

Council Meeting
Tuesday, April 5, 2022
City Council Chamber
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – March 15, 2022
 - Library Board – March 8, 2022
 - EDA – March 14, 2022
 - Community Center– March 14 , 2022
 - Telecom Commission – March 21, 2022
 - Airport Commission – March 22, 2022
 - Utility Commission – March 23, 2022
- Licenses – Exempt Gambling Permit – Des Moines River Ducks Unlimited
- Regular Bills

2. Department Heads

3. Proclamation Years of Service – Buckwheat Johnson

4. Proclamation National Library Week

5. Fiscal Agent Agreement – Windom Area Foundation

6. Second Reading Ordinance No. 193, 2nd Series – Amending Zoning Designation

7. Telecom

- IPTV Distribution Agreement
- Resolution Rates, Charges and Fees for Telecommunications Enterprise Fund

8. Resolution to Elect Standard Allowance ARPA Funds

9. Letter of Engagement for GASB 75 Services - VanIwaarden

10. City-Wide Cleanup Fee Discussion

11. Airport

- Resolution to Execute MnDOT Airport Grant Agreement
- Bid Awards
 - 2022 Airport Crack Seal Project - Resolution
 - Airport Beacon Replacement Project - Resolution

12. Personnel Recommendations

- Community Center – On Call Help
- Park/Street - Seasonal Positions
- Pool Manager
- Ambulance Director

13. New Business

14. Old Business

15. Council Comments



Adjourn

**Regular Council Meeting
City Hall, Council Chamber
March 15, 2022
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: None.

City Staff Present: Scott Peterson, Police Chief; Drew Hage, Development Director; Andy Spielman, Building Official; Jason Sykora, Electric Superintendent and Spencer Winzenried, Community Center Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – March 1, 2022
 - Telecom Commission – February 28, 2022
 - Planning Commission – March 8, 2022
- Licenses – Amplification Permit – Plaza Jalisco Patio
- Regular Bills

Motion by Sherman second by Grunig approving the Consent Agenda. Motion carried 5-0

5. Public Hearings:

Drew Hage, Development Director, said that the City Council had set a public hearing for a TIF spending plan that permits excess TIF revenue to be used within another TIF district. This plan was drafted by the City's financial advisors, Ehlers Associates. The revenue is targeted toward the acquisition of the Cemstone property that is in TIF District 1-22, a redevelopment area. When this area is built out it will generate property taxes and those funds can be recaptured and repaid then funds used to do other projects. The EDA Board has recommended approval of the TIF Spending Plan as presented.

Jones opened the public hearing. He asked if any written comments were received, Hage replied there were none. Jones closed the public hearing.

Council Member Sherman introduced the Resolution No. 2022-14, entitled "RESOLUTION APPROVING A SPENDING PLAN FOR WINDOM TAX INCREMENT DISTRICT NO. 1-19 (NWIP-2)" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Nelson, Quade, Farag, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Jones said the next item was a public hearing for a single-family home located at 1965 Norway Avenue for tax abatement through the Cottonwood County Housing Initiative Program.

Jones opened the public hearing. No comments were received. He asked if any written comments were received, Hage replied there were none. Jones closed the public hearing.

Council Member Quade introduced the Resolution No. 2022-15, entitled “RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINNESOTA STATUTE 469.1813” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Sherman, Farag, Quade, Nelson and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

6. Department Heads:

None.

7. EDA Development Agreements:

Hage said the EDA will be completing the purchase of the Cemstone property this month and that the end goal is to have the site developed into housing. The EDA board solicited proposals from developers for the apartment piece of the redevelopment and the single-family lots. The EDA has worked with two developers on the projects with DVK Diversified LLC doing the single-family lots. To incentivize the developments there have been TIF agreements negotiated with both developers, in which they get repayments of property taxes paid. Hage outlined the terms of the agreements. When the TIF agreements are paid off the funds can be used for additional improvements in the redevelopment area or be returned to the taxing jurisdictions. The EDA board is recommending approval of both TIF development agreements as presented.

Grunig noted it has taken a lot of time to get to this point with many unknowns, but developers are ready to go ahead and this meets our goals for new housing so he is supportive.

Jones said he spoke to one of the developers and they are excited to build out the project.

Nelson said he does not like to give up part of the lake.

Grunig said one goal was not to use General Fund monies and this project moves ahead with TIF and it stands on its own.

Jones concurred that the financial pieces were important to have in TIF and not General Fund. He's been supportive of the project and believes it will build out in a timely manner.

Farag asked about the temporary road. Hage said the surface parking for the apartments will be off Cottonwood Lake Drive and the garages will be accessed through the new street to be built in the development.

Council Member Grunig introduced the Resolution No. 2022-16, entitled “RESOLUTION APPROVING ASSISTANCE TO DVK DIVERSIFIED, LLC” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Grunig, Farag, Quade, Sherman, Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Hage said Apollo Development LLC is doing the apartment building, which is planned for 40-44 upscale units. Incentive request is \$13,500 per unit and is consistent with what was done with the Lakeside Apartments. Apollo is paying for the land at \$136,400 and putting in \$50,000 toward the sewer lift station. Compliance period is 25 years for it being a market rate apartment. The construction timeline starts 12 months after the site is ready for construction, but the end date is

January 1, 2025. Project will meet all building and zoning requirements and come in as a Planned Unit Development.

Jones said the apartment project is estimated to be a \$5 million build.

Sherman asked if the property is sold does the market rate covenant transfer? Hage said yes.

Grunig asked if they are planning for local management. Hage said they have a management division and also have the AmericInn in town so they have a presence in town.

Quade noted the market rate apartments are what is needed in town and with the jobs and wages paid the subsidized apartments are not available to them so the market rate units are needed.

Jones said this planned upscale apartment may also help open up other housing options in town.

Sherman asked what occupancy rate is necessary for an attractive cash flow. Hage said Minnesota Finance Agency shows that most projects are based on 90% anticipated occupancy.

Council Member Nelson introduced the Resolution No. 2022-17, entitled “RESOLUTION APPROVING ASSISTANCE TO APOLLO DEVELOPMENT, LLC” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Farag, Grunig, Nelson, Sherman and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Petition for Annexation A Portion of Parcel #08-022-0100:

Jones said Cottonwood County is planning a new Public Works facility off County Road 15 and it would need to be annexed into the City to connect to utility services. The County along with the property owners, Gene and Donna Pankonin, are jointly requesting the annexation.

Andy Spielman, Building Official, said the action is just to accept the petition and then future steps would be a Joint Annexation agreement with the township. The parcel map was viewed.

Jones noted conditions for future zoning designations. Spielman said that is correct.

Sherman asked if there is a downside or negative for annexation of the parcel? Spielman said it can be served with existing infrastructure. County wants into the City to get the City utilities.

Nelson asked if they are using County Road 15 as main access and not gravel road? Spielman said they do not have a connection to the gravel, but have 300 feet on the County Road.

Motion by Nelson second by Sherman to approve the petition by Cottonwood County and Gene and Donna Pankonin for annexation of a portion of Parcel #08-022-0100. Motion carried 5 – 0.

9. Planning and Zoning Recommendations.

Spielman said that the Planning Commission recommends approval of a height variance for Cemstone’s new facility planned for the N. Windom Industrial Park, the variance was submitted by the EDA as property owners. They would have a potential 80-foot silo that exceeded the 40-foot height limit for the zone. The silo is near the center of the site and if it came down it would entirely be on their property. They did check to ensure there were no restrictions in that air space due to the proximity of the airport and it was not an issue. No public comments at the hearing.

Motion by Grunig second by Quade to approve the height variance request for Cemstone at 580 Opportunity Drive, described as Lot 1, Block 2 of the North Windom Industrial Park Subdivision. Motion carried 5 – 0.

10. First Reading Ordinance, No. 193, 2nd Series – Amending Zoning Designation:

Spielman said the second recommendation was for a re-zoning of the western portion of the Spec Building lot at 1925 N. Redding Avenue. Previously part of the lot had been re-zoned from I-1 (light industrial) to R-3 (multi-family residential). The EDA is requesting the rezoning as they have a developer wanting to do a project. No comments at the public hearing, but one phone call that was not in favor but would not oppose. The Planning Commission discussed the pros and cons of the rezoning request and ultimately recommended the rezoning of the western portion to R-3 to match the rest of the lot with a vote of 4 to 2.

Sherman asked if the access to the property is on N. Redding Ave. Spielman said that is correct.

Nelson asked if 19th Street could be vacated and knows utilities are under that planned street. Citizens are concerned about the traffic generated. Spielman said there are no plans to open the undeveloped part of 19th Street nor vacate it.

Motion by Sherman second by Grunig to approve the 1st Reading of Ordinance, No. 193, 2nd Series amending the Zoning Map of Windom by amending the zoning designation of the described property from I-1 Light Industrial to R-3 Multi-family. Motion carried 5 – 0.

11. Resolution in Support of the Trunk Highway 60 Corridor Study Implementation Plan:

Jones said that the City Council had received a review of the Corridor Study results and recommendations in February. This resolution supports the findings of the study but did not commit the City to any funding of the proposed work and acknowledges that conditions can change which may alter the final implementation.

Hage noted that he and the City Administrator were on the committee and they were able to get a by-pass and J-turns eliminated. The options are shown in the study, but no build is still an option. The plan includes several options and will see what the future needs are for the City.

Council Member Sherman introduced the Resolution No. 2022-18, entitled “A RESOLUTION IN SUPPORT OF THE TRUNK HIGHWAY 60 CORRIDOR STUDY IMPLEMENTATION PLAN” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Farag, Grunig, Sherman and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

12. Pet License and Boarding Rate Change:

Jones said that the cost for the Boarding is going up from the vendor, which is not a City rate, so the price adjustment is being passed along. No changes to current license fee or impound fee. Staff also proposed to add a new “Lifetime” pet license option for \$25 that would be a savings for people and encouragement to get pets licensed.

Council Member Sherman introduced the Resolution No. 2022-19, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR PET LICENSES, BOARDING AND IMPOUND FEES” and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Sherman, Nelson, Sherman and Farag. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

13. Union Pacific Longitudinal Wireline Agreement:

Jason Sykora, Electric Superintendent, said that the railroad crossing agreement was part of the Transmission line re-build project and the last easement we needed from the railroad. There is a one-time cost for the crossing agreement, but with the re-build we will be removing a crossing with an annual payment. The Utility Commission is aware of the cost and comfortable with the agreement. Staff is recommending approval.

Sherman asked about the liability insurance required per this agreement and if it was a one-time cost? Sykora said it is a one-time cost.

Motion by Grunig second by Sherman to approve the Longitudinal Wireline Agreement between the City of Windom and Union Pacific Railroad as presented. Motion carried 5 – 0.

Sykora said that the fuel tank removal and replacement project has started in the front of the power house building with a completion date in mid- April.

14. Personnel Committee Recommendations:

Jones said they had been informed by Development Director Hage that he had accepted a job and would be leaving the City of Windom.

Hage said it was a difficult decision and the bank job just came up as an opportunity. He has enjoyed the last six years and all the support.

Jones thanked Hage for all the work he had done and wished him well.

Sherman, Grunig, Quade, Farag and Nelson also thanked Hage for all his work on housing and other EDA projects in Windom and noted he would be greatly missed.

Motion by Nelson second by Farag to accept Development Director Hage's resignation letter. Motion carried 5 – 0.

Jones said there is a services agreement in the packet with Mr. James Hartshorn. He called Hartshorn to introduce himself. Hartshorn provided his background and experience.

Motion by Sherman second by Quade to approve the EDA Services Agreement between the City of Windom and Jim Hartshorn as presented. Motion carried 5 – 0.

Recommendation is to approve the advertising for a new EDA Development Director. The job description was reviewed by Personnel and City Administrator.

Quade said that the Personnel Committee had asked for options to bridge the time until a new EDA Director can be hired due to the number of projects underway they wanted to insure continuation of the duties. She welcomed Jim Hartshorn to Windom.

Grunig said it worked well for developers to have a contact person and not have a gap.

Farag asked that a requirement for the new EDA person to live in town be added. Jones replied that he would not support it as it is hard to dictate that and might not be possible. For a response time maybe, but would not want to speculate if that can be done or not. Personnel Committee or City Administrator would have to research and he is most interested in getting the right person.

Grunig not in favor of making residency as a requirement.

Nelson said he has heard people would like to see employees live in town to pay taxes too.

Jones noted a number of employees live outside town, but are involved in the community.

Motion by Sherman second by Grunig to approve advertising the EDA Development Director position. Motion carried 5 – 0.

15. 2022 Mayor Appointments & Reappointments:

Jones said he is recommending the re-appointment of Bryan Joyce to the Parks & Recreation Commission.

Motion by Sherman second by Farag to approve the appointment of Bryan Joyce to the Parks & Recreation Commission. Motion carried 5 – 0.

16. New Business:

None.

17. Old Business:

None.

18. Council Comments:

Jones thanked the Council and previous Council members for their work on the housing activities and progress the City is making. Good Samaritan Center having their 100th Anniversary this year and next week will have a party for 10 residents that are 100 years old or turning 100 this year. He appreciates all the work their staff does to support their residents.

Quade thanked Hage again for his work and noted his involvement in other community organizations and events.

Farag thanked the Windom Area Hospital and Community Center for the waffle fundraiser. There is a blood drive and appointments are needed from the hospital. Blood is needed so please donate. Palm Sunday pancake feed at the Community Center put on by the Lions.

Nelson said he would miss Hage and wished him well.

Grunig congratulated Hage and wished him well.

Sherman thanked Hage and wished him well. Legislative action day with CGMC was attended with the City Administrator. Met with Senator Hamilton and Representative Hamilton.

Jones thanked Hage and wished him well.

19. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:08 p.m.

Dominic Jones, Mayor

Attest: _____
Jayesun Sherman, Mayor Pro Tem

Windom Library Board Meeting

City of Windom Council Chamber

March 8, 2022

5:05p.m.

1. Call to order: The meeting was called to order by Steve Fresk.

2. Roll Call: Members Present: Anita Winkel, Susan Ebeling, Kari Scheitel, Steve Fresk, and Kathy Hiley

Members Absent: John Duscher and Wade Pfeiffer

Library Staff Present: Dawn Aamot

City Council Member Present: Jaysun Sherman

3. Agenda and Minutes:

Agenda and January minutes were approved on a motion by Anita Winkel and seconded by Sue Ebeling.

Due to lack of quorum, there was no February meeting.

4. Financial Report:

Dawn reviewed the Financial Reports from December, January, and February. The annual fees to Plum Creek Library were paid in February. These fees include digital services, IT services, automation, and interlibrary delivery. The financial report was approved on a motion by Kathy Hiley and seconded by Kari Scheitel.

5. Librarian's Report:

Dawn reported the following:

The February events were well received. Eight decorated Valentine boxes were submitted, and several Blind Date books were checked out.

Dawn has been working on our web page with Blue Water Lakes. Check it out at WindomLibrary.org to find new book arrivals and upcoming events at the library. This new web design was paid for through MN Rural libraries and funneled through Plum Creek Library.

Nancy continues to offer story time for preschoolers thru kindergarten on Tuesdays at 4 pm. Currently she is featuring the "Cat in the Hat" with 5 Cat in the Hat's hidden in the library. Battle of the Books will return for a 3rd year. This year patrons will vote on their favorite classic children's book.

Dorothy Van Norman donated \$600 to the children's library. Thank Dorothy for her annual contribution!

The library has been busy, especially in February. The staff enjoys seeing new and old faces coming in to use a variety of services.

Dawn attended virtual library day at the legislature. Area librarians encouraged state legislators to support libraries in outstate Minnesota.

Librarian's Report was approved on a motion by Sue Ebeling and seconded by Kathy Hiley.

6. Old Business:

See Librarian's Report.

7. New Business:

Dawn asked the board to update the "Statement of Concern about Library/Media Center Resources form". This form was last updated in 1983.

Strike the first sentence. Under #1, Resource on which you are commenting, add "Videos. CD's and Audiobooks" and delete "Audiovisual Resource". Strike the last sentence on the page stating the revision date and replace it with the following lines for: signature, date and staff received by. Sue Ebeling moved to approve these revisions, seconded by Anita Winkel. Motion passed.

An Ad Hoc committee will be formed consisting of 2 council members (Jaysun Sherman and Jenny Quade), 2 library board members, 2 community center board members, Spencer Winzenried, and Dawn Aamot. After the committee is formed, when and how often they will meet will be decided. This committee will discuss this idea and when a consensus is made, they will present a recommendation to the city council. No timeline was set. No library board members were appointed.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:39 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
MARCH 14, 2022

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

2. Roll Call & Guest Introductions:

EDA Commissioners: Ryan McNamara, Nancy Wepplo, Tom Seigfreid, Marv Grunig, and James Nelson.

Also Present: EDA Staff – Drew Hage, EDA Executive Director; Interim EDA Director Jim Hartshorn; and Mary Hensen, Admin. Asst.; Mayor Dominic Jones; Kevin Stevens, Cottonwood County Liaison; Rahn Larson (Citizen); and David Voss (Voss Plumbing & Heating/DVK Diversified, LLC).

3. Welcome Jim Hartshorn, Interim EDA Director: Director Hage welcomed Jim Hartshorn as the Interim EDA Director (per contract with the City) for the next two months and introduced him to the EDA Board.

4. Approval of Minutes: February 14, 2022:

Motion by Commissioner Seigfreid, seconded by Commissioner Wepplo, to approve the Minutes of the EDA Meeting held on February 14, 2022. Motion carried 5-0.

5. North Windom Industrial Park & Cemstone Property – South Cottonwood Lake

A. Purchase Agreement: Director Hage recapped that the Purchase Agreement has been signed by both parties and the earnest money has been paid to Cemstone. The first payment to Cemstone of \$550,000 is due on or before May 13, 2022. The second payment to Cemstone is due on or before May 13, 2023. The closing with Cemstone is scheduled for Friday, March 18, 2022, pending upon completion of title work.

Cemstone was granted a conditional use permit by the City to allow the construction of the concrete plant on Lot 1, Block 2 in the North Windom Industrial Park. The public hearing on Cemstone's application for a height variance to allow construction of a silo with a potential height of 80 feet on the property was held before the Planning Commission on March 8th. The Planning Commission recommended approval of this variance and the matter will now come before the City Council on March 15th.

In response to a question, Director Hage recapped that after closing on the property, Cemstone retains a possessory period until May 13, 2023, to operate its concrete plant on its current site at 1405 Cottonwood Lake Drive. He advised that after closing, Cemstone plans to move forward with the construction of its new plant in NWIP. He said that Ken Kuhn (Cemstone) had advised that the wait time for construction materials (rebar for the concrete plant and roofing material) would probably be the reasons for any delays in the construction of the new plant site.

6. Cemstone Property – South Cottonwood Lake

A. Development Agreement – Subdivision Developer: DVK Diversified, LLC: On February 14, 2022, the EDA Board selected Voss Plumbing & Heating of Paynesville ("Voss") as the Developer for the proposed South Cottonwood Lake Subdivision and agreed to Voss' TIF request for the project. Voss had been awarded the bid for the demolition of the Cemstone ready mix plant. Staff has worked with Ehlers & Associates and Fryberger, Buchanan, Smith & Frederick, P.A. on the proposed Contract for Private Redevelopment ("Development Agreement"). The Development Agreement is actually

between the City and DVK Diversified, LLC (“DVK”) which is an affiliate of Voss. The Development Agreement outlines the purchase agreement for the property, the TIF incentive, development requirements, and timelines. The Agreement also includes additional payments to the EDA if the deliverables are not met. Director Hage discussed the holding cost for DVK during the possessory period and requested that the tax increment be increased by \$7,000 for a total TIF request of \$400,000.

David Voss of Voss Plumbing & Heating was present. He provided information concerning the company and DVK. He indicated that Bob Braun would be in Windom for 90 percent of the time when the project starts and David will be working on the job also. They have reviewed the proposed Development Agreement and their attorneys are reviewing the agreement.

Director Hage reviewed the Attachment to the Development Agreement with the Board. He explained the exit clause in the Agreement if Voss finds something during demolition and they make the decision not to proceed with the remainder of the project. He emphasized the importance of the project in relation to wellhead protection.

In response to a question concerning timeline, David Voss advised that the timeline depends on Cemstone’s possessory period and when Voss Plumbing & Heating is able to remove the ready mix plant. He estimated 2 years after the plant operations have been relocated. He said that they need to make it the nicest project around. He said they can’t cut any corners on the project so people will want to come to Windom and build a home in the new subdivision. He said that they want a showpiece when they’re done with the project.

Motion by Commissioner Grunig, seconded by Commissioner Seigfreid, to approve the Contract for Private Redevelopment (“Development Agreement”) with DVK Diversified, LLC and recommend that the City Council approve the Development Agreement. Motion carried 5-0.

B. Development Agreement – Apartment Developer: Apollo Development LLC: On February 14, 2022, the EDA Board selected Apollo Development LLC (“Apollo”) as the Developer for the proposed market-rate apartment building in the proposed South Cottonwood Lake Subdivision and agreed to Apollo’s TIF request for the project. Staff has worked with Ehlers & Associates and Fryberger, Buchanan, Smith & Frederick, P.A. on the proposed Contract for Private Redevelopment (“Development Agreement”). The Development Agreement outlines the purchase agreement for the property, the TIF incentive, development requirements, and timelines. This is a Pay-Go TIF, so Apollo receives TIF after the project is generating new tax increment.

Director Hage advised that Apollo is working on plans for a 44-unit apartment building. He reviewed the Development Agreement between the City and Apollo with the Board including the required minimum improvements. He highlighted the compliance period provision which requires that the apartment building remain a market-rate property for 25 years from the completion date. The completion date for the apartment building was extended to January 1, 2025, because Cemstone’s possessory period may continue until May 13, 2023. The purchase price for the property is \$136,400. The TIF request includes \$13,500/unit plus \$50,000 towards the lift station costs, and \$10,000 in interest on the advance of the lift station payment. The total TIF request is \$790,400. Director Hage advised that David Harchanko has reviewed the Development Agreement and Apollo’s attorneys are also reviewing the agreement.

Motion by Commissioner Seigfreid, seconded by Commissioner Wepplo, to approve the Contract for Private Redevelopment (“Development Agreement”) with Apollo Development LLC and recommend that the City Council approve the Development Agreement. Motion carried 5-0.

C. Closed Session – Land Negotiations
(1) Parcel: 25-025-0200

The Board did not go into closed session.

7. EDA Spec Building – HyLife Apartment Project

A. Option Agreement Extension: At the February EDA Board Meeting, the Option Agreement with HyLife Foods Windom, LLC (“HyLife”) was extended to March 31, 2022. HyLife is working with Headwaters Development on the market-rate apartment project. Director Hage advised that a finalized funding plan is not possible until the announcement by Minnesota Housing as to whether the forgivable loan is approved. Minnesota Housing plans to announce awards at their April 21st Board Meeting. HyLife is requesting an extension of the Option Term to May 16, 2022. The May EDA Board Meeting is on the 9th, so that will give HyLife and Headwaters Development time for the announcement by Minnesota Housing to finalize their financing for the project.

Tom Seigfreid from HyLife abstained from the discussion. However, in response to a question from the Board, he advised that HyLife is not requesting any additional credits towards the purchase price for the previous extension or the additional extension requested. In response to a question, Director Hage indicated that this would be the final extension on the option agreement because at that time we would know the outcome of the grant award.

Mr. Seigfreid went into the audience to talk about the need for this new housing for HyLife’s employees. He advised that there are over 200 employees who are housed outside of Windom and largely in Mankato. He thinks there will be a need for more than a 200-bed project.

Motion by Commissioner Wepplo, seconded by Commissioner Grunig, to extend the date for the exercise of the Option Agreement by HyLife Foods Windom, LLC until May 16, 2022. Motion carried: 4 ayes; Commissioner Seigfreid abstained.

8. River Bend Phase II: At the February EDA Board Meeting, the Option Agreement with MillerBros Property, LLC was extended to March 31, 2022. Director Hage advised that the Developer is working with Tri-State General Contracting on site plans and estimates have not been completed yet. MillerBros Property, LLC is requesting an extension of the Option Agreement to April 29, 2022.

Motion by Commissioner Nelson, seconded by Commissioner Wepplo, to extend the date for the exercise of the Option Agreement by MillerBros Property, LLC until April 29, 2022. Motion carried 5-0.

9. Commercial Rehab Loan – Higley Ford: Director Hage reported that Higley Ford submitted a Commercial Rehab Loan Application for new lighting. The application is complete. The estimated cost of the project is \$16,185. However, the project costs may be higher and any additional cost would be the property owner’s responsibility. The potential loan breakdown would be as follows: Property Owner’s Share: \$6,185, EDA Repayable Loan of \$5,000, and EDA Forgivable Loan of \$5,000. Director Hage indicated that he would talk with the Electrical Superintendent to verify whether there are any rebates available for installation of LED lights.

Motion by Commissioner Nelson, seconded by Commissioner Seigfreid, to approve the Commercial Rehab Loan Application submitted by Higley Ford for a total loan by the EDA of \$10,000 (\$5,000 repayable and \$5,000 forgivable). Motion carried 5-0.

10. New Business: Director Hage advised that he and Jim Hartshorn have been making calls together and he is updating Jim on current and potential future projects. In response to a question, Jim replied that for a town under 5,000 in population, there are a lot of projects going on. Housing is very important to economic development particularly a mix of affordable, senior, and market-rate housing. He was impressed with the downtown and indicated that many developers want to be outside of the metro area. He has a favorable impression and understands that there is a lot to do, but feels Windom is on the right track.
11. Unfinished Business: None.
12. MISCELLANEOUS INFORMATION
 - A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the January 2022 financial reports submitted by Van Binsbergen & Associates.
13. Adjourn: On consensus, President McNamara adjourned the meeting at 12:55 p.m.

Attest: _____
James Hartshorn, Interim EDA Director

Tom Seigfreid, EDA Secretary

Community Center Commission Minutes
Monday March 14, 2022

1. Call to Order: The meeting was called to order by President Mitch Voehl at 5:30p.m.

2. Roll Call: President: Mitch Voehl
CC Director: Spencer Winzenried
Commission Members: Linda Stuckenbroker
Al Baloun
Lenny Thiner

Commission Liaisons: James Nelson
Lisa Farag

City Administrator: Steve Nasby-Absent

Public:

3. Approval of Minutes:

Minutes from January were reviewed and approved. Motion was made by Lenny and seconded by Linda.

4. Additions to the agenda:

Commission brought out a letter thanking Spencer for his continued diligence for bettering of the Community Center.

5. President's Report:

Pickle Ball was a success and everyone is looking forward to next winter's league.

6. Director's Report:

a. Rental pricing options were discussed. A member of the community was asking if there could be a tiered fee for organizations that run events for the community. The CC Director talked about the pros and cons of something like this. The board then discussed it amongst themselves and decided that it would be best to leave the pricing as is.

b. The Ad hoc board was discussed. Two members of the CC commission have accepted to be on this board. Linda Stuckenbroker and Lenny Thiner were both recommend and accepted the responsibility to be on this board. The board will consist of 2 CC board members, 2 City Council members and 2 Library board members.

7. Resource Management:

a. Schedule: Is full and looking better all the time.

b. Income and expenses: Revenue is already ahead of where we were last year. We should break last year's high and continue filling in future dates.

8. Miscellaneous:

9. Open Forum:

10. Next Meeting:

Monday, April 11, 2022 @ 5:30 pm

Adjourn:

Motion by Al Baloun, seconded by Linda Stockenbroker, to adjourn the meeting at 6:20 pm. Motion carried 3-0.

Mitch Voehl, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Spencer Winzenried, WCC Director

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COUNCIL CHAMBERS March 21, 2022**

I. Call Meeting to Order. The meeting was called to order by Pres.Eichstadt at 6:04 PM

II. Roll Call:

President:	Travis Eichstadt	City Staff:	Steve Nasby
V President:	<i>vacant</i>	City Staff:	Jeff Dahna
Secretary:	<i>vacant</i>	Council Liaison:	Jayesun Sherman
Commissioner:	Josh Peterson	Council Liaison:	Marv Grunig
Commissioner:	Dirk Abraham	Others Present:	-
Commissioner:	Cory Malakowsky		<i>Absent</i>

III. Approval of Minutes from February 28th, 2022 meeting

Motion by commissioner Abraham, to approve minutes from the March 28th, 2022 _ meeting. Seconded by commissioner Peterson. Motion approved 3 to 0.

IV. Project Updates: Dahna updates commissioners the various telecom projects. --- -----

V. Manager's Report:

- GM and City Administrator attended the Mountain Lake Broadband Steering Committee Meeting March 8th.
- Cable TV Headend – March 16th Building overheated due to the older R22 air conditioner compressor failure and not serviceable or replaceable. Elite Mechanical was able to get a 3-ton ductless unit to replace it and installed on Friday afternoon. The 3-ton until will be relocated to the NOC when the Headend is fully turned down.
- GM attended the Minnesota Telephone Alliance conference in Mpls.
- Personnel item – Telecom Install Technician position is still open.

Internet customers	1660
Phone customers	872
Video customers	702
Top application	Google 60.53 (Terabit download)
Top Subscriber	4.88 Terabit (Terabit download)

VI. New Business:

-SFN Agreement – GM had discussion with SFN CFO, SFN Salesman, and Southwest Broadband regarding the local (lifeline) tier. Some of the conversation points were:

- The local tier will cannibalize the upper tiers over time.
- Lower profit on lower tier.
- Lower tier causes subscriber loss due to attrition.
- Tiers that have local and national channels will retain subscribers and reduce the chance that they go to another provider.
- Lower tier will cause issues with Southwest MN Broadband customers wanting a lower cost tier. They were very concerned that we pull the lower tier.

SFN stated that with their experience in this area, they strongly encouraged the removal of the lower tier. GM sees SFN's points and recommends that we remove the local tier and have the original two tiers offering. Commissioners discuss.

Motion by commissioner Abraham to remove the lower tier from the channel offering. Seconded by commissioner Peterson, Motion approved 3 – 0.

Dahna will get agreement updated and ready for council approval.

-SFN Rates - SFN also mentioned that are 18% behind in what their rates should be to us due to TV network increases and they had locked us in on the rate. The new rates (10% less than new customer rate) with a launch date in April are as follows:

Service Level	Monthly Wholesale/Bulk Rate Prices
Core-	\$41.80Retail/\$19.87Bulk
Core Plus-	\$52.80 Retail/\$26.58Bulk
Out of Market (OOM) DMA	\$5.50
Premium Pkg Starz/Encore & Showtime/Movie Channel	\$16.50
Premium scaled down Starz/Encore	\$5.50
Premium scaled down Showtime/Movies Channel	\$10.45

Telecom Manager requests that the Telecom Commissioners review rate changes, discuss and recommend any rate changes and approve rates for all Streaming Video Services for 2022.

Motion by commissioner Abraham to adjust service rates based on the new SFN rate to Basic \$64, Expanded \$75, OOM DMA \$11, Starz \$10, Showtime \$12, Starz/Showtime pkg \$20. Seconded by Peterson. Motion approved 3 – 0.

Bulk rate streaming video – With the SFN rate changes, Telecom Manager requests the Telecom Commissioners review, discuss, adjust and approve proposed rates for Bulk Streaming Video Services for 2022.

Motion by commissioner Abraham to adjust bulk service rates based on the new SFN rate to Basic \$39, Expanded \$46. Seconded by Peterson. Motion approved 3-0.

-Increase of credit for e-billing & auto pay – Dahna covers that Cheryl Ulferts, Finance Director, is requesting an increase to the credit per month. Dahna recommends the change. Commissioners discuss.

Motion by commissioner Abraham to approve monthly credit rate change for e-billing/autopay from \$1.25 to \$2.00. Seconded by Peterson. Motion approved 3-0.

VII. Old Business:

- Calix Essential Support Services Renewal- Dahna covers that he pushed back with Calix representatives regarding the significant increases. Calix proposed a change and offered lower priced tiered rate which resulted in savings Year 1 \$1,048, Year 2 \$2,098.

New Proposed

Initial

- | | |
|--------------------|------------------|
| • Year 1: \$7,349 | Year 1: \$8,397 |
| • Year 2: \$8,397 | Year 2: \$10,495 |
| • Year 3: \$10,495 | Year 3: \$10,495 |

Commissioners were happy with the savings and directed Dahna to sign the agreement.

-Metaswitch MetaView Server (MVS) – Dahna cover that there is no VM license cost increase.

-Next Generation 911 (NG911) Inteliquent – Session Border Controller (SBC) units are installed in the NOC. Working with Inteliquent to get the provisioning process started.

-Video Service – SFN Video Agreement Dahna will get agreement updated and to SFN for final review. It should be ready for council approval in April.

VIII. Commissioner's concerns and questions:

IX. Set Next Telecom meeting: April 18th, 2022 at 6:00 pm at the City Council Chambers.

X. Adjourn: Meeting adjourned by unanimous consent at 7:34 pm.

XXXX, Telecom Commission President

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

Windom Airport Commission Minutes
March 22, 2022

The Windom Airport Commission met on March 22, 2022 at 11:00 a.m. at the Airport A/D Building. Members present were Brian Underwood, Orville Klassen, Kjell Turner and Council Liaison Jayesun Sherman. Members absent: Tod Quiring, Jason Kruger, Shelby Medina.

Others Present- City Staff: Steve Nasby, Denise Nichols. SEH Staff – Lindsay Reidt.

Chairman Underwood called the meeting to order.

1. Election of Officers – No quorum present. No action taken.
2. CIP Update AIP /BIL Funding – Engineer Lindsay Reidt distributed a proposed AIP & BIL/AIG Funding Plan. The 5-year plan included projects, costs, funding sources, project timelines and required matching funds. The City will receive airport BIL funding of \$159,000 for five years.

The City currently receives Airport Entitlement funds of \$150,000 per year. Funds can accumulate for up to 4 years for projects; funds can also be loaned and borrowed from other airports to complete large projects. Projects must meet required funding criteria. Federal funding is 90% of the project with 5% state and 5% local match.

BIL Project funding has the same requirements as AIP with 90% Federal, 5% State and 5% local match. However MnDOT at this time has not officially funded the 5% State match. BIL and AIP funding cannot be combined for the same project.

There is also Discretionary funding available for large projects such as construction of the crosswind runway project.

Reidt reviewed the proposed CIP plan and projects, project timeline and noted that April 1st is the deadline for submitting the CIP and AIP/BIL Funding Plan to FAA. If priorities change in the future, the CIP projects can be updated and changed if needed.

Underwood questioned if there would be justification for the proposed crosswind runway. Reidt indicated that the Windom Airport crosswind runway justification is the strongest in the state. Underwood noted that the use at the airport has greatly increased with additional use from the ambulance, HyLife Foods, Oddson, Quiring, Fredin and Iowa Lakes and Mankato schools using the runway for training.

3. **2022 Project Update:** Project plans are out for quotes. Quotes should be back to the Engineer next week.

Beacon Replacement – The beacon tower will be raised and the light will be replaced.

Airport Crack Seal – Crack sealing will continue from 2021 project. This year the project will start at the taxi lane and move towards the road.

4. **Other Business:** Underwood asked about seasonal Ag sprayers. A company has approached him for use of a hangar for storing chemical and a temporary location for a job shack, temporary power and access to a water source. This company purchases fuel from the airport during their operations. The Commission discussed potential locations for a job

shack by the beacon or service road. Brian will work with them and the City Departments to provide services. Reidt will submit the required 74/60 airspace submittal Form to FAA for approval. The duration for the use would be three months June – August.

5. **Commission Concerns:** None.

6. **Adjourn:** Chairman Underwood declared the meeting adjourned at 11:47 a.m.

Brian Underwood, Chairman

Attest: _____
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
Council Chambers
March 23, 2022

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 AM

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Glen Francis (Electronic) and Tom Riordan
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator; Leesa Arndt, Utility Billing/Analyst; Ryan Anderson, Water/Wastewater Superintendent; Drew Hage, Development Director
(11:43AM)

APPROVE MINUTES

Motion by Riordan second by Francis to approve the February 23, 2022 Minutes. Motion carried 3 – 0.

ELECTRIC ITEMS

Distributed Energy Report

Sykora reviewed the annual cogeneration report. The City of Windom purchased an excess of 2,596 kWh from the solar customer in the amount of \$205.12.

Motion by Riordan second by Francis to approve the Distributed Energy Report as presented. Motion carried 3 – 0.

Distributed Energy Resources 2022 Rate Schedule

Sykora presented the 2022 Distributed Rate Schedule. Industrial service type was added as Windom Area High School has been approved to install two 40 kW sites. The city will only buy the excess kWh produced (demand is excluded).

Motion by Riordan second by Francis to approve the Distributed Energy Resources 2022 Rate Schedule. Motion carried 3 – 0.

Railroad Longitudinal Wireline Crossing

Sykora explained the overhead right-of-way agreement with Union Pacific from the ITC switch to the crossing of 6th Street. The \$25,670 is a one-time fee. Currently the city pays an annual fee on a crossing that will be eliminated with the new line. Union Pacific has requested that their contracted flagging company is used when the lines are strung across 6th Street to be compliant for liability insurance.

Transmission Line Update

DGR had 3 RFPs returned for soil borings as part of the transmission project. They are requesting approval of the low-bid of \$29,750 to American Engineering Testing for seventeen soil borings. Sykora said that this is part of the overall project bid.

Motion by Riordan second by Francis to approve the bid of \$29,750 to American Engineering Testing for soil borings for the Electric Transmission Line Project. Motion carried 3 – 0.

Telehandler Purchase

Sykora noted the skid loader replacement capital item is budgeted at \$50,000. This equipment was unattainable in 2021. A quote of \$82,619.36 for a new telehandler was discussed. This is an increase of \$12,000 from 2021 for the same type of unit. The increase is for machine cost and logistics. Sykora would like to sell the current skid steer, which would assist in the funding gap.

Motion by Riordan second by Schwalbach to approve the purchase of a Bobcat Telehandler from GDF in the amount of \$82,619.36. Motion carried 2 – 0. Francis abstained.

Anderson expressed interest in the current skid steer for the water and wastewater departments. Staff will discuss the transfer and the commission supported keeping the unit within the city.

Fuel Tank Update

Sykora said the digging around the fuel tank revealed that it is surrounded by sand. He also explained that the tank is closer to the Electric Department building than previously thought. Options and estimated costs were discussed included shoring along the building, filling the tank with concrete (per MPCA regulations), cutting the tank/rebulking/filling the remainder with concrete, or placing a structural beam in the building to assist the load while digging out the tank. MPCA has said once the tank is cleaned, it must be resealed to prevent leaching of vapor contaminants into the surrounding soil. Commission would like the tank to be removed entirely for any potential future expansions. MPCA has approved cutting the tank for removal purposes.

Motion by Riordan second by Francis to authorize Jason Sykora to subcontract a moving company with the appropriate liability insurance to place a support beam at the Electric Plant with a cost not to exceed \$25,000 for the Fuel Tank Replacement Project to proceed. Motion carried 3 – 0.

Black Start Testing - Results

Sykora said the black start testing was successful. Minor power factor adjustments were noted. He is working with the vendor on an adjustment due to their equipment failure.

Other Electric Items

Sykora noted staff has removed all overhead lines from the East Hill that have buried service. Conductors were recycled resulting in \$5,700 in income. Quotes for boring for the HyLife line upgrade will be sought next week.

WATER/WASTEWATER ITEMS

MDH Voluntary Manganese Testing Results

Anderson said no detection of manganese was found in the voluntary samples submitted. MDH is recommending that periodic testing is completed to ensure removal. Anderson noted that this is currently done.

DNR – Windom Water Supply Plan Update

Anderson stated the City of Windom Water Supply Plan was attached. The hard copy is available at the City Hall office. Staff will continue to research water loss numbers. Meter accuracy has improved. Noted items contributing to water loss included hydrant flushing and water plant back wash.

Cottonwood Lake Monitoring Well

Anderson presented the monitoring well quote from Thein Well. DNR specifications for the well are met. He noted the Bluetooth reader can be purchased separately and taken off of the quote. Nasby said the bid is under \$25,000 so additional quotes are not required by statute.

Motion by Francis second by Schwalbach to approve the monitoring well quote from Thein Well without the Bluetooth reader line item. Motion carried 2 – 0. Riordan absent.

First Avenue – Kwik Trip Sewer Update

Anderson reviewed the utility easements for Kwik Trip. Utility Commission is requiring separate sewer service lines for each parcel. The manhole access is 100' to the sewer main. Defries Collision will also be required to have their own water utility easement. Current drawings show the easement within the city easement.

Anderson sent the First Avenue sewer line televised report to the City Engineer. The connections to Sunbowl and Lamperts are included. DGR is estimating the replacement cost at \$35,000. Staff was directed to seek quotes.

Cemstone Industrial Park Preliminary Drawings

Anderson noted the preliminary Cemstone drawings show the water shut off valve on the water main. The industrial line will have a 6" valve versus a curb box shut off and will be placed in the boulevard across the road from the property.

N Redding Ave Apartment Development – Metering

Anderson was asked by the developer of the N Redding Spec Building property to have both hot and cold-water meters for each apartment. As this would require double the meters and double the charges to measure flow, Anderson informed the applicant of the current metering practices.

Other Water/Wastewater Items

Anderson was asked by a commercial vendor about metering for a water fill station. The commission discussed the legalities of underground discharge for private use due to the proposed location.

REGULAR BILLS

Schwalbach asked about the two bills from WESCO. Sykora said that these are metering cabinets for the HyLife line upgrade and they requested both. The costs will be reimbursed once installed.

Motion by Riordan second by Schwalbach to approve the Regular Bills. Motion carried 3 – 0.

OLD BUSINESS

Hage provided an update on the Cemstone Redevelopment Area. Part of the funding for infrastructure is from three \$10,000 grants. A match of \$25,000 from the Utility Commission is required and had been previously approved for wellhead protection. TIF funds will be used to reimburse the City for land acquisition. The infrastructure developer will donate the quarry portion back to the EDA, which in turn will be turned over to the Utility Commission for wellhead protection. Hage expects a preliminary plat by July. Hage introduced James Hartshorn who will be an interim contractor to help facilitate the EDA projects until a new EDA Development Director is hired.

NEW BUSINESS

Nasby explained the billing vender has stated that the price of paper and mailing has increased as well as postage. The city currently offers \$1.25 billing credit to customers that are both paperless billing and autopay. The credit is divided between electric, telecom, water, and sewer. Staff has requested to increase the credit to \$2 a month. The utility commission has approved the increase.

Motion by Riordan second by Francis to approve the paperless/autopay billing credit to \$2.00 per customer per month. Motion carried 3 – 0.

Nasby said the Lions Club has funding for rebuilding the shelter at Tegels Park. The new building would have additional bathrooms within the shelter. The Lions have requested in-kind water and sewer line extensions which includes supplies and labor. Upon reviewing the current line locations, staff will assess the current lines/materials and provide assistance to the Lion's project.

Sykora stated the fuel that was removed from the old tank was sold to different vendors and the city was able to top of generation fuel in various city-owned generators. Income of \$21,047 was collected.

The next meeting was set for April 27 at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 12:05 pm

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Des Moines River Ducks Unlimited Chapter 045 Previous Gambling Permit Number: X-17002-22-019

Minnesota Tax ID Number, if any: 3358833 Federal Employer ID Number (FEIN), if any: 13-5643799

Mailing Address: PO Box 142

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

Name of Chief Executive Officer (CEO): Jason Kloss

CEO Daytime Phone: 507-822-1529 CEO Email: jascin4@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 4th Avenue South

Check one:
☒ City: Windom Zip: 56101 County: Cottonwood
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 12, 2022

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.

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

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

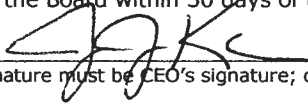
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: March 29, 2022
(Signature must be CEO's signature; designee may not sign)

Print Name: Jason Kloss

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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



Windom, MN

Expense Approval Report

By Fund

Payment Dates 3/12/2022 - 4/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
CHAD SWENSON	43307-0	03/15/2022	CREDIT REFUND	100-20191	3.46
MN INVEST PROPERTIES LLC	49451-7	03/17/2022	CREDIT REFUND	100-20191	48.33
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	100-20202	18,258.69
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	100-20202	38.00
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	100-20202	6,680.00
					25,028.48
Activity: 41110 - Mayor & Council					
AMERICAN LEGAL PUBLISHIN	13722	03/21/2022	CITY COUNCIL-LEGAL	100-41110-304	203.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-41110-326	24.02
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	100-41110-350	80.00
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	100-41110-350	90.00
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	100-41110-350	156.00
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	100-41110-350	508.00
CONVENT. & VISITOR BUREAU	FEB 2022	03/21/2022	LODGING TAX/AMERICANN	100-41110-491	2,774.42
CONVENT. & VISITOR BUREAU	FEB 2022	03/21/2022	LODGING TAX/RED CARPET	100-41110-491	252.60
Activity 41110 - Mayor & Council Total:					4,088.04
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	100-41310-131	9.00
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	100-41310-133	64.00
INDOFF, INC	3550905	03/17/2022	SUPPLIES	100-41310-200	20.38
QUADIANT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	100-41310-200	23.99
QUADIANT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	100-41310-200	25.04
FURTHER (Select Account)	16015793	03/09/2022	OTHER OPERATING SUPPLIES	100-41310-217	146.25
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-41310-321	75.05
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-41310-326	281.89
Activity 41310 - Administration Total:					645.60
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	100-41910-131	1.80
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	610554	03/11/2022	B & Z/SUPPLIES	100-41910-200	43.94
QUADIANT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	100-41910-200	23.99
QUADIANT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	100-41910-200	25.03
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-41910-321	59.09
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	100-41910-350	230.00
Activity 41910 - Building & Zoning Total:					407.85
Activity: 41940 - City Hall					
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-41940-381	458.28
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-41940-382	70.44
MN ENERGY RESOURCES	4074410693	03/22/2022	CITY/GAS UTILITY	100-41940-383	1,246.23
HOMETOWN SANITATION SER	0000453405	03/01/2022	CITY HALL/REFUSE DISPOSAL	100-41940-384	102.98
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-41940-385	150.11
Activity 41940 - City Hall Total:					2,028.04
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	100-42120-131	18.00
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	100-42120-133	160.00
INDOFF, INC	3549703	03/18/2022	POLICE/SUPPLIES	100-42120-200	44.44
INDOFF, INC	3550907	03/17/2022	OFFICE SUPPLIES	100-42120-200	72.39
QUADIANT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	100-42120-200	23.99
QUADIANT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	100-42120-200	25.03
COTTONWOOD CO AUD/TREA	APRIL 2022	03/17/2022	RENT AND DEPUTY ATTORNEY	100-42120-304	3,957.50
WINDOM AREA HEALTH	313834820	03/18/2022	POLICE/MEDICAL FEES	100-42120-305	40.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-42120-321	29.47

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ALPHA WIRELESS - MANKATO	15131	03/10/2022	POLICE/RADIO UNITS	100-42120-323	108.00
MOTOROLA SOLUTIONS, INC.	8281312480	03/18/2022	1036451376/POLICE/RADIO U	100-42120-323	427.05
AMAZON CAPITAL SERVICES, I	1FVR-747D-YL7F	03/04/2022	DATA PROCESSING	100-42120-326	7.99
AMAZON CAPITAL SERVICES, I	1XRC-WNWX-77XR	03/10/2022	POLICE/DATA PROCESSING	100-42120-326	-7.99
LEASE FINANCE PARTNERS	3-18-22 3250	03/25/2022	POLICE/DATA PROCESSING	100-42120-326	534.00
SHI INTERNATIONAL CORP	B14847104	03/04/2022	DATA PROCESSING	100-42120-326	870.00
SHI INTERNATIONAL CORP	B14849421	03/04/2022	DATA PROCESSING	100-42120-326	224.00
LANGUAGE LINE SERVICES, IN	10472906	03/17/2022	INTERPRETATION FEES	100-42120-327	189.11
DANA WALLACE	3/28/2022	03/29/2022	TRAINING AND EXPENSES	100-42120-334	306.03
AXON ENTERPRISE, INC	INUS055266	03/01/2022	POLICE/MAINTENANCE - OFFI	100-42120-404	4,800.00
CRYSTAL CLEAN CAR WASH LL	1021	03/17/2022	REPAIRS AND MAINT. VEHICLE	100-42120-405	24.00
SMITH AUTOMOTIVE CO	1029	03/17/2022	POLICE 2019 FORD/MAINTEN	100-42120-405	1,627.72
P.M. REPAIR & DETAILING	23843	03/10/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	121.18
P.M. REPAIR & DETAILING	23983	03/29/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	364.30
CRYSTAL WINDSHIELD REPAIR	2904	03/08/2022	MAINTENANCE - VEHICLE	100-42120-405	75.00
O'REILLY AUTOMOTIVE, INC	4425-334951	03/17/2022	REPAIRS AND MAINT. VEHICEL	100-42120-405	296.35
COTTONWOOD CO AUD/TREA	APRIL 2022	03/17/2022	RENT AND DEPUTY ATTORNEY	100-42120-412	1,950.00
FLEET SERVICES DIVISION	2022080001	03/17/2022	VEHICLE LEASE	100-42120-419	1,740.97
SCB PUBLIC FINANCE	APRIL 2022	03/17/2022	VEHICLE LEASE/ 2019 FORD F	100-42120-419	1,054.07
SW/WC SERVICE COOPERATIV	04-01-22	04/01/2022	HEALTH INSURANCE	100-42120-480	788.11
Activity 42120 - Crime Control Total:					19,870.71

Activity: 42220 - Fire Fighting

GALLS, LLC	020512138	03/09/2022	UNIFORMS	100-42220-218	51.60
MN WEST COLLEGE	965684	03/08/2022	FIRE/TRAINING & REGISTRATI	100-42220-308	5,480.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-42220-321	42.19
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-42220-381	293.40
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-42220-382	52.15
MN ENERGY RESOURCES	4074410693	03/22/2022	ESF/GAS UTILITY	100-42220-383	976.92
HOMETOWN SANITATION SER	0000453449	03/03/2022	REFUSE DISPOSAL	100-42220-384	48.59
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-42220-385	78.14
EMERGENCY APPARATUS MAI	121966	03/15/2022	FIRE/MAINTENANCE - VEHICL	100-42220-405	1,158.53
EMERGENCY APPARATUS MAI	121968	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	1,226.76
EMERGENCY APPARATUS MAI	122280	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	945.65
EMERGENCY APPARATUS MAI	122298	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	1,180.98
EMERGENCY APPARATUS MAI	122299	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	778.91
JOHNSON HARDWARE	12716	03/21/2022	REPAIRS AND MAINT VEHICLE	100-42220-405	1.20
JOHNSON HARDWARE	13777	03/21/2022	REPAIRS AND MAINT. VEHICLE	100-42220-405	26.19
JOHNSON HARDWARE	13962	03/17/2022	REPAIRS AND MANIT. VEHICLE	100-42220-405	5.95
P.M. REPAIR & DETAILING	23835	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	590.08
P.M. REPAIR & DETAILING	23922	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	392.16
P.M. REPAIR & DETAILING	23923	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	558.80
P.M. REPAIR & DETAILING	23931	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	359.77
P.M. REPAIR & DETAILING	23933	03/15/2022	REPAIRS AND MAINT - VEHICL	100-42220-405	729.38
P.M. REPAIR & DETAILING	24022	03/29/2022	FIRE/MAINTENANCE - VEHICL	100-42220-405	675.10
O'REILLY AUTOMOTIVE, INC	4425-334130	03/07/2022	MAINTENANCE - VEHICLE	100-42220-405	281.96
O'REILLY AUTOMOTIVE, INC	4425-334199	03/09/2022	REPAIRS AND MAINT. VEHICLE	100-42220-405	13.98
O'REILLY AUTOMOTIVE, INC	4425-334707	03/15/2022	REPAIRS AND MAINT- VEHICLE	100-42220-405	29.98
CULLIGAN	02-28-22	03/10/2022	FIRE/MAINTENANCE	100-42220-406	252.16
Activity 42220 - Fire Fighting Total:					16,230.53

Activity: 42500 - Civil Defense

ALPHA WIRELESS - MANKATO	14525	03/29/2022	RADIO UNITS	100-42500-323	1,800.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-42500-381	30.26
Activity 42500 - Civil Defense Total:					1,830.26

Activity: 43100 - Streets

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	100-43100-131	7.20
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	100-43100-133	64.00
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	100-43100-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	100-43100-200	25.03
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-43100-217	70.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON HARDWARE	13920	03/21/2022	SMALL TOOLS	100-43100-241	169.48
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-43100-321	45.69
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	100-43100-350	614.56
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-43100-381	241.74
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-43100-381	1,694.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-43100-382	19.25
MN ENERGY RESOURCES	4074410693	03/22/2022	STREET/GAS UTILITY	100-43100-383	1,136.17
HOMETOWN SANITATION SER	0000453406	03/03/2022	REFUSE DISPOSAL	100-43100-384	102.98
HOMETOWN SANITATION SER	0000453407	03/03/2022	REFUSE DISPOSAL	100-43100-384	58.98
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-43100-385	40.92
NCI - NORTH CENTRAL INT'L I	74839	03/22/2022	REPAIRS AND MAINT M&E	100-43100-404	1,012.31
CARQUEST - SMITH AUTO SUP	91380 FEB 2022	03/03/2022	MAINTENANCE	100-43100-404	25.54
WINDOM AUTO VALU	FEB 2022	03/08/2022	MAINTENANCE	100-43100-404	256.86
DGR ENGINEERING	00252267	03/17/2022	COMM PARK CUL-DE-SAC SPE	100-43100-439	700.00
LINDE GAS & EQUIPMENT INC	69240110	03/09/2022	OTHER MISCELLANEOUS	100-43100-480	56.25
Activity 43100 - Streets Total:					6,364.95

Activity: 45120 - Recreation

QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	100-45120-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	100-45120-200	25.03
BEACON ATHLETICS	0544357-IN	03/08/2022	ARENA/OPERATING SUPPLIES	100-45120-217	1,264.00
BEACON ATHLETICS	0544486-IN	03/08/2022	ARENA/OPERATING SUPPLIES	100-45120-217	99.00
Activity 45120 - Recreation Total:					1,412.02

Activity: 45202 - Park Areas

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	100-45202-131	1.80
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	100-45202-133	16.00
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	100-45202-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	100-45202-200	25.03
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-45202-326	466.67
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	100-45202-381	405.01
HOMETOWN SANITATION SER	0000453455	03/03/2022	REFUSE DISPOSAL	100-45202-384	21.98
MTI DISTRIBUTING, INC	1336976-00	03/15/2022	MAINT AND REPAIRS- M&E	100-45202-404	155.00
Activity 45202 - Park Areas Total:					1,115.48
Fund 100 - GENERAL Total:					79,021.96

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

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	211-45501-131	1.80
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	211-45501-133	16.00
PLUM CREEK LIBRARY	IV25795	03/21/2022	SUPPLIES	211-45501-200	304.10
PLUM CREEK LIBRARY	LV25758	03/21/2022	SUPPLIES	211-45501-200	23.15
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	211-45501-321	160.45
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	211-45501-326	70.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	211-45501-381	210.71
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	211-45501-382	19.62
MN ENERGY RESOURCES	4074410693	03/22/2022	LIBRARY/GAS UTILITY	211-45501-383	831.26
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	211-45501-385	42.11
CITY LAUNDERING CO.	1741950	02/25/2022	LIBRARY/MAINTENANCE - STR	211-45501-402	34.00
MICROMARKETING, LLC	879470	03/11/2022	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	38.25
MICROMARKETING, LLC	880437	03/17/2022	BOOKS AND PAMPHLETS	211-45501-435	33.99
MICROMARKETING, LLC	881189	03/21/2022	BOOKS AND PAMPHLETS	211-45501-435	33.99
Activity 45501 - Library Total:					1,819.43
Fund 211 - LIBRARY Total:					1,819.43

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

SOUTHWEST MN BROADBAN	03/15-04/14	03/17/2022	TELEPHONE	225-45127-321	26.93
Activity 45127 - Airport Total:					26.93
Fund 225 - AIRPORT Total:					26.93

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 230 - POOL					
Activity: 45124 - Pool					
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	230-45124-217	133.33
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	230-45124-381	33.57
Activity 45124 - Pool Total:					166.90
Fund 230 - POOL Total:					166.90
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
INDOFF, INC	3549696	03/14/2022	AMBULANCE/SUPPLIES	235-42153-200	56.53
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	235-42153-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	235-42153-200	25.04
LINDE GAS & EQUIPMENT INC	69255197	03/08/2022	OTHER OPERATING SUPPLIES	235-42153-217	697.47
BOUND TREE MEDICAL, LLC	84423904	03/07/2022	OPERATING SUPPLIES	235-42153-217	275.58
LEWIS FAMILY DRUG, LLC	105865-3 02-28-22	03/11/2022	AMBULANCE/MEDICATION	235-42153-261	615.65
AT & T MOBILITY	287304392280X03032022	03/11/2022	AMBULANCE/TELEPHONE	235-42153-321	120.40
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	235-42153-321	28.13
TIM HACKER	3/21/2022	03/21/2022	EXPENSE MEALS	235-42153-334	70.24
CYNDI HANSEN	3/21/2022	03/21/2022	EXPENSE MEALS	235-42153-334	119.87
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	235-42153-340	999.31
WINDOM AREA CHAMBER OF	3874	03/21/2022	AMBULANCE/ADVERTISING	235-42153-340	75.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	235-42153-381	195.60
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	235-42153-382	34.76
MN ENERGY RESOURCES	4074410693	03/22/2022	ESF/GAS UTILITY	235-42153-383	651.28
HOMETOWN SANITATION SER	0000453449	03/03/2022	REFUSE DISPOSAL	235-42153-384	32.40
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	235-42153-385	52.10
P.M. REPAIR & DETAILING	23971	03/25/2022	AMBO/UNIT 30/MAINTENAN	235-42153-405	70.14
SIRIUS XM RADIO INC	3/14/2022-4/14/2022	03/22/2022	MAINTENANCE - VEHICLE	235-42153-405	18.99
ARROW MANUFACTURING IN	6972	03/03/2022	UNIT 29/AMBUL/MAINTENAN	235-42153-405	465.00
CULLIGAN	02-28-22	03/10/2022	FIRE/AMBUL/MAINTENANCE	235-42153-406	168.11
SANFORD HEALTH	EMT CLASS- SPRING	03/22/2022	EMT CLASS TRAINING AMBER	235-42153-435	850.00
MN REVENUE	10758	03/10/2022	PARTIAL 1ST QTR 2022 DEPOS	235-42153-460	1,125.18
Activity 42153 - Ambulance Total:					6,770.77
Fund 235 - AMBULANCE Total:					6,770.77
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	250-46520-131	3.60
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	250-46520-133	24.00
INDOFF, INC	3548902	03/15/2022	EDA/SUPPLIES	250-46520-200	30.70
CENTURY BUSINESS PRODUCT	610554	03/11/2022	EDA/SUPPLIES	250-46520-200	87.86
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	250-46520-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	250-46520-200	25.03
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	250-46520-321	256.30
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	250-46520-321	59.09
LOOP NET	115774325-1	03/15/2022	EDA/ADVERTISING	250-46520-340	69.00
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	250-46520-350	185.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	250-46520-381	50.44
Activity 46520 - EDA Total:					815.01
Fund 250 - EDA GENERAL Total:					815.01
Fund: 277 - TIF 1-22 CEMSTONE					
Activity: 46530 - TIF Districts					
DGR ENGINEERING	00252259	03/17/2022	TIF SITE IMPROVEMENTS-GRA	277-46530-592	605.50
Activity 46530 - TIF Districts Total:					605.50
Fund 277 - TIF 1-22 CEMSTONE Total:					605.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 303 - 2007 STREET IMPROVEMENT					
Activity: 47000 - Debt Service					
BOND TRUST SERVICE CORP	69146-69157	03/07/2022	ADM FEE	303-47000-480	475.00
Activity 47000 - Debt Service Total:					475.00
Fund 303 - 2007 STREET IMPROVEMENT Total:					475.00
Fund: 307 - 2017 STREET PROJECT					
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	69146-69157	03/07/2022	ADM FEE	307-41000-480	475.00
Activity 41000 - General Government Total:					475.00
Fund 307 - 2017 STREET PROJECT Total:					475.00
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	69146-69157	03/07/2022	ADM FEE	308-41000-480	475.00
BOND TRUST SERVICE CORP	69146-69157	03/07/2022	ADM FEE	308-41000-480	475.00
Activity 41000 - General Government Total:					950.00
Fund 308 - 2020 STREET PROJECT Total:					950.00
Fund: 406 - PIR					
Activity: 41000 - General Government					
BOND TRUST SERVICE CORP	69146-69157	03/07/2022	ADM FEE	406-41000-480	575.00
Activity 41000 - General Government Total:					575.00
Fund 406 - PIR Total:					575.00
Fund: 601 - WATER					
CORE & MAIN LP	Q349731	03/15/2022	INVENTORY	601-14200	2,143.90
					2,143.90
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	601-49400-131	5.40
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	601-49400-133	48.00
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	601-49400-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	601-49400-200	25.04
MN VALLEY TESTING	1132801	03/10/2022	WATER/LAB TESTING	601-49400-310	83.65
GOPHER STATE ONE CALL	2020838	03/03/2022	LOCATES	601-49400-321	1.02
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	601-49400-321	50.28
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	601-49400-322	226.70
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	601-49400-326	813.74
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	601-49400-326	166.48
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	601-49400-350	1.50
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	601-49400-381	4,642.35
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	601-49400-382	18.16
MN ENERGY RESOURCES	4074410693	03/22/2022	WATER/GAS UTILITY	601-49400-383	1,026.46
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	601-49400-385	37.44
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	601-49400-386	30.00
METRON FARNIER, LLC	34735	03/11/2022	WATER/MAINTENANCE - DIST	601-49400-408	2,128.98
SW/WC SERVICE COOPERATIV	04-01-22	04/01/2022	HEALTH INSURANCE	601-49400-480	788.11
Activity 49400 - Water Total:					10,704.80
Fund 601 - WATER Total:					12,848.70
Fund: 602 - SEWER					
DGR ENGINEERING	00252268	03/17/2022	1ST AVE. S SEWER REHAB	602-16300	2,249.15
					2,249.15
Activity: 49450 - Sewer					
SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	602-49450-131	3.60
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	602-49450-133	32.00
INDOFF, INC	3549698	03/17/2022	SUPPLIES	602-49450-200	43.98
DACOTAH PAPER CO	76139	03/15/2022	SUPPLIES	602-49450-200	185.47
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	602-49450-200	23.99

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QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	602-49450-200	25.03
HACH COMPANY	12925056	03/21/2022	SEWER/CHEMICALS	602-49450-216	148.10
PIONEER RESEARCH CORPORA	261340	03/21/2022	SEWER/CHEMICALS	602-49450-216	633.51
WINDOM AUTO VALU	FEB 2022	03/08/2022	MAINTENANCE	602-49450-241	5.99
MN VALLEY TESTING	1130393	02/25/2022	SEWER/LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1130785	02/25/2022	SEWER/LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1131264	03/01/2022	LAB TESTING	602-49450-310	272.40
MN VALLEY TESTING	1131511	03/01/2022	LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1131517	03/01/2022	LAB TESTING	602-49450-310	130.00
MN VALLEY TESTING	1131545	03/01/2022	LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1132295	03/10/2022	SEWER/LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1132489	03/10/2022	SEWER/LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1133069	03/10/2022	SEWER/LAB TESTING	602-49450-310	57.60
MN VALLEY TESTING	1133147	03/10/2022	SEWER/LAB TESTING	602-49450-310	91.20
MN VALLEY TESTING	1133379	03/15/2022	LAB TESTING	602-49450-310	155.20
MN VALLEY TESTING	1133472	03/15/2022	LAB TESTING	602-49450-310	251.20
MN VALLEY TESTING	1134082	03/21/2022	SEWER/LAB TESTING	602-49450-310	141.60
MN VALLEY TESTING	1134177	03/21/2022	SEWER/LAB TESTING	602-49450-310	963.20
MN VALLEY TESTING	1134189	03/21/2022	SEWER/LAB TESTING	602-49450-310	15.20
MN VALLEY TESTING	1134204	03/21/2022	SEWER/LAB TESTING	602-49450-310	91.20
GOPHER STATE ONE CALL	2020838	03/03/2022	LOCATES	602-49450-321	1.01
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	602-49450-321	173.36
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	602-49450-322	226.70
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	602-49450-326	813.73
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	602-49450-326	166.48
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	602-49450-350	1.50
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	602-49450-381	9,780.44
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	602-49450-382	182.54
MN ENERGY RESOURCES	4074410693	03/22/2022	WWTP/GAS UTILITY	602-49450-383	3,650.18
MN ENERGY RESOURCES	4074410693	03/22/2022	LIFT/GAS UTILITY	602-49450-383	129.83
MN ENERGY RESOURCES	4074410693	03/22/2022	SEWER/GAS UTILITY	602-49450-383	21.86
MN ENERGY RESOURCES	4074410693	03/22/2022	LIFT/GAS UTILITY	602-49450-383	18.00
HOMETOWN SANITATION SER	0000453409	03/04/2022	REFUSE DISPOSAL	602-49450-384	104.98

Activity 49450 - Sewer Total: 19,870.18

Fund 602 - SEWER Total: 22,119.33

Fund: 604 - ELECTRIC

ELECTRIC FUND	#276 RETURN	03/10/2022	EL/INVENTORY	604-14200	419.35
IRBY ELECTRICAL DISTRIBUTO	114463	03/10/2022	EL/INVENTORY	604-14200	661.23
ELECTRIC FUND	281 RETURN	03/24/2022	EL/INVENTORY	604-14200	1,110.31
BORDER STATES	923731748	02/25/2022	EL/INVENTORY	604-14200	613.57
BORDER STATES	923754426	02/25/2022	INVENTORY	604-14200	2,421.17
BORDER STATES	923778617	03/04/2022	INVENTORY	604-14200	340.24
BORDER STATES	923819097	03/10/2022	EL/INVENTORY	604-14200	245.36
J. H. LARSON	S102648445.004	02/28/2022	INVENTORY	604-14200	150.52
WESCO DISTRIBUTION, INC	000450	03/17/2022	HY LIFE IMPROVMENTS- IMPR	604-16300	16,500.00
DGR ENGINEERING	00252365	03/18/2022	ELECTRIC GEN REPLACEMENT	604-16300	2,330.00
DGR ENGINEERING	00252401	03/18/2022	ELECTRIC FUEL TANK PROJECT	604-16300	3,504.00
UNION PACIFIC RAILROAD CO	03270-57 03-03-22	03/16/2022	ELECTRIC/TRANSMISSION PR	604-16300	25,670.00
WESCO DISTRIBUTION, INC	095922	03/17/2022	HY LIFE UPGRADE - IMPROVM	604-16300	16,500.00
CITY OF WINDOM	22-010	03/18/2022	EL/BUILDING PERM/FUEL TAN	604-16300	1,273.00
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	604-20202	10.31
REBECCA MCPEAK	2091-3	03/15/2022	DEPOSIT REFUND	604-22000	300.00
SHIRLEY GENTRY	3115-4	03/15/2022	DEPOSIT REFUND	604-22000	300.00
SAMARA FIELDS	38662-9	03/15/2022	DEPOSIT REFUND	604-22000	300.00

72,649.06

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	604-49550-131	9.00
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Payment Dates: 3/12/2022 - 4/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	604-49550-133	96.00
LAMPERTS YARDS, INC.	1177104	03/09/2022	OFFICE SUPPLIES	604-49550-200	71.31
QUICK PRINT	21427	03/29/2022	ELECTRIC/SUPPLIES	604-49550-200	160.00
QUICK PRINT	CHARGE 03-25-22	03/29/2022	ELECTRIC/SUPPLIES	604-49550-200	17.89
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	604-49550-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	604-49550-200	25.04
AMARIL UNIFORM COMPANY	IV226764	03/29/2022	ELECTRIC/UNIFORMS	604-49550-218	1,606.75
CARQUEST - SMITH AUTO SUP	91380 FEB 2022	03/03/2022	MAINTENANCE	604-49550-241	61.74
CMP - CENTRAL MUNICIPAL P	7229	03/10/2022	EL/ENERGY	604-49550-263	43,451.07
CMP - CENTRAL MUNICIPAL P	7229	03/10/2022	EL/TRANSMISSION	604-49550-263	168,171.30
DEPARTMENT OF ENERGY	BFPB000800222	03/07/2022	MERCHANDISE FOR RESALE	604-49550-263	68,548.08
RETROFIT RECYCLING, INC	0115157-IN	03/07/2022	ENERGY DEVELOPMENT	604-49550-315	1,280.90
GOPHER STATE ONE CALL	2020838	03/03/2022	LOCATES	604-49550-321	1.01
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	604-49550-321	77.68
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	604-49550-322	226.70
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	604-49550-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	604-49550-326	166.48
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	604-49550-350	1.50
LEAGUE OF MN CITIES INS TR	18583	03/29/2022	00467909/LEVI BUNTING	604-49550-364	250.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	604-49550-381	195.59
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	604-49550-382	21.51
MN ENERGY RESOURCES	4074410693	03/22/2022	POWER P./GAS UTILITY	604-49550-383	935.26
COTTONWOOD CO SOLID WA	4016	03/03/2022	REFUSE DISPOSAL	604-49550-384	60.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	604-49550-385	43.88
LAMPERTS YARDS, INC.	1200388	03/09/2022	REPAIRS AND MAINT. STUCTU	604-49550-402	115.72
RDO EQUIPMENT CO	200595	03/29/2022	MAINT & REPAIRS - M&E	604-49550-404	98.72
CARQUEST - SMITH AUTO SUP	91380 FEB 2022	03/03/2022	MAINTENANCE	604-49550-405	65.94
ELECTRIC FUND	565	03/24/2022	EL/DISTRIBUTION	604-49550-408	400.17
ELECTRIC FUND	566	03/24/2022	EL/INTERNAL/ DISTRIBUTION	604-49550-408	93.78
RESCO - RURAL ELECTRIC SUP	853634-00	03/10/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	653.77
MN DEPT OF LABOR & INDUS	ABR0279377X	03/07/2022	MAINTENANCE - GENERATIO	604-49550-410	40.00
ZIEGLER, INC.	IN000470660	03/25/2022	EL/EMERG. OPERATION TEST	604-49550-410	11,757.80
MID-AMERICAN RESEARCH C	0756135-IN	03/17/2022	REPAIRS AND MAINT. SUB STA	604-49550-411	1,300.48
AMAZON CAPITAL SERVICES, I	1MM7-VWRH-3YFT	03/14/2022	EL/REPAIR & MAINT./SUB STA	604-49550-411	32.38
MN DEPT OF COMMERCE	1000047731	03/07/2022	4TH Q FISCAL YR. 2022 INDIRE	604-49550-433	392.71
MN DEPT OF COMMERCE	1000047731	03/07/2022	4TH Q FISCAL YR. 2022 INDIRE	604-49550-450	1,052.35
CMP - CENTRAL MUNICIPAL P	7229	03/10/2022	EL/CONSERVATION	604-49550-450	2,757.67
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	604-49550-460	355.00
Activity 49550 - Electric Total:					307,473.01
Fund 604 - ELECTRIC Total:					380,122.07

Fund: 609 - LIQUOR STORE

MN REVENUE	FEB 2022	03/14/2022	SALES TAX	609-20202	14,296.00
					14,296.00

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	609-49751-131	3.60
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	609-49751-133	32.00
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	609-49751-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	609-49751-200	25.04
AH HERMEL COMPANY	915645/915645	02/23/2022	LIQUOR S./OPERATING SUPPL	609-49751-217	110.75
DOLL DISTRIBUTING, LLC	111311	02/28/2022	LIQUOR	609-49751-251	405.00
JOHNSON BROS.	2003167	03/07/2022	LIQUOR	609-49751-251	2,248.57
JOHNSON BROS.	2007566	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,377.74
JOHNSON BROS.	2012162	03/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,882.77
JOHNSON BROS.	2016743	03/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,832.34
SOUTHERN GLAZER'S OF MN	2182809	02/28/2022	LIQUOR	609-49751-251	3,938.81
SOUTHERN GLAZER'S OF MN	2185242	03/07/2022	LIQUOR	609-49751-251	1,090.43
SOUTHERN GLAZER'S OF MN	2187948	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,936.91

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	2190509	03/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,248.57
BREAKTHRU BEVERAGE MN	343167865	03/07/2022	LIQUOR, SOFT DRINK AND MI	609-49751-251	1,125.38
BREAKTHRU BEVERAGE MN	343351035	03/22/2022	WINE, SOFT DRINKS AND MIX	609-49751-251	4,337.46
PHILLIPS WINE & SPIRITS	6357912	03/07/2022	LIQUOR	609-49751-251	3,261.15
PHILLIPS WINE & SPIRITS	6361450	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	1,068.50
PHILLIPS WINE & SPIRITS	6365177	03/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	852.00
PHILLIPS WINE & SPIRITS	6368713	03/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-251	1,881.52
PHILLIPS WINE & SPIRITS	661518	03/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	-128.50
DOLL DISTRIBUTING, LLC	111311	02/28/2022	LIQUOR	609-49751-252	8,277.83
DOLL DISTRIBUTING, LLC	115105	03/07/2022	BEER	609-49751-252	4,859.30
DOLL DISTRIBUTING, LLC	119460	03/14/2022	LIQUOR S./BEER	609-49751-252	9,144.95
DOLL DISTRIBUTING, LLC	123397	03/22/2022	LIQUOR S./BEER	609-49751-252	-168.50
JOHNSON BROS.	2003169	03/07/2022	BEER	609-49751-252	134.40
JOHNSON BROS.	2012164	03/22/2022	LIQUOR S./BEER	609-49751-252	240.00
BEVERAGE WHOLESALERS	208630	03/07/2022	BEER	609-49751-252	3,696.00
BEVERAGE WHOLESALERS	208631	03/07/2022	BEER	609-49751-252	8,377.90
BEVERAGE WHOLESALERS	208632	03/07/2022	BEER	609-49751-252	0.02
BEVERAGE WHOLESALERS	209793	03/14/2022	LIQUOR S./BEER	609-49751-252	16.10
BEVERAGE WHOLESALERS	210317	03/14/2022	LIQUOR S./BEER	609-49751-252	211.95
BEVERAGE WHOLESALERS	210638	03/22/2022	LIQUOR S./BEER	609-49751-252	7,299.15
BEVERAGE WHOLESALERS	211580	03/25/2022	LIQUOR S/BEER	609-49751-252	9,385.22
BEVERAGE WHOLESALERS	211581	03/25/2022	LIQUOR S/BEER	609-49751-252	0.02
ARTISAN BEER COMPANY	3523424	03/07/2022	BEER	609-49751-252	36.90
ARTISAN BEER COMPANY	3524551	03/14/2022	LIQUOR S./BEER	609-49751-252	303.00
ARTISAN BEER COMPANY	3525746	03/22/2022	LIQUOR S./BEER	609-49751-252	178.00
BEVERAGE WHOLESALERS	732743	03/14/2022	LIQUOR S./BEER	609-49751-252	7,999.32
PAUSTIS WINE COMPANY	157915	03/14/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	239.00
JOHNSON BROS.	190189	03/08/2022	WINE	609-49751-253	-4.00
JOHNSON BROS.	2003168	03/07/2022	WINE, SOFT DRINKS AND MIX	609-49751-253	816.90
JOHNSON BROS.	2007567	03/14/2022	LIQUOR S./MERCHANDISE	609-49751-253	544.54
JOHNSON BROS.	2012163	03/22/2022	WINE, SOFT DRINK AND MIXE	609-49751-253	2,554.33
JOHNSON BROS.	2016744	03/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	634.87
SOUTHERN GLAZER'S OF MN	2182810	02/28/2022	WINE	609-49751-253	534.00
SOUTHERN GLAZER'S OF MN	2187949	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-253	594.00
SOUTHERN GLAZER'S OF MN	2190510	03/22/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	21.30
ROUND LAKE VINEYARDS & W	3288	03/22/2022	LIQUOR S./WINE	609-49751-253	540.00
BREAKTHRU BEVERAGE MN	343351035	03/22/2022	WINE, SOFT DRINKS AND MIX	609-49751-253	148.00
INDIAN ISLAND WINERY	4280	03/22/2022	LIQUOR S./WINE	609-49751-253	383.04
PHILLIPS WINE & SPIRITS	6357913	03/07/2022	WINE	609-49751-253	407.50
PHILLIPS WINE & SPIRITS	6361451	03/14/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	199.95
PHILLIPS WINE & SPIRITS	6365178	03/22/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	203.25
PHILLIPS WINE & SPIRITS	6368714	03/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	153.70
PHILLIPS WINE & SPIRITS	660174	03/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	-120.00
WINE MERCHANTS	7370447	03/07/2022	WINE	609-49751-253	456.00
DOLL DISTRIBUTING, LLC	115105	03/07/2022	BEER	609-49751-254	14.00
JOHNSON BROS.	2003168	03/07/2022	WINE, SOFT DRINKS AND MIX	609-49751-254	40.00
JOHNSON BROS.	2007567	03/14/2022	LIQUOR S./MERCHANDISE	609-49751-254	37.00
JOHNSON BROS.	2012163	03/22/2022	WINE, SOFT DRINK AND MIXE	609-49751-254	37.00
BREAKTHRU BEVERAGE MN	343167865	03/07/2022	LIQUOR, SOFT DRINK AND MI	609-49751-254	40.12
BREAKTHRU BEVERAGE MN	343351035	03/22/2022	WINE, SOFT DRINKS AND MIX	609-49751-254	51.69
PBC - PEPSI BEVERAGES COM	82647459	03/08/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	348.62
AH HERMEL COMPANY	915646/915646	02/23/2022	LIQUOR S./MERCHANDISE	609-49751-254	55.49
AH HERMEL COMPANY	915646/915646	02/23/2022	LIQUOR S./MERCHANDISE	609-49751-256	389.28
WATERVILLE FOOD & ICE	07-206945	03/22/2022	ICE	609-49751-257	129.20
AH HERMEL COMPANY	915646/915646	02/23/2022	LIQUOR S./MERCHANDISE	609-49751-261	8.15
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	609-49751-321	130.54
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	609-49751-326	709.21
WATERVILLE FOOD & ICE	07-206945	03/22/2022	ICE	609-49751-333	5.25
PAUSTIS WINE COMPANY	157915	03/14/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	10.00
JOHNSON BROS.	2003167	03/07/2022	LIQUOR	609-49751-333	33.34

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	2003168	03/07/2022	WINE, SOFT DRINKS AND MIX	609-49751-333	29.27
JOHNSON BROS.	2007566	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	23.44
JOHNSON BROS.	2007567	03/14/2022	LIQUOR S./MERCHANDISE	609-49751-333	23.38
JOHNSON BROS.	2012162	03/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	69.58
JOHNSON BROS.	2012163	03/22/2022	WINE, SOFT DRINK AND MIXE	609-49751-333	118.30
JOHNSON BROS.	2016743	03/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	42.51
JOHNSON BROS.	2016744	03/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	29.28
SOUTHERN GLAZER'S OF MN	2182809	02/28/2022	LIQUOR	609-49751-333	80.88
SOUTHERN GLAZER'S OF MN	2182810	02/28/2022	WINE	609-49751-333	18.45
SOUTHERN GLAZER'S OF MN	2185242	03/07/2022	LIQUOR	609-49751-333	17.80
SOUTHERN GLAZER'S OF MN	2187948	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	70.98
SOUTHERN GLAZER'S OF MN	2187949	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	22.55
SOUTHERN GLAZER'S OF MN	2190509	03/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	15.54
SOUTHERN GLAZER'S OF MN	2190510	03/22/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	0.51
BREAKTHRU BEVERAGE MN	343167865	03/07/2022	LIQUOR, SOFT DRINK AND MI	609-49751-333	34.68
BREAKTHRU BEVERAGE MN	343351035	03/22/2022	WINE, SOFT DRINKS AND MIX	609-49751-333	72.60
PHILLIPS WINE & SPIRITS	6357912	03/07/2022	LIQUOR	609-49751-333	34.60
PHILLIPS WINE & SPIRITS	6357913	03/07/2022	WINE	609-49751-333	15.60
PHILLIPS WINE & SPIRITS	6361450	03/14/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	19.50
PHILLIPS WINE & SPIRITS	6361451	03/14/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	5.57
PHILLIPS WINE & SPIRITS	6365177	03/22/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	13.65
PHILLIPS WINE & SPIRITS	6365178	03/22/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	11.69
PHILLIPS WINE & SPIRITS	6368713	03/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	26.49
PHILLIPS WINE & SPIRITS	6368714	03/29/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	5.85
PHILLIPS WINE & SPIRITS	660174	03/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	-1.95
PHILLIPS WINE & SPIRITS	661518	03/29/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	-3.90
WINE MERCHANTS	7370447	03/07/2022	WINE	609-49751-333	5.85
AH HERMEL COMPANY	915646/915646	02/23/2022	LIQUOR S./MERCHANDISE	609-49751-333	7.95
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	609-49751-340	970.50
KDOM RADIO	FEB 1- FEB 28 2022	03/01/2022	ADVERTISING	609-49751-340	859.66
FORUM COMMUNICATIONS C	MP2999810222	03/08/2022	ADVERTISING	609-49751-340	80.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	609-49751-381	715.71
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	609-49751-382	20.00
MN ENERGY RESOURCES	4074410693	03/22/2022	LIQUOR/GAS UTILITY	609-49751-383	370.43
HOMETOWN SANITATION SER	0000453408	03/07/2022	REFUSE DISPOSAL	609-49751-384	177.99
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	609-49751-385	39.38
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	609-49751-460	17.00

Activity 49751 - Liquor Store Total: 105,952.18

Fund 609 - LIQUOR STORE Total: 120,248.18

Fund: 614 - TELECOM

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	614-49870-131	7.20
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	614-49870-133	64.00
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	614-49870-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	614-49870-200	25.03
CITY LAUNDERING CO.	1744120	03/07/2022	CLEANING AND SUPPLIES- WI	614-49870-211	21.38
CITY LAUNDERING CO.	1748500	03/21/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
OLSEN THIELEN & CO.,LTD	66838	03/21/2022	TELECOM/CONSULTING & AU	614-49870-301	386.25
MN DEPT OF COMMERCE	1000047432	03/07/2022	4TH Q FISCAL YEAR 2022 INDI	614-49870-304	386.23
MN TELECOM ALLIANCE	200008881	03/21/2022	TELECOM/TRAINING & REGIS	614-49870-308	260.00
GOPHER STATE ONE CALL	2020838	03/03/2022	LOCATES	614-49870-321	1.01
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	614-49870-321	287.31
UNITED TEL SUPPLY, INC	11460	03/21/2022	POSTAGE	614-49870-322	18.84
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	614-49870-322	226.70
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	614-49870-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV-01631	03/01/2022	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	614-49870-326	166.48
NEUSTAR, INC.	L-0000038658	03/08/2022	DATA PROCESSING	614-49870-326	1.25
CITIZEN PUBLISHING CO	1-31-2022/2-28-2022	03/07/2022	ADVERTISING	614-49870-340	621.40

Expense Approval Report

Payment Dates: 3/12/2022 - 4/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KDOM RADIO	FEB 1 2022- FEB 28 2022	03/07/2022	ADVERTISING	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	INV-01783	03/07/2022	POSTAGE, INVOICE PROCESSI	614-49870-350	276.77
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	614-49870-381	2,276.99
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	614-49870-382	19.47
MN ENERGY RESOURCES	4074410693	03/22/2022	TELECOM/GAS UTILITY	614-49870-383	236.49
HOMETOWN SANITATION SER	0000453410	03/01/2022	REFUSE DISPOSAL	614-49870-384	104.98
HOMETOWN SANITATION SER	0000453411	03/07/2022	TELECOM/LANDFILL	614-49870-384	92.98
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	614-49870-385	37.78
FOX TELEVISION STATIONS, LL	127526	03/14/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	238.92
FOX TELEVISION STATIONS, LL	127527	03/14/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	2,606.40
BTN - BIG TEN NETWORK	128679	03/14/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,465.10
AZAR COMPUTER SOFTWARE	142218	03/21/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	2,145.00
NEXSTAR BROADCASTING GR	433975	03/14/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	232.51
SHOWTIME NETWORKS INC	46668	03/15/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	171.60
MLB NETWORK	FEB 2022	03/15/2022	SUBSCRIBER FEES	614-49870-442	375.83
CONSOLIDATED COMMUNICA	MARCH 2022	03/08/2022	SUBSCRIBER FEES	614-49870-442	1,443.00
BALLY SPORTS NORTH	T55894	03/14/2022	JAN. 2022/SUBSCRIBER FEES	614-49870-442	7,095.87
BALLY SPORTS NORTH	T67581	03/14/2022	TELECOM/FEB. 2022/SUBSCRI	614-49870-442	7,051.59
CONSOLIDATED CALL CENTER	20631	03/07/2022	SWITCH FEES	614-49870-445	234.81
1623 FARNAM LLC	005985	03/07/2022	INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2022030027696	03/08/2022	INTERNET EXPENSE	614-49870-447	1,950.00
SWWC - SOUTHWEST WEST C	68737	03/07/2022	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
CENTURY LINK	03-16-22 507 831-1075 104	03/24/2022	TELECOM/CALL COMPLETION	614-49870-451	84.13
ZAYO GROUP, LLC	2022030002376	03/08/2022	CALL COMPLETION	614-49870-451	1,228.89
ONVOY, LLC dba INTELIGENT	219092	03/07/2022	CALL COMPLETION	614-49870-451	3,539.41
ONVOY, LLC dba INTELIGENT	219160	03/07/2022	CALL COMPLETION	614-49870-451	99.28
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	614-49870-460	283.00
BOND TRUST SERVICE CORP	69146-69157	03/07/2022	ADM FEE	614-49870-480	475.00
Activity 49870 - Telecom Total:					41,133.95
Fund 614 - TELECOM Total:					41,133.95

Fund: 615 - ARENA

Activity: 49850 - Arena

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	615-49850-131	3.60
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	615-49850-133	32.00
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	615-49850-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	615-49850-200	25.03
JCL SOLUTIONS - JANITORS CL	1281697	03/22/2022	CLEANING AND SUPPLIES	615-49850-211	238.10
CITY LAUNDERING CO.	1744118	03/08/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
CITY LAUNDERING CO.	1748498	03/22/2022	CLEANING AND SUPPLIES	615-49850-211	50.00
WINDOM AUTO VALU	FEB 2022	03/08/2022	MAINTENANCE	615-49850-217	71.43
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	615-49850-326	124.96
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	615-49850-326	433.00
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	615-49850-381	4,606.80
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	615-49850-382	269.71
MN ENERGY RESOURCES	4074410693	03/22/2022	ARENA/GAS UTILITY	615-49850-383	2,591.65
HOMETOWN SANITATION SER	0000453412	03/01/2022	ARENA/REFUSE DISPOSAL	615-49850-384	158.98
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	615-49850-385	100.91
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	615-49850-460	53.00
SW/WC SERVICE COOPERATIV	04-01-22	04/01/2022	HEALTH INSURANCE	615-49850-480	788.11
BOND TRUST SERVICE CORP	69146-69157	03/07/2022	ADM FEE	615-49850-480	475.00
Activity 49850 - Arena Total:					10,096.27
Fund 615 - ARENA Total:					10,096.27

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	3/19/22 EVENT	03/15/2022	WCC/PETTY CASH	617-10200	1,500.00
SECR REV FUND/CITY OF WD	EVENT 4-2-22	03/30/2022	PETTY CASH	617-10200	1,500.00
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	617-20202	241.12
					3,241.12

Activity: 49860 - M/P Center

SW/WC SERVICE COOPERATIV	APRIL 2022	03/25/2022	EAP	617-49860-131	5.40
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Expense Approval Report

Payment Dates: 3/12/2022 - 4/1/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	617-49860-133	48.00
EDWARD BERGER	02-26-2022	03/24/2022	WCC/GARBAGE BAGS/SUPPLI	617-49860-200	30.98
CITY LAUNDERING CO.	1748499	03/17/2022	SUPPLIES COMM. CINTER	617-49860-200	99.50
QUADIENT LEASING USA, INC	N9291189	02/28/2022	SUPPLIES	617-49860-200	23.99
QUADIENT LEASING USA, INC	N9292749	02/28/2022	LEASE PAYMENT	617-49860-200	25.04
CITY LAUNDERING CO.	1744119	03/03/2022	WCC/CLEANING/SUPPLIES	617-49860-211	175.50
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	617-49860-321	59.44
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	617-49860-326	473.33
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	617-49860-381	955.98
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	617-49860-382	74.40
MN ENERGY RESOURCES	4074410693	03/22/2022	WCC/GAS UTILITY	617-49860-383	1,653.20
HOMETOWN SANITATION SER	0000453413	03/01/2022	REFUSE DISPOSAL	617-49860-384	78.99
ELECTRIC FUND	FEB 2022	03/09/2022	CITY UTILITIES	617-49860-385	161.12
WINDOM TOWING LLC	15228	03/03/2022	WCC/MAINTENANCE - OFFICE	617-49860-404	343.87
MN REVENUE	FEB 2022	03/14/2022	SALES TAX	617-49860-460	1,042.88
Activity 49860 - M/P Center Total:					5,251.62
Fund 617 - M/P CENTER Total:					8,492.74

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002082	03/25/2022	Federal Tax Withholding	700-21701	10,008.47
MN Department of Revenue -	INV0002083	03/25/2022	State Withholding	700-21702	4,831.91
Internal Revenue Service-Payr	INV0002082	03/25/2022	Social Security	700-21703	12,974.52
MN Pera	INV0002079	03/25/2022	PERA	700-21704	7,726.55
MN Pera	INV0002079	03/25/2022	PERA	700-21704	735.44
MN Pera	INV0002079	03/25/2022	PERA	700-21704	415.00
MN Pera	INV0002079	03/25/2022	PERA	700-21704	13,811.40
MN State Deferred	INV0002080	03/25/2022	Deferred Roth	700-21705	2,862.00
MN State Deferred	INV0002080	03/25/2022	Deferred Compensation	700-21705	6,064.91
SW/WC SERVICE COOPERATIV	04-01-22	04/01/2022	HEALTH INSURANCE	700-21706	60,789.94
LOCAL UNION #949	MARCH 2022	03/30/2022	UNION DUES	700-21707	1,546.00
LAW ENFORCEMENT LABOR S	MARCH 2022	03/30/2022	POLICE UNION DUES	700-21708	520.00
MN CHILD SUPPORT PAYMEN	INV0002075	03/11/2022	Child Support Payment	700-21709	97.83
MN CHILD SUPPORT PAYMEN	INV0002081	03/25/2022	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0002082	03/25/2022	Medicare Withholding	700-21711	3,756.14
FURTHER (Select Account)	40156569	03/15/2022	FLEX SPENDING	700-21712	205.17
FURTHER (Select Account)	40165526	03/22/2022	FELX SPENDING	700-21712	382.33
FURTHER (Select Account)	40178891	03/29/2022	FLEX SPENDING	700-21712	2,649.01
AFLAC	635933	03/22/2022	INSURANCE - MARCH 2022	700-21715	189.18
AFLAC	635933	03/22/2022	INSURANCE - MARCH 2022	700-21716	576.12
MN BENEFIT ASSOCIATION	2022-0157705	03/15/2022	MARCH 2022	700-21717	4.84
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	700-21718	16.00
NCPERS MINNESOTA	844600032022	03/22/2022	LIFE INSURANCE	700-21718	16.00
MN BENEFIT ASSOCIATION	2022-0157705	03/15/2022	MARCH 2022	700-21719	310.61
MII LIFE	INV0002084	03/23/2022	Employer HSA & VEBA Split M	700-21720	312.51
MII LIFE	INV0002084	03/23/2022	Employer HSA & VEBA March	700-21720	9,375.13
MII LIFE	INV0002084	03/23/2022	Employer HSA & VEBA March	700-21722	3,645.91
FURTHER (Select Account)	INV0002078	03/25/2022	HSA Employee Contribution	700-21723	578.92
					144,499.67
Fund 700 - PAYROLL Total:					144,499.67
Grand Total:					831,262.41

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	79,021.96
211 - LIBRARY	1,819.43
225 - AIRPORT	26.93
230 - POOL	166.90
235 - AMBULANCE	6,770.77
250 - EDA GENERAL	815.01
277 - TIF 1-22 CEMSTONE	605.50
303 - 2007 STREET IMPROVEMENT	475.00
307 - 2017 STREET PROJECT	475.00
308 - 2020 STREET PROJECT	950.00
406 - PIR	575.00
601 - WATER	12,848.70
602 - SEWER	22,119.33
604 - ELECTRIC	380,122.07
609 - LIQUOR STORE	120,248.18
614 - TELECOM	41,133.95
615 - ARENA	10,096.27
617 - M/P CENTER	8,492.74
700 - PAYROLL	144,499.67
Grand Total:	831,262.41

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	51.79
100-20202	Sales Tax Payable	24,976.69
100-41110-304	Legal Fees	203.00
100-41110-326	Data Processing	24.02
100-41110-350	Printing & Design	834.00
100-41110-491	Payments to Other Orga	3,027.02
100-41310-131	Employer Paid Insurance	9.00
100-41310-133	Employer Paid Insurance	64.00
100-41310-200	Office Supplies	69.41
100-41310-217	Other Operating Supplie	146.25
100-41310-321	Telephone	75.05
100-41310-326	Data Processing	281.89
100-41910-131	Employer Paid Insurance	1.80
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	92.96
100-41910-321	Telephone	59.09
100-41910-350	Printing & Design	230.00
100-41940-381	Electric Utility	458.28
100-41940-382	Water Utility	70.44
100-41940-383	Gas Utility	1,246.23
100-41940-384	Refuse Disposal	102.98
100-41940-385	Sewer Utility	150.11
100-42120-131	Employer Paid Insurance	18.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	165.85
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	29.47
100-42120-323	Radio Units	535.05
100-42120-326	Data Processing	1,628.00
100-42120-327	Interpretation Fees	189.11
100-42120-334	Meals/Lodging	306.03
100-42120-404	Repairs & Maint - M&E	4,800.00
100-42120-405	Repairs & Maint - Vehicl	2,508.55

Account Summary

Account Number	Account Name	Payment Amount
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	2,795.04
100-42120-480	Other Miscellaneous	788.11
100-42220-218	Uniforms	51.60
100-42220-308	Training & Registrations	5,480.00
100-42220-321	Telephone	42.19
100-42220-381	Electric Utility	293.40
100-42220-382	Water Utility	52.15
100-42220-383	Gas Utility	976.92
100-42220-384	Refuse Disposal	48.59
100-42220-385	Sewer Utility	78.14
100-42220-405	Repairs & Maint - Vehicl	8,955.38
100-42220-406	Repairs & Maint - Groun	252.16
100-42500-323	Radio Units	1,800.00
100-42500-381	Electric Utility	30.26
100-43100-131	Employer Paid Insurance	7.20
100-43100-133	Employer Paid Insurance	64.00
100-43100-200	Office Supplies	49.02
100-43100-217	Other Operating Supplie	70.00
100-43100-241	Small Tools	169.48
100-43100-321	Telephone	45.69
100-43100-350	Printing & Design	614.56
100-43100-381	Electric Utility	1,935.74
100-43100-382	Water Utility	19.25
100-43100-383	Gas Utility	1,136.17
100-43100-384	Refuse Disposal	161.96
100-43100-385	Sewer Utility	40.92
100-43100-404	Repairs & Maint - M&E	1,294.71
100-43100-439	Special Projects	700.00
100-43100-480	Other Miscellaneous	56.25
100-45120-200	Office Supplies	49.02
100-45120-217	Other Operating Supplie	1,363.00
100-45202-131	Employer Paid Insurance	1.80
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	49.02
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	405.01
100-45202-384	Refuse Disposal	21.98
100-45202-404	Repairs & Maint - M&E	155.00
211-45501-131	Employer Paid Insurance	1.80
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	327.25
211-45501-321	Telephone	160.45
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	210.71
211-45501-382	Water Utility	19.62
211-45501-383	Gas Utility	831.26
211-45501-385	Sewer Utility	42.11
211-45501-402	Repairs & Maint - Struct	34.00
211-45501-435	Books and Pamphlets	106.23
225-45127-321	Telephone	26.93
230-45124-217	Other Operating Supplie	133.33
230-45124-381	Electric Utility	33.57
235-42153-200	Office Supplies	105.56
235-42153-217	Other Operating Supplie	973.05
235-42153-261	Other Merchandise-Med	615.65
235-42153-321	Telephone	148.53
235-42153-334	Meals/Lodging	190.11

Account Summary

Account Number	Account Name	Payment Amount
235-42153-340	Advertising & Promotion	1,074.31
235-42153-381	Electric Utility	195.60
235-42153-382	Water Utility	34.76
235-42153-383	Gas Utility	651.28
235-42153-384	Refuse Disposal	32.40
235-42153-385	Sewer Utility	52.10
235-42153-405	Repairs & Maint - Vehicl	554.13
235-42153-406	Repairs & Maint - Groun	168.11
235-42153-435	Books and Pamphlets	850.00
235-42153-460	Miscellaneous Taxes	1,125.18
250-46520-131	Employer Paid Insurance	3.60
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	167.58
250-46520-321	Telephone	315.39
250-46520-340	Advertising & Promotion	69.00
250-46520-350	Printing & Design	185.00
250-46520-381	Electric Utility	50.44
277-46530-592	TIF Site Imprpovements	605.50
303-47000-480	Other Miscellaneous	475.00
307-41000-480	Other Miscellaneous	475.00
308-41000-480	Other Miscellaneous	950.00
406-41000-480	Other Miscellaneous	575.00
601-14200	Inventory	2,143.90
601-49400-131	Employer Paid Insurance	5.40
601-49400-133	Employer Paid Insurance	48.00
601-49400-200	Office Supplies	49.03
601-49400-310	Lab Testing	83.65
601-49400-321	Telephone	51.30
601-49400-322	Postage	226.70
601-49400-326	Data Processing	1,567.72
601-49400-350	Printing & Design	1.50
601-49400-381	Electric Utility	4,642.35
601-49400-382	Water Utility	18.16
601-49400-383	Gas Utility	1,026.46
601-49400-385	Sewer Utility	37.44
601-49400-386	Landfill	30.00
601-49400-408	Repairs & Maint - Distrib	2,128.98
601-49400-480	Other Miscellaneous	788.11
602-16300	Improvements Other Th	2,249.15
602-49450-131	Employer Paid Insurance	3.60
602-49450-133	Employer Paid Insurance	32.00
602-49450-200	Office Supplies	278.47
602-49450-216	Chemicals and Chemical	781.61
602-49450-241	Small Tools	5.99
602-49450-310	Lab Testing	2,910.40
602-49450-321	Telephone	174.37
602-49450-322	Postage	226.70
602-49450-326	Data Processing	1,567.71
602-49450-350	Printing & Design	1.50
602-49450-381	Electric Utility	9,780.44
602-49450-382	Water Utility	182.54
602-49450-383	Gas Utility	3,819.87
602-49450-384	Refuse Disposal	104.98
604-14200	Inventory	5,961.75
604-16300	Improvements Other Th	65,777.00
604-20202	Sales Tax Payable	10.31
604-22000	Prepayments	900.00
604-49550-131	Employer Paid Insurance	9.00

Account Summary

Account Number	Account Name	Payment Amount
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	298.23
604-49550-218	Uniforms	1,606.75
604-49550-241	Small Tools	61.74
604-49550-263	Merchandise for Resale -	280,170.45
604-49550-315	Energy Development	1,280.90
604-49550-321	Telephone	78.69
604-49550-322	Postage	226.70
604-49550-326	Data Processing	3,020.32
604-49550-350	Printing & Design	1.50
604-49550-364	Insurance - Worker's Co	250.00
604-49550-381	Electric Utility	195.59
604-49550-382	Water Utility	21.51
604-49550-383	Gas Utility	935.26
604-49550-384	Refuse Disposal	60.00
604-49550-385	Sewer Utility	43.88
604-49550-402	Repairs & Maint - Struct	115.72
604-49550-404	Repairs & Maint - M&E	98.72
604-49550-405	Repairs & Maint - Vehicl	65.94
604-49550-408	Repairs & Maint - Distrib	1,147.72
604-49550-410	Repairs & Maint - Gener	11,797.80
604-49550-411	Repairs & Maint - Sub St	1,332.86
604-49550-433	Dues & Subscriptions	392.71
604-49550-450	Conservation	3,810.02
604-49550-460	Miscellaneous Taxes	355.00
609-20202	Sales Tax Payable	14,296.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	49.03
609-49751-217	Other Operating Supplie	110.75
609-49751-251	Liquor	31,358.65
609-49751-252	Beer	59,991.56
609-49751-253	Wine	8,306.38
609-49751-254	Soft Drinks & Mix	623.92
609-49751-256	Tobacco Products	389.28
609-49751-257	Ice	129.20
609-49751-261	Other Merchandise	8.15
609-49751-321	Telephone	130.54
609-49751-326	Data Processing	709.21
609-49751-333	Freight and Express	859.24
609-49751-340	Advertising & Promotion	1,910.16
609-49751-381	Electric Utility	715.71
609-49751-382	Water Utility	20.00
609-49751-383	Gas Utility	370.43
609-49751-384	Refuse Disposal	177.99
609-49751-385	Sewer Utility	39.38
609-49751-460	Miscellaneous Taxes	17.00
614-49870-131	Employer Paid Insurance	7.20
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	49.02
614-49870-211	Cleaning Supplies	42.76
614-49870-301	Auditing & Consulting Se	386.25
614-49870-304	Legal Fees	386.23
614-49870-308	Training & Registrations	260.00
614-49870-321	Telephone	288.32
614-49870-322	Postage	245.54
614-49870-326	Data Processing	3,766.45
614-49870-340	Advertising & Promotion	722.38

Account Summary

Account Number	Account Name	Payment Amount
614-49870-350	Printing & Design	276.77
614-49870-381	Electric Utility	2,276.99
614-49870-382	Water Utility	19.47
614-49870-383	Gas Utility	236.49
614-49870-384	Refuse Disposal	197.96
614-49870-385	Sewer Utility	37.78
614-49870-442	Subscriber Fees	22,825.82
614-49870-445	Switch Fees	234.81
614-49870-447	Internet Expense	2,150.00
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	4,951.71
614-49870-460	Miscellaneous Taxes	283.00
614-49870-480	Other Miscellaneous	475.00
615-49850-131	Employer Paid Insurance	3.60
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	49.02
615-49850-211	Cleaning Supplies	338.10
615-49850-217	Other Operating Supplie	71.43
615-49850-326	Data Processing	557.96
615-49850-381	Electric Utility	4,606.80
615-49850-382	Water Utility	269.71
615-49850-383	Gas Utility	2,591.65
615-49850-384	Refuse Disposal	158.98
615-49850-385	Sewer Utility	100.91
615-49850-460	Miscellaneous Taxes	53.00
615-49850-480	Other Miscellaneous	1,263.11
617-10200	Petty Cash	3,000.00
617-20202	Sales Tax Payable	241.12
617-49860-131	Employer Paid Insurance	5.40
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	179.51
617-49860-211	Cleaning Supplies	175.50
617-49860-321	Telephone	59.44
617-49860-326	Data Processing	473.33
617-49860-381	Electric Utility	955.98
617-49860-382	Water Utility	74.40
617-49860-383	Gas Utility	1,653.20
617-49860-384	Refuse Disposal	78.99
617-49860-385	Sewer Utility	161.12
617-49860-404	Repairs & Maint - M&E	343.87
617-49860-460	Miscellaneous Taxes	1,042.88
700-21701	Federal Withholding	10,008.47
700-21702	State Withholding	4,831.91
700-21703	FICA Tax Withholding	12,974.52
700-21704	PERA Contributions	22,688.39
700-21705	Retirement	8,926.91
700-21706	Medical Insurance	60,789.94
700-21707	Union Dues	1,546.00
700-21708	PD Union Dues	520.00
700-21709	Wage Levy	195.66
700-21711	Medicare Tax Withholdi	3,756.14
700-21712	Flex Account	3,236.51
700-21715	Individual Insurance-Afla	189.18
700-21716	Individual Insurance-Afla	576.12
700-21717	Individual Insurance-MB	4.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	310.61
700-21720	VEBA Contributions	9,687.64

Account Summary

Account Number
700-21722
700-21723

Account Name
HSA Contribution
HSA Employee Contribu
Grand Total:

Payment Amount
3,645.91
578.92

831,262.41

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
831,262.41

831,262.41

CW
4/1/2022

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
BUCKWHEAT JOHNSON
FOR HONORABLE AND DEVOTED PUBLIC SERVICE
AS AN EMT FOR THE CITY OF WINDOM, MINNESOTA**

WHEREAS, the City of Windom wishes to express grateful recognition and appreciation to **BUCKWHEAT JOHNSON** for his untiring and valuable service to the City of Windom faithfully rendered as an EMT for forty-three years.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community extends to **BUCKWHEAT JOHNSON** its expressions of appreciation for serving the City well as an EMT, and its best wishes for good health, success and prosperity in the years to come.
2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Buckwheat Johnson.

Adopted this 5th day of April, 2022.

Dominic Jones, Mayor

Attest: _____

Steven Nasby, City Administrator

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

2022 NATIONAL LIBRARY WEEK PROCLAMATION

WHEREAS, libraries are accessible and inclusive places that foster a sense of connection and build community; and

WHEREAS, libraries connect people to technology, providing access to broadband internet, computers, and training that are critical for accessing education and employment opportunities; and

WHEREAS, libraries offer opportunities for everyone to connect with new ideas and become their best selves through access to multimedia content, programs, and classes – in addition to books; and

WHEREAS, today's libraries and their services extend far beyond the four walls of a building and everyone is welcome to use their resources; and

WHEREAS, in times of crisis, libraries and library professionals play an invaluable role in supporting their communities both in person and virtually; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, to adapt to our changing world, libraries are expanding their resources and continuing to meet the needs of their patrons; and

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

WHEREAS, libraries are cornerstones of democracy promoting the free exchange of information and ideas for all; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of April 3-9, 2022, is proclaimed National Library Week. All residents are encouraged to connect with their library by visiting online or in person to access resources and services.

Adopted by the Council this 5th day of April, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: City Administrator 
DATE: March 21, 2022
RE: City of Windom – Fiscal Agent Agreement
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 a Fiscal Agent Agreement between the City of Windom and the Windom Area Foundation.

Issue Summary/Background

The Windom Area Foundation is working with local volunteers on a Veteran's Memorial project. Representatives from the Windom Area Foundation are requesting that the City act as a Fiscal Agent for this project, similar to what the City is doing for the Lion's Shelter project.

The City's role would be to deposit Windom Area Foundation funds, earmarked for the Veteran's Memorial project, in an account and then disburse payments to contractors performing work on the project. The City has no responsibility to provide funding for the initial construction of this project.

The Windom Area Foundation and its volunteers will be solely responsible to coordinate all aspects of the planning, specifications, permits, quotes, bidding, construction, management/oversight, payments and final acceptance of the Veteran's Memorial. Location of the Veteran's Memorial shall be approved by the Windom Parks & Recreation Commission and City Council prior to a building permit being issued.

This proposed Fiscal Agent Agreement will automatically terminate on July 1, 2023 unless the term is extended by the parties in writing. Both the City's auditors have been consulted and confirmed the City may act as a Fiscal Agent as outlined.

Fiscal Impact

Some City Hall staff time to track, post and maintain the Fiscal Agent custodial account.

Attachments

1. Fiscal Agent Agreement between the City of Windom and Windom Area Foundation.

**FISCAL AGENT AGREEMENT
WINDOM AREA FOUNDATION – VETERAN’S MEMORIAL PROJECT**

This Memorandum of Agreement (“Agreement”) is entered into as of _____ 2022 by and between the City of Windom, MN (“City”) a municipal corporation and Windom Area Foundation (“Foundation”) a 501c (3) non-profit organization. The City and Foundation are referred to at times in this Agreement individually as a “Party” and collectively as the “Parties.”

Whereas, the Foundation desire to offer a Veteran’s Memorial to the community with an estimated value of approximately \$75,000; and

Whereas, the Foundation are requesting the City to act as their fiscal agent for the Veteran’s Memorial project.

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

Section 1. Fiscal Agent. During the term of this Agreement, the City will accept funds from the Foundation for the Veteran’s Memorial project within a custodial account entitled “Veteran’s Memorial”. Reporting and accounting for these funds will be at such times as done for other City funds. Funds may or may not accrue interest, but if interest is accrued, said interest shall become part of the Veteran’s Memorial Account.

Section 2. Donations. Foundation will be solely responsible for soliciting donations. At no time will the City be a party to solicitations. Foundation will be solely responsible for issuing receipts and/or acknowledgements/recognitions to donors.

Section 3. Construction of Veteran’s Memorial. Foundation shall coordinate all aspects of the planning, specifications, permits, quotes, bidding, construction, management\oversight and final acceptance of the Veteran’s Memorial. Location of Veteran’s Memorial shall be approved by the Windom Parks & Recreation Commission and City Council prior to a building permit being issued.

Foundation is solely responsible for selecting contractors, vendors and materials for the Veteran’s Memorial Project. Foundation certifies to the City that no individual work elements (e.g. concrete, electrical, granite, landscaping, etc.) will exceed \$25,000. If any work element exceeds \$25,000 Foundation will solicit and keep on file documentation that competitive quotes were obtained.

Section 4. Distribution of Funds. City and Foundation agree that upon written request, no more than monthly, the Foundation may submit to City a letter asking for release of funds held in the Veteran’s Memorial Account to be paid directly to contractors\vendors employed by the Foundation to preform work on the Veteran’s Memorial. At no time shall the request for funds be greater than the available balance of funds held in that Veteran’s Memorial Account. The City has no responsibility to provide funding for this project.

Section 5. Temporary Program; Sunset Provisions. The Veteran’s Memorial Account may be amended or terminated through mutual, written agreement. The Veteran’s Memorial Account will automatically terminate on July 1, 2023 and all remaining funds paid out to Foundation unless this term is extended by the Parties in writing.

Section 6. Entire Agreement. This is the full and complete agreement of the parties on the Veteran's Memorial Account. There are no other oral or implied agreements.

Section 7. No Precedent. This agreement does not set any precedent for any future issue.

City of Windom

Mayor Dominic Jones

City Administrator

Windom Area Foundation

President, Ryan McNamara

Treasurer, Justin Schmit

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Building & Zoning Office
DATE: April 5, 2022 (City Council Meeting Date)
RE: Ordinance No. 193, 2nd Series – Second Reading
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or
andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Approve Second Reading of Ordinance No. 193, 2nd Series entitled “An Ordinance of the City of Windom, Minnesota, Amending the ‘Zoning Map of Windom’ by Amending the Zoning Designation of Described Properties from I-1 ‘Light Industrial’ to R-3 ‘Multi-Family’”.

Issue Summary/Background

Second Reading of Ordinance: The City Council approved the first reading of Ordinance No. 193, 2nd Series (amending zoning designation of described properties) on March 15, 2022. The second reading is scheduled for April 5, 2022. At that time, the ordinance can be adopted.

The Zoning Application was submitted by the EDA (owner of the property). The property to be rezoned is the western portion of Lot 6, Block 2 of Windom Industrial Park Subdivision, addressed as 1925 North Redding Avenue, from I-1 Light Industrial to R-3 Multi-Family. (The eastern portion of Lot 6 was rezoned from I-1 Light Industrial to R-3 Multi-Family in August 2020.)

Fiscal Impact

There is no fiscal impact for the City.

Attachments

1. Ordinance No. 193, 2nd Series.

ORDINANCE NO. 193, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
AMENDING THE "ZONING MAP OF WINDOM" BY AMENDING
THE ZONING DESIGNATION OF DESCRIBED PROPERTIES
FROM I-1 "LIGHT INDUSTRIAL" TO R-3 "MULTI-FAMILY"**

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

The "Zoning Map of Windom" is amended as follows:

Lot 6 in Block 2 of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota, EXCEPT the following described real estate:

Commencing at Southeast corner of said Lot 6 which is the point of beginning of the tract to be described; thence West on and along the South line of said Lot 6 a distance of 503.48 feet, more or less, to the Easterly line of North Redding Avenue extended Northerly; thence North 00° 00' 00" East a distance of 268.80 feet; thence in a Northeasterly direction to a point on the North line of said Lot 6 which is located 479.45 feet West of the Northeast corner of said Lot 6; thence East along the North line of said Lot 6 a distance of 479.45 feet, more or less, to the Northeast corner of said Lot 6; thence Southwesterly along the Easterly line of said Lot 6 a distance of 514.26 feet, more or less, to the point of beginning.

Shall be rezoned from I-1 "Light Industrial" to R-3 "Multi-Family".

EFFECTIVE DATE OF ORDINANCE. This Ordinance becomes effective from and after its passage and publication.

Adopted by the City Council of the City of Windom, Minnesota, this 5th day of April, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

1st Reading: March 15, 2022

2nd Reading: April 5, 2022

Adoption: April 5, 2022

Published: April 13, 2022

IPTV Distribution Agreement

This Distribution Agreement ("**Agreement**") is dated and made effective as of _____, 2022 ("**Effective Date**"), by and between **SFN Technology Group, LLC**, with a business address of 55 Marietta Street, Suite 1000, Atlanta, Georgia 30350 (hereinafter "**SFN**") and **City of Windom** (Telecom Depart – Windomnet) with a business address of 444 9th Street Windom, MN, or its nominee, designee and/or assign (hereinafter "**CW**"). SFN and CWTD are each individually referred to herein as a "**Party**" and, collectively, as the "**Parties**."

WHEREAS, CW is in the business and industry of providing telecommunication and internet services, including, internet, television, communications, and content services to its end user customers (the "**IPTV Services**") under the current tradename "Southwest Stream" and/or any future tradename designated by CW to SFN in writing; and

WHEREAS, CW and SFN desire to contract and agree to the terms and conditions by which SFN will assist with and facilitate certain aims and objectives of CW relating to the provision and delivery of the IPTV Services by CW to its customers (the "**Project**").

NOW, THEREFORE, CW and SFN hereby covenant and agree as follows:

1. **General Acknowledgements of the Parties.** The Parties acknowledge that a contractual relationship is created between them by this Agreement and by the establishment of a jointly owned IPTV Distribution Limited Liability Company, and hereby agree to work together in the true spirit of partnership to ensure that there is a united, visible and responsive completion of the Project, and to demonstrate financial, administrative and managerial commitment to the Project in accordance with the specific terms and conditions set forth in this Agreement.
2. **Services and Performance by SFN.** SFN covenants and agrees to, and the activities and services to be performed by SFN in furtherance of the Project shall include without limitation, the following:
 - (A) Development by SFN of a private labeled IPTV Services branded product under the tradename Southwest Stream or any other tradename so designated to SFN by CW at any time in writing, for exclusive use and sale by CW (such product, the "**IPTV Product**"). Such development shall include obtaining programming rights for cable satellite and broadcast stations for the IPTV Product. Initially, the IPTV Product will be available for sale and distribution to the representatives and end user customers of any affiliated entity of CW. The IPTV Product will be the same concept and structure as the currently existing SFNTV Now product previously developed and currently offered by SFN, but shall contain the local broadcast channels for the Designated Market Areas ("DMA") served by CW.
 - (B) Creation and development of the IPTV Product as effectively a re-skinned version of existing SFN apps in one or more formats (i.e. Android, iOS, and ROKU platforms, with LG and Samsung Smart Televisions platforms to follow).

3. Financial Terms; Residuals; Other Terms and Conditions.

(A) CW shall be entitled to purchase the IPTV Product from SFN on a wholesale basis, at the Monthly Wholesale Prices (as set forth and defined in Section 3(B) below), and to sell the IPTV Product to each representative and/or end-user subscriber and customer of CW of any type or nature whatsoever (each, a "**Subscriber**"), at any re-sale price to such Subscriber deemed necessary or proper by CW and subject to periodic adjustment, for the entire lifecycle of each such Subscriber of the IPTV Product, including without limitation during and after the Term of this Agreement.

(B) SFN will invoice CW on a monthly basis for monthly Subscriber fees, based on number of Active Subscribers at end of month. The monthly invoiced amount shall be as follows:

- (i) Each Price is per customer that subscribes to the particular level of service (Monthly Wholesale/Bulk Rate Prices). See **Schedule A** for Service Level Local and National Channel Lineups.

Service Level	Monthly Wholesale/Bulk Rate Prices
Basic-	\$16.50
Core-	\$41.80Retail/\$19.87Bulk
Core Plus-	\$52.80 Retail/\$26.58Bulk
Out of Market (OOM) DMA	\$5.50
Premium Pkg Starz/Encore & Showtime/Movie Channel	\$16.50
Premium scaled down Starz/Encore	\$5.50
Premium scaled down Showtime/Movies Channel	\$10.45

(C) CW shall remit payment to SFN within 30 days of receipt of each undisputed invoice for each billing period. Invoicing shall be made by email or through other electronic correspondence to CW. Payment may be made by CW to SFN by check, wire, ACH, bank transfer or any other form of payment acceptable to SFN. If payment is not received by SFN by the 12th day following the delivery of the periodic undisputed invoice, a penalty of ten percent (10%) shall be added to the invoice on the 12th day and a notification of this penalty shall be provided to CW. Failure of CW pay to SFN any billed undisputed invoice within thirty (30) days from the due date shall result in a material breach and default under this Agreement and may result in termination of this Agreement. In this circumstance, SFN shall provide written notice to CW of its intent to terminate services and shall provide CW an additional ten (10) days from the date of such termination notice to cure the default for non-payment, including all undisputed amounts invoiced and outstanding paid in full to SFN to cure the default. If payment is not received to cure the default, services and all IPTV signals shall be terminated by SFN to CW. If CW, in good faith, disputes the accuracy of the amount invoiced, CW shall pay such amount as it in good faith believes to be correct and provide written notice stating the reasons why the remaining disputed amount is incorrect, along with supporting documentation. In the event the Parties are unable to resolve such dispute, either Party may pursue any remedy available at law or in equity to enforce its rights hereunder.

(D) Notwithstanding anything to the contrary contained in this Agreement, in the event all or any portion of the equity holdings in and to SFN, or all or substantially all of the assets of SFN, are sold to a third-party purchaser (a "Sale Transaction"), SFN shall require any surviving, successor, or transferor entity to continue to provide CW the same IPTV Product at the same or lower rates from SFN or its successor- in-interest, as required by this Agreement and the business relationship established hereunder, from and after the closing of the subject Sale Transaction. SFN covenants and agrees to include a provision requiring assumption and performance of this Agreement by the third-party purchaser in any transaction documents memorializing a Sale Transaction between SFN and a third-party. In furtherance of this restriction, SFN shall give SMBS no less than thirty (30) business days'

notice of such a Sale Transaction, which shall include a copy of the proposed purchase and sale agreement.

- (E) SFN acknowledges and agrees that the IPTV Product may include Improvements to enhance the user experience, user interface, content, scalability, stability, and other aspects (“**Improvements**”). SFN covenants and agrees to offer and provide such Improvements to CW to consider as a priority recommended Improvements as presented by CW. SFN retains the exclusive right to determine the timing and feasibility of Improvements made at its expense, unless CW agrees to fund in advance such Improvements.
- (F) Due to the fact that SFN maintains all content rebroadcast agreements, head- end delivery, and origination of all IPTV signals required to create and provide the IPTV Product, SFN retains the exclusive right to enforce the terms of its underlying broadcast agreements, which include but are not limited to modification, suspension, or termination of the providing of content services of one or more content providers. However, services may only be interrupted if due to non-payment for services by the subscriber, or as requested or ordered by the content provider, or by expiration of a content provider's rebroadcast agreement that are not offered to be renewed by the content provider. IPTV signals may also be interrupted or terminated if CW or its representatives should violate mutually agreed upon product marketing guidelines and such violation shall have a material adverse effect on SFN, or should CW fail to pay SFN agreed upon share and timing of revenue collections for IPTV Product subscribers.
- (G) SFN agrees to provide toll-free telephone-based, email and internet-based technical service support for IPTV Product customers, at SFN’s expense (collectively, “**Tech Support**”). Tech Support shall include but not be limited to activation support, ongoing technical product support, CW integration support, and other technical systems support and maintenance as needed. SFN covenants and agrees to integrate access to Tech Support via CW’s existing or future customer service portal for all IPTV Product customer services incoming calls, with all billing, marketing and sales call managed by CW with appropriately deemed Tech Support requests then forwarded to SFN by CW customer service staff. SFN shall provide Tech Support services consistent with the public facing requirements of CW with respect to the IPTV service, with SFN staff supporting such services to maintain consistency with respect to the branding of the Southwest Stream services.
- (H) SFN will make available test accounts and demo accounts as needed, on a reasonable basis, and at no charge to CW.
- (I) SFN warrants and represents to CW that SFN has the authority under its rebroadcast agreements and programming agreements, including direct agreements and affiliate agreements, to provide its signals to CW in the manner described in this agreement. SFN confirms that its signals may be provided to CW via a linear or closed path signal feed, and within the DISTRBUTORS closed or private network system over SFN and CW owned or leased distribution network via its own linear or closed circuits or internet path.
- (J) SFN warrants and agrees that all customers, customer relationships, and vendor relationships of CW are exclusive to CW. SFN agrees that the only relationship maintained or available is between SFN and CW. SFN will not market any services or product to any customer or vendor of CW, nor maintain any contact with the same other than through the provisions or certain customer service functions as defined in this agreement. Such exclusivity will not apply to vendor relationships that existed between SFN and any such vendor, that preceded the execution of this agreement. These SFN obligations shall survive the termination or expiration of this Agreement.
- (K) SFN warrants and agrees the IPTV service will comply with all required Emergency Alert System obligations.

4. **Services and Performance by CW.** CW covenants and agrees to, and the activities and services to be performed by CW in furtherance of the Project shall include, the following:
- (A) CW agrees to provide all marketing and local delivery services for the IPTV Product and related brand. CW agrees that the marketing of the IPTV Product will be limited to the marketing and sale of same by CW.
 - (B) CW will initially only offer the IPTV Product on a private basis / linear delivery / closed network basis, only to existing customers or future customers whereby the carriage and transport of the IPTV signals are delivered to the customer only over CW network, physical plant, or via it owned broadband cable, telephone lines, or fiber optic lines. CW agrees that the IPTV Product will not be offered or delivered beyond the scope of the initial offering discussed above will be mutually agreed to by CW and SFN prior to any expansion of marketing efforts.
 - (C) CW will manage all IPTV Product subscriber registrations and the establishment of related customer accounts. SFN will be responsible for providing activation information and codes to CW via API integration, or through any system mutually agreed upon.
 - (D) CW will manage all billing, revenue collections, credit card transactions, and record revenues relating to IPTV Product customers ("**Billing Services**").
 - (E) CW will provide Billing Services, including related customer service to all IPTV Product subscribers, which shall encompass marketing support, product education, billing support, and account management support for all IPTV Product subscribers.
 - (F) CW acknowledges that the contractual rights and terms of third-party rebroadcast agreements are specific and will be monitored by SFN to comply with the terms of such agreements and that violations to the agreed upon distribution of such signals would result in content and services being changed, interrupted or terminated unilaterally. If the loss of content and services results in the loss of a local Big 4 Channel or in the loss of content deemed essential by CW based on the ratings, then CW may, upon at least 30 days prior written notice, terminate this Agreement.
 - (G) The Parties will develop mutually approved content for social media and internet promotion, when applicable. If either Party discovers any postings or violations beyond this mutually-agreed content, violators will be request to immediately remove the content, and repeated offenders will have more serious sanctions from CW.
 - (H) CW agrees that the video and signal delivery infrastructure will be as described and controlled for the purposes of this Agreement and the SFN and the CW mutually agree to provide exclusive access to existing or new transmission infrastructure including but not limited to signal transport, distribution transmission lines, and whatever dedicated access, by sale or lease to SFN, in order for the delivery of SFN's IPTV signals to be fully compliant with all video content distribution agreements, affiliate agreements, and any and all rebroadcast agreements that are maintained by SFN.

5. **Resources.** The Parties will provide commercially reasonable resources and financing necessary to fulfill their individual obligations hereunder, in order to ensure effective planning and development of the Project and the IPTV Product, as follows:
- (A) In addition to the other covenants and agreements of SFN in this Agreement, SFN agrees to provide the following financial, material and labor resources: SFN will provide the IPTV Product based on an agreed upon channel line-up and price points, available on Android, iOS, Firestick and Roku platforms, as well as technical support and ongoing product improvements. SFN will provide the technology platform, IPTV White Label distribution servers that will be a unique for CW and its selected channel offerings and content. SFN will provide DVR hosting for period of time until such point that the volume of CW's subscribers will require a dedicated and hosted DVR server system solely for the use of CW. The dedicated DVR will be provided at the cost of CW and may be purchased in a single sum or SFN may offer the purchase to be structured into monthly installments not to exceed twelve (12) months. SFN will work with CW to provide local affiliate channel access and will supply the necessary equipment to be hosted by CW to obtain such signals.
6. **Communication Strategy.** Marketing of the IPTV Product and any media or other public relations contact should always be consistent with the aims of the Project, and shall only be undertaken with the express agreement of both Parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Co-coordinated communications should be made with external organizations to elicit their support and further the aims of the Project and the marketing, sale and delivery of the IPTV Product.
7. **Dispute Resolution.** In the event of a dispute between the Parties relating to this Agreement and the Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Parties, together with one other person independent of the Parties appointed by the mutual agreement of the Chief Executives of each Party. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Parties agree that a unanimous decision of the three- person dispute resolution group will be final and binding upon the Parties, upon reduction of same to a written agreement. In the event the dispute resolution group is unable to make a compromise and reach a final decision, any Party may submit the matter to a court of competent jurisdiction for adjudication. In such event, Minnesota law shall govern (without consideration of conflict of laws principles), the venue and jurisdiction for any action or proceeding shall be in the state courts or Federal Courts of Minneapolis, Minnesota and each Party hereby waives any defense to such venue and jurisdiction including without limitation the defense of inconvenient forum.
8. **Term.** The initial term of this Agreement shall be one (1) year (the "**Initial Term**"), and this Agreement shall automatically renew at the conclusion of the Initial Term for no less than successive three successive one (1) year periods (each, a "**Renewal Term**" and collectively with the Initial Term the "**Term**" of this Agreement), unless one Party provides sixty (60) days' notice of termination before the end of the Initial Term or any then-current Renewal Term to the other Party, in writing, that the term and the Agreement shall terminate at the conclusion of the Initial Term or then-current Renewal Term, as applicable.
9. **Notice.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one Party may have furnished to the other in writing.
10. **Assignment.** Neither Party may assign or transfer this Agreement or the responsibilities or agreements made herein without the prior written consent of the non-assigning Party, which approval shall not be unreasonably withheld, delayed or conditioned.

- 11. Amendment.** This Agreement may be amended or supplemented in writing only if the writing is executed by all Parties to this Agreement.
- 12. Severability.** If any provision of this Agreement is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
- 13. Prior Agreements Superseded.** This Agreement replaces and supersedes all prior contract and agreements between the Parties relating to the Project, whether written or oral, and constitutes the entire Agreement between the Parties relating to this subject matter.
- 14. Indemnification.** SFN shall indemnify, defend and hold harmless CW, its affiliated companies, and the officers, directors, employees, shareholders and agents of each from and against any and all third party claims, liability, causes of action, and costs (including reasonable attorneys' fees) arising from, or in connection with, any breach of this Agreement or the representations and warranties herein by SFN or the content of any IPTV Service programming, including, but not limited to, any suit or proceeding for libel, slander, defamation, invasion of property or privacy rights, or violation of trademark, copyright, including compulsory copyright, music or musical synchronization or literary rights. CW shall indemnify and hold harmless SFN, and their affiliated companies, and the officers, directors, employees, shareholders and agents of each from and against any and all third-party claims, liability, causes of action and costs (including reasonable attorneys' fees) arising from, or in connection with, any breach of this Agreement or the representations and warranties herein by CW, or) any alterations, additions or deletions to the Signals by CW, or the distribution of the IPTV Service in a manner or in an area not authorized pursuant to this Agreement.
- 15. Further Understandings.** It is further mutually agreed upon and understood by and among the Parties to this Agreement that:
- (A) SFN and CW will work together in a coordinated fashion for the fulfillment of the Project and the creation, marketing, distribution and sale of the IPTV Product.
 - (B) In no way does this Agreement restrict SFN or CW from participating in existing agreements with other public or private agencies, organizations, and individuals, unless same violate the exclusivity provisions hereinabove.
 - (C) SFN and CW will fully participate together in the development of the Project, in accordance with the specific terms and conditions of this Agreement.
 - (D) This Agreement is not intended to and does not create any right, benefit, or trust responsibility beyond the terms of this Agreement as explicitly provided herein.
 - (E) The success of the Project is not guaranteed and neither Party shall be liable to the other for ant lost profits, special or consequential damages under this Agreement.
 - (F) This Agreement will be effective upon the signature of both Parties.

IN WITNESS WHEREOF, this Agreement is executed and made effective as of the Effective Date set forth and defined hereinabove.

SFN TECHNOLOGY GROUP, LLC

By:

Name: _____

Title: _____

Date: _____

CITY OF WINDOM

By:

Name: _____

Title: _____

Date: _____

Schedule A

Channel Lineup

All Programing is subject to change.

Updated April 2022

Basic Channels List						
Channels List	Network	Station	Channels List	Network	Channels List	Network
2 TPT2	PBS	TPT2	1135 VICE	Viceland	1623 BSNP	Bally Sports North Plus
3 TPTLF	PBS Life	TPTLF	1142 TWC HD	The Weather Channel	1748 HLMRK	Hallmark Channel
4 TPTMN	PBS MN	TPTMN	1202 ION	ION	1749 HLMRKM	Hallmark Movies & Mysteries
5 KSTP	ABC	KSTP	1203 RFDTV	RFD TV	1752 LMN	Lifetime Movie Network
9 KMSP	FOX9	KMSP	1204 UP	UPTV	1755 SUND	Sundance Film
10 Fox9+	FOX9+	FOX9+	1206 DISNEY	Disney	1756 IFC	IFC
11 KARE	NBC	KARE	1207 FRFM	FreeForm	1757 AMC	AMC
12 KAREC	Court TV	KARE	1211 OWN	OWN	1758 FXM	FXM
23 WUCW	CW	WUCW	1213 A&E	A&E	1900 - 1949	Music Choice Channels
32 WCCO	CBS	WCCO	1214 LIFE	Lifetime		
43 WFTC3	Movies!	WFTC	1215 FYI	FYI		
45 KSTC	45TV	KSTC	1218 WE TV	WE TV	Expanded Basic	
47 KSTCM	MeTV	KSTC	1224 NGWILD	Nat Geo Wild	306 BOOM	Boomerang
48 KSTCA	Antenna	KSTC	1225 NATGEO	National Geographic Ch	509 CNBCWO	CNBC World
57 KDLTFX	FOX	KDLT*	1301 TOON	Cartoon Network	519 TELMUN	Telemundo
58 KDLT	COZI TV	KDLT*	1303 DIS XD	Disney XD	555 SOAC	Smile of the Child
61 KELO	CBS	KELO*	1304 DIS JR	Disney JR.	561 INSP	INSP
62 KELOU	My TV	KELOU*	1400 GSN	Game Show Network	581 CNNI	CNNI
63 KSFY	ABC	KSFY*	1401 AWE	AWETV	1127 SCI	Science
64 *KSFY2	CW+	KSFY2*	1402 HGTV	HGTV	1208 DISCF	Discovery Family
65 *KSFY3	MeTV	KSFY3*	1404 FOOD	Food Network	1209 DISCL	Discovery Life
70 LKEFLD		Lakefield Public	1410 TRVL	Travel Channel	1210 DESTA	Destination America
71 JKSON		Jackson Public	1500 AXS	AXS	1212 AHC	American Heroes Channel
73 SWBBP4		Local Events	1502 FX	FX	1216 C&I	Crime & Investigation
TBD	TBD	TBD	1503 FXX	FXX	1403 MAGNOL	Magnolia
96 KDLT	NBC	KDLT*	1505 BRAVO	Bravo	1406 COOK	Cooking Channel
219 ASPIRE		ASPIRE	1508 CNBC	CNBC	1407 GAC	Great American Country
554 POSI		POSI TV	1510 E! T	E! TV	1501 FUSE	Fuse
561 INSP		INSP	1512 GOLF	Golf Channel	1517 UKIDS	Universal Kids
680 MYX		MYX	1513 MSNBC	MSNBC	1604 ESPN U	ESPNU
681 TFC-E		TFC-E	1516 OXYGEN	Oxygen	1520 OLYMP	Olympic Channel
682 LIFESTY		Lifestyle	1518 SYFY	SyFy	1577 BLOOM	Bloomberg
1006 CNNI		CNN	1521 USA	USA Network	1580 BBCW	BBC World
1007 HLN		HLN	1550 EWTN	EWTN	1600 MLB	Major Leage Baseball
1008 TBS		TBS	1551 CATH	Catholic Channel	1603 ESPN	ESPN News
1009 QVC		QVC	1552 TBN	TBN	1607 CBSSN	CBS Sports Network
1010 OANN		OAN	1576 BBKA	BBC America	1608 GAME+	Game+
1011 TNT		TNT	1578 FOXNWS	Fox News	1615 ESNPT	ESPN Deportes
1012 TRU		TruTV	1579 FOX B	Fox Business	1698 STRIKE	STRIKEZONE (Seasonal)
1118 HIST		History	1601 ESPN	ESPN	1699 NHL	NHL
1123 DSC		Discovery	1602 ESPN 2	ESPN 2	1751 TCM	TCM
1124 TLC		TLC	1606 SEC	SEC Network	1753 HDNET	HD NET Movies
1125 APL		Animal	1613 FS1	Fox Sports 1	1754 REELZ	Reelzchannel
1126 ID		Investigation	1614 FS2	Fox Sports 2		
1129 MOTOR		MotorTrend	1616 BIGTEN	Big Ten Network		
1131 CSPAN		CSPAN	1617 TENNIS	Tennis		
1132 CAPAN2		CSPAN 2	1618 MAVTV	MavTV		
1133 CSPAN3		CSPAN 3	1622 BSNRTH	Bally Sports North		

*Sioux Falls DMA

Page 1 of 2

Starz Pack Channels List			Showtime Pack Channels List		
1815	ENCORE	StarzENCORE	1835	STRKD	Showtime
1816	ENCAC	StarzENCORE Action	1837	SHO2	Showtime 2
1817	ENCBK	StarzENCORE Black	1841	SHOBET	Showtime BET
1818	ENCCL	StarzENCORE Classic	1840	SHOEXT	Showtime Extreme
1819	ENWEST	StarzENCORE Westerns	1842	SHONX	Showtime Next
1820	ENCSU	StarzENCORE Suspense	1838	SHOSC	Showtime Showcase
1821	STARZ	Starz	1843	SHOWM	Showtime Women
1822	STRCN	Starz Cinema	1836	TMC	The Movie Channel 1
1823	STRCM	Starz Comedy	1839	TMC X	The Movie Channel 2
1824	STRED	Starz Edge			
1825	STRBK	Starz in Black			
1826	STRKD	Starz Kids & Family			

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: **Aye:**

Nay:

Absent:

RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND

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

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

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

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

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

Steaming Video Service Rates

Basic	\$64
Expanded	\$75
Out of Market Sioux.Falls DMA	\$11
Starz	\$10
Showtime	\$12
Starz/Showtime	\$20

Streaming Video Bulk Service Rates

Basic	\$39
Expanded	\$46

Adopted this 5th day of April, 2022.

ATTEST:

Dominic Jones, Mayor

Steven Nasby, City Administrator

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to non-entitlement units of local government (NEUs) ; and

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory; and

WHEREAS, an anticipated total of \$475,728.44 has been allocated to the City of Windom, MN (“City”) pursuant to the ARPA; and

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity; and

WHEREAS, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds; and

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process; and

WHEREAS, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation; and

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN IN THE AMOUNT OF \$475,728.44 OR THE FINAL AMOUNT, NOT TO EXCEED \$500,000, TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.

Adopted by the City Council of Windom, Minnesota this 5th day of April, 2022.

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: City Administrator 
DATE: March 25, 2022
RE: American Recovery Plan Act Funds (ARPA) – Standard Allowance
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. City Council pass a resolution declaring the “Standard Allowance” for lost revenue pursuant to the final rule covering the Coronavirus State and Local Fiscal Recovery Funds.

Issue Summary/Background

The Federal government passed a funding package of aid to States, Municipalities and other governmental entities to assist with the recovery from COVID-19. The U.S. Treasury’s final rule for these funds was published earlier this year (approximately 450 pages) and guidance has been provided by the League of Minnesota Cities.

A “Standard Allowance” for lost revenue was included in the final rule to permit cities to claim up to \$10 million, or the whole amount of their ARPA distribution if less than \$10 million, for lost revenue during the pandemic. The attached resolution claims the “Standard Allowance” for the City of Windom which will allow us flexibility in how to use the funds, but also streamlines administration and reporting. Once the City claims the “Standard Allowance” we are able to use the funds for “Government Services” which generally include any service traditionally provided by a government unless the U.S. Treasury has stated otherwise. A list of the common eligibilities for these funds is shown within the attachment.

Fiscal Impact

The City of Windom’s funding under the Coronavirus State and Local Fiscal Recovery Funds program is estimated to be \$475,728.44, which is allocated to the City with half in 2021 and half in 2022. All cities have until December 2024 to spend the funds and report on their use.

Attachments

1. Coronavirus State & Local Fiscal Recovery Funds: Overview of Final Rule – Standard Allowance



Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022



Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

- 1. Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance.**

Under this option, which is newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF’s smallest recipients.

All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of \$10 million or less. Electing the standard allowance does not increase or decrease a recipient’s total allocation.

- 2. Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.**

Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

To calculate revenue loss at each of these dates, recipients must follow a four-step process:



- a. Calculate revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the *base year revenue*.
- b. Estimate *counterfactual revenue*, which is equal to the following formula, where n is the number of months elapsed since the end of the base year to the calculation date:

$$\text{base year revenue} \times (1 + \text{growth adjustment})^{\frac{n}{12}}$$

The *growth adjustment* is the greater of either a standard growth rate—5.2 percent—or the recipient's average annual revenue growth in the last full three fiscal years prior to the COVID-19 public health emergency.

- c. Identify *actual revenue*, which equals revenues collected over the twelve months immediately preceding the calculation date.

Under the final rule, recipients must adjust actual revenue totals for the effect of tax cuts and tax increases that are adopted after the date of adoption of the final rule (January 6, 2022). Specifically, the estimated fiscal impact of tax cuts and tax increases adopted after January 6, 2022, must be added or subtracted to the calculation of actual revenue for purposes of calculation dates that occur on or after April 1, 2022.

Recipients may subtract from their calculation of actual revenue the effect of tax increases enacted prior to the adoption of the final rule. Note that recipients that elect to remove the effect of tax increases enacted before the adoption of the final rule must also remove the effect of tax decreases enacted before the adoption of the final rule, such that they are accurately removing the effect of tax policy changes on revenue.

- d. Revenue loss for the calculation date is equal to *counterfactual revenue* minus *actual revenue* (adjusted for tax changes) for the twelve-month period. If actual revenue exceeds counterfactual revenue, the loss is set to zero for that twelve-month period. Revenue loss for the period of performance is the sum of the revenue loss on for each calculation date.

The supplementary information in the final rule provides an example of this calculation, which recipients may find helpful, in the Revenue Loss section.



SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service traditionally provided by a government***, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.

March 23, 2022

Cheryl Ulferts
Finance Director
City of Windom
444 9th Street, P.O. Box 38
Windom, MN 56101

Re: Engagement Letter for GASB 75 Services – City of Windom

Dear Cheryl:

Thank you for this opportunity to provide GASB 75 Other Postemployment Benefit (OPEB) services to City of Windom (the City). This letter documents the services we will provide for the City's retiree health plan and our fees for those services.

Scope of the Engagement

The GASB 75 accounting rules require a "full" actuarial valuation every two years, while a simplified roll-forward report is required in the "off years". Our proposed scope and fees include both the "full" and roll-forward valuation reports.

1. GASB 75 Alternative Measurement Method (AMM) Valuation - retiree health

GASB 75 allows public entities with fewer than 100 employees and retirees to use the Alternative Measurement Method (AMM) and its simplified actuarial techniques when measuring OPEB liabilities. Based on the benefits offered and the number of City employees and retirees, we will prepare the following AMM reports:

- For FYE 2022, we will prepare a "full" GASB 75 AMM report to calculate your OPEB liability. The report will include all OPEB results required for your 2022 financial statements, including summaries of participants, plan provisions, and assumptions and methods.
- For FYE 2023, we will prepare a roll-forward GASB 75 AMM report to determine your OPEB liability and financial disclosures. This report will reflect updated assumptions and plan provisions, but does not require us to collect new census data.

We would also be glad to participate in a conference call to review results and ensure you understand what all the numbers mean.

2. Other

We will prepare other actuarial and consulting projects requested by you from time to time such as attending meetings, presentations, and miscellaneous consulting.

Fees and Hourly Billing Rates

Our proposed engagement fees are outlined below.

Services Provided	Fixed Fee
FYE 2022 "full" GASB 75 Alternative Measurement Method (AMM) valuation report	\$2,000
FYE 2023 GASB 75 AMM roll-forward valuation report	\$1,100

Future valuations will be completed under this same engagement letter for a fee agreed to by both parties, or we can provide an updated engagement letter if you prefer. We will notify you if any out-of-scope fees are to apply, and will be happy to estimate fees for additional projects as requested.

The proposed fees assume no substantial changes to the plan census, assumptions, plan provisions, or funding arrangement. If any of these factors change significantly, then GASB 75 rules may require a full valuation in the off year. In this case, we will provide a separate proposed fee.

Out-of-scope projects are within the City's control, and time for them will be billed at our normal hourly rates. For 2022, our hourly rates are \$115 to \$210 for actuarial analysts and \$325 to \$375 for consulting actuaries. Out-of-scope projects include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested,
- follow-up for information not provided within 45 days of our request, and
- accounting updates when the City's financials differ from the figures in our previous reports.

Out-of-pocket expenses will be passed on to you without markup. Travel time, if it occurs, is billed at 50% of our normal rates. Bills are sent as often as monthly, and your payment is due within 30 days of the invoice date. Interest will accrue on the unpaid balance at the rate of ½% per month. If we receive your payment within 30 days, the interest will be waived.

You have the right to terminate our services at any time, subject to payment of accrued charges for work we have done through the date we receive notice. We will have the same right of termination (including termination for non-payment of fees and expenses), subject to our obligation to give the City reasonable notice.

We will retain final copies of actuarial work products for seven years after completion of each project. The plan sponsor is responsible for keeping copies of all documents needed for the Plan's permanent records.

March 23, 2022

Page 3

Minnesota Actuarial Disclosure

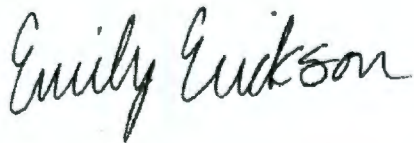
Van Iwaarden Associates is the actuarial advisor to the Minnesota Legislative Commission on Pensions and Retirement (LCPR). In this role, we assist the LCPR in reviewing actuarial valuations, assumptions, and cost estimates for the three statewide retirement systems: TRA, PERA, and MSRS.

Our professional standards require that we disclose any actual or potential conflict of interest to our clients, and that our clients expressly agree to these services. Although the work we prepare for the LCPR does not directly related to your GASB 75 OPEB reporting, we believe it's prudent to disclose our assignment to all of our Minnesota public sector clients since you probably have members in at least one of the statewide pension plans that we'll be reviewing. Your approval of this engagement letter is an affirmative response that you agree to our OPEB work with the City along with our LCPR assignment.

We trust that this letter satisfactorily outlines our services and fees. If you have any questions, please feel free to contact us. Thank you again for choosing Van Iwaarden Associates to assist you with this project.

Northern Consulting Actuaries, Inc. d/b/a Van Iwaarden Associates

Sincerely,



Emily A. Erickson, ASA, MAAA
Consulting Actuary

L/D/C/R: 3/dmk/eae

Acknowledgement and Consent

The undersigned authorized representative of City of Windom (the City) has read this letter from Van Iwaarden Associates, understands its contents, and agrees on behalf of the City to the terms, conditions and fees set forth above. I also expressly agree to Van Iwaarden Associates' ongoing work for us as well as their LCPR assignment.

Date: _____, 2022

By _____

Title _____

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: Denise Nichols
DATE: April 1, 2022
RE: City Wide Cleanup Event
DEPT: Administration
CONTACT: Denise Nichols 832-8652

Recommendations/Options/Action Requested

Staff requests that the City Council determine if they will offer reduced rates for recycling TVs or mattresses. If reduced rates are offered, staff recommends limiting the number of reduced rate tags each household can purchase.

Issue Summary/Background

Hometown Sanitation will conduct the cleanup event for the entire city on Saturday, May 21st.

As in years past, the Cottonwood County Commissioners have approved offering half-price tipping fees for the cleanup event.

The County will charge a fee of \$13/per mattress or box spring that is recycled. The County will provide curbside mattress and box spring pickup on May 19th & 20th for an additional \$2/per piece for a total cost of \$15.00 per mattress or box spring.

Last year residents were allowed to purchase two discounted mattress/box spring recycling pickup tags for \$8.00 each. Additional tags were \$13.00. The City provided a subsidy of \$5.00 per mattress or box spring for the first two tags. The cost that the City was charged to recycle each mattress or box spring was \$13.00.

Mattresses picked up:	2017 – 130
	2018 – 167
	2019 – 150
	2020 – 112
	2021 – 68

The Council also allowed a reduced rate of \$15.00 for one TV and the City provided a subsidy of \$10.00 for the first TV tag. Additional TV tags were \$25.00. The cost that the City was charged to recycle each TV was \$25.00.

TVs picked up:	2017 – 87
	2018 – 262
	2019 – 197
	2020 – 117
	2021 - 71

L & S Recycling will provide recycling services for the cleanup. **Their rates remain the same this year and are as follows for curbside recycling of electronics and appliances:**

\$10.00 - Water Softeners and all appliances with Freon: Refrigerators, Freezers, Air Conditioners, Dehumidifiers.

\$10.00 –Electronics– includes: Printers, Copiers, Scanners.

\$25.00 – TVs and Monitors-CRT (tube) and Flat Screens.

Free this year – Washers, Dryers, Dishwashers, Stoves/Ranges/Ovens, Microwaves, Metal Water Heaters, Humidifiers, Lap Tops, Computer Towers & CPUs (no monitors), Hard Drives, Keyboards & Mice, Speakers, VCRs, DVD Players, CD Players, Cell Phones & Phones, Stereos, Blue Ray Players, Cameras.

Fiscal Impact

The City collects a monthly fee of \$1.00 per household for the cleanup event and recycling tag fees cover costs for recycling. The costs for this program have been covered by the monthly fee. However if costs exceed the fees collected, there would be additional costs to the General Fund.

Attachments

City Wide Cleanup Report.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR FEDERAL AIRPORT EXPENSES REIMBURSEMENT**

WHEREAS, the City of Windom has received notification of the awarding of a grant by the Minnesota Department of Transportation for the purpose of Federal Airport Expenses Reimbursement; and

WHEREAS, it is necessary that the City of Windom accept this grant and execute an Agreement with the Minnesota Department of Transportation concerning the terms of the grant.

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

1. That the City of Windom hereby accepts the State of Minnesota Grant Agreement No. 1049664 entitled "Grant Agreement for Federal Airport Expenses Reimbursement" for State Project No. A1701-C3 at the Windom Municipal Airport.
2. The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 5th day of April, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution #2022- is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 5th day of April, 2022, as shown by the minutes of the meeting in my possession.

Steve Nasby, City Administrator

Notary Public

My Commission Expires: _____

STATE OF MINNESOTA
AGENCY AGREEMENT for
FEDERAL AIRPORT EXPENSES REIMBURSEMENT

This agreement is entered into by and between the City of Windom ("Local Government") and the State of Minnesota, acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Local Government has received an Airport Rescue Grant ("ARG") under the American Rescue Plan Act of 2021 (H.R. 1319, Public Law 117-2) ("ARPA") directly from the Federal Aviation Administration ("FAA") to reimburse eligible airport expenses at Local Government's airport.
2. This agreement is not a subgrant of the ARG funds. The FAA will be conducting oversight and monitoring the ARG funding (see ARPA FAQs for more information, at: https://www.faa.gov/airports/airport_rescue_grants/media/20211124_ARPA_FAQs.pdf).
3. Pursuant to Minnesota Statutes Sections 360.016 and 360.039, subd. 2, the Local Government desires MnDOT to act as the Local Government's agent in accepting the federal funds on the Local Government's behalf and disbursing the federal funds to the Local Government for expenses at the airport.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. Effective Date: This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2.
- 1.2. Expiration Date: This agreement will expire on September 30, 2024.

2. Local Government's Duties

- 2.1. The Local Government designates MnDOT to act as its agent in accepting the federal funds on its behalf and disbursing the federal funds to the Local Government for airport expenses deemed allowable by the FAA under the ARPA Act.
- 2.2. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to disburse the federal aid sought by the Local Government.
- 2.3. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations. The Local Government will comply with all requirements and assurances in the ARG Grant, which is incorporated into this contract by reference.

3. MnDOT's Duties

- 3.1. MnDOT accepts designation as agent of the Local Government for the receipt of the federal funds and disbursement of the federal funds to the Local Government and will act in accordance herewith.
- 3.2. MnDOT will make the necessary requests to the FAA for authorization to disburse federal funds for airport expenses and for reimbursement of eligible costs under the ARPA Act.
- 3.3. MnDOT may withhold federal funds where the FAA determines that airport expenditures were not made in compliance with federal requirements.
- 3.4. MnDOT, the FAA, or duly authorized representatives of the state and federal government will have the right to audit the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the contract.

4. Payment

- 4.1. Eligibility.** Eligible expenses under the act include costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments for the Windom Municipal Airport. Eligible expenses will be determined by the Federal Aviation Administration. Eligible expenses will be determined in accordance with FAA's Policy and Procedures Concerning the Use of Airport Revenues, 64 Federal Register 7696 (64 FR 7696), as amended by 79 Federal Register 66282 (79 FR 66282), which is incorporated into this agreement by reference, and the ARPA Act.
- 4.2. Reimbursement.** Local Government has been awarded \$32,000 in Federal ARPA Act funding to reimburse federally-eligible expenses at airport(s) it operates. Local Government will be reimbursed for 100% of federally-eligible expenses not reimbursed by any other source. The Local Government will pay any part of the cost or expense that is not paid by federal, state, or other funds. MnDOT will receive the federal funds to be paid by the FAA for eligible expenses and will reimburse the Local Government from said federal funds for each payment request, subject to the limits of those funds.
- 4.3. Payment Requests.** The Local Government will prepare payment requests in accordance with the terms of the federal award.
- 4.3.1.** In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may work directly with FAA to receive the federal funds under the ARPA Act grant pursuant to any terms and conditions imposed by FAA.
- 4.4. Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for the Local Government's failure to comply with federal requirements. The Local Government agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.
- 4.5. Closeout.** The Local Government must liquidate all obligations incurred under this Agreement and submit all financial, performance, and other reports as required by the terms of the Federal award. The FAA will determine whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed.
- 5. Conditions of Payment.** Local Government's use of federal funds disbursed under this agreement must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive reimbursement under this Agreement for expenses that are not eligible as described in Section 4.1 above.

6. Authorized Representatives

- 6.1.** MnDOT's Authorized Representative is:
- Name: Jessica McBroom, or her successor or designee.
- Title: Grants Specialist
- Email: jessica.mcbroom@state.mn.us
- 6.2.** The Local Government's Authorized Representative is:
- Name: Steven Nasby
- Title: City Administrator

Email: steve.nasby@windommn.com

If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.

7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability. Minnesota Statutes Section 466.04 governs Local Government Liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to this agreement. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any and all lawful claims or costs arising out of or incidental to Local Government's acts or omissions under this agreement and any *ultra vires* acts, including reasonable attorney fees incurred by MnDOT.

9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 9.2. All requests for reimbursement are subject to audit by FAA or MnDOT.

10. Government Data Practices. The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it

applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement.

11. **Workers Compensation.** The Local Government certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.
12. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. **Termination for Cause.** MnDOT may terminate this agreement if Local Government fails to observe or perform any of the terms, conditions, or covenants required to be observed or performed by it pursuant to this agreement and such failure continues for a period of 30 calendar days after MnDOT has given written notice to Local Government of such default or, in the event that such default shall be incapable of cure with reasonable diligence during said 30 day period, shall have failed to commence to cure said default within 30 days of the date of said notice and to diligently pursue the same to completion.
14. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
15. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a federal or state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this agreement.
16. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59, if applicable, which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
17. **Limitation.** Under this contract, MnDOT is only responsible for disbursing funds. Nothing in this contract will be construed to make MnDOT a principal, co-principal, partner, or joint venturer with respect to this agreement.

MnDOT may provide technical advice and assistance as requested by the Local Government, however, the Local Government will remain responsible for all aspects of administering this agreement.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

LOCAL GOVERNMENT

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

MnDOT GRANT UNIT

By: _____

Date: _____



MEMORANDUM

TO: Steve Nasby, City Administrator
City of Windom, Minnesota

FROM: Lindsay Reidt, PE

DATE: March 31, 2022

RE: Construction Contract Award Recommendation
SEH No. WINDM 166087 & 166088 14.00

PROJECT SCOPE:

Competitive quotes were received for the 2022 Airport Crack Seal project and the 2022 Beacon Replacement project at the Windom Municipal Airport. The crack seal project will seal cracks on bituminous pavements that were not completed last year including the taxiways and access roads. The beacon replacement project will include installing a new LED beacon light on the existing tower.

QUOTE RESULTS – 2022 Airport Crack Seal:

On Friday, March 25, 2022, contractors were requested to submit quotes for the 2022 Airport Crack Seal project to SEH, Inc. The Engineer's estimate for the project was \$44,500. Four (4) quotes were submitted, with the results as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Fahrner Asphalt Sealers	\$35,855.00
ASTECH	\$41,320.00
Struck & Irwin Paving, Inc.	\$48,651.00
Bargen, Inc.	\$61,677.00

QUOTE RESULTS – 2022 Beacon Replacement:

On Tuesday, March 29, 2022, contractors were requested to submit quotes for the 2022 Beacon Replacement project to SEH, Inc. The Engineer's estimate for the project was \$25,300. Four (4) quotes were submitted, with the results as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Neo Electrical Solutions	\$25,650.00
Werner Bros Inc.	\$28,800.00
Parsons Electric	\$29,475.00
Meier Electric Inc.	\$30,774.00

SEH RECOMMENDATION:

Based on the outcome of the quotes and the company reputations, it is our recommendation that the City of Windom award the 2022 Airport Crack Seal project to Fahrner Asphalt, Inc. and the 2022 Beacon Replacement project to Neo Electrical Solutions, contingent on reception of the FAA and MnDOT Aeronautics grant.

In reliance on our experience with all of the contractors and information provided in the quote packages, we have determined that they have a sufficient understanding of the project and equipment to perform the

construction for which it bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

PROJECT COST SUMMARY:

The following table summarizes the costs of the components for this year's federal and state grant:

2022 Airport Crack Seal (Fahrner Asphalt Sealers)	\$ 35,855.00
2022 Beacon Replacement (Neo Electrical Solutions)	\$ 25,650.00
Engineering Services (SEH) (Crack Seal)	\$ 9,100.00
Engineering Services (SEH) (Beacon)	\$ 10,200.00
<u>Administration (City of Windom)</u>	<u>\$ 1,500.00</u>
TOTAL PROJECT COSTS (APPROX):	\$ 82,305.00

The project is eligible for a federal grant (FAA) funding at 90 percent of project costs (\$74,074.50) and a state grant at 5 percent of the project costs (\$4,115.25). **Ultimately, it is expected the local share (City of Windom) for the project will be approximately \$4,115.25.** Since the final eligibility determination is made once the grant application is submitted, there may be some changes in the final local share.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT ENTITLED "2022 AIRPORT CRACK SEAL PROJECT"

WHEREAS, pursuant to an advertisement for bids for the project entitled "2022 Airport Crack Seal Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Total Bid
Fahrner Asphalt Sealers	\$35,855.00
ASTECH	\$41,320.00
Struck & Irwin Paving, Inc.	\$48,651.00
Bergen, Inc.	\$61,677.00

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

	Total Bid
Fahrner Asphalt Sealers	\$35,855.00

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

1. Bid award is contingent upon issuance of a Grant Offer of Federal funding from the Federal Aviation Administration and the State of Minnesota Department of Transportation.
2. A "Notice of Award" shall be issued to the above low bidder.
3. 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 "2022 Airport Crack Seal Project" according to the plans and specifications approved by the City Council and on file in the Office of the City Administrator.
4. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder which shall be retained until the contract has been signed.

Adopted by the Council this 5th day of April, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT ENTITLED "AIRPORT BEACON REPLACEMENT PROJECT"

WHEREAS, pursuant to an advertisement for bids for the project entitled "Airport Beacon Replacement Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Total Bid
Neo Electrical Solutions	\$25,650.00
Werner Bros Inc.	\$28,800.00
Parsons Electric	\$29,475.00
Meier Electric Inc.	\$30,774.00

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

	Total Bid
Neo Electrical Solutions	\$25,650.00

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

1. Bid award is contingent upon issuance of a Grant Offer of Federal funding from the Federal Aviation Administration and the State of Minnesota Department of Transportation.
2. A "Notice of Award" shall be issued to the above low bidder.
3. 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 "Airport Beacon Replacement Project" according to the plans and specifications approved by the City Council and on file in the Office of the City Administrator.
4. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder which shall be retained until the contract has been signed.

Adopted by the Council this 5th day of April, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

SEH No. 166088
March 25, 2022

Bargan, Inc.

Estimated Construction Total	\$ 44,500.00	\$ -	\$ 35,855.00	\$ 41,320.00	\$ 48,651.00	\$ 61,677.00
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Windom Municipal Airport
2022 Beacon Replacement
Engineer's Estimate

SEH No. 166087

March 29, 2022

							Neo Electrical Solutions		Werner Bros. Inc.		Parsons Electric		Maier Electric Inc	
Line No.	Item No.	Item Description	Unit	Estimated Unit Price	Estimated Quantity	Estimated Total Amount	Estimated Unit Price	Estimated Total Amount	Estimated Unit Price	Estimated Total Amount	Estimated Unit Price	Estimated Total Amount	Estimated Unit Price	Estimated Total Amount
1	70-08	Traffic Provisions / Airport Security / Phasing	LS	\$ 1,000.00	1	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 511.00	\$ 511.00	\$ 900.00	\$ 900.00
2	C-105	Mobilization	LS	\$ 2,500.00	1	\$ 2,500.00	\$ 2,200.00	\$ 2,200.00	\$ 3,000.00	\$ 3,000.00	\$ 3,478.00	\$ 3,478.00	\$ 1,000.00	\$ 1,000.00
3	40-05	Maintenance and Restoration of Haul Roads	LS	\$ 500.00	1	\$ 500.00	\$ 400.00	\$ 400.00	\$ 1,000.00	\$ 1,000.00	\$ 426.00	\$ 426.00	\$ 700.00	\$ 700.00
4	L-101-5.1	New LED Airport Rotating Beacon (on ex'g tower)	EA	\$ 15,000.00	1	\$ 15,000.00	\$ 19,000.00	\$ 19,000.00	\$ 20,000.00	\$ 20,000.00	\$ 19,508.00	\$ 19,508.00	\$ 24,500.00	\$ 24,500.00
5	L-101-5.2	Remove Existing Beacon & Appurtenances	LS	\$ 1,500.00	1	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 426.00	\$ 426.00	\$ 450.00	\$ 450.00
6	L-101-5.3	1.5" Galvanized Rigid Steel Conduit (on ex'g tower)	LF	\$ 30.00	100	\$ 3,000.00	\$ 22.00	\$ 2,200.00	\$ 10.00	\$ 1,000.00	\$ 42.00	\$ 4,200.00	\$ 26.00	\$ 2,600.00
7	L-101-5.4	#10 AWG, 600V wire (on ex'g tower)	LF	\$ 2.00	400	\$ 800.00	\$ 1.50	\$ 600.00	\$ 2.00	\$ 800.00	\$ 1.25	\$ 500.00	\$ 1.31	\$ 524.00
8	L-101-5.5	Locate, Test, & Protect Existing and New Circuits	LS	\$ 1,000.00	1	\$ 1,000.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 426.00	\$ 426.00	\$ 100.00	\$ 100.00
Estimated Construction Total \$							25,300.00	\$ 25,300.00	\$ 28,800.00	\$ 28,800.00	\$ 29,475.00	\$ 29,475.00	\$ 30,774.00	\$ 30,774.00

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: Spencer Winzenried, Community Center Director
DATE: 3/24/22
RE: Community Center On-Call position
DEPT: Community Center
CONTACT: Spencer Winzenried Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

The Community Center Director recommends the hiring of Ceazar Andujar for the Community Center On-Call position. The pay for this position starts at \$12.50.

Issue Summary/Background

Ceazar will have roles like helping at the bar and working night shifts. This will help alleviate some of the work load on our full-time staff.

Fiscal Impact

This position is budgeted for. There would be no extra cost to the city.

Attachments

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Jon Ketzenberg, Street and Parks Superintendent
DATE: March 31, 2022
RE: 2022 Seasonal Hire
DEPT: Street & Parks Department
CONTACT: Jon.Ketzenberg@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the Council take the following actions:

Hire Noah Kloss and Ken Derickson as seasonal workers for this spring and summer. Noah and Ken's starting date will be mid-May 2022.

Part-time Seasonal Pay Rates

Noah Kloss- \$13.00

Ken Derickson- 13.60

Issue Summary/Background

Ken has worked for the Street and Parks Department for six years now and this will be Noah's fourth year. We will be hiring one additional person at a later date.

Fiscal Impact

The Street and Parks Department has three seasonal workers budgeted for 2022.

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: Tim Hogan, Recreation Director
DATE: April 5th, 2022
RE: Pool Manager
DEPT: Pool and Recreation
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Parks and recreation recommends that the City Council take the following action regarding the new hiring of Julie Donchez for the Pool Manager. The pay rate for the position will be \$13.50/hour.

Issue Summary/Background

Julie is a para professional at Windom Area Schools and has great appreciation for our pool. I feel Julie will make a great addition as the pool manager.

Certifications include: CPR/First Aid

Fiscal Impact

Money is budgeted to pay the wages of seasonal employees of the pool and recreation.

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: Ambulance Director Interview Team
DATE: April 1, 2022
RE: Recommendation for Hiring Ambulance Director
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Ambulance Director Interview team recommends that the City Council take the following action:

1. Hire Kristen Porath as full-time Ambulance Director as outlined in the Terms of Employment sheet.

Issue Summary/Background

During budget discussions in Fall 2021 the City Council requested the Personnel Committee meet with Tim Hacker, Ambulance Director, to discuss the future of the service. Due to the increase in number of ambulance runs (currently over 1,000 per year) and the amount of regulation and paperwork the time for hiring a full-time director is quickly approaching. This aspect along with Mr. Hacker's desire to transition out of a leadership role prompted the Personnel Committee to recommend that the City hire a permanent, full-time Ambulance Director. The City Council approved this recommendation in January.

An advertisement for a full-time Ambulance Director was placed and applications received. An interview team consisting of Council member Grunig, Council member Quade, Ambulance Director Tim Hacker and Ambulance Crew member Mary Holman interviewed the candidates on March 30, 2022. The team's recommendation is to hire Kristen Porath. Ms. Porath has an extensive background in law enforcement (Cottonwood Co. Sheriff's office), Windom Fire Department (3rd Assistant Chief) and Windom Ambulance as an EMT.

Fiscal Impact

Inclusion of a full-time Ambulance Director will have an impact on the Department budget estimated to be around \$100,000. These costs will be somewhat off-set through Mr. Hacker transitioning out of leadership over the remainder of 2022. The Ambulance Department has a sufficient budget to accommodate the additional expense.

Attachments

1. Terms of Employment

MEMORANDUM

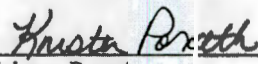


CITY OF WINDOM
444 9th Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127

TO: Kristen Porath
FROM: Steve Nasby, City Administrator
DATE: April 1, 2022
RE: Ambulance Director Position – Terms of Employment

Welcome to the City of Windom. The interview team and City Council are looking forward to your employment as Ambulance Director. This offer of employment is subject to final approval by the City Council on April 5, 2022.

Starting Date	On or before May 2, 2022.
Salary	\$70,970 as Step 7 on the 2022 Supervisory pay scale. Upon successful completion of Probationary Period, advancement to Step 8
Federal Status	This is an exempt position. Flexible hours depending on work schedule.
On-Call/Run Time	Hours on-call or runs outside of 40/hour week will be paid at existing EMT rates
Vacation Accrual	Vacation accrual according to City Policy starting on Year 5 (120 hours).
Vacation Bank	40 hours of vacation credited upon start of employment
Holidays	Eleven paid holidays (City Policy)
Sick Leave	One day per month (City Policy)
Retirement	State of Minnesota – Public Employee Retirement Account (PERA).
Deferred Compensation	State of Minnesota (employee's option – no City matching)
Health Insurance	Health Plan with applicable VEBA and/or HSA contributions by City.
Medical/Dependent Care Flex Acct	Available pre-tax deductions (employee's option – no City contribution)
Life Insurance	\$50,000 decreasing term life policy (100% premium paid by City)
Probation Period	6 months (terms according to City Policy).



Kristen Porath

City of Windom