs?

6.2 Prepare Purpose and Need Statement

In line with the vision developed as part of Task 6.1, Contractor will prepare a Purpose and Need Statement (PNS)

(http://dotapp7.dot.state.mn.us/eDIGS_guest/DMResultSet/download?docId=2214550). The PNS will take into consideration the information gathered by the Traffic Operations recent crash history processes and build on federal purpose and need guidelines, including:

- A. Project history/status
- B. System linkage
- C. System deficiencies
- D. Capacity needs
- E. Transportation, social, and economic demands
- F. Modal interrelationships
- G. Safety

The draft PNS will be reviewed by the State and discussed by the TAC and revised based on feedback. Contractor will present the revised draft PNS to the TAC for consideration and approval.

Deliverables: Contractor will prepare a Report that documents the Vision and Goals as well as the developed Purpose and Need Statement by referencing all key needs and data sets.

Task 7: Intersection Control Evaluations (ICE) Reports (Source Type 1808)

- 7.1** Contractor will prepare full ICE Reports for all intersections on TH 60 within the study limits, as well as for all intersections for which the Contractor collected original 48-hour turning movement count information. ICE reports will evaluate existing operations, as well as incorporate the future intersection operations and safety analyses done as part of Task 4 to determine the most appropriate long-term intersection control type for each intersection. Potential intersection control options include a No-Build alternative, signalization, roundabout control, or alternative designs (e.g.: addition of turn lane(s), conversion to RCUT, $\frac{3}{4}$ Right-In/Right-Out, or closure). The ICE reports will consider a minimum of two alternatives and will also provide full benefit-cost analysis for all considered alternatives. Enough alternatives must be considered to address any future deficiencies identified in Task 4.

Additionally, ICE reports should offer short-, mid-, and long-term recommendations for improvements to address identified deficiencies, as well as to improve intersection safety and operations, while aligning with the study vision and goals, defined in Task 6. All recommended improvements, as well as the associated time horizons and costs, are to be summarized in an ICE Improvements Summary report.

Deliverables: ICE reports for all intersections on TH 60 within the study limits, as well as for the intersections identified in Task 3. ICE Improvements Summary report.

Task 8: Traffic Simulation (Source Type 1808)

8.1 Vissim Model Development and Calibration

Contractor will develop Vissim traffic simulation models for the entire project area. This analysis will include roundabout calibration to the *Highway Capacity Manual* (HCM) 6th Edition, and will utilize optimized traffic signal timing for the modeled traffic volumes.

8.2 Traffic Operations Analysis

Contractor will evaluate traffic operations for all intersections in the project study area, based on Vissim simulation results. Traffic operations results will be presented in terms of delay per vehicle, travel times and associated level of service, based on delay thresholds prescribed in the *HCM*.

Traffic Scenarios:

Traffic operations will be evaluated at intersections described above for 24-hour traffic operations analysis for existing, 2030 and 2040. The analysis will compare hour-by-hour operations throughout the day and will be completed for all No Build and Build modeling to support Benefit Cost Analysis (BCA) comparisons between alternatives.

8.2.1 4-lane Alternative North of TH 71 (associated with 9.1.B)

8.2.2 Right Turn Lanes through urban core (associated with 9.1.2)

8.2.3 3D Visualizations for Public Engagement Efforts

3D Visualizations will be developed for demonstration efforts for stakeholders, public meetings, and website. The number of visualizations will be limited to up to three likely alternatives, and will be used to either demonstrate key differences in alternatives, or to help provide understanding to alternatives likely to be carried forward. In particular, this may be useful to help with overall understanding of roundabout operations.

8.3 Safety Analysis

Contractor will estimate the number of crossing, lane change, and rear-end conflicts at each study intersection listed above for each traffic scenario listed above. The number of conflicts of each type will be used to estimate crash potential for various crash types.

This evaluation will be completed using the Surrogate Safety Assessment Model (SSAM), which processes second-by-second vehicle position outputs from Vissim results to assess potential conflicts.

Deliverables: Traffic operations evaluation and safety analysis results for Vissim modeled intersections are to be included in the corresponding ICE Reports as well as summarized in map and report format for inclusion in the final study report. Contractor will develop 3D visualizations using Vissim microsimulation software to use during engagement efforts.

Task 9: Corridor Alternatives Development, Analysis and Screening/Evaluation (Source Type 6244)

Using a compilation of findings from the corridor vision, goal statements, existing and future conditions analyses, and issues identification process, a range of multi-modal improvements should be developed. Projects should be defined sufficiently for the public and agencies to understand the general scale and scope and to assess planning-level impacts and costs.

9.1 Corridor Alternatives Development

Contractor will fully develop up to five corridor improvement concepts on TH 60 and two build concepts for TH 71 (north), TH 71 (south) and TH 62. Concepts will be based upon the corridor vision and identified issues with the potential for small-scale intersection or spot sub-options. In the early stages of concept development numerous alternatives will be reviewed (ranging from six to eight).

The following project elements will be taken into consideration:

- A. Design Speed
- B. Lane Width
- C. Intersections
- D. Shoulder Width
- E. Roadway Alignment
- F. Road Diet

Contractor will take all project elements into account when setting roadway alignments. Alignments will be set along TH60 to fit the existing corridor and meet the agreed upon design speed.

9.1.1 Contractor will provide additional detail on concepts related to access closures/consolidations along the TH60 corridor.

- A. Contractor will develop multiple options for frontage/backage roads north of the TH 71 N intersection to aid in local economic development near Dollar General.
- B. Contractor will provide a concept that depicts a potential 4-lane alternative, with turn lanes north of TH 71 N.

9.1.2 Contractor will provide concepts that depict what a potential restriping to a 3-lane segment might look like between 6th Street and 12th Street, where right of way is limited, and seeking to add right turn lanes at public roadways and at private access driveways.

While most of TH60 will likely remain at its current profile, it may need to be changed depending on local topography to improve mainline traffic operations and other safety issues such as stopping distance as well as future State maintenance activities.

9.2 Corridor Alternatives Analysis

Early alternative concept development will be performed with Bentley Concept Station (BCS) for cost efficiency and later refined using traditional State concept development techniques. After concept alternatives have been identified and refined, the Contractor will work with the State and the TAC to establish evaluation criteria that incorporate the corridor vision, established goals, purpose and need statement, and earlier public input on issues and needs. It is anticipated that environmental, social, and transportation performance factors, such as wetland impacts, level-of-service, multimodal connectivity, access management, transit opportunities, enhanced pedestrian crossings, safety, cost, etc., will be used to evaluate the concept alternatives.

Intersection operations will be evaluated for each alternative to ensure their conceptual designs accommodate future traffic conditions. The alternatives will be analyzed against the evaluation

criteria to determine how they rank relative to each (i.e., access management, safety, pedestrian accommodations, etc.).

9.3 Corridor Alternatives Screening/Evaluation

Contractor will compile impact assessment results. The results of the evaluation process will be presented in a matrix, organized so stakeholders can discern the relationship between study goals and the measurable criteria used to evaluate concepts.

State's Quality of Life Market Research study identifies mobility, accessibility, and safety, as primary factors impacting Minnesotans' quality of life. The contractor will use the following quality of life metrics to assess each transportation alternative:

- A. Safety
- B. Frustration
- C. Health and Equity
- D. Financial
- E. Impacts

After review by the State and discussion by the TAC, data will be generalized into a "good, fair, or poor" format or a similar scale for public review. Contractor will prepare a critical characteristics chart summarizing the most important alternative ratings by transportation, social, environmental, and cost categories. Similarly, for public review, Contractor will further summarize findings with an advantage/disadvantage chart.

The evaluation process, the evaluation matrices, and the draft ranking of concepts will be presented to the TAC for comment and refinement before presenting to resource agencies and the public for comments.

Contractor will work with the State and the TAC to determine and document the "locally" preferred corridor concept. Contractor will develop up to two preferred concept designs. Upon the State's selection of the locally preferred corridor concept, Contractor will develop one final preferred concept design.

Contractor will review preliminary planning-level construction and right-of-way cost estimates and refine them for the locally preferred corridor plan. Construction cost estimates will be based on planning-level, cost-per-mile values that are typical for similar roadways in the study area. Right-of-way estimates will be based on per parcel or acreage values or another methodology that is mutually agreed upon.

Deliverables: Up to five fully developed corridor alternative exhibits consisting of 2-D horizontal linework; tracking of multiple iterations to refine; and, ultimately one final preferred concept exhibit. The results of the Alternatives Analysis will be summarized in a report.

Task 10: Implementation Plan (Source Type 6244)

- 10.1 Based on the selected preferred corridor alternative, as well as recommended improvements contained within the ICE reports, Contractor will recommend specific strategies to the State and other jurisdictions, via the TAC, to implement the proposed improvements on the study corridors.

Contractor will work with the State and the TAC to identify logical sequencing of these improvements. Contractor will assist the State and the TAC in identifying criteria that can be used to prioritize the improvements. As part of this sequencing development, possible criteria could be used include:

- A. Immediacy of need (e.g.: short-, medium-, and long-term implementation)

- B. Construction feasibility
- C. Percent of improvement life consumed before improvement is replaced by subsequent work
- D. Amount of improvement life that could be consumed before
- E. Ability to leverage other planned regional and/or local improvements
- F. Private investment opportunities
- G. Ability to leverage planned private improvements (adjacent development opportunities)
- H. Power to fund through federal funding applications or other funding mechanisms
- I. Logical sequencing of segments to avoid the creation of down-stream bottlenecks and/or safety problems

Deliverables: Contractor will provide recommendations for sequencing identified improvements, as well as, implementation strategies related to potential funding strategies, in a formal Implementation Plan report.

Task 11: Corridor Study Report (Source Type 6244)

11.1 The draft and final reports will document the study process, assumptions and methodology, analysis, findings, recommendations, and public involvement efforts. The technical memorandums and reports produced throughout the corridor study process will be synthesized into one seamless document at this stage. Specific elements that will be incorporated into the draft and final reports including but not limited to:

- A. An executive summary (to be used as a stand-alone document)
- B. Existing and Future Issues identification
- C. Corridor vision, goals, and purpose and need statement
- D. Alternative roadway, trail, and landscape concept development, analysis and evaluation (including costs)
- E. Corridor Issues Identification Report
- F. Alternative Development and Assessment Report
- G. ICE Improvement Summary Report
- H. Locally preferred corridor concept
- I. Implementation plan
- J. Public and agency involvement activities and documentation
- K. All other supporting data as appendices (e.g.: ICE Reports, Turning Movement Counts, etc.) Story Map summarizing all key study outcomes, including graphics, videos, and key information.

The Contractor will distribute electronic copies of the draft report and seek agency comments after the Contractor has thoroughly reviewed the draft report. Typographical errors should be at a minimum. Contractor will revise the draft, as needed, based on feedback and provide four hardbound copies and one electronic copy of the entire final report to the State. Contractor will also provide 12 hardbound copies of the executive summary and one electronic copy to the State. The Contractor is also responsible for posting the electronic version of the full, final, report as well as the executive summary to the project website. All documents will be provided to the State for further distribution.

Deliverables: One electronic copy (PDF) of the full final plan; four hardbound copies of the full final plan; one electronic copy (PDF) of the Executive Summary; twelve hardbound copies of the Executive Summary.

Deliverable Due Dates:

Date	Action
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Ongoing	Project Management
Ongoing	Agency and Public Involvement
December 2019	Existing Conditions (Final)
March/April 2020	Future Conditions Analysis (Final)
March/April 2020	Corridor Issues Identification (Final)
March/April 2020	Corridor Vision, Goals, and Purpose and Need (Final)
October 2020	Intersection Control Evaluations
October 2020	Traffic Simulation
November 2021	Corridor Alternatives Development, Analysis and Screening/Evaluation
January 2022	Implementation Plan
March 2022	Corridor Study Report

Communication

All communication will be in writing and agreed upon by the State's District 7 PM and the Contractor PM. If direction is provided via a telephone call, the Contractor PM will document the discussion and send to the State's District 7 PM for concurrence.

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CONTRACTOR'S COST ESTIMATE TH 60 Corridor Study - WIndom		Job Classifications, Key Personnel and Current Raw Hourly Rates:													TOTAL HOURS	DIRECT LABOR	
		Engineer V	Senior Project Manager	Engineer IV	Engineer III	Engineer III	Engineer III	Engineer II	Engineer II	Engineer I	Planner II	Environ- mental Planner III	Visual Designer	Project Assistant II			
		Crawford, John F	Glaser, Paul M	Bitner, Mike H	Devore, Joe S	Nelson, Kevin	Mackey, Kevin D	Melquist, Jeremy M	Larson, Bryan W	Oz Khan	Brandt- Sargent, Bethany	Wallenta, Nikki B	Harris, Chris L	Quibell, Cindy A			
Task	Description	\$ 61.91	\$ 72.12	\$ 63.46	\$ 38.90	\$ 39.94	\$ 35.99	\$ 36.05	\$ 31.80	\$ 31.11	\$ 34.96	\$ 32.93	\$ 30.07	\$ 20.29			
1	Project Management (Source Type 1010)																
1.1		15														\$ 928.65	
1.2		60	35	45												\$ 9,094.50	
1.3		2									10					\$ 473.42	
1.4		8	6	6												\$ 1,308.76	
1.5		8									20					\$ 1,194.48	
1.6		15														\$ 928.65	
1.7		15														\$ 928.65	
	Subtotal of Task 1	123	41	51							30					245	\$ 14,857.11
2	Agency and Public Involvement (Source Type 0054)																
2.0		4														\$ 247.64	
2.1		80	12	30	12		10			40	10					\$ 10,142.74	
2.2		32	16	16												\$ 4,150.40	
2.3		48														\$ 2,971.68	
2.4											10					\$ 349.60	
2.5											10					\$ 349.60	
2.6											10					\$ 349.60	
2.7											10					\$ 349.60	
2.8		16														\$ 990.56	
2.9		2		12									300			\$ 9,906.34	
2.10		4														\$ 247.64	
	Subtotal of Task 2	186	28	58	12		10			40	50		300			684	\$ 30,055.40
3	Existing Conditions (Source Type 1140)																
3.1		2								40	16					\$ 1,927.58	
3.2		2								40				216		\$ 5,750.86	
3.3		6		4						24	8					\$ 1,651.62	
	Subtotal of Task 3	10		4						104	24				216	358	\$ 9,330.06
4	Future Conditions Analysis (No-Build) (Source Type 1140)																
4.1		2		4			40			8						\$ 2,066.14	
4.2		2		4			30			16						\$ 1,955.12	
	Subtotal of Task 4	4		8			70			24						106	\$ 4,021.26
5	Corridor Issues Identification (Source Type 6244)																
5.1				1							4					\$ 203.30	
5.2				1							4					\$ 203.30	
5.3				2						20	16					\$ 1,308.48	
5.4				3						24	24					\$ 1,776.06	
5.5				1							4					\$ 203.30	
5.6				2						16	4					\$ 764.52	
5.7				1			16									\$ 639.30	
5.8				2						8						\$ 375.80	
5.9				1						8						\$ 312.34	
5.10				1							8	40				\$ 1,660.34	
5.11		4		12			16			8	8	4				\$ 2,245.28	
	Subtotal of Task 5	4		27			32			84	72	44				263	\$ 9,692.02

CONTRACTOR'S COST ESTIMATE TH 60 Corridor Study - Wlndom		Job Classifications, Key Personnel and Current Raw Hourly Rates:																	
		Engineer V	Senior Project Manager	Engineer IV	Engineer III	Engineer III	Engineer III	Engineer II	Engineer II	Engineer I	Planner II	Environmental Planner III	Visual Designer	Project Assistant II					
6	Corridor Vision, Goals, and Purpose and Need (Source Type 1010)																		
6.1				2							4	8						\$	530.20
6.2				2							4	36						\$	1,452.24
6.3		4		4							15	8						\$	1,289.32
	Subtotal of Task 6	4		8							23	52				87		\$	3,271.76
7	Intersection Control Evaluations (ICE) Reports (Source Type 1808)																		
7.1		6		9	50		36			102								\$	7,356.46
	Subtotal of Task 7	6		9	50		36			102						203		\$	7,356.46
8	Traffic Simulation (Source Type 1808)																		
8.1		2		4	54					54								\$	4,158.20
8.2		2		4	36					36								\$	2,898.02
8.2.1		2		2	18					18								\$	1,510.92
8.3		2		4	18					18								\$	1,637.84
	Subtotal of Task 8	8		14	126					126						274		\$	10,204.98
9	Corridor Alternatives Development, Analysis and Screening/Evaluation (Source Type 6244)																		
9.1		8	40	16		40		36										\$	7,290.84
9.1.1			8			20			80									\$	3,919.76
9.2		8	18	20	40		15			30	12							\$	6,511.31
9.3		8		16	8		40			24	12							\$	4,427.60
9.3.1		4	5			10		10	40	20								\$	3,262.34
9.4		4		8	8		16			16	8							\$	2,419.80
9.5		4	5			10		10	30	10								\$	2,633.24
	Subtotal of Task 9	36	76	60	56	80	71	56	150	100	32					717		\$	30,464.89
10	Implementation Plan (Source Type 6244)																		
10.1		16		8			16			16	25							\$	3,445.84
	Subtotal of Task 10	16		8			16			16	25					81		\$	3,445.84
11	Corridor Study Report (Source Type 6244)																		
11.1		8	8	8	16		16			48	48							\$	5,949.52
	Subtotal of Task 11	8	8	8	16		16			48	48					152		\$	5,949.52
Total Quantity		405	153	255	260	80	251	56	150	644	304	96	300	216	3170				
Total Labor Costs		\$25,073.55	\$11,034.36	\$16,182.30	\$10,114.00	\$3,195.20	\$9,033.49	\$2,018.80	\$4,770.00	\$20,034.84	\$10,627.84	\$3,161.28	\$9,021.00	\$4,382.64				\$128,649.30	

Contractor Direct Expenses:	
*Hotel: 5 nights @ \$120/night: 3 for open houses, 1 for VR data collection, 1 for focus group meeting	\$600.00
*Meals	
Dinner, \$16 each: 2 people for 3 open houses, 1 for VR data collection, 1 for focus group meeting	\$128.00
Lunch, \$11 each for focus group meeting day (PM for 2 days)	\$22.00
Lunch, \$11 each for kickoff meeting day (3 people)	\$33.00
Lunch, \$11 each for TAC meeting days: (26 person days)	\$286.00
Total Contractor Direct Expenses:	\$1,069.00

*Per Exhibit C Travel Regulations. Supporting documentation must be submitted with invoices for payment.

Contractor Labor Costs:	\$128,649.30
Contractor Overhead: 170.00%	\$218,703.81
Contractor Labor + Overhead:	\$347,353.11
Contractor Fixed Fee: 11.00%	\$38,208.84
Contractor Total Direct Labor Costs:	\$385,561.95
Contractor Direct Expenses Total:	\$1,069.00
Total Contractor Estimated Costs:	\$386,630.95

CONTRACTOR'S COST ESTIMATE - Amendment 2 TH 60 Corridor Study - Windom		Amendment 2 - Job Classifications, Key Personnel and Current Raw Hourly Rates:						TOTAL HOURS	DIRECT LABOR
		Engineer V	Engineer III	Engineer III	Engineer II	EIV			
		Crawford, John F	Devore, Joe S	Nelson, Kevin	Melquist, Jeremy M				
Task	Description	\$ 64.10	\$ 44.29	\$ 45.67	\$ 36.05	\$ 47.25			
1	Project Management (Source Type 1010)								
1.1A		20						\$ 1,282.00	
1.2A		8						\$ 512.80	
1.7A		4						\$ 256.40	
	Subtotal of Task 1	32	0	0	0	0	32	\$ 2,051.20	
2	Agency and Public Involvement (Source Type 0054)								
2.2A		12			5			\$ 949.45	
2.3A		4						\$ 256.40	
	Subtotal of Task 2	16	0	0	5	0	21	\$ 1,205.85	
3	Existing Conditions (Source Type 1140)								
3.2A			4					\$ 177.16	
	Subtotal of Task 3	0	4	0	0	0	4	\$ 177.16	
5	Corridor Issues Identification (Source Type 6244)								
5.2A			15		25			\$ 1,565.60	
	Subtotal of Task 5	0	15	0	25	0	40	\$ 1,565.60	
8	Traffic Simulation (Source Type 1808)								
8.2.A		5	25		40			\$ 2,869.75	
8.2.B		5	25		45			\$ 3,050.00	
	Subtotal of Task 8	10	50	0	85	0	145	\$ 5,919.75	
9	Corridor Alternatives Development, Analysis and Screening/Evaluation (Source Type 6244)								
9.1.1.A		5	8	10	10			\$ 1,492.02	
9.1.1.B		10	5	10	30			\$ 2,400.65	
9.1.2		10	5	10	40			\$ 2,761.15	
	Subtotal of Task 9	25	18	30	80	0	153	\$ 6,653.82	
Total Hours Amendment 2		83	87	30	195	0	395		
Total Labor Costs Amendment 2		\$5,320.30	\$3,853.23	\$1,370.10	\$7,029.75	\$0.00		\$17,573.38	

Amendment 2 - Contractor Labor Costs:	\$17,573.38
Amendment 2 - Contractor Overhead: 170.00%	\$29,874.75
Amendment 2 - Contractor Labor + Overhead:	\$47,448.13
Amendment 2 - Contractor Fixed Fee: 11.00%	\$5,219.29
Amendment 2 - Total Contractor Estimated Costs:	\$52,667.42

CONTRACT COST SUMMARY	
Total Contractor Estimated Costs:	\$146,222.68
Total Contractor Overhead:	\$248,578.56
Total Contractor Labor + Overhead:	\$394,801.24
Total Contractor Fixed Fee	\$43,428.13
Total Contractor Direct Expenses	\$1,069.00
Total Contractor Estimated Costs:	\$439,298.37
Subcontractor - Zan Associates Total:	\$81,082.25
Total Contract Estimated Costs:	\$520,380.62

SUBCONTRACTOR - ZAN ASSOCIATES - COST ESTIMATE

TH 60 Windom Corridor Study
15 month project duration

Job Classification, Key Personnel, Fixed Hourly Rates

Tasks		Notes	Business Manager	Sr Associate	Associate	Graphics/ Creative	Admin	Totals	
			Jason Stedille	Dan Edgerton	Rebecca Lieser	Coal Dorius	Barbara Jarvis	Hours	Costs
			\$ 105.11	\$ 120.85	\$ 61.85	\$ 80.70	\$ 55.91		
Task 1: Project Management									
1.1	Project administration and management	2 hours/month (includes business manager for invoicing)	15.00	15.00				30.00	\$ 3,389.40
1.2	Internal project team meetings and conference calls	8 total; 2 hrs/mtg including prep & follow-up		22.00				22.00	\$ 2,658.70
1.3	Bi-weekly conference calls	Zan PM to participate in 15 total at 1.5 hrs each		22.50				22.50	\$ 2,719.13
1.4	Attend project kick-off meeting	2 hour meeting plus prep and travel time		10.00				10.00	\$ 1,208.50
Subtotal Hours: Task 1: Project Management			15.00	69.50	0.00	0.00	0.00	84.50	
Subtotal Cost: Task 1: Project Management									\$ 9,975.73
Task 2: Agency and Public Involvement									
2.0	Prepare agency and public involvement plan								\$ -
	- Conduct situational analysis	Demographics, stakeholders, cultural, etc.		2.00	8.00			10.00	\$ 736.50
	- Work with MnDOT to establish TAC committee	manage roster		2.00	4.00			6.00	\$ 489.10
	- Prepare plan document	One round of revisions		2.00	8.00			10.00	\$ 736.50
2.1	TAC meetings	meetings and Zan will contribute agenda items related to our							\$ -
	- Prepare meeting materials			6.00	12.00	12.00		30.00	\$ 2,435.70
	- Attend meetings	1 Zan staff. Includes travel time		48.00				48.00	\$ 5,800.80
	- Prepare meeting minutes	One round of revisions		9.00				9.00	\$ 1,087.65
2.2	Agency coordination	meetings and Zan will contribute agenda items related to our							\$ -
	- Prepare meeting materials	will contribute agenda items related to our scope.		4.00				4.00	\$ 483.40
	- Attend meetings	time		8.00				8.00	\$ 966.80
	- Prepare meeting minutes	One round of revisions		2.00				2.00	\$ 241.70
2.3	Public open house meetings and event attendance								\$ -
2.3.A	Public workshops (open houses)	Up to 3							\$ -
	- Meeting logistics and noticing				3.00	6.00	6.00	15.00	\$ 1,005.21
	- Prepare meeting materials	Zan will lead, but KLJ will have staff in attendance		12.00	16.00	24.00	8.00	60.00	\$ 4,823.88
	- Attend meeting	Grouped with a TAC meeting to minimize travel time		12.00	8.00			20.00	\$ 1,945.00
	- Prepare meeting summary	One round of revisions		3.00	9.00			12.00	\$ 919.20
2.3.B	Community events	Up to 3							\$ -
	- Meeting logistics			1.50	6.00	3.00	8.00	18.50	\$ 1,241.76
	- Prepare meeting materials	same material		4.00	12.00	8.00		24.00	\$ 1,871.20
	- Attend meeting	possible to minimize travel time (hours include travel time			24.00		24.00	48.00	\$ 2,826.24
	- Prepare meeting summary	One round of revisions		3.00	6.00		2.00	11.00	\$ 845.47
2.3.C	Prepare story map (online engagement tool)	Up to 2 (beginning and middle of project)		6.00	32.00			38.00	\$ 2,704.30
2.4	Online engagement								\$ -
	- Develop project branding	One round of revisions		2.00	4.00	12.00		18.00	\$ 1,457.50
	- Develop project website material/updates	updates. KLJ to assist with graphics/layouts		5.00	16.00	10.00		31.00	\$ 2,400.85

SUBCONTRACTOR - ZAN ASSOCIATES - COST ESTIMATE

TH 60 Windom Corridor Study
15 month project duration

Job Classification, Key Personnel, Fixed Hourly Rates

Tasks		Notes	Business Manager Jason Stedille	Sr. Associate Dan Edgeton	Associate Rebecca Liner	Graphics/ Creative Coal Davis	Admin Barbara Jarvis	Totals	
			\$ 105.11	\$ 120.85	\$ 61.85	\$ 80.70	\$ 55.91	Hours	Costs
2.5	Study survey	2 surveys							\$ -
	- Prepare survey questions/content			6.00	8.00			14.00	\$ 1,219.90
	- Promote survey			1.00	4.00			5.00	\$ 368.25
	- Develop survey summaries	1 document for each survey. One round of reviews for each		4.00	8.00			12.00	\$ 978.20
2.6	Targeted social media								\$ -
	- Social media campaign setup	posts		2.00	4.00	2.00		8.00	\$ 650.50
	- Social media campaign materials				8.00			8.00	\$ 494.80
	- Social media campaign posts	Periodic posts, at least every two months			4.00	8.00		12.00	\$ 893.00
2.7	Traditional media								\$ -
	- Develop press releases	house)		1.50	6.00			7.50	\$ 552.38
	- Prepare script for radio ad	Up to 2 (corresponding with open houses)		2.00	4.00			6.00	\$ 489.10
	- Prepare graphics for print ad	Up to 2 (corresponding with open houses)		2.00	8.00	10.00		20.00	\$ 1,543.50
2.8	Focus groups	Up to eight							\$ -
	- Meeting logistics and noticing	MnDOT to lead recruitment of participants		2.00	16.00		4.00	22.00	\$ 1,454.94
	- Prepare meeting materials			4.00	6.00			10.00	\$ 854.50
	- Attend meetings	other meetings if possible. 8 one-hour meetings. 1 zan staff		24.00				24.00	\$ 2,900.40
	- Prepare meeting summary			6.00				6.00	\$ 725.10
Subtotal Hours: Task 2: Agency and Public Involvement			0.00	186.00	244.00	95.00	52.00	577.00	
			Subtotal Cost: Task 2: Agency and Public Involvement						\$ 48,143.32
Task 5: Corridor Issues Identification									
5.3	Multimodal trails, pathways, and crossings								\$ -
	- Review existing mapping and multimodal facilities			2.00	6.00			8.00	\$ 612.80
	- Review existing plans and policies			2.00	6.00			8.00	\$ 612.80
	- Conduct connections/gap analysis			4.00	8.00			12.00	\$ 978.20
	- Existing condition review and recommendations			8.00	8.00			16.00	\$ 1,461.60
	- Multimodal connections map			4.00	16.00			20.00	\$ 1,473.00
Subtotal Hours: Task 5: Corridor Issues Identification			0.00	20.00	44.00	0.00	0.00	64.00	
			Subtotal Cost: Task 5: Corridor Issues Identification						\$ 5,138.40
Task 6: Corridor Vision, Goals, and Purpose and Need									
6.1	Provide continuity between community engagement	One round of revisions		16.00	24.00	4.00		44.00	
Subtotal Hours: Task 6: Corridor Vision, Goals, and Purpose and Need			0.00	16.00	24.00	4.00	0.00	44.00	
			Subtotal Cost: Task 6: Corridor Vision, Goals, and Purpose and Need						\$ 3,740.80

SUBCONTRACTOR - ZAN ASSOCIATES - COST ESTIMATE

TH 60 Windom Corridor Study
15 month project duration

Job Classification, Key Personnel, Fixed Hourly Rates

Tasks	Notes	Business Manager	Sr. Associate	Associate	Graphics/ Creative	Admin	Totals		
		Jason Stedille	Dan Edgerton	Rebecca Lieser	Coal Dorius	Barbara Jarvis	Hours	Costs	
		\$ 105.11	\$ 120.85	\$ 61.85	\$ 80.70	\$ 55.91			
Task 9: Corridor Alternatives Development									
9.2 Corridor alternatives analysis	KLJ to prepare. No Zan role.							\$	-
Subtotal Hours: Task 9: Corridor Alternatives Development		0.00	0.00	0.00	0.00	0.00	0.00		
Subtotal Cost: Task 9: Corridor Alternatives Development								\$	-
Task 11: Corridor Study Report									
11.1 report	KLJ to prepare. No Zan role.								
Subtotal Hours: Task 11: Corridor Study Report		0.00	0.00	0.00	0.00	0.00	0.00		
Subtotal Cost: Task 11: Corridor Study Report								\$	-
Total Hours									
		15.00	291.50	312.00	99.00	52.00	769.50		
Total Labor Cost		\$ 1,576.65	\$ 35,227.78	\$ 19,297.20	\$ 7,989.30	\$ 2,907.32		\$ 66,998.25	

Subcontractor, Zan Associates, Direct Expenses		
Item	Notes	Cost
*Printing - handouts	Up 800 single 8.5x11 pages, color. \$0.45/page	\$360.00
*Printing - large format displays	Up to 30 boards (24x36) on foam core at \$23.70/board	\$711.00
*Print house - generate mailing list		\$1,000.00
*Printing - meeting notices	\$1,000/mailling. 2. Postcards	\$2,000.00
*Postage for meeting invitations	\$350/mailling at postcard rate at \$0.34	\$700.00
Mileage (see meetings/travel tab for detail)	10 trips roundtrips. Mpls - Windom. (145*2) miles @ \$0.58	\$1,682.00
**Lodging (see meetings/travel tab for detail)	6 nights @ \$100/room	\$600.00
**Meals for overnights		
Breakfast	6 @ \$9.00/ea	\$54.00
Lunch	21 @ \$11.00/ea	\$231.00
Dinner	6 @ \$16.00/ea	\$96.00
*Snacks/refreshments/swag for public workshops,	TAC, public workshop, community event, focus groups	\$950.00
Translations	Up to 10 pages in up to 3 languages	\$1,000.00
Interpreters	Interpreter needs will be covered by State	\$0.00
*Social media boosts	\$300 per post. Up to 4 posts	\$1,200.00
*Venue fees	\$100/venue. Up to 5 public workshops/events	\$500.00
*Print ads		\$1,000.00
*Radio ads		\$2,000.00
Total Subcontractor, Zan Associates, Direct Expenses		\$14,084.00

*supporting documentation must be submitted with invoices for payment.

**Per Exhibit C Travel Regulations. Supporting documentation must be submitted with invoices for payment.

Subcontractor, Zan Associates, Summary	
Total Subcontractor, Zan Associates, Labor Cost	\$66,998.25
Total Subcontractor, Zan Associates, Direct Expenses	\$14,084.00
Total Subcontractor, Zan Associates, Estimated Cost	\$81,082.25

INVOICE NO. _____

Estimated Completion: ____% (from Column 6 Progress Report)

Final Invoice? ☐ Yes ☐ No**Invoice Instructions:**

Contractor must:

1. Complete the invoice and, if applicable, the progress report, in their entirety
2. Sign the invoice and progress report
3. Attach supporting documentation
4. Scan the entire invoice package*, in the following order:
 - a. Completed, Signed Invoice Form
 - b. Completed, Signed Progress Report Form (if applicable)
 - c. Supporting Documentation

Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.

5. E-mail the invoice package, in .pdf, to ptinvoices.dot@state.mn.us

MnDOT Contract Number: 1032725

Contract Expiration Date: June 30, 2022

SP Number: 1703-84 TH Number: 60

Billing Period: From _____ to _____

Invoice Date: _____

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Direct Labor Costs: (Attach Supporting Documentation)	\$146,222.68			
2. Overhead Costs: Rate = 170.00% (Direct Labor*Overhead Rate)	\$248,578.56			
3. Fixed Fee (Profit) Costs: Rate = 11.0% (Fixed Fee = \$ * Percent Complete)	\$43,428.13			
4. Direct Expense Costs: (Attach Supporting Documentation)	\$1,069.00			
5. Subcontractor Costs: Zan Associates	\$81,082.25			
Net Earning Totals:	\$520,380.62			
Total Amount due this invoice:				\$

Contractor: Complete this table when submitting an invoice for payment

Source Type	Total Billing to Date	Amount Previously Billed	Billed This Invoice
0054			
1010			
1140			
1808			
6244			
Total**			

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim, or used a false or fraudulent record in connection with this Invoice. I understand that this invoice is subject to audit.

Contractor: Kadrmass, Lee & Jackson, Inc.

Signature: _____

Print Name: _____

Title: _____

*If you are unable to support electronic submission of Invoices, you must contact the Authorized Representative for possible alternatives.

For Invoice No.: _____

Progress Report Instructions:

1. Contractor must complete the progress report form, in its entirety.
2. Contractor must sign the progress report.
3. Contractor must include the completed, signed progress report as part of the invoice package, and submit it as instructed (see Contract and/or invoice form for further details).

(Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.)

MnDOT Contract No. 1032725
Contract Expiration Date: June 30, 2022
SP Number: 1703-84 TH Number: 60

Billing Period: from _____ to _____
From: Kadrmas, Lee & Jackson, Inc.

Task	% of Total Contract	ENGINEERING ESTIMATE				Hours Budget	Hours Accrued This Period	Total Hours Accrued To Date	*% of Budget Hours Used
		% Work Completed This Period	% Work Completed To Date	Weight % Completed This Period	Weight % Work Completed to Date				
1	2	3	4	5	6	7	8	9	10
TOTALS:									

***Note: If Budgeted Hours Used for any task exceeds 100%, Contractor must attach an explanation to the invoice package.**

I certify that the above statement is correct, and certify that I have not knowingly made a false statement or used a false record in the preparation of this form:

Contractor's Project Manager Date

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

**RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY
ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL,
AND CALLING FOR A PUBLIC HEARING FOR THE
"2021 MISCELLANEOUS SPECIAL ASSESSMENTS"**

WHEREAS, there are invoices for city services, such as fire calls, mowing, snow removal, or rubbish removal by the City to correct nuisance violations, that have not been paid by the property owners; and

WHEREAS, it is necessary to assess the benefited property for all of the costs of these services pursuant to Minnesota Statutes, Chapter 429.

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

1. The costs of such services to be specially assessed are hereby declared to be a maximum of \$18,571.71.
2. The City Administrator shall calculate the proper amounts to be assessed per parcel for such services and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable with real estate taxes in equal annual installments extending over a period of one (1) year at an interest rate of five percent (5%) per annum from the date of certification.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 16th day of November, 2021, during the regular City Council Meeting commencing at 6:30 p.m., to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such services will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the services.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 5th day of October, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1 year 5%

Property ID	Description	Owner	Address	Service	Amount
25-160-0080	Lot 2/Block 3 Clark's Addition 1108 6th Ave	Wetering investments LLC	703 W Shore Dr Worthington, MN 56187	Snow/Ice from sidewalk 1-25-2021 TOTAL \$	100.00
25-160-0400	Lot 7/Block 6 Clark's Addition 1125 8th St	Robert Stahl 6689 Falstaff Rd Woodbury MN 55125	C/O Fox Rothschild 222 S 9th St, Suite 2000 Minneapolis, MN 55402	Mow Grass 6-14-2021 TOTAL \$	200.00
25-792-0130	Lot 17/Block 1 Valley View Subd 2420 River Rd	Mark Soleta	38629 790th St Lakefield, Mn 56160	Mow Grass 6-15-2021 TOTAL \$	875.00
25-688-0220	Lot 2/Block 2 Riverbluff Estate Subd 453 River Bluff Dr	Javier Portillo	562 River Bluff Dr Windom, MN 56101	Mow Grass 6-15-2021 TOTAL \$	260.00
25-822-0220	Lot 1/Block 43 Windom Second Addition 1264 4th Ave	William Broers	1264 4th Ave Windom, MN 56101	Mow Grass 6-15-2021 TOTAL \$	200.00
25-352-1140	Lot 14/Block 9 Hutton & Collin Subd 1165 Prospect Ave	Gerald & Rosanna Nye	P O Box 474 Medapolis IA 52637-0474	Mow Grass 6-14-2021 TOTAL \$	200.00
25-685-0080	Lot 8/Block 1 River Road Addition 1424 River Rd	Cheryl Harrison	Preferred Choice Homes % Jerry Bauer 247 Buckwheat Ave Windom, MN 56101	Mow Grass July 2019 TOTAL \$	200.00
25-351-0110	Lot 12/Block 1 Hutton & Collin Add 1453 6th Ave	Luis G Yanez	Karmon M Janssen 748 11th St Windom, MN 56101	Nuisance Abatement 9-21-20 TOTAL \$	1,200.32
25-821-0120	Lot 3/Block 27 Windom East Addition 1132 Miller Ave	Marcus Netsch	678 Collins Ave Windom, MN 56101	Nuisance Abatement 7-13-21 TOTAL \$	4,198.23
25-352-0430	Lot 5/Block 6 Hutton & Collin Subd 678 Collins Ave	Marcus Netsch	678 Collins Ave Windom, MN 56101	Nuisance Abatement 7-13-21 TOTAL \$	2,138.16
25-521-0350	Lot 2/Block 6 McGregor's Addition 1312 6th Ave	Bryon & Rita Hoppe	1312 6th Ave Windom, MN 56101	Fire Call 12-26-2020 TOTAL \$	1,000.00
25-024-0620	225'x235' tract in SE 1/4 Section 24 2480 Hwy 60 E	Dollar General	Fryfly Properties Inc 8949 E Churchill Ct Wichita KS 67206	Fire Call 12-27-2020 TOTAL \$	1,000.00
25-752-0020	ALL VAC ARLINGTON AVE BTW BLK 1 & 3; A LOTS 1,2,3 BLK 3 EX DOT PAR 207E; ALL BLK 5; VAC ALLEY BTW BLK 3 & 5; W1/2 VAC ASH ST 2270 Hwy 60 E	Windstream Inns LLC	2270 Hwy 60 E Windom, MN 56101	Fire Call 3-18-2021 TOTAL \$	1,000.00
25-832-0100	Lot 10 Warren's Subd 2200 Cottonwood Lake Dr	Peggy Behrends	92567 500th Ave Windom, MN 56101	Fire Call 6-29-2021 TOTAL \$	1,000.00
25-681-0010	Block 1 Riverbluff Addition Windom Apts	River Ridge Windom	C/O Great River Mgmt 2401 Broadway Ave Slayton, MN 56172	Fire Call 6-29-2021 TOTAL \$	1,000.00
25-351-0450	Lot 1/Block 5 Hutton & Collin Add 175 15th St	Minnesota Investment Prop	Jeremy Janssen PO Box 394 Heron Lake, MN 56137	Fire Call 9-3-2021 TOTAL \$	1,000.00
25-821-1070	Lot 3/Block 36 Windom East Addition 1133 Miller Ave	Katherine Blount	1133 Miller Ave Windom, MN 56101	Fire Call 6-1-2021 TOTAL \$	1,000.00
02-034-0031	Part of NE 1/4 SE 1/4, Beg NE Corner of SE 1/4 Fulda MN Murray County	Laura Cheadle	43 220th Ave Fulda, MN 56131	Fire Call 6-29-2021 TOTAL \$	1,000.00
24-341-0350	Hollister's 1st Addn W 65" Lots 7, 8 & 9/Block 1 Lakefield, MN Jackson County	Nicholas Blaskey	302 4th Ave West Lakefield, MN 56150	Fire Call 9-21-2020 TOTAL \$	1,000.00
					\$ 18,571.71

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: Brian Cooley, Street and Parks Superintendent
DATE: October 1, 2021
RE: Trailer Purchase
DEPT: Street & Parks Department
CONTACT: Brian.Cooley@windommn.com

Recommendations/Options/Action Requested:

I would like to seek permission to purchase a new trailer for the Street Department. The purchase amount is \$9,720.

Issue Summary/Background:

This purchase has been requested before in my CIP but was not funded. According to the vendor these trailers will see a large increase in price shortly which is my reason to want to purchase it now. The other trailers that we have are no longer useable or road worthy. With the purchase of this trailer we would be able to haul all of our equipment for street patching including our skid steer. We will also be able to use it for many other duties as well.

Fiscal Impact:

The trailer could be forward funded through the 2022 Capital budget, or may be use the funds that we made from selling surplus items from the Streets & Parks Department at the recent auction which totaled over \$21,000.

Attachments

None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Finance Director
DATE:
RE:
DEPT: Administration
CONTACT: Cheryl Ulferts: Cheryl.Ulferts@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Accept the audit proposal from Schlenner Wenner & Co for years 2021-2025 (5 year proposal).

Issue Summary/Background

We received 5 proposals from our request on audit services.

I spoke with 4 similar sized cities who have Schlenner Wenner & Co as their auditor. They highly recommend them and have used their services for 4 to 8 years. They plan to be on site for inventory verification and at least one day for fieldwork. Draft report is expected 4 weeks from fieldwork with presentation to council in May or June. Report to State Auditor's Office by end of June and timely filing of Federal Single Audit if needed.

Copies of the RFP responses are available if you would like to review them. If you have any questions, please contact me at 832-8651.

Fiscal Impact

\$8,000 savings per year from our current auditor's proposal and \$3,000 savings over 2020 audit.

Attachments

1. RFP Summary

2021 RFP FOR PROFESSIONAL AUDIT SERVICES SUMMARY

3 YEAR PROPOSAL-RATE RANGE

	#1		#2			
	Schlenner Wenner (St Cloud, MN)	Abdo, Eick & Meyers (Mankato, MN)	Conway, Deuth, Schmiesing (Willmar, MN)	BerganKDV (St Cloud, MN)	Clifton Larson Allen (New Ulm)	
	2021-2023	2021-2023	2021-2023	2021-2023	2021-2023	2020
Financial Audit Bid Amount	\$21,050-\$23,200	\$25,300-\$26,850	\$27,000-\$28,500	\$25,500-\$27,000	\$28,001-\$30,626	\$24,264
Single Audit Additional Amount	\$2,850-\$3,000	\$4,500-\$4,700	*\$3,000	*\$3,000-\$5,000	\$3,675-\$4,200	\$2,730
EDA Compilation Amount	\$1,000-\$1,105	\$1,000-\$1,200	\$500	\$2,000-\$2,200	\$1,155-\$1,365	\$1,050
	\$24,900-\$27,305	\$30,800-\$32,750	\$30,500-\$32,100	\$30,500/\$34,200	\$32,831-\$36,191	\$28,044
2021 Price (excluding Single Audit)	\$22,050	\$26,300	\$27,500	\$27,500	\$29,156	

5 YEAR PROPOSAL-RATE RANGE

	#1		#2			
	Schlenner Wenner (St Cloud, MN)	Abdo, Eick & Meyers (Mankato, MN)	Conway, Deuth, Schmiesing (Willmar, MN)	BerganKDV (St Cloud, MN)	Clifton Larson Allen (New Ulm)	
	2021-2025	2021-2025	2021-2025	2021-2025	2021-2025	2020
Financial Audit Bid Amount	\$21,050-\$25,580	\$24,300-\$28,600	\$27,000-\$28,750	\$25,500-\$28,600	\$28,001-\$32,726	\$24,264
Single Audit Additional Amount	\$2,850-\$3,310	\$4,500-\$4,900	*\$3,000	*\$3,000-\$5,000	\$3,675-\$4,200	\$2,730
EDA Compilation Amount	\$1,000-\$1,220	\$1,000-\$1,400	\$500	\$2,000-\$2,400	\$1,155-\$1,365	\$1,050
	\$24,900-\$30,110	\$30,800-\$33,500	\$30,500-\$32,250	\$30,500/\$34,000	\$32,831-\$38,291	\$28,044
2021 Price (excluding Single Audit)	\$22,050	\$25,300	\$27,500	\$27,500	\$29,156	

* Note - Single Audit is not a maximum amount - it is dependent on number of programs to test.

Additional Statistics

Partners	13	23	12		largest
CPA's	35		unknown		
Professionals	60	150	75	450	7400
Number of Offices	5	2 in MN	5	9	120
City Audits					
Similar size or Larger	4		2	36	
Smaller than us	30		27	20	
		300+ Govt entities		150+ Govt entities	4150+ Govt entities

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: Personnel Committee
DATE: September 29, 2021
RE: Street Foreman Position – Wage Adjustment
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Personnel Committee recommends that the City Council take the following action:

1. Add \$0.75/per hour adjustment to the Street Foreman position outlined within the IBEW union agreement.

Issue Summary/Background

The Street Foreman position has been vacant since May 2021 and has been advertised for most of these last four months. During this time one internal and three external candidates applied for the position with one external candidate withdrawing prior to the interview. Subsequently, interviews were conducted with two candidates over this time period. The position was initially offered to the internal candidate who turned it down based on compensation. The remaining external candidate was interviewed a couple weeks ago and not selected for the position. Since that time the position has been advertised and no applications have been received.

The Personnel Committee has discussed this situation and had discussions with the union (IBEW) about the possibility of combining positions and/or making a wage adjustment to the Street Foreman position. IBEW would support the wage adjustment, but not the combination of duties in the Department. A Letter of Agreement was completed between the City and IBEW for this matter (see attached).

As the Street Foreman position would have a new wage structure both IBEW and City concur that the position will need to be re-advertised, at a minimum, internally for five work days.

Fiscal Impact

Financial change to the Street Department budget, for this adjustment to the Street Foreman position, would be an increase in payroll of between \$1,850 - \$2,100 annually, depending on overtime.

Attachments

1. Letter of Agreement.

LETTER OF AGREEMENT

This Letter of Agreement is made by and between the City of Windom ("City") and the IBEW, Local Union 949 ("Union").

WHEREAS the City and the Union are parties to a collective bargaining agreement ("CBA") in effect from January 1, 2021, through December 31, 2023;

WHEREAS the CBA addresses wage scales for all classifications;

WHEREAS the City has been unsuccessful in attracting any qualified candidates for the open position of Street Foreman at the existing rate of pay, wishes to increase the wage scale for the sole classification of Street Department Foreman;

NOW THEREFORE, the parties agree as follows:

1. The top rate of pay for the classification for Street Forman listed in Appendix D of the current CBA will be increased by \$0.75 from \$25.19 per hour to \$25.94 per hour, effective October 11, 2021.
2. The new rate of \$25.94 will be increased each of the next two years of the current CBA by the 2.25% General Wage Adjustment.
3. At the expiration of the current CBA, the wage scale in the new successor CBA will be edited to reflect the increase throughout the step progression listed in Appendix D for Street Forman.
4. This Agreement will not set a precedent nor constitute a past practice.
5. This Agreement shall have no effect on other existing classifications in the current CBA.

IN WITNESS HEREOF, the parties agree to execute this Letter of Agreement.

City of Windom

IBEW Local Union 949

Steve Nasby

City Administrator

Todd Ingalls

Business Representative