



Council Meeting
Tuesday, February 1, 2022
City Council Chamber
4:30 p.m.
AGENDA

Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – January 18, 2022
 - Tree Commission – January 19, 2022
 - Utility Commission – January 26, 2022
 - Licenses Exempt Gambling Permits
 - BARC – Bingo
 - March 15, 2022
 - April 19, 2022
 - Regular Bills
2. Department Heads
3. Tax Abatement Extension Request - Guardian Inn
4. Telecom Rate Recommendation - Resolution Establishing Rates, Charges and Fees
5. Resolution Accepting Federal Grant – American Rescue Plan Act - Airport Rescue Grant Agreement
6. 2022 Part-Time, Seasonal and Temporary Non-Union Wage Rates
7. 2022 Mayor Appointments & Reappointments
 - Boards & Commissions
8. New Business
9. Old Business
10. Council Comments
11. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
January 18, 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 and Lisa Farag

Council Absent: Jenny Quade

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police
Chief; Andy Spielman, Building Official; Tim Hacker,
Ambulance Director and Jon Ketzenberg, Acting Streets &
Parks Superintendent

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – January 4, 2022
 - Telecom Commission – December 27, 2021
 - Economic Development Authority – January 10, 2022
 - Community Center Commission – January 11, 2022
 - Planning Commission – January 11, 2022
 - Library Board – January 11, 2022
- Regular Bills

Motion by Grunig second by Nelson approving the Consent Agenda. Motion carried 4 – 0.

5. Department Heads:

None.

6. WAH Governing Board – Management Agreement Presentation:

Dr. Michael Fischer, Kay Gross and Justin Schmidt represented the Hospital Board. Fischer said that a Board committee has had multiple meetings to discuss the management services and negotiate a deal. Sanford has provided services for 35 years and the Board thought they would continue with another 10-year agreement. If they switched providers then there would be possible disruptions, new records systems and potential for added expense. He noted the hospital staff likes the Epic records system and the Board is finalizing the contract.

Jones noted that negotiating was mentioned. What was discussed for changes or revisions. Schmidt replied that a termination of service clause was negotiated along with a consumer price

change plan and joint purchasing of supplies.

Jones asked Ms. Gross what items she saw as key parts of the discussions. Gross said she talked to employees about what they want and heard that keeping the records system was important.

Jones said the Board, WAH CEO & CFO along with Terry Mahar, Sanford VP were in attendance. He thanked them for being present. He asked the Board representatives how they balanced the interests of the City and the influences of Sanford as they participated in the meetings. Schmidt replied that the Board reps met with the WAH Senior Management Team, reviewed the service matrixes and relied on the Hospital's legal counsel for input.

Grunig said the management plan appeared to be well discussed.

Sherman appreciated the information and expertise of the group on the Board.

Farag said she thinks the Board does a great job as does WAH serving the community.

Jones again thanked all for attending and presenting the information prior to its execution.

7. Resolution Re-establishing Unchanged Wards & Precincts:

Nasby said that with the 2020 Census all jurisdictions are required to redistrict on local, state and federal levels. The City staff worked with Cottonwood County to define the census block group within the City's Wards and Precincts and obtain population information. The good news is that the population numbers are very consistent so no changes are needed for Windom's Wards and Precincts. The Wards are the primary units used by the City and County for elections and although there is no statute on allowances for population differences there had been a legal case that established a 10% threshold for counties. For Windom the Wards were within 1%.

Council Member Sherman introduced the Resolution No. 2022-01, entitled "RESOLUTION REESTABLISHING UNCHANGED PRECINCTS FOR WARD I & WARD II AND DESIGNATION OF POLLING PLACE" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Sherman, Farag, Nelson and Grunig. Nay: None. Absent: Quade. Abstain: None. Resolution passed 4 – 0.

8. Planning Commission Recommendation – Minor Subdivision – 1945 4th Avenue:

Andy Spielman, Building Official, said the owners of a residential lot at 1945 4th Avenue had applied for a lot split from one lot into two. Both of the lots would meet the requirements of the R2 Zoning district and are served by utilities. He provided a map of the location and survey of the requested lot split. He noted that the Electric and Telecom Departments had requested a five-foot easement along the entire west side of the property (both lots). The Planning Commission recommended approval with the inclusion of the easement.

Jones said that five feet was not a very large easement. Spielman said that is what was requested by those two departments as they would be boring in lines and co-locating. Jones thanked the Planning Commission for their work.

Motion by Farag second by Sherman to approve a Minor Subdivision for 1945 4th Avenue as presented including the five-foot utility easement along the entire west side of the properties. Motion carried 4 – 0.

9. Second Reading Ordinance No. 192,2nd Series – Amending Chapter 93 “Animals”:

Nasby said that due to the 2018 and 2019 flooding and tree damage there had been little opportunity to do maintenance. The overgrowth of buckthorn and other invasive vegetative species needs to be removed and one option brought up would be to use livestock. However, the City Code prohibits livestock in City limits. The proposed draft code amendment would allow the Council discretion to temporarily allow goats and sheep in City parks. He noted a decision on whether or not to use livestock.

Nelson asked if any Councilmembers had been up to the park to view the situation as buckthorn can be large and the animals may not eat it. Jones replied it could be included in a Spring tour.

Jon Ketzenberg, Acting Streets & Parks Superintendent, said it is very overgrown and there are some large buckthorn, but the disc golf course is open.

Motion by Grunig second by Sherman to approve the Second Reading of Ordinance No. 192, 2nd Series – Amending Chapter 93 – Animals. Motion carried 4 – 0.

10. Personnel:

Nasby said that the Council accepted Brian Cooley's resignation as Streets & Parks Superintendent and instructed staff to advertise internally. The Street Committee interviewed the single internal application and are recommending Jon Ketzenberg, Acting Streets & Parks Superintendent, be hired for that position. Nasby added that the terms of employment were handed out for this meeting as the wage portion of the hiring was only completed earlier today.

Jones said the Street Department has done an excellent job with the two large snows this winter.

Motion by Sherman second by Nelson to hire Jon Ketzenberg as the Streets & Parks Department Superintendent with the employment terms as presented. Motion carried 4 – 0.

Jones said there were two memos in the Council packet from the Community Center, one to hire a full-time Administrative Assistant position that had been vacant and hire a on-call person.

Motion by Farag second by Grunig to hire Jill Wolff for the Community Center Administrative Assistant position at Step 3. Motion carried 4 – 0.

Motion by Nelson second by Grunig to hire Lindsay Power for on-call work at the Community Center at a rate of \$12.50/hour. Motion carried 4 – 0.

Jones said the next item concerns a change in structure to the Windom Ambulance Service and asked Tim Hacker, Ambulance Director, to review the reasons for the proposed change and future of the ambulance service.

Hacker said that he is the director but other individuals such as Kim Powers and Mary Holman also have administrative duties and other EMTs do rig checks. Last year was another very busy year with record number of runs. This combined with the increasing requirements for trainings, regulations and reporting are making it very time consuming and more complex. He has been the director for 12 years and an EMT for many more. A number of the EMTs have long tenure and are looking at the next stages of their involvement and the future of the ambulance service.

Preliminary

Having a full-time person to take on all the responsibilities and duties along with providing some on-call support is needed.

Jones asked if other communities are seeing the same issues and changing. Hacker said that Jackson hired both an Ambulance Director and Assistant Director. Worthington has a hospital operated service and Springfield is contracted out to a medical provider. He added that finding coverage on weekends and holidays is becoming increasingly difficult.

Jones thanked the local employers that allow their people to be on the Windom Ambulance Service and Fire Department. He appreciated Hacker bringing this matter up for discussion at budget time so it could be vetted and planned out before we got into a problem.

Grunig said that the Personnel Committee met with Hacker and went over the duties and responsibilities. The duties now done by Hacker, Powers, Holman and rig checkers may be able to be done by the full-time Director, but that could fluctuate with priorities placed for on-call coverages, etc. The Personnel Committee recommended moving ahead with the transition to a full-time Ambulance Director.

Nasby noted the draft job description in the packet and that he had solicited information from the League of Minnesota Cities salary survey and City of Jackson regarding wages. The closest comparable ones were City of Jackson, City of Chatfield and Pipestone County. The data suggested a wage range of \$60,000 to \$80,000, which he shared with Mr. Hacker and is what he was recommending to the Council if they decide to advertise for a full-time Ambulance Director.

Jones asked about the requirements for the full-time Ambulance Director. Hacker said they are outlined in the job description and would be a minimal impact to the 2022 budget.

Grunig said that having Mr. Hacker work with the new person and transition into this new structure was key and thanked Hacker.

Motion by Grunig second by Sherman to approve the job description. Motion carried 4 – 0.

Motion by Sherman second by Grunig to set the salary range for the full-time Ambulance Director at \$ 60,000 to \$80,000 on the Supervisory Pay Scale. Motion carried 4 – 0.

Motion by Farag second by Sherman to approve advertising the position. Motion carried 4 – 0.

11. 2022 Mayor Appointments & Reappointments:

Jones said that he had been working on appointments, but was slow at getting them done. He is recommending Jason Kruger for the Airport Commission and re-appointing Brett Mattson to the Planning Commission.

Motion by Nelson second by Farag to approve the appointment of Jason Kruger for the Airport Commission and re-appointing Brett Mattson to the Planning Commission. Motion carried 4 – 0 .

Jones said there are other boards and commissions with spots to fill. He asked that if members of the public are interested in serving they please contact the City office or himself.

Preliminary

12. New Business:

Nasby said that the City's contract with Hometown Sanitation runs through 2022. Hometown Sanitation can only do the on weekends the landfill is open and working around other commitments. As such, they had one date open in each April, May and June. If the Council wanted to move the clean-up to the Fall there would be other date options.

Farag said she would prefer a Fall date so people can use the summer garage sales to get rid of unwanted items.

Grunig noted that the citizens are accustomed to a Spring event and thought it should be kept.

Nelson said that historically it was in the Spring so the town could be cleaned up for Riverfest.

Jones asked if the Council needed to decide at this time. Nasby said they did not have a pressing timeframe for a decision, but the sooner the better so staff can line up recyclers and get advertising planned.

Motion by Sherman second by Nelson to select May 21, 2022 as the City-wide clean-up date. Motion carried 4 – 0.

13. Old Business:

None.

14. Council Comments:

Jones said that the new year is off to a good start and wished everyone well. He again noted the need for citizens to serve on boards and commissions.

Sherman said he is honored to be on the City Council and he is here to help anyway he can.

Grunig thanked the citizens who serve and had previously served on City boards and commissions.

Nelson too encouraged citizens to become involved on boards and commissions.

Farag wished everyone good health and to be safe.

Nasty welcomed Ke tzenberg as a Department Head and thanked the Street crew for the snow removal work.

15. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:48 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

January 19, 2022

1. Call to Order: The meeting was called to order at 5:36 p.m. at the council chambers by Chairperson Steve Fresk.
2. Roll Call:
Commission Present: Steve Fresk, Joanne Kaiser, Deborah Polzin, Ron Kuecker
Commission Absent: Jim Knigge
Council Liaisons: James Nelson (absent)
Public Present: David Bucklin,
3. Approve Minutes of September 9, 2021
Motion made by Joanne Kaiser, seconded by Deborah Polzin
4. Treasurer Report: \$5,000 from Watonwan Watershed Wellhead Protection Grant plus \$1,000 from County Water Plan through Cottonwood Soil & Water Conservation District.
5. Slate of Officers: Steve Fresk - Chairperson, Jim Knigge – Vice-Chairperson, Deborah Polzin – Secretary, Joanne Kaiser – Board Member, Ron Kuecker – Board Member
It was decided to ask the Mayor for 2 more appointees to the Board
6. Old Business:
 - a. None
7. New Business:
 - a. Revisiting the past action taken at September 9, 2021 meeting. David Bucklin ordered 110 trees for 3 projects: 50 trees to be planted within the wellhead protection area around Legion Field, 30 trees to be planted at Gove Acres and 30 trees available for purchase by homeowners for boulevard planting.
 - b. Trees will be made available for \$25 (planted) for boulevard use. Homeowners can inquire about trees for other approved locations.
Motion by Ron Kuecker, Seconded by Joanne Kaiser.
 - c. Details concerning the 2022 tree planting program will be placed in the City of Windom utility bills. Ron Kuecker will discuss the program in his newspaper column.
8. Open Mike: Tree program will be funded for 2022. Priority will be given to boulevard plantings. Gopher One to be contacted before digging. Diversity in urban forests is a must to avoid another mass die-off of specific tree species by insects or disease.
9. Meeting adjourned at 6:35 pm.

Next Tree Commission Meeting September 7, 2022 at 5:00 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____

UTILITY COMMISSION MINUTES
Council Chambers
January 26, 2022

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

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Glen Francis (Electronic 11:08 AM) and Tom Riordan
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator; Leesa Arndt, Utility Billing/Analyst and Ryan Anderson, Water/Wastewater Superintendent; Drew Hage, Development Director (11:10 AM)

APPROVE MINUTES

Motion by Riordan second by Schwalbach to approve the December 22, 2021 Minutes. Motion carried 2 – 0.

ELECTRIC ITEMS

Fuel Tank Update

Sykora had a preconstruction meeting with Minnesota Petroleum. The project is slated to start on March 1st with a substantial completion date of April 15th, 2022. Staff is arranging a vendor for fuel removal from the tank along with an emergency tank for generation if needed during the project.

Generator Replacement Update

Sykora reviewed pricing with DGR noting prices have increased. He said the generator alone would be \$1.5 million, with additional construction costs the project is estimated at \$3 to \$4 million. The additional generator will fit within the power house, however costs would be incurred to allow ventilation/air movement.

Sykora mentioned that a new generator will cause review of the City's Emissions permit. Staff will further review requirements for the permit and gather the needed emissions from all city generation sources.

Heat Pump Water Heater Follow-up

Sykora discussed the payback calculation on electric heat pump water heaters versus natural gas heaters. The added gross annual revenue for the utility if a natural gas customer switch to an electric heat pump water heater is estimated at \$389. Labor and power purchase cost would lower the total revenue received for the city. Commission consensus was to table the rebate option, noting the payback timeframe is estimated at five years or longer, along with the shorter lifespan of the heat pump water heaters.

Power Factor Billing

Sykora explained that TORO has not purchased any equipment to assist with their power factor. Power Factor penalty will be billed starting with the February 2022 bill until the necessary

equipment/documentation is ordered for the necessary areas needing the upgrade. Staff is gathering a quote for outside equipment to present to the customer.

Other Electric Items

Sykora stated that the contractor will be on-site at the end of February to complete the black start testing. Load will be gradually removed from the indoor gear to facilitate the testing.

Staff has been working on sorting files and remodeling the office spaces. Additional tree trimming is also being completed as weather permits. Sykora told the Commission that Circuit 4 had a blink of service. The Telecom building's generator was started during the outage. Staff reviewed the overhead line from the plant to BARC and could not locate any deficiencies.

Marv Grunig, Council Liaison, asked the Utility Commission about providing power to Lommen's Park for the proposed Veteran's Memorial. He noted that five military branches will be represented and that lighting will be needed for the flags to be properly lit. Grunig requested that the needed lighting be tied into the Street Lighting. He estimated the annual cost to be about \$80 versus adding an additional transformer/service meter to the location. The Commission discussed the lighting location and necessary bulb wattage.

Motion by Riordan second by Schwalbach to approve tying the lighting for the Windom Veteran's Memorial at Lommen's Park into the City Street Lighting as an in-kind service. Motion carried 2 – 0.

REGULAR BILLS

Motion by Riordan second by Schwalbach to approve the Regular Bills. Motion carried 2 – 0.

WATER/WASTEWATER ITEMS

Cottonwood Lake Monitoring Well Discussion

Anderson spoke with the DNR Representative and explained that the proposed Cemstone redevelopment area would still allow access to the current observation well so that is not an issue. DNR has not been able to gather readings due to the low water table so they are still requesting a new monitoring well be placed. The Commission asked about using an existing city well for their needing testing. Anderson stated that due to different well attributes, they would not be allowed to use the wells for their needed data collection. The DNR/State of Minnesota can hold the Water Appropriations Permit if no action is taken. Staff will work with the utility engineer to get cost estimates.

MDH – Voluntary Manganese Testing

Anderson received an email request to test for manganese for the city's wells. Commission agreed as the previous test results for the contaminant were under recommended limits. Staff will reply to MDH to allow the testing as state cost. Testing can be completed during seasonal collections.

Bingham Lake Water Purchase Agreement - Revised

Nasby reviewed the contract changes that were discussed by the Commission at the previous Utility Commission meeting. One additional change was noted for language clarification. Staff will present the agreement to the City of Bingham Lake for review.

Landfill 2021 Fall Sampling Report

Anderson went over the Fall sampling report that was received from Stantec on behalf of the Minnesota Pollution Control Agency. Noted items were slightly elevated levels of vinyl chloride found in MW5. This finding will be monitored and recommended pumping will continue at the old well site. PFA testing resulting in levels below established recommendations and no testing is recommended in 2022. Staff will start Recovery Well B pumping ahead of Recovery Well A to assist with water flow.

Francis joined the meeting electronically at 11:08 AM.

South Cottonwood Lake Lift Station Discussion

Nasby and Hage explained to the Commission that the developer for the Cemstone Redevelopment area was requesting a recommendation for generation at the new lift station. The infrastructure service lines should accommodate the immediate proposed area and including future expansions for proper line capacity and discharge. Generation for the lift station will also be needed. Commission consensus was hard-wired generation as a portable device may have different specifications based on location. A smaller generator could be used to begin, with an upgraded unit for future developments. The proposed lift station would be an expense the contractor would incur.

OLD BUSINESS

None.

NEW BUSINESS

The next meeting was set for February 23 at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:26 am

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: <u>Business, Arts and Recreation Center, Inc.</u>	Previous Gambling Permit Number: <u>X-94904-22-001</u>
Minnesota Tax ID Number, if any: <u>622046</u>	Federal Employer ID Number (FEIN), if any: <u>41-2022824</u>
Mailing Address: <u>PO BOX 123</u>	
City: <u>WINDOM</u>	State: <u>MN</u> Zip: <u>56101</u> County: <u>COTTONWOOD</u>
Name of Chief Executive Officer (CEO): <u>ASHLEY JOHNSON</u>	
CEO Daytime Phone: <u>507-822-0764</u>	CEO Email: <u>ashley@engagedhomecare.com</u>
(permit will be emailed to this email address unless otherwise indicated below)	
Email permit to (if other than the CEO): <u>barc.ed@windomnet.com</u>	

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): Business, Arts and Recreation Center (BARC) Inc.

Physical Address (do not use P.O. box): 1012 5th Avenue

Check one:

- ☒ City: Windom Zip: 56101 County: Cottonwood
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 15, 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

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

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: *Ashley Johnson* Date: 01-27-2022

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

Print Name: Ashley Johnson

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Business, Arts and Recreation Center, Inc. Previous Gambling Permit Number: X-94904-22-001

Minnesota Tax ID Number, if any: 622046 Federal Employer ID Number (FEIN), if any: 41-2022824

Mailing Address: PO BOX 123

City: WINDOM State: MN Zip: 56101 County: COTTONWOOD

Name of Chief Executive Officer (CEO): ASHLEY JOHNSON

CEO Daytime Phone: 507-822-0764 CEO Email: ashley@engagedhomecare.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): barc.ed@windomnet.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): Business, Arts and Recreation Center (BARC) Inc.

Physical Address (do not use P.O. box): 1012 5th Avenue

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 19, 2022

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

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

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

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

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Ashley Johnson Date: 01-27-2022
(Signature must be CEO's signature; designee may not sign)

Print Name: Ashley Johnson

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.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 1/15/2022 - 1/28/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
TONI SEVERSON	00025856-6	01/18/2022	CREDIT REFUND	100-20191	99.39
HARTBERG MEDICAL CLINIC	19755-1	01/14/2022	CREDIT BALANCE REFUND	100-20191	2.33
PEARL CHRISTOFFER	24579-8	01/14/2022	CREDIT BALANCE REFUND	100-20191	17.04
BRENDA HANNA	31238-1	01/14/2022	CREDIT BALANCE REFUND	100-20191	91.39
JUNE RICHARDSON	37898-1	01/14/2022	CREDIT BALANCE REFUND	100-20191	34.33
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	100-20202	6,621.00
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	100-20202	19,921.00
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	100-20202	42.00
					26,828.48

Activity: 41110 - Mayor & Council

BEIM CONSULTING	1837	12/31/2021	SUPPLIES	100-41110-200	53.95
STRATEGIC INSIGHTS INC	22Plan-It-010	01/25/2022	CITY OF WINDOM/SUPPLIES	100-41110-200	575.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-41110-326	24.02
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	100-41110-350	624.00
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	100-41110-350	104.00
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	100-41110-350	624.00
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	100-41110-364	75.61
CONVENT. & VISITOR BUREAU	02900-DEC 2021	12/31/2021	AMERICINN	100-41110-491	2,784.22
CONVENT. & VISITOR BUREAU	02900-DEC 2021	12/31/2021	RED CARPET	100-41110-491	727.51

Activity 41110 - Mayor & Council Total: 5,592.31

Activity: 41310 - Administration

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	100-41310-131	18.00
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	100-41310-200	53.95
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-217	18.16
FURTHER (Select Account)	15948831	01/18/2022	FLEX SPENDING	100-41310-217	152.75
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-41310-321	73.54
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	4.69
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	1.34
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	1.30
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	0.87
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	1.34
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	2.01
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	1.30
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	4.69
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-41310-322	0.67
SECR REV FUND/CITY OF WD	1/25/2022-1	01/25/2022	PETTY CASH	100-41310-322	0.67
SECR REV FUND/CITY OF WD	1/25/2022-1	01/25/2022	PETTY CASH	100-41310-322	3.35
SECR REV FUND/CITY OF WD	1/25/2022-1	01/25/2022	PETTY CASH	100-41310-322	5.95
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-41310-326	311.63
STEVE NASBY	JAN 19-20 2022	01/24/2022	TRAVEL EXPENSE	100-41310-331	154.44
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	100-41310-350	234.00
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	100-41310-364	2,264.05

Activity 41310 - Administration Total: 3,308.70

Activity: 41910 - Building & Zoning

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	100-41910-131	1.80
QUICK PRINT	214123	01/17/2022	SUPPLIES	100-41910-200	65.67
CENTURY BUSINESS PRODUCT	601762	12/31/2021	SUPPLIES	100-41910-200	40.77
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-41910-321	58.55
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	100-41910-364	617.47

Activity 41910 - Building & Zoning Total: 784.26

Activity: 41940 - City Hall

ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-41940-381	442.74
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Expense Approval Report

Payment Dates: 1/15/2022 - 1/28/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-41940-382	88.86
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	100-41940-383	1,132.80
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	100-41940-383	541.78
HOMETOWN SANITATION SER	0000446700	12/31/2021	CITY HALL/REFUSE DISPOSAL	100-41940-384	97.99
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-41940-385	172.47
Activity 41940 - City Hall Total:					2,476.64

Activity: 42120 - Crime Control

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	100-42120-131	37.80
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	100-42120-200	53.95
STREICHER'S, INC	115544627	01/18/2022	UNIFORMS	100-42120-218	61.97
COTTONWOOD CO AUD/TREA	03178-02-1-2022	01/18/2022	RENT AND LEGAL FEES - FEB.	100-42120-304	3,957.50
COTTONWOOD VET CLINIC	12967	12/31/2021	MEDICAL FEES	100-42120-305	172.22
LEAGUE OF MN CITIES	356193	01/18/2022	TRAINING & REGISTRATION	100-42120-308	900.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-42120-321	28.33
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-42120-322	2.64
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-42120-322	13.75
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-42120-322	58.00
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	100-42120-322	5.10
SECR REV FUND/CITY OF WD	1/25/2022-1	01/25/2022	PETTY CASH	100-42120-322	5.10
SECR REV FUND/CITY OF WD	1/25/2022-1	01/25/2022	PETTY CASH	100-42120-322	4.50
ALPHA WIRELESS - MANKATO	14524	01/18/2022	RADIO UNITS	100-42120-323	108.00
ARCHIVE SOCIAL	20058	01/04/2022	SOCIAL MEDIA ARCHIVING SU	100-42120-326	398.00
LEASE FINANCE PARTNERS	JAN & FEB 2022	01/24/2022	DATA PROCESSING	100-42120-326	1,094.70
DONNA MARCY	1/10/2022-1/11/2022	01/24/2022	EXPENSE	100-42120-334	24.86
LEAGUE OF MN CITIES INS-TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	100-42120-364	57,213.56
SUNSET LAW ENFORCEMENT,	0005982-IN	01/05/2022	MAINTENANCE - OFFICE	100-42120-404	1,548.20
MIKE'S LLC	656	01/25/2022	FORD 2022 P/U 22-2	100-42120-404	4,332.00
MIKE'S LLC	657	01/25/2022	FORD 2022 P/U 22-2	100-42120-404	3,137.74
CRYSTAL CLEAN CAR WASH LL	1014	12/31/2021	POLICE DEC. WASHES/MAINT	100-42120-405	11.00
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	100-42120-405	35.98
COTTONWOOD CO AUD/TREA	03178-02-1-2022	01/18/2022	RENT AND LEGAL FEES - FEB.	100-42120-412	1,950.00
FLEET SERVICES DIVISION	2022060001	12/31/2021	VEHICLE LEASE	100-42120-419	1,740.97
MN BUREAU OF CRIMINAL AP	00000685564	01/04/2022	DUES- CJDN ACCESS FEE	100-42120-433	150.00
H.E.A.T. TACTICAL TEAM	433-1-1-2022	01/04/2022	HEAT DUES - POLICE	100-42120-433	2,260.85
WINDOM TOWING LLC	14842	12/31/2021	AFTER HOURS FLAT BED TOW	100-42120-480	275.00
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE-J SHIRKE	100-42120-480	788.11
Activity 42120 - Crime Control Total:					80,369.83

Activity: 42220 - Fire Fighting

BEIM CONSULTING	1837	12/31/2021	SUPPLIES	100-42220-200	53.95
ARAMARK	256000057803	12/31/2021	FIRE/AMB/CLEANING/SUPPLI	100-42220-211	47.06
ARAMARK	256000067355	12/31/2021	FIRE/AMB/CLEANING/SUPPLI	100-42220-211	47.06
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-42220-321	42.19
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	100-42220-364	12,377.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-42220-381	293.10
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-42220-382	18.67
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	100-42220-383	873.97
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	100-42220-383	417.99
HOMETOWN SANITATION SER	0000446743	12/31/2021	REFUSE DISPOSAL	100-42220-384	48.59
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-42220-385	39.68
MN STATE FIRE DEPT ASSOC	443-1-1-2022	01/04/2022	MSFDA MEMB. DUES- FIRE	100-42220-433	290.00
Activity 42220 - Fire Fighting Total:					14,549.26

Activity: 42500 - Civil Defense

ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-42500-381	31.28
Activity 42500 - Civil Defense Total:					31.28

Activity: 43100 - Streets

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE -EAP	100-43100-131	14.40
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	100-43100-200	53.95
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	100-43100-200	23.76
SIGN SOLUTIONS	400155	01/25/2022	MATERIALS	100-43100-215	51.10

Expense Approval Report

Payment Dates: 1/15/2022 - 1/28/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-43100-217	70.00
MN MUNICIPAL UTILITIES ASS	59035	01/24/2022	STREET/OPERATING SUPPLIES	100-43100-217	37.50
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	100-43100-217	0.23
SCOTT VEENKER	28366	12/31/2021	FIRE HALL AND COMM. CENT	100-43100-224	2,500.00
W.W. GRAINGER, INC	9167466169	01/18/2022	SMALL TOOLS	100-43100-241	79.30
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-43100-321	45.69
ARCHIVE SOCIAL	20058	01/04/2022	DATA PROCESSING-SOCIAL M	100-43100-326	398.00
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	100-43100-350	549.38
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	100-43100-364	16,378.56
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-43100-381	244.98
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-43100-381	1,917.16
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-43100-382	19.59
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	100-43100-383	923.62
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	100-43100-383	441.73
HOMETOWN SANITATION SER	0000446701	12/31/2021	STREET/REFUSE DISPOSAL	100-43100-384	97.99
HOMETOWN SANITATION SER	0000446702	12/31/2021	STREET/REFUSE DISPOSAL	100-43100-384	55.98
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-43100-385	42.10
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	100-43100-402	83.43
DGR ENGINEERING	00251206	12/31/2021	COMM. PARK CUL-DE-SAC	100-43100-439	1,753.50
SANFORD HEALTH OCCUPATIO	638158	01/14/2022	STREET/DANIEL MARAS/MISC	100-43100-480	30.00
Activity 43100 - Streets Total:					25,811.95

Activity: 45120 - Recreation

BEIM CONSULTING	1837	12/31/2021	SUPPLIES	100-45120-200	53.95
Activity 45120 - Recreation Total:					53.95

Activity: 45202 - Park Areas

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE -EAP	100-45202-131	3.60
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	100-45202-200	53.95
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-45202-326	466.67
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	100-45202-364	5,931.60
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	100-45202-381	371.85
HOMETOWN SANITATION SER	0000446749	12/31/2021	STREET/REFUSE DISPOSAL	100-45202-384	21.98
Activity 45202 - Park Areas Total:					6,849.65

Fund 100 - GENERAL Total: 166,656.31**Fund: 211 - LIBRARY****Activity: 45501 - Library**

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	211-45501-131	3.60
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	211-45501-200	53.95
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	211-45501-321	159.25
ARCHIVE SOCIAL	20058	01/04/2022	DATA PROCESSING-SOCIAL M	211-45501-326	398.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	211-45501-326	70.00
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	211-45501-364	1,234.94
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	211-45501-381	210.47
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	211-45501-382	20.66
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	211-45501-383	702.31
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	211-45501-383	335.88
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	211-45501-385	45.53
CITY LAUNDERING CO.	1724331	12/31/2021	MAINTENANCE - STRUCTURE	211-45501-402	34.00
Activity 45501 - Library Total:					3,268.59

Fund 211 - LIBRARY Total: 3,268.59**Fund: 225 - AIRPORT****Activity: 45127 - Airport**

BEIM CONSULTING	1837	12/31/2021	SUPPLIES	225-45127-200	53.95
SOUTHWEST MN BROADBAN	1/15-2/14	01/18/2022	TELEPHONE	225-45127-321	26.93
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	225-45127-365	513.81
LUCAN COMMUNITY TV INC	1193	01/04/2022	MAINTANACE - OFFICE	225-45127-404	70.00
Activity 45127 - Airport Total:					664.69

Fund 225 - AIRPORT Total: 664.69

Expense Approval Report

Payment Dates: 1/15/2022 - 1/28/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 230 - POOL					
Activity: 45124 - Pool					
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	230-45124-217	133.33
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	230-45124-364	3,273.11
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	230-45124-381	33.67
Activity 45124 - Pool Total:					3,440.11
Fund 230 - POOL Total:					3,440.11

Fund: 235 - AMBULANCE**Activity: 42153 - Ambulance**

BEIM CONSULTING	1837	12/31/2021	SUPPLIES	235-42153-200	53.95
LINDE GAS & EQUIPMENT INC	68142471	12/31/2021	OPERATING SUPPLIES	235-42153-217	448.61
BOUND TREE MEDICAL, LLC	84353784	01/18/2022	OPERATING SUPPLIES	235-42153-217	53.99
BOUND TREE MEDICAL, LLC	84359907	01/20/2022	AMBULANCE/OPERATING SUP	235-42153-217	123.68
BOUND TREE MEDICAL, LLC	84359908	01/24/2022	OPERATING SUPPLIES	235-42153-217	51.98
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	235-42153-217	8.00
LEWIS FAMILY DRUG, LLC	166297 12-31-21	12/31/2021	AMBULANCE/MEDS	235-42153-261	22.59
LEWIS FAMILY DRUG, LLC	166297 12-31-21	12/31/2021	AMBULANCE/MEDS	235-42153-261	614.44
MEGAN BRAMSTEDT	1/24/2022	01/24/2022	MEALS	235-42153-308	20.00
LORI JENSEN	22071	01/18/2022	TRAINING & REGISTRATION	235-42153-308	173.67
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	235-42153-321	28.13
ALPHA WIRELESS - MANKATO	14426	01/18/2022	RADIO UNITS	235-42153-323	3,262.00
SIRIUS XM RADIO INC	X7-1136765834	01/18/2022	RADIO UNITS	235-42153-323	31.97
ARCHIVE SOCIAL	20058	01/04/2022	DATA PROCESSING-SOCIAL M	235-42153-326	398.00
EXPERT BILLING LLC	8983A	12/31/2021	DATA PROCESSING	235-42153-326	58.00
EXPERT BILLING LLC	9529	12/31/2021	DATA PROCESSING	235-42153-326	2,755.00
TIM HACKER	1/24/2022	01/24/2022	MEALS	235-42153-334	66.35
KRISTEN PORATH	1/24/2022	01/24/2022	MEALS	235-42153-334	81.38
JODI JOHNSON	1/24/2022	01/24/2022	MEALS	235-42153-334	20.24
JUSTIN HARRINGTON	1/24/2022	01/24/2022	MEALS	235-42153-334	28.33
MEGAN BRAMSTEDT	1/24/2022	01/24/2022	MEALS	235-42153-334	26.73
TIM HACKER	334- 12-28-2021	12/28/2021	EXPENSE- MEALS	235-42153-334	10.53
TIM HACKER	334-1-10-2022	01/10/2022	EXPENSE- MEALS	235-42153-334	11.67
KDOM RADIO	12-1-2021-12-31-2021	12/31/2021	ADVERTISING	235-42153-340	107.10
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	235-42153-340	275.36
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	235-42153-364	13,089.19
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	235-42153-381	195.40
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	235-42153-382	12.44
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	235-42153-383	582.65
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	235-42153-383	278.66
HOMETOWN SANITATION SER	0000446743	12/31/2021	REFUSE DISPOSAL	235-42153-384	32.40
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	235-42153-385	26.46
ARAMARK	256000057803	12/31/2021	FIRE/AMB/CLEANING/SUPPLI	235-42153-406	31.37
ARAMARK	256000067355	12/31/2021	FIRE/AMB/CLEANING/SUPPLI	235-42153-406	31.37
Activity 42153 - Ambulance Total:					23,011.64
Fund 235 - AMBULANCE Total:					23,011.64

Fund: 250 - EDA GENERAL**Activity: 46520 - EDA**

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	250-46520-131	7.20
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	250-46520-200	53.95
CENTURY BUSINESS PRODUCT	601762	12/31/2021	SUPPLIES	250-46520-200	81.53
EHLERS & ASSOC., INC.	89478	12/31/2021	TIF 1-16, 1-20, 1-21	250-46520-301	382.50
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	250-46520-321	256.30
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	250-46520-321	58.55
DREW HAGE	331-1-11-2022	01/18/2022	TRAVEL EXPENSE	250-46520-331	12.87
LOOP NET	115343052-1	01/18/2022	ADVERTISING	250-46520-340	69.00
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	250-46520-350	145.00
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	250-46520-364	617.47
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	250-46520-381	51.48

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VIEWPOINT CONSULTING GR	22005	01/14/2022	EDA/SPECIAL PROJECTS	250-46520-439	500.00
Activity 46520 - EDA Total:					2,235.85
Fund 250 - EDA GENERAL Total:					2,235.85

Fund: 254 - NORTH IND PARK

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2013B) PRINCIPAL &	254-49980-601	25,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2013B) PRINCIPAL &	254-49980-611	475.00
Activity 49980 - Debt Service Total:					25,475.00
Fund 254 - NORTH IND PARK Total:					25,475.00

Fund: 274 - TIF 1-19 NWIP II

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2018A GENERAL OB BOND	274-49980-601	140,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2018A GENERAL OB BOND	274-49980-611	11,250.00
Activity 49980 - Debt Service Total:					151,250.00
Fund 274 - TIF 1-19 NWIP II Total:					151,250.00

Fund: 277 - TIF 1-22 CEMSTONE

Activity: 46530 - TIF Districts

DGR ENGINEERING	000251200	12/31/2021	TIF SITE IMPROVEMENTS	277-46530-592	1,232.50
Activity 46530 - TIF Districts Total:					1,232.50
Fund 277 - TIF 1-22 CEMSTONE Total:					1,232.50

Fund: 303 - 2007 STREET IMPROVEMENT

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2012A) PRINCIPAL	303-49980-601	80,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2012A) PRINCIPAL	303-49980-611	1,735.00
Activity 49980 - Debt Service Total:					81,735.00
Fund 303 - 2007 STREET IMPROVEMENT Total:					81,735.00

Fund: 305 - 2009 STREET IMPROVEMENT

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017C GENERAL OB BOND	305-49980-601	115,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017C GENERAL OB BOND	305-49980-611	4,850.00
Activity 49980 - Debt Service Total:					119,850.00
Fund 305 - 2009 STREET IMPROVEMENT Total:					119,850.00

Fund: 306 - 2013 STREET IMPROVEMENT

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	306-49980-601	80,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	306-49980-601	60,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	306-49980-611	6,500.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	306-49980-611	8,385.00
Activity 49980 - Debt Service Total:					154,885.00
Fund 306 - 2013 STREET IMPROVEMENT Total:					154,885.00

Fund: 307 - 2017 STREET PROJECT

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017A GENERAL OB BOND	307-49980-601	130,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017A GENERAL OB BOND	307-49980-611	40,422.50
Activity 49980 - Debt Service Total:					170,422.50
Fund 307 - 2017 STREET PROJECT Total:					170,422.50

Fund: 308 - 2020 STREET PROJECT

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020C	308-49980-601	15,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020B	308-49980-601	135,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020B	308-49980-611	41,125.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020C	308-49980-611	4,612.50
Activity 49980 - Debt Service Total:					195,737.50
Fund 308 - 2020 STREET PROJECT Total:					195,737.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 402 - CAPITAL PROJECT - ESF					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	402-49980-602	85,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	402-49980-612	14,870.00
Activity 49980 - Debt Service Total:					99,870.00
Fund 402 - CAPITAL PROJECT - ESF Total:					99,870.00
Fund: 406 - PIR					
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2013B) PRINCIPAL &	406-49980-601	50,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2013B) PRINCIPAL &	406-49980-611	950.00
Activity 49980 - Debt Service Total:					50,950.00
Fund 406 - PIR Total:					50,950.00
Fund: 601 - WATER					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	601-23100	45,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	601-23100	27,950.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017A GENERAL OB BOND	601-23100	25,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020B	601-23100	25,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2012A) PRINCIPAL	601-29108	18,200.00
					141,150.00
Activity: 49400 - Water					
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	601-49400-131	10.80
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	601-49400-200	53.95
GOPHER STATE ONE CALL	2000838	01/14/2022	TELEPHONE	601-49400-321	12.50
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	601-49400-321	50.28
SECR REV FUND/CITY OF WD	1/25/2022	12/31/2021	PETTY CASH	601-49400-322	5.10
SECR REV FUND/CITY OF WD	1/25/2022-1	01/25/2022	PETTY CASH	601-49400-322	20.20
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	601-49400-322	224.45
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	601-49400-326	166.56
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	601-49400-326	813.74
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	601-49400-350	1.50
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	601-49400-364	6,069.81
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	601-49400-381	4,956.66
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	601-49400-382	29.58
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	601-49400-383	428.52
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	601-49400-383	204.94
HOMETOWN SANITATION SER	000446704	12/31/2021	DEC 2021/WA/REFUSE DISPO	601-49400-384	99.99
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	601-49400-385	64.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	601-49400-386	29.50
SCOTT VEENKER	28356	01/14/2022	WATER/MAINTENANCE - DIST	601-49400-408	516.60
SCOTT VEENKER	28429	01/24/2022	WA/MAINTENANCE - DISTRIB	601-49400-408	400.00
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE- G LUND	601-49400-480	788.11
Activity 49400 - Water Total:					15,534.29
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	601-49980-611	2,346.50
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2012A) PRINCIPAL	601-49980-611	382.20
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	601-49980-611	5,846.25
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017A GENERAL OB BOND	601-49980-611	8,125.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020B	601-49980-611	8,315.63
Activity 49980 - Debt Service Total:					25,015.58
Fund 601 - WATER Total:					181,699.87
Fund: 602 - SEWER					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020B	602-23100	20,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	602-23100	40,000.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	602-23100	187,050.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017A GENERAL OB BOND	602-23100	25,000.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2012A) PRINCIPAL	602-29106	16,800.00
					288,850.00

Activity: 49450 - Sewer

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE -EAP	602-49450-131	5.40
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	602-49450-200	53.95
MN VALLEY TESTING	1123443	12/31/2021	SEWER/LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1123499	12/31/2021	SEWER/LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1123918	12/31/2021	SEWER/LAB TESTING	602-49450-310	139.00
MN VALLEY TESTING	1123926	12/31/2021	SEWER/LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1123949	12/31/2021	SEWER/LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1124299	12/31/2021	SEWER/LAB TESTING	602-49450-310	239.60
MN VALLEY TESTING	1124407	12/31/2021	SEWER/LAB TESTING	602-49450-310	148.40
GOPHER STATE ONE CALL	2000838	01/14/2022	TELEPHONE	602-49450-321	12.50
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	602-49450-321	173.87
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	602-49450-322	224.44
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	602-49450-326	166.56
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	602-49450-326	813.74
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	602-49450-350	1.50
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	602-49450-364	7,306.37
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	602-49450-381	10,001.60
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	602-49450-382	604.64
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	602-49450-383	2,723.22
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	602-49450-383	99.90
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	602-49450-383	18.39
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	602-49450-383	12.18
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	602-49450-383	1,302.41
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	602-49450-383	47.78
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	602-49450-383	8.80
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	602-49450-383	5.82
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	602-49450-404	53.34
			Activity 49450 - Sewer Total:		25,315.71

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	602-49980-611	5,032.50
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2012A) PRINCIPAL	602-49980-611	352.80
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020B	602-49980-611	6,059.38
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2017A GENERAL OB BOND	602-49980-611	7,655.00
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2020D	602-49980-611	15,703.50
			Activity 49980 - Debt Service Total:		34,803.18

Fund 602 - SEWER Total: 348,968.89

Fund: 604 - ELECTRIC

ELK RIVER WINLECTRIC	347742 02	01/10/2022	INVENTORY	604-14200	11,760.00
J. H. LARSON	S102648445.001	01/24/2022	MAINTENANCE - DISTRIBUTIO	604-14200	57.70
J. H. LARSON	S102648445.002	01/24/2022	EL/INVENTORY	604-14200	577.39
JHON RAFAEL LOPEZ	11820-5	01/13/2022	ELECTRIC DEPOSIT REFUND	604-22000	97.30
TONI SEVERSON	25856-6	01/14/2022	ELECTRIC DEPOST REFUND	604-22000	300.00
SANDRA I SANTIAGO	38700-6	01/13/2022	ELECTRIC DEPOSIT REFUND	604-22000	300.00
CLARISSE MUCYO	48681-3	01/13/2022	ELECTRIC DEPOSIT REFUND	604-22000	300.00
PETER C SNEED MARRERO	49195-6	01/13/2022	ELECTRIC DEPOSIT REFUND	604-22000	300.00
WOLF THERAPEUTIC	55051-6	01/14/2022	ELECTRIC DEPOST REFUND	604-22000	300.00
CALEB JAMES BROWN	57386-4	01/13/2022	ELECTRIC DEPOSIT REFUND	604-22000	300.00
SER NAY MOON	60202-0	01/13/2022	ELECTRIC DEPOSIT REFUND	604-22000	300.00
SHELLI LEGLER	6149-0	01/13/2022	ELECTRIC DEPOSIT REFUND	604-22000	125.00
					14,717.39

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	604-49550-131	16.20
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	604-49550-200	64.10
AMAZON CAPITAL SERVICES, I	17QJ-J7D4-MFT1	12/31/2021	SUPPLIES	604-49550-200	433.34

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	604-49550-200	53.95
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	604-49550-200	25.98
ELK RIVER WINLECTRIC	345009 04	01/10/2022	UNIFORMS	604-49550-218	375.00
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	604-49550-241	409.94
DEPARTMENT OF ENERGY	BFPB000801221	12/31/2021	MERCHANDISE FOR RESALE-	604-49550-263	67,494.82
MN MUNICIPAL UTILITIES ASS	59017	01/24/2022	EL/TRAINING & REGISTRATIO	604-49550-308	2,250.00
GOPHER STATE ONE CALL	2000838	01/14/2022	TELEPHONE	604-49550-321	12.50
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	604-49550-321	77.68
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	604-49550-322	224.45
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	604-49550-326	166.56
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	604-49550-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	604-49550-350	3.00
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	604-49550-364	11,266.59
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	604-49550-381	172.51
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	604-49550-382	21.38
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	604-49550-383	1,042.42
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	604-49550-383	498.55
HOMETOWN SANITATION SER	0000446705	12/31/2021	REFUSE DISPOSAL	604-49550-384	123.39
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	604-49550-385	43.62
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	604-49550-402	732.36
OREILLY	4425-329468	01/14/2022	EL/MAINTENANCE - OFFICE	604-49550-404	266.46
GDF ENTERPRISES, INC	A21346	01/24/2022	MAINTENANCE - OFFICE	604-49550-404	200.97
GDF ENTERPRISES, INC	A21348	01/25/2022	EL/MAINTENANCE - OFFICE	604-49550-404	20.78
J. H. LARSON	S102648445.001	01/24/2022	MAINTENANCE - DISTRIBUTIO	604-49550-408	106.56
J. H. LARSON	S102648445.003	01/24/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	104.78
MN MUNICIPAL UTILITIES ASS	58756	01/24/2022	ELECTRIC/DUES	604-49550-433	15,277.00
CHARLES DEAVILA	2022 CD	01/24/2022	CONSERVATION - ENERGY REB	604-49550-450	350.00
WINDOM ISD #177	2022- ELEM.	01/24/2022	CONSERVAION REBATES- ELE	604-49550-450	6,804.86
WINDOM AUTO VALU	4454	01/18/2022	CONSERVATION - ENERGY REB	604-49550-450	1,005.45
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	604-49550-460	72.00

Activity 49550 - Electric Total: 112,571.04

Fund 604 - ELECTRIC Total: 127,288.43

Fund: 609 - LIQUOR STORE

MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	609-20202	21,731.00
					21,731.00

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	609-49751-131	7.20
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	609-49751-200	53.95
CITY LAUNDERING CO.	1728757	01/18/2022	CLEANING	609-49751-211	44.89
PAUSTIS WINE COMPANY	152279	01/10/2022	LIQUOR	609-49751-251	196.00
JOHNSON BROS.	183119	12/31/2021	LIQUOR	609-49751-251	-1,021.65
JOHNSON BROS.	1971831	01/18/2022	LIQUOR	609-49751-251	3,228.88
JOHNSON BROS.	1976102	01/24/2022	LIQUOR S./LIQUOR	609-49751-251	3,546.46
SOUTHERN GLAZER'S OF MN	2162963	12/31/2021	LIQUOR	609-49751-251	6,498.81
SOUTHERN GLAZER'S OF MN	2165509	01/11/2022	LIQUOR	609-49751-251	5,022.96
PHILLIPS WINE & SPIRITS	6330815	01/11/2022	LIQUOR	609-49751-251	35.58
PHILLIPS WINE & SPIRITS	6330816	01/11/2022	LIQUOR	609-49751-251	2,491.25
PHILLIPS WINE & SPIRITS	6333704	01/18/2022	LIQUOR	609-49751-251	2,128.04
PHILLIPS WINE & SPIRITS	6337075	01/24/2022	LIQUOR S./LIQUOR	609-49751-251	1,575.65
DOLL DISTRIBUTING, LLC	685098	01/18/2022	LIQUOR	609-49751-251	117.00
BEVERAGE WHOLESALERS	201070	01/07/2022	LIQUOR S./BEER	609-49751-252	17,324.10
BEVERAGE WHOLESALERS	201991	01/18/2022	BEER	609-49751-252	0.01
BEVERAGE WHOLESALERS	201992	01/18/2022	BEER	609-49751-252	3,148.45
ARTISAN BEER COMPANY	3515136	01/11/2022	BEER	609-49751-252	196.25
DOLL DISTRIBUTING, LLC	681141	01/07/2022	LIQUOR S./MERCHANDISE	609-49751-252	22,952.35
DOLL DISTRIBUTING, LLC	682893	01/11/2022	BEER	609-49751-252	579.00
DOLL DISTRIBUTING, LLC	682913	01/11/2022	BEER	609-49751-252	2,700.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	682923	01/11/2022	BEER	609-49751-252	1,184.40
DOLL DISTRIBUTING, LLC	685098	01/18/2022	LIQUOR	609-49751-252	1,065.70
DOLL DISTRIBUTING, LLC	685112	01/18/2022	BEER	609-49751-252	-18.00
PAUSTIS WINE COMPANY	152279	01/10/2022	LIQUOR	609-49751-253	680.00
JOHNSON BROS.	183965	01/20/2022	LIQUOR S./WINE	609-49751-253	-24.35
JOHNSON BROS.	183966	01/20/2022	LIQUOR S./MERCHANDISE	609-49751-253	-240.00
JOHNSON BROS.	183967	01/20/2022	LIQUOR S./MERCHANDISE	609-49751-253	-82.75
JOHNSON BROS.	1971832	01/18/2022	BEER	609-49751-253	227.69
JOHNSON BROS.	1976103	01/24/2022	LIQUOR S./WINE	609-49751-253	355.15
SOUTHERN GLAZER'S OF MN	2162964	12/31/2021	WINE	609-49751-253	582.00
SOUTHERN GLAZER'S OF MN	2165510	01/11/2022	WINE	609-49751-253	666.00
ROUND LAKE VINEYARDS & W	3207	01/11/2022	WINE	609-49751-253	423.00
PHILLIPS WINE & SPIRITS	6330817	01/11/2022	WINE/ SOFT DRNK & MIXES	609-49751-253	512.64
PHILLIPS WINE & SPIRITS	6333705	01/18/2022	WINE	609-49751-253	285.75
PHILLIPS WINE & SPIRITS	6337076	01/24/2022	LIQUOR S./BEER	609-49751-253	513.00
WINE MERCHANTS	7363610	01/11/2022	WINE	609-49751-253	1,360.00
PBC - PEPSI BEVERAGES COM	18591257	12/31/2021	SOFT DRINKS & MIXES	609-49751-254	351.12
JOHNSON BROS.	1971832	01/18/2022	BEER	609-49751-254	37.00
PHILLIPS WINE & SPIRITS	6330817	01/11/2022	WINE/ SOFT DRNK & MIXES	609-49751-254	199.00
DOLL DISTRIBUTING, LLC	681141	01/07/2022	LIQUOR S./MERCHANDISE	609-49751-254	14.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	609-49751-321	130.54
ARCHIVE SOCIAL	20058	01/04/2022	DATA PROCESSING-SOCIAL M	609-49751-326	398.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	609-49751-326	710.11
PAUSTIS WINE COMPANY	152279	01/10/2022	LIQUOR	609-49751-333	10.00
JOHNSON BROS.	183119	12/31/2021	LIQUOR	609-49751-333	-12.18
JOHNSON BROS.	183966	01/20/2022	LIQUOR S./MERCHANDISE	609-49751-333	-5.22
JOHNSON BROS.	183967	01/20/2022	LIQUOR S./MERCHANDISE	609-49751-333	-1.74
JOHNSON BROS.	1971831	01/18/2022	LIQUOR	609-49751-333	94.86
JOHNSON BROS.	1971832	01/18/2022	BEER	609-49751-333	10.46
JOHNSON BROS.	1976102	01/24/2022	LIQUOR S./LIQUOR	609-49751-333	64.40
JOHNSON BROS.	1976103	01/24/2022	LIQUOR S./WINE	609-49751-333	13.91
SOUTHERN GLAZER'S OF MN	2162963	12/31/2021	LIQUOR	609-49751-333	93.82
SOUTHERN GLAZER'S OF MN	2162964	12/31/2021	WINE	609-49751-333	22.55
SOUTHERN GLAZER'S OF MN	2165509	01/11/2022	LIQUOR	609-49751-333	63.89
SOUTHERN GLAZER'S OF MN	2165510	01/11/2022	WINE	609-49751-333	18.45
SOUTHERN GLAZER'S OF MN	5080099	12/31/2021	LIQUOR	609-49751-333	1.02
PHILLIPS WINE & SPIRITS	6330815	01/11/2022	LIQUOR	609-49751-333	0.43
PHILLIPS WINE & SPIRITS	6330816	01/11/2022	LIQUOR	609-49751-333	26.36
PHILLIPS WINE & SPIRITS	6330817	01/11/2022	WINE/ SOFT DRNK & MIXES	609-49751-333	27.86
PHILLIPS WINE & SPIRITS	6333704	01/18/2022	LIQUOR	609-49751-333	49.16
PHILLIPS WINE & SPIRITS	6333705	01/18/2022	WINE	609-49751-333	8.71
PHILLIPS WINE & SPIRITS	6337075	01/24/2022	LIQUOR S./LIQUOR	609-49751-333	26.12
PHILLIPS WINE & SPIRITS	6337076	01/24/2022	LIQUOR S./BEER	609-49751-333	19.14
WINE MERCHANTS	7363610	01/11/2022	WINE	609-49751-333	20.88
VIVIAN FLANIGAN DAVIS	112415 1-24-22	01/25/2022	RIVER BEND/ADVERTISING	609-49751-340	139.50
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	609-49751-340	1,820.00
KDOM RADIO	340-12-1-2021-12-31-2021	12/31/2021	ADVERTISING- LIQUOR STORE	609-49751-340	671.67
KKOJ - KUXX	340-12-31-2021	12/31/2021	ADVERTISING	609-49751-340	355.00
FORUM COMMUNICATIONS C	MP2999811221	12/31/2021	ADVERTISING	609-49751-340	170.00
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	609-49751-364	5,680.38
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	609-49751-381	791.03
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	609-49751-382	20.03
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	609-49751-383	285.43
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	609-49751-383	136.51
HOMETOWN SANITATION SER	0000446703	01/11/2022	REFUSE DISPOSE	609-49751-384	177.99
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	609-49751-385	39.57
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	609-49751-402	10.99
GDF ENTERPRISES, INC	100	01/25/2022	MAINTENANCE - GROUNDS	609-49751-406	843.24
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	609-49751-406	63.96

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MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	609-49751-460	47.00
				Activity 49751 - Liquor Store Total:	91,961.16
				Fund 609 - LIQUOR STORE Total:	113,692.16
Fund: 614 - TELECOM					
LOGIC NETWORKS LLC	4332	01/11/2022	EQUIPMENT	614-16400	3,825.52
LOGIC NETWORKS LLC	4337	01/24/2022	TELECOM/MACHINERY	614-16400	1,422.47
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2017B) PRINCIPAL &	614-23100	95,000.00
					100,247.99
Activity: 49870 - Telecom					
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	614-49870-131	18.00
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	614-49870-200	53.95
SCHWABACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	614-49870-200	28.96
CITY LAUNDERING CO.	1726538	01/05/2022	CLEANING/SUPPLIES-WINDO	614-49870-211	21.38
AMAZON CAPITAL SERVICES, I	1NXW-FVJ3-GRLL	01/11/2022	UTILITY SYSTEM	614-49870-227	296.08
SCHWABACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	614-49870-227	10.97
GOPHER STATE ONE CALL	2000838	01/14/2022	TELEPHONE	614-49870-321	12.50
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	614-49870-321	268.34
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	614-49870-322	224.45
INNOVATIVE SYSTEMS LLC	INV-00369	01/05/2022	DATA PROCESSING	614-49870-326	961.88
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	614-49870-326	166.56
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV-00894	01/14/2022	DATA PROCESSING	614-49870-326	1,627.47
NEUSTAR, INC.	L-0000038040	12/31/2021	DATA PROCESSING	614-49870-326	3.75
KDOM RADIO	0073 12-31-21	12/31/2021	TELECOM/ADVERTISING	614-49870-340	100.98
INNOVATIVE SYSTEMS LLC	INV-00435	12/31/2021	POSTAGE	614-49870-350	124.33
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	614-49870-364	21,537.79
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	614-49870-381	2,513.74
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	614-49870-382	19.56
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	614-49870-383	200.03
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	614-49870-383	95.67
HOMETOWN SANITATION SER	0000446706	12/31/2021	TELECOM/REFUSE DISPOSAL	614-49870-384	87.98
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	614-49870-385	38.16
TRI-STATE POWER SOLUTIONS	1912999028571	01/14/2022	TELECOM/MAINTENANCE - O	614-49870-404	379.64
CONSOLIDATED COMMUNICA	01-01-22	01/21/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,443.00
BTN - BIG TEN NETWORK	109103	12/31/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	1,495.00
FOX TELEVISION STATIONS, LL	423773	12/31/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	2,675.01
NEXSTAR BROADCASTING GR	425983	12/31/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	228.15
BALLY SPORTS NORTH	T45283	12/31/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	6,916.00
CONSOLIDATED CALL CENTER	20290	12/31/2021	11-21 -12-21 TELECOM/SWIT	614-49870-445	121.15
ONVOY, LLC dba INTELIGENT	203792	12/31/2021	SWITCH FEES	614-49870-445	3,818.63
1623 FARNAM LLC	005648	01/05/2022	INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2022010027696	01/11/2022	INTERNET EXPENSE	614-49870-447	1,950.00
BILL ROSA	DEC 2021	12/31/2021	ON CALL SUPPORT	614-49870-448	33.50
BILL ROSA	JAN 2022	01/24/2022	ON CALL SUPPORT	614-49870-448	33.50
JORDAN BUSSA	JULY 2021-DEC 2021	12/31/2021	ON CALL SUPPORT	614-49870-448	261.00
CENTURY LINK	01-16-2022	01/24/2022	SERVICE 831-1075 104	614-49870-451	83.06
ZAYO GROUP, LLC	2022010002376	01/11/2022	CALL COMPLETION	614-49870-451	1,228.89
ONVOY, LLC dba INTELIGENT	205062	12/31/2021	CALL COMPLETION	614-49870-451	140.56
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	614-49870-460	52.00
				Activity 49870 - Telecom Total:	51,442.87
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	(PROJECT 2017B) PRINCIPAL &	614-49980-611	8,925.00
				Activity 49980 - Debt Service Total:	8,925.00
				Fund 614 - TELECOM Total:	160,615.86
Fund: 615 - ARENA					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2018A GENERAL OB BOND	615-23100	45,000.00
					45,000.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49850 - Arena					
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE - EAP	615-49850-131	7.20
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	615-49850-200	53.95
CITY LAUNDERING CO.	1726536	01/05/2022	CLEANING/SUPPLIES - ARENA	615-49850-211	50.00
BECKER ARENA PRODUCTS, IN	602567	12/31/2021	OTHER OPERATING SUPPLIES	615-49850-217	509.82
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	615-49850-217	15.35
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	615-49850-321	124.96
ARCHIVE SOCIAL	20058	01/04/2022	DATA PROCESSING-SOCIAL M	615-49850-326	398.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	615-49850-326	433.00
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	615-49850-364	4,716.17
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	615-49850-381	5,346.76
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	615-49850-382	231.86
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE 12/08/20	615-49850-383	2,099.44
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	615-49850-383	1,004.08
HOMETOWN SANITATION SER	0000446707	12/31/2021	ARENA/REFUSE DISPOSAL	615-49850-384	150.99
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	615-49850-385	102.28
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	615-49850-460	94.00
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE- A BALAO	615-49850-480	788.11
Activity 49850 - Arena Total:					16,125.97

Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	68405 12-15-21	01/21/2022	2018A GENERAL OB BOND	615-49980-611	15,229.38
Activity 49980 - Debt Service Total:					15,229.38
Fund 615 - ARENA Total:					76,355.35

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	01-22-22 EVENT	01/19/2022	WCC/PETTY CASH	617-10200	1,500.00
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	617-20202	291.44
					1,791.44

Activity: 49860 - M/P Center					
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE -EAP	617-49860-131	10.80
BEIM CONSULTING	1837	12/31/2021	SUPPLIES	617-49860-200	53.95
CITY LAUNDERING CO.	1726537	01/10/2022	CLEANING/SUPPLIES	617-49860-217	99.50
NAM DESIGN	40563	01/10/2022	OPERATING SUPPLIES	617-49860-217	264.00
BARNETT PRO CARE	430	01/24/2022	WCC/OPERATING SUPPLIES	617-49860-217	80.00
BARNETT PRO CARE	431	01/24/2022	WCC/OPERATING SUPPLIES	617-49860-217	35.00
SCHWALBACH HARDWARE	DEC. 2021	12/31/2021	MAINTENANCE - VEHICLE	617-49860-217	11.99
CITY LAUNDERING CO.	S0103222	01/10/2022	CLEANING /SUPPLIES - COMM	617-49860-217	285.00
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	617-49860-321	58.81
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	617-49860-326	473.33
CITIZEN PUBLISHING CO	12-31-2021	12/31/2021	DEC. 2021/ADVERTISING	617-49860-340	877.90
LEAGUE OF MN CITIES INS TR	4003278-1-07-2022	01/10/2022	WORKERS COMPENSATION-2	617-49860-364	2,810.52
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	617-49860-381	1,060.47
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	617-49860-382	64.31
MN ENERGY RESOURCES	22519955	12/31/2021	ENERGY RESOURCE	617-49860-383	1,448.89
MN ENERGY RESOURCES	22519955-1	01/24/2022	ENERGY RESOURCE	617-49860-383	692.94
HOMETOWN SANITATION SER	0000446708	12/31/2021	REFUSE DISPOSAL	617-49860-384	74.99
ELECTRIC FUND	2021 DEC	12/31/2021	UTILITIES	617-49860-385	140.55
MN REVENUE	DEC. 2021	01/20/2022	SALES TAX	617-49860-460	414.56
Activity 49860 - M/P Center Total:					8,957.51
Fund 617 - M/P CENTER Total:					10,748.95

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002058	01/28/2022	Federal Tax Withholding	700-21701	10,856.53
MN Department of Revenue -	INV0002059	01/28/2022	State Withholding	700-21702	5,293.85
Internal Revenue Service-Payr	INV0002058	01/28/2022	Social Security	700-21703	13,102.68
MN Pera	INV0002055	01/28/2022	PERA	700-21704	8,692.89
MN Pera	INV0002055	01/28/2022	PERA	700-21704	842.96
MN Pera	INV0002055	01/28/2022	PERA	700-21704	14,721.04
MN State Deferred	INV0002056	01/28/2022	Deferred Roth	700-21705	2,862.00
MN State Deferred	INV0002056	01/28/2022	Deferred Compensation	700-21705	5,864.91

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SW/WC SERVICE COOPERATIV	FEB 2022	01/24/2022	HEALTH INSURANCE	700-21706	60,789.94
LOCAL UNION #949	JAN 2022	01/25/2022	UNION DUES	700-21707	1,665.96
LAW ENFORCEMENT LABOR S	JAN 2022	01/25/2022	POLICE UNION DUES	700-21708	520.00
MN CHILD SUPPORT PAYMEN	INV0002051	01/14/2022	Child Support Payment	700-21709	97.83
MN CHILD SUPPORT PAYMEN	INV0002057	01/28/2022	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0002058	01/28/2022	Medicare Withholding	700-21711	3,875.64
FURTHER (Select Account)	40089490	01/18/2022	FLEX SPENDING	700-21712	3,136.41
FURTHER (Select Account)	40094987	01/25/2022	FLEX SPENDING	700-21712	1,739.27
MN BENEFIT ASSOCIATION	2022-0150521	01/18/2022	INDIVIDUAL INSURANCE	700-21717	4.84
MN BENEFIT ASSOCIATION	2022-0150521	01/18/2022	INDIVIDUAL	700-21719	316.49
MII LIFE	JAN 2022	01/26/2022	VEBA/HSA SPLIT	700-21720	520.85
MII LIFE	JAN 2022	01/26/2022	VEBA	700-21720	9,166.79
MII LIFE	JAN 2022	01/26/2022	HSA	700-21722	3,437.57
FURTHER (Select Account)	INV0002054	01/28/2022	HSA Employee Contribution	700-21723	528.92
					148,135.20
Fund 700 - PAYROLL Total:					148,135.20
Grand Total:					2,418,189.40

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	166,656.31
211 - LIBRARY	3,268.59
225 - AIRPORT	664.69
230 - POOL	3,440.11
235 - AMBULANCE	23,011.64
250 - EDA GENERAL	2,235.85
254 - NORTH IND PARK	25,475.00
274 - TIF 1-19 NWIP II	151,250.00
277 - TIF 1-22 CEMSTONE	1,232.50
303 - 2007 STREET IMPROVEMENT	81,735.00
305 - 2009 STREET IMPROVEMENT	119,850.00
306 - 2013 STREET IMPROVEMENT	154,885.00
307 - 2017 STREET PROJECT	170,422.50
308 - 2020 STREET PROJECT	195,737.50
402 - CAPITAL PROJECT - ESF	99,870.00
406 - PIR	50,950.00
601 - WATER	181,699.87
602 - SEWER	348,968.89
604 - ELECTRIC	127,288.43
609 - LIQUOR STORE	113,692.16
614 - TELECOM	160,615.86
615 - ARENA	76,355.35
617 - M/P CENTER	10,748.95
700 - PAYROLL	148,135.20
Grand Total:	2,418,189.40

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	244.48
100-20202	Sales Tax Payable	26,584.00
100-41110-200	Office Supplies	628.95
100-41110-326	Data Processing	24.02
100-41110-350	Printing & Design	1,352.00
100-41110-364	Insurance - Worker's Co	75.61
100-41110-491	Payments to Other Orga	3,511.73
100-41310-131	Employer Paid Insurance	18.00
100-41310-200	Office Supplies	53.95
100-41310-217	Other Operating Supplie	170.91
100-41310-321	Telephone	73.54
100-41310-322	Postage	28.18
100-41310-326	Data Processing	311.63
100-41310-331	Travel Expense	154.44
100-41310-350	Printing & Design	234.00
100-41310-364	Insurance - Worker's Co	2,264.05
100-41910-131	Employer Paid Insurance	1.80
100-41910-200	Office Supplies	106.44
100-41910-321	Telephone	58.55
100-41910-364	Insurance - Worker's Co	617.47
100-41940-381	Electric Utility	442.74
100-41940-382	Water Utility	88.86
100-41940-383	Gas Utility	1,674.58
100-41940-384	Refuse Disposal	97.99
100-41940-385	Sewer Utility	172.47
100-42120-131	Employer Paid Insurance	37.80
100-42120-200	Office Supplies	53.95
100-42120-218	Uniforms	61.97
100-42120-304	Legal Fees	3,957.50

Account Summary

Account Number	Account Name	Payment Amount
100-42120-305	Medical & Dental Fees	172.22
100-42120-308	Training & Registrations	900.00
100-42120-321	Telephone	28.33
100-42120-322	Postage	89.09
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	1,492.70
100-42120-334	Meals/Lodging	24.86
100-42120-364	Insurance - Worker's Co	57,213.56
100-42120-404	Repairs & Maint - M&E	9,017.94
100-42120-405	Repairs & Maint - Vehicl	46.98
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	1,740.97
100-42120-433	Dues & Subscriptions	2,410.85
100-42120-480	Other Miscellaneous	1,063.11
100-42220-200	Office Supplies	53.95
100-42220-211	Cleaning Supplies	94.12
100-42220-321	Telephone	42.19
100-42220-364	Insurance - Worker's Co	12,377.00
100-42220-381	Electric Utility	293.10
100-42220-382	Water Utility	18.67
100-42220-383	Gas Utility	1,291.96
100-42220-384	Refuse Disposal	48.59
100-42220-385	Sewer Utility	39.68
100-42220-433	Dues & Subscriptions	290.00
100-42500-381	Electric Utility	31.28
100-43100-131	Employer Paid Insurance	14.40
100-43100-200	Office Supplies	77.71
100-43100-215	Materials & Equipment	51.10
100-43100-217	Other Operating Supplie	107.73
100-43100-224	Street Maint Materials	2,500.00
100-43100-241	Small Tools	79.30
100-43100-321	Telephone	45.69
100-43100-326	Data Processing	398.00
100-43100-350	Printing & Design	549.38
100-43100-364	Insurance - Worker's Co	16,378.56
100-43100-381	Electric Utility	2,162.14
100-43100-382	Water Utility	19.59
100-43100-383	Gas Utility	1,365.35
100-43100-384	Refuse Disposal	153.97
100-43100-385	Sewer Utility	42.10
100-43100-402	Repairs & Maint - Struct	83.43
100-43100-439	Special Projects	1,753.50
100-43100-480	Other Miscellaneous	30.00
100-45120-200	Office Supplies	53.95
100-45202-131	Employer Paid Insurance	3.60
100-45202-200	Office Supplies	53.95
100-45202-326	Data Processing	466.67
100-45202-364	Insurance - Worker's Co	5,931.60
100-45202-381	Electric Utility	371.85
100-45202-384	Refuse Disposal	21.98
211-45501-131	Employer Paid Insurance	3.60
211-45501-200	Office Supplies	53.95
211-45501-321	Telephone	159.25
211-45501-326	Data Processing	468.00
211-45501-364	Insurance - Worker's Co	1,234.94
211-45501-381	Electric Utility	210.47
211-45501-382	Water Utility	20.66
211-45501-383	Gas Utility	1,038.19

Account Summary

Account Number	Account Name	Payment Amount
211-45501-385	Sewer Utility	45.53
211-45501-402	Repairs & Maint - Struct	34.00
225-45127-200	Office Supplies	53.95
225-45127-321	Telephone	26.93
225-45127-365	Insurance - Misc	513.81
225-45127-404	Repairs & Maint - M&E	70.00
230-45124-217	Other Operating Supplie	133.33
230-45124-364	Insurance - Worker's Co	3,273.11
230-45124-381	Electric Utility	33.67
235-42153-200	Office Supplies	53.95
235-42153-217	Other Operating Supplie	686.26
235-42153-261	Other Merchandise-Med	637.03
235-42153-308	Training & Registrations	193.67
235-42153-321	Telephone	28.13
235-42153-323	Radio Units	3,293.97
235-42153-326	Data Processing	3,211.00
235-42153-334	Meals/Lodging	245.23
235-42153-340	Advertising & Promotion	382.46
235-42153-364	Insurance - Worker's Co	13,089.19
235-42153-381	Electric Utility	195.40
235-42153-382	Water Utility	12.44
235-42153-383	Gas Utility	861.31
235-42153-384	Refuse Disposal	32.40
235-42153-385	Sewer Utility	26.46
235-42153-406	Repairs & Maint - Groun	62.74
250-46520-131	Employer Paid Insurance	7.20
250-46520-200	Office Supplies	135.48
250-46520-301	Auditing & Consulting Se	382.50
250-46520-321	Telephone	314.85
250-46520-331	Travel Expense	12.87
250-46520-340	Advertising & Promotion	69.00
250-46520-350	Printing & Design	145.00
250-46520-364	Insurance - Worker's Co	617.47
250-46520-381	Electric Utility	51.48
250-46520-439	Special Projects	500.00
254-49980-601	Bond Principal	25,000.00
254-49980-611	Bond Interest	475.00
274-49980-601	Bond Principal	140,000.00
274-49980-611	Bond Interest	11,250.00
277-46530-592	TIF Site Imprpovements	1,232.50
303-49980-601	Bond Principal	80,000.00
303-49980-611	Bond Interest	1,735.00
305-49980-601	Bond Principal	115,000.00
305-49980-611	Bond Interest	4,850.00
306-49980-601	Bond Principal	140,000.00
306-49980-611	Bond Interest	14,885.00
307-49980-601	Bond Principal	130,000.00
307-49980-611	Bond Interest	40,422.50
308-49980-601	Bond Principal	150,000.00
308-49980-611	Bond Interest	45,737.50
402-49980-602	Other Long-Term Obliga	85,000.00
402-49980-612	Other Interest	14,870.00
406-49980-601	Bond Principal	50,000.00
406-49980-611	Bond Interest	950.00
601-23100	Bond Payable - Noncurre	122,950.00
601-29108	Bond Payable - Noncurre	18,200.00
601-49400-131	Employer Paid Insurance	10.80
601-49400-200	Office Supplies	53.95

Account Summary

Account Number	Account Name	Payment Amount
601-49400-321	Telephone	62.78
601-49400-322	Postage	249.75
601-49400-326	Data Processing	1,567.80
601-49400-350	Printing & Design	1.50
601-49400-364	Insurance - Worker's Co	6,069.81
601-49400-381	Electric Utility	4,956.66
601-49400-382	Water Utility	29.58
601-49400-383	Gas Utility	633.46
601-49400-384	Refuse Disposal	99.99
601-49400-385	Sewer Utility	64.00
601-49400-386	Landfill	29.50
601-49400-408	Repairs & Maint - Distrib	916.60
601-49400-480	Other Miscellaneous	788.11
601-49980-611	Bond Interest	25,015.58
602-23100	Bond Payable - Noncurre	272,050.00
602-29106	Bond Payable - Noncurre	16,800.00
602-49450-131	Employer Paid Insurance	5.40
602-49450-200	Office Supplies	53.95
602-49450-310	Lab Testing	1,091.80
602-49450-321	Telephone	186.37
602-49450-322	Postage	224.44
602-49450-326	Data Processing	1,567.80
602-49450-350	Printing & Design	1.50
602-49450-364	Insurance - Worker's Co	7,306.37
602-49450-381	Electric Utility	10,001.60
602-49450-382	Water Utility	604.64
602-49450-383	Gas Utility	4,218.50
602-49450-404	Repairs & Maint - M&E	53.34
602-49980-611	Bond Interest	34,803.18
604-14200	Inventory	12,395.09
604-22000	Prepayments	2,322.30
604-49550-131	Employer Paid Insurance	16.20
604-49550-200	Office Supplies	577.37
604-49550-218	Uniforms	375.00
604-49550-241	Small Tools	409.94
604-49550-263	Merchandise for Resale -	67,494.82
604-49550-308	Training & Registrations	2,250.00
604-49550-321	Telephone	90.18
604-49550-322	Postage	224.45
604-49550-326	Data Processing	3,020.40
604-49550-350	Printing & Design	3.00
604-49550-364	Insurance - Worker's Co	11,266.59
604-49550-381	Electric Utility	172.51
604-49550-382	Water Utility	21.38
604-49550-383	Gas Utility	1,540.97
604-49550-384	Refuse Disposal	123.39
604-49550-385	Sewer Utility	43.62
604-49550-402	Repairs & Maint - Struct	732.36
604-49550-404	Repairs & Maint - M&E	488.21
604-49550-408	Repairs & Maint - Distrib	211.34
604-49550-433	Dues & Subscriptions	15,277.00
604-49550-450	Conservation	8,160.31
604-49550-460	Miscellaneous Taxes	72.00
609-20202	Sales Tax Payable	21,731.00
609-49751-131	Employer Paid Insurance	7.20
609-49751-200	Office Supplies	53.95
609-49751-211	Cleaning Supplies	44.89
609-49751-251	Liquor	23,818.98

Account Summary

Account Number	Account Name	Payment Amount
609-49751-252	Beer	49,133.06
609-49751-253	Wine	5,258.13
609-49751-254	Soft Drinks & Mix	601.12
609-49751-321	Telephone	130.54
609-49751-326	Data Processing	1,108.11
609-49751-333	Freight and Express	552.88
609-49751-340	Advertising & Promotion	3,156.17
609-49751-364	Insurance - Worker's Co	5,680.38
609-49751-381	Electric Utility	791.03
609-49751-382	Water Utility	20.03
609-49751-383	Gas Utility	421.94
609-49751-384	Refuse Disposal	177.99
609-49751-385	Sewer Utility	39.57
609-49751-402	Repairs & Maint - Struct	10.99
609-49751-406	Repairs & Maint - Groun	907.20
609-49751-460	Miscellaneous Taxes	47.00
614-16400	Machinery & Equipment	5,247.99
614-23100	Bond Payable - Noncurre	95,000.00
614-49870-131	Employer Paid Insurance	18.00
614-49870-200	Office Supplies	82.91
614-49870-211	Cleaning Supplies	21.38
614-49870-227	Utility System Maint Sup	307.05
614-49870-321	Telephone	280.84
614-49870-322	Postage	224.45
614-49870-326	Data Processing	4,730.91
614-49870-340	Advertising & Promotion	100.98
614-49870-350	Printing & Design	124.33
614-49870-364	Insurance - Worker's Co	21,537.79
614-49870-381	Electric Utility	2,513.74
614-49870-382	Water Utility	19.56
614-49870-383	Gas Utility	295.70
614-49870-384	Refuse Disposal	87.98
614-49870-385	Sewer Utility	38.16
614-49870-404	Repairs & Maint - M&E	379.64
614-49870-442	Subscriber Fees	12,757.16
614-49870-445	Switch Fees	3,939.78
614-49870-447	Internet Expense	2,150.00
614-49870-448	On-Call Support	328.00
614-49870-451	Call Completion	1,452.51
614-49870-460	Miscellaneous Taxes	52.00
614-49980-611	Bond Interest	8,925.00
615-23100	Bond Payable - Noncurre	45,000.00
615-49850-131	Employer Paid Insurance	7.20
615-49850-200	Office Supplies	53.95
615-49850-211	Cleaning Supplies	50.00
615-49850-217	Other Operating Supplie	525.17
615-49850-321	Telephone	124.96
615-49850-326	Data Processing	831.00
615-49850-364	Insurance - Worker's Co	4,716.17
615-49850-381	Electric Utility	5,346.76
615-49850-382	Water Utility	231.86
615-49850-383	Gas Utility	3,103.52
615-49850-384	Refuse Disposal	150.99
615-49850-385	Sewer Utility	102.28
615-49850-460	Miscellaneous Taxes	94.00
615-49850-480	Other Miscellaneous	788.11
615-49980-611	Bond Interest	15,229.38
617-110200	Petty Cash	1,500.00

Account Summary

Account Number	Account Name	Payment Amount
617-20202	Sales Tax Payable	291.44
617-49860-131	Employer Paid Insurance	10.80
617-49860-200	Office Supplies	53.95
617-49860-217	Other Operating Supplie	775.49
617-49860-321	Telephone	58.81
617-49860-326	Data Processing	473.33
617-49860-340	Advertising & Promotion	877.90
617-49860-364	Insurance - Worker's Co	2,810.52
617-49860-381	Electric Utility	1,060.47
617-49860-382	Water Utility	64.31
617-49860-383	Gas Utility	2,141.83
617-49860-384	Refuse Disposal	74.99
617-49860-385	Sewer Utility	140.55
617-49860-460	Miscellaneous Taxes	414.56
700-21701	Federal Withholding	10,856.53
700-21702	State Withholding	5,293.85
700-21703	FICA Tax Withholding	13,102.68
700-21704	PERA Contributions	24,256.89
700-21705	Retirement	8,726.91
700-21706	Medical Insurance	60,789.94
700-21707	Union Dues	1,665.96
700-21708	PD Union Dues	520.00
700-21709	Wage Levy	195.66
700-21711	Medicare Tax Withholdi	3,875.64
700-21712	Flex Account	4,875.68
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	316.49
700-21720	VEBA Contributions	9,687.64
700-21722	HSA Contribution	3,437.57
700-21723	HSA Employee Contribu	528.92
	Grand Total:	2,418,189.40

Project Account Summary

Project Account Key	Payment Amount
None	2,418,189.40
Grand Total:	2,418,189.40

CAW
1/27/2022

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: Development Director and City Administrator *Stef*
DATE: January 25, 2022
RE: Tax Abatement Request – Guardian Inn

At the December 21, 2021 City Council meeting there was a memorandum in the packet regarding a request by the owners of the Guardian Inn for an extension of the tax abatement (please see attached). This request was made by the owner due to the reclassification of the property from commercial to residential being made in January 2022 instead of in January 2021. The result of the timing of the reclassification incurred an additional property tax expense of approximately \$20,000 according to data from the Cottonwood County Assessor the property taxes are as shown herein.

Year	Use	Classification	Tax
2020	Hotel - Commercial	Based on 2019 Use as Commercial	\$55,696
2021	Hotel - Commercial	Based on 2020 Use as Commercial	\$47,104
2022	Apartment	Based on 2021 Use as Commercial	\$46,444
2023	Apartment	Based on 2022 Use as Residential	\$26,000

The December 2021 City Council discussion focused on the timing of the classification of the property by the County Assessor's Office, acquisition date, Planning Commission approvals and property tax data.

First, the classification was correctly done in January 2021 by the County Assessor's Office. At that time the property was still being rented as a hotel.

Second, Mr. Walgenbach formally acquired the property in late February, as noted in his request.

Third, the Planning Commission had included a PUD Conditional Use approved by the City in December.

Last, the owner identifies a \$20,000 gap created on the project due to the missed window for reclassification of the property. His estimates are that an additional extension of the property tax abatement (City, County and School) for two years will total \$23,468 based on current valuations.

It is important to note that the underlying valuation of the Guardian Inn property remains intact and only the additional value created by renovations/additions is eligible for the tax abatement. However, additional value is added to the owner by the reclassification of the property from commercial to residential.

Staff was requested to provide the City Council with options for discussion. Please see the following:

1. Approve a two-year extension of the tax abatement as requested. This may or may not be contingent on the County and School also agreeing.
2. Offer a one year extension of the tax abatement as a compromise. Again, this may or may not be contingent on the County and School also agreeing.
3. Deny any tax abatement extension as neither the City nor County Assessor's Office created this issue.

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: DECEMBER 21, 2021
RE: TAX ABATEMENT DISCUSSION – GUARDIAN INN APARTMENTS
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Discuss the e-mail from the owner of the Guardian Inn Apartment Project regarding the 2022 Property Taxes for Parcel No. 25-622-0010.

Issue Summary/Background

In March 2021, the County, City, and School approved a tax abatement through the Cottonwood County Housing Initiative Remodeling Program for the Guardian Inn to be remodeled into an apartment complex. The tax abatement was for five years. The two wings of the Guardian Inn have been remodeled into apartment units and the center building is currently under construction.

The owners of the Guardian Inn Apartment Project (T&M Development LLC) have requested that the County Board, City Council, and School Board consider an extension of the approved 5-year tax abatement to a 7-year tax abatement. The basis for the extension is outlined in the letter included in the Council packet. The \$20,000 funding gap, identified in the letter, represents the difference in property taxes between the commercial tax classification and the residential tax classification. Each year the classification of property for tax purposes is made based on the use of the property as of January 1st. The classification change for the property will not occur until January 1, 2022, and will determine the calculation of taxes payable in 2023.

Fiscal Impact

The estimated annual tax abatement for the City is \$6,058.

Attachments

1. Letter from Marty Walgenbach - Re: 2022 Property Taxes for Parcel ID No. 25-622-0010,
2. Cottonwood County Housing Initiative Remodeling Program.

From: Marty Walgenbach <marty@gesmankato.com>
Sent: Thursday, November 18, 2021 9:57 AM
To: Drew Hage <Drew.Hage@windommn.com>
Cc: Troy Schrom <troymschrom@gmail.com>
Subject: 2022 Property Taxes for ID 25-622-0010

Dear Cottonwood County Elected Officials,

My name is Marty Walgenbach, I am one of the two owners of the Guardian Inn Apartment. We have completed the remodel of the two wings and are planning to finish the remodel of the center building this year. The remodel is going well, but we have a budgeting issue that was not planned for.

The budgeting issue is regarding the classification change from commercial to an apartment. This change of use will lower the taxes by approximately \$20,000 and will help us cash flow the project. We did budget for one year of higher taxes at this commercial rate, but we did not budget for two years.

Timing of the classification of the property is the reasoning for our request for two additional years on the existing tax abatement. A five year tax abatement was approved for the remodel on the improved value. Two additional years will fill our \$20,000 gap. Please consider the information below when discussing this.

In 2020, a Conditional Use was approved by the City of Windom for the PUD to convert the Guardian Inn Motel into a 37-unit apartment. The application was a joint application with the previous owner. Discussions with the City regarding the change of use started in August of 2020.

It is our understanding that the use of a property for tax purposes is the use as of January 1st of that year. The Conditional Use for the apartment was approved in 2020. We did not close on the property until February 26, 2021, and the tax abatement was approved in March, 2021. The remodel started after the tax abatement was approved.

Based on information that was shared by the Windom EDA, it is our understanding that there is no flexibility on the use classification for tax purposes. This apartment project is a large housing project in Windom. We have discussed other potential housing projects with the Windom EDA. Flexibility is needed to get housing projects done.

Would you consider two additional years on the tax abatement for the Guardian Inn Apartment Project? I am available to answer any questions you have.

Estimate Annual Tax Abatement	
County	\$3,268
City	\$6,058
School	\$2,408
Total	\$11,734

I appreciate you discussing this,

MARTY WALGENBACH
OWNER

OFFICE: 507.388.9305
CELL: 507.380.5490

53936 208th Lane | Mankato, MN 56001

**GUARANTEED
ELECTRIC
SERVICE, INC.**



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(2/16/2021)

Cottonwood County Housing Initiative Remodeling Program GUIDELINES

(February 16, 2021 – December 31, 2022)

Intent

The purpose of the "Cottonwood County Housing Initiative Remodeling Program" is to provide incentives in Cottonwood County to encourage remodeling of existing buildings into new housing units and increase future tax revenues in Cottonwood County.

Tax Abatement Availability

Minnesota Statute §469.1813 sets forth abatement authority, procedures, and requirements. Subdivision 8 of §469.1813 places limitations on tax abatement.

Eligible Participants

Any person who remodels an existing building into new housing units (if allowed by local zoning regulations), and who files application material and seeks formal approval from appropriate local jurisdictions between February 16, 2021, and December 31, 2022, may be eligible to receive 100% tax abatement of the County's share of increased real estate taxes, and shares of School District's and City's taxes (if applicable), generated by the remodeling of an existing building into new housing units, for a period of five (5) years provided all of the following requirements are met:

1. Property is located within Cottonwood County and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is remodeled pursuant to building codes adopted at the time the building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approvals must be obtained from each applicable taxing authority prior to the start of remodeling of an existing building into new housing units.
6. The existing building will be remodeled into four (4) or more new housing units.

Eligible remodeling projects include, but are not limited to, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing units as permitted by zoning. The tax abatement will only cover the portion of the structure that is remodeled into new housing units. Remodeling of existing or former housing unit(s) would not be eligible projects for this program.

Multi-family projects of a minimum of 4 rental units may seek approval for a longer tax abatement period not exceeding the maximum defined by State Statute. Each of these multi-unit requests will be considered on an individual basis.

Depending upon whether this program is extended beyond its initial term, applications for remodeling of an existing building(s) into new housing units may only be submitted for the existing building(s) on a specific parcel once every twenty (20) years. Subsequent remodeling of existing housing units which were created under an application previously approved in this program, will not be eligible projects.

Remodeling Program Guidelines (2/16/2021)

Abatement Program

The real estate taxes to be abated shall be up to the full amount of the real estate taxes from added tax base of the building remodeled into new housing units collected annually by the County and, if applicable, by the City where the property is located. Participating School Districts can abate the percentage which is allowed by state law.

This abatement will not include voter-approved school referendums, local levies, or state aid pursuant to Minnesota Statutes §§ 127A.40 to 127A.51.

Real estate taxes collected for the value of the land or the value of any current additional structures on the property are not eligible for tax abatement, and will not be abated as part of this program.

This abatement also does not apply to, or include, existing and/or new assessments to the property.

This abatement will transfer to the new property owners for the balance of the five-year abatement period upon the sale of the property.

Application

Statute requires the County and each applicable taxing authority to review each abatement application prior to approval of the proposed abatement. All applications will be considered on a "first come - first served" basis. The acceptance of new applications will be contingent upon board approval and abatement capacity as defined above.

A complete Application for Abatement shall consist of:

- A letter addressed to the Cottonwood County Home Initiative Administrator requesting abatement for an eligible project.
- Legal description, address and property identification number for the subject property.
- An aerial or plat map outlining the lot lines of the property.
- A site plan of the existing property and any proposed additions.
- Floor plans for the remodeling project.
- Estimated market value of the remodeling project.
- Applications for properties in unincorporated areas of the County also require a Building Setback Permit issued by the Cottonwood County Planning & Zoning Office and SSTS (Septic System) Permit issued by Cottonwood County.
- A copy of the building permit should be submitted after it has been issued.

Applications are to be submitted to Economic Development Authority of Windom ("EDA"), 444 9th Street, P. O. Box 38, Windom, Minnesota 56101. Upon receipt of a completed application, the EDA will submit information to the County and, if applicable, to the appropriate City and School District to schedule date(s) on which each entity will consider the application. Notice of these dates shall be sent to the applicant within 30 days of the filing of the application. Upon consideration and approval by the appropriate taxing authority, each taxing authority will adopt a resolution approving the abatement and outlining the details of the abatement program. Copies of these resolutions will be forwarded to the applicant.

The abatement shall be null and void if the remodeling project is not commenced within six (6) months of the approval of the final resolution which is adopted by a taxing entity or if real estate taxes are not paid on or before the respective annual payment deadlines.

Remodeling Program Guidelines (2/16/2021)

Preliminary and Final Walk-Throughs and Certificate of Occupancy

Prior to approval of the tax abatement, a walk-through of the property shall be conducted by official(s) from the Cottonwood County Assessor's Office.

After completion of the approved remodeling project, a walk-through of the property shall be conducted by official(s) from the Cottonwood County Assessor's Office. If the project is located within the city limits of a community that has adopted the Minnesota State Building Code, a certificate of occupancy shall have been issued for the building(s) that were remodeled into new housing units prior to the walk-through.

Abatement Payments

The abatement period will commence on the first full year of taxes payable for the increased assessed value related to the capital improvement [new housing units] and shall continue for a total of five (5) years.

The County and each participating entity (such as City and/or School District) shall provide the awarded abatement payments following full payment by the property owner(s) of the real estate taxes due annually.

One payment of each entity's share of the abatement shall be made to the property owner(s) of record by December 30th of each calendar year during the five-year period.

Application Information

Contact: Drew Hage, EDA of Windom, 507-832-8661 (Office), 507-822-5918 (Cell),
E-Mail: drew.hage@windommn.com

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Telecom General Manager
DATE: 1/28/2022
RE: Establish Residential Email Rate
DEPT: Telecommunications
CONTACT: Jeff Dahna: jeff.dahna@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. The Telecom Commission recommends that the City Council adopt the following rates effective May 1, 2022 for Residential Email Accounts offered by WindomNet.

Residential Email Account rate	\$1.00 month
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Issue Summary/Background

The Telecom Commission met on December 27, 2021, and reviewed and discussed email account fee/rate for Residential Email Accounts. Other hosted email platforms charge \$3.50-\$6.00 per mailbox/per month.

WindomNet email system has around 1100 email accounts on the email system. Revenues generated from this service would help with costs of licensing renewals, upgrades for email and spam servers, staff time and build reserves for future upgrades.

Windomnet SPAM and Email license renewals are about \$7,300 per year. SPAM server appliance will need to be replaced in the next year.

Fiscal Impact

The service rates/fees will generate revenue for operational costs and future upgrades.

Attachments

1. Resolution adopting new Telecom rates.

ACTION ITEM



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

TO: City Council
FROM: Telecom General Manager
DATE: 1/28/2022
RE: New TLS Service Levels/Rates
DEPT: Telecommunications
CONTACT: Jeff Dahna: jeff.dahna@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. The Telecom Commission recommends that the City Council adopt the following rates/fees effective March 1, 2022 for Transparent Local Area Network Services (TLS) offered by Windomnet.

2022 proposed Pricing for TLS services			Discount	Discount	
			5%	10%	
Service Level		Monthly	3yr MRC*	5yr MRC*	NRC**
10	Mb	\$180.00	\$171.00	\$162.00	\$335.00
20	Mb	\$260.00	\$247.00	\$234.00	\$335.00
30	Mb	\$310.00	\$294.50	\$279.00	\$335.00
50	Mb	\$400.00	\$380.00	\$360.00	\$335.00
100	Mb	\$660.00	\$627.00	\$594.00	\$335.00
200	Mb	\$945.00	\$897.75	\$850.50	\$335.00
250	Mb	\$1,141.00	\$1,083.95	\$1,026.90	\$335.00
400	Mb	\$1,182.00	\$1,122.90	\$1,063.80	\$335.00
500	Mb	\$1,300.00	\$1,235.00	\$1,170.00	\$335.00
700	Mb	\$1,582.00	\$1,502.90	\$1,423.80	\$335.00
800	Mb	\$1,725.00	\$1,638.75	\$1,552.50	\$335.00
900	Mb	\$1,865.00	\$1,771.75	\$1,678.50	\$335.00
1000	Mb	\$2,007.00	\$1,906.65	\$1,806.30	\$335.00

Expedite Fee \$425.00

*Monthly Recurring charge

**Non-Recurring Charge

Issue Summary/Background

The Telecom Commission met on December 27, 2021, and reviewed a proposal to make service level additions, term discounts and fees/rate changes for Transparent Local Area Network Services (TLS). WindomNet has had inquiries to provide additional service levels for TLS. Last rate change was in 2017.

Fiscal Impact

The service rates/fees will generate revenue for operational costs and future upgrades.

Attachments

1. Resolution adopting new Telecom rates.

RESOLUTION #2022

INTRODUCED:

SECONDED:

VOTED: Aye:
Nay:

RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND

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

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

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

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

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

1. Adopt the Residential Email Account rate \$1.00 month
2. Adopt the rates for TLS services offered by WindomNet to the rates set forth below.

Transparent LAN (Local Area Network) Services (TLS).

2022 proposed Pricing for TLS services			Discount	Discount	
			5%	10%	
Service Level		Monthly	3yr MRC*	5yr MRC*	NRC**
10	Mb	\$180.00	\$171.00	\$162.00	\$335.00
20	Mb	\$260.00	\$247.00	\$234.00	\$335.00
30	Mb	\$310.00	\$294.50	\$279.00	\$335.00
50	Mb	\$400.00	\$380.00	\$360.00	\$335.00
100	Mb	\$660.00	\$627.00	\$594.00	\$335.00
200	Mb	\$945.00	\$897.75	\$850.50	\$335.00
250	Mb	\$1,141.00	\$1,083.95	\$1,026.90	\$335.00
400	Mb	\$1,182.00	\$1,122.90	\$1,063.80	\$335.00
500	Mb	\$1,300.00	\$1,235.00	\$1,170.00	\$335.00
700	Mb	\$1,582.00	\$1,502.90	\$1,423.80	\$335.00
800	Mb	\$1,725.00	\$1,638.75	\$1,552.50	\$335.00
900	Mb	\$1,865.00	\$1,771.75	\$1,678.50	\$335.00
1000	Mb	\$2,007.00	\$1,906.65	\$1,806.30	\$335.00

Expedite Fee \$425.00

*MRC - Monthly Recurring Charge

**NRC - Non-Recurring Charge

Adopted this 1st day of February, 2022.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

AUTHORIZATION TO EXECUTE U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRPORT RESCUE GRANT AGREEMENT

WHEREAS, the City of Windom has received a grant from the U.S. Department of Transportation Federal Aviation Administration, through American Rescue Plan Act in an the amount of \$32,000 to provide funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency; and

WHEREAS, the purpose of the grant funds is to prevent, prepare for and respond to the coronavirus pandemic. Funds provided under this Airport Rescue Grant Agreement must be used only for purposes directly related to the airport which can include reimbursement of an airport's operational and maintenance expenses or debt service payments; and

WHEREAS, the City of Windom will receive from the U.S. Department of Transportation Federal Aviation Administration one hundred percent (100%) of the allowable costs as a result of and in accordance with the grant agreement not to exceed \$32,000; and

WHEREAS, the period of performance is four (4) years and shall commence on the date the grant is accepted.

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

1. That the City Council accepts the U.S. Department of Transportation Federal Aviation Administration Grant Agreement No. 3-27-0113-018-2022 for the Windom Municipal Airport and agrees to the terms and conditions required to accept the grant.
2. That the Mayor and/or City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 1st day of February, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Great Lakes Region
Minnesota, North Dakota, South Dakota

FAA AGL-600
6020 28th Ave S, Ste 102
Minneapolis, MN 55450-2700

Airport Rescue Grant Transmittal Letter

January 26, 2022

Ms. Denise Nichols
PO Box 38
444 Ninth Street
Windom, MN 56101

Dear Ms. Nichols:

Please find the following electronic Airport Rescue Grant Offer, Grant No. **3-27-0113-018-2022** for **Windom Municipal Airport**. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. **The governing body must provide authority to execute the grant to the individual signing the grant;** i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than **February 14, 2022** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be digitally signed by the sponsor's legal signatory authority and then routed via email to the sponsor's attorney. Once the attorney has digitally attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi invoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you draw down and expend these funds within four years.

An airport sponsor may use these funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Please refer to the [Airport Rescue Grants Frequently Asked Questions](#) for further information.

With each payment request you are required to upload an invoice summary directly to Delphi. The invoice summary should include enough detail to permit FAA to verify compliance with the American Rescue Plan Act (Public Law 117-2). Additional details or invoices may be requested by FAA during the review of your payment requests.

As part of your final payment request, you are required to include in Delphi:

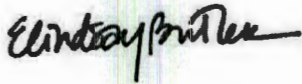
- A signed SF-425, *Federal Financial Report*
- A signed closeout report (a sample report is available [here](#)).

Until the grant is completed and closed, you are responsible for submitting a signed and dated SF-425 annually, due 90 days after the end of each Federal fiscal year in which this grant is open (due December 31 of each year this grant is open).

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

I am readily available to assist you and your designated representative with the requirements stated herein. The FAA sincerely values your cooperation in these efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Lindsay Butler". The signature is written in a cursive, flowing style.

E. Lindsay Butler
Manager



U.S. Department
of Transportation
Federal Aviation
Administration

AIRPORT RESCUE GRANT

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date January 26, 2022

Airport/Planning Area Windom Municipal Airport

Airport Rescue Grant No. 3-27-0113-018-2022

Unique Entity Identifier 071512073

TO: City of Windom

(herein called the "Sponsor")

Channeled through the State of Minnesota

FROM: The United States of America (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA an Airport Rescue Grant Application dated November 8, 2021, for a grant of Federal funds at or associated with the Windom Municipal Airport, which is included as part of this Airport Rescue Grant Agreement;

WHEREAS, the Sponsor has accepted the terms of FAA's Airport Rescue Grant offer;

WHEREAS, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the Airport Rescue Grant Application for the Windom Municipal Airport, (herein called the "Grant" or "Airport Rescue Grant") consisting of the following:

WHEREAS, this Airport Rescue Grant is provided in accordance with the American Rescue Plan Act ("ARP Act", or "the Act"), Public Law 117-2, as described below, to provide eligible Sponsors with funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Airport Rescue Grant amounts to specific airports are derived by legislative formula (See Section 7102 of the Act).

WHEREAS, the purpose of this Airport Rescue Grant is to prevent, prepare for, and respond to the coronavirus pandemic. Funds provided under this Airport Rescue Grant Agreement must be used only for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational expenses or debt service payments in accordance with the limitations prescribed in the Act.

Airport Rescue Grants may be used to reimburse airport operational expenses directly related to Windom Municipal incurred no earlier than January 20, 2020.

Airport Rescue Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after March 11, 2021. Funds provided under this Airport Rescue Grant Agreement will be governed by the same principles that govern "airport revenue." New airport development projects not directly related to combating the spread of pathogens may not be funded with this Grant. Funding under this Grant for airport development projects to combat the spread of pathogens will be reallocated using an addendum to this Agreement for identified and approved projects.

NOW THEREFORE, in accordance with the applicable provisions of the ARP Act, Public Law 117-2, the representations contained in the Grant Application, and in consideration of (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$32,000**, allocated as follows:
 1. **\$32,000 ARPA KW2022**
2. **Grant Performance.** This Airport Rescue Grant Agreement is subject to the following Federal award requirements:
 - a. The Period of Performance:
 1. Shall start on the date the Sponsor formally accepts this agreement, and is the date signed by the last Sponsor signatory to the agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance. The period of performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
 2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. (2 Code of Federal Regulations (CFR) § 200.1)
 - b. The Budget Period:
 1. For this Airport Rescue Grant is 4 years (1,460 calendar days). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the budget period.
 2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to § 200.308.
 - c. Close out and Termination.

1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the Grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344)
2. The FAA may terminate this Airport Rescue Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.
3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the ARP Act.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.
5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs is 100%.
6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this Airport Rescue Grant Agreement, the ARP Act, and the regulations, policies, standards, and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months or a 25 percent reduction in time devoted to the Grant, and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs unless this offer has been accepted by the Sponsor on or before February 14, 2022, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner, including uses that violate this Airport Rescue Grant Agreement, the ARP Act, or other provision of applicable law. For the purposes of this Airport Rescue Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement(s). The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or relate to this Airport Rescue

Grant Agreement, including, but not limited to, any action taken by a Sponsor related to or arising from, directly or indirectly, this Airport Rescue Grant Agreement.

11. System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).

- a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/SAM/pages/public/index.isf>.

12. Electronic Grant Payment(s). Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. Air and Water Quality. The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Agreement.

14. Financial Reporting and Payment Requirements. The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

15. Buy American. Unless otherwise approved in advance by the FAA, in accordance with 49 United States Code (U.S.C.) § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.

16. Audits for Sponsors.

PUBLIC SPONSORS. The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.

17. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

- a. Verify the non-Federal entity is eligible to participate in this Federal program by:
 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or
 2. Collecting a certification statement from the non-Federal entity attesting the entity is not excluded or disqualified from participating; or

3. Adding a clause or condition to covered transactions attesting the individual or firm is not excluded or disqualified from participating.
- b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g., subcontracts).
- c. Immediately disclose to the FAA whenever the Sponsor (1) learns the Sponsor has entered into a covered transaction with an ineligible entity, or (2) suspends or debars a contractor, person, or entity.

18. Ban on Texting While Driving.

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to this Airport Rescue Grant or subgrant funded by this Grant.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - A. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - B. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded by this Airport Rescue Grant.

19. Trafficking in Persons.

- a. You as the recipient, your employees, subrecipients under this Airport Rescue Grant, and subrecipients' employees may not –
 1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 2. Procure a commercial sex act during the period of time that the award is in effect; or
 3. Use forced labor in the performance of the award or subawards under the Airport Rescue Grant.
- b. The FAA as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 1. Is determined to have violated a prohibition in paragraph a. of this Airport Rescue Grant Agreement term; or
 2. Has an employee who is determined by the agency official authorized to terminate the Airport Rescue Grant Agreement to have violated a prohibition in paragraph a. of this Airport Rescue Grant term through conduct that is either –
 - A. Associated with performance under this Airport Rescue Grant; or

- B. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR Part 1200.
- c. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a. of this Grant condition during this Airport Rescue Grant Agreement.
- d. Our right to terminate unilaterally that is described in paragraph a. of this Grant condition:
 - 1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - 2. Is in addition to all other remedies for noncompliance that are available to the FAA under this Airport Rescue Grant.

20. Employee Protection from Reprisal.

- a. Prohibition of Reprisals —
 - 1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (a)(2) of this Grant condition, information that the employee reasonably believes is evidence of:
 - a. Gross mismanagement of a Federal grant;
 - b. Gross waste of Federal funds;
 - c. An abuse of authority relating to implementation or use of Federal funds;
 - d. A substantial and specific danger to public health or safety; or
 - e. A violation of law, rule, or regulation related to a Federal grant.
 - 2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
 - a. A member of Congress or a representative of a committee of Congress;
 - b. An Inspector General;
 - c. The Government Accountability Office;
 - d. A Federal employee responsible for oversight or management of a grant program at the relevant agency;
 - e. A court or grand jury;
 - f. A management official or other employee of the Sponsor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct; or
 - g. An authorized official of the Department of Justice or other law enforcement agency.
 - 3. Submission of Complaint — A person who believes that they have been subjected to a reprisal prohibited by paragraph a. of this Airport Rescue Grant Agreement may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
 - 4. Time Limitation for Submittal of a Complaint — A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

5. Required Actions of the Inspector General — Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).
6. Assumption of Rights to Civil Remedy — Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).
21. **Limitations.** Nothing provided herein shall be construed to limit, cancel, annul, or modify the terms of any Federal grant agreement(s), including all terms and assurances related thereto, that have been entered into by the Sponsor and the FAA prior to the date of this Airport Rescue Grant Agreement.
22. **Face Coverings Policy.** The sponsor agrees to implement a face-covering (mask) policy to combat the spread of pathogens. This policy must include a requirement that all persons wear a mask, in accordance with Centers for Disease Control (CDC) and Transportation Security Administration (TSA) requirements, as applicable, at all times while in all public areas of the airport property, except to the extent exempted under those requirements. This special condition requires the airport sponsor continue to require masks until Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel, is no longer effective.

SPECIAL CONDITIONS FOR USE OF AIRPORT RESCUE GRANT FUNDS

CONDITIONS FOR EQUIPMENT -

1. **Equipment or Vehicle Replacement.** The Sponsor agrees that when using funds provided by this Grant to replace equipment, the proceeds from the trade-in or sale of such replaced equipment shall be classified and used as airport revenue.
2. **Equipment Acquisition.** The Sponsor agrees that for any equipment acquired with funds provided by this Grant, such equipment shall be used solely for purposes directly related to combating the spread of pathogens at the airport.
3. **Low Emission Systems.** The Sponsor agrees that vehicles and equipment acquired with funds provided in this Grant:
 - a. Will be maintained and used at the airport for which they were purchased; and
 - b. Will not be transferred, relocated, or used at another airport without the advance consent of the FAA.

The Sponsor further agrees that it will maintain annual records on individual vehicles and equipment, project expenditures, cost effectiveness, and emission reductions.

CONDITIONS FOR UTILITIES AND LAND -

4. **Utilities Proration.** For purposes of computing the United States' share of the allowable airport operations and maintenance costs, the allowable cost of utilities incurred by the Sponsor to operate and maintain airport(s) included in the Grant must not exceed the percent attributable to the capital or operating costs of the airport.
5. **Utility Relocation in Grant.** The Sponsor understands and agrees that:
 - a. The United States will not participate in the cost of any utility relocation unless and until the Sponsor has submitted evidence satisfactory to the FAA that the Sponsor is legally responsible for payment of such costs;

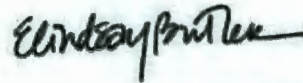
- b. FAA participation is limited to those utilities located on-airport or off-airport only where the Sponsor has an easement for the utility; and
- c. The utilities must serve a purpose directly related to the Airport.

The Sponsor's acceptance of this Offer and ratification and adoption of the Airport Rescue Grant Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor. The Offer and Acceptance shall comprise an Airport Rescue Grant Agreement, as provided by the ARP Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to this Grant. The effective date of this Airport Rescue Grant Agreement is the date of the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated January 26, 2022

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**



(Signature)

E. Lindsay Butler

(Typed Name)

Manager, FAA-DMA-ADO

(Title of FAA Official)

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Airport Rescue Grant Application and incorporated materials referred to in the foregoing Offer under Part I of this Airport Rescue Grant Agreement, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Airport Rescue Grant Application and all applicable terms and conditions provided for in the ARP Act and other applicable provisions of Federal law.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct. ¹

Dated

City of Windom

(Name of Sponsor)

(Signature of Sponsor's Designative Official/Representative)

By:

(Type Name of Sponsor's Designative Official/Representative)

Title:

(Title of Sponsor's Designative Official/Representative)

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Minnesota. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the ARP Act. The Sponsor understands funding made available under this Grant Agreement may only be used for costs related to operations, personnel, cleaning, sanitization, janitorial services, and combating the spread of pathogens at the airport incurred on or after January 20, 2020, or for debt service payments that are due on or after March 11, 2021. Further, it is my opinion the foregoing Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated at _____

By: _____

(Signature of Sponsor's Attorney)

AIRPORT RESCUE GRANT ASSURANCES

AIRPORT SPONSORS

A. General.

1. These Airport Rescue Grant Assurances are required to be submitted as part of the application by sponsors requesting funds under the provisions of the American Rescue Plan Act of 2021 ("ARP Act," or "the Act"), Public Law 117-2. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
2. Upon acceptance of this Airport Rescue Grant offer by the sponsor, these assurances are incorporated into and become part of this Airport Rescue Grant Agreement.

B. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this Airport Rescue Grant that:

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Airport Rescue Grant including but not limited to the following:

FEDERAL LEGISLATION

- a. 49 U.S.C. Chapter 471, as applicable
- b. Davis-Bacon Act — 40 U.S.C. 276(a), et. seq.
- c. Federal Fair Labor Standards Act — 29 U.S.C. 201, et. seq.
- d. Hatch Act — 5 U.S.C. 1501, et. seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et. seq.
- f. National Historic Preservation Act of 1966 — Section 106 — 16 U.S.C. 470(f).
- g. Archeological and Historic Preservation Act of 1974 — 16 U.S.C. 469 through 469c.
- h. Native Americans Grave Repatriation Act — 25 U.S.C. Section 3001, et. seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 — Section 102(a) — 42 U.S.C. 4012a.
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f)).
- m. Rehabilitation Act of 1973 — 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 — 42 U.S.C. 6101, et. seq.

- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 — 42 U.S.C. 4151, et. seq.
- s. Power plant and Industrial Fuel Use Act of 1978 — Section 403- 2 U.S.C. 8373.
- t. Contract Work Hours and Safety Standards Act — 40 U.S.C. 327, et. seq.
- u. Copeland Anti-kickback Act — 18 U.S.C. 874.1.
- v. National Environmental Policy Act of 1969 — 42 U.S.C. 4321, et. seq.
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 — 31 U.S.C. 7501, et. seq.²
- y. Drug-Free Workplace Act of 1988 — 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 – Equal Employment Opportunity
- b. Executive Order 11990 – Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 – Intergovernmental Review of Federal Programs
- e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction
- f. Executive Order 12898 – Environmental Justice
- g. Executive Order 14005 – Ensuring the Future Is Made in All of America by All of America's Workers.

FEDERAL REGULATIONS

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.^{3,4}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 28 CFR Part 35 – Discrimination on the Basis of Disability in State and Local Government Services.
- e. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- f. 29 CFR Part 1 – Procedures for predetermination of wage rates.¹
- g. 29 CFR Part 3 – Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹

- h. 29 CFR Part 5 – Labor standards provisions applicable to contracts covering Federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- i. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally assisted contracting requirements).¹
- j. 49 CFR Part 20 – New restrictions on lobbying.
- k. 49 CFR Part 21 – Nondiscrimination in Federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- l. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.
- m. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Program.
- n. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹
- o. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- p. 49 CFR Part 30 – Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- q. 49 CFR Part 32 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- r. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- s. 49 CFR Part 41 – Seismic safety of Federal and Federally assisted or regulated new building construction.

FOOTNOTES TO AIRPORT RESCUE GRANT ASSURANCE B

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁴ Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations, or circulars are incorporated by reference in this Grant Agreement.

1. Purpose Directly Related to the Airport

It certifies that the reimbursement sought is for a purpose directly related to the airport.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed grant; that an official decision has been made by the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing

and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed Grant and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Good Title.

It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

4. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish, or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with this Grant Agreement.
- c. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations, and the terms and conditions of this Grant Agreement.

5. Consistency with Local Plans.

Any project undertaken by this Grant Agreement is reasonably consistent with plans (existing at the time of submission of the Airport Rescue Grant application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

6. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where any project undertaken by this Grant Agreement may be located.

7. Consultation with Users.

In making a decision to undertake any airport development project undertaken by this Grant Agreement, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

8. Pavement Preventative Maintenance.

With respect to a project undertaken by this Grant Agreement for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport, including Airport Rescue Grant funds provided under this Grant Agreement. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

9. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all Grant accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the Grant in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the Grant supplied by other sources, and such other financial records pertinent to the Grant. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a Grant or relating to the Grant in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

10. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on the airport funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

11. Veteran's Preference.

It shall include in all contracts for work on any airport development project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

12. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, State and local agencies for maintenance and

operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:

1. Operating the airport's aeronautical facilities whenever required;
 2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 3. Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

13. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

14. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft.

15. Exclusive Rights.

The sponsor shall not grant an exclusive right to use an air navigation facility on which this Grant has been expended. However, providing services at an airport by only one fixed-based operator is not an exclusive right if—

- a. it is unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide the services; and
- b. allowing more than one fixed-based operator to provide the services requires a reduction in space leased under an agreement existing on September 3, 1982, between the operator and the airport.

16. Airport Revenues.

- a. This Grant shall be available for any purpose for which airport revenues may lawfully be used to prevent, prepare for, and respond to coronavirus. Funds provided under this Airport Rescue Grant Agreement will only be expended for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport(s) subject to this agreement and all applicable addendums for costs

related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments as prescribed in the Act.

- b. For airport development, 49 U.S.C. § 47133 applies.

17. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

18. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

19. Airport Layout Plan.

- a. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, it will keep up to date at all times an airport layout plan of the airport showing:
 - 1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 - 3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and
 - 4. all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan

as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

- b. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, if a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

20. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this Grant.

- a. Using the definitions of activity, facility, and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR Part 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.
- b. Applicability
 - 1. Programs and Activities. If the sponsor has received a grant (or other Federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 - 2. Facilities. Where it receives a grant or other Federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 - 3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.
- c. Duration

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

 - 1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
 - 2. So long as the sponsor retains ownership or possession of the property.
- d. Required Solicitation Language

It will include the following notification in all solicitations for bids, Requests for Proposals for work, or material under this Grant and in all proposals for agreements, including airport concessions, regardless of funding source:

"The City of Windom, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT Acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - A. For the subsequent transfer of real property acquired or improved under the applicable activity, grant, or program; and
 - B. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, grant, or program.
 - C. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
 - D. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

21. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any activity that uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

22. Policies, Standards and Specifications.

It will carry out any project funded under an Airport Rescue Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars for AIP projects, as of November 8, 2021.

23. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

24. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

25. Acquisition Thresholds.

The FAA deems equipment to mean tangible personal property having a useful life greater than one year and a per-unit acquisition cost equal to or greater than \$5,000. Procurements by micro-purchase means the acquisition of goods or services for which the aggregate dollar amount does not exceed \$10,000, unless authorized in accordance with 2 CFR § 200.320. Procurement by small purchase procedures means those relatively simple and informal procurement methods for securing goods or services that do not exceed the \$250,000 threshold for simplified acquisitions.

**Current FAA Advisory Circulars Required for Use in AIP Funded and PFC
Approved Projects**

View the most current Series 150 Advisory Circulars (ACs) for Airport Projects at
http://www.faa.gov/airports/resources/advisory_circulars and
http://www.faa.gov/regulations_policies/advisory_circulars

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: January 28, 2022
RE: Wage Schedule for Seasonal, Part-time and Swimming Pool Employees
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Adoption of the 2022 wage scale for seasonal and part-time (non-union) employees.

Issue Summary/Background

The full implementation of minimum wage increases in Minnesota were completed on August 1, 2016. As the law requires there is an annual revision. For 2022 the new minimum wage is \$10.33 per hour. The law does allow for an exemption as a "training" wage at \$8.42 per hour for persons under 20 years old for up to 90 consecutive days of employment.

In discussion with the Department Heads, to be competitive with other employers seeking part-time or seasonal help and to be consistent with the personnel we hire for all positions the recommendation is to adopt a seasonal and part-time wage schedule starting at the \$10.33 per hour minimum. The following is the recommendation for seasonal and part-time (non-union) employees:

Swimming Pool \$10.33 per hour up to \$12.75 per hour depending on position and years of service. Pool Manager pay range would be \$14.00 to \$15.00 per hour.

Seasonal & Non-union

Part-time \$11.00 per hour to \$13.00 per hour hiring range depending on experience.
 \$11.75 After 6 months of employment
 \$12.50 1 year
 \$13.00 2 years

Fiscal Impact

The minimum wage for seasonal and part-time (non-union) employees had been included in the proposed 2022 budget, but at a slightly lower (\$10.33/hour) level.

Attachments

1. None

ACTION ITEM



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TO: City Council
FROM: City Administrator *[Signature]*
DATE: January 28, 2022
RE: Appointments to Boards and Commissions
DEPT: Mayor\City Council
CONTACT: Dominic Jones at Windommayor@windom-mn.com

Recommendations/Options/Action Requested

Mayor Jones recommends that the City Council take the following action:

1. Appoint Cory Malakowsky to the Telecom Commission
2. Appoint Danny Martinez to the Parks & Recreation Commission
3. Appoint Paul Johnson to the Parks & Recreation Commission
4. Appoint Tom Seigfreid to the Economic Development Authority

Issue Summary/Background

Filling vacancies on various City Boards and Commissions.

Fiscal Impact

None.

Attachments

1. None.