

**Council Meeting
Tuesday, August 2, 2022
City Council Chamber
7:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes –July 19, 2022
 - HRA – July 13 & 25, 2022
 - Utility Commission – July 20, 2022
- Licenses
 - Amplification Permit
 - First United Methodist Church of Windom
 - Cottonwood County Ag Society
 - Tobacco License – Kwik Trip
 - Exempt Gambling Permit – Windom Lions Club
- Regular Bills

2. Agenda Request – Michael Bogel - 1453 4th Ave - Hazardous Building Order

3. Department Heads

4. Emergency Ordinance No. 194, 2nd Series – Providing for a Moratorium on the Sale of THC

5. Small Cities Development Program Grant Amendment

6. Cottonwood County Law Enforcement Lease - Police Department

7. Personnel –Hiring Recommendations

- Part-Time Liquor Store Clerk
- Part-Time Office Assistant

8. New Business

9. Old Business

10. Council Comments

11. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
July 19, 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: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Andy Spielman, Building Official; Jon Ketzenberg, Streets & Parks Superintendent; Jeff Dahna, Telecom General Manager; Kristen Porath, Ambulance Director; Ben Derickson, Fire Chief; and Jim Hartshorn, Interim Development Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – July 5, 2022
 - Economic Development Authority – July 11, 2022
 - Community Center Commission – July 11, 2022
 - Library Board – July 12, 2022
 - Planning Commission – July 12, 2022
- Licenses
 - Amplification Permit – Night to Unite – August 2, 2022
 - Exempt Gaming Permit – American Legion Auxiliary
 - Tobacco License – Nash Nash Tobacco
- Regular Bills

Jones said an application for a license to dispense liquor for the Cottonwood County Ag Society had been submitted along with the expedited fee.

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

Motion by Quade second by Farag to approve a license to dispense liquor for the Cottonwood County Ag Society to the consent agenda. Motion carried 5 – 0.

5. Public Hearing – Vacation of Utility Easement:

Nasby said that the seller of the property and buyers have jointly requested the vacation of an unused utility easement for a parcel located between the former Shopko and Guardian Inn. The existing 20 foot easement will be where a new commercial building will be constructed. The municipal utilities do not have an objection to vacating the easement, but have asked for the seller and buyer to grant a new 20 foot utility easement on the east boundary of the property. This proposed vacation and new easement are acceptable to all parties. Maps showing the locations are included in the packet.

Jones opened the public hearing at 6:35 pm. No comments were received. Jones asked if any written comments were received. Nasby said none were received. Jones closed the public hearing at 6:36 pm.

Council Member Grunig introduced the Resolution No. 2022-44, entitled “A RESOLUTION APPROVING THE VACATION OF A PUBLIC UTILITY EASEMENT” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Farag, Grunig, Sherman, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

6. Fire Department:

Jones said that he is pleased to present a Letter of Commendation to Jay Grandprey for his live-saving actions while off-duty as a firefighter. The City Council thanked Grandprey for his service.

Motion by Nelson second by Sherman to approve the Letter of Commendation and Recognize Jay Grandprey for his life-saving actions. Motion carried 5 – 0.

Grandprey said a number of firefighters were in attendance and any of them would have assisted, but he was closest. They all do training and have commitment in serving the community.

Ben Derickson, Fire Chief, said that over the last couple of years they have had several retirements and resignations which put the Department at 28 firefighters. Typically, they like to have 32. He asked for permission to advertise for four to five firefighters.

Motion by Sherman second by Quade to approve the Windom Fire Department to advertise for four to five new firefighters. Motion carried 5 – 0.

7. Department Heads:

None.

8. Planning Commission – Conditional Use Permit – Fence Easement – 355 1st Street:

Andy Spielman, Building Official, said that the applicants want to put up a fence and that fence encroaches on an easement so a Conditional Use Permit is required. The easement is 30 x30 on a section of their yard. None of the utilities have a problem with the proposed fence as there will still be adequate room to work on maintenance. The Planning Commission is recommending approval.

Motion by Sherman second by Quade to approve the Conditional Use Permit for a Fence Easement at 355 1st Street. Motion carried 5 – 0.

9. Night to Unite:

Jones said there is a Proclamation and street closure action. Quade read the Proclamation.

Council Member Quade introduced the Resolution No. 2022-45, entitled “WINDOM’S NIGHT TO UNITE PROCLAMATION” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Quade, Farag, Grunig, Sherman and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Jones said there is street closure request for 4th Avenue, between 9th and 10th Streets for the Night to Unite event from 4:45 pm to 7:30 pm.

Motion by Grunig second by Nelson to approve the closure of 4th Avenue, between 9th and 10th Streets for the Night to Unite event from 4:45 pm to 7:30 pm. Motion carried 5 – 0.

10. Tax Forfeited Property – 2022 Resolution:

Jones said that there is a letter from Cottonwood County asking the City to approve the tax forfeited properties for sale.

Nasby said the Department Heads did not see any public use for the properties and are recommending approval of the public sale. He noted that one of the properties has a large assessment on it and that would be re-assessed by the resolution.

Quade asked about the process for requesting the assessment be reconsidered as the one property has an assessment of over \$18,000. Nasby said that assessment was for a home demo and the City should re-assess the cost to recover the funds, which has been the policy. He has spoken to both adjacent property owners and let them know they could make a proposal to the Council for waiving the assessment, which the Council can do. A proposal though should be for some type of redevelopment so there is at least taxable value added to reimburse the City taxpayers.

Council Member Sherman introduced the Resolution No. 2022-46, entitled “A RESOLUTION APPROVING THE SALE OF TAX-FORFEITED PARCELS AT PUBLIC AUCTION” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Grunig, Sherman, Farag, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

11. Resolution Approving Election Judges:

Jones said these are for the upcoming primary and general elections coming up.

Council Member Grunig introduced the Resolution No. 2022-47, entitled “A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE FORTHCOMING PRIMARY AND GENERAL ELECTION IN 2022” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Sherman, Nelson, Quade, Farag and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

12. Personnel:

Dahna said there is a memorandum from the Telecom Department to hire an installer, which would fill a vacant position.

Motion by Farag second by Sherman to approve hiring Brian Turner as Telecom Installer/Worker at Step 5 of the 2022 labor contract scale and upon successful probation period move to Step 6. Motion carried 5 – 0.

13. New Business:

Nasby said that the Minnesota Legislature passed a bill that went into effect to legalize the sale of THC (tetrahydrocannabinols). This legislation providing for the sale of these products was not State regulated so regulatory actions have largely been left to local units of government.

Presently, the League of Minnesota Cities is working with partners such as the Minnesota Police Chief's Association, member cities and others on crafting guidance on THC sales. Thoughts to regulation at this time are to follow similar licensing and permitting as tobacco and/or liquor sales. Since this legislation is so new some cities have enacted a moratorium on sales or are in the process of considering options.

City staff will be meeting with the City Attorney and Police Chief to discuss this matter and draft options for the City Council to consider at the August 2, 2022 meeting. Included in the Council packet

Preliminary

are some informational items. If the Council has questions prior to the August meeting please let staff know so we can research and provide information.

14. Old Business:

None.

15. Council Comments:

Farag said she attended the Lions Shelter ground-breaking in Tegels Park and is looking forward to having that new facility completed.

Grunig said he had citizen calls on deer in town. He noted the DNR Representative that addressed the Council a few years ago asked citizens not to feed deer.

Sherman said as he goes through the community he is thankful for the good people that live in town and nicely kept properties.

Nasby thanked Jay Grandprey for his live-saving efforts and noted the service of Law Enforcement, Fire and Ambulance personnel to the community.

Jones said he would like to consider deer hunts in City limits. He encouraged everyone to attend the Night to Unite event on August 2nd.

Quade thanked City employees for the jobs they do and noted the Employee Recognition event last week. She said the Night to Unite events will be full of activities for all ages and this year there is a free movie. The event is Tuesday, August 2nd from 5 – 7 pm on the Downtown Square.

16. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:18 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

July 13, 2022 at 4:00 pm

A regular meeting of the Board of Directors was held on July 13, 2022 at Riverview Apartments. Board Members present: Linda Jaakola, Jean Fast, Margaret McDonald, Tom White and Joanie Halvorson. Also present was Executive Director, Doreen Harrold; JHRA Executive Director, Linda Loewen and Jim Nelson, City Liaison.

The Regular Board Meeting was called to order at 4:02 pm with the consent agenda approved (McDonald/Halvorson) which included minutes from the June meeting, the agenda, balance report and bills report.

Scheduled Guests: Steven Flock – Past Employee of the Windom HRA

Steven asked the board to reconsider paying out his PTO after his termination from the HRA. The board decided to table and discuss it at a later time and follow up with him.

Old Business consisted of:

1. The Executive Director presented an update on the monthly turn around rate. Since the start of the new fiscal year, there have been 12 units turned at an average of 17.08 days. There were no fee accountant reports to review.
2. The Executive Director reported that the Annual Audit will be reviewed at the August meeting.
3. The Executive Director reported that the Energy Audit will be presented for review at the August meeting.
4. The Executive Director reported that the purchase of the smoking shelter is still pending.
5. The Executive Director presented updated bids for the Door/Window replacement at Riverview. After some discussion, a motion was made to accept the increase from Worthington Glass in the amount of \$2,798.00 which is a \$492.00 increase from the original quote. (White/McDonald)
6. The Executive Director reported that the ACOP policy changes are still in progress.
7. The Executive Director reported that Tjell is still working on a quote for the RV/HS building entry system upgrade.
8. The Executive Director reported that a request was received from a community member for a packet in regard to the HRA Redevelopment Loan.
9. The Executive Director reported that she reviewed the camera system in regard to the guest from the June meeting and reported back to him.

New Business consisted of:

1. The Executive Director reported that the new maintenance staff that was hired has decided the job was not a good fit for him and the position is once again open. After some discussion, it was agreed upon that the Executive Director would reach out to the other applicant and make a second offer.
2. The Executive Director presented a letter of interest for the open Board Liaison position. Only one tenant showed interest in the posting. After some discussion, a motion was made to add Rory Koch to the board for the vacant Liaison position which expires on 12-31-2022. (McDonald/White)
3. The Executive Director presented quotes for a new washer for HS from Elite Appliance in the amount of \$1,899.96, HD Supply in the amount of \$2,904.99, BDS in the amount of \$3,124.00 and from Town 'N Country in the amount of \$3,499.99. After some discussion, a motion was made to accept the quote from Town 'N Country. (White/McDonald)

4. The Executive Director asked the board to consider adding cell phone reimbursement as a benefit to the maintenance staff as it's the main source of communication between them and the office. After some discussion, a motion was made to add the benefit at \$20/month effective August 1, 2022. (McDonald/Halvorson)
5. The Executive Director reported that Steven Flock has received \$50 in benefit with his HSA since his termination. After some discussion, a motion was made to just leave it as is due to the fact that the Executive Director has been in contact with Security Benefit as well as the bank and it has been stopped. (McDonald/Fast)
6. The Executive Director reported that it has been discovered that her retirement has not been getting paid from the HRA or her portion through payroll. She stated that she has no problem paying what is due of her. The Accountant is working to get exact numbers and will help walk through getting things put into place as needed.
7. The Executive Director presented the updated Smoke-Free Policy language from Smoke-Free MN. After some discussion a motion was made to approve the updates as presented. (White/Fast) The Executive Director will get it out to all tenants for a 30-day comment period.
8. The Executive Director reported that a 4th installment request has come from the 4th Ave. Loan. She informed the board that all receipts have not been received as requested. After some discussion, a motion was made to approve the 4th installment and remind them that all receipts need to be turned into the HRA as part of the agreement. (McDonald/Fast)
9. The Executive Director reported that she will be taking August 13-21 off.
10. The Executive Directors has been working on: continued training, ACOP language updates, Epic-Annual CFP Plans, CFP Projects, REAC submission and EIV reporting.
11. Upcoming board meetings: August 10th (HS) and September 14th (RV).
12. Closed meeting for Performance Review at 5:14 pm (White/Fast); Closed meeting opened at 5:15 pm (Fast/Halvorson); Closed meeting closed at 5:45 pm (Fast/Halvorson); Regular meeting reopened at 5:50 pm (Jaakola/McDonald) After a brief discussion, the board presented Doreen Harrold with a letter of dismissal effective immediately. Per the Management Agreement, Linda Loewen will step up and fill in.
13. With no further business, the meeting was adjourned at 5:52 pm (White/McDonald).

Linda Jaakola, Chairman

Linda Loewen, Interim Executive Director
(for Doreen Harrold)

SPECIAL MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

July 25, 2022 at Riverview Apartments

A Special Meeting of the Board of Directors was held on July 25, 2022 at Riverview Apartments regarding Personnel. Board Members present: Linda Jaakola, Jean Fast, Margaret McDonald, Tom White and Interim Executive Director, Linda Loewen. Board Member absent: Joanie Halvorson

The Special Meeting was called to order at 4:10 pm.

The first order of business was discussion regarding the request to reconsider paying Steven Flock's PTO. After much discussion, a motion was made to stand by the original decision to follow the policy which states that employees that do not leave in good standing will not receive payout of PTO. (McDonald/Fast)

The second order of business was the open Executive Director position. After much discussion, a motion was made to place an ad in the local paper for a Full-Time Operations Manager. (McDonald/Fast) After further discussion, the motion was amended to add a salary to the ad at \$50-62K starting, based on experience. (Fast/McDonald) Along with the discussion, the Interim Executive Director will schedule for the Windom Board to meet with the Jackson Board at the August board meeting in Jackson to discuss sharing her as an Executive Director and hiring an Operations Manager in the Jackson location as well.

The third order of business was the removal of Doreen Harrold from all banking accounts as well as Secure Systems. (White/Fast)

With no further business the meeting was adjourned at 5:45 pm. (White/McDonald)

Linda Jaakola, Board Chairperson

Linda Loewen, Interim Executive Director

UTILITY COMMISSION MINUTES
Council Chambers
July 20, 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 (10:14 July 20th) and Tom Riordan
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator (July 27th), Leesa Arndt, Utility Billing/Analyst and Ryan Anderson, Water/Wastewater Superintendent

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve the June 29, 2022 Minutes. Motion carried 2 – 0.

WATER/WASTEWATER ITEMS

Lead and Copper Rule Revision

Anderson highlighted the proposed changes in the Lead and Copper Rule promoting safe drinking water. The EPA is requesting documentation of service line construction for every line in town. Staff is awaiting guidance on what needs to be documented and will start annual testing in schools.

Tegels Park Shelter House Utilities Update

Anderson explained that they are waiting for Scott Veenker to assist with the water hookup line from the west hydrant by the Community Center. The sewer will be connected just north of the existing bathrooms. Anderson noted that the new bathrooms in the new shelter will only be accessible when the building is in use.

Water Plant Dehumidifier/PLC Discussion

Anderson said the PLC control parts for the plant are no longer available. He added the air exchange in the plant will also need upgrades to prevent electronic failure. Anderson is seeking quotes for replacement items.

Other Water/Wastewater Items

Anderson mentioned that Pohlman Pallets (13 4th Street) is inquiring on connecting water and sewer services to their commercial building. Commission discussed the location and said that service lines must be connected to the city's main service along with adequate service size to accommodate usage.

ELECTRIC ITEMS

Generation Building Estimate

Sykora handed out a total project cost estimate from DGR. Major noted items were the two diesel generators, building structures, and upgrades for utility services. The Commission reviewed the estimate and proposed timeline. Sykora said once completed, the city would be able to claim capacity in the 2025 market.

EV Charging Station Update

Sykora is awaiting a response from ZEF on traffic counts through town and what other stations are charging for energy at the stations. He said per online research, it costs \$0.40-\$0.60 per kwh.

Other Electrical Items

HyLife was switched on the new service line on July 17th.

The bid opening for generators is the July 21st.

Sykora said there was an outage on Monday the 18th from 1:00-4:30 AM due to a 3-phase cabinet getting hit by a vehicle.

REGULAR BILLS

Additional bills were handed out. DGR in the amount of \$12,264.50 and Ron's Electric for \$75,785.00.

Motion by Riordan second by Francis to approve the Regular Bills plus the additional bills presented. Motion carried 3 – 0.

OLD BUSINESS

None.

NEW BUSINESS

The next regular meeting was set for August 31st at 10:00 in the City Council Chambers.

Schwalbach recessed the meeting at 10:58 am to reconvene July 27th at 10:00 am.

Schwalbach reconvened the meeting at 10:00 am, July 27, 2022.

Additional bills were handed out. DGR in the amounts of \$2,104 and \$254.

Motion by Riordan second by Schwalbach to approve the additional bills presented. Motion carried 2 – 0.

Travis Zipf, DGR Engineering, and Sykora reviewed the bid summary for the Diesel Generating Equipment. The bid package allowed for various generator sizes up to 3,000 kW (prime rating) and used engines to allow multiple prospective bidders. Three bids were received for the first bid item of two new gensets.

DGR reviewed the bids and considered the total cost per kW, installation, maintenance costs, and project goals. One bid would require the installation of an exhaust heater that could reduce the amount of kW produced (in order to run the heaters) or increase the amount of plant power needed to run the heating units depending upon how they are run. These would have to be ran for an hour for every four hours the gensets are in use. These particular units also require larger exhaust piping in comparison. Other genset proposals produce more kW, allowing more capacity to be claimed on the market.

Schwalbach asked for comparisons for installation costs, operational costs (fuel efficiency/urea needed for each engine), and ongoing maintenance costs.

The Commission further discussed the options. Future conversion to biofuels is an option that can be worked on with bidding parties. Contract language regarding liquidated damages in regards to delivery time and the project deadline were reviewed. Zipf believes the city has provided flexibility and further contractual language can be discussed with the bidder's legal advisors along with the City Attorney. If all language is removed, it could provide a contractual advantage and the bid would have to be removed from consideration. The vender would be responsible for the gensets up to placement on the pad furnished by the city.

Nasby said that bonding for this project and an upgraded building was roughly calculated at \$70,000 in interest over the bond lifetime per million that was borrowed. Sykora said that customer power costs are currently driven by the transmission prices. The future transmission project will use the departments cash reserves in order to receive income from providing transmission through Windom.

The Commission requested the engineer provide the additional costs as requested. The city has 30 days from bid opening to award the contract, with a possible 15-day extension.

Sykora mentioned going to Luverne's power plant as their project was completed without silencers. The "hospital-grade" silencers will increase the bid, but may be able to be added in the future.

The Commission set a special meeting for August 3rd at 10:00 am to reconsider the generator bids.

ADJOURN

Schwalbach adjourned the meeting at 10:57 am.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

08/14/2022

Location of Event

First United Methodist Church of Windom - 974 6th Street

Start Time

09:00 am

End Time

10:30 am

Type of Event

Outdoor Worship Service

Applicant Information

Applicant Name

Jody Derickson

Address

First United Methodist Church of Windom
974 6th Street
WINDOM, Minnesota 561011845
United States
[Map It](#)

Phone

(507) 831-3284

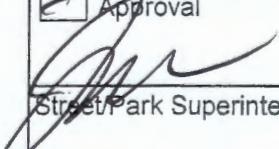
Federal ID # - FEIN # or SSN #

MN ID #

License Fee - None \$0.00

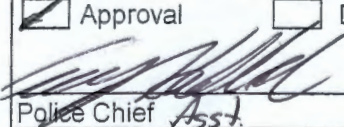
Recommends

☒ Approval ☐ Denial


Street Park Superintendent

Recommends

☒ Approval ☐ Denial


Police Chief

Application APPROVED this _____ day of _____, 20____.

Application DISAPPROVED this _____ day of _____, 20____.

City Council



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

08/10/2022

Location of Event

Cottonwood County Fairgrounds - 1480 8th Avenue, Windom, MN 56101

Start Time

10:00 am

End Time

01:00 am

Type of Event

Cottonwood County Agricultural Society - Cottonwood County Fair - August 10 - 13, 2022 - 1480 8th Avenue, Windom, MN 56101

Applicant Information

Applicant Name

Kay Gross

Address

P O Box 391
1480 18th Avenue
Windom, Minnesota 56101
United States
[Map It](#)

Phone

(507) 822-4569

Federal ID # - FEIN # or SSN #

MN ID #

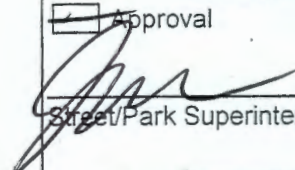
Email

kay.gross@co.cottonwood.mn.us

License Fee - None \$0.00

Recommends

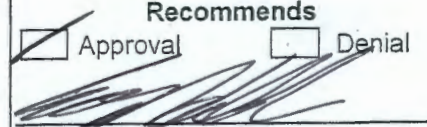
☒ Approval ☐ Denial



Street/Park Superintendent

Recommends

☒ Approval ☐ Denial



Police Chief *Asst.*

Application APPROVED this _____ day of _____, 20_____.

Application DISAPPROVED this _____ day of _____, 20_____.

City Council



APPLICATION FOR MUNICIPAL LICENSES **WINDOM**
CITY OF WINDOM
WINDOM, MN

STATE OF MINNESOTA
COUNTY OF COTTONWOOD
CITY OF WINDOM

TO: KWIK Trip, Inc. DBA Kwik Trip 1147
D Hafner
251 1st Ave
Windom, MN 56101

This application is appropriate for item or items checked below, for the term of one year from January 1, 2022 to December 31, 2022.

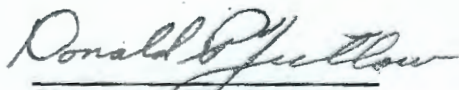
☒ Cigarette License \$20.00

☐ Game of Skill \$50.00 for first game and \$15.00 for each additional game

☐ Theatre \$25.00

Required
MN Tax ID: _____
Federal Tax ID # _____

Total \$20.00


Signature of Applicant



P.O. Box 38 • 444 Ninth Street • Windom, MN 56101 • Phone 507-831-6129 • FAX 507-831-6127

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota Tax ID Number

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

License Authority

License Number

Period Covered

Date of Issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):☒ Over Counter☐ Through Vending Machine☐ Both

Licensee's Legal Name

Kwik Trip, Inc.

Federal Employer ID Number (FEIN)

Business Trade Name (doing business as)

Kwik Trip #1147

Daytime Phone

Complete Address of Business Location (permit location)

251 1st Ave. S.

County

Cottonwood

Other Phone Number

608-793-6262

City

Windom

State

MN

ZIP Code

56101

Fax Number

608-793-6120

Mailing Address (if different than business address)

Kwik Trip License Dept., PO Box 2107

City

La Crosse

State

WI

ZIP Code

54602

Email Address

DHafner@kwiktrip.com**Type of legal organization (check one):**☐ Sole proprietor☐ Partnership☐ Other (describe) _____☐ Minnesota corporation: Enter date of incorporation _____☒ Out-of-state corporation: State of incorporation **Wisconsin**Are you registered to do business in Minnesota? ☒ Yes ☐ No**Corporate officers or partners (attach a list if necessary)**

Name

Donald P. Zietlow

Title

President

Address

2802 Bergamot Pl.

City

Onalaska

State

WI

ZIP Code

54650

Name

Title

Address

City

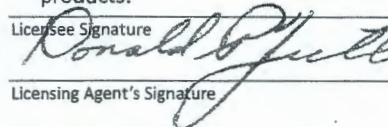
State

ZIP Code

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to www.revenue.state.mn.us and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee Signature


Donald P. ZietlowTitle
President

Print Name

Donald P. Zietlow

Date

7/15/22

Daytime Phone

608-793-6262

Licensing Agent's Signature

Title

Print Name

Date

Daytime Phone

License applicant: Submit this form to the licensing authority along with the license application.**Licensing authority:** Mail, email or fax to:

Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us

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: Winom Lions Club

Previous Gambling Permit Number: X-X-17004-21-007

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN) _____

Mailing Address: PO Box 72

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

Name of Chief Executive Officer (CEO): Alan Saffert

CEO Daytime Phone: (320) 444-7927 CEO Email: grandmasaffert@hotmail.com

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

Email permit to (if other than the CEO): dcbrockman@wondomnet.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal

☐ Religious

☐ Veterans

☐ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 1480 8th Ave, Windom, MN 56101

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 9-10-2022

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.

LG220 Application for Exempt Permit

4/22
Page 2 of 4

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: Alan Saffert Date: 7/28/2022
(Signature must be CEO's signature; designee may not sign)

Print Name: Alan Saffert

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



Windom, MN

Expense Approval Report

By Fund

Payment Dates 7/16/2022 - 7/29/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
WINDOM AREA HEALTH	734-0046-06-2022-0046	07/06/2022	WELLNESS	100-11506	710.00
WINDOM AREA HEALTH	734-0046-07-2022-0046	07/15/2022	WELLNESS PRESENTATION	100-11506	50.00
WINDOM AREA HEALTH	734-0046-07-2022-0046A	07/22/2022	WELLNESS SCREENING	100-11506	400.00
MAURICIO LEBRON	CREDIT REFUND 7-18-22	07/18/2022	CREDIT REFUND	100-20191	55.89
VICTORIA HAWS	CREDIT REFUND 7-18-22	07/18/2022	CREDIT REFUND	100-20191	5.20
LISA VOLLAN	CREDIT REFUND 7-18-22	07/18/2022	CREDIT REFUND	100-20191	116.81
LEO MAU	CREDIT REFUND 7-18-22	07/18/2022	CREDIT REFUND	100-20191	15.16
FAITH M HARRIS	CREDIT REFUND 7-18-22	07/18/2022	CREDIT REFUND	100-20191	39.19
MN REVENUE	JUN-22	07/18/2022	SALES TAX	100-20202	6,576.00
MN REVENUE	JUN-22	07/18/2022	SALES TAX	100-20202	761.00
MN REVENUE	JUN-22	07/18/2022	SALES TAX	100-20202	97.00
MN REVENUE	JUN-22	07/18/2022	SALES TAX	100-20202	20,291.00
					29,117.25
Activity: 41110 - Mayor & Council					
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-41110-326	24.43
CONVENT. & VISITOR BUREAU	JUNE 2022	07/18/2022	AMERICINN LODGING TAX	100-41110-491	6,503.74
CONVENT. & VISITOR BUREAU	JUNE 2022	07/18/2022	RED CARPET INN LODGING TA	100-41110-491	880.93
Activity 41110 - Mayor & Council Total:					7,409.10
Activity: 41310 - Administration					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	100-41310-133	72.00
INDOFF, INC	3579485	07/14/2022	SUPPLIES	100-41310-200	152.99
INDOFF, INC	3581343	07/21/2022	OFFICE SUPPLIES	100-41310-200	25.58
FURTHER (Select Account)	16148635	07/20/2022	PARTICIPANT FEE	100-41310-217	149.50
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-41310-217	19.23
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	100-41310-301	2,052.00
VAN IWAARDEN	JUNE 2022	07/05/2022	OPEB ACTUARIAL CONSULTING	100-41310-301	333.33
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-41310-321	91.87
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-41310-322	0.67
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-41310-322	4.02
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-41310-322	0.24
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-41310-326	297.72
STEVE NASBY	7-13-2022	07/14/2022	TRAVEL REINBURSEMENT	100-41310-331	190.00
KRI - KATO ROOFING, INC.	SV1682027-S	07/14/2022	SERVICES	100-41310-401	1,152.75
Activity 41310 - Administration Total:					4,541.90
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	628691	07/14/2022	SUPPLIES	100-41910-200	34.30
CENTURY BUSINESS PRODUCT	628692	07/14/2022	SUPPLIES	100-41910-200	202.42
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-41910-321	67.92
COTTONWOOD CO RECORDER	JUNE 22	07/14/2022	EDA	100-41910-480	92.00
Activity 41910 - Building & Zoning Total:					420.64
Activity: 41940 - City Hall					
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-41940-381	395.12
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-41940-382	59.37
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	100-41940-383	45.00
HOMETOWN SANITATION SER	0000469424	06/30/2022	REFUSE DISPOSAL	100-41940-384	102.98
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-41940-385	127.94
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-41940-406	22.71
Activity 41940 - City Hall Total:					753.12
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	100-42120-133	176.00
COTTONWOOD CO AUD/TREA	AUG-22	07/14/2022	RENT/DEPUTY ATTORNEY	100-42120-304	3,957.50

Expense Approval Report

Payment Dates: 7/16/2022 - 7/29/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AREA HEALTH	314970721	07/11/2022	MEDICAL FEES	100-42120-305	40.00
MN CHIEF OF POLICE ASSN	13296	07/11/2022	TRAINING & REGISTRATION	100-42120-308	400.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-42120-321	36.89
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-42120-322	9.70
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-42120-322	9.05
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-42120-322	46.35
ALPHA WIRELESS - MANKATO	16673	07/11/2022	RADIO UNITS	100-42120-323	108.00
COTTONWOOD CO AUD/TREA	220700427	07/05/2022	DISPATCH FEES	100-42120-325	4,997.25
LANGUAGE LINE SERVICES, IN	10577911	07/11/2022	INTERPRETATION FEES	100-42120-327	173.57
COTTONWOOD VET CLINIC	328 6-30-2022	07/07/2022	SERVICES/CREDIT ON POLICE	100-42120-334	-84.99
COTTONWOOD CO AUD/TREA	AUG-22	07/14/2022	RENT/DEPUTY ATTORNEY	100-42120-412	1,950.00
FLEET SERVICES DIVISION	2022120001	07/15/2022	POLICE/VEHICLE LEASE	100-42120-419	1,740.97
SCB PUBLIC FINANCE	40049-01/5-60 JULY 22	07/19/2022	VEHICLE LEASE	100-42120-419	1,054.07
MN BUREAU OF CRIMINAL AP	00000706879	07/11/2022	POLICE/DUES	100-42120-433	150.00
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-42120-444	27.00
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	100-42120-444	25.00
Activity 42120 - Crime Control Total:					14,816.36
Activity: 42220 - Fire Fighting					
ARAMARK	2560024872	07/14/2022	CLEANING/OPERATING SUPPL	100-42220-211	47.06
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-42220-321	42.66
COTTONWOOD CO AUD/TREA	220700427	07/05/2022	DISPATCH FEES	100-42220-325	67.50
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-42220-381	385.20
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-42220-382	16.66
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	100-42220-383	326.60
HOMETOWN SANITATION SER	0000469485	07/06/2022	REFUSE DISPOSAL	100-42220-384	48.59
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-42220-385	37.10
HEIMAN FIRE EQUIP. CO	0911193-IN	07/20/2022	MAINTENANCE - OFFICE	100-42220-404	284.44
EMERGENCY APPARATUS MAI	123923	07/14/2022	MAINTENANCE - VEHICLE	100-42220-405	685.04
CARQUEST - SMITH AUTO SUP	JUNE 2022	07/15/2022	MAINTENANCE 91380	100-42220-405	13.96
B.C. JOHNSON CONSTRUCTIO	INV0049	07/21/2022	MAINTENANCE - GROUNDS	100-42220-406	450.00
SCOTT VEENKER	28893	07/20/2022	FIRE DEPT/MISC	100-42220-480	397.50
Activity 42220 - Fire Fighting Total:					2,802.31
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-42500-381	30.77
Activity 42500 - Civil Defense Total:					30.77
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	328 6-30-2022	07/07/2022	SERVICES/CREDIT ON POLICE	100-42700-300	323.50
Activity 42700 - Animal Control Total:					323.50
Activity: 43100 - Streets					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	100-43100-133	80.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-43100-217	70.00
LOCATORS & SUPPLIES, INC	0301106-IN	07/12/2022	UNIFORMS	100-43100-218	35.10
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-43100-321	46.08
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-43100-381	238.85
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-43100-381	1,083.56
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-43100-382	19.30
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	100-43100-383	46.46
HOMETOWN SANITATION SER	0000469425	06/30/2022	REFUSE DISPOSAL	100-43100-384	102.98
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-43100-385	41.09
JOHNSON HARDWARE	13870	07/20/2022	MAINTENANCE - OFFICE	100-43100-404	1.28
TEXAS REFINERY CORP	243507	07/06/2022	MAINTENANCE - OFFICE	100-43100-404	1,399.75
SANFORD HEALTH OCCUPATIO	666770	07/11/2022	LAB TESTING/MAINTENANCE	100-43100-404	30.00
Activity 43100 - Streets Total:					3,194.45
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	100-45202-133	16.00
CITY LAUNDERING CO.	1778596	07/14/2022	CLEANING/SUPPLIES	100-45202-211	122.00
COUNTRY PRIDE SERVICE	1801383	07/19/2022	MOTOR FUELS	100-45202-212	1,358.22
MID-AMERICAN RESEARCH C	0766334-IN	07/14/2022	CHEMICALS	100-45202-216	134.14
GMS INDUSTRIAL SUPPLIES, I	084889	07/21/2022	SMALL TOOLS	100-45202-241	136.88

Expense Approval Report

Payment Dates: 7/16/2022 - 7/29/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-45202-326	206.67
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-45202-381	889.99
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-45202-382	2,940.30
HOMETOWN SANITATION SER	0000469426	06/30/2022	REFUSE DISPOSAL	100-45202-384	58.98
HOMETOWN SANITATION SER	0000469443	06/30/2022	REFUSE DISPOSAL	100-45202-384	52.85
HOMETOWN SANITATION SER	0000469444	06/30/2022	REFUSE DISPOSAL	100-45202-384	35.99
HOMETOWN SANITATION SER	0000469445	06/30/2022	REFUSE DISPOSAL	100-45202-384	35.99
HOMETOWN SANITATION SER	0000469446	06/30/2022	REFUSE DISPOSAL	100-45202-384	64.97
HOMETOWN SANITATION SER	0000469465	06/30/2022	REFUSE DISPOSAL	100-45202-384	42.99
HOMETOWN SANITATION SER	0000469491	06/30/2022	REFUSE DISPOSAL	100-45202-384	21.98
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	100-45202-384	15.00
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	100-45202-384	10.00
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	100-45202-384	10.00
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	100-45202-384	10.00
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	100-45202-384	10.00
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	100-45202-384	10.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	100-45202-385	188.37
JOHNSON HARDWARE	14087	07/19/2022	MAINTENANCE - STRUCTURE	100-45202-402	25.99
MTI DISTRIBUTING, INC	1350867-00	06/28/2022	STREET/MOWER/MAINTENA	100-45202-404	557.60

Activity 45202 - Park Areas Total: 6,954.91

Fund 100 - GENERAL Total: 70,364.31

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	211-45501-133	16.00
CITY LAUNDERING CO.	1776477	07/27/2022	LIBRARY/CLEANING/SUPPLIES	211-45501-211	31.50
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	211-45501-321	166.84
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	211-45501-381	308.29
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	211-45501-382	20.39
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	211-45501-383	46.43
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	211-45501-385	44.56
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	211-45501-480	705.00

Activity 45501 - Library Total: 1,409.01

Fund 211 - LIBRARY Total: 1,409.01

Fund: 225 - AIRPORT

Activity: 45127 - Airport

SOUTHWEST MN BROADBAN	886 7-15-2022	07/18/2022	TELEPHONE	225-45127-321	27.46
SOUTH CENTRAL ELECTRIC	JUNE 2022	07/26/2022	ELECTRIC	225-45127-381	283.00
SOUTH CENTRAL ELECTRIC	JUNE 2022	07/26/2022	ELECTRIC	225-45127-381	121.12
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	225-45127-480	705.00

Activity 45127 - Airport Total: 1,136.58

Fund 225 - AIRPORT Total: 1,136.58

Fund: 230 - POOL

Activity: 45124 - Pool

HAWKINS, INC	6211403	06/28/2022	POOL CHEMICALS	230-45124-216	10.00
HAWKINS, INC	6214665	06/28/2022	CHEMICALS	230-45124-216	1,186.53
HAWKINS, INC	6214666	06/28/2022	POOL CHEMICALS	230-45124-216	801.29
HAWKINS, INC	6219149	06/28/2022	POOL CHEMICALS	230-45124-216	2,680.86
HAWKINS, INC	6224775	07/12/2022	CHEMICALS	230-45124-216	204.43
HAWKINS, INC	6237162	07/26/2022	CHEMICALS	230-45124-216	1,319.94
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	230-45124-217	203.33
ATLANTIC COCA-COLA	3369498	06/28/2022	CONCESSIONS	230-45124-260	95.13
ATLANTIC COCA-COLA	3384074	07/12/2022	CONCESSIONS	230-45124-260	123.68
AH HERMEL COMPANY	931098	07/26/2022	CONCESSIONS	230-45124-260	467.85
AH HERMEL COMPANY	931371	07/26/2022	CONCESSIONS	230-45124-260	28.31
AH HERMEL COMPANY	933277	07/12/2022	CONCESSIONS	230-45124-260	311.95
AH HERMEL COMPANY	934046	07/12/2022	CONCESSIONS	230-45124-260	345.73
AH HERMEL COMPANY	935179	07/26/2022	ARENA/CONCESSIONS	230-45124-260	530.78

Expense Approval Report

Payment Dates: 7/16/2022 - 7/29/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	230-45124-321	64.72
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	230-45124-381	675.58
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	230-45124-382	4,198.03
MN ENERGY RESOURCES	26940099	07/22/2022	GAS UTILITY	230-45124-383	3,778.17
HOMETOWN SANITATION SER	0000469447	07/12/2022	REFUSE DISPOSAL	230-45124-384	125.51
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	230-45124-385	47.49
ELITE MECHANICAL SYSTEMS,	10940	07/26/2022	MAINTENANCE - STRUCTURE	230-45124-402	129.02
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	230-45124-480	705.00
Activity 45124 - Pool Total:					18,033.33
Fund 230 - POOL Total:					18,033.33

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	235-42153-133	16.00
ARAMARK	2560024872	07/14/2022	CLEANING/OPERATING SUPPL	235-42153-217	31.37
BOUND TREE MEDICAL, LLC	84597547	07/20/2022	OPERATING SUPPLIES	235-42153-217	301.10
BOUND TREE MEDICAL, LLC	84597548	07/20/2022	OPERATING SUPPLIES	235-42153-217	100.68
BOUND TREE MEDICAL, LLC	84610088	07/25/2022	AMB/SUPPLIES	235-42153-217	185.60
KRISTEN PORATH	7-9-22 - 7-21-22	07/25/2022	MEALS/CLOTHING EXPENSES	235-42153-218	55.96
LINDE GAS & EQUIPMENT INC	11387157	07/11/2022	OTHER MERCHANDISE - MEDI	235-42153-261	550.11
LEWIS FAMILY DRUG, LLC	56-118949500	07/14/2022	AMB/MEDICATION	235-42153-261	142.00
WINDOM AREA HEALTH	734-0024-06-2022-0024	07/06/2022	NURSING	235-42153-312	3,440.02
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	235-42153-321	28.44
COTTONWOOD CO AUD/TREA	220700427	07/05/2022	DISPATCH FEES	235-42153-325	1,282.50
MEGAN BRAMSTEDT	7-11-22	07/25/2022	MEALS EXPENSE	235-42153-334	24.78
ROB VISKER	7-13-22 - 7-17-22	07/25/2022	MEALS EXPENSE	235-42153-334	78.61
KIM POWERS	7-14-22 - 7-20-22	07/25/2022	MEALS EXPENSE	235-42153-334	84.17
JODI JOHNSON	7-15-22	07/25/2022	MEALS EXPENSE	235-42153-334	21.91
JUSTIN HARRINGTON	7-15-22 - 7-23-22	07/25/2022	MEALS EXPENSE	235-42153-334	61.56
LANDON JOHNSON	7-21-22	07/25/2022	MEALS EXPENSE	235-42153-334	34.38
KRISTEN PORATH	7-9-22 - 7-21-22	07/25/2022	MEALS/CLOTHING EXPENSES	235-42153-334	346.43
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	235-42153-381	256.80
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	235-42153-382	11.10
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	235-42153-383	217.73
HOMETOWN SANITATION SER	0000469485	07/06/2022	REFUSE DISPOSAL	235-42153-384	32.40
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	235-42153-385	24.74
GE PRECISION HEALTHCARE LL	4000037317	07/11/2022	MAINTENANCE - VEHICLE	235-42153-405	400.00
O'REILLY AUTOMOTIVE, INC	4425-344949	07/05/2022	AMBULANCE/MAINTENANCE	235-42153-405	31.25
O'REILLY AUTOMOTIVE, INC	4425-344954	07/05/2022	AMB/MAINTENANCE - VEHICL	235-42153-405	-6.58
SIRIUS XM RADIO INC	X7-1367704939	07/20/2022	MAINTENANCE - VEHICLE	235-42153-405	18.99
B.C. JOHNSON CONSTRUCTIO	INV0049	07/21/2022	MAINTENANCE - GROUNDS	235-42153-406	300.00
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	235-42153-480	705.00
Activity 42153 - Ambulance Total:					8,777.05
Fund 235 - AMBULANCE Total:					8,777.05

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	250-46520-133	8.00
CENTURY BUSINESS PRODUCT	628691	07/14/2022	SUPPLIES	250-46520-200	68.60
CENTURY BUSINESS PRODUCT	628692	07/14/2022	SUPPLIES	250-46520-200	340.69
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	250-46520-301	3,803.00
EHLERS & ASSOC., INC.	91202	07/14/2022	CONSULTING & AUDITING	250-46520-301	2,665.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	250-46520-321	257.12
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	250-46520-321	67.92
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	250-46520-381	47.52
SEED CENTER	16258	07/08/2022	EDA/RIVERBLUFF LOT/MAINT.	250-46520-406	162.50
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	250-46520-443	10.00
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	250-46520-443	10.00

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COTTONWOOD CO RECORDER	JUNE 22	07/14/2022	EDA	250-46520-480	46.00
				Activity 46520 - EDA Total:	7,486.35
				Fund 250 - EDA GENERAL Total:	7,486.35
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	JUNE 2022	07/26/2022	ELECTRIC	254-46520-381	94.86
MICKY MASTERS	1040	07/12/2022	MAINTENANCE - GROUNDS/	254-46520-406	660.00
				Activity 46520 - EDA Total:	754.86
				Fund 254 - NORTH IND PARK Total:	754.86
Fund: 303 - 2007 STREET IMPROVEMENT					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	303-47000-480	380.00
				Activity 47000 - Debt Service Total:	380.00
				Fund 303 - 2007 STREET IMPROVEMENT Total:	380.00
Fund: 305 - 2009 STREET IMPROVEMENT					
Activity: 47000 - Debt Service					
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	305-47000-480	380.00
				Activity 47000 - Debt Service Total:	380.00
				Fund 305 - 2009 STREET IMPROVEMENT Total:	380.00
Fund: 306 - 2013 STREET IMPROVEMENT					
Activity: 41000 - General Government					
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	306-41000-480	380.00
				Activity 41000 - General Government Total:	380.00
				Fund 306 - 2013 STREET IMPROVEMENT Total:	380.00
Fund: 307 - 2017 STREET PROJECT					
Activity: 41000 - General Government					
EHLERS & ASSOC., INC.	90977	07/14/2022	ARBITRAGE SERIES 2017B	307-41000-480	1,250.00
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	307-41000-480	380.00
				Activity 41000 - General Government Total:	1,630.00
				Fund 307 - 2017 STREET PROJECT Total:	1,630.00
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	308-41000-480	380.00
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	308-41000-480	380.00
				Activity 41000 - General Government Total:	760.00
				Fund 308 - 2020 STREET PROJECT Total:	760.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SHI INTERNATIONAL CORP	815487800	07/15/2022	CITY NETWORK UPGRADE PR	401-49950-500	2,259.80
COTTONWOOD CO SOLID WA	4230	07/15/2022	FLATGARD NUSIANCE PARTIAL	401-49950-506	54.11
				Activity 49950 - Capital Outlay Total:	2,313.91
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	2,313.91
Fund: 601 - WATER					
Activity: 49400 - Water					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	601-49400-133	48.00
HAWKINS, INC	6219080	06/28/2022	WATER/CHEMICALS	601-49400-216	635.29
HAWKINS, INC	6231555	07/11/2022	CHEMICALS	601-49400-216	6,032.84
HAWKINS, INC	6238202	07/15/2022	CHEMICALS	601-49400-216	10.00
HAWKINS, INC	6240351	07/19/2022	WATER/CHEMICALS	601-49400-216	820.91
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	601-49400-301	2,052.00
VAN IWAARDEN	JUNE 2022	07/05/2022	OPEB ACTUARIAL CONSULTING	601-49400-301	333.33
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	601-49400-321	51.06
GOPHER STATE ONE CALL	2060840	07/05/2022	LOCATES	601-49400-321	17.89
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	601-49400-322	225.93
SECR REV FUND/CITY OF WD	JUNE 22	07/15/2022	PETTY CASH	601-49400-322	5.10

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	601-49400-326	813.74
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	601-49400-326	167.68
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	601-49400-350	1.50
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	601-49400-381	5,301.36
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	601-49400-382	18.13
MN ENERGY RESOURCES	26940797	07/22/2022	GAS UTILITY	601-49400-383	8.34
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	601-49400-383	45.00
HOMETOWN SANITATION SER	0000469428	07/05/2022	REFUSE DISPOSAL	601-49400-384	104.98
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	601-49400-385	37.33
MN VALLEY TESTING	1151123	07/05/2022	LANDFILL	601-49400-386	8,750.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	601-49400-386	1,036.23
METRON FARNIER, LLC	34115	07/25/2022	MAINTENANCE - OFFICE	601-49400-404	1,796.19
METRON FARNIER, LLC	34116	07/25/2022	MAINTENANCE - OFFICE	601-49400-404	1,758.83
METRON FARNIER, LLC	35366	07/25/2022	MAINTENANCE - OFFICE	601-49400-404	1,077.99
O'REILLY AUTOMOTIVE, INC	4425-345617	07/26/2022	MAINTENANCE - OFFICE	601-49400-404	41.99
BARNETT PRO CARE	#553	07/18/2022	MAINTENANCE - DISTRIBUTIO	601-49400-408	300.00
AMUNDSON DIG	06142201	07/11/2022	MAINTENANCE - DISTRIBUTIO	601-49400-408	400.00
EHLERS & ASSOC., INC.	90977	07/14/2022	ARBITRAGE SERIES 2017B	601-49400-480	1,250.00
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	601-49400-480	190.00
				Activity 49400 - Water Total:	33,919.14
				Fund 601 - WATER Total:	33,919.14

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	602-49450-133	32.00
MID-AMERICAN RESEARCH C	0766331-IN	07/18/2022	SUPPLIES	602-49450-200	373.02
EOSI - Environmental Operati	43066	07/05/2022	CHEMICALS	602-49450-216	20,323.16
HAWKINS, INC	6224774	07/05/2022	CHEMICALS	602-49450-216	1,003.13
HAWKINS, INC	6238515	07/19/2022	SEWER/CHEMICALS	602-49450-216	20.00
MID-AMERICAN RESEARCH C	0766331-IN	07/18/2022	SUPPLIES	602-49450-241	373.01
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	602-49450-301	2,052.00
VAN IWAARDEN	JUNE 2022	07/05/2022	OPEB ACTURIAL CONSULTING	602-49450-301	333.33
CHAD BRAND	2-2-2022	02/04/2022	S.W. MEOA MTG- MARSHALL	602-49450-308	20.00
MN VALLEY TESTING	1151093	07/05/2022	LAB TESTING	602-49450-310	106.80
MN VALLEY TESTING	1151213	07/07/2022	LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1151863	07/11/2022	LAB TESTING	602-49450-310	106.80
MN VALLEY TESTING	1152232	07/12/2022	VALLEY TESTING	602-49450-310	170.80
MN VALLEY TESTING	1152248	07/12/2022	LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1152503	07/19/2022	SEWER/LAB TESTING	602-49450-310	83.65
MN VALLEY TESTING	1152552	07/19/2022	SEWER/LAB TESTING	602-49450-310	170.80
MN VALLEY TESTING	1152826	07/19/2022	SEWER/LAB TESTING	602-49450-310	141.60
MN VALLEY TESTING	1152991	07/15/2022	LAB TESTING	602-49450-310	266.80
MN VALLEY TESTING	1153019	07/15/2022	LAB TESTING	602-49450-310	106.80
SANFORD HEALTH OCCUPATIO	666770	07/11/2022	LAB TESTING/MAINTENANCE	602-49450-310	30.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	602-49450-321	177.69
GOPHER STATE ONE CALL	2060840	07/05/2022	LOCATES	602-49450-321	17.89
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	602-49450-322	225.94
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	602-49450-326	813.74
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	602-49450-326	167.68
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	602-49450-350	1.50
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	602-49450-381	12,597.52
SOUTH CENTRAL ELECTRIC	JUNE 2022	07/26/2022	ELECTRIC	602-49450-381	77.80
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	602-49450-382	185.31
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	602-49450-383	18.00
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	602-49450-383	18.00
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	602-49450-383	109.48
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	602-49450-383	22.67

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMUNDSON DIG	07122201	07/19/2022	SEWER/MAINTENANCE - DIST	602-49450-408	312.50
EHLERS & ASSOC., INC.	90977	07/14/2022	ARBITRAGE SERIES 2017B	602-49450-480	1,250.00
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	602-49450-480	190.00
				Activity 49450 - Sewer Total:	43,020.52
				Fund 602 - SEWER Total:	43,020.52

Fund: 604 - ELECTRIC

IRBY ELECTRICAL DISTRIBUTO	S012908372.001	07/01/2022	ELECTRIC/INVENTORY	604-14200	18,354.60
IRBY ELECTRICAL DISTRIBUTO	S012930036.001	07/01/2022	ELECTRIC/INVENTORY	604-14200	1,488.00
ELECTRIC FUND	07-11-22 - 07-24-22	07/25/2022	ELECTRIC/EAST HILL	604-16300	10,354.46
CLARK EQUIPMENT CO	2824379	06/28/2022	ELECTRIC/SKID LOADER REPLA	604-16300	82,619.36
ELECTRIC FUND	617	07/14/2022	CAPITAL/HYLIFE	604-16300	4,742.91
ELECTRIC FUND	619	07/14/2022	CAPITAL/EAST HILL	604-16300	35.36
ELECTRIC FUND	620	07/21/2022	EAST HILL	604-16300	3,252.00
ELECTRIC FUND	621	07/21/2022	HYLIFE UPGRADE	604-16300	285.38
SHIRLEY HOBBS	7-14-22	07/15/2022	TREE CLEARANCE EASEMENT/	604-16300	100.00
RON'S ELECTRIC INC	147496	07/18/2022	GENERATOR GRANT	604-16400	75,785.00
MN REVENUE	JUN-22	07/18/2022	SALES TAX	604-20202	203.00
ANTHONY JOEL HERNANDEZ	DEPOSIT REFUND 7-18-2022	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
TAYLOR MISCHKE	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
FAITH M HARRIS	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
MAURICIO LEBRON	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
ANDREA NERHUS	DEPOSIT REFUND 7-18-22	07/18/2022	DEPOSIT REFUND	604-22000	300.00
TARA STRAND	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
BRITNEY LOTHERT	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
CARLOS F LULE MUNIZ	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
MILTON A DELEON DELGADO	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	132.72
LOY KERNS	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
SHINING FAME PERFORMANC	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
JUAN & YADIRA LUNA	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	154.29
EMILY SIEBENALER	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
TOM & HEIDI BONAGUARA	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
LEONARDO LOPEZ BAUTISTA	DEPOSIT REFUND 7-18-22	07/18/2022	UTILITY DEPOSIT REFUND	604-22000	300.00
					201,407.08

Activity: 49550 - Electric

NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	604-49550-133	88.00
FS3 INC	78562	07/11/2022	OPERATING SUPPLIES	604-49550-217	317.51
FS3 INC	78606	07/12/2022	OPERATING SUPPLIES	604-49550-217	1,542.99
FS3 INC	78668	07/15/2022	OPERATING SUPPLIES	604-49550-217	598.28
CMP - CENTRAL MUNICIPAL P	7312	07/12/2022	ENERGY	604-49550-263	1,242.14
CMP - CENTRAL MUNICIPAL P	7312	07/12/2022	TRANSMISSION	604-49550-263	212,134.06
DEPARTMENT OF ENERGY	BFPB000800622	07/12/2022	MERCHANDISE FOR RESALE	604-49550-263	89,370.17
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	604-49550-301	2,052.00
VAN IWAARDEN	JUNE 2022	07/05/2022	OPEB ACTUARIAL CONSULTING	604-49550-301	333.34
MN MUNICIPAL UTILITIES ASS	59615	07/12/2022	TRAINING & REGISTRATION	604-49550-308	616.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	604-49550-321	78.50
GOPHER STATE ONE CALL	2060840	07/05/2022	LOCATES	604-49550-321	17.88
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	604-49550-322	225.93
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	604-49550-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	604-49550-326	167.68
STEVE NASBY	07-20-2022	07/25/2022	MILAGE/CMPAS MTG	604-49550-331	83.13
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	604-49550-350	1.50
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	604-49550-381	116.91
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	604-49550-382	87.55
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	604-49550-383	45.00
HOMETOWN SANITATION SER	0000469429	07/01/2022	REFUSE DISPOSAL	604-49550-384	104.98
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	604-49550-385	124.82
TEREX USA LLC	7237030	07/22/2022	MAINTENANCE - OFFICE	604-49550-404	1,502.74

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TEREX USA LLC	7238352	07/26/2022	MAINTENANCE - OFFICE	604-49550-404	1,508.16
TEREX USA LLC	7238353	07/26/2022	MAINTENANCE - OFFICE	604-49550-404	1,390.85
CARQUEST - SMITH AUTO SUP	JUNE 2022	07/15/2022	MAINTENANCE 91380	604-49550-404	84.40
O'REILLY AUTOMOTIVE, INC	4425-346512	07/22/2022	MAINTENANCE - VEHICLE	604-49550-405	130.85
GDF ENTERPRISES, INC	A22401	07/22/2022	MAINTENANCE - VEHICLE	604-49550-405	52.06
ELECTRIC FUND	#625	07/26/2022	EL DISTRIBUTION	604-49550-408	17.48
ELECTRIC FUND	622	07/21/2022	EL DISTRIBUTION	604-49550-408	810.06
NATE HODGINS	7-18-22	07/18/2022	CONSERVATION - ENERGY REB	604-49550-450	300.00
GARY GIUGLER	7-18-22	07/18/2022	CONSERVATION - ENERGY REB	604-49550-450	500.00
JAMIE ANDERSON	7-18-22	07/18/2022	CONSERVATION - ENERGY REB	604-49550-450	350.00
CMP - CENTRAL MUNICIPAL P	7312	07/12/2022	MERCHANDISE FOR RESALE/C	604-49550-450	2,757.67
MN REVENUE	JUN-22	07/18/2022	SALES TAX	604-49550-460	295.00
Activity 49550 - Electric Total:					321,901.48
Fund 604 - ELECTRIC Total:					523,308.56

Fund: 609 - LIQUOR STORE

MN REVENUE	JUN-22	07/18/2022	SALES TAX	609-20202	20,235.00
					20,235.00

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	609-49751-133	32.00
ZABINSKI BUSINESS SERVICES,	187	07/15/2022	LIQUOR STORE/SUPPLIES	609-49751-200	4,053.41
INDOFF, INC	3578606	07/15/2022	SUPPLIES	609-49751-200	4.29
INDOFF, INC	3579476	07/27/2022	LIQUOR S/SUPPLIES	609-49751-200	142.99
AH HERMEL COMPANY	933455	07/01/2022	OPERATING SUPPLIES	609-49751-217	110.00
BELLBOY CORP	0095273200	06/24/2022	LIQUOR/WINE/FREIGHT	609-49751-251	2,403.50
BELLBOY CORP	0095375700	06/24/2022	LIQUOR/FREIGHT	609-49751-251	83.00
VINOCOPIA, INC	0307841-IN	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-251	587.80
DOLL DISTRIBUTING, LLC	1034339	07/01/2022	LIQUOR	609-49751-251	645.00
DOLL DISTRIBUTING, LLC	1034342	07/01/2022	LIQUOR/BEER	609-49751-251	58.50
DOLL DISTRIBUTING, LLC	1038574	07/08/2022	LIQUOR S./LIQUOR	609-49751-251	168.80
DOLL DISTRIBUTING, LLC	1038576	07/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	44.95
DOLL DISTRIBUTING, LLC	1040680	07/12/2022	LIQUOR/BEER	609-49751-251	54.00
DOLL DISTRIBUTING, LLC	1043165	07/15/2022	LIQUOR/BEER	609-49751-251	317.92
JOHNSON BROS.	2089385	07/12/2022	LIQUOR/FREIGHT	609-49751-251	5,123.17
JOHNSON BROS.	2093729	07/19/2022	LIQUOR/FREIGHT	609-49751-251	1,460.61
SOUTHERN GLAZER'S OF MN	2113588 / 2190509 CREDIT	07/27/2022	LIQUOR S./LIQUOR	609-49751-251	-0.04
SOUTHERN GLAZER'S OF MN	2195470-CREDIT	07/27/2022	LIQUOR S./LIQUOR	609-49751-251	-91.00
SOUTHERN GLAZER'S OF MN	2216777 CREDIT	07/27/2022	LIQUOR S./LIQUOR	609-49751-251	-75.75
SOUTHERN GLAZER'S OF MN	2229580	07/01/2022	LIQUOR/FREIGHT	609-49751-251	3,441.11
SOUTHERN GLAZER'S OF MN	2234612	07/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	7,399.52
BREAKTHRU BEVERAGE MN	344798572	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-251	2,266.81
BREAKTHRU BEVERAGE MN	409920908	07/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	-41.88
PHILLIPS WINE & SPIRITS	6425516	07/12/2022	LIQUOR/FREIGHT	609-49751-251	1,891.35
PHILLIPS WINE & SPIRITS	6428857	07/19/2022	LIQUOR/FREIGHT	609-49751-251	755.00
BLUE CLOUD DISTRIBUTION O	101090254	07/18/2022	BEER	609-49751-252	3,108.00
DOLL DISTRIBUTING, LLC	1031792	06/27/2022	BEER	609-49751-252	178.40
DOLL DISTRIBUTING, LLC	1031810	06/27/2022	BEER	609-49751-252	122.70
DOLL DISTRIBUTING, LLC	1034338	07/01/2022	BEER	609-49751-252	292.00
DOLL DISTRIBUTING, LLC	1034342	07/01/2022	LIQUOR/BEER	609-49751-252	18,334.15
DOLL DISTRIBUTING, LLC	1038569	07/08/2022	LIQUOR S./BEER	609-49751-252	79.80
DOLL DISTRIBUTING, LLC	1038576	07/08/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-252	8,212.87
DOLL DISTRIBUTING, LLC	1040680	07/12/2022	LIQUOR/BEER	609-49751-252	207.40
DOLL DISTRIBUTING, LLC	1043165	07/15/2022	LIQUOR/BEER	609-49751-252	10,896.14
LOCHER BROS., INC.	1222607	07/01/2022	BEER	609-49751-252	615.10
BEVERAGE WHOLESALERS	227475	07/08/2022	LIQUOR S./BEER	609-49751-252	54.30
BEVERAGE WHOLESALERS	227799	07/08/2022	LIQUOR S./BEER	609-49751-252	24,594.30
BEVERAGE WHOLESALERS	228901	07/15/2022	BEER	609-49751-252	7,063.10
BEVERAGE WHOLESALERS	228902	07/15/2022	BEER	609-49751-252	354.00
ARTISAN BEER COMPANY	3546392	07/12/2022	BEER	609-49751-252	455.55
ARTISAN BEER COMPANY	3547465	07/19/2022	BEER	609-49751-252	75.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BELLBOY CORP	0095273200	06/24/2022	LIQUOR/WINE/FREIGHT	609-49751-253	312.00
VINOCOPIA, INC	0307841-IN	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-253	240.00
PAUSTIS WINE COMPANY	171209	07/19/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	1,344.33
JOHNSON BROS.	2089386	07/12/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-253	3,500.50
JOHNSON BROS.	2093730	07/19/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-253	518.00
SOUTHERN GLAZER'S OF MN	2229582	07/01/2022	WINE/FREIGHT	609-49751-253	672.00
SOUTHERN GLAZER'S OF MN	2234614	07/19/2022	WINE/FREIGHT	609-49751-253	290.00
BREAKTHRU BEVERAGE MN	344798572	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-253	456.00
BREAKTHRU BEVERAGE MN	409920907	07/19/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	-96.00
INDIAN ISLAND WINERY	4621	07/19/2022	LIQUOR S./WINE	609-49751-253	421.92
PHILLIPS WINE & SPIRITS	6425517	07/12/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-253	212.00
PHILLIPS WINE & SPIRITS	6428858	07/19/2022	WINE/FREIGHT	609-49751-253	295.25
WINE MERCHANTS	7387369	07/19/2022	WINE/FREIGHT	609-49751-253	144.00
VINOCOPIA, INC	0307841-IN	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-254	184.00
JOHNSON BROS.	2089386	07/12/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-254	77.00
JOHNSON BROS.	2093730	07/19/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-254	37.00
SOUTHERN GLAZER'S OF MN	2229581	07/01/2022	SOFT DRINKS & MIXES/FREIG	609-49751-254	26.00
SOUTHERN GLAZER'S OF MN	2234613	07/19/2022	SOFT DRINKS/FREIGHT	609-49751-254	26.00
ATLANTIC COCA-COLA	3415870	07/01/2022	SOFT DRINKS & MIXES	609-49751-254	204.00
BREAKTHRU BEVERAGE MN	344798572	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-254	283.06
PHILLIPS WINE & SPIRITS	6425517	07/12/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-254	247.95
PBC - PEPSI BEVERAGES COM	65709713	07/19/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	278.39
AH HERMEL COMPANY	933489	07/01/2022	TOBACCO/SOFT DRINKS & MI	609-49751-254	243.82
AH HERMEL COMPANY	933489	07/01/2022	TOBACCO/SOFT DRINKS & MI	609-49751-256	296.50
WATERVILLE FOOD & ICE	02-227482	07/19/2022	LIQUOR S./ICE/FREIGHT	609-49751-257	110.40
WATERVILLE FOOD & ICE	02-227529	07/27/2022	LIQUOR S./ICE/FREIGHT	609-49751-257	261.20
AH HERMEL COMPANY	933489	07/01/2022	TOBACCO/SOFT DRINKS & MI	609-49751-261	132.80
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	609-49751-301	2,052.00
VAN IWAARDEN	JUNE 2022	07/05/2022	OPEB ACTURIAL CONSULTING	609-49751-301	333.34
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	609-49751-321	132.18
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	609-49751-326	721.38
BELLBOY CORP	0095273200	06/24/2022	LIQUOR/WINE/FREIGHT	609-49751-333	63.00
BELLBOY CORP	0095375700	06/24/2022	LIQUOR/FREIGHT	609-49751-333	2.00
WATERVILLE FOOD & ICE	02-227482	07/19/2022	LIQUOR S./ICE/FREIGHT	609-49751-333	5.25
WATERVILLE FOOD & ICE	02-227529	07/27/2022	LIQUOR S./ICE/FREIGHT	609-49751-333	5.25
VINOCOPIA, INC	0307841-IN	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-333	22.50
PAUSTIS WINE COMPANY	171209	07/19/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	21.00
JOHNSON BROS.	2089385	07/12/2022	LIQUOR/FREIGHT	609-49751-333	109.69
JOHNSON BROS.	2089386	07/12/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-333	82.56
JOHNSON BROS.	2093729	07/19/2022	LIQUOR/FREIGHT	609-49751-333	18.00
JOHNSON BROS.	2093730	07/19/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-333	25.06
SOUTHERN GLAZER'S OF MN	2162963 CREDIT	07/27/2022	REFUND FREIGHT	609-49751-333	-2.05
SOUTHERN GLAZER'S OF MN	2229579	07/01/2022	LIQUOR/FREIGHT	609-49751-333	13.32
SOUTHERN GLAZER'S OF MN	2229580	07/01/2022	LIQUOR/FREIGHT	609-49751-333	48.34
SOUTHERN GLAZER'S OF MN	2229581	07/01/2022	SOFT DRINKS & MIXES/FREIG	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2229582	07/01/2022	WINE/FREIGHT	609-49751-333	32.80
SOUTHERN GLAZER'S OF MN	2234612	07/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	175.18
SOUTHERN GLAZER'S OF MN	2234613	07/19/2022	SOFT DRINKS/FREIGHT	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2234614	07/19/2022	WINE/FREIGHT	609-49751-333	12.30
BREAKTHRU BEVERAGE MN	344798572	07/08/2022	LIQUOR S./MERCHANDISE	609-49751-333	61.67
BREAKTHRU BEVERAGE MN	409920907	07/19/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN	409920908	07/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	-0.31
SOUTHERN GLAZER'S OF MN	5085070	07/19/2022	FREIGHT	609-49751-333	2.04
PHILLIPS WINE & SPIRITS	6425516	07/12/2022	LIQUOR/FREIGHT	609-49751-333	21.46
PHILLIPS WINE & SPIRITS	6425517	07/12/2022	WINE/SOFT DRINKS/FREIGHT	609-49751-333	17.93
PHILLIPS WINE & SPIRITS	6428857	07/19/2022	LIQUOR/FREIGHT	609-49751-333	17.57
PHILLIPS WINE & SPIRITS	6428858	07/19/2022	WINE/FREIGHT	609-49751-333	13.66
WINE MERCHANTS	7387369	07/19/2022	WINE/FREIGHT	609-49751-333	4.39
AH HERMEL COMPANY	933489	07/01/2022	TOBACCO/SOFT DRINKS & MI	609-49751-333	8.95
KDOM RADIO	JUNE 2022	07/05/2022	ADVERTISING	609-49751-340	340.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FORUM COMMUNICATIONS C	MP2999810622	07/15/2022	ADVERTISING	609-49751-340	70.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	609-49751-381	977.44
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	609-49751-382	20.59
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	609-49751-383	90.34
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	609-49751-385	41.14
RON'S ELECTRIC INC	147277	07/19/2022	LIQUOR S/MAINTENANCE - ST	609-49751-402	467.58
MN REVENUE	JUN-22	07/18/2022	SALES TAX	609-49751-460	23.00

Activity 49751 - Liquor Store Total: 122,250.28

Fund 609 - LIQUOR STORE Total: 142,485.28

Fund: 614 - TELECOM

SHI INTERNATIONAL CORP	B15487800	07/15/2022	CITY NETWORK UPGRADE PR	614-16400	12,740.20
					12,740.20

Activity: 49870 - Telecom

NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	614-49870-133	48.00
CITY LAUNDERING CO.	1782296	07/08/2022	CLEANING/SUPPLIES	614-49870-211	21.38
CNA SURETY	#70902631 6-6-2022	06/06/2022	OPERATING SUPPLIES	614-49870-217	250.00
MONTCLAIR FIBER OPTICS, IN	IN0008599	07/25/2022	UTILITY SYSTEM	614-49870-227	393.14
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	614-49870-301	2,052.00
VAN IWAARDEN	JUNE 2022	07/05/2022	OPEB ACTURIAL CONSULTING	614-49870-301	333.33
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	614-49870-321	300.29
GOPHER STATE ONE CALL	2060840	07/05/2022	LOCATES	614-49870-321	17.89
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	614-49870-322	225.93
INNOVATIVE SYSTEMS LLC	INV-03919	06/30/2022	DATA PROCESSING	614-49870-326	900.00
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	614-49870-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-04201	07/01/2022	DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	614-49870-326	167.68
NEUSTAR, INC.	L-0000039817	07/12/2022	DATA PROCESSING	614-49870-326	9.25
KDOM RADIO	22060484	07/05/2022	ADVERTISING/WINDOMNET	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	INV-04321	07/07/2022	MAY 2022 POSTAGE/DATA PR	614-49870-350	1.50
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	614-49870-381	2,914.16
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	614-49870-382	19.49
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	614-49870-383	15.53
HOMETOWN SANITATION SER	0000469430	07/05/2022	REFUSE DISPOSAL	614-49870-384	92.98
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	614-49870-385	37.84
KULSETH LAWN LANDSCAPE	2937	07/25/2022	MAINTENANCE - GROUNDS	614-49870-406	256.50
ADVANTAGE COLLECTION PR	#379620701	07/05/2022	UNCOLLECTIBLE	614-49870-432	39.03
BTN - BIG TEN NETWORK	152648	07/18/2022	SUBSCRIBER FEES	614-49870-442	1,432.90
FOX TELEVISION STATIONS, LL	152649	07/18/2022	SUBSCRIBER FEES	614-49870-442	232.98
FOX TELEVISION STATIONS, LL	152650	07/18/2022	SUBSCRIBER FEES	614-49870-442	2,541.60
NEXSTAR BROADCASTING GR	449096	07/18/2022	SUBSCRIBER FEES	614-49870-442	227.40
CONSOLIDATED COMMUNICA	507-151-0204/0 JULY 22	07/12/2022	SUBSCRIBER FEES	614-49870-442	1,443.00
BALLY SPORTS NORTH	U09926	07/18/2022	SUBSCRIBER FEES	614-49870-442	6,896.61
CONSOLIDATED CALL CENTER	21385	07/05/2022	SWITCH FEES	614-49870-445	128.28
1623 FARNAM LLC	006499	07/05/2022	INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2022070027696	07/08/2022	INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389591	07/25/2022	INTERNET EXPENSE	614-49870-447	370.00
JORDAN BUSSA	JAN-JUNE 22	07/25/2022	ON CALL SUPPORT DATA	614-49870-448	261.00
ZAYO GROUP, LLC	2022070002376	07/08/2022	CALL COMPLETION	614-49870-451	2,734.69
ONVOY, LLC dba INTELIGENT	247591	07/05/2022	CALL COMPLETION	614-49870-451	3,626.60
ONVOY, LLC dba INTELIGENT	247687	07/05/2022	CALL COMPLETION	614-49870-451	139.82
MN REVENUE	JUN-22	07/18/2022	SALES TAX	614-49870-460	287.00
EHLERS & ASSOC., INC.	91062	07/14/2022	ARBITRAGE SERIES 2017B	614-49870-480	3,750.00
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	614-49870-480	380.00
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	614-49870-480	380.00

Activity 49870 - Telecom Total: 38,777.50

Fund 614 - TELECOM Total: 51,517.70

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 615 - ARENA					
Activity: 49850 - Arena					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	615-49850-133	32.00
CITY LAUNDERING CO.	1782293	07/12/2022	CLEANING/SUPPLIES	615-49850-211	50.00
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	615-49850-301	705.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	615-49850-321	126.52
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	615-49850-381	2,108.79
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	615-49850-382	92.25
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	615-49850-383	144.80
HOMETOWN SANITATION SER	0000469431	07/12/2022	REFUSE DISPOSAL	615-49850-384	158.98
COTTONWOOD CO SOLID WA	4230	07/15/2022	REFUSE DISPOSAL	615-49850-384	10.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	615-49850-385	85.50
GDF ENTERPRISES, INC	A22410	07/26/2022	MAINTENANCE - OFFICE	615-49850-404	8.10
MN REVENUE	JUN-22	07/18/2022	SALES TAX	615-49850-460	492.00
EHLERS & ASSOC., INC.	91278	07/20/2022	2022 CONTINUING DISCLOSU	615-49850-480	380.00
Activity 49850 - Arena Total:					4,826.94
Fund 615 - ARENA Total:					4,826.94
Fund: 617 - M/P CENTER					
SECR REV FUND/CITY OF WD	7-23-2022	07/18/2022	CASH FOR COMMUNITY CENT	617-10200	1,500.00
SECR REV FUND/CITY OF WD	EVENT 7/30/22	07/22/2022	PETTY CASH	617-10200	1,500.00
MN REVENUE	JUN-22	07/18/2022	SALES TAX	617-20202	682.00
GUADELUPE MARTINEZ	KEG REFUND	07/22/2022	WINDOM COMM. CENTER KE	617-20202	24.06
GUADELUPE MARTINEZ	KEG REFUND	07/22/2022	WINDOM COMM. CENTER KE	617-38521	350.00
					4,056.06
Activity: 49860 - M/P Center					
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	617-49860-133	48.00
CITY LAUNDERING CO.	1782294	07/12/2022	CLEANING/SUPPLIES	617-49860-211	223.87
RIVER BEND LIQUOR	JUNE 22	07/12/2022	LIQUOR/ICE	617-49860-251	467.03
RIVER BEND LIQUOR	JUNE 22	07/12/2022	LIQUOR/ICE	617-49860-251	109.08
RIVER BEND LIQUOR	JUNE 22	07/12/2022	LIQUOR/ICE	617-49860-252	1,344.11
RIVER BEND LIQUOR	JUNE 22	07/12/2022	LIQUOR/ICE	617-49860-254	61.80
RIVER BEND LIQUOR	JUNE 22	07/12/2022	LIQUOR/ICE	617-49860-261	6.40
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	617-49860-301	705.00
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	617-49860-321	61.87
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	617-49860-326	473.33
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	617-49860-381	1,507.92
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	617-49860-382	75.50
MN ENERGY RESOURCES	26940875	07/22/2022	GAS UTILITY	617-49860-383	224.02
HOMETOWN SANITATION SER	0000469432	06/30/2022	REFUSE DISPOSAL	617-49860-384	78.99
ELECTRIC FUND	20220630	07/18/2022	MONTHLY UTILITY	617-49860-385	162.66
SCHWICKERT'S TECTA AMERIC	S510094338	07/14/2022	MAINTENANCE - STRUCTURE	617-49860-402	1,061.50
ELECTRIC FUND	# 616	07/25/2022	MAINTENANCE - OFFICE	617-49860-404	7.15
ELITE MECHANICAL SYSTEMS,	10909	07/12/2022	MAINTENANCE - OFFICE	617-49860-404	323.18
ELITE MECHANICAL SYSTEMS,	11067	07/26/2022	MAINTENANCE - OFFICE	617-49860-404	85.00
PLUNKETT'S PEST CONTROL	#7590171	07/12/2022	MAINTENANCE - GROUNDS	617-49860-406	438.64
ELITE MECHANICAL SYSTEMS,	10869	07/12/2022	MAINTENANCE - UTILITIES	617-49860-409	1,279.76
MN REVENUE	JUN-22	07/18/2022	SALES TAX	617-49860-460	650.00
Activity 49860 - M/P Center Total:					9,394.81
Fund 617 - M/P CENTER Total:					13,450.87
Fund: 651 - RIVERLBUFF TOWNHOMES					
Activity: 46520 - EDA					
SCHLENNER WENNER & CO	292850	07/19/2022	AUDIT SERVICES	651-46520-480	705.00
Activity 46520 - EDA Total:					705.00
Fund 651 - RIVERLBUFF TOWNHOMES Total:					705.00
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0002141	07/29/2022	Federal Tax Withholding	700-21701	10,396.91
MN Department of Revenue -	INV0002142	07/29/2022	State Withholding	700-21702	5,435.91

Expense Approval Report

Payment Dates: 7/16/2022 - 7/29/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Internal Revenue Service-Payr	INV0002141	07/29/2022	Social Security	700-21703	14,381.66
MN Pera	INV0002139	07/29/2022	PERA	700-21704	779.86
MN Pera	INV0002139	07/29/2022	PERA	700-21704	13,420.90
MN Pera	INV0002139	07/29/2022	PERA	700-21704	7,860.23
MN State Deferred	INV0002140	07/29/2022	Deferred Compensation	700-21705	5,576.91
MN State Deferred	INV0002140	07/29/2022	Deferred Roth	700-21705	1,425.00
LOCAL UNION #949	JULY 22	07/18/2022	UNION DUES	700-21707	1,524.90
LAW ENFORCEMENT LABOR S	JULY 2022	07/18/2022	UNION DUES	700-21708	520.00
Internal Revenue Service-Payr	INV0002141	07/29/2022	Medicare Withholding	700-21711	4,123.80
FURTHER (Select Account)	40302372	07/19/2022	FLEX SPENDING	700-21712	680.09
AFLAC	147239	07/22/2022	INSURANCE JULY 2022	700-21715	189.18
AFLAC	394484	05/24/2022	INSURANCE MAY 2022	700-21715	189.18
AFLAC	147239	07/22/2022	INSURANCE JULY 2022	700-21716	599.39
AFLAC	394484	05/24/2022	INSURANCE MAY 2022	700-21716	576.12
MN BENEFIT ASSOCIATION	2022-0169506	07/15/2022	INSURANCE	700-21717	5.84
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	700-21718	16.00
NCPERS MINNESOTA	JULY 2022	07/26/2022	INSURANCE 844600	700-21718	16.00
MN BENEFIT ASSOCIATION	2022-0169506	07/15/2022	INSURANCE	700-21719	370.78
FURTHER (Select Account)	INV0002138	07/29/2022	HSA Employee Contribution	700-21723	509.92
					68,598.58
				Fund 700 - PAYROLL Total:	68,598.58
				Grand Total:	995,637.99

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	70,364.31
211 - LIBRARY	1,409.01
225 - AIRPORT	1,136.58
230 - POOL	18,033.33
235 - AMBULANCE	8,777.05
250 - EDA GENERAL	7,486.35
254 - NORTH IND PARK	754.86
303 - 2007 STREET IMPROVEMENT	380.00
305 - 2009 STREET IMPROVEMENT	380.00
306 - 2013 STREET IMPROVEMENT	380.00
307 - 2017 STREET PROJECT	1,630.00
308 - 2020 STREET PROJECT	760.00
401 - GENERAL CAPITAL PROJECTS	2,313.91
601 - WATER	33,919.14
602 - SEWER	43,020.52
604 - ELECTRIC	523,308.56
609 - LIQUOR STORE	142,485.28
614 - TELECOM	51,517.70
615 - ARENA	4,826.94
617 - M/P CENTER	13,450.87
651 - RIVERLBUFF TOWNHOMES	705.00
700 - PAYROLL	68,598.58
Grand Total:	995,637.99

Account Summary

Account Number	Account Name	Payment Amount
100-11506	Accounts Receivable - Ac	1,160.00
100-20191	Unapplied Cash	232.25
100-20202	Sales Tax Payable	27,725.00
100-41110-326	Data Processing	24.43
100-41110-491	Payments to Other Orga	7,384.67
100-41310-133	Employer Paid Insurance	72.00
100-41310-200	Office Supplies	178.57
100-41310-217	Other Operating Supplie	168.73
100-41310-301	Auditing & Consulting Se	2,385.33
100-41310-321	Telephone	91.87
100-41310-322	Postage	4.93
100-41310-326	Data Processing	297.72
100-41310-331	Travel Expense	190.00
100-41310-401	Repairs & Maint - Buildi	1,152.75
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	236.72
100-41910-321	Telephone	67.92
100-41910-480	Other Miscellaneous	92.00
100-41940-381	Electric Utility	395.12
100-41940-382	Water Utility	59.37
100-41940-383	Gas Utility	45.00
100-41940-384	Refuse Disposal	102.98
100-41940-385	Sewer Utility	127.94
100-41940-406	Repairs & Maint - Groun	22.71
100-42120-133	Employer Paid Insurance	176.00
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-308	Training & Registrations	400.00
100-42120-321	Telephone	36.89
100-42120-322	Postage	65.10
100-42120-323	Radio Units	108.00

Account Summary

Account Number	Account Name	Payment Amount
100-42120-325	Dispatching	4,997.25
100-42120-327	Interpretation Fees	173.57
100-42120-334	Meals/Lodging	-84.99
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	2,795.04
100-42120-433	Dues & Subscriptions	150.00
100-42120-444	License Fees	52.00
100-42220-211	Cleaning Supplies	47.06
100-42220-321	Telephone	42.66
100-42220-325	Dispatching	67.50
100-42220-381	Electric Utility	385.20
100-42220-382	Water Utility	16.66
100-42220-383	Gas Utility	326.60
100-42220-384	Refuse Disposal	48.59
100-42220-385	Sewer Utility	37.10
100-42220-404	Repairs & Maint - M&E	284.44
100-42220-405	Repairs & Maint - Vehicl	699.00
100-42220-406	Repairs & Maint - Groun	450.00
100-42220-480	Other Miscellaneous	397.50
100-42500-381	Electric Utility	30.77
100-42700-300	Charges for Services	323.50
100-43100-133	Employer Paid Insurance	80.00
100-43100-217	Other Operating Supplie	70.00
100-43100-218	Uniforms	35.10
100-43100-321	Telephone	46.08
100-43100-381	Electric Utility	1,322.41
100-43100-382	Water Utility	19.30
100-43100-383	Gas Utility	46.46
100-43100-384	Refuse Disposal	102.98
100-43100-385	Sewer Utility	41.09
100-43100-404	Repairs & Maint - M&E	1,431.03
100-45202-133	Employer Paid Insurance	16.00
100-45202-211	Cleaning Supplies	122.00
100-45202-212	Motor Fuels	1,358.22
100-45202-216	Chemicals and Chemical	134.14
100-45202-241	Small Tools	136.88
100-45202-326	Data Processing	206.67
100-45202-381	Electric Utility	889.99
100-45202-382	Water Utility	2,940.30
100-45202-384	Refuse Disposal	378.75
100-45202-385	Sewer Utility	188.37
100-45202-402	Repairs & Maint - Struct	25.99
100-45202-404	Repairs & Maint - M&E	557.60
211-45501-133	Employer Paid Insurance	16.00
211-45501-211	Cleaning Supplies	31.50
211-45501-321	Telephone	166.84
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	308.29
211-45501-382	Water Utility	20.39
211-45501-383	Gas Utility	46.43
211-45501-385	Sewer Utility	44.56
211-45501-480	Other Miscellaneous	705.00
225-45127-321	Telephone	27.46
225-45127-381	Electric Utility	404.12
225-45127-480	Other Miscellaneous	705.00
230-45124-216	Chemicals and Chemical	6,203.05
230-45124-217	Other Operating Supplie	203.33
230-45124-260	Concessions	1,903.43

Account Summary

Account Number	Account Name	Payment Amount
230-45124-321	Telephone	64.72
230-45124-381	Electric Utility	675.58
230-45124-382	Water Utility	4,198.03
230-45124-383	Gas Utility	3,778.17
230-45124-384	Refuse Disposal	125.51
230-45124-385	Sewer Utility	47.49
230-45124-402	Repairs & Maint - Struct	129.02
230-45124-480	Other Miscellaneous	705.00
235-42153-133	Employer Paid Insurance	16.00
235-42153-217	Other Operating Supplie	618.75
235-42153-218	Uniforms	55.96
235-42153-261	Other Merchandise-Med	692.11
235-42153-312	Nursing	3,440.02
235-42153-321	Telephone	28.44
235-42153-325	Dispatching	1,282.50
235-42153-334	Meals/Lodging	651.84
235-42153-381	Electric Utility	256.80
235-42153-382	Water Utility	11.10
235-42153-383	Gas Utility	217.73
235-42153-384	Refuse Disposal	32.40
235-42153-385	Sewer Utility	24.74
235-42153-405	Repairs & Maint - Vehicl	443.66
235-42153-406	Repairs & Maint - Groun	300.00
235-42153-480	Other Miscellaneous	705.00
250-46520-133	Employer Paid Insurance	8.00
250-46520-200	Office Supplies	409.29
250-46520-301	Auditing & Consulting Se	6,468.00
250-46520-321	Telephone	325.04
250-46520-381	Electric Utility	47.52
250-46520-406	Repairs & Maint - Groun	162.50
250-46520-443	Intergovernmental Fees	20.00
250-46520-480	Other Miscellaneous	46.00
254-46520-381	Electric Utility	94.86
254-46520-406	Repairs & Maint - Groun	660.00
303-47000-480	Other Miscellaneous	380.00
305-47000-480	Other Miscellaneous	380.00
306-41000-480	Other Miscellaneous	380.00
307-41000-480	Other Miscellaneous	1,630.00
308-41000-480	Other Miscellaneous	760.00
401-49950-500	Capital Outlay - Office	2,259.80
401-49950-506	Capital Outlay - Building	54.11
601-49400-133	Employer Paid Insurance	48.00
601-49400-216	Chemicals and Chemical	7,499.04
601-49400-301	Auditing & Consulting Se	2,385.33
601-49400-321	Telephone	68.95
601-49400-322	Postage	231.03
601-49400-326	Data Processing	1,568.92
601-49400-350	Printing & Design	1.50
601-49400-381	Electric Utility	5,301.36
601-49400-382	Water Utility	18.13
601-49400-383	Gas Utility	53.34
601-49400-384	Refuse Disposal	104.98
601-49400-385	Sewer Utility	37.33
601-49400-386	Landfill	9,786.23
601-49400-404	Repairs & Maint - M&E	4,675.00
601-49400-408	Repairs & Maint - Distrib	700.00
601-49400-480	Other Miscellaneous	1,440.00
602-49450-133	Employer Paid Insurance	32.00

Account Summary

Account Number	Account Name	Payment Amount
602-49450-200	Office Supplies	373.02
602-49450-216	Chemicals and Chemical	21,346.29
602-49450-241	Small Tools	373.01
602-49450-301	Auditing & Consulting Se	2,385.33
602-49450-308	Training & Registrations	20.00
602-49450-310	Lab Testing	1,717.65
602-49450-321	Telephone	195.58
602-49450-322	Postage	225.94
602-49450-326	Data Processing	1,568.92
602-49450-350	Printing & Design	1.50
602-49450-381	Electric Utility	12,675.32
602-49450-382	Water Utility	185.31
602-49450-383	Gas Utility	168.15
602-49450-408	Repairs & Maint - Distrib	312.50
602-49450-480	Other Miscellaneous	1,440.00
604-14200	Inventory	19,842.60
604-16300	Improvements Other Th	101,389.47
604-16400	Machinery & Equipment	75,785.00
604-20202	Sales Tax Payable	203.00
604-22000	Prepayments	4,187.01
604-49550-133	Employer Paid Insurance	88.00
604-49550-217	Other Operating Supplie	2,458.78
604-49550-263	Merchandise for Resale -	302,746.37
604-49550-301	Auditing & Consulting Se	2,385.34
604-49550-308	Training & Registrations	616.00
604-49550-321	Telephone	96.38
604-49550-322	Postage	225.93
604-49550-326	Data Processing	3,021.52
604-49550-331	Travel Expense	83.13
604-49550-350	Printing & Design	1.50
604-49550-381	Electric Utility	116.91
604-49550-382	Water Utility	87.55
604-49550-383	Gas Utility	45.00
604-49550-384	Refuse Disposal	104.98
604-49550-385	Sewer Utility	124.82
604-49550-404	Repairs & Maint - M&E	4,486.15
604-49550-405	Repairs & Maint - Vehicl	182.91
604-49550-408	Repairs & Maint - Distrib	827.54
604-49550-450	Conservation	3,907.67
604-49550-460	Miscellaneous Taxes	295.00
609-20202	Sales Tax Payable	20,235.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	4,200.69
609-49751-217	Other Operating Supplie	110.00
609-49751-251	Liquor	26,492.37
609-49751-252	Beer	74,643.31
609-49751-253	Wine	8,310.00
609-49751-254	Soft Drinks & Mix	1,607.22
609-49751-256	Tobacco Products	296.50
609-49751-257	Ice	371.60
609-49751-261	Other Merchandise	132.80
609-49751-301	Auditing & Consulting Se	2,385.34
609-49751-321	Telephone	132.18
609-49751-326	Data Processing	721.38
609-49751-333	Freight and Express	783.81
609-49751-340	Advertising & Promotion	410.99
609-49751-381	Electric Utility	977.44
609-49751-382	Water Utility	20.59

Account Summary

Account Number	Account Name	Payment Amount
609-49751-383	Gas Utility	90.34
609-49751-385	Sewer Utility	41.14
609-49751-402	Repairs & Maint - Struct	467.58
609-49751-460	Miscellaneous Taxes	23.00
614-16400	Machinery & Equipment	12,740.20
614-49870-133	Employer Paid Insurance	48.00
614-49870-211	Cleaning Supplies	21.38
614-49870-217	Other Operating Supplie	250.00
614-49870-227	Utility System Maint Sup	393.14
614-49870-301	Auditing & Consulting Se	2,385.33
614-49870-321	Telephone	318.18
614-49870-322	Postage	225.93
614-49870-326	Data Processing	4,675.65
614-49870-340	Advertising & Promotion	100.98
614-49870-350	Printing & Design	1.50
614-49870-381	Electric Utility	2,914.16
614-49870-382	Water Utility	19.49
614-49870-383	Gas Utility	15.53
614-49870-384	Refuse Disposal	92.98
614-49870-385	Sewer Utility	37.84
614-49870-406	Repairs & Maint - Groun	256.50
614-49870-432	Uncollectible	39.03
614-49870-442	Subscriber Fees	12,774.49
614-49870-445	Switch Fees	128.28
614-49870-447	Internet Expense	2,520.00
614-49870-448	On-Call Support	261.00
614-49870-451	Call Completion	6,501.11
614-49870-460	Miscellaneous Taxes	287.00
614-49870-480	Other Miscellaneous	4,510.00
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	50.00
615-49850-301	Auditing & Consulting Se	705.00
615-49850-321	Telephone	126.52
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	2,108.79
615-49850-382	Water Utility	92.25
615-49850-383	Gas Utility	144.80
615-49850-384	Refuse Disposal	168.98
615-49850-385	Sewer Utility	85.50
615-49850-404	Repairs & Maint - M&E	8.10
615-49850-460	Miscellaneous Taxes	492.00
615-49850-480	Other Miscellaneous	380.00
617-10200	Petty Cash	3,000.00
617-20202	Sales Tax Payable	706.06
617-38521	M/P Beer Sales	350.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	223.87
617-49860-251	Liquor	576.11
617-49860-252	Beer	1,344.11
617-49860-254	Soft Drinks & Mix	61.80
617-49860-261	Other Merchandise	6.40
617-49860-301	Auditing & Consulting Se	705.00
617-49860-321	Telephone	61.87
617-49860-326	Data Processing	473.33
617-49860-381	Electric Utility	1,507.92
617-49860-382	Water Utility	75.50
617-49860-383	Gas Utility	224.02
617-49860-384	Refuse Disposal	78.99

Account Summary

Account Number	Account Name	Payment Amount
617-49860-385	Sewer Utility	162.66
617-49860-402	Repairs & Maint - Struct	1,061.50
617-49860-404	Repairs & Maint - M&E	415.33
617-49860-406	Repairs & Maint - Groun	438.64
617-49860-409	Repairs & Maint - Utilitie	1,279.76
617-49860-460	Miscellaneous Taxes	650.00
651-46520-480	Other Miscellaneous	705.00
700-21701	Federal Withholding	10,396.91
700-21702	State Withholding	5,435.91
700-21703	FICA Tax Withholding	14,381.66
700-21704	PERA Contributions	22,060.99
700-21705	Retirement	7,001.91
700-21707	Union Dues	1,524.90
700-21708	PD Union Dues	520.00
700-21711	Medicare Tax Withholdi	4,123.80
700-21712	Flex Account	680.09
700-21715	Individual Insurance-Afla	378.36
700-21716	Individual Insurance-Afla	1,175.51
700-21717	Individual Insurance-MB	5.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	370.78
700-21723	HSA Employee Contribu	509.92
	Grand Total:	995,637.99

Project Account Summary

Project Account Key	Payment Amount
None	995,637.99
Grand Total:	995,637.99

CW
7/28/22

Date/Time received: _____

Agenda Request Form

(This form can be used only once a month by the same individual(s). It is not a venue to bypass policies and procedures of city commissions and committees.)

Name: Michael T. Bogle Telephone No: 507-822-5352

Address: 1453 4th Ave Windom

Date of Council Meeting: _____ (Agenda item must be turned into the city office by Friday noon preceding the Tuesday meeting.)

Subject: Modification of raze order on house at above address

Have you brought this to the attention of the appropriate department head? _____
Committee? YES

Hand-outs, audio-visual materials (These must be simple and set up directly before you speak and taken down directly afterward): _____

This format gives citizens an opportunity to express concerns to the council without expectation of discussion or action. No more than two (2) people should speak on the same topic at one meeting. Remarks should not exceed five (5) minutes per person. They should be directed to the council as a whole and not to any individual member or department head.

Michael T. Bogle
Signature

When the City Counsel voted to raze my house they were not aware that there were 2 new additions to the house that were not damaged by fire or water.

The 7 year old addition measuring about 18' x 12' has a full new basement under it including footings.

The back patio has a one year old new lean roof 15' x 18'. It also houses the electric meter and breaker box for garage and

new addition. The garage contains freezers and other electrical outlets.

I would like to salvage these two additions as part of future construction and the basement also. Any other parts salvagable could be determined by a structural engineer and or Andy Spielman.

Michael T. Boyle

ORDINANCE NO. 194, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, PROVIDING FOR A MORATORIUM ON THE SALE OF THC (tetrahydrocannabinols) PRODUCTS AND THE ISSUANCE OF REGULATIONS AND LICENSES TO PRESERVE PUBLIC HEALTH, MORALS, SAFETY OR WELFARE

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

Windom City Charter Section 3.05 provides the City Council the ability to enact an Emergency Ordinance for the immediate preservation of the public peace, health, morals, safety or welfare in which the emergency is defined and declared in the preamble; and the ordinance is adopted by a vote of the majority of the members of the Council.

Findings and Purpose

This Emergency Ordinance hereby establishes a moratorium on the sale of hemp derived THC (tetrahydrocannabinols) food and beverages in order to allow the city time to study the issue and consider licensing, rules, and sales management controls for the sale of hemp derived THC food and beverages, similar to tobacco sales and products, behind the sales counter, checking identifications (ID's), enforcement, compliance and license fees.

The City Council is concerned about the impacts of new THC products that may be permitted as passed by the Minnesota Legislature Chapter 98, Article 13 which made changes to M.S. Section 151.72 regarding the sale of THC products. The City Council is concerned about the proliferation and expansion of THC products through new THC shops or existing sales outlets and possible hazards to public health, access by minors and lack of State regulation.

As a result of the important licensing issues cited above, the city will consider possible amendments to its official controls, possibly including the zoning code, and related policy and process improvements. The City Council finds that this Emergency Ordinance should be adopted to protect the planning process, public health, safety, neighboring properties, economic viability, public assets and general welfare of the city.

Study and Licensing

The City Administrator's Office, Police Department and City Attorney's office in cooperation with other applicable City Departments, is hereby authorized to study to evaluate the impact of THC product sales and to propose such amendments to the city's official controls and other regulatory devices that they deem necessary and advisable.

The City Administrator's Office shall return to the City Council to present an ordinance for regulation of THC products in one year from enactment of this ordinance.

Restrictions

For a period of one (1) year from the date of introduction of this ordinance on August 2, 2022, throughout the City of Windom:

Prohibition on sales of THC products. No business or establishment shall sell THC products to the public containing more than one milligram of THC. No license shall be allowed or granted by any city department to authorize or license the sale of THC products containing more than one milligram of THC within any shop or retail establishment within city limits.

In anticipation of completion of State regulations prior to the one (1) year expiration of the emergency ordinance, the City Council may elect to act to conclude this emergency ordinance prior to its scheduled expiration.

Penalty

Any person selling THC products containing more than one milligram within city limits during this moratorium shall be guilty of a misdemeanor.

EFFECTIVE DATE OF ORDINANCE. This Emergency Ordinance becomes effective immediately upon its passage.

Adopted by the City Council of the City of Windom, Minnesota, this 2nd day of August, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

1st Reading: August 2, 2022
Adoption: August 2 2022
Published: August 10, 2022

MEMORANDUM



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: July 28, 2022
RE: Possible Options - THC Regulation

As reviewed at the July 19th City Council meeting, the Minnesota Legislature passed a bill that went into effect to legalize the sale of THC (tetrahydrocannabinols). This legislation was not widely publicized or regulated. Regulatory actions have largely been left to local units of government.

The League of Minnesota Cities is working with partners such as the Minnesota Police Chief's Association, member cities and others on crafting guidance on THC sales. Attached is a list of Frequently Asked Questions (FAQs) the League has published which provides additional information.

Discussions with the Police Chief and City Attorney were held. Our thoughts to regulation at this time are to establish rules and follow similar licensing and permitting as tobacco and/or liquor sales. Other communities may also use land use as a mechanism for controlling sales of these products. Staff is anticipating some type of standard regulation on licensing and permitting to be completed by the League of Minnesota or by the State Legislature during their next session.

To have adequate time to develop rules (licensing and permitting) or awaiting State regulations, we are recommending enacting a one-year moratorium on the sale of THC products within the City of Windom containing more than one milligram (trace amount). Current products such as CBD oils are already permitted and sold in Minnesota which contain this trace amount of THC would be exempt. This moratorium could be enacted by the City Council per City Charter Section 3.05 (please see attached) that provides the City Council the ability to enact an Emergency Ordinance for the immediate preservation of the public peace, health, morals, safety or welfare in which the emergency is defined and declared in the preamble; and the ordinance is adopted by a vote of the majority of the members of the Council.

Other possible options are as follows:

- Take no action, leaving the State law, that primarily focuses on the production of hemp-based THC products, as the only applicable restriction(s); thus, allowing any retailers to carry and sell the product to people at least 21 years of age.
- Without a moratorium, draft and adopt land use or licensing regulations as to the points of THC product sales within the community. These would regulate future points of sale and have no effect until codified.

Sec. 3.02, RULES AND PROCEDURES: The council shall make its own rules, prescribe the order of business and keep a journal of its proceedings. The council shall provide by ordinance a means by which a minority may compel the attendance of absent members.

Sec. 3.03, ORDINANCES, RESOLUTIONS AND MOTIONS: Except as otherwise provided in this charter, all other legislation shall be by ordinance. The votes of the council members on any action taken shall be recorded in accordance with statute. Except as otherwise provided in this chapter, an affirmative vote of the majority of all the members of the council shall be required for the adoption of all ordinances and resolutions.

Sec. 3.04, PROCEEDINGS OF ORDINANCES: The enacting clause of all ordinances shall be the words "BE IT ORDAINED BY THE CITY OF WINDOM, MINNESOTA, AS FOLLOWS:"

Every ordinance shall be in writing. Every ordinance, other than emergency ordinances, shall have two (2) public readings in full, and the second reading shall be not less than fourteen (14) days after the first reading thereof. Every ordinance shall be published forthwith once in the official newspaper of the City and shall take effect and be in force from and after its publication, except in case of emergency ordinances.

Sec. 3.05, EMERGENCY ORDINANCES AND RESOLUTIONS: An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare in which the emergency is defined and declared in a preamble; and the ordinance is adopted by a vote of the majority members of the council. An emergency ordinance or resolution may be enacted at the meeting at which it is introduced and upon one reading thereof. Such emergency ordinance shall be published, but such ordinance shall take effect immediately upon its passage and before publication. No grant of any franchise or sale or lease of property shall be construed to be an emergency ordinance or resolution.

Sec. 3.06, SIGNING AND RECORDING ORDINANCES: Every ordinance or resolution passed by the council shall be signed by the mayor or by two of the members of the council, attested by the City Administrator and filed and preserved by the Administrator. Every ordinance shall be published at least once in the official newspaper. To the extent and in the manner provided by law, an ordinance may incorporate by reference a statute, state administrative rule or regulation of Minnesota, a code or ordinance or part thereof without publishing the material referred to in full.

Sec. 3.07, AMENDMENT AND REPEAL OF ORDINANCES AND RESOLUTIONS: Every ordinance or resolution repealing all or part of a previous ordinance or resolution shall give the number, as codified, if any, and the title of the ordinance or resolution to be repealed in whole or part. No ordinance or resolution shall be amended by reference to the title alone, but such an amending ordinance or resolution shall set forth in full each section or subdivision to be amended and shall indicate by appropriate type or symbols matter to be omitted or added.

Sec. 3.08, PROCEEDINGS ON RESOLUTIONS: Every resolution may be presented in writing. Resolution shall be read in full before adoption, if requested by a majority of the council.

Cities and Regulation of Edible Cannabinoid Products

Published: July 15, 2022

A new law was enacted at the end of the 2022 legislative session that allows certain edible and beverage products infused with tetrahydrocannabinol (THC) to be sold. Since the enactment of the law, the League of Minnesota Cities has been researching and collecting information from state agencies and stakeholders to answer questions pertaining to local regulatory authority, law enforcement, taxing, and employment. The following frequently asked questions (FAQ) aim to provide information to cities on the new law to assist local governments in making decisions related to the law. The League will continually update the information below as necessary.

(Updated July 15, 2022)

Get answers to FAQs regarding the new law allowing certain edible and beverage products containing THC extracted from hemp to be sold.

General information

Q1. What does the new law do?

Q2. Under the new law, where are edible cannabinoids allowed to be sold?

Q3. Could my city's municipal liquor store sell the edible cannabinoid products?

Q4. What regulations are in place for packaging for edible cannabinoids?

Q5. Are these products legal under federal regulations?

Q6. Where do the edible cannabinoid products come from?

Q7. How are the new products taxed?

Enforcement and public safety

Q8. How is the new law enforced?

Q9. What are penalties for someone who violates?

Q10. How do our officers determine if a driver is under the influence of these new products?

Q11. Could cities prohibit the sale of edible cannabinoids entirely?

Q12. Is our city required to adopt regulations under the new law?

City Licensing

Q13. What authority do cities have regarding licensing the sale of edible cannabinoids?

Q14. What types of restrictions should we consider in regulating cannabinoids?

Q15. Can a city add edible cannabinoid products to its existing tobacco licensing program?

Q16. If our city licenses edible cannabinoid products, how much can we charge as a license fee?

Zoning

Q17. What authority do cities have regarding zoning for where the products could be sold?

Q18. Could cities adopt a moratorium prohibiting the sale, manufacturing or distribution of cannabinoids so it can study the issue?

City employment and personnel issues

Q19. Does the new Minnesota legal cannabinoid law change anything about how we do drug testing for CDL holders?

Q20. Does the new law change anything related to employees who carry a firearm?

Q21. Are there now "acceptable" limits of cannabinoids for non-CDL employees for purposes of drug testing at work (i.e., those we test under state drug and alcohol testing law)?

Q22. Can we still prohibit employees from being under the influence of cannabinoids while at work? Does the League have a model policy with updated language?

Q23. Can employees be in possession of edibles or other cannabinoid products while at work?

Q24. Do we need to change anything in our collective bargaining agreement with regard to discipline of employees who use cannabinoid products?

Q25. Can employees use cannabinoid products off-duty?

Q26. How does this impact the requirements of the Drug-Free Workplace Act?

Q27. Should my city still continue to include marijuana as a pre-employment panel screen for my Non-DOT employees?

General information

Q1. What does the new law do?

A1. It is now legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), the cannabis ingredient extracted from hemp.

The new law was passed by the Legislature as part of Chapter 28. Article 13 makes several changes to Minnesota Statutes, section 151.72 regarding the sale of certain cannabinoid (CBD) products. The changes took effect on July 1.

The new law amends the scope of sale of any product that contains cannabinoids extracted from hemp and that is an edible cannabinoid product or is intended for human or animal consumption.

Previous law authorized a product containing nonintoxicating cannabinoids to be sold, but the authority to sell edible CBD products was unclear. The new law expands the authority to include nonintoxicating cannabinoids, including edible cannabinoid products, provided they do not contain more than 0.3% of any THC. An edible cannabinoid product also cannot exceed more than five milligrams of any THC in a single serving, or more than a total of 50 milligrams of any THC per package.

Q2. Under the law, where are edible cannabinoids allowed to be sold?

A2. The new law does not limit where edible cannabinoids products may be sold. However, certain businesses by their nature maybe be limited on their ability to sell the products. Liquor stores, for example, are limited to selling specific items set by Minnesota Statute, section 340A.412, subd. 14. The Alcohol and Gambling Enforcement Division (AGE) of the Minnesota Department of Public Safety has advised the League of Minnesota Cities that products containing CBD, hemp, or THC are not allowed for sale at an exclusive liquor store.

Q3. Could my city's municipal liquor store sell the edible cannabinoid products?

A3. Liquor stores are limited to selling specific items set by Minnesota Statute, section 340A.412, subd. 14. The Alcohol and Gambling Enforcement Division (AGE) of the Minnesota Department of Public Safety has advised the League of Minnesota Cities that products containing CBD, hemp, or THC are not allowed for sale at an exclusive liquor store. AGE has advised LMC that CBD, hemp, or THC infused beverages are not intended to be mixed with alcoholic beverages and are not considered soft drinks. Due to this guidance, LMC recommends cities refrain from selling such products at their municipal liquor stores.

Q4. What regulations are in place for packaging for edible cannabinoids?

A4. Along with testing and labeling requirements, an edible cannabinoid must meet several requirements, including that it:

- Not bear the likeness or contain cartoon-like characteristics.
- Not be modeled after a brand of products primarily consumed or marketed to children.
- Not be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item.
- May not contain an ingredient, other than a hemp-derived cannabinoid, that is not approved by the federal Food and Drug Administration.
- May not be packaged in a way that resembles any commercially available food product.
- Must not be packaged in a container that could reasonably mislead any person to believe that it contains anything other than an edible cannabinoid product.

Q5. Are these products legal under federal regulations?

A5. The 2018 Farm Bill made several changes to federal law related to hemp. Under the law, hemp was removed from the controlled substance act, including derivatives, extracts, and cannabinoids, provided those substances contained less than 0.3% THC concentration. Pursuant to the Farm Bill, Minnesota has legalized the production of hemp through its industrial hemp program.

Although hemp extracts that meet the mandated THC level are no longer controlled substances, the Farm Bill did not alter the authority of other federal agencies, including the Food and Drug Administration (FDA) from regulating hemp and hemp byproducts. Under current FDA regulations, CBD or THC products cannot be sold as a dietary supplement and cannot be added to food for humans or animals.

Q6. Where do the edible cannabinoid products come from?

A6. Under current law, these products can be manufactured in Minnesota but also imported from other states. Growing hemp in Minnesota is governed by the Department of Agriculture, though the MDA Hemp Program does not regulate cannabis extracts, development and manufacturing of cannabis extracts, or the retail and marketing of cannabinoid products. Cities may want to consider zoning implications for manufacturing and production of cannabinoid products.

Q7. How are the new products taxed?

A7. It is the understanding of LMC that edible cannabinoid products legalized under the new law are subject to Minnesota sales tax. LMC is waiting for more guidance from the Minnesota Department of Revenue to determine if any exemptions apply. The new law does not authorize cities to tax the products in their communities, however LMC is waiting on more information

as to whether the products would be subject to a local food and beverage tax.

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Enforcement and public safety

Q8. How is the new law enforced?

A8. The Minnesota Board of Pharmacy has regulatory authority over drug products that are implicitly or explicitly intended for human or animal consumption. This includes products regulated in the new law. If a product does not meet all the requirements of the new law, the product may be considered misbranded or adulterated. The sale of a misbranded or adulterated product is a misdemeanor-level crime which is to be prosecuted by the county attorney where the offense took place. Questions regarding whether a specific product deviates from the requirements of the new law should be forwarded to the Minnesota Board of Pharmacy.

In addition, the new law limits the sale of CBD and THC products to persons over the age of 21. The sale of CBD and THC products to a person under the age of 21 is a misdemeanor-level crime which is to be prosecuted by the county attorney where the offense took place. Cities will need to work with local law enforcement and the county attorney to determine how to enforce this requirement.

If cities desire to further regulate CBD and THC products within their jurisdiction, they will need to work with their city attorney to adopt local regulations.

The League is working with the Minnesota Chiefs of Police Association and Minnesota Sheriff's Association to understand potential implications for law enforcement and identify additional questions pertaining to the enforcement of these new products along with employment related questions for law enforcement.

Q9. What are penalties for someone who violates?

A9. A violation of the new law is a misdemeanor. In most cases, the county attorney is charged with prosecuting these violations.

Q10. How do our officers determine if a driver is under the influence of these new products?

A10. The new law does not change the current rules relating to driving under the influence of a cannabinoid. Officers should use the same process to determine sobriety as they have used if they suspected a driver was under the influence of marijuana.

Q11. Could cities prohibit the sale of edible cannabinoids entirely?

A11. In most states that have adopted adult use cannabis legislation, local governments are given the option to either opt-in or opt-out of cannabis in their communities. This framework helps to maintain local control of the cannabis issue. The new Minnesota law does not provide such an option. Therefore, the new law makes the new CBD products legal in every city throughout the state.

Without a clear opt-out option, the question as to whether a city could completely prohibit the sale of edible cannabinoids is an open question. One potential approach would be to follow the Minnesota House Research's suggestion to LMC that it may be possible for a city to classify CBD edibles containing THC as an intoxicating cannabinoid and therefore would not be allowed under the new law.

Arguments have also been made that a city may be able to prohibit the sale of edible cannabinoids products under its authority to provide for the health safety and welfare of its community. If a city were to attempt to prohibit edible cannabinoids under this authority, it would need to work with its city attorney to develop findings that clearly show the dangers of edible cannabinoids products and the need to prohibit the products. Cities may want to look at communities that have banned the sale of flavored tobacco products as a model for such prohibitions.

Q12. Is our city required to adopt regulations under the new law?

A12. The new law does not require cities to take action in regulating the new products. If a city chooses not to adopt additional regulations, the sale and production of these new products will be governed by the city's existing zoning and other regulations. In addition, the new law gives local law enforcement power to enforce violations as a misdemeanor.

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City licensing

Q13. What authority do cities have regarding licensing the sale of edible cannabinoids?

A13. A city's authority to license comes from either a specific grant of authority from the Legislature or from its authority to provide for its general health, safety, and welfare. When a city official proposes local licensing of any activity or occupation, a city first must determine whether the state already licenses that activity and, if so, whether the law forbids or allows a local license.

Q14. What types of restrictions should we consider in regulating cannabinoids?

A14. If a city decides to regulate edible cannabinoids or other CBD or THC products, the types of regulations can vary from city to city. **Some items a city may consider when drafting these regulations include:**

- What areas of the city edible cannabinoids may be sold or manufactured or distributed.
- What business should be allowed to sell edible cannabinoids.
- Age of person selling the product.
- Location of products within retail establishment.
- Pop-up sales.
- Transient merchants.
- Vending machines.
- Distance from other uses (schools, parks, residential, etc.).
- Distance between retailers.
- Delivery services.
- Online sales.
- Limit number of establishments within the city.
- Age verification.
- Hours.
- Background checks.

Q15. Can a city add edible cannabinoid products to its existing tobacco licensing program?

A15. The requirements and legal authority for tobacco products are unique to those products. While some aspects of tobacco regulations may be used when regulating edible cannabinoid products, the products and the authority to regulate them are quite different. **If a city chooses to license edible cannabinoid sellers, it would be best to do so separately from tobacco regulations or be sure to carefully draft new language in an existing ordinance that follows the unique requirements of the new law.**

Q16. If our city licenses edible cannabinoid products, how much can we charge as a license fee?

A16. When setting fees, cities should consider a number of things. First, cities should not view municipal licensing as a significant source of revenue. License fees must approximate the direct and indirect costs associated with issuing the license and policing the licensed activities. License fees that significantly exceed these costs are considered unauthorized taxes.

This means a license fee may not be so high as to be prohibitive or produce any substantial revenue beyond the actual cost to issue the license and to supervise, inspect, and regulate the licensed business.

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Zoning

Q17. What authority do cities have regarding zoning for where the products could be sold?

A17. Nothing in the new law limits a city's zoning authority related to CBD and THC products. No Minnesota court has interpreted the limits on zoning authority in this context, but at least one court in another state has ruled that a state law related to cannabis did "not nullify a municipality's inherent authority to regulate land use under [state] law so long as the municipality does not prohibit or penalize all medical marijuana cultivation . . . and so long as the municipality does not impose regulations that are unreasonable and inconsistent with regulations established by state law." *DeRuiter v. Township of Byron*, 505 Mich. 130, 949 N.W.2d 91 (2020). It is unknown if a Minnesota court would come to the same conclusion.

Cities should be thoughtful and intentional about how CBD and THC zoning affect their communities and work with their city attorney to determine what, if any, zoning restrictions should be adopted. Cities will need to consider not only zoning regulations related to retail sales of CBD and THC products but also the manufacturing and production of the products within the city. Unless specifically differentiated in a zoning ordinance, a city's general manufacturing and production zoning provisions will likely apply to CBD and THC production as well.

Q18. Could cities adopt a moratorium prohibiting the sale, manufacturing or, distribution of cannabinoids so it can study the issue?

A18. A moratorium is a tool cities use to pause specific uses in order that the city may study the issue in anticipation of future regulations. **A moratorium is limited to a period of one year. To adopt a moratorium, a city must follow the procedures in Minnesota Statute, section 462.352, subd. 4.** The statute specifies the specific instances where a city may adopt a moratorium. **If a city were to adopt a moratorium prohibiting the sale or manufacturing of edible cannabinoid products, it should work with its city attorney to clearly state the legal justification for the moratorium.**

If a city does adopt a moratorium, it must actually review and study the issue or meet one of the other requirements of the statute. More information on moratoriums can be found in the [LMC Zoning Guide for Cities](#).

City employment and personnel issues

Q19. Does the new Minnesota legal cannabinoid law change anything about how we do drug testing for CDL holders?

A19. No, cities with positions requiring an employee to hold a commercial driver's license (CDL) will recall these positions are regulated by federal law, and those regulations are supervised by the Federal Department of Transportation (DOT). **Federal law preempts state law** related to cannabinoid use; in fact the DOT states in its **DOT Recreational Marijuana Notice** it **does not authorize the use of Schedule I drugs, including marijuana, for any reason.** As a result, cities should continue to follow their drug-testing procedures related to CDL holders and **may enforce prohibitions against any use of cannabinoids for CDL holders, regardless of state law protections.**

Cities can find more information on the effects of the new law on drug testing in the [LMC Drug and Alcohol Testing Toolkit](#), starting on page 22.

Q20. Does the new law change anything related to employees who carry a firearm?

A20. No. **Public safety employees who carry a firearm cannot lawfully use cannabis under federal law.** Federal law prohibits cities from providing firearms or ammunition to an employee it knows or has reason to think is using cannabis.

Q21. Are there now “acceptable” limits of cannabinoids for non-CDL employees for purposes of drug testing at work (i.e., those we test under state drug and alcohol testing law)?

A21. There isn't a clear answer, since THC can remain in the body for several weeks after usage (and long after any intoxicating or impairing effects have since disappeared), so positive test results may not indicate any wrongdoing on the employee's part and may just be evidence of an employee's lawful actions done outside of work. **The League of Minnesota Cities recommends that employers thoroughly document any suspicions of an employee being under the influence and to work closely with their city attorney(s) before taking any action against the employee.** With this new area of law, a city may want to avoid relying on the results of traditional tests that detect metabolites remaining in a person's body (for many days or weeks after using marijuana) and instead focus on implementing **reasonable-suspicion drug-testing protocols to detect marijuana intoxication based on behavioral observations.** **Keep in mind, employers may prohibit all employees from being under the influence while the employee is working.** That would include employees who operate vehicles. Employers may want to revise their policies to clarify that employees still may not be under the influence of cannabis, legal or otherwise, while at work.

The [National Drug-Free Workplace Alliance](#) offers a toolkit to help employers work through the complex and confusing issue of marijuana and the workplace.

Q22. Can we still prohibit employees from being under the influence of cannabinoids while at work? Does the League have a model policy with updated language?

A22. **Yes, employers can continue to prohibit employees from being under the influence of cannabinoid products, including edibles, while at work.** Although employers' obligations and restrictions related to marijuana use vary widely across the states, there is no law we are aware of that requires employers to allow cannabinoid use during work hours or to allow an employee to report to work impaired. Thus, employers may continue to maintain drug-free policies at the workplace and discipline employees who use cannabinoids during working hours or who report to work impaired. In fact, one could argue that under the [Occupational Safety and Health Administration's \(OSHA\) General Duty Clause](#) of the Occupational Safety and Health Act, employers are required to furnish a workplace free from recognized hazards that are likely to cause serious physical harm. This provision of the Act is typically used in accident cases where toxicology screens are positive.

OSHA's new electronic recordkeeping rule, [clarified on 10/11/2018](#), states “If the employer chooses to use drug testing to investigate the incident, the employer should test all employees whose conduct could have contributed to the incident, not just employees who reported injuries,” with respect to using drug testing to evaluate the root cause of a workplace incident that harmed or could have harmed employees. Thus, if a city has a non-DOT drug-testing policy in place, a protocol following this guidance is important.

The League has a [Non-DOT Drug and Alcohol Testing and Drug-Free Workplace Act model policy](#) that has been updated initially, and will be continually updated as the League learns more.

Q23. Can employees be in possession of edibles or other cannabinoid products while at work?

A23. **Cities may enact policies prohibiting employees from bringing cannabinoid products, including edibles, to work.**

Q24. Do we need to change anything in our collective bargaining agreement with regard to discipline of

employees who use cannabinoid products?

A24. No, but ensure your city's drug-testing policy has been updated and your supervisors are trained on the behavioral signs and symptoms associated with impairment. Of course, if the collective bargaining agreement includes language that policy changes need to be negotiated, then there would need to be a meeting with the union if the city's policy changes.

Q25. Can employees use cannabinoid products off-duty?

A25. It depends. Certain types of employees, such as law enforcement officers and other employees issued firearms and ammunition as part of their jobs, are subject to regulations from the federal Bureau of Alcohol, Tobacco and Firearms, which prohibits firearms and ammunitions to be given to individuals who do or are believed to use illegal drugs. As noted above, city positions required to hold a commercial driver's license are subject to Department of Transportation regulations and are not authorized for the use of Schedule I drugs, including marijuana, for any reason. Thus, these types of employees could be prevented from using cannabinoid products both on and off duty. Other employees who are not subject to that or other federal regulations would likely be able to use cannabinoid products while they are off duty, as there is nothing under Minnesota law which prohibits certain classes of employees from using cannabinoid products off duty, as long as they are not impaired at work.

If there are any questions regarding whether an employee could be prevented from using cannabinoid products while off-duty due to federal regulations, please consult your city attorney before any action is taken.

Q26. How does this impact the requirements of the Drug-Free Workplace Act?

A26. It does not. The Drug-Free Workplace Act of 1988 (DFWA) requires federal grantees and contractors to implement a drug-free workplace policy and establish a drug-free awareness program as a precondition for receiving a federal grant or a contract. However, the DFWA does not require covered employers to test employees for drugs or terminate them for drug-related violations, so the new Minnesota state law does not impact the DFWA directly. Minnesota law allows employers to prohibit employees from bringing legal cannabinoid products to work and permits employers to prohibit employees from being under the influence while at work. It would be best practice for cities with drug-free work policies to keep those in effect. If a city wishes to do so, it can update its policy to include lawful cannabinoid products within its scope.

Q27. Should my city still continue to include marijuana as a pre-employment panel screen for my Non-DOT employees?

A27. That is for each city to decide for itself. Because currently there are no devices or blood tests available that measure marijuana impairment, and because a best practice approach for Non-DOT marijuana drug testing is to base testing on behavioral observations, some employers are excluding marijuana from their pre-employment Non-DOT drug screens. Some states even prohibit an employer from refusing to hire an applicant simply because of a positive drug test, but Minnesota is currently not one of these states at this time. Any city which chooses to continue to test for cannabinoids for Non-DOT positions must be aware of the fact that these substances may remain in an individual's system for weeks after the impairing effect of the drug has worn off. Thus, it will be difficult, if not impossible, to determine whether the positive test indicates usage in violation of the city's drug-free workplace policy or indicates lawful usage during an employee's time-off from work. Cities should consult with their city attorneys prior to taking any action based upon a positive drug test for cannabinoids.

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ACTION ITEM



CITY OF WINDOM

444 9th Street

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www.windom-mn.com

TO: CITY COUNCIL
FROM: JIM HARTSHORN, INTERIM EDA DIRECTOR
CC MEETING DATE: AUGUST 2, 2022
RE: Second Request for Extension of SCDP Grant Round
DEPT: EDA
CONTACT: Jim Hartshorn, Interim EDA Director at 832-8661 or
jim.hartshorn@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council approve a motion (1) authorizing the EDA/City to submit a Grant Amendment Request Form for a second extension of the deadline for completion of the current Small Cities Development Program (SCDP) and (2) authorizing the City Administrator to sign this Request.

Issue Summary/Background

The Minnesota Department of Employment and Economic Development (DEED) awarded a Small Cities Development Program (SCDP) grant to the City in 2018. Pursuant to the Grant Contract between the State of Minnesota (acting through DEED) and the City, the grant period was to expire on September 30, 2021.

Because of COVID-19, submission of applications for the program was greatly reduced and approved projects were not completed. In 2021, there had also been a delay in completion of projects because of COVID-19, contractors' schedules, and increase in prices of building materials. The City Council approved a Grant Amendment Request to DEED to extend the completion date to September 30, 2022.

In late 2021, additional marketing generated 4 more projects. In 2022, there are also supply chain disruptions and increased lead time for ordering materials. The Southwest Minnesota Housing Partnership is assisting the City with the administration of this program and has asked that the City request an additional extension until December 30, 2022. This extension would provide sufficient time for receipt of materials, completion of projects, submission of draw requests, payments to contractors following completion of projects, and final closeout of the program. There are sufficient funds remaining to complete these projects.

Staff is requesting that the City Council approve a request to DEED for a second extension of the SCDP completion date until December 31, 2022.

Fiscal Impact

There should be no fiscal impact to the City to apply for a second extension of the completion date for the Small Cities Development Program.

Attachments

None.

ACTION ITEM



CITY OF WINDOM
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TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: July 25, 2022
RE: Windom PD Office Space Lease
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Staff recommends approval of the Memorandum of Understanding (MOU) with Cottonwood County as presented.

Issue Summary/Background

The City of Windom leases space from Cottonwood County at the Law Enforcement Center (LEC) for our police department offices and operations. The lease contains an opportunity for the parties to negotiate a new rate every two years.

Recently the County Board held a brief discussion regarding the office space leased by the Windom PD at the LEC and requested that the rate increase. The rate history is as follows:

- \$1,900 per month in 2018
- \$1,925 per month in 2019
- \$1,950 per month in 2020 - 2022
- \$2,050 per month in 2023

When the Windom PD moved downstairs the County did a measurement of the square footage. The square footage increased from 564 square feet on the upper level to 1,384 square feet in the basement.

Fiscal Impact

The annual cost of the lease for office space for the Windom PD will increase \$2,400 in 2023. This cost will be budgeted for 2023.

Attachments

1. Proposed MOU for leasing space at the LEC for 2023.

**Memorandum of Understanding
Between
Cottonwood County and
City of Windom**

**2023 Lease of Law Enforcement Center
for usage by the Windom Police Department**

IT IS HEREBY AGREED by and between Cottonwood County (Lessor) and the City of Windom (Lessee) that the following shall constitute the understanding reached between the parties with respect to revision of the lease agreement commencing May 1, 2012 with a termination date of the last day of December 2024.

WHEREAS, the parties agree to renegotiate a new rental amount every two (2) years, beginning January 1, 2015.

NOW, THEREFORE, the Lessor and Lessee have agreed to a monthly rental rate of \$2,050 for 2023.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year below.

CITY OF WINDOM

By _____
Its _____
Dated _____

By _____
Its _____
Dated _____

COUNTY OF COTTONWOOD

By Donna J. Overley
Its Chair
Dated 7/25/2022

By Kelly Thongwong
Its Coordinator
Dated 7/25/22

ACTION ITEM



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www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: July 28, 2022
RE: Liquor Store Part-Time Clerk Hiring
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

It is recommended that the City Council approve the hiring of the following as Non-Union Part-Time Liquor Store Clerks:

1. Jennifer Elness - \$12.00/hr.
2. Jeremiah Huff - \$11.00/hr. (\$11.75/hr. pending 6 month review)
3. Mikayla Myers - \$11.00/hr. (\$11.75/hr. pending 6 month review)
4. Bryce Sugden - \$11.00/hr. (\$11.75/hr. pending 6 month review)

Issue Summary/Background

Over the last few months, we have run into staffing shortages due to multiple reasons. We began advertising for our Non-Union Part-Time clerk position back in the end of June. Since then we have received seven applications. On July 28, I, and Council Members Farag and Quade (Liquor Committee) conducted 5 interviews. After the interviews, we discussed the need for additional employees to our staff due to staff unavailability.

With this, it is our recommendation to hire Jennifer Elness at \$12.00/hr. due to her experience, along with Jeremiah Huff, Mikayla Myers, and Bryce Sugden at \$11.00/hr. with a review at 6 months for a potential move to \$11.75. All wages are in accordance of the Non-Union Part-Time Scale approved by the Windom City Council.

Fiscal Impact

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

Attachments

None

ACTION ITEM



CITY OF WINDOM

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TO: City Council
FROM: Cheryl Ulferts, Finance Director
DATE: 4/28/2021
RE: Permanent Part-Time Office Assistant
DEPT: Finance/Office
CONTACT: Cheryl Ulferts, Finance Director\Controller at cheryl.ulferts@windommn.com

Recommendations/Options/Action Requested

Staff has interviewed and made an offer to a candidate for the permanent part-time office assistant position. Upon acceptance of the offer and verification of references additional information will be provided for your approval.

Issue Summary/Background

This position has been advertised since April 2022. Several interviews have been conducted over the last 4 months. This hire will fill the open position.

Fiscal Impact

Funding for this position is included in the City of Windom operational budget.

Attachments

1. None