

**Council Meeting**  
**Tuesday, May 3, 2022**  
**City Council Chamber**  
**6:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda
  - Minutes
    - Council Minutes – April 19, 2022
    - Telecom Commission – April 18, 2022
    - Planning Commission – April 26, 2022
    - Utility Commission– April 27, 2022
  - Regular Bills
2. Department Heads
3. Public Hearings
  - Residential Tax Abatements
    - Gove Acres - Lot 1, Block 2
    - Gove Acres - Lot 2, Block 2
    - USDA Grant Application (Fire Department – Turnout Gear)
      - Letters of Intent and Conditions
      - Ops Budget
      - Request for Obligation of Funds
4. Personnel Recommendations
  - Library Director Resignation & Authorization to Advertise Position
  - EDA Services Contract Extension
  - Community Center – On-Call Position
  - Seasonal Hiring
    - Pool & Recreation
5. 2022 Mayor Appointments
  - Library Board
6. New Business
7. Old Business
  - City Facilities Tour/City Council – Dates/Times
8. Council Comments
9. Adjourn

**REMINDER: BOARD OF APPEALS AND EQUALIZATION – MONDAY, MAY 9, 2022 – 4:30 P.M.**



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

**Regular Council Meeting  
City Hall, Council Chamber  
April 19, 2022  
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Jeff Dahna, Windomnet Manager; Andy Spielman, Building Official; Scott Peterson, Police Chief; Ryan Anderson, Water\Wastewater Superintendent; Jon Ketzenberg, Streets & Parks Superintendent; Spencer Winzenried, Community Center Director and Jim Hartshorn, Interim Development Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – April 5, 2022
  - Economic Development Authority – April 11, 2022
  - Community Center Commission – April 11, 2022
  - Library Board – April 12, 2022
  - Planning Commission – April 12, 2022
- Licenses – Chamber of Commerce – Temporary On-Sale Liquor License – May 7 & June 10
- Authorization to Dispense Liquor – Phat Pheasant – May 7 & June 11 & 12
- Amplification Permits – Chamber of Commerce – Various dates May 7 through August 18
- Regular Bills

**Motion by Nelson second by Quade approving the Consent Agenda. Motion carried 5 – 0.**

5. Department Heads:

None.

6. League of Minnesota Cities Insurance Trust – Renewal Presentation:

Josh Peterson, Bank Midwest Insurance – Agent of Record, said that the annual renewal is a little later this year, but the policy was in effect on January 1. The rates for coverage on property, equipment, vehicles, liability and bond coverage was about the same as last year. There was an increase from \$500 to \$4,368 for Data Breach coverage with a \$500,000 limit. Overall the amount was up about \$6,000. The municipal power plant and all city property is covered by Travelers in a separate policy. This cost went up \$20,000 from last year due to the values of the power plant, substation and City buildings being higher.

He noted cities are protected from claims by the State tort cap. The City Council can choose to waive the tort cap, but past practice has been to keep it. Also, if the City wanted to add another \$1 million in liability coverage there would be an additional expense of \$16,440.

**Motion by Grunig second by Quade not to waive the statutory tort cap and not to take the additional \$1 million liability coverage. Motion carried 5 – 0.**

**Motion by Sherman second by Quade to approve the insurance renewal as presented. Motion carried 5 – 0.**

7. Proclamation – 2022 Drinking Water Week:

**Council Member Sherman introduced the Resolution No. 2022-27, entitled “2022 DRINKING WATER WEEK PROCLAMATION” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Nelson, Quade, Farag, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

**Council Member Farag introduced the Resolution No. 2022-28, entitled “2022 NATIONAL HOSPITAL WEEK PROCLAMATION” and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Sherman, Farag, Quade, Nelson and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

Ryan Anderson, Water\Wastewater Superintendent and Shelby Medina, Windom Area Health CEO, thanked the City Council for the proclamations.

The Mayor and City Council thanked the City staff and Windom Area Health staff for all their work to support the community.

8. Windom Area Health (WAH) Budget Presentation.

John Peyerl, CFO, provided an overview of the hospital’s performance in 2020, 2021 current year and 2023 budget. All of the years show strong revenues and bottom line. Last year there was a large growth in patient revenue partly due to a back log caused by covid. There are increases in expenses of about 6.5% for staffing, goods and services which reduce the net revenue from 2022. They collect about 55 cents for every dollar billed due to contractual adjustments from insurance and Medicare. They are budgeting for a \$1.53 million net in 2023 which is a 6.7% margin. This is a strong position for a medical facility.

Grunig asked why the budgeted net income is half of 2022. Peyerl said he does not expect that much growth in 2023 so the revenue budget is relatively flat while expenses go up so the bottom line goes down.

Farag asked about the Emergency Department remodeling project. Peyerl replied that it opened last week and the staff is really enjoying it.

**Motion by Farag second by Sherman to approve the Windom Area Health budget as presented. Motion carried 5 – 0.**

9. Planning Commission Recommendations:

Andy Spielman, Building Official, said there were several items for discussion and action. First is a variance request for the property at 1695 Langley Street for a side-yard set-back reduction. The applicant would like to build a new garage and due to the odd shape of the lot it would meet the 10.5 foot set-back at the front of the property but not at the rear of the garage. The request is for a

two foot reduction in the side-yard set-back. The public hearing was held by the Planning Commission and the only comment was from a neighbor that is in favor of the variance.

**Motion by Quade second by Sherman to approve the variance request for side-yard set-back at 1695 Langley Street as presented. Motion carried 5 – 0.**

Spielman said the next two items are related to the proposed Cottonwood County Public Works facility to be constructed on County Road 15 at 41223 470<sup>th</sup> Street on approximately 20 acres. The actions are to consider a conditional use permit and variance. A public hearing was held by the Planning Commission and comments from neighbors were concerns about storm water run-off, visual impacts and use of the site for public works versus housing. The Planning Commission reviewed the site plan that shows buffers around the property and the location of buildings. The County noted the other sites they researched and why this site works the best. The proposed site is on a County Road and has utilities nearby so it will be cost effective for the County as well. The Planning Commission had previously designated the property to be zoned B1 which allows certain types of business and residential. This is consistent with the City's Comprehensive Plan and land use plans. He noted that public buildings are permitted in any zoning district. The Planning Commission is recommending approval of the Conditional Use Permit and variance. The Conditional Use Permit would have conditions including the buffering of trees and meeting MPCA storm water retention regulations.

Jones noted that the storm water run-off in this area has been an issue for Red Leaf Court. The property the County is purchasing is sandy and the intention is to keep the CRP land on the southern part, both of which will help mitigate storm water. The City does still have a State bonding project submitted for storm water improvements in this area and if that project is moved ahead there would likely be some cost to the County.

Sherman asked if the neighbors had seen the site plan. Spielman said that it had been shared and the buffering of rows of trees is required as a condition if this is approved.

Nelson asked about City tile work in the area that helped this storm water issue. Nasby replied the City and County worked to open up an existing culvert under River Road, but not new work.

Grunig noted the merit of the storm water issues in this area and if the plans are satisfactory. Spielman said that everyone acknowledges the issue and the proposal is designed to at least not make the situation any worse.

**Motion by Grunig second by Nelson to approve the Conditional Use Permit for the proposed County Public Works facility on property located at 41223 470<sup>th</sup> Street with the conditions recommended by the Planning Commission. Motion carried 5 – 0.**

Spielman said that the variance request is for height of accessory buildings. There are several buildings proposed on the site, all of which are integral to the intended use of the site. The Code says accessory buildings are limited to 15 feet in height. The County would have a cold storage building and sand/salt shed, which could be considered accessory as the main office and heated shop are in the principal building. To ensure the use of the site meets Code the request for a variance on the cold storage building and salt/sand shed was made. The Planning Commission concurred these are necessary for the use and recommended approval of the variance with the

condition that the set-back from any property line be a minimum of the height of the building. So if there is a 35 foot tall building the set-back from a property line would also have to be 35 feet.

Sherman asked if the tree buffer would be high enough for a 35 foot high building. Spielman said the type of trees has yet to be determined, so he cannot say how tall they will grow.

**Motion by Nelson second by Farag to approve the variance with the set-back modifications for Cottonwood County on property located at 41223 470<sup>th</sup> Street. Motion carried 5 – 0.**

10. EDA Workforce Housing Recommendation:

Jim Hartshorn, Interim EDA Director, said that in January an application was submitted for a workforce housing grant in the amount of \$499,000 to the Minnesota Housing Finance Agency (MHFA). This was for a proposed 48-unit apartment building to be constructed by Hylife on the Spec Building property. Since that time several changes have arisen. These include the developer, who is now Headwaters Development, the size is 60-units and the State has indicated that a master lease on the apartments is not eligible for funding. As such, both Hylife and Headwaters have asked the City to withdraw the grant application. MHFA has 18 grant applications this round and funding for four, so Windom is not assured grant funds. Rather than go through the process and turn down the money, if it was awarded, it is better to withdraw. The larger size of the proposed complex will increase the TIF ask, but the added value will nearly offset the TIF increase. TIF funds will be taxes paid by the developer and then returned to the developer over a period of about seven full tax years.

Sherman asked there is a master lease on all units. Hartshorn said that is the intent. Nasby noted that the original project was 48 units for Hylife and within the TIF agreement the City could require the additional 12 be unencumbered.

Grunig noted the urgency by Hylife as they have a workforce living in Mankato.

Nelson asked about traffic from the new apartments. Jones replied that it is all directed toward 16<sup>th</sup> Street. Nasby added that if 19<sup>th</sup> Street were to be opened up that would have to be a Council decision at a future time.

Jones said the application was strong and Windom in a unique position with growth. This is a developer driven request to withdraw the application.

Farag noted only one access in/out and future traffic. Jones said that is the current plan, but future action would be up to the Council.

**Motion by Nelson second by Sherman to approve withdrawal of the workforce housing grant application with MHFA. Motion carried 5 – 0.**

11. Disposition of Surplus Equipment\Property:

Nasby said the City has gotten the new Unit 21 Fire Pumper so the old unit was decommissioned. There is interest in the rig and the value maybe greater than \$5,000 so it will be sold at public auction as required by Code. The unit will be placed on a government auction site.

**Motion by Nelson second by Farag to declare the decommissioned Unit 21 Fire pumper as surplus and approve the sale. Motion carried 5 – 0.**

Nasby said the second item is the Tegel's park shelter. The Windom Lion's Club will be constructing a new shelter at this location and the old shelter has a good steel roof and salvageable lumber. The value is estimated to be less than \$5,000 so it can be sold by negotiated sale. An advertisement for bids has been placed in the newspaper and on the City's website.

**Motion by Nelson second by Farag to declare the Tegel's Park Shelter as surplus and approve the sale. Motion carried 5 – 0.**

**12. Orderly Annexation – County Highway Public Works Facility – Joint Resolution:**

Nasby said that Cottonwood County representatives and he met with Great Bend Township on April 11, 2022 regarding the County's request to be annexed into the City. There are two tracts of land one being the approximate 20 acres for the County facility and the other a 1.3 acre parcel that was missed on a prior annexation due to some title description issues. This will annex the larger portion and clean-up the prior annexation issue so all property is contiguous to the City.

**Council Member Grunig introduced the Resolution No. 2022-29, entitled "IN THE MATTER OF THE JOING RESOLUTION OF TH TOWN OF GREAT BEND AND CITY OF WINDOM DESIGNATING AN UNINCORPORATED AREA AS IN NEED OF ORDERLY ANNEXATION AND CONFERRING JURISDICTION OVER SAID AREA TO THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS\MUNICIPAL BOUNDARY ADJUSTMENT AGENCY PURSUANT TO M.S.414.0325" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Grunig, Farag, Quade, Sherman and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

**13. Annual Consumer Confidence Report:**

Anderson said the Minnesota Department of Health requires an annual report on the drinking water. Testing occurs with sample collection and the results are provided in the Consumer Confidence Report. All of the levels for regulated substances such as lead, copper, e. coli, nitrate and barium are well under the action levels and limits. The information is on the City website and information included in future utility bills.

Jones asked if there were any lead service lines in the community. Anderson said they are only aware of one.

Grunig asked if the testing results over time are getting better or are stable. Anderson replied that the test results are the same year to year as the treatment of water is consistent and of good quality.

Sherman asked if there are any clay lines for wastewater. Anderson said there are still some, maybe 15% but those are replaced as projects occur.

Jones and the Council thanked Anderson and his staff for all their work to provide safe water.

**14. Call for Public Hearings:**

Jones said there are four public hearings to be set on various items.

Nasby said the first item is setting a public hearing for a USDA grant application the City submitted for fire department turn out gear. The City Council had set aside some funds for local match on two fire projects and emergency management radio replacement. Three separate USDA applications were prepared as we did not want such a large project it was hard to fund and we did not know what USDA priorities maybe for the year. The USDA contacted the City and one of the

projects could move ahead at this time and following discussions with the Fire Chief the turn-out gear was the top priority.

**Council Member Sherman introduced the Resolution No. 2022-30, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING ON AN APPLICATION WITH USDA FOR A COMMUNITY FACILITIES GRANT FOR FIRE DEPARTMENT TURN OUT GEAR” and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Farag, Grunig, Sherman, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

Nasby said the second public hearing is for a land swap between the City and Cemstone for property in Tegel’s Park. The park road is on Cemstone property and the proposal is to trade the access road and property of about 12,500 square feet for about 4,500 square feet of park property by the monitoring well. This will provide the legal access for the park. As the lake shore is involved the Minnesota DNR Commissioner has to be notified by certified mail 60 days before the hearing. So this hearing is scheduled to be held on July 5<sup>th</sup>. The land swap proposal has been through the Parks & Recreation Commission which recommended the land swap.

**Council Member Sherman introduced the Resolution No. 2022-31, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING OR A LAND SWAP FOR PROPERTY LOCATED IN TEGELS PARK” and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Quade, Farag, Grunig, Sherman and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

The next two calls for public hearings are for tax abatements on two single-family homes as part of the Cottonwood County Housing Initiative. The addresses are 1901 and 1903 Bud Road.

Sherman said he would be abstaining from the votes on these two items.

**Council Member Grunig introduced the Resolution No. 2022-32, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT” and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Quade, Nelson, Farag and Grunig. Nay: None. Absent: None. Abstain: Sherman. Resolution passed 4 – 0.**

**Council Member Quade introduced the Resolution No. 2022-33, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR NEW RESIDENTIAL PROJECT” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Grunig, Farag, Quade and Nelson. Nay: None. Absent: None. Abstain: Sherman. Resolution passed 4 – 0.**

**15. Personnel Committee Recommendations:**

Jones said there are two items for Council action.

Jeff Dahna, Windomnet General Manager, said that he is recommending hiring Ethan Schmit for the Telecom Installer position. They had few applicants and this person has some experience. Starting wage is at Step 5 then Step 6 upon completion of the probation period. This will get the department to full staffing.

**Motion by Grunig second by Farag to hire Ethan Schmit for the Telecom Installer position at Step 5 then Step 6 upon completion of the probation period. Motion carried 5 – 0.**

Sherman said the Street Committee had interviewed, with the Street Superintendent, candidates for the maintenance worker position. The person will need a CDL and the City is working with the union on a claw back provision if the City pays for the training. Their recommendation is to hire Josh Nemechek.

**Motion by Sherman second by Farag to hire Josh Nemechek for the Streets & Parks Maintenance Worker position at Step 3 with movement to Step 4 upon successful completion of the probation period. Motion carried 5 – 0.**

16. Mayor Appointment:

Jones said he is recommending Rhonda Crowell to be appointed to the vacant, unexpired term on the Community Center Commission.

**Motion by Farag second by Sherman to approve Rhonda Crowell for the Community Center Commission. Motion carried 5 – 0.**

17. New Business:

None.

18. Old Business:

Nasby said the Council had discussed a tour of City facilities in the spring with a listing of the visits and estimated tour time. The list was amended to add Mayflower Park. The tour time is estimated to be 9.5 hours. Council discussed possible dates and times. Nasby was instructed to send out a Doodle poll.

19. Council Comments:

Sherman wished everyone an excellent week.

Jones thanked the Planning Commission for all their work and that of all the City Boards and Commissions. He noted the Telecom Commission and Planning Commission are both in need of one more member each.

20. Adjournment:

**Mayor Jones adjourned the meeting by unanimous consent at 8:29 p.m.**

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Dominic Jones, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

**TELECOMMUNICATIONS COMMISSION MEETING  
CITY OF WINDOM COUNCIL CHAMBERS April 18th, 2022**

**I. Call Meeting to Order.** The meeting was called to order by Pres.Eichstadt at 6:06 PM

**II. Roll Call:**

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

**III. Approval of Minutes from March 21<sup>st</sup> 2022 meeting**

**Motion by commissioner Abraham, to approve minutes from the March 21<sup>st</sup>, 2022 meeting. Seconded by commissioner Peterson. Motion approved 3 to 0.**

**IV. Project Updates:** Dahna updates commissioners the various telecom projects. Staff is close to completing the migration of Central Office (CO) Customer Serving Area (CSA) subscribers to E7-2 system and are targeting CSA 06. New subscribers are migrated as applicable.

- Outside Plant (OSP) Expansion – Fiber Optic Service Drops on Co. Rd 13, 17.
- Streaming Video Services – NOC Tech is working on a server for channel 3 rollup, recorded (council, church services) video upload via FTP, Live Video (Council) input.

**V. Manager's Report:**

Dahna reports to Telecom Commissioners- Cable TV Headend – Building is cooling quite well so far. Ch 61MAV TV network move G13 to G14, had satellite receiver issue and low signal from the new satellite. Replaced receiver and adjusted dish angle to restore.

- Personnel item – Telecom Installer/worker position – Candidate interviewed, offer of employment extended. Memo sent to City Council with hiring recommendation for position pending offer acceptance and approval by the Council.

-Marketing Company – Dahna is checking with Pinnacle Marketing Group regarding marketing of the steaming video service and our other service offerings.

|                    |                                 |
|--------------------|---------------------------------|
| Internet customers | 1665                            |
| Phone customers    | 866                             |
| Video customers    | 696                             |
| Top application    | Google 66.26 (Terabit download) |
| Top Subscriber     | 4.86 (Terabit download)         |

**VI. New Business:**

- SFN Streaming Video Service Provisioning – Dahna explains that for customer provisioning of the streaming service, SFN has a "User Portal" webpage or they have an

Application Programming Interface (API) to integrate into a billing or Automated Control System (ACS) provisioning system.

The cost of our billing vendor, Innovative Solutions, to make a plugin of the SFN API is:

|                                                             |           |
|-------------------------------------------------------------|-----------|
| Provisioning (SDP) Plugin Development for 1 network element | \$ 20,000 |
| Installation and Configuration                              | \$ 5,000  |
| Monthly Software Maintenance                                | \$ 250    |
| 6-9 months to complete                                      |           |

To not incur the expense of the Innovative plugin, previous Finance Director would have the CSRs provision steaming video services via the SFN user portal webpage. Current Finance Director wants CSRs to only provision services via the billing system and no other platforms. The two options are 1.) incur the Innovative fees for the plugin or 2.) Telecom Dept techs/staff will have to handle all streaming video provisioning. Cheryl Ulferts, Finance Director addresses the Telecom Commissioners regarding the complexities involved if not incorporated and the need to have the SFN API into the billing system. Dahna covers that the plugin cost was not planned and budgeted because the portal webpage was to be utilized. Commissioners, Ulferts, Dahna, Nasby discuss pros and cons of the plugin. The cons were the cost and timeline to complete. Dahna will ask the two vendors if timeline can be shortened and did not want to delay launching the streaming service.

**Motion by commissioner Abraham to approve the cost/fee \$25,000 and maintenance fees for Innovative Solutions billing/provisioning system to make a plugin for the SFN Application Programming Interface (API). Seconded by commissioner Peterson, Motion approved 3 – 0.**

#### **VII. Old Business:**

-Next Generation 911 (NG911) Inteliquent – Session Border Controller (SBC) units are installed in the NOC. Will start the provisioning process when time allows. Preliminary NG911 design work being done with Inteliquent. Engaged consultant for SBC and NG911 assistance. NG911 SIP connections need to go to Minneapolis and Plymouth, MN

- STIR/SHAKEN – Session Border Controller (SBC) units are installed in the NOC. Next phase of the Robo Call mitigation plan mandated by the FCC.

-Video Service – SFN Video Agreement has been approved by Council, signed and countersigned. GM working with City Finance Director and Utility Billing/System Analyst on service package, discounts and rollout plan.

#### **VIII. Commissioner's concerns and questions:**

**IX. Set Next Telecom meeting:** May 16<sup>th</sup>, 2022 at 6:00 pm at the City Council Chambers.

**X. Adjourn:** Meeting adjourned by unanimous consent at 7:30 pm.

\_\_\_\_\_  
XXXX, Telecom Commission President

\_\_\_\_\_  
XXXX, Telecom Commission Secretary

Attest: \_\_\_\_\_  
Jeff Dahna, Telecom General Manager

**CITY OF WINDOM  
PLANNING COMMISSION  
SPECIAL MEETING  
MINUTES  
APRIL 26, 2022**

1. Call to Order: The meeting was called to order by Vice Chairman Baloun at 7:05 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Jared Baloun (by Zoom), Ben Byam, Lorri Cole, Carol Hartman, and Brandon Pletcher.  
Absent: Brett Mattson and Jeremy Johnson.  
(Currently there is one vacancy on the Commission.)

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen.

3. Land Use Code Review: Zoning Admin. Spielman recapped that the Planning Commission has been busy with public hearings and other items and has not had time at the regular meetings to review additional City Code Sections. The purpose of this meeting is to discuss topics which the Planning Commission previously began to review including fences, parking on residential lots, and small lots.

The Planning Commission discussed the pros and cons of allowing front-yard fences; and if front-yard fences were to be allowed, how far should they be set back from the street, how to use the sight-line triangle, potential height of a fence and allowable materials for construction of a fence, side yard setback for a fence, and the need for more transparency to not restrict traffic visibility. The Planning Commission also discussed potential challenges such as sight line from driveways, collection of junk items inside the fence, response of dogs inside the fence to pedestrians and bicyclists, restriction of neighbors' view from their homes, view when driving down the street, and the possibility of failure to maintain fences. After a lengthy discussion, the following action was taken.

**Motion by Commissioner Byam, seconded by Commissioner Pletcher, to not allow front-yard fences.  
Motion carried 4-1. Nay: Commissioner Hartman.**

The next topic for discussion by the Planning Commission was parking on residential properties. Zoning Admin. Spielman reported that the City has received complaints in the past concerning placement and number of vehicles on residential properties. He outlined the provisions of the City Code concerning allowable parking in the front yard which is on the driveway and on a parking pad that is no more than 12 feet in width adjacent to one side of the driveway. Zoning Admin. Spielman advised that, pursuant to City Code, vehicles parked on residential lots in the City must be currently licensed and in operable condition. There was lengthy discussion regarding parking of vehicles on property in the side yard and in the back yard, such as whether there should be a side yard setback; should there be a limit as to the number of vehicles parked on a residential lot; whether there should be a requirement that vehicles be parked on an improved surface; and if so, what is considered to be an improved surface.

**Motion by Commissioner Baloun to add a provision to the parking section of the City Code that vehicle parking in side and rear yards of residential lots must be on a hard surface, such as concrete, asphalt, pavers, gravel, crushed concrete, or crushed bituminous. Motion failed for lack of a second.**

After further discussion, the Planning Commission requested additional research concerning the topic.

**Motion by Commissioner Baloun, seconded by Commissioner Byam, to table the discussion concerning parking on residential lots pending additional research. Motion carried 5-0.**

Zoning Admin. Spielman introduced the third topic which was small lots. The City Code sets forth minimum buildable lot sizes in each zoning district. New subdivisions and lot splits must comply with these requirements. He stated that there are many existing lots that do not comply with these requirements and are considered to be

non-conforming lots. Section 152.270 of the City Code provides that a lot of record existing upon the effective of this chapter (12-15-2003) which does not meet the requirements of this chapter as to area or width may be utilized for single-family detached dwelling purposes; provided, the measurements of the area or width are within 70% of the requirements of this chapter. Yard and other open space requirements shall be in conformance with this chapter; except that, side yard setback requirements are permitted to have a width of not less than five feet.

Zoning Admin. Spielman posed the questions: Do we want to have a minimum requirement because any new home (constructed or placed on a lot) would need to comply with the setback and lot coverage provisions for lots in that zoning district? Do we still need to require sheltered, off-street parking for two standard-sized vehicles on each lot?

There was a discussion concerning provisions of Minnesota Statutes that allow a home on a non-conforming lot to be rebuilt to the same size if they apply for a building permit within six months of the fire (or natural disaster, etc.). The City Code does not allow an accessory building to be constructed or placed on a non-conforming lot unless that lot is combined with an adjoining lot under one parcel number and the proposed new structure meets the setback and lot coverage requirements of the zoning district.

(Commissioner Cole excused herself from the meeting for another commitment at 8:52 p.m.)

There was a discussion concerning the need to provide at least a one-stall garage for vehicle and other storage purposes on a lot. The consensus of the Planning Commission was to discuss this topic further at a future meeting.

4. Other Business/Reports: None.
5. Unfinished Business: In response to a comment by a Commissioner, Zoning Admin. Spielman advised that the City Council approved the conditional use for the County's new highway maintenance facility with the condition that they install a buffer (as stated in the Planning Commission Minutes). The City Council also approved the variance concerning the height of the proposed accessory buildings with the condition that each of these accessory buildings be set back from the property lines a distance equal to the building height.
6. New Business: Zoning Admin. Spielman reported that a zoning application for a minor subdivision and a public hearing for a variance regarding the number of required parking spaces (for a commercial business) will come before the Planning Commission at its May 10th Meeting.
7. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman said that she had received comments from people in attendance at the last public hearing that without the microphones, they could not hear the Planning Commission's discussion. She also said that sometimes it is difficult for her to hear the comments of other Commissioners and she wants to hear those comments.

Commissioner Baloun requested that Applicants provide more complete plans for their projects when they submit a zoning application. This would allow the Planning Commissioners to review these plans before making a decision on whether to recommend approval of the zoning request. There was a brief discussion concerning this suggestion. Zoning Admin. Spielman stated that the land use consultant is drafting a new section for the Code which sets forth site plan requirements to be included with zoning applications. Commissioner Baloun expressed frustration with projects that change after the Planning Commission reviews and recommends approval of the plans that were submitted.

8. Adjourn: The meeting was adjourned by unanimous consent at 9:02 p.m.

Attest:

Andy Spielman, Zoning Administrator

Jared Baloun, Vice Chairman

**UTILITY COMMISSION MINUTES**  
**Council Chambers**  
**April 27, 2022**

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

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Glen Francis 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

**APPROVE MINUTES**

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

**ELECTRIC ITEMS**

Fuel Tank Update

Sykora reviewed the progress of the Fuel Tank Project. The cement pad is poured, dirt work continues and tank should be placed tomorrow. After pipe work is placed on Monday to connect the fuel lines, testing will be completed and tank should be operational by Tuesday.

The environmental project manager found detections of diesel organics in the surrounding soils but no remediation is needed. This finding could be from several areas. A report of finding will be submitted to MPCA. Once the MPCA received the Tank Excavation Report with the recommendation for leak-site closure, the MPCA should give a clean evaluation.

Sykora is awaiting a Change Order request as the project deadline has passed.

Transmission Easement

Sykora requested approval for a transmission easement of \$3,000. He noted that this is a 1703' stretch of property and the transmission lines will impact the planned development of the parcel. Prior approval was to allow \$1 per foot.

**Motion by Riordan second by Francis to approve paying MN Investment Properties LLC \$3,000 for the 1703 foot utility easement. Motion carried 3 – 0.**

Capacity Auction

Sykora handed out the 2022-2023 Capacity Position Report from CMPAS. The annual capacity auction clearing price increased to \$236.66 per MW/month. The City is obligated to 17.2 MW of power based off of forecasted need. Our net position is 2.9 MW short so we buy capacity. The annual cost will be \$546,943. This is a significant increase over previous years.

Generation Addition/DGR – Task Order #5

Sykora discussed the capacity shortage and the available options to produce capacity. Options included trying to restarting the gas turbine that was taken off due to needed repairs/maintenance

costs, buying additional contracts with capacity, and pursuing new generators at the Power Plant. The Commission is not in favor of restarting the turbine based on repairs and reliability. Wind product contracts will be explored with future capacity needs.

Sykora stated that DGR has previously drafted basic plans for new generators at the Power Plant due to the turbine being retired. The Commission reviewed the drawings and discussed placement and projected power needs. The new generators are more efficient than the existing ones and will comply with the MPCA emissions requirements. Nasby added that staff is exploring bonding for this project.

**Motion by Riordan second by Francis to approve Task Order #5 with DGR Engineering for plans & specifications for two new generators to be placed in the truck bay at the Electric Power House. Motion carried 3 – 0.**

The Commission discussed adding an alternate item for cement/structure work for two additional generators that could be placed where the turbine is currently.

#### Pole Yard Inquiry

Nasby said a local business is interested in purchasing the pole yard storage parcel. The interested party would like to sell his business and would use this area for parking. The Commission discussed the request and asked staff to present alternates to the interested party.

#### Other Electric Items

Sykora stated that the boring to HyLife has been completed to Caldwell Dr. They are awaiting the needed switches. Sykora anticipates the June 1<sup>st</sup> completion date may be pushed back.

### **WATER/WASTEWATER ITEMS**

#### Windom Water Supply Plan Update

Anderson said the 2017 Water Supply Plan needs formal adoption from the Commission. Staff will then be able to send in the required documentation to the State.

**Motion by Riordan second by Francis to the 2017 Water Supply Plan as presented. Motion carried 3 – 0.**

#### First Avenue – Kwik Trip Sewer Update

Anderson solicited quotes to replace the First Avenue sewer line. Staff and DGR reached out to contractors, however no quotes were received. With the Kwik Trip development timeline, he asked to reline the sewer line and pursue removing the replacement in the future. Anderson stated that the new water lines for the two businesses are now connected. The Kwik Trip developer has also spoke with Anderson about the dewatering process and its drainage into the city service. He reviewed the steps that are taken to prevent any contamination.

#### Bingham Lake Contract Negotiations

Anderson reviewed the Bingham Lake Attorney change request to the proposed contract. They have asked to change the maximum allowance in June be increased to 1.5 million gallons and retain the 8 million annual allowance.

**Motion by Riordan second by Francis to amend the Bingham Lake Water contract to allow a maximum of 1.5 million gallons used in the month of June and retain an annual usage maximum of 8 million gallons. Motion carried 3 – 0.**

Other Water/Wastewater Items

Anderson said he had a recent ZOOM meeting with the MPCA. They are asking for voluntary compliance testing on influent water for the PFAs contaminants. Four tests would be completed (two in spring/two in fall) in 2023. This testing would cost about \$6,000. It was noted that legislation is proposed at this time. The Commission requested funding for the testing from MPCA and then would consider participation.

Anderson has slated May 9<sup>th</sup> through May 13<sup>th</sup> for hydrant flushing.

Anderson also added that Empire has been working on sewer lines on the East Hill area.

Anderson and Sykora have agreed to transfer the skid loader between the departments at a value of \$30,000. The transfer will be completed after the new telehandler is received.

**Motion by Francis second by Riordan to approve the skid loader transfer in the amount of \$30,000 between departments. Motion carried 3 – 0.**

REGULAR BILLS

Schwalbach asked about the breakdown of the \$3500 on the Ziegler bill. Sykora said this amount is for a licensed electrician to assist with the black start testing as requested by staff to ensure proper connection/testing.

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

OLD BUSINESS

None.

NEW BUSINESS

Francis noted that the outlined area for the new shelter has been painted out. He encouraged the Commission to review the basic layout.

Riordan asked the Commission to review future electric load requirements for future buildings and improvements. Staff will include the City Council's Comp Plan and Future Land Use Map in a future meeting.

The next meeting was set for May 25th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:57 am

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Mike Schwalbach, Chairperson

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator





Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 4/16/2022 - 4/29/2022

| Vendor Name                                          | Payable Number        | Post Date  | Description (Item)          | Account Number | Amount           |
|------------------------------------------------------|-----------------------|------------|-----------------------------|----------------|------------------|
| <b>Fund: 100 - GENERAL</b>                           |                       |            |                             |                |                  |
| STEEVEN J VIDAL                                      | 29483-3 04-15-22      | 04/15/2022 | CREDIT BALANCE REFUND       | 100-20191      | 31.51            |
| LISA FREDIN                                          | 44555-2 04-15-22      | 04/15/2022 | CREDIT BALANCE REFUND       | 100-20191      | 116.09           |
| MARJORIE KOCH                                        | 5642-6 04-15-22       | 04/15/2022 | CREDIT BALANCE REFUND       | 100-20191      | 29.27            |
| MONA BROWN                                           | 6189-8 04-15-22       | 04/15/2022 | CREDIT BALANCE REFUND       | 100-20191      | 14.64            |
| MN REVENUE                                           | MARCH 2022            | 04/19/2022 | SALES TAX                   | 100-20202      | 17,918.00        |
| MN REVENUE                                           | MARCH 2022            | 04/19/2022 | SALES TAX                   | 100-20202      | 38.00            |
| MN REVENUE                                           | MARCH 2022            | 04/19/2022 | SALES TAX                   | 100-20202      | 6,450.00         |
|                                                      |                       |            |                             |                | <b>24,597.51</b> |
| <b>Activity: 41110 - Mayor &amp; Council</b>         |                       |            |                             |                |                  |
| OFFICE OF ADMINISTRATIVE H                           | APRIL 20, 2022        | 04/15/2022 | LEGAL FEES                  | 100-41110-304  | 84.52            |
| CONVENT. & VISITOR BUREAU                            | MARCH 2022            | 04/18/2022 | RED CARPET/PAYMENTS TO O    | 100-41110-491  | 549.31           |
| CONVENT. & VISITOR BUREAU                            | MARCH 2022            | 04/18/2022 | AMERICINNPAyMENTS TO OT     | 100-41110-491  | 3,142.03         |
| <b>Activity 41110 - Mayor &amp; Council Total:</b>   |                       |            |                             |                | <b>3,775.86</b>  |
| <b>Activity: 41310 - Administration</b>              |                       |            |                             |                |                  |
| SW/WC SERVICE COOPERATIV                             | MAY 2022 EAP          | 04/20/2022 | HEALTH INSURANCE            | 100-41310-131  | 9.00             |
| NCPERS MINNESOTA                                     | 844600042022          | 04/22/2022 | INSURANCE                   | 100-41310-133  | 72.00            |
| NCPERS MINNESOTA                                     | 844600052022          | 04/22/2022 | INSURANCE                   | 100-41310-133  | 72.00            |
| INDOFF, INC                                          | 3558704               | 04/18/2022 | CITY HALL/SUPPLIES          | 100-41310-200  | 59.97            |
| MANTRONICS MAILING SYSTE                             | 48872                 | 04/18/2022 | SUPPLIES                    | 100-41310-200  | 45.00            |
| INDOFF, INC                                          | 692017-CORRECTION     | 04/19/2022 | SUPPLIES                    | 100-41310-200  | 276.85           |
| FURTHER (Select Account)                             | 16048822              | 04/20/2022 | PARTICIPANT FEE             | 100-41310-217  | 146.25           |
| TYLER TECHNOLOGIES, INC                              | 025-375099            | 04/19/2022 | LICENSE FEES                | 100-41310-444  | 3,793.50         |
| <b>Activity 41310 - Administration Total:</b>        |                       |            |                             |                | <b>4,474.57</b>  |
| <b>Activity: 41910 - Building &amp; Zoning</b>       |                       |            |                             |                |                  |
| SW/WC SERVICE COOPERATIV                             | MAY 2022 EAP          | 04/20/2022 | HEALTH INSURANCE            | 100-41910-131  | 1.80             |
| NCPERS MINNESOTA                                     | 844600042022          | 04/22/2022 | INSURANCE                   | 100-41910-133  | 24.00            |
| NCPERS MINNESOTA                                     | 844600052022          | 04/22/2022 | INSURANCE                   | 100-41910-133  | 24.00            |
| INDOFF, INC                                          | 3559450               | 04/19/2022 | B & Z/SUPPLIES              | 100-41910-200  | 19.94            |
| CENTURY BUSINESS PRODUCT                             | 615245                | 04/11/2022 | B & Z/SUPPLIES              | 100-41910-200  | 71.03            |
| <b>Activity 41910 - Building &amp; Zoning Total:</b> |                       |            |                             |                | <b>140.77</b>    |
| <b>Activity: 41940 - City Hall</b>                   |                       |            |                             |                |                  |
| HOMETOWN SANITATION SER                              | 0000457435            | 03/31/2022 | REFUSE DISPOSAL - CITY HALL | 100-41940-384  | 102.98           |
| KULSETH LAWN LANDSCAPE                               | 2659                  | 04/19/2022 | CITY OFFICE/MAINTENANCE -   | 100-41940-406  | 2,562.00         |
| <b>Activity 41940 - City Hall Total:</b>             |                       |            |                             |                | <b>2,664.98</b>  |
| <b>Activity: 42120 - Crime Control</b>               |                       |            |                             |                |                  |
| SW/WC SERVICE COOPERATIV                             | MAY 2022 EAP          | 04/20/2022 | HEALTH INSURANCE            | 100-42120-131  | 18.00            |
| NCPERS MINNESOTA                                     | 844600042022          | 04/22/2022 | INSURANCE                   | 100-42120-133  | 192.00           |
| NCPERS MINNESOTA                                     | 844600052022          | 04/22/2022 | INSURANCE                   | 100-42120-133  | 176.00           |
| INDOFF, INC                                          | 3555067               | 04/06/2022 | SUPPLIES                    | 100-42120-200  | 44.99            |
| INDOFF, INC                                          | 3555781               | 04/06/2022 | SUPPLIES                    | 100-42120-200  | 55.90            |
| INDOFF, INC                                          | 692017-CORRECTION     | 04/19/2022 | SUPPLIES                    | 100-42120-200  | 49.50            |
| COTTONWOOD CO AUD/TREA                               | MAY - 2022            | 04/14/2022 | RENT/LEGAL FEES             | 100-42120-304  | 3,957.50         |
| ALPHA WIRELESS - MANKATO                             | 15438                 | 04/06/2022 | RADIO EQUIPMENT             | 100-42120-323  | 108.00           |
| REBECCA MCPEAK                                       | APRIL 3-5TH TRAINING  | 04/15/2022 | TRAVEL EXPENSE              | 100-42120-331  | 66.85            |
| REBECCA MCPEAK                                       | APRIL 3-5TH TRAINING  | 04/15/2022 | MEALS/LODGING               | 100-42120-334  | 248.74           |
| COTTONWOOD CO AUD/TREA                               | MAY - 2022            | 04/14/2022 | RENT/LEGAL FEES             | 100-42120-412  | 1,950.00         |
| FLEET SERVICES DIVISION                              | 2022090001            | 04/21/2022 | POLICE/VEHICLE LEASE        | 100-42120-419  | 1,740.97         |
| SCB PUBLIC FINANCE                                   | 5-15-22 40049-01/5-60 | 04/22/2022 | POLICE/VEHICLE LEASE        | 100-42120-419  | 1,054.07         |
| SW/WC SERVICE COOPERATIV                             | MAY 2022              | 05/02/2022 | HEALTH INSURANCE            | 100-42120-480  | 788.11           |
| <b>Activity 42120 - Crime Control Total:</b>         |                       |            |                             |                | <b>10,450.63</b> |

## Expense Approval Report

Payment Dates: 4/16/2022 - 4/29/2022

| Vendor Name                                  | Payable Number    | Post Date  | Description (Item)          | Account Number | Amount           |
|----------------------------------------------|-------------------|------------|-----------------------------|----------------|------------------|
| <b>Activity: 42220 - Fire Fighting</b>       |                   |            |                             |                |                  |
| HOMETOWN SANITATION SER                      | 0000457482        | 04/04/2022 | REFUSE DISPOSAL             | 100-42220-384  | 48.59            |
| O'REILLY AUTOMOTIVE, INC                     | 4425-337700       | 04/25/2022 | FIRE/MAINTENANCE - VEHICL   | 100-42220-405  | 151.86           |
| <b>Activity 42220 - Fire Fighting Total:</b> |                   |            |                             |                | <b>200.45</b>    |
| <b>Activity: 43100 - Streets</b>             |                   |            |                             |                |                  |
| SW/WC SERVICE COOPERATIV                     | MAY 2022 EAP      | 04/20/2022 | HEALTH INSURANCE            | 100-43100-131  | 7.20             |
| NCPERS MINNESOTA                             | 844600042022      | 04/22/2022 | INSURANCE                   | 100-43100-133  | 64.00            |
| NCPERS MINNESOTA                             | 844600052022      | 04/22/2022 | INSURANCE                   | 100-43100-133  | 64.00            |
| DIAMOND VOGEL PAINT                          | 295208226         | 03/29/2022 | STREET MAINTENANCE MATE     | 100-43100-224  | 939.90           |
| JOHNSON HARDWARE                             | 13818             | 04/22/2022 | STREET/SMALL TOOLS          | 100-43100-241  | 35.50            |
| HOMETOWN SANITATION SER                      | 0000457436        | 03/31/2022 | REFUSE DISPOSAL - STREET D  | 100-43100-384  | 102.98           |
| HOMETOWN SANITATION SER                      | 0000457437        | 03/31/2022 | REFUSE DISPOSAL - SQUARE    | 100-43100-384  | 58.98            |
| DGR ENGINEERING                              | 00252800          | 04/18/2022 | COMM. PARK CUL-DE-SAC SPE   | 100-43100-439  | 1,487.50         |
| <b>Activity 43100 - Streets Total:</b>       |                   |            |                             |                | <b>2,760.06</b>  |
| <b>Activity: 45202 - Park Areas</b>          |                   |            |                             |                |                  |
| SW/WC SERVICE COOPERATIV                     | MAY 2022 EAP      | 04/20/2022 | HEALTH INSURANCE            | 100-45202-131  | 1.80             |
| NCPERS MINNESOTA                             | 844600042022      | 04/22/2022 | INSURANCE                   | 100-45202-133  | 16.00            |
| NCPERS MINNESOTA                             | 844600052022      | 04/22/2022 | INSURANCE                   | 100-45202-133  | 16.00            |
| CITY LAUNDERING CO.                          | 1752834           | 04/15/2022 | STREET/CLEANING/SUPPLIES    | 100-45202-211  | 497.00           |
| HOMETOWN SANITATION SER                      | 0000457451        | 03/31/2022 | REFUSE DISPOSAL - ISLAND PA | 100-45202-384  | 25.99            |
| HOMETOWN SANITATION SER                      | 0000457452        | 03/31/2022 | REFUSE DISPOSAL - TEGELS PA | 100-45202-384  | 35.99            |
| HOMETOWN SANITATION SER                      | 0000457454        | 03/31/2022 | REFUSE DISPOSAL             | 100-45202-384  | 64.97            |
| HOMETOWN SANITATION SER                      | 0000457466        | 03/31/2022 | REFUSE DISPOSAL             | 100-45202-384  | 42.99            |
| HOMETOWN SANITATION SER                      | 0000457488        | 03/31/2022 | REFUSE DISPOSAL - ABBY PAR  | 100-45202-384  | 21.98            |
| HOMETOWN SANITATION SER                      | 000457453         | 04/15/2022 | STREET/REFUSE DISPOSAL      | 100-45202-384  | 35.99            |
| MICHAEL TODD & COMPANY I                     | 20515             | 04/15/2022 | STREET/MAINTENANCE - GRO    | 100-45202-406  | 275.16           |
| <b>Activity 45202 - Park Areas Total:</b>    |                   |            |                             |                | <b>1,033.87</b>  |
| <b>Fund 100 - GENERAL Total:</b>             |                   |            |                             |                | <b>50,098.70</b> |
| <b>Fund: 211 - LIBRARY</b>                   |                   |            |                             |                |                  |
| <b>Activity: 45501 - Library</b>             |                   |            |                             |                |                  |
| SW/WC SERVICE COOPERATIV                     | MAY 2022 EAP      | 04/20/2022 | HEALTH INSURANCE            | 211-45501-131  | 1.80             |
| NCPERS MINNESOTA                             | 844600042022      | 04/22/2022 | INSURANCE                   | 211-45501-133  | 16.00            |
| NCPERS MINNESOTA                             | 844600052022      | 04/22/2022 | INSURANCE                   | 211-45501-133  | 16.00            |
| <b>Activity 45501 - Library Total:</b>       |                   |            |                             |                | <b>33.80</b>     |
| <b>Fund 211 - LIBRARY Total:</b>             |                   |            |                             |                | <b>33.80</b>     |
| <b>Fund: 225 - AIRPORT</b>                   |                   |            |                             |                |                  |
| <b>Activity: 45127 - Airport</b>             |                   |            |                             |                |                  |
| SOUTHWEST MN BROADBAN                        | 886 04-15 - 05-14 | 04/18/2022 | TELEPHONE                   | 225-45127-321  | 28.15            |
| MN POLLUTION CONTROL AG                      | 10000138813       | 04/08/2022 | WATER/MAINTENANCE - GRO     | 225-45127-406  | 400.00           |
| <b>Activity 45127 - Airport Total:</b>       |                   |            |                             |                | <b>428.15</b>    |
| <b>Fund 225 - AIRPORT Total:</b>             |                   |            |                             |                | <b>428.15</b>    |
| <b>Fund: 230 - POOL</b>                      |                   |            |                             |                |                  |
| <b>Activity: 45124 - Pool</b>                |                   |            |                             |                |                  |
| BARNETT PRO CARE                             | 467               | 04/27/2022 | ARENA/MAINTENANCE - STR     | 230-45124-402  | 500.00           |
| <b>Activity 45124 - Pool Total:</b>          |                   |            |                             |                | <b>500.00</b>    |
| <b>Fund 230 - POOL Total:</b>                |                   |            |                             |                | <b>500.00</b>    |
| <b>Fund: 235 - AMBULANCE</b>                 |                   |            |                             |                |                  |
| <b>Activity: 42153 - Ambulance</b>           |                   |            |                             |                |                  |
| MANTRONICS MAILING SYSTE                     | 48872             | 04/18/2022 | SUPPLIES                    | 235-42153-200  | 45.00            |
| TIM HACKER                                   | 04-21-22          | 04/21/2022 | AMBULANCE/TRAVEL EXPENS     | 235-42153-331  | 222.18           |
| KIM POWERS                                   | 4-10-22           | 04/19/2022 | AMBULANCE/MEALS             | 235-42153-334  | 15.47            |
| KRISTEN PORATH                               | 4-13-22, 4-15-22  | 04/19/2022 | AMBULANCE/MEALS             | 235-42153-334  | 58.93            |
| JUSTIN HARRINGTON                            | 4-16-22           | 04/19/2022 | AMBULANCE/MEALS             | 235-42153-334  | 9.85             |
| TIM HACKER                                   | 4-17-22           | 04/19/2022 | AMBULANCE/MEALS             | 235-42153-334  | 12.00            |
| ROB VISKER                                   | 4-20-22           | 04/19/2022 | AMBULANCE/MEALS             | 235-42153-334  | 185.96           |
| MEGAN BRAMSTEDT                              | 4-2-22            | 04/19/2022 | AMBULANCE/MEALS             | 235-42153-334  | 25.30            |
| REBEKAH ELLINGSON                            | 4-5-22            | 04/20/2022 | AMBULANCE/MEALS             | 235-42153-334  | 13.63            |

## Expense Approval Report

Payment Dates: 4/16/2022 - 4/29/2022

| Vendor Name              | Payable Number | Post Date  | Description (Item)        | Account Number | Amount   |
|--------------------------|----------------|------------|---------------------------|----------------|----------|
| DAN MESNER               | 4-5-22         | 04/19/2022 | AMBULANCE/MEALS           | 235-42153-334  | 21.48    |
| JODI JOHNSON             | 4-9-22         | 04/19/2022 | AMBULANCE/MEALS           | 235-42153-334  | 23.23    |
| HOMETOWN SANITATION SER  | 0000457482     | 04/04/2022 | REFUSE DISPOSAL           | 235-42153-384  | 32.40    |
| ALPHA WIRELESS - MANKATO | 15439          | 04/04/2022 | RADIO EQUIPMENT           | 235-42153-404  | 1,089.00 |
| SIRIUS XM RADIO INC      | X7-1255840506  | 04/22/2022 | AMB/MAINTENANCE - VEHICL  | 235-42153-405  | 18.99    |
| SOUTHERN MINNESOTA EMS   | 1172           | 04/06/2022 | EMS EDUCATION CLASS - ALE | 235-42153-435  | 1,625.00 |

Activity 42153 - Ambulance Total: 3,398.42

Fund 235 - AMBULANCE Total: 3,398.42

## Fund: 250 - EDA GENERAL

|                       |       |            |                          |           |                 |
|-----------------------|-------|------------|--------------------------|-----------|-----------------|
| EHLERS & ASSOC., INC. | 90197 | 04/18/2022 | EDA/CONSULTING & AUDITIN | 250-11506 | 1,250.00        |
| EHLERS & ASSOC., INC. | 90198 | 04/18/2022 | EDA/CONSULTING & AUDITIN | 250-11506 | 1,750.00        |
|                       |       |            |                          |           | <b>3,000.00</b> |

## Activity: 46520 - EDA

|                            |                 |            |                           |               |          |
|----------------------------|-----------------|------------|---------------------------|---------------|----------|
| SW/WC SERVICE COOPERATIV   | MAY 2022 EAP    | 04/20/2022 | HEALTH INSURANCE          | 250-46520-131 | 3.60     |
| NCPERS MINNESOTA           | 844600042022    | 04/22/2022 | INSURANCE                 | 250-46520-133 | 8.00     |
| NCPERS MINNESOTA           | 844600052022    | 04/22/2022 | INSURANCE                 | 250-46520-133 | 8.00     |
| AMAZON CAPITAL SERVICES, I | 117J-J4JY-FTV7  | 04/11/2022 | EDA/SUPPLIES              | 250-46520-200 | 259.89   |
| AMAZON CAPITAL SERVICES, I | 1GVQ-4QHR-GCJV  | 04/12/2022 | SUPPLIES                  | 250-46520-200 | 18.98    |
| INDOFF, INC                | 3559450         | 04/19/2022 | EDA/SUPPLIES              | 250-46520-200 | 19.93    |
| MANTRONICS MAILING SYSTE   | 48872           | 04/18/2022 | SUPPLIES                  | 250-46520-200 | 45.00    |
| CENTURY BUSINESS PRODUCT   | 615245          | 04/11/2022 | EDA/SUPPLIES              | 250-46520-200 | 142.07   |
| MILLERBROS PROPERTIES, LLC | 04-18-22 REFUND | 04/19/2022 | REFUND OF OPT. CONSIDERAT | 250-46520-491 | 5,000.00 |

Activity 46520 - EDA Total: 5,505.47

Fund 250 - EDA GENERAL Total: 8,505.47

## Fund: 255 - EDA GENERAL RLF

## Activity: 46520 - EDA

|                           |          |            |                         |               |          |
|---------------------------|----------|------------|-------------------------|---------------|----------|
| WILLIAM & VANESSA TJENTLA | 04-18-22 | 04/19/2022 | EDA FACADE IMPROVEMENT/ | 255-46520-491 | 3,000.00 |
|---------------------------|----------|------------|-------------------------|---------------|----------|

Activity 46520 - EDA Total: 3,000.00

Fund 255 - EDA GENERAL RLF Total: 3,000.00

## Fund: 401 - GENERAL CAPITAL PROJECTS

## Activity: 49950 - Capital Outlay

|                   |          |            |                           |               |          |
|-------------------|----------|------------|---------------------------|---------------|----------|
| DUERKSEN ELECTRIC | 6261     | 04/22/2022 | STREET/2019 FLOOD CAMPGR  | 401-49950-504 | 1,797.09 |
| GOPHER            | IN159830 | 04/15/2022 | TENNIS COURTS/CAPITAL OUT | 401-49950-504 | 714.56   |

Activity 49950 - Capital Outlay Total: 2,511.65

Fund 401 - GENERAL CAPITAL PROJECTS Total: 2,511.65

## Fund: 601 - WATER

## Activity: 49400 - Water

|                          |               |            |                           |               |          |
|--------------------------|---------------|------------|---------------------------|---------------|----------|
| SW/WC SERVICE COOPERATIV | MAY 2022 EAP  | 04/20/2022 | HEALTH INSURANCE          | 601-49400-131 | 5.40     |
| NCPERS MINNESOTA         | 844-600042022 | 04/22/2022 | INSURANCE                 | 601-49400-133 | 48.00    |
| NCPERS MINNESOTA         | 844-600052022 | 04/22/2022 | INSURANCE                 | 601-49400-133 | 48.00    |
| MANTRONICS MAILING SYSTE | 48872         | 04/18/2022 | SUPPLIES                  | 601-49400-200 | 45.00    |
| ERIC WARD                | 04-15-22      | 04/18/2022 | SAFTY BOOTS/WATER DEPT.   | 601-49400-217 | 150.00   |
| GOPHER STATE ONE CALL    | 2030839       | 04/04/2022 | LOCATES                   | 601-49400-321 | 5.06     |
| INNOVATIVE SYSTEMS LLC   | INV-02356     | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN | 601-49400-322 | 222.97   |
| INNOVATIVE SYSTEMS LLC   | INV-02226     | 04/04/2022 | BILLING SYSTEM SOFTWARE   | 601-49400-326 | 517.50   |
| INNOVATIVE SYSTEMS LLC   | INV-02226     | 04/04/2022 | BILLING SYSTEM SOFTWARE   | 601-49400-326 | 813.74   |
| INNOVATIVE SYSTEMS LLC   | INV-02356     | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN | 601-49400-326 | 165.68   |
| INNOVATIVE SYSTEMS LLC   | INV-02356     | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN | 601-49400-350 | 21.50    |
| TYLER TECHNOLOGIES, INC  | 025-375099    | 04/19/2022 | LICENSE FEES              | 601-49400-444 | 2,276.10 |
| SW/WC SERVICE COOPERATIV | MAY 2022      | 05/02/2022 | HEALTH INSURANCE          | 601-49400-480 | 788.11   |

Activity 49400 - Water Total: 5,107.06

Fund 601 - WATER Total: 5,107.06

## Fund: 602 - SEWER

|                 |           |            |                            |           |                 |
|-----------------|-----------|------------|----------------------------|-----------|-----------------|
| DGR ENGINEERING | 002.52802 | 04/18/2022 | SEWER/1ST AVE S SANITARY S | 602-16300 | 3,487.50        |
|                 |           |            |                            |           | <b>3,487.50</b> |

## Expense Approval Report

Payment Dates: 4/16/2022 - 4/29/2022

| Vendor Name                    | Payable Number | Post Date  | Description (Item)        | Account Number | Amount   |
|--------------------------------|----------------|------------|---------------------------|----------------|----------|
| <b>Activity: 49450 - Sewer</b> |                |            |                           |                |          |
| SW/WC SERVICE COOPERATIV       | MAY 2022 EAP   | 04/20/2022 | HEALTH INSURANCE          | 602-49450-131  | 3.60     |
| NCPERS MINNESOTA               | 844600042022   | 04/22/2022 | INSURANCE                 | 602-49450-133  | 32.00    |
| NCPERS MINNESOTA               | 844600052022   | 04/22/2022 | INSURANCE                 | 602-49450-133  | 32.00    |
| MANTRONICS MAILING SYSTE       | 48872          | 04/18/2022 | SUPPLIES                  | 602-49450-200  | 45.00    |
| MN VALLEY TESTING              | 1134790        | 03/24/2022 | SEWER/LAB TESTING         | 602-49450-310  | 134.00   |
| MN VALLEY TESTING              | 1136608        | 04/04/2022 | LAB TESTING               | 602-49450-310  | 153.60   |
| MN VALLEY TESTING              | 1136632        | 04/04/2022 | LAB TESTING               | 602-49450-310  | 155.20   |
| MN VALLEY TESTING              | 1137179        | 04/12/2022 | SEWER/LAB TESTING         | 602-49450-310  | 91.20    |
| MN VALLEY TESTING              | 1137430        | 04/07/2022 | SEWER/LAB TESTING         | 602-49450-310  | 170.80   |
| GOPHER STATE ONE CALL          | 2030839        | 04/04/2022 | LOCATES                   | 602-49450-321  | 5.06     |
| INNOVATIVE SYSTEMS LLC         | INV-02356      | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN | 602-49450-322  | 222.96   |
| INNOVATIVE SYSTEMS LLC         | INV-02226      | 04/04/2022 | BILLING SYSTEM SOFTWARE   | 602-49450-326  | 813.74   |
| INNOVATIVE SYSTEMS LLC         | INV-02226      | 04/04/2022 | BILLING SYSTEM SOFTWARE   | 602-49450-326  | 517.50   |
| INNOVATIVE SYSTEMS LLC         | INV-02356      | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN | 602-49450-326  | 165.68   |
| INNOVATIVE SYSTEMS LLC         | INV-02356      | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN | 602-49450-350  | 21.50    |
| HOMETOWN SANITATION SER        | 0000457439     | 04/04/2022 | REFUSE DISPOSAL           | 602-49450-384  | 104.98   |
| WENNER HOLDINGS LLC            | 3519           | 04/26/2022 | SEWER/MAINTENANCE - DIST  | 602-49450-408  | 2,220.00 |
| TYLER TECHNOLOGIES, INC        | 025-375099     | 04/19/2022 | LICENSE FEES              | 602-49450-444  | 2,276.10 |
| MN POLLUTION CONTROL AG        | 10000141709    | 04/12/2022 | WATER PERMIT ANNUAL FEES  | 602-49450-444  | 5,900.00 |

Activity 49450 - Sewer Total: 13,064.92

Fund 602 - SEWER Total: 16,552.42

## Fund: 604 - ELECTRIC

|                            |                         |            |                         |           |                  |
|----------------------------|-------------------------|------------|-------------------------|-----------|------------------|
| RESCO - RURAL ELECTRIC SUP | 857569-00               | 04/21/2022 | EL/INVENTORY            | 604-14200 | 2,006.25         |
| IRBY ELECTRICAL DISTRIBUTO | S012768357.002          | 04/07/2022 | ELECTRIC/INVENTORY      | 604-14200 | 26,630.50        |
| ELECTRIC FUND              | #574                    | 04/21/2022 | EL/HYLIFE UPGRADE       | 604-16300 | 795.94           |
| HOWARD LEIBOWITZ           | 03-03-2022              | 04/22/2022 | EL/TRANSMISSION PROJECT | 604-16300 | 100.00           |
| SALON OASIS                | DEPOSIT REFUND 04-15-22 | 04/15/2022 | DEPOSIT REFUND          | 604-22000 | 300.00           |
| STEEVEN J VIDAL            | DEPOSIT REFUND 04-15-22 | 04/15/2022 | DEPOSIT REFUND          | 604-22000 | 300.00           |
| CIRILO JUAREZ HERNANDEZ    | DEPOSIT REFUND 04-15-22 | 04/15/2022 | DEPOSIT REFUND          | 604-22000 | 300.00           |
|                            |                         |            |                         |           | <b>30,432.69</b> |

## Activity: 49550 - Electric

|                            |                     |            |                            |               |            |
|----------------------------|---------------------|------------|----------------------------|---------------|------------|
| SW/WC SERVICE COOPERATIV   | MAY 2022 EAP        | 04/20/2022 | HEALTH INSURANCE           | 604-49550-131 | 9.00       |
| NCPERS MINNESOTA           | 844600042022        | 04/22/2022 | INSURANCE                  | 604-49550-133 | 88.00      |
| NCPERS MINNESOTA           | 844600052022        | 04/22/2022 | INSURANCE                  | 604-49550-133 | 88.00      |
| MANTRONICS MAILING SYSTE   | 48872               | 04/18/2022 | SUPPLIES                   | 604-49550-200 | 45.00      |
| AMARIL UNIFORM COMPANY     | IV227956            | 04/25/2022 | ELECTRIC/UNIFORMS          | 604-49550-218 | 451.61     |
| CMP - CENTRAL MUNICIPAL P  | 7257                | 04/12/2022 | MERCHANDISE FOR RE-SALE/   | 604-49550-263 | 74,778.03  |
| CMP - CENTRAL MUNICIPAL P  | 7257                | 04/12/2022 | MERCHANDISE FOR RE-SALE /  | 604-49550-263 | 178,259.14 |
| DEPARTMENT OF ENERGY       | BFPB000800322       | 04/11/2022 | EL/MERCHANDISE FOR RESAL   | 604-49550-263 | 61,445.32  |
| MN MUNICIPAL UTILITIES ASS | 59339               | 04/15/2022 | EL/MAINTENANCE - DISTRIBU  | 604-49550-308 | 1,750.00   |
| GOPHER STATE ONE CALL      | 2030839             | 04/04/2022 | LOCATES                    | 604-49550-321 | 5.07       |
| INNOVATIVE SYSTEMS LLC     | INV-02356           | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN  | 604-49550-322 | 222.97     |
| INNOVATIVE SYSTEMS LLC     | INV-02226           | 04/04/2022 | BILLING SYSTEM SOFTWARE    | 604-49550-326 | 1,627.47   |
| INNOVATIVE SYSTEMS LLC     | INV-02226           | 04/04/2022 | BILLING SYSTEM SOFTWARE    | 604-49550-326 | 1,035.00   |
| INNOVATIVE SYSTEMS LLC     | INV-02356           | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN  | 604-49550-326 | 165.68     |
| INNOVATIVE SYSTEMS LLC     | INV-02356           | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN  | 604-49550-350 | 21.50      |
| HOMETOWN SANITATION SER    | 0000457440          | 04/05/2022 | REFUSE DISPOSAL            | 604-49550-384 | 104.98     |
| ELECTRIC FUND              | # 571               | 04/22/2022 | EL/MAINTENANCE - OFFICE    | 604-49550-402 | 0.06       |
| AMAZON CAPITAL SERVICES, I | 1VV7-DC7V-79CC      | 04/19/2022 | EL/MAINTENANCE - STRUCTU   | 604-49550-402 | 27.00      |
| ELECTRIC FUND              | # 572               | 04/22/2022 | EL/MAINTENANCE - DISTRIBU  | 604-49550-408 | 158.24     |
| ELECTRIC FUND              | # 573               | 04/22/2022 | EL/MAINTENANCE - DISTRIBU  | 604-49550-408 | 100.93     |
| ELECTRIC FUND              | #570                | 04/15/2022 | EL/MAINTENANCE - DISTRIBU  | 604-49550-408 | 14.07      |
| CNA SURETY                 | 05-07-22 - 05-07-23 | 03/10/2022 | 71269473 EL/MAINTENANCE    | 604-49550-408 | 100.00     |
| ELECTRIC FUND              | #569                | 04/15/2022 | EL/MAINTENANCE - UTILITIES | 604-49550-409 | 1.57       |
| MN POLLUTION CONTROL AG    | 10000137411         | 04/08/2022 | REPAIRS AND MAINT. GENERA  | 604-49550-410 | 25.00      |
| TYLER TECHNOLOGIES, INC    | 025-375099          | 04/19/2022 | LICENSE FEES               | 604-49550-444 | 2,276.10   |
| CMP - CENTRAL MUNICIPAL P  | 7257                | 04/12/2022 | CONSERVAION / CIP          | 604-49550-450 | 2,757.67   |

## Expense Approval Report

Payment Dates: 4/16/2022 - 4/29/2022

| Vendor Name                             | Payable Number | Post Date  | Description (Item) | Account Number | Amount            |
|-----------------------------------------|----------------|------------|--------------------|----------------|-------------------|
| MN REVENUE                              | MARCH 2022     | 04/19/2022 | SALES TAX          | 604-49550-460  | 307.00            |
| <b>Activity 49550 - Electric Total:</b> |                |            |                    |                | <b>325,864.41</b> |
| <b>Fund 604 - ELECTRIC Total:</b>       |                |            |                    |                | <b>356,297.10</b> |

**Fund: 609 - LIQUOR STORE**

|            |            |            |           |           |                  |
|------------|------------|------------|-----------|-----------|------------------|
| MN REVENUE | MARCH 2022 | 04/19/2022 | SALES TAX | 609-20202 | 15,659.00        |
|            |            |            |           |           | <b>15,659.00</b> |

**Activity: 49751 - Liquor Store**

|                             |               |            |                             |               |           |
|-----------------------------|---------------|------------|-----------------------------|---------------|-----------|
| MN Pera                     | INV0002092    | 04/22/2022 | PERA credit Shawna Bergenda | 609-49751-121 | -368.55   |
| SW/WC SERVICE COOPERATIV    | MAY 2022 EAP  | 04/20/2022 | HEALTH INSURANCE            | 609-49751-131 | 3.60      |
| NCPERS MINNESOTA            | 844600042022  | 04/22/2022 | INSURANCE                   | 609-49751-133 | 32.00     |
| NCPERS MINNESOTA            | 844600052022  | 04/22/2022 | INSURANCE                   | 609-49751-133 | 32.00     |
| MANTRONICS MAILING SYSTE    | 48872         | 04/18/2022 | SUPPLIES                    | 609-49751-200 | 45.00     |
| AH HERMEL COMPANY           | 921446/921446 | 04/08/2022 | OTHER OPERATING SUPPLIES    | 609-49751-217 | 145.34    |
| DOLL DISTRIBUTING, LLC      | 133314        | 04/04/2022 | BEER                        | 609-49751-251 | 41.96     |
| DOLL DISTRIBUTING, LLC      | 137931        | 04/08/2022 | BEER AND LIQUOR             | 609-49751-251 | 117.00    |
| JOHNSON BROS.               | 2031021       | 04/19/2022 | LIQUOR S./LIQUOR/FREIGHT    | 609-49751-251 | 3,051.81  |
| JOHNSON BROS.               | 2035960       | 04/26/2022 | LIQUOR S./LIQUOR/FREIGHT    | 609-49751-251 | 1,438.35  |
| SOUTHERN GLAZER'S OF MN     | 2195470       | 04/04/2022 | LIQUOR                      | 609-49751-251 | 4,469.95  |
| SOUTHERN GLAZER'S OF MN     | 2198030       | 04/08/2022 | LIQUOR                      | 609-49751-251 | 3,135.20  |
| BREAKTHRU BEVERAGE MN       | 343704229     | 04/19/2022 | LIQUOR S./MERCHANDISE       | 609-49751-251 | 944.93    |
| PHILLIPS WINE & SPIRITS     | 6379962       | 04/19/2022 | LIQUOR S./LIQUOR/FREIGHT    | 609-49751-251 | 3,344.60  |
| PHILLIPS WINE & SPIRITS     | 6383633       | 04/26/2022 | LIQUOR S./LIQUOR/FREIGHT    | 609-49751-251 | 1,167.00  |
| PHILLIPS WINE & SPIRITS     | 664055        | 04/27/2022 | LIQUOR S./LIQUOR/FREIGHT    | 609-49751-251 | -124.50   |
| PHILLIPS WINE & SPIRITS     | 664056        | 04/27/2022 | LIQUOR S./LIQUOR/FREIGHT    | 609-49751-251 | -167.80   |
| DOLL DISTRIBUTING, LLC      | 128851        | 03/25/2022 | LIQUOR S/BEER               | 609-49751-252 | 8,355.20  |
| DOLL DISTRIBUTING, LLC      | 130860        | 03/29/2022 | LIQUOR S./BEER              | 609-49751-252 | 95.20     |
| DOLL DISTRIBUTING, LLC      | 130861        | 03/29/2022 | LIQUOR S./BEER              | 609-49751-252 | 26.10     |
| DOLL DISTRIBUTING, LLC      | 133314        | 04/04/2022 | BEER                        | 609-49751-252 | 13,423.56 |
| DOLL DISTRIBUTING, LLC      | 134403        | 04/04/2022 | BEER                        | 609-49751-252 | 392.80    |
| DOLL DISTRIBUTING, LLC      | 137931        | 04/08/2022 | BEER AND LIQUOR             | 609-49751-252 | 5,280.90  |
| DOLL DISTRIBUTING, LLC      | 138971        | 04/08/2022 | BEER                        | 609-49751-252 | -161.00   |
| DOLL DISTRIBUTING, LLC      | 138972        | 04/08/2022 | BEER                        | 609-49751-252 | 209.30    |
| DOLL DISTRIBUTING, LLC      | 139995        | 04/08/2022 | BEER                        | 609-49751-252 | 161.00    |
| DOLL DISTRIBUTING, LLC      | 142444        | 04/19/2022 | LIQUOR S./BEER              | 609-49751-252 | -309.40   |
| BEVERAGE WHOLESALERS        | 214712        | 04/19/2022 | LIQUOR S./BEER              | 609-49751-252 | 8,619.15  |
| BEVERAGE WHOLESALERS        | 215690        | 04/26/2022 | LIQUOR S./BEER              | 609-49751-252 | 4,475.15  |
| ARTISAN BEER COMPANY        | 3530447       | 04/19/2022 | LIQUOR S./BEER              | 609-49751-252 | 228.80    |
| ARTISAN BEER COMPANY        | 3531576       | 04/26/2022 | LIQUOR S./BEER              | 609-49751-252 | 87.70     |
| BEVERAGE WHOLESALERS        | 732757        | 04/26/2022 | LIQUOR S./BEER              | 609-49751-252 | -30.00    |
| VINOCOPIA, INC              | 0301813-IN    | 04/12/2022 | WINE                        | 609-49751-253 | 96.00     |
| JOHNSON BROS.               | 2031022       | 04/19/2022 | LIQUOR S./MERCHANDISE       | 609-49751-253 | 2,203.62  |
| JOHNSON BROS.               | 2035961       | 04/26/2022 | LIQUOR S./MERCHANDISE       | 609-49751-253 | 561.40    |
| SOUTHERN GLAZER'S OF MN     | 2195473       | 04/04/2022 | WINE                        | 609-49751-253 | 878.00    |
| SOUTHERN GLAZER'S OF MN     | 2198031       | 04/08/2022 | WINE                        | 609-49751-253 | 1,283.50  |
| ROUND LAKE VINEYARDS & W    | 3329          | 04/12/2022 | WINE                        | 609-49751-253 | 342.00    |
| BREAKTHRU BEVERAGE MN       | 343704229     | 04/19/2022 | LIQUOR S./MERCHANDISE       | 609-49751-253 | 104.00    |
| PHILLIPS WINE & SPIRITS     | 6379963       | 04/19/2022 | LIQUOR S./MERCHANDISE       | 609-49751-253 | 62.00     |
| PHILLIPS WINE & SPIRITS     | 6383634       | 04/26/2022 | LIQUOR S./WINE/FEIGHT       | 609-49751-253 | 285.20    |
| RED BULL DISTRIBUTION CO, I | 2002131734    | 04/08/2022 | SOFT DRINKS AND MIXES       | 609-49751-254 | 157.00    |
| JOHNSON BROS.               | 2031022       | 04/19/2022 | LIQUOR S./MERCHANDISE       | 609-49751-254 | 88.00     |
| JOHNSON BROS.               | 2035961       | 04/26/2022 | LIQUOR S./MERCHANDISE       | 609-49751-254 | 40.00     |
| SOUTHERN GLAZER'S OF MN     | 2195472       | 04/04/2022 | MERCHANDISE FOR RESALE      | 609-49751-254 | 26.00     |
| ATLANTIC COCA-COLA          | 3263956       | 04/08/2022 | MIXES AND SOFT DRINKS       | 609-49751-254 | 272.00    |
| ATLANTIC COCA-COLA          | 3299071       | 04/26/2022 | SOFT DRINKS & MIXES         | 609-49751-254 | -36.00    |
| ATLANTIC COCA-COLA          | 3299072       | 04/26/2022 | SOFT DRINKS & MIXES         | 609-49751-254 | 212.00    |
| BREAKTHRU BEVERAGE MN       | 343704229     | 04/19/2022 | LIQUOR S./MERCHANDISE       | 609-49751-254 | 60.22     |
| RED BULL DISTRIBUTION CO, I | 5001058016    | 04/08/2022 | SOFT DRINK AND MIXES        | 609-49751-254 | 32.50     |
| PHILLIPS WINE & SPIRITS     | 6379963       | 04/19/2022 | LIQUOR S./MERCHANDISE       | 609-49751-254 | 52.00     |
| AH HERMEL COMPANY           | 921447/921447 | 04/08/2022 | MERHCANDISE FOR RESALE      | 609-49751-254 | 75.07     |

## Expense Approval Report

Payment Dates: 4/16/2022 - 4/29/2022

| Vendor Name                          | Payable Number | Post Date  | Description (Item)       | Account Number | Amount    |
|--------------------------------------|----------------|------------|--------------------------|----------------|-----------|
| AH HERMEL COMPANY                    | 921491/921491  | 04/08/2022 | MERHCANDISE FOR RESALE   | 609-49751-254  | 19.21     |
| AH HERMEL COMPANY                    | 921447/921447  | 04/08/2022 | MERHCANDISE FOR RESALE   | 609-49751-256  | 194.64    |
| AH HERMEL COMPANY                    | 921491/921491  | 04/08/2022 | MERHCANDISE FOR RESALE   | 609-49751-256  | 97.32     |
| WATERVILLE FOOD & ICE                | 07-027108      | 04/26/2022 | LIQUOR S./ICE/FREIGHT    | 609-49751-257  | 163.20    |
| AH HERMEL COMPANY                    | 921447/921447  | 04/08/2022 | MERHCANDISE FOR RESALE   | 609-49751-261  | 19.10     |
| WATERVILLE FOOD & ICE                | 07-027108      | 04/26/2022 | LIQUOR S./ICE/FREIGHT    | 609-49751-333  | 5.25      |
| JOHNSON BROS.                        | 2031021        | 04/19/2022 | LIQUOR S./LIQUOR/FREIGHT | 609-49751-333  | 60.63     |
| JOHNSON BROS.                        | 2031022        | 04/19/2022 | LIQUOR S./MERCHANDISE    | 609-49751-333  | 93.66     |
| JOHNSON BROS.                        | 2035960        | 04/26/2022 | LIQUOR S./LIQUOR/FEIGHT  | 609-49751-333  | 17.88     |
| JOHNSON BROS.                        | 2035961        | 04/26/2022 | LIQUOR S./MERCHANDISE    | 609-49751-333  | 19.50     |
| SOUTHERN GLAZER'S OF MN              | 2195470        | 04/04/2022 | LIQUOR                   | 609-49751-333  | 114.45    |
| SOUTHERN GLAZER'S OF MN              | 2195471        | 04/04/2022 | FREIGHT                  | 609-49751-333  | 2.05      |
| SOUTHERN GLAZER'S OF MN              | 2195472        | 04/04/2022 | MERCHANDISE FOR RESALE   | 609-49751-333  | 2.05      |
| SOUTHERN GLAZER'S OF MN              | 2195473        | 04/04/2022 | WINE                     | 609-49751-333  | 34.85     |
| SOUTHERN GLAZER'S OF MN              | 2198030        | 04/08/2022 | LIQUOR                   | 609-49751-333  | 54.73     |
| SOUTHERN GLAZER'S OF MN              | 2198031        | 04/08/2022 | WINE                     | 609-49751-333  | 45.44     |
| BREAKTHRU BEVERAGE MN                | 343704229      | 04/19/2022 | LIQUOR S./MERCHANDISE    | 609-49751-333  | 26.59     |
| PHILLIPS WINE & SPIRITS              | 6379962        | 04/19/2022 | LIQUOR S./LIQUOR/FREIGHT | 609-49751-333  | 64.36     |
| PHILLIPS WINE & SPIRITS              | 6379963        | 04/19/2022 | LIQUOR S./MERCHANDISE    | 609-49751-333  | 5.85      |
| PHILLIPS WINE & SPIRITS              | 6383633        | 04/26/2022 | LIQUOR S./LIQUOR/FEIGHT  | 609-49751-333  | 18.19     |
| PHILLIPS WINE & SPIRITS              | 6383634        | 04/26/2022 | LIQUOR S./WINE/FEIGHT    | 609-49751-333  | 9.76      |
| PHILLIPS WINE & SPIRITS              | 664055         | 04/27/2022 | LIQUOR S./LIQUOR/FREIGHT | 609-49751-333  | -1.95     |
| PHILLIPS WINE & SPIRITS              | 664056         | 04/27/2022 | LIQUOR S./LIQUOR/FREIGHT | 609-49751-333  | -2.76     |
| AH HERMEL COMPANY                    | 921447/921447  | 04/08/2022 | MERHCANDISE FOR RESALE   | 609-49751-333  | 8.95      |
| WINDOM COMMUNITY CENT                | R202221        | 04/21/2022 | LIQUOR S./ADVERTISING    | 609-49751-340  | 534.38    |
| HOMETOWN SANITATION SER              | 0000457438     | 04/04/2022 | REFUSE DISPOSAL          | 609-49751-384  | 177.99    |
| CITY OF WINDOM                       | 04-21-22       | 04/22/2022 | LIQUOR S. REPLACEMENT OF | 609-49751-402  | 1.50      |
| CITY OF WINDOM                       | 04-21-22       | 04/22/2022 | LIQUOR S. REPLACEMENT OF | 609-49751-402  | 74.75     |
| TYLER TECHNOLOGIES, INC              | 025-375099     | 04/19/2022 | LICENSE FEES             | 609-49751-444  | 2,276.10  |
| MN REVENUE                           | MARCH 2022     | 04/19/2022 | SALES TAX                | 609-49751-460  | 16.00     |
| Activity 49751 - Liquor Store Total: |                |            |                          |                | 69,110.53 |
| Fund 609 - LIQUOR STORE Total:       |                |            |                          |                | 84,769.53 |

## Fund: 614 - TELECOM

## Activity: 49870 - Telecom

|                            |                       |            |                             |               |          |
|----------------------------|-----------------------|------------|-----------------------------|---------------|----------|
| SW/WC SERVICE COOPERATIV   | MAY 2022 EAP          | 04/20/2022 | HEALTH INSURANCE            | 614-49870-131 | 7.20     |
| NCPERS MINNESOTA           | 844600042022          | 04/22/2022 | INSURANCE                   | 614-49870-133 | 64.00    |
| NCPERS MINNESOTA           | 844600052022          | 04/22/2022 | INSURANCE                   | 614-49870-133 | 64.00    |
| MANTRONICS MAILING SYSTE   | 48872                 | 04/18/2022 | SUPPLIES                    | 614-49870-200 | 45.00    |
| CITY LAUNDERING CO.        | 1757158               | 04/15/2022 | TELECOM/CLEANING/SUPPLIE    | 614-49870-211 | 21.38    |
| AMAZON CAPITAL SERVICES, I | 1VH6-JDXJ-QWM6        | 04/06/2022 | OTHER OPPERATING SUPPLIES   | 614-49870-217 | 133.16   |
| AMAZON CAPITAL SERVICES, I | 1XTL-XP6Q-4KXW        | 04/05/2022 | TELECOM/SUPPLIES            | 614-49870-217 | 77.00    |
| AMAZON CAPITAL SERVICES, I | 1XTL-XP6Q-4KXW        | 04/05/2022 | TELECOM/SUPPLIES            | 614-49870-217 | 19.95    |
| AMAZON CAPITAL SERVICES, I | 1XTL-XP6Q-4KXW-CREDIT | 03/31/2022 | TELECOM/OPERATING SUPPLI    | 614-49870-217 | -77.00   |
| CALIX                      | 3000343               | 04/05/2022 | TELECOM/OPERATING SUPPLI    | 614-49870-217 | 7,349.00 |
| AMAZON CAPITAL SERVICES, I | 1XTL-XP6Q-4KXW        | 04/05/2022 | TELECOM/SUPPLIES            | 614-49870-227 | 18.44    |
| AMAZON CAPITAL SERVICES, I | 1XTL-XP6Q-4KXW        | 04/05/2022 | TELECOM/SUPPLIES            | 614-49870-227 | 13.04    |
| AMAZON CAPITAL SERVICES, I | 1XTL-XP6Q-4KXW        | 04/05/2022 | TELECOM/SUPPLIES            | 614-49870-241 | 92.00    |
| INTERSTATE TRS FUND        | 82580760052-0422      | 04/15/2022 | #10 OF 12/ASSESS. FOR 499-A | 614-49870-304 | 333.06   |
| INTERSTATE TRS FUND        | 82580760052-0422      | 04/15/2022 | #10 OF 12/ASSESS. FOR 499-A | 614-49870-304 | 119.01   |
| GOPHER STATE ONE CALL      | 2030839               | 04/04/2022 | LOCATES                     | 614-49870-321 | 5.06     |
| INNOVATIVE SYSTEMS LLC     | INV-02356             | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN   | 614-49870-322 | 222.97   |
| INNOVATIVE SYSTEMS LLC     | INV-02081             | 03/31/2022 | DATA PROCESSING             | 614-49870-326 | 900.00   |
| INNOVATIVE SYSTEMS LLC     | INV-02226             | 04/04/2022 | BILLING SYSTEM SOFTWARE     | 614-49870-326 | 936.24   |
| INNOVATIVE SYSTEMS LLC     | INV-02226             | 04/04/2022 | BILLING SYSTEM SOFTWARE     | 614-49870-326 | 1,627.47 |
| INNOVATIVE SYSTEMS LLC     | INV-02226             | 04/04/2022 | BILLING SYSTEM SOFTWARE     | 614-49870-326 | 1,035.00 |
| INNOVATIVE SYSTEMS LLC     | INV-02356             | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN   | 614-49870-326 | 165.68   |
| NEUSTAR, INC.              | L-0000038915          | 04/15/2022 | TELECOM/DATA PROCESSING     | 614-49870-326 | 12.50    |
| INNOVATIVE SYSTEMS LLC     | INV-02356             | 04/08/2022 | FEB-22 POSTAGE/PROCESS/IN   | 614-49870-350 | 21.50    |
| HOMETOWN SANITATION SER    | 0000457441            | 04/05/2022 | REFUSE DISPOSAL             | 614-49870-384 | 92.98    |
| ELITE MECHANICAL SYSTEMS,  | 10432                 | 04/26/2022 | TELECOM/SERVICES            | 614-49870-401 | 199.00   |

## Expense Approval Report

Payment Dates: 4/16/2022 - 4/29/2022

| Vendor Name                 | Payable Number           | Post Date  | Description (Item)      | Account Number | Amount   |
|-----------------------------|--------------------------|------------|-------------------------|----------------|----------|
| AMAZON CAPITAL SERVICES, I  | 1XTL-XP6Q-4KXW           | 04/05/2022 | TELECOM/SUPPLIES        | 614-49870-404  | 1,880.00 |
| AMAZON CAPITAL SERVICES, I  | 1XTL-XP6Q-4KXW           | 04/05/2022 | TELECOM/SUPPLIES        | 614-49870-404  | 28.00    |
| KULSETH LAWN LANDSCAPE      | 2660                     | 04/26/2022 | TELECOM/MAINTENANCE - G | 614-49870-406  | 626.00   |
| CONSOLIDATED COMMUNICA      | 04-01-22 507-151-0204/0  | 04/15/2022 | 507-151-0204/0/TELECOM  | 614-49870-442  | 1,443.00 |
| THOMTEK LLC                 | 122511                   | 04/11/2022 | TELECOM/SUBSCRIBER FEES | 614-49870-442  | 262.27   |
| BTN - BIG TEN NETWORK       | 133957                   | 04/15/2022 | TELECOM/SUBSCRIBER FEES | 614-49870-442  | 1,451.30 |
| FOX TELEVISION STATIONS, LL | 133958                   | 04/15/2022 | TELECOM/SUBSCRIBER FEES | 614-49870-442  | 236.94   |
| FOX TELEVISION STATIONS, LL | 133959                   | 04/15/2022 | TELECOM/SUBSCRIBER FEES | 614-49870-442  | 2,584.80 |
| NEXSTAR BROADCASTING GR     | 437854                   | 04/15/2022 | TELECOM/SUBSCRIBER FEES | 614-49870-442  | 230.32   |
| BALLY SPORTS NORTH          | T78598                   | 04/15/2022 | TELECOM/SUBSCRIBER FEES | 614-49870-442  | 6,985.17 |
| SCOTT COUNTY TREASURER      | IN28144                  | 04/15/2022 | TELECOM/INTERGOVERNMENT | 614-49870-443  | 1,500.00 |
| UNIVERSAL SERVICE ADMIN C   | UBDI0001274642           | 04/26/2022 | 499A CONTRIBUTION       | 614-49870-443  | 1,650.79 |
| TYLER TECHNOLOGIES, INC     | 025-375099               | 04/19/2022 | LICENSE FEES            | 614-49870-444  | 2,276.10 |
| CONSOLIDATED CALL CENTER    | 20812                    | 04/06/2022 | SWITCH FEES             | 614-49870-445  | 11.95    |
| ONVOY, LLC dba INTELIGENT   | 225243                   | 04/06/2022 | SWITCH FEES             | 614-49870-445  | 134.13   |
| 1623 FARNAM LLC             | 006113                   | 04/06/2022 | INTERNET EXPENSE        | 614-49870-447  | 200.00   |
| ZAYO GROUP, LLC             | 2022040027696            | 04/06/2022 | INTERNET EXPENSE        | 614-49870-447  | 1,950.00 |
| ZAYO GROUP, LLC             | 2022040002376            | 04/06/2022 | CALL COMPLETION         | 614-49870-451  | 1,215.22 |
| ONVOY, LLC dba INTELIGENT   | 225173                   | 04/06/2022 | CALL COMPLETION         | 614-49870-451  | 3,876.18 |
| CENTURY LINK                | 4-16-22 507 831-1075 104 | 04/25/2022 | CALL COMPLETION         | 614-49870-451  | 83.91    |
| MN REVENUE                  | MARCH 2022               | 04/19/2022 | SALES TAX               | 614-49870-460  | 309.00   |

Activity 49870 - Telecom Total: 42,432.72

Fund 614 - TELECOM Total: 42,432.72

## Fund: 615 - ARENA

## Activity: 49850 - Arena

|                           |              |            |                          |               |          |
|---------------------------|--------------|------------|--------------------------|---------------|----------|
| SW/WC SERVICE COOPERATIV  | MAY 2022 EAP | 04/20/2022 | HEALTH INSURANCE         | 615-49850-131 | 3.60     |
| NCPERS MINNESOTA          | 844600042022 | 04/22/2022 | INSURANCE                | 615-49850-133 | 32.00    |
| NCPERS MINNESOTA          | 844600052022 | 04/22/2022 | INSURANCE                | 615-49850-133 | 32.00    |
| MANTRONICS MAILING SYSTE  | 48872        | 04/18/2022 | SUPPLIES                 | 615-49850-200 | 45.00    |
| CITY LAUNDERING CO.       | 1757155      | 04/12/2022 | CLEANING AND SUPPLIES    | 615-49850-211 | 50.00    |
| BECKER ARENA PRODUCTS, IN | 603844       | 04/27/2022 | ARENA/OPERATING SUPPLIES | 615-49850-217 | 37.22    |
| BECKER ARENA PRODUCTS, IN | 604421       | 04/12/2022 | OTHER OPERATING SUPPLIES | 615-49850-217 | 2,402.40 |
| HOMETOWN SANITATION SER   | 0000457442   | 04/05/2022 | REFUSE DISPOSAL          | 615-49850-384 | 158.98   |
| SMITH AUTOMOTIVE CO       | 40199        | 04/12/2022 | REPAIRS AND MAINT.       | 615-49850-404 | 188.66   |
| MN REVENUE                | MARCH 2022   | 04/19/2022 | SALES TAX                | 615-49850-460 | 69.00    |
| SW/WC SERVICE COOPERATIV  | MAY 2022     | 05/02/2022 | HEALTH INSURANCE         | 615-49850-480 | 788.11   |

Activity 49850 - Arena Total: 3,806.97

Fund 615 - ARENA Total: 3,806.97

## Fund: 617 - M/P CENTER

|                          |                       |            |                       |           |          |
|--------------------------|-----------------------|------------|-----------------------|-----------|----------|
| SECR REV FUND/CITY OF WD | 4-23-22 EVENT         | 04/19/2022 | PETTY CASH            | 617-10200 | 1,500.00 |
| MN REVENUE               | MARCH 2022            | 04/19/2022 | SALES TAX             | 617-20202 | 247.51   |
| ASTARIA BLANSHAN         | 4-2022 DEPOSIT REFUND | 04/20/2022 | COMMUNITY CENTER/ROOM | 617-38510 | 200.00   |

1,947.51

## Activity: 49860 - M/P Center

|                          |                |            |                       |               |        |
|--------------------------|----------------|------------|-----------------------|---------------|--------|
| SW/WC SERVICE COOPERATIV | MAY 2022 EAP   | 04/20/2022 | HEALTH INSURANCE      | 617-49860-131 | 5.40   |
| NCPERS MINNESOTA         | 844600042022   | 04/22/2022 | INSURANCE             | 617-49860-133 | 48.00  |
| NCPERS MINNESOTA         | 844600052022   | 04/22/2022 | INSURANCE             | 617-49860-133 | 48.00  |
| MANTRONICS MAILING SYSTE | 48872          | 04/18/2022 | SUPPLIES              | 617-49860-200 | 45.00  |
| CITY LAUNDERING CO.      | 1752832 CREDIT | 04/21/2022 | WCC/CLEANING/SUPPLIES | 617-49860-211 | -87.00 |
| CITY LAUNDERING CO.      | 1757156        | 04/15/2022 | WCC/CLEANING/SUPPLIES | 617-49860-211 | 186.50 |
| HOMETOWN SANITATION SER  | 0000457443     | 04/04/2022 | REFUSE DISPOSAL       | 617-49860-384 | 78.99  |
| MN REVENUE               | MARCH 2022     | 04/19/2022 | SALES TAX             | 617-49860-460 | 404.49 |

Activity 49860 - M/P Center Total: 729.38

Fund 617 - M/P CENTER Total: 2,676.89

## Fund: 700 - PAYROLL

|                               |            |            |                         |           |           |
|-------------------------------|------------|------------|-------------------------|-----------|-----------|
| Internal Revenue Service-Payr | INV0002095 | 04/22/2022 | Federal Tax Withholding | 700-21701 | 10,736.42 |
| MN Department of Revenue -    | INV0002096 | 04/22/2022 | State Withholding       | 700-21702 | 5,092.06  |
| Internal Revenue Service-Payr | INV0002095 | 04/22/2022 | Social Security         | 700-21703 | 12,603.82 |

## Expense Approval Report

Payment Dates: 4/16/2022 - 4/29/2022

| Vendor Name                   | Payable Number | Post Date  | Description (Item)         | Account Number | Amount            |
|-------------------------------|----------------|------------|----------------------------|----------------|-------------------|
| MN Pera                       | INV0002092     | 04/22/2022 | PERA                       | 700-21704      | 8,376.08          |
| MN Pera                       | INV0002092     | 04/22/2022 | PERA                       | 700-21704      | 13,873.37         |
| MN Pera                       | INV0002092     | 04/22/2022 | PERA                       | 700-21704      | 1,119.24          |
| MN State Deferred             | INV0002093     | 04/22/2022 | Deferred Roth              | 700-21705      | 2,862.00          |
| MN State Deferred             | INV0002093     | 04/22/2022 | Deferred Compensation      | 700-21705      | 6,064.91          |
| SW/WC SERVICE COOPERATIV      | MAY 2022       | 05/02/2022 | HEALTH INSURANCE           | 700-21706      | 60,001.83         |
| LOCAL UNION #949              | APRIL 2022     | 04/19/2022 | CITY OF WINDOM/UNION DU    | 700-21707      | 1,546.00          |
| LAW ENFORCEMENT LABOR S       | APRIL 2022     | 04/19/2022 | POLICE UNION DUES          | 700-21708      | 520.00            |
| MN CHILD SUPPORT PAYMEN       | INV0002094     | 04/22/2022 | Child Support Payment      | 700-21709      | 103.36            |
| Internal Revenue Service-Payr | INV0002095     | 04/22/2022 | Medicare Withholding       | 700-21711      | 3,762.20          |
| FURTHER (Select Account)      | 40200155       | 04/19/2022 | FLEX SPENDING              | 700-21712      | 1,097.30          |
| FURTHER (Select Account)      | 40208980       | 04/26/2022 | FLEX SPENDING              | 700-21712      | 901.38            |
| AFLAC                         | 017795         | 04/25/2022 | INSURANCE APRIL 2022       | 700-21715      | 189.18            |
| AFLAC                         | 017795         | 04/25/2022 | INSURANCE APRIL 2022       | 700-21716      | 576.12            |
| MN BENEFIT ASSOCIATION        | 2022-0160932   | 04/15/2022 | APRIL-2022                 | 700-21717      | 4.84              |
| NCPERS MINNESOTA              | 844600042022   | 04/22/2022 | INSURANCE                  | 700-21718      | 16.00             |
| NCPERS MINNESOTA              | 844600042022   | 04/22/2022 | INSURANCE                  | 700-21718      | 16.00             |
| NCPERS MINNESOTA              | 844600052022   | 04/22/2022 | INSURANCE                  | 700-21718      | 16.00             |
| NCPERS MINNESOTA              | 844600052022   | 04/22/2022 | INSURANCE                  | 700-21718      | 16.00             |
| MN BENEFIT ASSOCIATION        | 2022-0160932   | 04/15/2022 | APRIL-2022                 | 700-21719      | 310.61            |
| MII LIFE                      | April 2022     | 04/20/2022 | April 2022 Employer VEBA & | 700-21720      | 9,479.30          |
| MII LIFE                      | April 2022     | 04/20/2022 | April 2022 Employer VEBA & | 700-21722      | 3,645.91          |
| FURTHER (Select Account)      | INV0002091     | 04/22/2022 | HSA Employee Contribution  | 700-21723      | 578.92            |
|                               |                |            |                            |                | <b>143,508.85</b> |
| Fund 700 - PAYROLL Total:     |                |            |                            |                | <b>143,508.85</b> |
| Grand Total:                  |                |            |                            |                | <b>723,627.73</b> |

## Report Summary

## Fund Summary

| Fund                           | Payment Amount    |
|--------------------------------|-------------------|
| 100 - GENERAL                  | 50,098.70         |
| 211 - LIBRARY                  | 33.80             |
| 225 - AIRPORT                  | 428.15            |
| 230 - POOL                     | 500.00            |
| 235 - AMBULANCE                | 3,398.42          |
| 250 - EDA GENERAL              | 8,505.47          |
| 255 - EDA GENERAL RLF          | 3,000.00          |
| 401 - GENERAL CAPITAL PROJECTS | 2,511.65          |
| 601 - WATER                    | 5,107.06          |
| 602 - SEWER                    | 16,552.42         |
| 604 - ELECTRIC                 | 356,297.10        |
| 609 - LIQUOR STORE             | 84,769.53         |
| 614 - TELECOM                  | 42,432.72         |
| 615 - ARENA                    | 3,806.97          |
| 617 - M/P CENTER               | 2,676.89          |
| 700 - PAYROLL                  | 143,508.85        |
| <b>Grand Total:</b>            | <b>723,627.73</b> |

## Account Summary

| Account Number | Account Name             | Payment Amount |
|----------------|--------------------------|----------------|
| 100-20191      | Unapplied Cash           | 191.51         |
| 100-20202      | Sales Tax Payable        | 24,406.00      |
| 100-41110-304  | Legal Fees               | 84.52          |
| 100-41110-491  | Payments to Other Orga   | 3,691.34       |
| 100-41310-131  | Employer Paid Insurance  | 9.00           |
| 100-41310-133  | Employer Paid Insurance  | 144.00         |
| 100-41310-200  | Office Supplies          | 381.82         |
| 100-41310-217  | Other Operating Supplie  | 146.25         |
| 100-41310-444  | License Fees             | 3,793.50       |
| 100-41910-131  | Employer Paid Insurance  | 1.80           |
| 100-41910-133  | Employer Paid Insurance  | 48.00          |
| 100-41910-200  | Office Supplies          | 90.97          |
| 100-41940-384  | Refuse Disposal          | 102.98         |
| 100-41940-406  | Repairs & Maint - Groun  | 2,562.00       |
| 100-42120-131  | Employer Paid Insurance  | 18.00          |
| 100-42120-133  | Employer Paid Insurance  | 368.00         |
| 100-42120-200  | Office Supplies          | 150.39         |
| 100-42120-304  | Legal Fees               | 3,957.50       |
| 100-42120-323  | Radio Units              | 108.00         |
| 100-42120-331  | Travel Expense           | 66.85          |
| 100-42120-334  | Meals/Lodging            | 248.74         |
| 100-42120-412  | Rentals - Building       | 1,950.00       |
| 100-42120-419  | Vehicle Lease            | 2,795.04       |
| 100-42120-480  | Other Miscellaneous      | 788.11         |
| 100-42220-384  | Refuse Disposal          | 48.59          |
| 100-42220-405  | Repairs & Maint - Vehicl | 151.86         |
| 100-43100-131  | Employer Paid Insurance  | 7.20           |
| 100-43100-133  | Employer Paid Insurance  | 128.00         |
| 100-43100-224  | Street Maint Materials   | 939.90         |
| 100-43100-241  | Small Tools              | 35.50          |
| 100-43100-384  | Refuse Disposal          | 161.96         |
| 100-43100-439  | Special Projects         | 1,487.50       |
| 100-45202-131  | Employer Paid Insurance  | 1.80           |
| 100-45202-133  | Employer Paid Insurance  | 32.00          |
| 100-45202-211  | Cleaning Supplies        | 497.00         |
| 100-45202-384  | Refuse Disposal          | 227.91         |
| 100-45202-406  | Repairs & Maint - Groun  | 275.16         |

## Account Summary

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 211-45501-131  | Employer Paid Insurance    | 1.80           |
| 211-45501-133  | Employer Paid Insurance    | 32.00          |
| 225-45127-321  | Telephone                  | 28.15          |
| 225-45127-406  | Repairs & Maint - Groun    | 400.00         |
| 230-45124-402  | Repairs & Maint - Struct   | 500.00         |
| 235-42153-200  | Office Supplies            | 45.00          |
| 235-42153-331  | Travel Expense             | 222.18         |
| 235-42153-334  | Meals/Lodging              | 365.85         |
| 235-42153-384  | Refuse Disposal            | 32.40          |
| 235-42153-404  | Repairs & Maint - M&E      | 1,089.00       |
| 235-42153-405  | Repairs & Maint - Vehicl   | 18.99          |
| 235-42153-435  | Books and Pamphlets        | 1,625.00       |
| 250-11506      | Accounts Receivable - Ac   | 3,000.00       |
| 250-46520-131  | Employer Paid Insurance    | 3.60           |
| 250-46520-133  | Employer Paid Insurance    | 16.00          |
| 250-46520-200  | Office Supplies            | 485.87         |
| 250-46520-491  | Payments to Other Orga     | 5,000.00       |
| 255-46520-491  | Payments to Other Orga     | 3,000.00       |
| 401-49950-504  | Capital Outlay - Parks     | 2,511.65       |
| 601-49400-131  | Employer Paid Insurance    | 5.40           |
| 601-49400-133  | Employer Paid Insurance    | 96.00          |
| 601-49400-200  | Office Supplies            | 45.00          |
| 601-49400-217  | Other Operating Supplie    | 150.00         |
| 601-49400-321  | Telephone                  | 5.06           |
| 601-49400-322  | Postage                    | 222.97         |
| 601-49400-326  | Data Processing            | 1,496.92       |
| 601-49400-350  | Printing & Design          | 21.50          |
| 601-49400-444  | License Fees               | 2,276.10       |
| 601-49400-480  | Other Miscellaneous        | 788.11         |
| 602-16300      | Improvements Other Th      | 3,487.50       |
| 602-49450-131  | Employer Paid Insurance    | 3.60           |
| 602-49450-133  | Employer Paid Insurance    | 64.00          |
| 602-49450-200  | Office Supplies            | 45.00          |
| 602-49450-310  | Lab Testing                | 704.80         |
| 602-49450-321  | Telephone                  | 5.06           |
| 602-49450-322  | Postage                    | 222.96         |
| 602-49450-326  | Data Processing            | 1,496.92       |
| 602-49450-350  | Printing & Design          | 21.50          |
| 602-49450-384  | Refuse Disposal            | 104.98         |
| 602-49450-408  | Repairs & Maint - Distrib  | 2,220.00       |
| 602-49450-444  | License Fees               | 8,176.10       |
| 604-14200      | Inventory                  | 28,636.75      |
| 604-16300      | Improvements Other Th      | 895.94         |
| 604-22000      | Prepayments                | 900.00         |
| 604-49550-131  | Employer Paid Insurance    | 9.00           |
| 604-49550-133  | Employer Paid Insurance    | 176.00         |
| 604-49550-200  | Office Supplies            | 45.00          |
| 604-49550-218  | Uniforms                   | 451.61         |
| 604-49550-263  | Merchandise for Resale -   | 314,482.49     |
| 604-49550-308  | Training & Registrations   | 1,750.00       |
| 604-49550-321  | Telephone                  | 5.07           |
| 604-49550-322  | Postage                    | 222.97         |
| 604-49550-326  | Data Processing            | 2,828.15       |
| 604-49550-350  | Printing & Design          | 21.50          |
| 604-49550-384  | Refuse Disposal            | 104.98         |
| 604-49550-402  | Repairs & Maint - Struct   | 27.06          |
| 604-49550-408  | Repairs & Maint - Distrib  | 373.24         |
| 604-49550-409  | Repairs & Maint - Utilitie | 1.57           |

## Account Summary

| Account Number | Account Name             | Payment Amount |
|----------------|--------------------------|----------------|
| 604-49550-410  | Repairs & Maint - Gener  | 25.00          |
| 604-49550-444  | License Fees             | 2,276.10       |
| 604-49550-450  | Conservation             | 2,757.67       |
| 604-49550-460  | Miscellaneous Taxes      | 307.00         |
| 609-20202      | Sales Tax Payable        | 15,659.00      |
| 609-49751-121  | PERA Contributions       | -368.55        |
| 609-49751-131  | Employer Paid Insurance  | 3.60           |
| 609-49751-133  | Employer Paid Insurance  | 64.00          |
| 609-49751-200  | Office Supplies          | 45.00          |
| 609-49751-217  | Other Operating Supplie  | 145.34         |
| 609-49751-251  | Liquor                   | 17,418.50      |
| 609-49751-252  | Beer                     | 40,854.46      |
| 609-49751-253  | Wine                     | 5,815.72       |
| 609-49751-254  | Soft Drinks & Mix        | 998.00         |
| 609-49751-256  | Tobacco Products         | 291.96         |
| 609-49751-257  | Ice                      | 163.20         |
| 609-49751-261  | Other Merchandise        | 19.10          |
| 609-49751-333  | Freight and Express      | 579.48         |
| 609-49751-340  | Advertising & Promotion  | 534.38         |
| 609-49751-384  | Refuse Disposal          | 177.99         |
| 609-49751-402  | Repairs & Maint - Struct | 76.25          |
| 609-49751-444  | License Fees             | 2,276.10       |
| 609-49751-460  | Miscellaneous Taxes      | 16.00          |
| 614-49870-131  | Employer Paid Insurance  | 7.20           |
| 614-49870-133  | Employer Paid Insurance  | 128.00         |
| 614-49870-200  | Office Supplies          | 45.00          |
| 614-49870-211  | Cleaning Supplies        | 21.38          |
| 614-49870-217  | Other Operating Supplie  | 7,502.11       |
| 614-49870-227  | Utility System Maint Sup | 31.48          |
| 614-49870-241  | Small Tools              | 92.00          |
| 614-49870-304  | Legal Fees               | 452.07         |
| 614-49870-321  | Telephone                | 5.06           |
| 614-49870-322  | Postage                  | 222.97         |
| 614-49870-326  | Data Processing          | 4,676.89       |
| 614-49870-350  | Printing & Design        | 21.50          |
| 614-49870-384  | Refuse Disposal          | 92.98          |
| 614-49870-401  | Repairs & Maint - Buildi | 199.00         |
| 614-49870-404  | Repairs & Maint - M&E    | 1,908.00       |
| 614-49870-406  | Repairs & Maint - Groun  | 626.00         |
| 614-49870-442  | Subscriber Fees          | 13,193.80      |
| 614-49870-443  | Intergovernmental Fees   | 3,150.79       |
| 614-49870-444  | License Fees             | 2,276.10       |
| 614-49870-445  | Switch Fees              | 146.08         |
| 614-49870-447  | Internet Expense         | 2,150.00       |
| 614-49870-451  | Call Completion          | 5,175.31       |
| 614-49870-460  | Miscellaneous Taxes      | 309.00         |
| 615-49850-131  | Employer Paid Insurance  | 3.60           |
| 615-49850-133  | Employer Paid Insurance  | 64.00          |
| 615-49850-200  | Office Supplies          | 45.00          |
| 615-49850-211  | Cleaning Supplies        | 50.00          |
| 615-49850-217  | Other Operating Supplie  | 2,439.62       |
| 615-49850-384  | Refuse Disposal          | 158.98         |
| 615-49850-404  | Repairs & Maint - M&E    | 188.66         |
| 615-49850-460  | Miscellaneous Taxes      | 69.00          |
| 615-49850-480  | Other Miscellaneous      | 788.11         |
| 617-10200      | Petty Cash               | 1,500.00       |
| 617-20202      | Sales Tax Payable        | 247.51         |
| 617-38510      | M/P Room Rent            | 200.00         |

**Account Summary**

| Account Number | Account Name              | Payment Amount    |
|----------------|---------------------------|-------------------|
| 617-49860-131  | Employer Paid Insurance   | 5.40              |
| 617-49860-133  | Employer Paid Insurance   | 96.00             |
| 617-49860-200  | Office Supplies           | 45.00             |
| 617-49860-211  | Cleaning Supplies         | 99.50             |
| 617-49860-384  | Refuse Disposal           | 78.99             |
| 617-49860-460  | Miscellaneous Taxes       | 404.49            |
| 700-21701      | Federal Withholding       | 10,736.42         |
| 700-21702      | State Withholding         | 5,092.06          |
| 700-21703      | FICA Tax Withholding      | 12,603.82         |
| 700-21704      | PERA Contributions        | 23,368.69         |
| 700-21705      | Retirement                | 8,926.91          |
| 700-21706      | Medical Insurance         | 60,001.83         |
| 700-21707      | Union Dues                | 1,546.00          |
| 700-21708      | PD Union Dues             | 520.00            |
| 700-21709      | Wage Levy                 | 103.36            |
| 700-21711      | Medicare Tax Withholdi    | 3,762.20          |
| 700-21712      | Flex Account              | 1,998.68          |
| 700-21715      | Individual Insurance-Afla | 189.18            |
| 700-21716      | Individual Insurance-Afla | 576.12            |
| 700-21717      | Individual Insurance-MB   | 4.84              |
| 700-21718      | Individual Insurance-NC   | 64.00             |
| 700-21719      | Individual Insurance-MB   | 310.61            |
| 700-21720      | VEBA Contributions        | 9,479.30          |
| 700-21722      | HSA Contribution          | 3,645.91          |
| 700-21723      | HSA Employee Contribu     | 578.92            |
|                | <b>Grand Total:</b>       | <b>723,627.73</b> |

**Project Account Summary**

| Project Account Key | Payment Amount    |
|---------------------|-------------------|
| **None**            | 723,627.73        |
| <b>Grand Total:</b> | <b>723,627.73</b> |

*CSW*  
4/29/22

# ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** JIM HARTSHORN, INTERIM EDA DIRECTOR  
**MEETING DATE:** May 3, 2022  
**RE:** Public Hearing – Residential Tax Abatement – 1901 Bud Road  
**DEPT:** Development Department  
**CONTACT:** Jim Hartshorn, Interim EDA Director, at 832-8661 or  
[jim.hartshorn@windommn.com](mailto:jim.hartshorn@windommn.com)

---

## Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a request for tax abatement:

1. Hold Public Hearing on the proposed residential tax abatement.
  2. Adopt attached RESOLUTION approving the tax abatement for a new home to be constructed at 1901 Bud Road, Windom, MN 56101.
- 

## Issue Summary/Background

On April 19, 2022, the Windom City Council adopted a resolution calling for a Public Hearing to be held on May 3, 2022, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1901 Bud Road, Windom, MN 56101.

The Applicants have met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2019, Cottonwood County renewed its "home initiative program" which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 3, 2019, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines and renewing its participation in the Cottonwood County Home Initiative Program.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full increased assessed value of the property. The abatement does not include the real estate taxes on the land or any special assessments on the property.

## Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$7,536.85.

## Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813;
2. Public Hearing Notice;
3. Cottonwood County Home Initiative Application Packet – 1901 Bud Road, Windom, MN.

**RESOLUTION #2022-**

**INTRODUCED:**

**SECONDED:**

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

**CITY OF WINDOM**

**RESOLUTION APPROVING TAX ABATEMENT FOR  
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

**WHEREAS,** Minnesota Statutes §469.1813 gives authority to the City of Windom to grant an abatement of property taxes imposed by the City if certain criteria are met; and

**WHEREAS,** in addition to the statutory requirements, the City of Windom has adopted the revised Cottonwood County Home Initiative Guidelines which must be met before an abatement of taxes will be granted for residential development; and

**WHEREAS,** Preferred Choice Homes, LLC ("Preferred Choice") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #s:               25-320-1100

Address of Property: 1901 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 1, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota; and

**WHEREAS,** Preferred Choice proposes to construct a new home on this property; and

**WHEREAS,** Preferred Choice has made application to the City of Windom (the "City") for the abatement of taxes as to the above-described parcel; and

**WHEREAS,** Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

**WHEREAS,** the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

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

1. The City of Windom does hereby grant an abatement to **PREFERRED CHOICE HOMES, LLC, a Minnesota limited liability company**, of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of a new single-family home on said parcel.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.
3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30<sup>th</sup> of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 3rd day of May, 2022.

---

Dominic Jones, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

**WINDOM PUBLIC SCHOOL DISTRICT**  
**PUBLIC HEARING NOTICE**  
**RESIDENTIAL PROPERTY TAX ABATEMENT**

**A Public Hearing will be held by the Windom Board of Education on Monday, May 9, 2022, at \_\_\_\_\_ P.M. in the Windom City Council Chambers at City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.**

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for full assessed value related to new home. Based on 2022 tax rates, **estimated** total abatement could be approximately \$2,990.

Address of Property: 1901 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 1, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota;

Parcel #: 25-320-1100

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

**BY ORDER OF THE WINDOM BOARD OF EDUCATION**

Bruce Mews, Clerk  
Windom Public School District  
1400 17<sup>th</sup> Street  
P. O. Box 177  
Windom, MN 56101  
Phone: 507-831-6901, Ext. 502

Published: April 27, 2022  
(COTTONWOOD COUNTY CITIZEN)

April 11, 2022

To: Cottonwood County Home Initiative Administrator  
c/o Jim Hartshorn, Interim EDA Executive Director  
Economic Development Authority of Windom  
444 Ninth Street  
P. O. Box 38  
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Jim:

We plan to construct a new single-family home on Lot 1, Block 2 in Gove Acres Subdivision in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

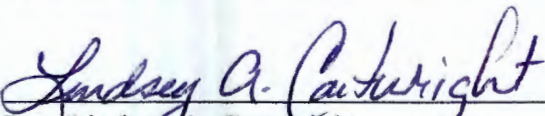
1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

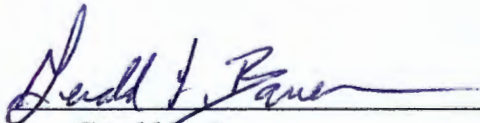
A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,

PREFERRED CHOICE HOMES, LLC

  
By: Lindsey A. Cartwright

  
By: Gerald L. Bauer

Applicant: Preferred Choice Homes, LLC  
Mailing Address for Applicant: 247 Buckwheat Avenue, Windom, MN 56101  
Contact Phone No(s): Cartwright - 507-830-1305; Bauer - 507-822-3700

Attachments

ATTACHMENT  
to  
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Preferred Choice Homes, LLC

Parcel ID No.: 25.320.1100

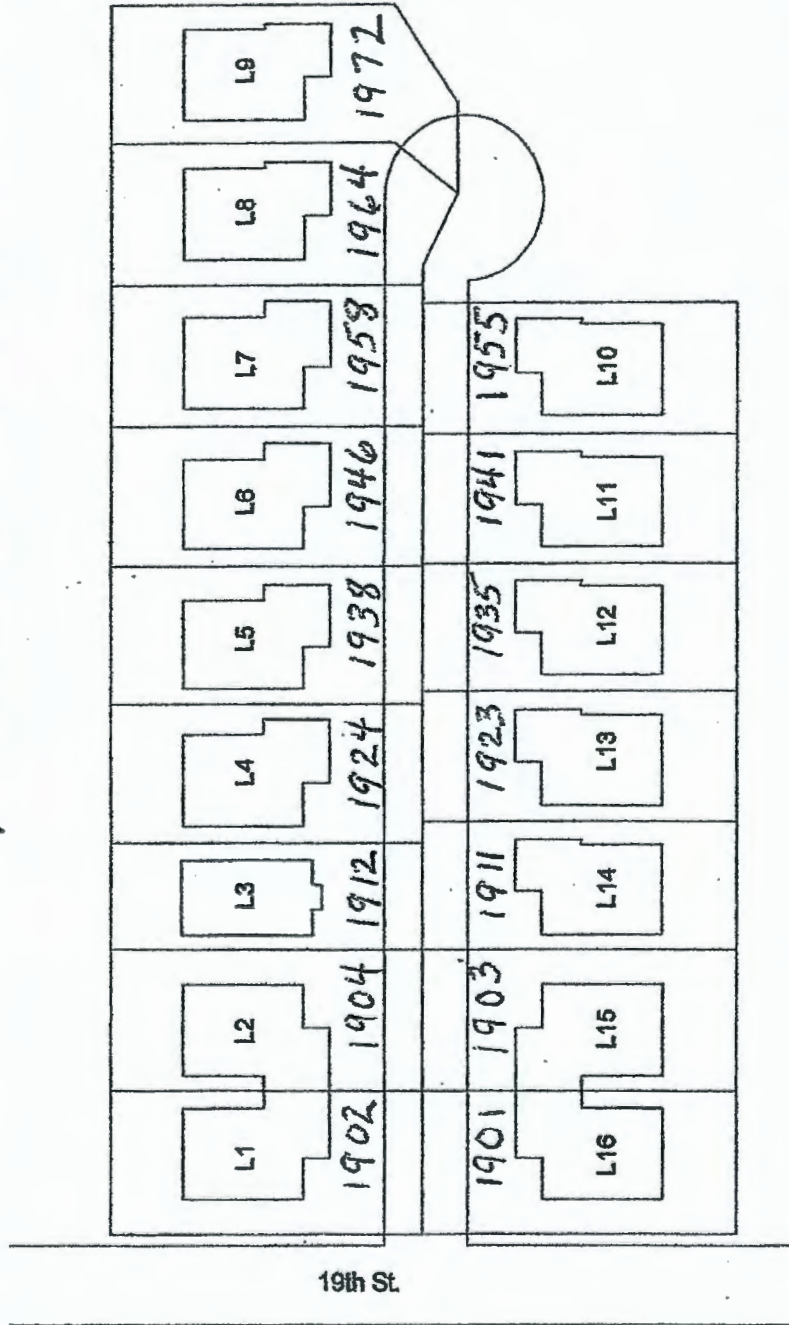
Address of the Property: 1901 Bud Road, Windom, Minnesota 56101

Legal Description of the Property: Lot 1, Block 2 of Gove Acres Subdivision to the City of Windom,  
Cottonwood County, Minnesota.

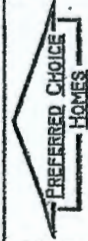
Estimated Market Value of the New Home: \$210,000



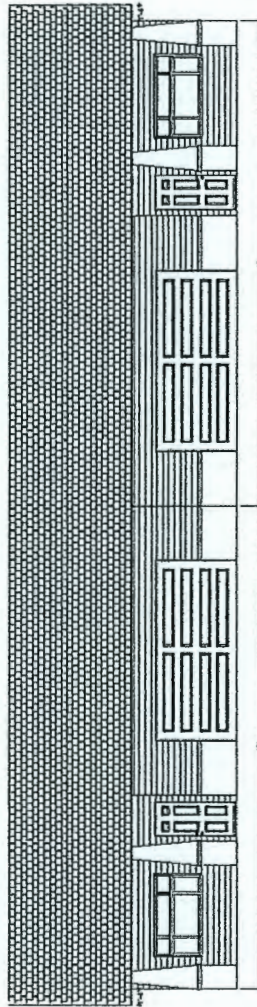
# Addresses Gove Acres



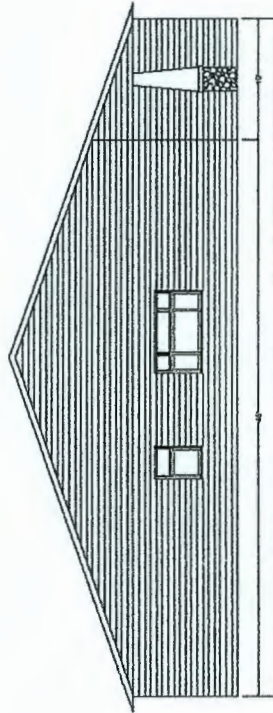
|              |                            |                             |
|--------------|----------------------------|-----------------------------|
| Approved By: | Issue Date:                | Project: Senior College RUD |
|              | 10-28-2020                 | Plan: Lot Layout            |
|              | Contact: Lindsey Outhright | Set: Approval Set 2         |
|              | Phone: 601-450-1303        | Scale: 1/2" = 1'-0"         |
|              | Contact: Jerry Bawert      | Drawn By: MC                |
|              | Phone: 601-422-3700        | Page: —                     |



Sheet:  
**LOT**

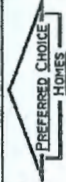


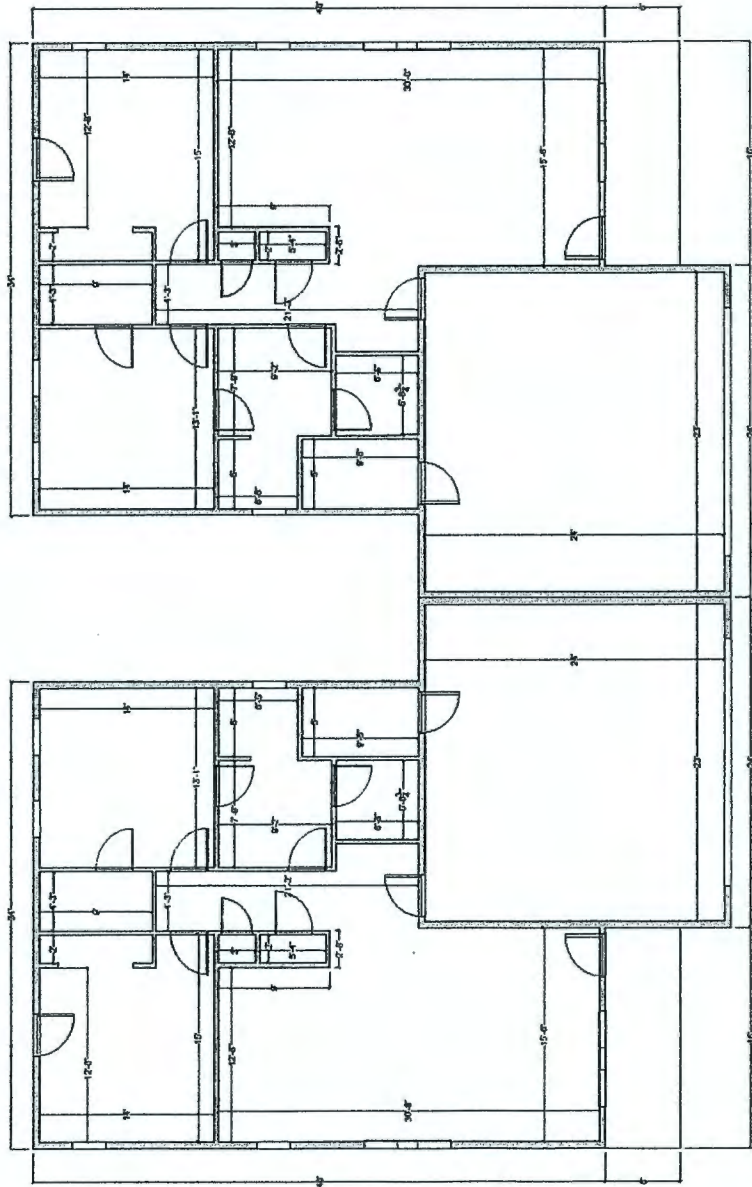
11 FRONT ELEVATION  
SCALE 3/16" = 1'-0"



12 SIDE ELEVATION  
SCALE 3/16" = 1'-0"

|              |                               |                             |
|--------------|-------------------------------|-----------------------------|
| Approved By: | Issue Date:                   | Project: Senior Cottage PUD |
|              | 10-28-2020                    | Plan: Townhome Elevation    |
|              | Contract: Linder Construction | Set: Approved Set 2         |
|              | Phone: 807-832-1505           | Scale: 3/16" = 1'-0"        |
|              | Contract: Jerry Baur          | Drawn By: MC                |
|              | Phone: 807-832-3799           | Sheet: <b>D</b>             |
|              |                               | Page: 4 of 6                |

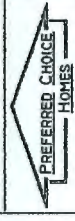




PLAN SCALE 3/16" = 1'-0"



Approved By:



|                              |                     |                             |
|------------------------------|---------------------|-----------------------------|
| Issue Date:                  | 10-28-2020          | Project: Senior Cottage PUD |
| Contract: Lindsey Cartwright | Phone: 507-430-1305 | Plan: Townhome Plan         |
| Contract: Jerry Brown        | Phone: 507-430-3700 | Set: Approval Set 2         |
| Scale: 3/16" = 1'-0"         | Drawn By: MC        | Sheet                       |
| Page: 3 of 6                 |                     | C                           |

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** CITY COUNCIL  
**FROM:** JIM HARTSHORN, INTERIM EDA DIRECTOR  
**MEETING DATE:** May 3, 2022  
**RE:** Public Hearing – Residential Tax Abatement – 1903 Bud Road  
**DEPT:** Development Department  
**CONTACT:** Jim Hartshorn, Interim EDA Director, at 832-8661 or  
[jim.hartshorn@windommn.com](mailto:jim.hartshorn@windommn.com)

---

### Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a request for tax abatement:

1. Hold Public Hearing on the proposed residential tax abatement.
  2. Adopt attached RESOLUTION approving the tax abatement for a new home to be constructed at 1903 Bud Road, Windom, MN 56101.
- 

### Issue Summary/Background

On April 19, 2022, the Windom City Council adopted a resolution calling for a Public Hearing to be held on May 3, 2022, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1903 Bud Road, Windom, MN 56101.

The Applicants have met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2019, Cottonwood County renewed its "home initiative program" which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 3, 2019, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines and renewing its participation in the Cottonwood County Home Initiative Program.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full increased assessed value of the property. The abatement does not include the real estate taxes on the land or any special assessments on the property.

### Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is \$7,536.85.

### Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813;
2. Public Hearing Notice;
3. Cottonwood County Home Initiative Application Packet – 1903 Bud Road, Windom, MN.

**RESOLUTION #2022-**

**INTRODUCED:**

**SECONDED:**

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

**CITY OF WINDOM**

**RESOLUTION APPROVING TAX ABATEMENT FOR  
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

**WHEREAS,** Minnesota Statutes §469.1813 gives authority to the City of Windom to grant an abatement of property taxes imposed by the City if certain criteria are met; and

**WHEREAS,** in addition to the statutory requirements, the City of Windom has adopted the revised Cottonwood County Home Initiative Guidelines which must be met before an abatement of taxes will be granted for residential development; and

**WHEREAS,** Preferred Choice Homes, LLC ("Preferred Choice") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #s:               25-320-1200

Address of Property: 1903 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 2, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota; and

**WHEREAS,** Preferred Choice proposes to construct a new home on this property; and

**WHEREAS,** Preferred Choice has made application to the City of Windom (the "City") for the abatement of taxes as to the above-described parcel; and

**WHEREAS,** Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

**WHEREAS,** the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

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

1. The City of Windom does hereby grant an abatement to **PREFERRED CHOICE HOMES, LLC, a Minnesota limited liability company**, of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of a new single-family home on said parcel.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.
3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30<sup>th</sup> of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 3rd day of May, 2022.

---

Dominic Jones, Mayor

Attest: \_\_\_\_\_  
Steven Nasby, City Administrator

**PUBLIC HEARING NOTICE**

**CITY OF WINDOM, MINNESOTA**

**RESIDENTIAL PROPERTY TAX ABATEMENT**

**A Public Hearing will be held by the Windom City Council on Tuesday, May 3, 2022, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.**

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for the full assessed value related to the new home. Based on 2022 tax rates, **estimated** total abatement could be approximately \$7,536.85.

Property Address: 1903 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 2, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota;

Parcel No.: 25-320-1200

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

**BY ORDER OF THE WINDOM CITY COUNCIL**

Steven Nasby, City Administrator  
444 Ninth Street  
P. O. Box 38  
Windom, MN 56101  
Phone: 507-831-6129

Published: April 20, 2022  
(COTTONWOOD COUNTY CITIZEN)

April 11, 2022

To: Cottonwood County Home Initiative Administrator  
c/o Jim Hartshorn, Interim EDA Executive Director  
Economic Development Authority of Windom  
444 Ninth Street  
P. O. Box 38  
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Jim:

We plan to construct a new single-family home on Lot 2, Block 2 in Gove Acres Subdivision in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

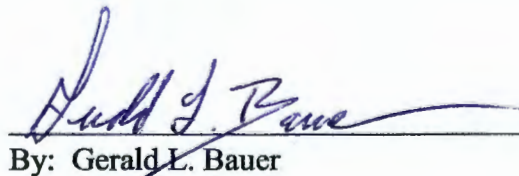
A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,

PREFERRED CHOICE HOMES, LLC

  
By: Lindsey A. Cartwright

  
By: Gerald L. Bauer

Applicant: Preferred Choice Homes, LLC  
Mailing Address for Applicant: 247 Buckwheat Avenue, Windom, MN 56101  
Contact Phone No(s): Cartwright - 507-830-1305; Bauer - 507-822-3700

Attachments

ATTACHMENT  
to  
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Preferred Choice Homes, LLC

Parcel ID No.: 25.320.1200

Address of the Property: 1903 Bud Road, Windom, Minnesota 56101

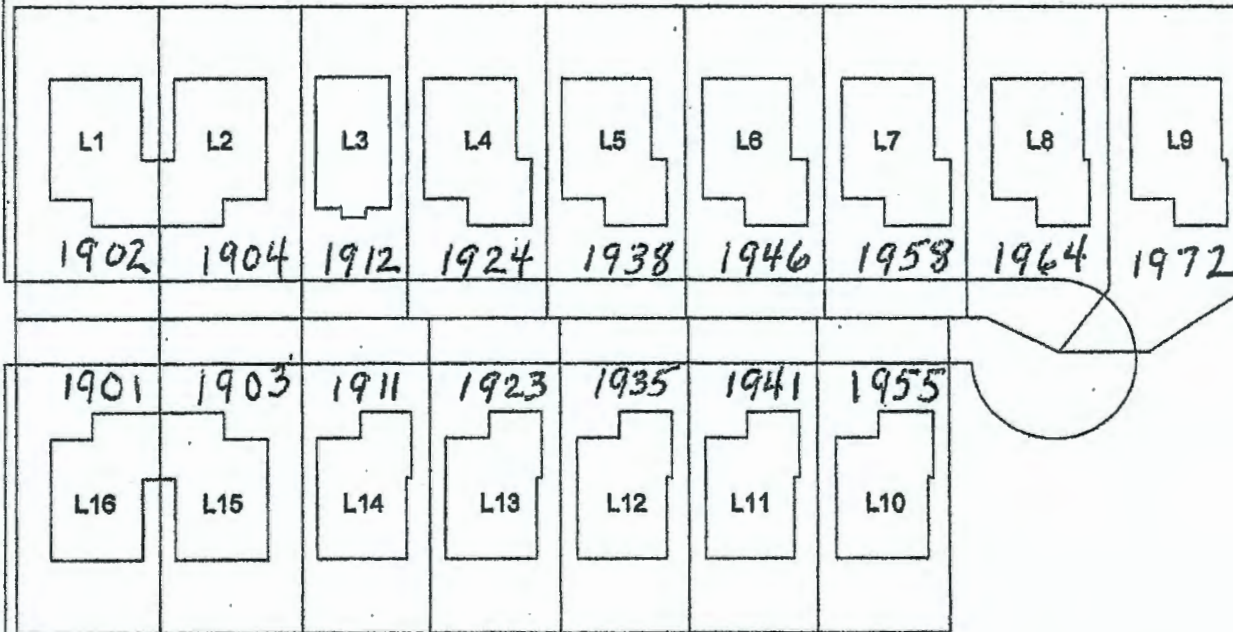
Legal Description of the Property: Lot 2, Block 2 of Gove Acres Subdivision to the City of Windom,  
Cottonwood County, Minnesota.

Estimated Market Value of the New Home: \$210,000

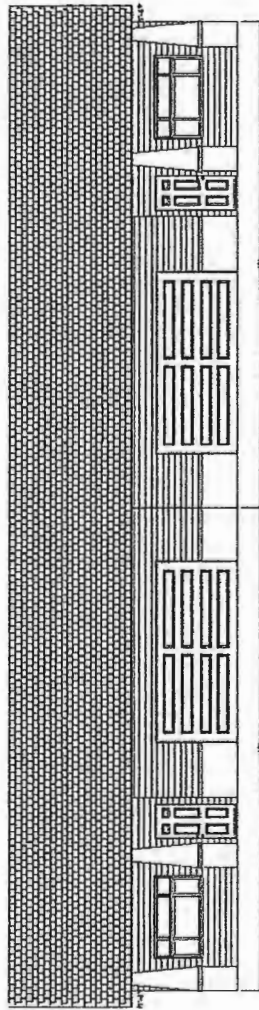


# Addresses Gove Acres

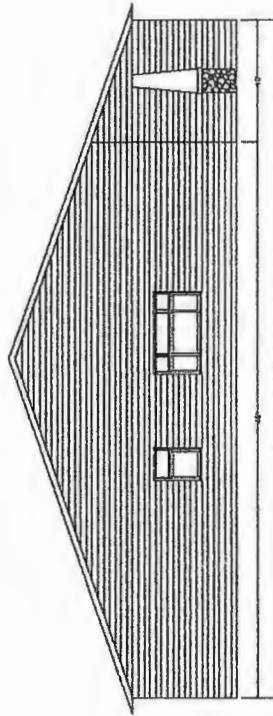
19th St



|                                                                                       |                                                  |                              |
|---------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------|
| Approved By:                                                                          | Issue Date:<br>10-28-2020                        | Project: Senior Cottages PUD |
|  | Contact: Lindsay Oatright<br>Phone: 607-850-1303 | Plan: Lot Layout             |
|                                                                                       | Contact: Jerry Bauer<br>Phone: 607-622-3700      | Set: Approval Set 2          |
|                                                                                       |                                                  | Scale: 1/32" = 1'-0"         |
|                                                                                       | Drawn By: MC                                     | Sheet:                       |
|                                                                                       | Page: —                                          | <b>LOT</b>                   |

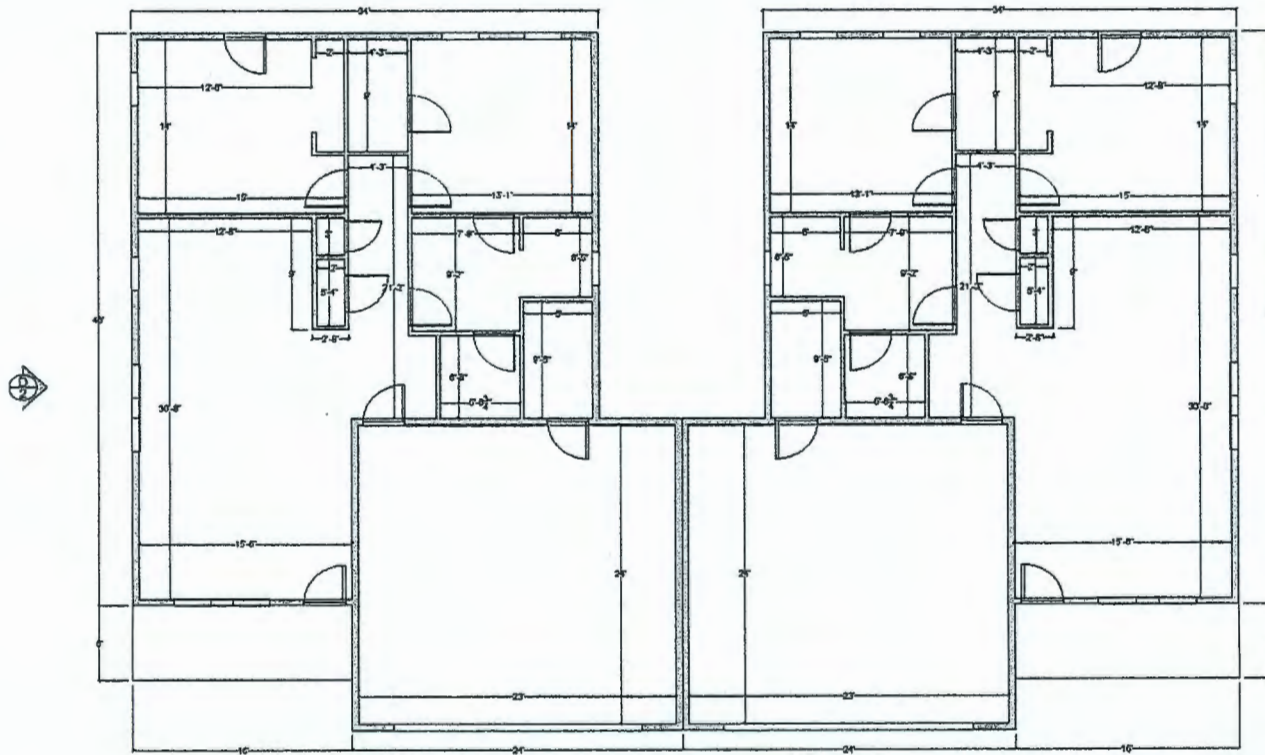


① FRONT ELEVATION  
SCALE: 3/16" = 1'-0"



② SIDE ELEVATION  
SCALE: 3/16" = 1'-0"

|                                                                                      |             |                          |
|--------------------------------------------------------------------------------------|-------------|--------------------------|
| Approved By:                                                                         | Issue Date: | Project:                 |
|  | 10-28-2020  | Senior Cottage PUD       |
|                                                                                      |             | Plan: Townhome Elevation |
|                                                                                      |             | Set: Approval Set 2      |
|                                                                                      |             | Scale: 3/16" = 1'-0"     |
|                                                                                      |             | Drawn By: MC             |
|                                                                                      |             | Sheet: D                 |
|                                                                                      |             | Project: 907-422-3700    |
|                                                                                      |             | Page: 4 of 6             |



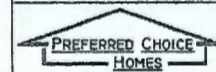
PLAN  
SCALE: 3/16" = 1'-0"



Approved By:

Issue Date:  
10-28-2020

Project: Senior Cottage PUD  
Plan: Townhome Plan



Contact: Lindsey Carwright  
Phone: 507-830-1305

Contact: Jerry Bauer  
Phone: 507-623-3700

Set: Approval Set 2

Scale: 3/16" = 1'-0"

Drawn By: MC

Page: 3 of 6

Sheet:

C

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** City Administrator *JS*  
**DATE:** April 29, 2022  
**RE:** USDA Grant – Fire Department Turn-out Gear  
**DEPT:** Fire Department  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com) or Ben Derickson: [WFD55@WINDOMMN.COM](mailto:WFD55@WINDOMMN.COM)

### **Recommendations/Options/Action Requested**

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Staff recommends that the City Council take the following action:

1. Conduct the public hearing that is required by USDA.
2. Approve the Letter of Conditions, Letter of Intent, Ops Budget and Obligation of Funds

### **Issue Summary/Background**

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On April 19, 2022 the City Council set a public hearing for the purposes of utilizing USDA funds for the purchase of fire turn-out gear. This public hearing is part of the USDA process.

The City's pre-application for the turn-out gear originally estimated \$106,000 for the needed items. Due to timing of the project several sets of turn-out gear have already been purchased for new firefighters. As such, the balance of the gear needed equals \$100,000. USDA is estimating the amount of grant funds would be between \$50,000 to \$55,000 depending upon our final cost.

Following completion of the public hearing the City Council is requested to approve the Letters of Conditions and Intent, along with the project budget and obligation of funds. The Mayor and/or City Administrator will execute these documents upon approval by the City Council.

### **Fiscal Impact**

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The existing turn-out gear is approximately 10 years old, which is the end of the manufacturer's life and needs to be replaced. This USDA grant will lessen the cost to the City's budget by 50%. The City Council previously set-aside local matching funds for this project.

### **Attachments**

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1. USDA Letter of Conditions, Letter of Intent, Operational Budget and Obligation of Funds forms.



United States Department of Agriculture

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May 3, 2022

City of Windom  
444 9th St.  
Windom, MN 56101

Re: Letter of Conditions

Dear Honorable Mayor:

This letter establishes the conditions, which must be understood and agreed to by you and your organization before further consideration may be given to your Community Facility application. The grant will be administered on behalf of the Rural Housing Service (RHS) by the State and Area staff of USDA, Rural Development. Any changes in project cost, source of funds, scope of services, or any other significant changes (**this includes significant changes in the Borrower's financial condition, operation, organizational structure, or executive leadership**) in the project or applicant must be reported to and approved by USDA, Rural Development Community Facility Program personnel (referred to as RD in the balance of this letter). Approval will be by written amendment to this letter. **Any changes not approved by RD may be cause for discontinuing processing of the application.**

This letter is not to be considered as grant approval, or as representation of the availability of funds.

All conditions set forth up through the Bidding Stage must be met within **1 year** of the date of this letter. If you have not met these conditions, the Agency reserves the right to discontinue the processing of your application.

If you agree to meet the conditions set forth in this letter and desire further consideration, be given to your application, please complete and return the following forms within 7 days:

Form RD 1942-46, "Letter of Intent to Meet Conditions"  
Form RD 1940-1, "Request for Obligation of Funds"

Your grant will be considered approved, and funds will be reserved on the date RD signs and returns, Form RD 1940-1 "Request for Obligation of Funds".

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**Rural Development**  
1810 30<sup>th</sup> St NW, Suite 3 • Faribault, MN 55021  
Voice (507) 332-7418 • Fax (855) 804-4099

USDA is an equal opportunity provider, employer, and lender.

Extra copies of this letter are being provided for use by your architect, attorney, bond counsel and accountant. All parties may access information and regulations referenced in the letter at our website located at: [http://www.rurdev.usda.gov/rd\\_instructions.html](http://www.rurdev.usda.gov/rd_instructions.html)

Guaranteed Loans: 3575-A

Direct Loans: 1942-A

Grants: 3570-B

Further processing of your application is to be done under the following conditions:

1. **Total Project Cost** – Total costs must not exceed \$110,000 for the proposed **Personal Protective Equipment** project. Funding from all sources has been budgeted for the estimated expenditures as follows:

| <b><u>Project Costs:</u></b>  | <b><u>Total Budgeted:</u></b> |
|-------------------------------|-------------------------------|
| Personal Protective Equipment | \$110,000                     |
| <b>TOTALS</b>                 | <b>\$110,000</b>              |

Your funding needs will be reassessed if there is a significant reduction in project costs after bids are received. Obligated grant funds not needed to complete the proposed project will be de-obligated. An "Amended Letter of Conditions" will be issued for any revised project budget.

2. **Project Funds** - Project funding is planned from the following sources:

| <b><u>Project Funding Source</u></b>        | <b><u>Funding Amount:</u></b> |
|---------------------------------------------|-------------------------------|
| Applicant Contribution                      | \$55,000                      |
| USDA Community Facility Grant               | \$55,000                      |
| <b>Total Project Funding (All Sources):</b> | <b>\$110,000</b>              |

**The applicant contribution for the Personal Protective Equipment shall be considered as the first funds expended in the project.**

Any changes in funding sources following obligation of CF funds must be reported to the processing official. Prior to advertisement for construction bids, you must provide evidence of applicant contributions and of approval on the other funding sources. This evidence should include a copy of the award letter and any agreements or contracts.

3. **Security Requirements: Community Facilities Grant Agreement** – The grant will be secured by a **Signed** "Community Facilities Grant Agreement: RD 3570-3. You will be required to execute this agreement before grant funds are advanced.

For grants, the grantees understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the property as provided by 7 CFR parts 3015, 3016, and 3019 in effect at this time and as may be subsequently modified.

For grants, the grantees further understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation in the project as provided by 7 CFR parts 3015, 3016, and 3019 in effect at this time and as may be subsequently modified.

#### 4. **Business Operations**

A. Ordinances or Resolutions – Enact an ordinance or resolution necessary for collection of revenues for maintenance expenses. Enact an ordinance or resolution establishing rules and regulations for the facility.

- i. **Conflict of Interest Policy** – Prior to obligation of funds, you must certify in writing that your organization has in place an up-to-date written policy on conflict of interest. The policy will include, at a minimum: (1) a requirement for those with a conflict or potential conflict to disclose the conflict/potential conflict; (2) a clause that prohibits interested members of the applicant's governing body from voting on any matter in which there is a conflict, and (3) a description of the specific process by which the governing body will manage identified or potential conflicts.

You must also submit a disclosure of planned or potential transactions related to the use of Federal funds that may constitute or present the appearance of personal or organizational conflict of interest. Disclosure must be in the form of a written letter signed and dated by the applicant's official. A negative disclosure in the same format is required if no conflicts are anticipated.

Sample conflict of interest policies may be found at the National Council of Nonprofits website, <https://www.councilofnonprofits.org/tools-resources/conflict-of-interest>, or in Internal Revenue Service Form 1023, Appendix A, "Sample Conflict of Interest Policy," at <http://www.irs.gov/pub/irs-pdf/i1023.pdf>. Though these examples reference non-profit corporations, the requirement applies to all types of Agency borrowers.

Assistance in developing a conflict-of-interest policy is available through Agency-contracted technical assistance providers if desired.

B. Operating Expenses – O&M expenses must be properly budgeted to determine the financial viability of any operation.

5. **Accounting, Management Reports and Audits** – RD approval of your accounting and financial reporting system, including the agreement with your auditor, will be needed prior to the start of construction. MN 1942-A, Guide 4, “Accounting, Reporting System and Audit Agreement Approval”, has been used for this agreement.

A. RD approval of your accounting and financial reporting system, including the agreement with your auditor, will be needed before grant closing or start of construction.

B. Submission to Rural Development of an annual audit or Annual Financial Statements (Income & Expense Statement, Balance Sheet & Projected Budgets are required for the duration of the grant. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended. Projects financed with interim financing are considered federal expenditures. See below for requirements:

i. **2CFR Subtitle A, Chapter II, Part 200 Subpart F 200.501 Audit**

**Requirements:** A Non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

- a) **Single audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted.
- b) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- c) **§200.36 Federal Audit Clearinghouse (FAC).** FAC means the clearinghouse designated by OMB as the repository of record where non-Federal entities are required to transmit the reporting packages required by Subpart F—Audit Requirements of this part. The mailing address of the FAC is Federal Audit Clearinghouse,

Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132 and the web address is:

<http://harvester.census.gov/sac/>. Any future updates to the location of the FAC may be found at the OMB Web site.

- ii. **Annual Financial Statements** (Income & Expense Statement, Balance Sheet & Projected Budget) for borrowers who did not expend \$750,000 or more in Federal Funds and have an outstanding loan balance. Must have Rural Development's approval for this option and must meet requirements of 1942.17 (r) (1) (ii) (C). Financial statements are still required within 60 days of the fiscal year end in accordance with RD Instruction 1942-A.
  - iii. **Quarterly Management Reports** are required for all borrowers for a period of at least three years. Quarterly Management Report includes: current balance sheet, year to date income & expense figures, and when applicable, a Workout Agreement per 7 CFR 1942.17 (q) (2). With the submission of the annual budget, you will be required to provide a current rate schedule and a current listing of the Board or Counsel Members and their terms. Quarterly Management Reports are due within 30 days of the end of each quarter. The Quarterly Management Reports may be waived after 3 years if the facility is viable, as determined by RD. Likewise, at the Agency's discretion, if the viability of the facility is in question, RD can again require Quarterly Management Reports. A year-end management report shall consist of: Form RD 442-3, "Balance Sheet", and Form RD 442-2, "Statement of Budget, Income and Equity", or forms that provide the information in a similar format. An annual audit report may be submitted in lieu of Forms RD 442-2 and 442-3. The audit report must be submitted no later than 150 days after the end of the borrower's fiscal year.
  - iv. **The Debt Service Reserve Account** must be individually tracked in the annual financial records/audits of your organization and identified as the Debt Service Reserve Account for this specific RD funded project.
- C. Your organization will retain all records, books and supporting material for three years after the issuance of management reports.
6. **Insurance and Bonding** - Prior to grant closing, you must acquire the types of insurance and bond coverage shown below. The use of deductibles may be allowed providing you have the financial resources to cover potential claims requiring payment of the deductible. RD strongly recommends that you have your architect, attorney and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is your responsibility and not that of RD to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained.

- A. General Liability Insurance – Include vehicular coverage.
  - B. Worker's Compensation – In accordance with appropriate State laws.
  - C. Malpractice Insurance-In accordance with appropriate State laws.
  - D. Position Fidelity Bond(s) – All positions occupied by persons entrusted with the receipt and/or disbursement of funds must be bonded. You should have each position bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time.
  - E. National Flood Insurance – In addition to meeting the requirements for the type of assistance requested, the following requirements must be met for financial assistance for acquisition and/or construction in designated special flood or mudslide prone areas:
    - i. If flood insurance is available, you must purchase a flood insurance policy at the time of grant closing.
    - ii. Applicants whose buildings, machinery or equipment are to be located in a community which has been notified as having special flood or mudslide prone areas will not receive financial assistance where flood insurance is not available.
  - F. Real Property Insurance – Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines, and other structures if such structures are not normally insured and subsurface lift stations except for the value of electrical and pumping equipment. Prior to the acceptance of the facility from the contractor(s), you must obtain real property insurance (fire and extended coverage) on all facilities identified above.
7. **Restrictions on Lobbying** - In order to comply with Section 319 of Public Law 101-121 which prohibits applicants and recipients of Federal contracts, loans, or grants from using Federal appropriated funds for lobbying, the Federal Government in connection with the award of a specific contract, grant or loan, the **Applicant**, and all contractors and subcontractors must:
- A. Execute the attached Certification for Contracts, Grants, and Loans.
  - B. Complete Standard Form LLL, "Disclosure of Lobbying Activities", if they have made, or agreed to make payment, using funds other than Federal appropriated funds, to influence or attempt to influence a decision in connection with the contract.
- The Certification (and, if appropriate, the Disclosure) must be provided to USDA, Rural Development.

8. **Cost Overruns** – Cost overruns exceeding 20% of the development cost at time of grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date. Cost overruns must be due to high bids or unexpected construction problems that cannot be reduced by negotiations, redesign, use of bid alternatives, rebidding or other means prior to consideration by the Agency for subsequent funding. Such requests will be contingent on the availability of funds.

9. **Disbursement of Funds**

- A. Electronic Funds Transfer – Grant funds will be transferred into your account at the time of grant closing using the “Automated Clearing House” payment system. You must complete Form SF 3881, “Electronic Funds Transfer Payment Enrollment Form” prior to closing or start of construction, whichever is earlier.
  - B. Grant Funds – will be advanced as needed in the amount necessary to cover the RD portion of obligations due and payable by you.
  - C. Immediate Use of Grant Funds Rules - Any grant funds not disbursed immediately upon receipt must be deposited in an interest-bearing account except as follows:
    - i. Federal grant awards (from any source) are less than \$120,000 per year.
    - ii. The best available interest-bearing account would not be expected to earn in excess of \$100 per year.
    - iii. The depository would require a minimum balance so high that it would not be feasible.
  - D. Required Refunds – Interest earned on grant funds in excess of \$250/100 (as applicable) will be submitted to Rural Development at least quarterly, as required in 7 CFR 3019 and 7 CFR 2016.
  - E. Use of Remaining Funds – Remaining funds may be used for eligible purposes, provided the use will not result in major changes to the original scope of work and the project purpose remains the same. Grant funds not needed for authorized purposes will be cancelled. You will be notified of RD’s intent to cancel the remaining funds and given appropriate appeal rights.
10. **Civil Rights, Accessibility and Other Special Requirements** – You should be aware of and will be required to comply with other federal statute requirements including but not limited to:
- A. **Drug-Free Workplace** – All recipients of RD grants must provide a drug-free workplace. Form AD 1049, “Certification Regarding Drug-Free Workplace Requirements”, has been completed.

- B. **Civil Rights Act of 1964** – All borrowers are subject to, and facilities must be operated in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) and 7 CFR 1901 subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required in 7 CFR 1901 Subpart E paragraph 202(e).
- C. **Civil Rights Compliance Reviews** – RD financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The Applicant is required to gather racial identity and national origin information, along with gender information on the people in the community and the service area being served by the “Federally assisted program”. This information must be provided to RD periodically for required Compliance Reviews during the application process and during the term of the loan. Tracking of this information is required by Federal Civil Rights laws even for grant funding.
- D. **Age Discrimination Act of 1975** – Provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- E. **Section 504 of Rehabilitation Act of 1973** – All recipients of RD funding must comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). No handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. A “Self-Evaluation and Transition Plan” will be required to be completed, prior to the grant being closed. The Federal Access Board may be contacted for a copy of the ADAAG checklist ([www.access-board.gov](http://www.access-board.gov) or (800) 872-2253), which may be used to complete the self-evaluation.
- F. **The Americans with Disabilities Act (ADA) of 1990** – Prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications. Title II of the Act applies to facilities operated by State and local public entities, which provided services, programs and activities. Title III of the Act applies to facilities owned, leased, or operated by private entities, which accommodate the public.
- G. **Limited English Proficiency (LEP) under Executive Order 13166** - LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read,

speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. You must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information your organization provides. These protections are pursuant to Executive Order 13166 entitled, "Improving Access to Services by Persons with Limited English Proficiency" and further affirmed in the USDA Departmental Regulation 4330-005, "Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA.

As a recipient the following will need completed:

1. Go to the website: <https://www.rd.usda.gov/about-rd/offices/civil-rights>, scroll down and find (under Important Documents) the USDA Rural Development Limited English Proficiency Implementation Strategy for Federally Assisted Programs. As the recipient, you will need to set up a file titled Limited English Proficiency to document your compliance with the LEP requirements.
2. Read the document and review the requirements for LEP. Page 8 of the document describes the 4 Factor Analysis, which is a step-by-step suggested process for conducting an LEP needs assessment.
3. Complete the 4-Factor Analysis for your RD assisted project and/or service area(s). Note, if you have received assistance for multiple projects or from more than one program, you may have multiple service areas that will need to be evaluated. However, the multiple service areas can be combined in the same analysis. There is no need to conduct separate analyses for each area.
4. The documentation that you have gathered for the 4-Factor Analysis should be saved and filed in your office's LEP file. This documentation will be needed for all future RD Compliance Review visits.
5. As a recipient you will need to monitor, evaluate, and update the 4-Factor analysis as appropriate, as changes in your service area warrants. Document any changes or updates in your office LEP/LAP file.

**11. System for Award Management – Requirement for System for Award Management(SAM)**

- A. You as the recipient must maintain the currency of your information in the SAM system until you submit the final financial report required under this award and all grant funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. Recipients can register on-line at (<https://www.sam.gov>).
- B. You as the recipient may not make a sub-award to an entity unless the entity has provided its Data Universal Numbering System (DUNS) number to you. Sub-

recipients with sub-awards of \$25,000 or more must also have and maintain a current CCR registration through the SAM system.

- C. **Recipient Reporting.** You as the recipient must report each first-tier sub-awards of \$25,000 or more in non-Recovery Act funds to <http://www.fhrs.gov> no later than the end of the month following the month the obligation was made. As part of your registration profile at <http://www.sam.gov>, you must report the total compensation of the 5 most highly compensated executives (if the award was \$25,000 or more, 80% or more of annual gross revenues subject to Transparency Act, and \$25 Million of annual gross revenues subject to Transparency Act) by end of month following month in which award was made. This requirement also pertains to sub-recipients (if the award was \$25,000 or more, 80% or more of annual gross revenues subject to Transparency Act, and \$25 Million of annual gross revenues subject to Transparency Act).

12. **Grant Closing** – The grant will be closed in accordance with instructions prepared by OGC. Form RD 1910-11, “Application Certification, Federal Collection Policies for Consumer or Commercial Debts”, has been read and signed.

- A. **Post-closing Issues or Errors** – The parties agree and acknowledge that it is their intent to close this transaction in the required manner. As part of grant closing instructions and upon the request of RD, the Grantee agrees to fully cooperate and adjust any post-closing issues or errors necessary or desirable in the reasonable discretion of, or required by the laws and regulations governing Rural Development, its programs, policies, or operations. If additional costs are involved in performing these duties, those costs will be borne by the parties as required under the terms of the program, grant documents, and/or other supplemental agreements. If post-closing issues are not satisfactorily resolved, the transaction shall be voidable by RD.

If the conditions set forth in this letter are not met within 1 year from the date of this letter, RD reserves the right to discontinue processing the application. In the event the application has not advanced to the point of bidding within 1 year and it is determined the applicant still wishes to proceed, it may be necessary to review the conditions outlined in this letter. If during that review, it is determined the conditions outlined are no longer adequate, Rural Development reserves the right to require that the letter of conditions be revised or replaced.

We believe the information in this letter clearly sets forth the conditions which must be complied with; however, this letter does not relieve you from meeting the requirements of RD Instruction. If you have any questions, please do not hesitate to contact me.

Sincerely,



Edward Gilmore  
Area Specialist

|                                                                                   |         |                       |     |                                        |           |
|-----------------------------------------------------------------------------------|---------|-----------------------|-----|----------------------------------------|-----------|
| Name<br>Windom, City Of                                                           |         | Address<br>444 9th St |     | Windom, MN 56101                       |           |
| Applicant Fiscal Year<br>From 2022                                                |         | County<br>Cottonwood  |     | State (Including ZIP Code)<br>MN 56101 |           |
|                                                                                   | To 2023 |                       |     |                                        |           |
|                                                                                   | 20      | 20                    | 20  | 20                                     | 22        |
|                                                                                   | (1)     | (2)                   | (3) | (4)                                    | (5)       |
| OPERATING INCOME                                                                  |         |                       |     |                                        |           |
| 1. Tax Receipts                                                                   |         |                       |     | 534,395                                | 534,395   |
| 2. State                                                                          |         |                       |     | 1,588,681                              | 1,588,681 |
| 3. Misc. Rev                                                                      |         |                       |     | 559,420                                | 559,420   |
| 4. Interfund                                                                      |         |                       |     | 245,000                                | 245,000   |
| 5. Miscellaneous                                                                  | 0       | 0                     | 0   | 0                                      | 0         |
| 6. Less: Allowances and Deductions                                                | ( )     | ( )                   | ( ) | ( )                                    | ( )       |
| 7. Total Operating Income<br>(Add Lines 1 through 6)                              | 0       | 0                     | 0   | 2,927,496                              | 2,927,496 |
| OPERATING EXPENSES                                                                |         |                       |     |                                        |           |
| 8. Culture & Rec                                                                  |         |                       |     | 260,480                                | 260,480   |
| 9. General Government                                                             |         |                       |     | 472,833                                | 472,833   |
| 10. Public Safety                                                                 |         |                       |     | 1,588,375                              | 1,588,375 |
| 11. Public Safety                                                                 |         |                       |     | 27,245                                 | 27,245    |
| 12. Public Works                                                                  |         |                       |     | 578,563                                | 578,563   |
| 13.                                                                               |         |                       |     |                                        |           |
| 14.                                                                               |         |                       |     |                                        |           |
| 15. Interest (RD)                                                                 | 0       | 0                     | 0   | 0                                      | 0         |
| 16. Depreciation                                                                  | 0       | 0                     | 0   | 0                                      | 0         |
| 17. Total Operating Expense<br>(Add lines 8 through 16)                           | 0       | 0                     | 0   | 2,927,496                              | 2,927,496 |
| 18. NET OPERATING INCOME<br>(LOSS) (Line 7 less 17)                               | 0       | 0                     | 0   | 0                                      | 0         |
| NONOPERATING INCOME                                                               |         |                       |     |                                        |           |
| 19.                                                                               |         |                       |     |                                        |           |
| 20.                                                                               |         |                       |     |                                        |           |
| 21. Total Nonoperating Income<br>(Add Lines 19 and 20)                            | 0       | 0                     | 0   | 0                                      | 0         |
| 22. NET INCOME (LOSS)<br>(Add Lines 18 and 21) (Transfer<br>to Line A Schedule 2) | 0       | 0                     | 0   | 0                                      | 0         |

Budget and Projected Cash Flow Approved by Governing Body

Attest: \_\_\_\_\_ 5/3/22  
 \_\_\_\_\_ Administrator Date  
 \_\_\_\_\_ 5/3/22  
 \_\_\_\_\_ Mayor Date

**PROJECTED CASH FLOW**

|                                                                                                    | 20 | 20   | 20   | 20 22 | First Full Year |
|----------------------------------------------------------------------------------------------------|----|------|------|-------|-----------------|
| A. Line 22 from Schedule 1 Income (Loss)                                                           | 0  | 0    | 0    | 0     | 0               |
| <b>Add</b>                                                                                         |    |      |      |       |                 |
| B. Items in Operations not Requiring Cash:                                                         |    |      |      |       |                 |
| 1. Depreciation (Line 16, Schedule 1)                                                              | 0  | 0    | 0    | 0     | 0               |
| 2. Others: _____                                                                                   | 0  | 0    | 0    | 0     | 0               |
| C. Cash Provided from:                                                                             |    |      |      |       |                 |
| 1. Proceeds from RD loan/grant                                                                     |    |      |      |       |                 |
| 2. Proceeds from others                                                                            |    |      |      |       |                 |
| 3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities                 |    |      |      |       |                 |
| 4. Decrease (Increase) in Accounts Receivable, inventories and Other Current Assets (Exclude Cash) |    |      |      |       |                 |
| 5. Other: _____                                                                                    |    |      |      |       |                 |
| 6. _____                                                                                           |    |      |      |       |                 |
| D. Total all A, B and C Items                                                                      | 0  | 0    | 0    | 0     | 0               |
| E. <b>Less:</b> Cash Expended for:                                                                 |    |      |      |       |                 |
| 1. All Construction, Equipment and New Capital Items (Loan and grant funds)                        |    |      |      |       |                 |
| 2. Replacement and Additions to Existing Property, Plant and Equipment                             |    |      |      |       |                 |
| 3. Principal Payment RD Loan                                                                       |    |      |      |       |                 |
| 4. Principal Payment Other Loans                                                                   |    |      |      |       |                 |
| 5. Other: _____                                                                                    |    |      |      |       |                 |
| 6. Total E 1 through 5                                                                             | 0  | 0    | 0    | 0     | 0               |
| <b>Add</b>                                                                                         |    |      |      |       |                 |
| F. Beginning Cash Balances                                                                         |    |      |      |       |                 |
| G. Ending Cash Balances (Total of D minus E 6 plus F)                                              | 0  | 0    | 0    | 0     | 0               |
| Item G Cash Balances Composed of:                                                                  |    |      |      |       |                 |
| Construction Account                                                                               |    |      |      |       |                 |
| Revenue Account                                                                                    |    |      |      |       |                 |
| Debt Payment Account                                                                               |    |      |      |       |                 |
| O&M Account                                                                                        |    |      |      |       |                 |
| Reserve Account                                                                                    |    |      |      |       |                 |
| Funded Depreciation Account                                                                        |    |      |      |       |                 |
| Others: _____                                                                                      |    |      |      |       |                 |
| _____                                                                                              |    |      |      |       |                 |
| Total - Agrees with Item G                                                                         | 0  | 0.00 | 0.00 | 0.00  | 0.00            |

## BUDGET ATTACHMENT

### Income Detail

| <u>Income Source</u> | <u>Year1_0</u> | <u>Year2_0</u> | <u>Year3_0</u> | <u>Year4_2022</u> | <u>First Full Year</u> |
|----------------------|----------------|----------------|----------------|-------------------|------------------------|
| Tax Receipts         | 0.00           | 0.00           | 0.00           | 534,395.00        | 534,395.00             |
| State                | 0.00           | 0.00           | 0.00           | 1,588,681.00      | 1,588,681.00           |
| Other                | 0.00           | 0.00           | 0.00           | 559,420.00        | 559,420.00             |
| Other                | 0.00           | 0.00           | 0.00           | 245,000.00        | 245,000.00             |
| Miscellaneous        | 0.00           | 0.00           | 0.00           | 0.00              | 0.00                   |
| Less: Allowances and | 0.00           | 0.00           | 0.00           | 0.00              | 0.00                   |
| <b>TOTALS</b>        |                |                |                | <b>2,927,496</b>  | <b>2,927,496</b>       |

### Expense Detail

| <u>Expense Source</u> | <u>Year1_0</u> | <u>Year2_0</u> | <u>Year3_0</u> | <u>Year4_2022</u> | <u>First Full Year</u> |
|-----------------------|----------------|----------------|----------------|-------------------|------------------------|
| Other                 | 0.00           | 0.00           | 0.00           | 260,480.00        | 260,480.00             |
| Interest              | 0.00           | 0.00           | 0.00           | 0.00              | 0.00                   |
|                       | 0.00           | 0.00           | 0.00           | 0.00              | 0.00                   |
| General Government    | 0.00           | 0.00           | 0.00           | 472,833.00        | 472,833.00             |
| Public Safety         | 0.00           | 0.00           | 0.00           | 1,588,375.00      | 1,588,375.00           |
| Public Safety         | 0.00           | 0.00           | 0.00           | 27,245.00         | 27,245.00              |
| Public Works          | 0.00           | 0.00           | 0.00           | 578,563.00        | 578,563.00             |
| <b>TOTALS</b>         |                |                |                | <b>2,927,496</b>  | <b>2,927,496</b>       |

Form RD 1942-46  
(Rev. 6-10)

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT

FORM APPROVED  
OMB NO. 0575-0015  
OMB NO. 0570-0062

**LETTER OF INTENT TO MEET CONDITIONS**

Date 05-03-2022

TO: United States Department of Agriculture

Rural Development

\_\_\_\_\_  
(Name of USDA Agency)

1810 30th St NW  
Faribault, MN 55021

\_\_\_\_\_  
(USDA Agency Office Address)  
\_\_\_\_\_

We have reviewed and understand the conditions set forth in your letter dated 05-03-2022. It is our intent to meet all of them not later than 05-03-2023.

City of Windom

\_\_\_\_\_  
(Name of Association)

BY \_\_\_\_\_

Mayor

\_\_\_\_\_  
(Title)

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.*

# REQUEST FOR OBLIGATION OF FUNDS

|                                                                                                                                                     |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                            |                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED ( )</b><br>Complete Items 1 through 29 and applicable Items 30 through 34. See FMI. |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                            |                                                                                                                  |
| <b>1. CASE NUMBER</b><br>ST CO BORROWER ID<br>27-017-*****5647                                                                                      |                                                                                                                                                                                                                                                                                  | <b>LOAN NUMBER</b><br>01                                                                                                                                                                                                   | <b>FISCAL YEAR</b><br>2022                                                                                       |
| <b>2. BORROWER NAME</b><br>City of Windom                                                                                                           |                                                                                                                                                                                                                                                                                  | <b>3. NUMBER NAME FIELDS</b><br>(1, 2, or 3 from Item 2)                                                                                                                                                                   |                                                                                                                  |
| 444 9th St                                                                                                                                          |                                                                                                                                                                                                                                                                                  | <b>4. STATE NAME</b><br>Minnesota                                                                                                                                                                                          |                                                                                                                  |
| Windom, MN 56101                                                                                                                                    |                                                                                                                                                                                                                                                                                  | <b>5. COUNTY NAME</b><br>Cottonwood                                                                                                                                                                                        |                                                                                                                  |
| <b>GENERAL BORROWER/LOAN INFORMATION</b>                                                                                                            |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                            |                                                                                                                  |
| <b>6. RACE/ETHNIC CLASSIFICATION</b><br>1 - WHITE<br>2 - BLACK<br>3 - AI/AN<br>4 - HISPANIC<br>5 - API                                              | <b>7. TYPE OF APPLICANT</b><br>1 - INDIVIDUAL<br>2 - PARTNERSHIP<br>3 - CORPORATION<br>4 - PUBLIC BODY<br>5 - ASSOC. OF FARMERS<br>6 - ORG. OF FARMERS<br>7 - NONPROFIT-SECULAR<br>8 - NONPROFIT-FAITH BASED<br>9 - INDIAN TRIBE<br>10 - PUBLIC COLLEGE/UNIVERSITY<br>11 - OTHER | <b>8. COLLATERAL CODE</b><br>1 - REAL ESTATE SECURED<br>2 - REAL ESTATE AND CHATTEL<br>3 - NOTE ONLY OR CHATTEL ONLY<br>4 - MACHINERY ONLY<br>5 - LIVESTOCK ONLY<br>6 - CROPS ONLY<br>7 - SECURED BY BONDS<br>8 - RLF ACCT | <b>9. EMPLOYEE RELATIONSHIP CODE</b><br>1 - EMPLOYEE<br>2 - MEMBER OF FAMILY<br>3 - CLOSE RELATIVE<br>4 - ASSOC. |
| <b>10. SEX CODE</b><br>6<br>1 - MALE<br>2 - FEMALE                                                                                                  | <b>11. MARITAL STATUS</b><br>1 - MARRIED<br>2 - SEPARATED<br>3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)                                                                                                                                                                           | <b>12. VETERAN CODE</b><br>1 - YES<br>2 - NO                                                                                                                                                                               | <b>13. CREDIT REPORT</b><br>2<br>1 - YES<br>2 - NO                                                               |
| <b>14. DIRECT PAYMENT</b><br>(See FMI)                                                                                                              | <b>15. TYPE OF PAYMENT</b><br>1 - MONTHLY<br>2 - ANNUALLY<br>3 - SEMI-ANNUALLY<br>4 - QUARTERLY                                                                                                                                                                                  | <b>16. FEE INSPECTION</b><br>2<br>1 - YES<br>2 - NO                                                                                                                                                                        |                                                                                                                  |
| <b>17. COMMUNITY SIZE</b><br>1 - 10 000 OR LESS (FOR SFH AND HPG ONLY)<br>2 - OVER 10,000                                                           |                                                                                                                                                                                                                                                                                  | <b>18. USE OF FUNDS CODE</b><br>(See FMI)                                                                                                                                                                                  |                                                                                                                  |
| <b>COMPLETE FOR OBLIGATION OF FUNDS</b>                                                                                                             |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                            |                                                                                                                  |
| <b>19. TYPE OF ASSISTANCE</b><br>237<br>(See FMI)                                                                                                   | <b>20. PURPOSE CODE</b><br>8                                                                                                                                                                                                                                                     | <b>21. SOURCE OF FUNDS</b>                                                                                                                                                                                                 | <b>22. TYPE OF ACTION</b><br>1 - OBLIGATION ONLY<br>2 - OBLIGATION/CHECK REQUEST<br>3 - CORRECTION OF OBLIGATION |
| <b>23. TYPE OF SUBMISSION</b><br>1<br>1 - INITIAL<br>2 - SUBSEQUENT                                                                                 | <b>24. AMOUNT OF LOAN</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                            | <b>25. AMOUNT OF GRANT</b><br>\$55,000.00                                                                        |
| <b>26. AMOUNT OF IMMEDIATE ADVANCE</b>                                                                                                              | <b>27. DATE OF APPROVAL</b><br>MO DAY YR                                                                                                                                                                                                                                         | <b>28. INTEREST RATE</b><br>0 %                                                                                                                                                                                            | <b>29. REPAYMENT TERMS</b>                                                                                       |
| <b>COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS</b>                                                                     |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                            |                                                                                                                  |
| <b>30. PROFIT TYPE</b><br>1 - FULL PROFIT<br>2 - LIMITED PROFIT<br>3 - NONPROFIT                                                                    |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                            |                                                                                                                  |
| <b>COMPLETE FOR EM LOANS ONLY</b>                                                                                                                   |                                                                                                                                                                                                                                                                                  | <b>COMPLETE FOR CREDIT SALE-ASSUMPTION</b>                                                                                                                                                                                 |                                                                                                                  |
| <b>31. DISASTER DESIGNATION NUMBER</b><br>(See FMI)                                                                                                 |                                                                                                                                                                                                                                                                                  | <b>32. TYPE OF SALE</b><br>1 - CREDIT SALE ONLY<br>2 - ASSUMPTION ONLY<br>3 - CREDIT SALE WITH SUBSEQUENT LOAN<br>4 - ASSUMPTION WITH SUBSEQUENT LOAN                                                                      |                                                                                                                  |
| <b>FINANCE OFFICE USE ONLY</b>                                                                                                                      |                                                                                                                                                                                                                                                                                  | <b>COMPLETE FOR FP LOANS ONLY</b>                                                                                                                                                                                          |                                                                                                                  |
| <b>33. OBLIGATION DATE</b><br>MO DA YR                                                                                                              |                                                                                                                                                                                                                                                                                  | <b>34. BEGINNING FARMER/RANCHER</b><br>(See FMI)                                                                                                                                                                           |                                                                                                                  |

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder

COPY 1 - Finance Office

COPY 2 - Applicant/Lender

COPY 3 - State Office

## CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

Approval of financial assistance is subject to the availability of funds. Subject to the Letter of Conditions dated 5.3.22 and any amendments. Grant is subject to 1940-1, Attachment 1. Funds may only be used for the costs related to the purchase of Fire Department Personal Protective Equipment.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. \_\_\_\_\_ YES \_\_\_\_\_ NO

**WARNING:** Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date \_\_\_\_\_ May 3 , 20 22 \_\_\_\_\_

(Signature of Applicant)

Date \_\_\_\_\_ , 20 \_\_\_\_\_

(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name: Terry Louwagie

Date Approved: \_\_\_\_\_

Title: Community Programs Director

38. TO THE APPLICANT: As of this date \_\_\_\_\_, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Personnel Committee  
**DATE:** April 29, 2022  
**RE:** Library Director Retirement and Re-filling Position  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

---

### **Recommendations/Options/Action Requested**

---

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

1. Accept Dawn Aamot's retirement letter.
2. Advertise for a Library Director position as shown in the revised job description.

### **Issue Summary/Background**

---

Dawn Aamot, Library Director, announced her plan to retire from the Windom Library. The Personnel Committee met with her to discuss the future of the Library, Library services and review the job description. The Personnel Committee thanked Dawn for all of her work and dedication to the Library of over 34 years, the last 7+ as Director.

The Personnel Committee is recommending that Dawn Aamot's retirement letter be accepted, the Library Director position be advertised and the job description be approved.

### **Fiscal Impact**

---

Re-filling a budgeted position in the Library.

### **Attachments**

---

1. Dawn Aamot, Library Director, Retirement Letter
2. Library Director Job Description

Dawn Aamot  
1790 17<sup>th</sup> Street  
Windom, MN 56101

April 12, 2022

Dominic Jones  
Mayor  
City of Windom

Dear Mayor,

I write this letter to inform you of my official retirement from the City of Windom as Library Director, effective June 25, 2022.

I truly appreciate my time working for the City. It has been a wonderful and fulfilling experience for me. I love the Library and all it stands for and I will always be an advocate for the library and the services it provides to our community.

It has been an honor to be the Library Director for the past 7+ years. I am grateful for the guidance and encouragement the mayor and the council has given me. The window replacement project was a great success and I thank you for your support during that project.

I hope I can be of assistance during the transition to find my successor. I respect the Library Director position and all it embodies.

Thank you for the opportunity to work for the City of Windom. Best wishes to you and also to the City of Windom!

Sincerely,

A handwritten signature in black ink that reads "Dawn Aamot". The signature is written in a cursive, flowing style.

Dawn Aamot

## **Library Director City of Windom**

**Job Title:** Library Director  
**Department:** Library  
**Supervisor:** City Administrator, Assistant City Administrator & Library Board

### **DESCRIPTION OF WORK:**

#### **General Purpose of Duties:**

This is the supervisory level in the Library and is responsible for the directing the operations of the library. The Director makes policy recommendations, provides departmental direction and administration, recommends staffing decisions, and makes technical decisions. Responsibilities include budget allocation and policy recommendations to the City Council and Library Board.

### **SUPERVISION RECEIVED:**

Works under policy guidance and direction from the City Council, Library Board, the City Administrator or Assistant City Administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides oversight and manages the daily library operations, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations and/or standards; coordinates activities between multiple tasks; works to integrate and coordinate services.
2. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.
3. Oversees the development of the library collection of books, media, periodicals, and databases.
4. Works with the City staff to prepare and administer the budget; prepares cost estimates for budget recommendations; monitors and controls expenditures.
5. Represents the library at a variety of meetings, public events, training sessions, may serve on committees, and/or other related events. Acts as the City's liaison to the Plum Creek Library system.
6. Performs other duties of a similar nature that are assigned or reasonably ascertained by the Director.
7. Oversee facility maintenance, improvements and capital projects.

### **SPECIAL REQUIREMENTS:**

- A. Must be a citizen of the United States.
- B. High School diploma or GED.
- C. Bachelor's Degree with course work in Library Science or related field and ~~three~~ two to five years of related experience.

## **KNOWLEDGE, SKILL AND ABILITIES:**

- Management principles;
- Library science principles and practices;
- Budgeting principles;
- Administration, operations, and practices;
- Excellent customer service;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Recordkeeping principles and practices.
- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Using computers and related software applications;
- Preparing reports; making work schedules.
- Making program decisions based on financial considerations;
- Adapting to changing environments;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Developing and maintaining library collections and knowledge of reader trends and popular authors including materials of interest to adults;
- Developing and administering a budget;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Knowledge of existing reference resources in print, non-print and electronic format.

## **PHYSICAL REQUIREMENTS:**

Position typically requires: stooping, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
City Council

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Personnel Committee  
**DATE:** April 29, 2022  
**RE:** Extension of EDA Services Agreement  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

---

### **Recommendations/Options/Action Requested**

---

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

1. Extension of the EDA Services Agreement with Jim Hartshorn.

### **Issue Summary/Background**

---

At the Personnel Committee meeting on April 26, 2022 the City Administrator reported to the Committee that the advertisement for an EDA Development Director had not yielded a large field of candidates. The Personnel Committee Chair and EDA President concurred that the job posting duration should be lengthened. The EDA Development Director posting is now set to close on May 9, 2022.

Due to the need for EDA coverage and longer job posting period, the Personnel Committee is recommending that the existing EDA Services Agreement with Jim Hartshorn be extended to May 30, 2022. Mr. Hartshorn is agreeable to continue through that timeframe.

### **Fiscal Impact**

---

Funds from EDA budget (personnel expenses) are adequate to cover the contact cost.

### **Attachments**

---

1. None.

## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Spencer Winzenried, Community Center Director  
**DATE:** 4/15/22  
**RE:** Community Center On-Call position  
**DEPT:** Community Center  
**CONTACT:** Spencer Winzenried [Spencer.Winzenried@windommn.com](mailto:Spencer.Winzenried@windommn.com)

---

### **Recommendations/Options/Action Requested**

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

---

### **Issue Summary/Background**

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

### **Fiscal Impact**

---

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

### **Attachments**

---

## ACTION ITEM



### CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Tim Hogan, Recreation Director  
**DATE:** May 3, 2022  
**RE:** Seasonal Part Time Employees  
**DEPT:** Pool and Recreation  
**CONTACT:** Tim Hogan 507-822-0514 (e-mail: [tim.hogan@windommn.com](mailto:tim.hogan@windommn.com))

---

### Recommendations/Options/Action Requested

Staff recommends that the City Council rehire the following Recreation and Pool employees for the 2022 season.

#### Pool Staff

|                  |                   |                     |                  |
|------------------|-------------------|---------------------|------------------|
| Claire Walinga   | Jenna Veenker     | Kaylan Donchez      | Makenna McNamara |
| Jacob Van Norman | Brooklyn Flaherty | Shelby Erickson     | Haily Veenker    |
| Tristyn Maras    | Madeline Alvstad  | Keegan Cenzano      | Jackson Veenker  |
| Jackie Jurgens   | Tyler Maras       | Nathanial Bjorklund |                  |

#### Recreation

|                   |                  |                 |                |
|-------------------|------------------|-----------------|----------------|
| Reegen Elder      | Alex Fink        | Steven Meyer    | Adam Perrizo   |
| Drew Rothenberger | Jackson Joyce    | Cody Barfknecht | Charlee Huska  |
| Alex O'Donnell    | Elliot O'Donnell | David Perrizo   | Henry Erickson |
| Matthew Voehl     | Charlie Erickson |                 |                |

### Issue Summary/Background

The above employees are recommended for rehire by the pool and Recreation Department after satisfactory performance in the Summer of 2021.

### Fiscal Impact

---

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

## ACTION ITEM



**CITY OF WINDOM**  
444 9th Street  
Windom, MN 56101  
Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** City Administrator   
**DATE:** April 29, 2022  
**RE:** City Facilities Tour – Part I  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

---

### **Recommendations/Options/Action Requested**

---

Staff recommends that the City Council take the following action:

1. Set a Special City Council meeting for May 18, 2022 at 5:00 pm.

### **Issue Summary/Background**

---

One of the City Council\Administration SMART goals is to have a facilities tour to see recent improvements and have a first-hand look at upcoming projects.

At the last City Council meeting staff was instructed to send out a Doodle poll to City Council members to establish possible dates\times. Six options were made available and the one date\time that worked for everyone was Wednesday, May 18, 2022 from 5:00 – 9:00 pm.

Staff will work on setting up a schedule. This evening will permit visits to about half of the sites on the original list so a second date\time will be needed.

### **Fiscal Impact**

---

Cost of the Special City Council meeting and transportation estimated to be approximately \$600.

### **Attachments**

---

1. City Facilities Tour List

## 2022 City Facilities Tour

| <u>Facility</u>              | <u>Time Estimate</u>         |
|------------------------------|------------------------------|
| Water Plant                  | 30 minutes                   |
| Community Center             | 30 minutes                   |
| Tegel's Park                 | 15 minutes (drive thru only) |
| Cemstone Property            | 15 minutes (drive thru only) |
| Wastewater Treatment Plant   | 45 minutes                   |
| Mayflower Park               | 20 minutes                   |
| Street Shop                  | 30 minutes                   |
| Liquor Store                 | 45 minutes                   |
| Island Park & Pool           | 45 minutes                   |
| Library                      | 20 minutes                   |
| Police Department            | 20 minutes                   |
| Telecom NOC                  | 30 minutes                   |
| Emergency Services Facility  | 30 minutes                   |
| Power House                  | 30 minutes                   |
| Arena                        | 30 minutes                   |
| Airport                      | 30 minutes                   |
| North Windom Industrial Park | 15 minutes (drive thru only) |

**Total Time = 8 Hours**

**Please note there will be travel time in between location visits. Adds approximately 1.25 hours.**