

Council Meeting
Tuesday, October 4, 2022
City Council Chamber
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes –September 20 & 27, 2022
 - Windom HRA – August 10 & September 14, 2022
 - Park & Recreation Commission – September 14, 2022
 - Utility Commission –September 28, 2022
 - Regular Bills
2. Public Hearing – Residential Tax Abatement – Gove Acres – Lot 4, Block 2
3. Department Heads
4. Resolution Accepting Donation – Judith Hintze - Library
5. Fire Department – Compeer Financial Grant Acceptance
6. Park & Rec Commission Recommendation – Horse Shows
7. Annual Firefighters Relief Association Report
8. Resolution Calling for Public Hearing – 2022 Miscellaneous Special Assessments
9. Airport MN DOT State Grant Agreement – Resolution 2022 Airport Crack Seal & Beacon Projects
10. Resolution Additional Election Judges
11. New Business
12. Old Business
13. Council Comments
14. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
September 20, 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:

City Staff Present: Steve Nasby, City Administrator; Cory Hillesheim, Assistant Police Chief; Jason Sykora, Electric Superintendent; Cheryl Ulferts, Finance Director; Tim Snyder, Community Center Director; Ben Derickson, Fire Chief and Jim Hartshorn, Interim Development Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – September 6, 2022
 - Utility Commission – August 31, 2022 and September 14, 2022
 - Tree Committee – September 7, 2022
 - Community Center Commission – September 12, 2022
 - Economic Development Authority – September 12, 2022
 - Library Board – September 13, 2022
- Licenses
 - Exempt Gambling Permit
 - Des Moines River Ducks Unlimited – Bingo & Raffle – November 2, 2022
 - Business, Arts and Recreation Center, Inc.
 - Bingo – October 25, 2022
 - Bingo – November 15, 2022
- Regular Bills

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

5. Proclamation Recognizing the Good Samaritan Society for 100 Year Anniversary:

Jones read the proclamation, thanked the Good Samaritan Society for their work and care for seniors and recognized Nancy Wepplo, Good Samaritan Society Director.

Wepplo thanked the Mayor and Council for the proclamation for the 100 year anniversary and noted that the Windom campus opened in 1958 and has about 130 employees. They have 72 nursing home residents, 24 assisted living residents and 28 independent living residents as well as provide home health care services to 250 clients.

6. Application with USDA for Fire Equipment:

Nasby said that the USDA grant is for the third project for emergency service equipment. USDA had

additional funds and can move forward the boat, six-wheeler and first response truck project now. The City had committed funding for the match on the turn-out gear and radios, but will need to decide how to come up with the local match for this project.

Jones opened the public hearing. No comments were received.
Jones closed the public hearing.

Ed Gilmore, USDA representative, said the USDA updated some of their formats to be more concise. He added that the grant for the equipment has a preferred timeline of 6-9 months but there is up to three years to spend the funds. The grant requires the City to put in its funds first then USDA funds.

Nasby said that this grant application will also require a local match. The City had set-aside \$126,975 in funds to match potential USDA grants in the 2022 budget, but due to getting three grants this year for Fire turn-out gear, emergency services radios and now the Fire equipment all of the earmarked funds were used and an additional \$78,840 is needed. He is recommending forward funding this from the upcoming 2023 Capital budget. When the Council has their budget meetings the source of the funds can be moved, if needed, but to approve this USDA grant the Council should decide if they could commit the additional funds. These USDA grants have lessened the cost to the City for all of these items by about 50% so it is beneficial.

Motion by Sherman second by Grunig to forward fund \$78,840 from the 2023 Capital budget to match the USDA grants. Motion carried 5 – 0.

Motion by Grunig second by Nelson to approve the Letter of Conditions, Letter of Intent, Obligation of Funds and Budget for USDA grant for Fire equipment as presented. Motion carried 5 – 0.

7. Department Heads:

Tim Snyder, Community Center Director, said that on September 24th the Pheasants Forever group is doing their annual banquet at the Community Center and tickets must be purchased in advance from a member or on-line. Also, on September 29th the Community Center is hosting an event with former Minnesota Viking Chuck Ferrenan. This event was sponsored by 21 businesses and will be open to the public for a \$5 fee. On October 1-2 the Gun Show will be back at the Community Center.

8. Resolutions Accepting Donations:

Council Member Sherman introduced the Resolution No. 2022-50, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM KWIK TRIP TO THE WINDOM POLICE DEPARTMENT” and moved its adoption. The Resolution was seconded by Farag and on roll call vote: Aye: Sherman, Nelson, Grunig, Farag and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Council Member Farag introduced the Resolution No. 2022-51, entitled “AUTHORIZATION TO ACCEPT A DONATION FOR THE WINDOM COMMUNITY CENTER FROM BOB BYERS ESTATE” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Farag, Sherman, Nelson, Quade and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Council Member Grunig introduced the Resolution No. 2022-52, entitled “AUTHORIZATION TO ACCEPT A DONATION FOR THE CITY OF WINDOM/WINDOMNET FROM BOB BYERS ESTATE” 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.

The Mayor, Council and Nasby thanked Kwik Trip and Bob Byers's estate for the generous gifts.

9. Electric Generation Bid Award:

Jason Sykora, Electric Superintendent, said that the Utility Commission has been working on the re-building of the transmission lines through town and the project has been on their capital plan for many years due to the age of the lines. A study in 2019 confirmed that the lines were at the end of their useful life and should be replaced. The transmission line will be re-routed to improve service and to minimize being in the railroad right of way. Seven bids were received, two were around \$3 million, one was nearly \$6 million and the rest were in the \$4 million range. DGR and the Utility Commission are recommending awarding the bid to IES for \$2,999,408.32. This is within the engineer's estimate and they have worked with IES on other projects.

Council Member Grunig introduced the Resolution No. 2022-53, entitled "A RESOLUTION AWARDING THE CONTRACT FOR THE TRANSMISSION LINE RECONSTRUCTION PROJECT" 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.

Grunig noted that the City will recover the investment in transmission through Attachment O. Sykora confirmed that funds will be recovered over the life of the lines through a federal process called Attachment O that is an incentive to build reliable electric transmission assets.

Jones asked if there would be power interruptions when the new line is placed into service. Sykora said there would be some interruptions. The planned construction period is April - August 2023.

Quade noted the recent planned maintenance event at the substation and asked if any power outages occurred. Sykora said it was a cool weather date and with some help from businesses, and generator operations from the Hospital and Wastewater Plant no outages occurred, the City's generators were able to keep everyone on power.

10. 2023 Preliminary Budget Levy - Resolution:

Nasby provided an overview of the key factors that went into the preliminary budget which primarily included inflation for goods and services along with increases in insurance costs. He noted that the City's debt service went down by about \$150,000 due to debt being retired, but without this cost reduction the preliminary levy would have been much higher. Typical amounts have been included for capital expenditures and operations. He noted that a number of other communities have set preliminary levies ranging from 4% to 17%, which is a result of the higher taxable values for property. In Windom the tax values increased by over 17% so even with a preliminary levy of 6.71% the tax rate would continue to fall, which has been a long-standing goal. He noted that the preliminary number can always go down but cannot go up.

Jones asked the Finance Director if she agreed with the staff recommendation for 6.71% increase. Ulferts said she did agree, but thought the number could be higher and capture more growth.

Sherman asked what impact higher interest rates will have on the City. Nasby replied that any costs for debt to do capital projects will cost more but that investments of City reserves are getting a better return. Overall, costs will be higher.

Quade said she was at a Southwest Regional Development Commission meeting and many of those

communities were anticipating a preliminary tax levy of 10% plus, so she was a little surprised to see the 6.71% proposed. She would like to see more Council flexibility to fund capital projects and they always seem short of funds to do many things. We are a growing community and having amenities is necessary and maintaining what we have is key. She would like to see a higher preliminary levy for discussion and that the rate can always go down.

Jones asked what project(s) would be funded with more money. Nasby replied, for an example, the forward funded USDA projects approved tonight for \$78,840 would add just over 3% to the tax levy.

Grunig said 3% is too much for him to support.

Sherman asked what is raised by 8%. Nasby said it would raise the preliminary levy to \$2,433,665, which is about \$29,000.

Council Member Sherman introduced the Resolution No. 2022-54, entitled “A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY” 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.

11. Citywide Clean-up Ad Hoc Committee Report:

Quade said that of the Ad Hoc Committee met, including herself, Councilmember Farag, Mike Johnson (Hometown), Donna Stresemann (County Landfill), Denise Nichols and Steve Nasby (staff). The group discussed issues that have come up and identified what works well.

Noteworthy points are as follows: recyclers will not offer curbside pick-up, the County has electronics and appliance recycling events and takes items at the landfill, mattress pick up goes well, there are issues with number of items and ineligible items. The group looked at what other cities do for their clean-up too. The recommendation is to pick-up bulky items curbside, have drop-off sites for small items, coordinate with the County for recycling and continue mattress collection as is. If the cost for this new process is less maybe the event can be held twice a year.

Sherman said he sees piles of junk sitting outside for weeks before the event and if that was discussed. Quade answered that did come up in discussion, but no new ideas came up on how to handle it.

Jones said he does not like the drop-off sites as elderly or others may not be able to get items to the drop-off locations. Also, he sees nothing wrong with people putting items in garbage bags. Quade replied that Hometown does not have the manpower or time to go through the bags for ineligible items, regular garbage or hazardous materials.

Sherman asked if dates were discussed. Quade said there are available dates from Hometown (when the landfill is open) of May 20th and September 16th. The timing of the event had not been decided.

Grunig asked if the revenue collected would cover two events. Nasby said that Hometown is working on some estimates, if less time spent picking up items than costs would come down. The only way to know will be to do one event and track the cost.

Council consensus was to have this item on a future agenda when the cost estimate from Hometown is available.

12. Call For A Public Hearing – Residential Tax Abatement – Gove Acres – Lot 4, Block 2:

Jim Hartshorn, Interim EDA Director, said that a request for tax abatement has been made for a new unit at 1923 Bud Road, Gove Acres. The program is for a five-year abatement and the hearing would

Preliminary

be scheduled for October 4, 2022. The City's share of the abatement is estimated to be \$7,536 over the five-year period based on the estimated value of the home.

Council Member Grunig introduced the Resolution No. 2022-54, entitled "RESOLUTION CALLING FOR 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: Farag, Grunig, Nelson and Quade. Nay: None. Absent: None. Abstain: Sherman. Resolution passed 4 – 0 – 1.

13. New Business:

None.

14. Old Business:

Jones said that the Windom Fire Department had advertised for new firefighters and the Chief is recommending four hires.

Derickson said that eight applications were received and five attended the try-outs. Interviews were then conducted and they are recommending the hiring of Aaron Hernandez, Jacob Schaffer, London Kruse and Matthew Ellingson.

Motion by Quade second by Sherman to hire Aaron Hernandez, Jacob Schaffer, London Kruse and Matthew Ellingson as firefighters per the Chief's recommendation. Motion carried 5 – 0.

Quade said that the Council previously adopted a moratorium on THC sales and that monthly updates were planned. Nasby said that the League of Minnesota Cities very recently released guidelines but not anything with licensing or regulations as they felt the State needed to act. Several cities have pursued licensing and he has contacted the City of Austin and gotten their ordinance.

Quade said she has learned more like zoning for production and the odor released, but she wanted to bring this up so people know the City is still considering the matter.

15. Council Comments:

Grunig thanked Kwik Trip and Bob Byers' estate for their donations to the City.

Farag encouraged the public to support the Windom Eagles.

Quade recognized the Good Samaritan Society's 100 Year Anniversary and Kwik Trip's open house.

Sherman thanked the business community for all they do. He thanked the emergency responders for their work at the Hylife fire and other emergency calls.

Jones noted he attended the Culligan and Kwik Trip ribbon-cuttings and thanked both Kwik Trip and Bob Byers' estate for the gifts to the City.

Grunig asked about feedback on the new stripping on Highway 60/71. Nasby replied that people have commented on the bottleneck created by the intersection and this is not what was envisioned as the three-lane was to start further south. Council asked to have MN DOT attend a future meeting to discuss this matter.

Preliminary

Jones asked if the Police had seen accidents happening. Cory Hillesheim, Assistant Police Chief, said that no accidents had been reported yet, but they have seen semi-trucks having a hard time trying to merge or causing a back-up in the left lane in anticipation of the merge.

16. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:18 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Special Council Meeting – Budget Workshop
Windom Community Center
September 27, 2022
5:30 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:

City Staff Present: Steve Nasby, City Administrator; Cheryl Ulferts, Finance Director; Kari Hanson, Library Director; Jon Ketzenberg, Streets & Parks Superintendent; Scott Peterson, Police Chief; Andy Spielman, Building Official; Ben Derickson, Fire Chief and Tim Hogan, Recreation Director

3. 2023 Budget Workshop:

Jones said the Council would review operational highlights and hear the Capital Improvement Plan (CIP) requests and questions can be anytime.

Library – Kari Hanson, Library Director, said there was not much change from last year. A little more for office supplies and travel to do training. Personnel costs down a bit due to Dawn's retirement. The capital items would be to complete the backroom remodel that was funded last year and purchase a couple replacement computers this year.

Quade noted that Jackson County Library is proctoring Driver's exams as the State reduced the offerings. She inquired if that service could be offered in Windom.

Streets – Jon Ketzenberg, Streets & Parks Superintendent, said that no Small Cities funds were provided by the State for streets, but he had some funds left over from the 2022 projects so he would use that to purchase some materials for 2023. Salt and sand for 2022-23 winter has been purchased and the 2022 budget is on track. The snow plow\dump truck purchase is in process. Capital items are prioritized as a front-end snow pusher, equipment fund and 1-ton truck. Other items are also scheduled in future years.

Parks – Ketzenberg said that there were no changes in the operational budget and wood chips for playgrounds were purchased this year. Work on the irrigation system in the Windom Recreation Area is continuing and both piping and sprinkler heads need to be repaired\replaced. For capital items the Island Park shelter should be fully funded from prior year money, in 2023 priorities would be Kastle Kingdom and a Parks pick-up. The Playground Fund currently has a balance of \$38,000. A larger tractor that is shared with the Arena is desired too. One other possible project is to use some remaining 2019 flood funding to replace the lighting in Island Park at a cost of \$15,000.

City Hall – Building – Nasby said that there were no changes to the operational budget, but a little more money was needed for insurance and gas utility line items. Replacing the roof has been on the CIP for a couple years and \$62,000 was funded, but the quotes currently are coming in at \$105,000. He suggested using the \$30,000 of Council Chamber technology funds that were previously earmarked

Preliminary

for the roof as the video system was replaced with CARES Act funds. So, \$13,000 would be needed. Nasby said that there was prior discussion about the future of the building housing the Council Chamber, EDA and Building Office along with uses for the old fire hall. He noted the old fire hall is used by Windom PD, Cottonwood Co Sheriff and City Building Office.

Police – Scott Peterson, Police Chief, said the changes in the operational budget were for fuel and insurance. No capital requests for 2023 as the Council had funded the radars and drone from ARPA funds. He is working on the radio project with the Fire Chief and the equipment is coming in higher priced by about \$1,000 per radio due to inflation and the need to have encryption. There is a four to six month lead time for the radios. Peterson said that during the Council tour he raised the idea for future office space in the old fire hall. He shared a draft of a possible floor plan that would accommodate up to 12 officers and the records person. This would meet the Department's needs for a number of years. He is envisioning a five-year plan. If the community keeps growing an additional officer would be needed at 5,300 to 5,400 population.

Building and Zoning – Andy Spielman, Building Official, said that there was not much change in his budget. The code review is still moving forward and could be done by year end. Funds amounting to \$17,500 remains in the Dilapidated Housing Account to assist with demolitions, but there are some potential projects coming up so there is a capital request for \$20,000 in 2023. Discussion about the process and funding if action needs to be taken on the Bogle house. Spielman said his assistance to the City of Worthington is continuing but not too many trips are needed.

Quade said she had heard of another area community using misdemeanor citations for nuisance properties and thought the possibility of jail time would strongly encourage people to clean-up their properties. This action could be considered after the letters and warnings done now. Spielman replied that he has attended meetings regarding nuisance properties as everyone has the same problem. Most of the communities have some type of processes, but some are more lenient than Windom.

Council recessed for five minutes.

Fire – Ben Derickson, Fire Chief, said the operational budget was up \$30,000 from last year due to maintenance costs for equipment and personnel expenses. He noted the 2022 USDA grants helped move many items up to the funded stage, but his next item is a First Response Trunk which will cost \$210,000 to \$250,000.

Nasby asked about the radio project and costs since that USDA grant was funded along with the Boat, 6-wheeler and Wildland Truck. Derickson said the radios are coming in higher priced so more funding would be requested from the City. Nasby said that there was \$50,000 in USDA funds along with \$70,000 in City match plus the \$18,840 the Council forward funded at the last meeting, which totals \$138,840. Derickson said it maybe another \$7,000 that is needed to complete the project.

Farag asked about used equipment and whether a boat and 6-wheeler are needed if the Sheriff also has that equipment. Derickson said used equipment is generally been replaced for a reason and often was used hard. Operationally more than one unit is needed for activities such as search/rescue or fires. Also, if the County's equipment were out of town there may be a need elsewhere.

Jones asked about a platform truck as that was on the Department's list of future equipment. Derickson said it would be useful for rescue, firefighting and improving safety. He noted that this may be where a used truck is possible as the cost for a new one is \$1.6 million.

Preliminary

Arena – Tim Hogan, Recreation Director, said they are on budget for 2022 and the \$30,000 change for 2023 is due to labor costs, chemical costs and fuel price increases. No capital requested for 2023 and their capital item request for 2024 of an outdoor riding rink is dependent on the future of indoor horse shows. The Parks & Recreation Commission discussed the horse shows at length a year or more ago and heard from user groups. The decision was to have more promotion of the Arena and track numbers. The 2022 season continued to show lower horse numbers and participants. Due to the costs of installing the clay/sand footing and clean-up the Arena loses money on shows. This item will come to the Council for discussion on October 4. Horse shows could continue, but be outdoor like is done in many other venues. The inside concrete rink could be used for other activities like auctions, car shows, etc.

Recreation – Hogan said the 2023 budget was up \$1,000. No changes in that program and no capital requests as those are included in the Parks budget. They are working with the Streets & Parks crew on the Windom Recreation Area irrigation system and will do a grant request to Toro for equipment.

Pool – Hogan said no big changes in the budget and the increase is due to staffing costs going up. In 2022 a new main pump was installed and a large water leak repaired. The baby pool has significant issues and may not be operated in 2023. The sand filters are original and one is leaking. He said the Friends of the Pool group is being re-started and discussion on the pool's future is pressing.

Quade said that she is very supportive of a new pool and getting this moving. She would like the pool to be part of a larger project with the Community Center and have it indoors.

Jones said that a new pool should be decided by the voters as it is a significant expense for an amenity and there are on-going operational expenses.

Discussion on how to fund a pool and if a local option sales tax question could be added to a pool referendum. Nasby said the current process requires a vote at a general election and legislative approval. Likely this would be a 2024 vote. The State requires a specific dollar amount and sunset date to be on the ballot question for a sales tax.

Jones said that the Council could consider funding a feasibility study in 2023 to get the options and costs so that is ready for a 2024 vote if that is what the Council decides to do.

4. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:54 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

August 10, 2022 at 4:00 pm

A regular meeting of the Board of Directors was held on August 10, 2022 at Hillside Manor. Board Members present: Linda Jaakola, Jean Fast, Margaret McDonald, Joanie Halvorson and Tenant Liaison, Rory Koch. Also present was Interim Executive Director, Linda Loewen and City Liaison, Jim Nelson. Absent: Tom White

The Regular Board Meeting was called to order at 4:00 pm with the consent agenda approved (Fast/McDonald) which included minutes from the July meeting, the agenda, balance report and bills report.

Scheduled Guests: none

Old Business consisted of:

1. The Interim Executive Director presented an update on the monthly turn around rate. Since the start of the new fiscal year, there have been 19 units turned at an average of 13.32 days. There were no fee accountant reports to review.
2. The Interim Executive Director reported that the smoking shelter is still pending.
3. The Interim Executive Director reported that she has been in contact with Worthington glass in regard to the Door/Window replacement at Riverview, to let them know we are ready to proceed.
4. The Interim Executive Director reported that the ACOP policy changes are still in progress.
5. The Interim Executive Director reported that Tjell is still working on a quote for the RV/HS building entry system upgrade. He has reported that it will be very costly to change add the key fob system to all apartments. He is putting together a quote for the main areas.
6. The Interim Executive Director reported that she has ordered the new laundry machine for HS as approved at the July meeting.
7. The Interim Executive Director reported that the new Smoke-Free Policy and Smoke-Free Lease Addendum will be going out next week for a 30-day comment period prior to going into effect.

New Business consisted of:

1. The Interim Executive Director made a conference call with Abdo, Inc. for review of the Annual Audit. After the call, a motion was made to accept and finalize the Audit as presented. (McDonald/Fast)
2. The Interim Executive Director reported that the maintenance staff will be attending boiler training in the Cities on 8/16/2022.
3. The Interim Executive Director presented the Energy Audit completed by Atlas. After review and discussion, we will continue to change and update as needed.
4. The Interim Executive Director presented a pay request from a previously approved loan in the amount of \$10,000.00. A motion was made to make payment in full. (McDonald/Fast)
5. The Interim Executive Director reported we received an invoice from the City of Windom for a fire alarm/water leak at RV on 5/30/2022 in the amount of \$1,000.00. She will be turning this in to our insurance to see if it's covered.
6. The Interim Executive Director reported that we received an invoice from Brother's Fire in the amount of \$1,223.61 in regard to the previously mentioned fire alarm/water leak, for repairs and she will also be turning that in to our insurance.

7. The Interim Executive Director presented Personnel Policy updates as previously discussed. After some discussion, a motion was made to approve the updates to the Personnel Policy. (Halvorson/McDonald)
8. The Interim Executive Director reported that the help wanted ad for an Operations Manager is running in the Citizen for two weeks.
9. The Interim Executive Director reported that the previous Executive Director, Doreen Harrold has been determined eligible for Unemployment.
10. The Interim Executive Director reported that the Windom HRA has received a High Performer status through HUD.
11. The Interim Executive Director reported that Steven Flock, past maintenance staff has been given an addition 30-days to vacate his apartment at RV as his initial arrangements fell through. He will vacate the apartment by 8/31/2022.
12. The Interim Executive Director presented a pay request from Borgen, Inc. for the work on the RV West Parking Lot. The request matched the quote in the amount of \$4,791.00. This will be paid with CFP21. A motion was made to approve and pay the request. (Fast/McDonald)
13. The Interim Executive Directors has been working on: ACOP language updates, Epic-Annual CFP Plans, CFP Projects, REAC submission and EIV reporting.
14. The Interim Executive Director reminded the board that they are scheduled to meet with the Jackson HRA board tomorrow morning at 11:30 am, during their scheduled board meeting. After much discussion, the board will present sharing the current Interim Executive Director and hiring an Operations Manager at each location. A motion was made to approve \$250.00 per week/\$1,000.00 per month for Linda Loewen through the Management Contract until the new OM is put into place. (Fast/Halvorson)
15. Upcoming board meetings: September 14th (RV) and October 12th (HS).
16. With no further business, the meeting was adjourned at 5:20 pm (Fast/McDonald).

Linda Jaakola, Chairman

Linda Loewen, Interim Executive Director

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

September 14, 2022 at 4:00 pm

A regular meeting of the Board of Directors was held on September 14, 2022 at the Riverview Apartments. Board Members present: Linda Jaakola, Jean Fast, Margaret McDonald, Tom White, Joanie Halvorson and Tenant Liaison, Rory Koch. Also present was Executive Director, Linda Loewen and City Liaison, Jim Nelson.

The Regular Board Meeting was called to order at 4:04 pm with the consent agenda approved (McDonald/Fast) which included minutes from the August meeting, the agenda, balance report and bills report.

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director presented an update on the monthly turn around rate. Since the start of the new fiscal year, there have been 22 units turned at an average of 13.72 days. The Executive Director presented the fee accountant report for April, to review.
2. The Executive Director reported that the smoking shelter is still pending upon discussion of the new Smoke-Free Policy.
3. The Executive Director reported that Worthington glass has supplies ordered for the RV Door/Window Replacement.
4. The Executive Director reported that the ACOP policy changes are still in progress.
5. The Executive Director reported that Tjell is still working on a quote for the RV/HS building entry system upgrade.
6. The Executive Director reported that the new washer for HS has been installed.
7. The Executive Director presented comments received from tenants in regard to the new Smoke-Free Policy and Smoke-Free Lease Addendum. After discussion, a motion was made to add to the language under "Scope of Smoke-Free Policy" (3) as follows: (3) on the outdoor grounds of the property, including but not limited to entryways and sitting areas **except for in designated smoking areas only**. In the motion it was also agreed that a third violation will be good cause for lease termination. (Jaakola/McDonald)
8. The Executive Director reported that the maintenance staff attended boiler training on August 16, 2022 and will be testing next week on September 16, 2022 in New Ulm.
9. The Executive Director reported that she had submitted two of the fire call invoices to the insurance company and we will be reimbursed for the \$2,000.00 paid to the City of Windom.

New Business consisted of:

1. The Executive Director gave an update on the vacated past employee apartment. She has submitted paperwork with HUD to take it offline for modification as discussed prior. A motion was made to approve the change from a one-bedroom apartment to a two-bedroom apartment. (McDonald/Fast)
2. The Executive Director reported that we received a second pay request from Borgen for the striping of the west parking lot in the amount of \$500.00.
3. The Executive Director presented a quote from Adam's Mechanical in the amount of \$2,500.00 for the replacement of igniters, low water sensors and relief valves on all three boilers at Hillside in addition to the removal of the leaking gas valve in the boiler room and installation of a new valve. After some discussion, a

motion was made to accept and approve the quote in addition to some training from them for the Maintenance staff. (White/Halvorson)

4. The Executive Director asked for permission to purchase new coded door handles for the office with the upcoming changes. After some discussion, a motion was made to purchase two new handles for the offices. (McDonald/White)
5. The Executive Directors has been working on: ACOP language updates, Epic-Annual CFP Plans, CFP Projects, REAC submission, EIV reporting and the Work Comp Audit.
6. Upcoming board meetings: October 12th (HS) and November 9th (RV). After some discussion it was decided that at the December meeting, we will discuss changing the meeting time to be effective in January, 2023.
7. The Executive Director discussed the six resumes/applications that were received for the Operations Manager Position. After much discussion, it was decided that the voting board members along with the Executive Director will interview three of the six applicants, next week. The Executive Director will make calls to set up the interviews and follow-up with the board.
8. With no further business, the meeting was adjourned at 5:28 pm (McDonald/Fast).

Linda Jaakola, Chairman

Linda Loewen, Interim Executive Director

Windom Park & Recreation Commission

Minutes for Wednesday, September 14th, 2022

City Hall Council Chambers

Roll Call:

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

Absent: Lisa Farag, Paul Johnson

City Staff: Jon Ketzenberg, Street & Parks Superintendent. Tim Hogan, Recreation Director

Luke Ewald: DVVHS

Public Present: NONE

Call the Meeting to Order at 5:30 p.m. Meeting was called to order at 5:31pm by Jess Smith

- 1. Motion to Approve or amend agenda:** Motion to approve the agenda was made by Jill Knapp and second by Jackie Jurgens. Motion Carries.
- 2. Approve Minutes from August 10th, 2022:** Motion to approve the minutes from August 10th by Ron Kuecker. Jackie noted she was not present at the August meeting. Tim noted he will remove Jurgens from the present roll call. Motion by Kuecker with the correction was made and second by Knapp. Motion carries.
- 3. Luke Ewald (DVVHS) Grant opportunity for Wolf Lake Walking Trail:** Luke Ewald was present for the meeting to discuss another grant opportunity for a potential walking trail. Luke said this is similar to the last application that the City submitted but instead of a federal grant opportunity that this is a state grant and that this is a 100% funded grant and the city would not need any matching funds that would have applied to the federal grant. Discussion was held as to the last grant application about having a walking trail that would connect the Rec Area to Wolf Lake. Previously there were preliminary plans drawn up by the EDA with a map of a few options for a trail by Wolf Lake. Discussion was held on the previous options that the EDA proposed and the Luke explained that we do not have use the previous options and we could prepare new options if desired. The grant provides funding for active living. The City could use funding for a walking trail extending off the Rec Area, A walking path around the school or where ever the City would like to promote active living. Ron asked why the previous grant was denied and that information was not available. Luke said MNDOT is the entity that is sponsoring the grant and that it is up to \$500,000.00 and has a minimum of \$50,000.00 that can be applied for. Luke said that currently the cost for a 1-mile trail is around \$350,000.00 just to give everyone an idea of costs. Luke said the plans would developed by an engineer and they would help determine the path and the material that would potentially be used for the project. The City would have to pay for the costs of the engineer to prepare the plans. Luke did say the grant application is due on December 30th of 2022 and that the project would have to be completed by 2023. Kuecker stated based on the time table that the project could not be done in that amount of time. Further discussion was held about a trail. Joyce said that the city may not be on the same page as to what the trail options for the city should look like. Joyce said that there is an idea of what the trail should look like that was floated by one person within the EDA. Joyce also added that there may be other options for walking paths that the public would like to see. Joyce said that he would like to see some more options for walking out by the school. Discussion was held about if the city is ready to apply for the grant being that would do not have a project or plans prepared to use the grant money based on the time line to have the project completed. Kuecker also brought up the fact that with the Wolf Lake option for a walking trail that it would be on county

property and not in city limits. Quade that there are many other projects that we are trying to get done that we may not be ready to try and take on another project. Overall the commission stated that we are not prepared to apply for a grant at this time. Kuecker advised that we can note that we took information about a grant opportunity and no action was taken.

4. Recreation Director report:

- a) Horse Show Numbers/Expense: Tim informed the commission on the updated expenses and revenue for the horse shows that were held in 2022. The expenses have included previous years back to 2019. In the previous labor expenses Hogan said that he just included labor hour dollars in the expenses and now gave a more accurate expense with machinery and equipment that is also used. This information was given to Hogan for Jon Ketzenberg up at the Street Shop. The street shop provides the equipment and also staff to help bring in and remove the material for horse shows. Discussion was held last year about providing financials each year to track the revenue and costs. Hogan stated that numbers continue to go down significantly each year which contributes to lost revenue but the city still absorbs the same expenses. The proposed plan would be to discontinue horse shows inside the arena and move them to the outdoor riding arena. This would still give groups the opportunity to have shows outside and the inside arena could be used to rent out to groups for events such as concerts, auctions, car shows, business functions and other sports activities. This would eliminate the expense for bring material in and out of the arena and provide options for better revenue generating opportunities. Jackie Jurgens asked based on the numbers that we are in the negative. Last year local groups attended a meeting to support the horse shows inside the arena. Jess Smith asked if those individuals used the arena. Tim said that the 4H held their clinics and that the Arena held one open show and two families attended that show. Tuesday night riding was also available through out the summer inside the arena and had very minimal use from the public. Hogan did say that if shows were moved to the outdoor riding arena that improvements would be made to the outdoor riding arena such as bleachers, show office and audio equipment. Smith said that she would recommend that we not host shows inside the arena based on the numbers. Kuecker asked if we could just move this along to city council to make a decision on horse shows in the arena. Kuecker then made a motion to have the city council make a decision on holding horse shows inside the arena based on the financials that were provided at the meeting. There was a second by Jill Knapp. Motion Carried.
- b) Sale of unused horse stalls: Hogan said that there several horse stalls that are no longer used and he has been approached by people about purchasing the stalls. One group interested is in redwood county that would like to purchase about 20 stalls to upgrade their current stalls that are small and in poor condition. The commission requested a cap be placed on the number of stalls that could be purchased. Tim said there would be a cap of 10 stalls the individuals to purchase and that redwood county would get around 20-25 stalls. The commission also hopes to us the sales of the stalls to be used to improve the outdoor riding arena. Kuecker said he would like to take action on allowing the arena to sell some of the horse stalls that the arena no longer uses. Ron made the motion to approve the sale of the horse stalls with council approval. Second made by Jurgens. Motion carries.
- c) Friends of the Pool Committee: Tim said that he would like to get a group or committee together to discuss thoughts and options for the pool in Windom. Tim also said he hopes to have the council move forward with making some movement on funding a pool and getting the public involved with that decision process. The pool is in very poor condition and Hogan said its time to start addressing the future of the Windom pool.

5. Park Superintendent Report:

- a) Island Park Shelter Update: Jon said he received a new estimate for a company to do site prep and dirt work for the new shelter in Island Park. That quote came in at \$25,000 compared to the first quote of \$50,000. Ketzenberg also said that they are planning on taking down the old bathrooms and then possibly removing the old shelter sometime in late September. Jon said they also removed the homeless individuals living down in the park that were not paying to camp. Jon said that they hauled 740 pounds of garbage, clothing and food to the landfill. Jon said they will be getting a bill for the removing all of the garbage.
- b) Tegels Park Shelter \$40,000 Lions Club from HyLife: Jon said that more progress is being made on the shelter at Tegels Park and that it should be enclosed before winter. Tim said that Hy-Life presented the Lions Club with \$40,000 at their employee appreciation event that was held down at the arena last week. The lions club still needs additional funds to complete the shelter but the hope is to have it completed in 2023.
- c) Sprinkler Repairs Rec Area: Jon said that the rec area irrigation system needs repairs and that there is a company that will be coming down to fix two areas that are leaking and will also be replacing about 50 sprinkler heads that are not working. These repairs will need to be done in order to be able to blow out and winterize the system to prevent any further damage.

6. Old Business: Kayak Launch: Tim said there has not been any progress on the Kayak launch to date. Tim said he feels that we need to start over with a new location and new concept to the launch so we can get this completed. Tim said there is a little over \$6,000 of funding for the project from donations for the public. Discussion was held and a picture of recent kayak launch that the City of Jackson put in was presented to the commission. The commission agreed that we need to get something completed and that at the next meeting a location and design options would be discussed.

7. New Business: None

8. Open Mike: None

9. Adjourn meeting. Meeting adjourned by unanimous consent at 6:59 pm.

10. Next Meeting October 12th @ 5:30 in the City Council Chambers

UTILITY COMMISSION MINUTES

Council Chambers

September 28, 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 August 31, 2022 Minutes and September 14, 2022 Minutes. Motion carried 3 – 0.

WATER/WASTEWATER ITEMS

Carbon Pricing – 4th Qtr. 2022

Anderson reviewed the pricing on carbon over the last 18 months. He noted that the carbon prices have fluctuated significantly and it currently is down slightly in cost over the previous quarter. The current cost is \$3.80/gallon. Anderson mentioned that the cost of ferric continues to increase (current price is \$3.08/gallon).

Budget Discussion/Utility Rates

Anderson went over the revenue and expenses for the Water and Sewer Departments. Noted items were labor costs (increase of 2.25% per union contract), chemical costs, natural gas expenses, sludge hauling, and insurance. Anderson is hoping not to exceed the chemical budget with the unpredictable fluctuations of chemical treatments.

Water/Wastewater Rates & Fees Resolution

Anderson presented the rate increase resolution. The proposed increase is 2.5% over current rates due to service growth and increased costs for supplies/chemical. The increase is less than current inflation rates. Anderson said this is a one-year rate change resolution. Staff would seek out a rate study in 2023 if needed.

Motion by Riordan second by Francis to approve “RESOLUTION UT #2022-09-01 RESOLUTION ESTABLISHING RATES, CHARGES, AND FEES FOR AN ENTERPRISE FUND”. Aye: Francis, Schwalbach, and Riordan. Nay: None. Motion carried 3 – 0.

Water Plant PLC 2nd Quote

Anderson handed out an additional quote from PumpCon for upgrading the existing PLC Controls and PanelView at the Water Treatment Plant. This quote was higher than the one received from Automatic Systems. Anderson said the current system is obsolete and parts are nearly impossible to obtain.

Motion by Riordan second by Francis to approve the purchase of the PLC Controls and PanelView from Automatic Systems in the amount of \$84,114.00. Motion carried 3 – 0.

Anderson will contact Automatic Systems to place the order to avoid any additional price increases. He said that they are predicting an 8-month lead time to receive the order.

Schwalbach recommended that staff look at fiber to well locations to provide necessary communications and budget for future expenses.

Water Plant Dehumidifier Repair

Anderson said a technician has discovered a bad connector that was holding up the sequential dehumidifier system. Staff will order the replacement connector and needed desiccant.

Other Water/Wastewater Items

Anderson explained to the Commission that they are in need of a truck replacement that was not included on the 2023 capital budget request. One of the current trucks is undersized and not frequently used. Commission consensus was to seek out pricing for a replacement and present it at a future meeting.

Anderson was approached by the owner at 1435 1st Ave N. The property currently has a sewer only charge on bill and asked for it to be waived. Anderson noted that the water service is provided by a well and not connected to the city main. Commission discussed the proposal. Options proposed were to cap the sewer connection at the customer's expense (which would incur additional costs to reconnect both water and sewer if requested) or to leave the sewer only charge on the account. Staff will present the options to the customer.

ELECTRIC ITEMS

Powerhouse Design/Costs

Sykora has been working with engineers to layout the needed design to accommodate the new generators. He noted that do to spacing, pre-cast would be expensive as each panel would be unique. Sykora is meeting at the powerhouse on October 4th with the engineers to get an on-site evaluation.

Utility Budget Discussion

Sykora presented his 2023 budget for electric. Increases were wages, fuel, and insurance costs. The Commission asked about any planned increases. Sykora answered that no increases were planned, but suggested a \$1.00 per month/service increase in anticipation of cost-of-service increase. Staff will look at actual money generated by the increase and present figures at a future meeting.

Other Electrical Items

Sykora has received the new Electric Department truck. The previous truck order was cancelled by the vender in 2020. Staff also looked at lease options. The lease dealer had a vehicle to purchase pre-tax for \$52,000. Sykora was able to obtain a truck meeting the requested specifications and is requesting that the old electric truck get transferred to the Arena for a value of \$2,500. Commission consensus was to allow the transfer. This transfer will help cover costs for tool boxes and lights.

Electric staff have been putting in new service lines to Family Dollar, Gove Acres, and the new apartment buildings being built at 1925 Redding Ave.

REGULAR BILLS

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

OLD BUSINESS

None.

NEW BUSINESS

The next regular meeting was set for October 26th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 10:55 am.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 9/17/2022 - 9/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	100-20202	6,528.00
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	100-20202	21,082.73
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	100-20202	263.00
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	100-20202	81.00
					27,954.73
Activity: 41110 - Mayor & Council					
WINDOM LIONS CLUB	9-21-2022	09/22/2022	LION'S SHELTER	100-41110-490	2,752.25
CONVENT. & VISITOR BUREAU	AUGUST 2022	09/19/2022	LODGING TAX/AMERICAINN	100-41110-491	5,345.19
CONVENT. & VISITOR BUREAU	AUGUST 2022	09/19/2022	LODGING TAX/RED CARPET IN	100-41110-491	1,014.12
Activity 41110 - Mayor & Council Total:					9,111.56
Activity: 41310 - Administration					
NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	100-41310-133	72.00
STEVE NASBY	09-14-22	09/22/2022	TRAVEL EXPENSE	100-41310-331	93.75
Activity 41310 - Administration Total:					165.75
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	100-41910-133	24.00
INDOFF, INC	3592469	09/09/2022	B&Z/SUPPLIES	100-41910-200	21.99
COTTONWOOD CO SOLID WA	042 09-01-2022	09/15/2022	WASTE/FLATGARD	100-41910-480	41.19
Activity 41910 - Building & Zoning Total:					87.18
Activity: 41940 - City Hall					
HOMETOWN SANITATION SER	0000477609	09/02/2022	CITY HALL/REFUSE DISPOSAL	100-41940-384	102.98
Activity 41940 - City Hall Total:					102.98
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	100-42120-133	160.00
INDOFF, INC	3593388	09/09/2022	POLICES/SUPPLIES	100-42120-200	103.39
INDOFF, INC	3594771	09/15/2022	POLICE/SUPPLIES	100-42120-200	144.55
INDOFF, INC	3596473	09/20/2022	POLICE/SUPPLIES	100-42120-200	88.89
AMAZON CAPITAL SERVICES, I	1MHP-KWXY-9GLC	09/15/2022	POLICE/UNIFORMS	100-42120-218	32.86
COTTONWOOD CO AUD/TREA	OCT 2022	09/20/2022	RENT/DEPUTY ATTORNEY	100-42120-304	3,957.50
WINDOM AREA HEALTH	315546264	09/15/2022	POLICE/MEDICAL FEES	100-42120-305	80.00
A & S TRAINING, LLC	MCC# DS-P-22	09/23/2022	POLICE/TRAINING & REGISTR	100-42120-308	150.00
LEASE FINANCE PARTNERS	09-20-22 3250	09/28/2022	POLICE/LEASE PAYMENT	100-42120-326	534.00
AMAZON CAPITAL SERVICES, I	173T-XPVN-N77D	09/09/2022	POLICE/DATA PROCESSING	100-42120-326	133.28
LANGUAGE LINE SERVICES, IN	10626205	09/15/2022	POLICE/INTERPRETATION FEE	100-42120-327	45.75
CRYSTAL CLEAN CAR WASH LL	1027	09/21/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	118.00
COTTONWOOD CO AUD/TREA	OCT 2022	09/20/2022	RENT/DEPUTY ATTORNEY	100-42120-412	1,950.00
SCB PUBLIC FINANCE	10-14-2022	09/28/2022	POLICE/VEHICLE LEASE	100-42120-419	1,054.27
AMAZON CAPITAL SERVICES, I	11P7-JFH6-L4KJ	09/09/2022	POLICE/VEHICLE LEASE	100-42120-419	29.67
FLEET SERVICES DIVISION	2023020001	09/28/2022	POLICE/VEHICLE LEASE	100-42120-419	1,741.21
Activity 42120 - Crime Control Total:					10,323.37
Activity: 42220 - Fire Fighting					
SASCS, LLC	3946	09/27/2022	OSHA REFRESHER	100-42220-308	500.00
HOMETOWN SANITATION SER	0000477664	09/02/2022	FIRE/AMB/ REFUSE DISPOSAL	100-42220-384	48.59
P.M. REPAIR & DETAILING	25712	09/27/2022	FIRE/MAINTENANCE - VEHICL	100-42220-405	2,656.49
O'REILLY AUTOMOTIVE, INC	4425-351366	09/15/2022	FIRE/UNIT 26/MAINTENANCE	100-42220-405	6.49
WINDOM AUTO VALU	AUG 2022	09/16/2022	MAINTENANCE	100-42220-405	29.58
LAMPERTS YARDS, INC.	1439871	09/15/2022	FIRE/MAINTENANCE	100-42220-406	44.91
WW COMMUNICATIONS AND	6513	09/21/2022	FIRE/AMBO/MAINTENANCE -	100-42220-406	180.00
Activity 42220 - Fire Fighting Total:					3,466.06
Activity: 43100 - Streets					
NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	100-43100-133	80.00

Expense Approval Report

Payment Dates: 9/17/2022 - 9/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLACKSTRAP INC	134205	09/16/2022	STREET MAINTENANCE MATE	100-43100-224	2,294.50
BLACKSTRAP INC	134219	09/16/2022	STREET MAINTENANCE MATE	100-43100-224	2,291.85
BLACKSTRAP INC	134257	09/20/2022	STREET MAINTENANCE MATE	100-43100-224	2,177.13
BLACKSTRAP INC	134258	09/20/2022	STREET MAINTENANCE MATE	100-43100-224	2,146.68
R A MUECKE SAND & GRAVEL	82299	09/20/2022	STREET MAINTENANCE MATE	100-43100-224	327.52
R A MUECKE SAND & GRAVEL	82459	09/20/2022	STREET MAINTENANCE MATE	100-43100-224	866.44
JOSH NEMECHEK	9-12-22 - 9-16-22	09/20/2022	STREET/MEALS/LODGING	100-43100-331	187.50
JOSH NEMECHEK	9-12-22 - 9-16-22	09/20/2022	STREET/MEALS/LODGING	100-43100-334	54.05
HOMETOWN SANITATION SER	0000477610	09/01/2022	STREET/REFUSE DISPOSAL	100-43100-384	102.98
WINDOM AUTO VALU	AUG 2022	09/16/2022	MAINTENANCE	100-43100-404	132.72
CARQUEST - SMITH AUTO SUP	AUGUST 2022	09/15/2022	MAINTENANCE 91380	100-43100-405	4.09
DGR ENGINEERING	00255745	09/20/2022	COMM. PARK CUL-DE-SAC/SP	100-43100-439	2,244.00
Activity 43100 - Streets Total:					12,909.46

Activity: 45120 - Recreation

COTTONWOOD CO SOLID WA	042 09-01-2022	09/15/2022	WASTE	100-45120-217	10.00
NOAH KLOSS	09-20-2022	09/20/2022	UMPIRE CONTRACT	100-45120-217	250.00
DARREN TIETZ	09-20-2022	09/20/2022	UMPIRE CONTRACT	100-45120-217	500.00
WINDOM AREA SCHOOL -VO	100	09/16/2022	ARENA/OPERATING SUPPLIES	100-45120-217	600.00
Activity 45120 - Recreation Total:					1,360.00

Activity: 45202 - Park Areas

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	100-45202-133	16.00
COUNTRY PRIDE SERVICE	1801519	09/08/2022	STREET/MOTOR FUELS	100-45202-212	1,380.47
HOMETOWN SANITATION SER	0000477611	09/01/2022	STREET/REFUSE DISPOSAL	100-45202-384	58.98
HOMETOWN SANITATION SER	0000477627	09/01/2022	STREET/REFUSE DISPOSAL	100-45202-384	52.85
HOMETOWN SANITATION SER	0000477628	09/01/2022	STREET/REFUSE DISPOSAL	100-45202-384	35.99
HOMETOWN SANITATION SER	0000477629	09/01/2022	STREET/REFUSE DISPOSAL	100-45202-384	35.99
HOMETOWN SANITATION SER	0000477630	09/01/2022	STREET/REFUSE DISPOSAL	100-45202-384	64.97
HOMETOWN SANITATION SER	0000477645	09/01/2022	STREET/REFUSE DISPOSAL	100-45202-384	42.99
HOMETOWN SANITATION SER	0000477670	09/01/2022	STREET/REFUSE DISPOSAL	100-45202-384	21.98
JOHNSON HARDWARE	13877	09/15/2022	STREET/MAINT	100-45202-404	44.26
COTTONWOOD CO SOLID WA	042 09-01-2022	09/15/2022	WASTE	100-45202-406	10.00
COTTONWOOD CO SOLID WA	042 09-01-2022	09/15/2022	WASTE	100-45202-406	10.00
SANFORD HEALTH OCCUPATIO	679282	09/15/2022	LAB TESTING/MASON A.	100-45202-480	30.00
Activity 45202 - Park Areas Total:					1,804.48

Fund 100 - GENERAL Total: 67,285.57**Fund: 211 - LIBRARY****Activity: 45501 - Library**

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	211-45501-133	16.00
CITY LAUNDERING CO.	1804101	09/19/2022	LIBRARY/MAINTENANCE	211-45501-402	31.50
Activity 45501 - Library Total:					47.50

Fund 211 - LIBRARY Total: 47.50**Fund: 225 - AIRPORT****Activity: 45127 - Airport**

SOUTHWEST MN BROADBAN	886 10-03-2022	09/19/2022	AIRPORT/TELEPHONE	225-45127-321	27.44
ECHO GROUP INC.	5009598200.001	09/16/2022	AIRPORT/MAINTENANCE - ST	225-45127-402	175.64
WINDOM AUTO VALU	AUG 2022	09/16/2022	MAINTENANCE	225-45127-404	278.43
GDF ENTERPRISES, INC	A22769	09/23/2022	AIRPORT/MAINTENANCE - GR	225-45127-406	800.00
Activity 45127 - Airport Total:					1,281.51

Activity: 49950 - Capital Outlay

SEH	432045	09/22/2022	2022 BEACON REPLACEMENT	225-49950-500	6,630.00
SEH	432046	09/22/2022	AIRPORT/2022 JOINT & CRAC	225-49950-500	5,005.00
Activity 49950 - Capital Outlay Total:					11,635.00
Fund 225 - AIRPORT Total:					12,916.51

Expense Approval Report

Payment Dates: 9/17/2022 - 9/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 230 - POOL					
Activity: 45124 - Pool					
HOMETOWN SANITATION SER	0000477631	09/09/2022	SWIMMING POOL/REFUSE DI	230-45124-384	101.99
Activity 45124 - Pool Total:					101.99
Fund 230 - POOL Total:					101.99

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

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	235-42153-133	16.00
AMAZON CAPITAL SERVICES, I	17DQ-1VNH-19JW	09/09/2022	AMBO/OPERATING SUPPLIES	235-42153-217	49.77
AMAZON CAPITAL SERVICES, I	1JQ7-C7W6-NFNH	09/08/2022	AMBO/OPERATING SUPPLIES	235-42153-217	13.79
BOUND TREE MEDICAL, LLC	84673916	09/16/2022	AMBO/SUPPLIES	235-42153-217	55.78
BOUND TREE MEDICAL, LLC	84673917	09/16/2022	AMBO/SUPPLIES	235-42153-217	602.48
LINDE GAS & EQUIPMENT INC	31071128	09/16/2022	AMBO/MERCHANDISE	235-42153-261	284.36
LEWIS FAMILY DRUG, LLC	8-31-22	09/15/2022	105865-3/AMBO/MERCHAND	235-42153-261	140.97
WINDOM AREA HEALTH	734-0024-08-2022-0024	09/15/2022	AMBO/NURSING	235-42153-312	2,458.27
EXPERT BILLING LLC	10440	09/16/2022	AMBO/DATA PROCESSING	235-42153-326	1,798.00
JODI JOHNSON	9-17-2022	09/21/2022	AMBO/MILEAGE	235-42153-331	83.75
DONNA MARCY	9-17-22	09/21/2022	AMBO/MILEAGE	235-42153-331	83.75
DAN MESNER	9-12-22 - 9-18-22	09/20/2022	AMBO/MEALS	235-42153-334	110.68
KRISTEN PORATH	9-15-22 - 9-16-22	09/20/2022	AMBO/MEALS	235-42153-334	52.98
MEGAN BRAMSTEDT	9-15-22 - 9-16-22	09/20/2022	AMBO/MEALS	235-42153-334	72.44
JUSTIN HARRINGTON	9-6-22 - 9-16-22	09/20/2022	AMBO/MEALS	235-42153-334	48.14
ROB VISKER	9-9-22 - 9-14-22	09/20/2022	AMBO/MEALS	235-42153-334	41.37
HOMETOWN SANITATION SER	0000477664	09/02/2022	FIRE/AMB/ REFUSE DISPOSAL	235-42153-384	32.40
AMAZON CAPITAL SERVICES, I	1JQ7-C7W6-NFNH	09/08/2022	AMBO/OPERATING SUPPLIES	235-42153-405	13.90
P.M. REPAIR & DETAILING	25639	09/15/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	321.84
P.M. REPAIR & DETAILING	25738	09/22/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	277.88
SIRIUS XM RADIO INC	X7-1443623057	09/21/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	18.99
WW COMMUNICATIONS AND	6513	09/21/2022	FIRE/AMBO/MAINTENANCE -	235-42153-406	120.00
Activity 42153 - Ambulance Total:					6,697.54
Fund 235 - AMBULANCE Total:					6,697.54

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

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	250-46520-133	8.00
INDOFF, INC	3592469	09/09/2022	EDA/SUPPLIES	250-46520-200	21.99
Activity 46520 - EDA Total:					29.99
Fund 250 - EDA GENERAL Total:					29.99

Fund: 254 - NORTH IND PARK**Activity: 46520 - EDA**

MICKY MASTERS	1053	09/20/2022	EDA/MOWING/NWIP	254-46520-406	495.00
Activity 46520 - EDA Total:					495.00
Fund 254 - NORTH IND PARK Total:					495.00

Fund: 277 - TIF 1-22 CEMSTONE**Activity: 46530 - TIF Districts**

COTTONWOOD CO AUD/TREA	DEED TAX 9-27-22	09/27/2022	DEED TAX - WARRANTY DEED	277-46530-480	785.40
DVK DIVERSIFIED, LLC	TIF 1-22	09/27/2022	TAX INCREM. PAY-PER DEVELO	277-46530-482	400,000.00
Activity 46530 - TIF Districts Total:					400,785.40
Fund 277 - TIF 1-22 CEMSTONE Total:					400,785.40

Fund: 601 - WATER**Activity: 49400 - Water**

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	601-49400-133	48.00
JOHNSON HARDWARE	13997	09/15/2022	WATER/UTILITY SYSTEM	601-49400-227	5.60
GOPHER STATE ONE CALL	2080843	09/08/2022	LOCATES	601-49400-321	23.29
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	601-49400-322	239.60
QUADIENT LEASING USA, INC	16786425	09/22/2022	DATA PROCESSING/INSERTER/	601-49400-326	1,041.75
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	601-49400-326	813.74

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	601-49400-326	166.56
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	601-49400-350	56.59
HOMETOWN SANITATION SER	0000477613	09/09/2022	WATER/REFUSE DISPOSAL	601-49400-384	209.96
RON VOUGHT	331111	09/16/2022	WATER/MAINTENANCE	601-49400-408	2,500.00
				Activity 49400 - Water Total:	5,622.59
				Fund 601 - WATER Total:	5,622.59

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	602-49450-133	32.00
EOSI - Environmental Operati	43700	09/09/2022	SEWER/CHEMICALS	602-49450-216	18,103.58
MN VALLEY TESTING	1161621	09/15/2022	SEWER/LAB TESTING	602-49450-310	289.74
MN VALLEY TESTING	1161645	09/15/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1161788	09/15/2022	SEWER/LAB TESTING	602-49450-310	185.48
GOPHER STATE ONE CALL	2080843	09/08/2022	LOCATES	602-49450-321	23.28
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	602-49450-322	239.61
QUADIENT LEASING USA, INC	16786425	09/22/2022	DATA PROCESSING	602-49450-326	1,041.75
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	602-49450-326	813.73
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	602-49450-326	166.56
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	602-49450-350	56.59
WINDOM AUTO VALU	AUG 2022	09/16/2022	MAINTENANCE	602-49450-405	162.48
				Activity 49450 - Sewer Total:	21,748.28
				Fund 602 - SEWER Total:	21,748.28

Fund: 604 - ELECTRIC

VAN METER INC	5012321205.001	09/09/2022	EL/INVENTORY	604-14200	75.82
DAKOTA SUPPLY GROUP	5102106077.001	09/09/2022	EL/INVENTORY	604-14200	126.14
DAKOTA SUPPLY GROUP	5102106181.001	09/09/2022	EL/INVENTORY	604-14200	316.10
DAKOTA SUPPLY GROUP	5102106243.001	09/09/2022	EL/INVENTORY	604-14200	2,988.84
DAKOTA SUPPLY GROUP	5102106367.001	09/09/2022	EL/INVENTORY	604-14200	278.71
ELECTRIC FUND	# 643	09/16/2022	EL/EAST HILL CAPITAL	604-16300	12.31
ELECTRIC FUND	# 648	09/23/2022	EL/EAST HILL	604-16300	2,764.07
ELECTRIC FUND	# 649	09/28/2022	EL/EAST HILL	604-16300	4.85
DGR ENGINEERING	00255711	09/28/2022	EL/TRANSMISSION PROJECT	604-16300	1,780.00
DGR ENGINEERING	00255712	09/28/2022	EL/GENERATION ADDITION	604-16300	1,821.50
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	604-20202	248.27
CALEB HULS	44-2	09/20/2022	DEPOSIT REFUND	604-22000	300.00
KEVIN M PETERSON	12546-4	09/20/2022	DEPOSIT REFUND	604-22000	300.00
SANTOS PEREZ-LOPEZ	14893-8	09/20/2022	DEPOSIT REFUND	604-22000	270.99
ETHAN & NATASHA JACOBS	16425-6	09/20/2022	DEPOSIT REFUND	604-22000	300.00
NERY BERDUO GONZALEZ	20008-0	09/20/2022	DEPOSIT REFUND	604-22000	300.00
ALFREDO & JULIETA IRACHETA	20180713	07/13/2018	REFUND-BALANCE OF UTIL PR	604-22000	24.30
SUSANNE KISH	22828-6	09/20/2022	DEPOSIT REFUND	604-22000	300.00
CARLEEN JUNCO	27435-1	09/20/2022	DEPOSIT REFUND	604-22000	300.00
ANTHONY M SHEFFIELD	31019-6	09/20/2022	DEPOSIT REFUND	604-22000	300.00
TYANN MARCY	32299-6	09/20/2022	DEPOSIT REFUND	604-22000	300.00
SAIGE M WUDTKE	43564-1	09/20/2022	DEPOSIT REFUND	604-22000	300.00
GREGORIO HOLGUIN	45099-1	09/19/2022	DEPOSIT REFUND	604-22000	300.00
MATTHEW C GRUBB	46124-5	09/20/2022	DEPOSIT REFUND	604-22000	300.00
JASON JEPSEN	53548-2	09/20/2022	DEPOSIT REFUND	604-22000	300.00
SANH SAYACHACK	54314-2	09/28/2022	DEPOSIT	604-22000	300.00
JOLENE BANNISTER	60455-5	09/20/2022	DEPOSIT REFUND	604-22000	300.00
LOUNNY PHOMMAJACK	8198-3	09/20/2022	DEPOSIT REFUND	604-22000	125.00
					15,036.90

Activity: 49550 - Electric

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	604-49550-133	88.00
ELECTRIC FUND	9-5-2022 - 9-18-2022	09/20/2022	EL/EAST HILL/HYLIFE UPGRAD	604-49550-150	11,209.41
O'REILLY AUTOMOTIVE, INC	4425-352130	09/27/2022	EL/CLEANING/SUPPLIES	604-49550-211	30.97
COUNTRY PRIDE SERVICE	9012870	09/16/2022	EL/MOTOR FUELS	604-49550-212	30.00
AMAZON CAPITAL SERVICES, I	1JLD-LYFD-LKP4	09/09/2022	EL/SMALL TOOLS	604-49550-241	218.98

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CMP - CENTRAL MUNICIPAL P	7348	09/14/2022	EL/ENERGY	604-49550-263	164,831.25
CMP - CENTRAL MUNICIPAL P	7348	09/14/2022	EL/TRANSMISSION	604-49550-263	263,995.70
DEPARTMENT OF ENERGY	BFPB000800822	09/15/2022	EL/MERCHANDISE FOR RESAL	604-49550-263	87,167.35
LEVI BUNTING	APPRENTICE PROGRAM	09/21/2022	EL/REIMB./TRAINING & REGIS	604-49550-308	2,061.00
SANFORD HEALTH OCCUPATIO	679282	09/15/2022	LAB TESTING/JASON S	604-49550-310	30.00
GOPHER STATE ONE CALL	2080843	09/08/2022	LOCATES	604-49550-321	23.29
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	604-49550-322	239.61
QUADIENT LEASING USA, INC	16786425	09/22/2022	DATA PROCESSING	604-49550-326	1,041.75
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	604-49550-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	604-49550-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	604-49550-326	166.56
STEVE NASBY	09-14-22	09/22/2022	TRAVEL	604-49550-331	93.75
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	604-49550-350	56.59
ELECTRIC FUND	# 651	09/28/2022	EL/MAINTENANCE - STRUCTU	604-49550-402	17.33
ELECTRIC FUND	# 644	09/16/2022	EL/DISTRIBUTION	604-49550-408	17.08
ELECTRIC FUND	# 645	09/21/2022	EL/DISTRIBUTION	604-49550-408	2,260.67
ELECTRIC FUND	# 650	09/28/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	28.13
STAR ENERGY SERVICES LLC	20150	09/21/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	4,366.33
MN DEPT OF COMMERCE	1000048568	09/09/2022	EL/DUES/CONSERVATION - EN	604-49550-433	373.45
MN DEPT OF COMMERCE	1000048568	09/09/2022	EL/DUES/CONSERVATION - EN	604-49550-450	985.00
CMP - CENTRAL MUNICIPAL P	7348	09/14/2022	EL/CIP	604-49550-450	2,757.67
DEFRIES COLLISION CENTER	9-5-22	09/20/2022	CONSERVATION - ENERGY REB	604-49550-450	337.31
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	604-49550-460	249.00
Activity 49550 - Electric Total:					545,338.65
Fund 604 - ELECTRIC Total:					560,375.55
Fund: 609 - LIQUOR STORE					
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	609-20202	19,352.00
					19,352.00

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	609-49751-133	32.00
DOLL DISTRIBUTING, LLC	1076620	09/08/2022	LIQUOR S./ LIQUOR/BEER	609-49751-251	162.00
JOHNSON BROS.	2132088	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,468.65
JOHNSON BROS.	2132090	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	5,699.72
JOHNSON BROS.	2137491	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,739.33
SOUTHERN GLAZER'S OF MN	2256354	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,924.48
BEVERAGE WHOLESALERS	237647	09/15/2022	LIQUOR S./BEER/LIQUOR	609-49751-251	47.00
BEVERAGE WHOLESALERS	238727	09/19/2022	LIQUOR S./BEER/LIQUOR	609-49751-251	94.00
BEVERAGE WHOLESALERS	239778	09/23/2022	LIQUOR S./LIQUOR/BEER	609-49751-251	94.00
LOCHER BROS., INC.	27214	09/19/2022	LIQUOR S./LIQUOR	609-49751-251	517.95
BREAKTHRU BEVERAGE MN	345684582	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,326.93
BREAKTHRU BEVERAGE MN	409975944	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	-701.94
BREAKTHRU BEVERAGE MN	410099410	09/16/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	-18.47
PHILLIPS WINE & SPIRITS	6458519	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	2,051.00
PHILLIPS WINE & SPIRITS	6462615	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,021.10
DOLL DISTRIBUTING, LLC	1076620	09/08/2022	LIQUOR S./ LIQUOR/BEER	609-49751-252	12,540.85
DOLL DISTRIBUTING, LLC	1076652	09/08/2022	LIQUOR S./BEER	609-49751-252	-143.40
DOLL DISTRIBUTING, LLC	1076653	09/08/2022	LIQUOR S./BEER	609-49751-252	232.00
BRAU BROTHERS BREWING C	20122	09/12/2022	Liquor - purchase Beer	609-49751-252	148.75
BEVERAGE WHOLESALERS	237647	09/15/2022	LIQUOR S./BEER/LIQUOR	609-49751-252	12,072.19
BEVERAGE WHOLESALERS	238727	09/19/2022	LIQUOR S./BEER/LIQUOR	609-49751-252	14,633.60
BEVERAGE WHOLESALERS	239778	09/23/2022	LIQUOR S./LIQUOR/BEER	609-49751-252	6,833.70
BEVERAGE WHOLESALERS	240472	09/23/2022	LIQUOR S./BEER	609-49751-252	505.70
ARTISAN BEER COMPANY	3558871	09/15/2022	LIQUOR S./BEER	609-49751-252	78.00
ARTISAN BEER COMPANY	3560270	09/19/2022	LIQUOR S./BEER	609-49751-252	147.60
JOHNSON BROS.	2132089	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	638.08
JOHNSON BROS.	2132091	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	662.00
JOHNSON BROS.	2137492	09/20/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	370.00
SOUTHERN GLAZER'S OF MN	2256355	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	761.71
PHILLIPS WINE & SPIRITS	6458520	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	471.46

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PHILLIPS WINE & SPIRITS	6462616	09/20/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	82.60
PBC - PEPSI BEVERAGES COM	26804856	09/20/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	426.45
ATLANTIC COCA-COLA	3501788	08/31/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	270.60
ATLANTIC COCA-COLA	3537500	09/15/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	228.60
PBC - PEPSI BEVERAGES COM	75218143	09/20/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	15.21
WATERVILLE FOOD & ICE	02-227802	09/20/2022	LIQUOR S./ICE/FREIGHT	609-49751-257	99.60
WATERVILLE FOOD & ICE	02-227802	09/20/2022	LIQUOR S./ICE/FREIGHT	609-49751-333	5.25
JOHNSON BROS.	2132088	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	86.78
JOHNSON BROS.	2132089	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	27.31
JOHNSON BROS.	2132090	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	76.05
JOHNSON BROS.	2132091	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	23.38
JOHNSON BROS.	2137491	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	42.91
JOHNSON BROS.	2137492	09/20/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	9.75
SOUTHERN GLAZER'S OF MN	2256354	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	90.20
SOUTHERN GLAZER'S OF MN	2256355	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	18.45
BREAKTHRU BEVERAGE MN	345684582	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	42.43
BREAKTHRU BEVERAGE MN	409975944	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	-5.55
BREAKTHRU BEVERAGE MN	410099410	09/16/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	-0.15
PHILLIPS WINE & SPIRITS	6458519	09/15/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	34.44
PHILLIPS WINE & SPIRITS	6458520	09/15/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	17.71
PHILLIPS WINE & SPIRITS	6462615	09/19/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	69.11
PHILLIPS WINE & SPIRITS	6462616	09/20/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	3.90
KKOJ - KUXX	8-31-2022	09/15/2022	LIQUOR S./ADVERTISING	609-49751-340	375.00
WINDOM COMMUNITY CENT	R2022135	09/23/2022	WCC/ADVERTISING	609-49751-340	250.00
HOMETOWN SANITATION SER	0000477612	09/09/2022	LIQUOR S./REFUSE DISPOSAL	609-49751-384	177.99
CONTROL INSTALLATIONS OF I	120843	09/21/2022	LIQUOR S./MAINTENANCE - O	609-49751-404	1,718.13
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	609-49751-460	7.00

Activity 49751 - Liquor Store Total: 78,603.14

Fund 609 - LIQUOR STORE Total: 97,955.14

Fund: 614 - TELECOM

Activity: 49870 - Telecom

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	614-49870-133	64.00
CITY LAUNDERING CO.	1801679	09/20/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
UNITED TEL SUPPLY, INC	26553	09/20/2022	TELECOM/UTILITY SYSTEM	614-49870-227	1,092.69
FINLEY ENGINEERING	07-18320-02	09/28/2022	TELECOM/FCC BROADBAND D	614-49870-303	751.50
MN DEPT OF COMMERCE	1000048279	09/21/2022	TELECOM/LEGAL FEES	614-49870-304	356.49
OLSEN THIELEN & CO.,LTD	70675	09/16/2022	TELECOM/LEGAL FEES	614-49870-304	687.00
OLSEN THIELEN & CO.,LTD	70702	09/16/2022	TELECOM/LEGAL FEES	614-49870-304	245.00
GOPHER STATE ONE CALL	2080843	09/08/2022	LOCATES	614-49870-321	23.29
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	614-49870-322	239.60
QUADIENT LEASING USA, INC	16786425	09/22/2022	DATA PROCESSING	614-49870-326	1,041.75
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	614-49870-326	1,627.47
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	INV-05275	09/02/2022	DATA PROCESSING	614-49870-326	936.25
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	614-49870-326	166.56
NEUSTAR, INC.	L-0000040393	09/21/2022	DATA PROCESSING	614-49870-326	9.00
KDOM RADIO	22080438	09/15/2022	TELECOM/ADVERTISING	614-49870-340	100.98
CITY OF WINDOM	INV01520	09/21/2022	TELECOM/ADVERTISING	614-49870-340	200.00
INNOVATIVE SYSTEMS LLC	INV-05471	09/08/2022	POSTAGE/PROCESS/INSERTS	614-49870-350	56.59
HOMETOWN SANITATION SER	0000477615	09/16/2022	TELECOM/REFUSE DISPOSAL	614-49870-384	185.96
CENTURY LINK	520761	09/21/2022	DIRECTORY LISTINGS	614-49870-441	283.07
CONSOLIDATED COMMUNICA	09-01-22	09/21/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,443.00
BTN - BIG TEN NETWORK	167100	09/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	1,423.70
FOX TELEVISION STATIONS, LL	167101	09/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	231.33
FOX TELEVISION STATIONS, LL	167102	09/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	2,523.60
MLB NETWORK	185313	09/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	365.21
NEXSTAR BROADCASTING GR	457711	09/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	225.94
SHOWTIME NETWORKS INC	54800	09/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	164.34
TECHNOLOGY PLANNERS, LLC	6829	09/20/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	2,022.50
ADARA TECHNOLOGIES INC	AP100223CW-51	09/20/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	14,043.00

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BALLY SPORTS NORTH	U29641	09/16/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	6,852.33
UNIVERSAL SERVICE ADMIN C	UBDI0001309650	09/28/2022	499A CONTRIBUTION	614-49870-443	1,969.70
NORTH AMERICAN NUMBERI	IN120241	09/22/2022	TELECOM/LICENSE FEES	614-49870-444	40.41
TERABYTE HOLDINGS LLC DBA	21791	09/22/2022	TELECOM/SWITCH FEES	614-49870-445	119.66
ONVOY, LLC dba INTELIGENT	264565	09/20/2022	TELECOM/SWITCH FEES	614-49870-445	6,964.87
1623 FARNAM LLC	006757	09/09/2022	TELECOM/INTERNET EXPENSE	614-49870-447	200.00
ZAYO GROUP, LLC	2022090027696	09/20/2022	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
SWWC - SOUTHWEST WEST C	70290	09/15/2022	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
ZAYO GROUP, LLC	2022090002376	09/20/2022	TELECOM/CALL COMPLETION	614-49870-451	1,519.47
ONVOY, LLC dba INTELIGENT	264633	09/16/2022	TELECOM/CALL COMPLETION	614-49870-451	170.16
CENTURY LINK	SEP 16, 2022	09/27/2022	SERVICE 507 831-1075 104	614-49870-451	89.56
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	614-49870-460	309.00
SANFORD HEALTH OCCUPATIO	679282	09/15/2022	LAB TESTING/BRAIN T	614-49870-480	30.00
Activity 49870 - Telecom Total:					52,731.36
Fund 614 - TELECOM Total:					52,731.36

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	615-49850-133	32.00
CITY LAUNDERING CO.	1801676	09/09/2022	ARENA/CLEANING/SUPPLIES	615-49850-211	50.00
CARQUEST - SMITH AUTO SUP	AUGUST 2022	09/15/2022	MAINTENANCE 91380	615-49850-211	34.20
R & R SPECIALTIES	0076541-IN	09/16/2022	ARENA/ ICE PAINT SUPPLIES	615-49850-217	744.70
HOMETOWN SANITATION SER	0000477616	09/09/2022	ARENA/REFUSE DISPOSAL	615-49850-384	158.98
ADS ON BOARDS	8-19-22	09/20/2022	ARENA/MAINTENANCE - OFFI	615-49850-404	600.00
RON'S ELECTRIC INC	147694	09/28/2022	ARENA/MAINTENANCE - GRO	615-49850-406	896.00
COTTONWOOD CO AGRICULT	10-1-2022	09/28/2022	BUILDING RENTAL/FALL-WINT	615-49850-412	5,000.00
Activity 49850 - Arena Total:					7,515.88
Fund 615 - ARENA Total:					7,515.88

Fund: 617 - M/P CENTER

MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	617-20202	605.70
					605.70

Activity: 49860 - M/P Center

NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600	617-49860-133	48.00
CITY LAUNDERING CO.	1801677	09/15/2022	WCC/CLEANING/SUPPLIES	617-49860-211	223.87
INDOFF, INC	3593391	09/08/2022	MCC/CLEANING/SUPPLIES	617-49860-211	29.99
INDOFF, INC	3594786	09/15/2022	WCC/CLEANING/SUPPLIES	617-49860-211	109.98
HOMETOWN SANITATION SER	0000477617	09/09/2022	WCC/REFUSE DISPOSAL	617-49860-384	78.99
MN REVENUE	AUG. 2022	09/20/2022	SALES TAX	617-49860-460	504.30
WATLER E FOREMAN	# 6	09/23/2022	WCC/GOLD PACKAGE APPEAR	617-49860-492	3,750.00
Activity 49860 - M/P Center Total:					4,745.13
Fund 617 - M/P CENTER Total:					5,350.83

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002163	09/23/2022	Federal Tax Withholding	700-21701	10,750.38
MN Department of Revenue -	INV0002164	09/23/2022	State Withholding	700-21702	5,242.42
Internal Revenue Service-Payr	INV0002163	09/23/2022	Social Security	700-21703	13,274.98
MN Pera	INV0002161	09/23/2022	PERA	700-21704	8,217.14
MN Pera	INV0002161	09/23/2022	PERA	700-21704	907.00
MN Pera	INV0002161	09/23/2022	PERA	700-21704	415.00
MN Pera	INV0002161	09/23/2022	PERA	700-21704	13,887.17
MN State Deferred	INV0002162	09/23/2022	Deferred Roth	700-21705	1,425.00
MN State Deferred	INV0002162	09/23/2022	Deferred Compensation	700-21705	5,276.91
LOCAL UNION #949	SEPT 2022	09/21/2022	UNION DUES	700-21707	1,586.55
LAW ENFORCEMENT LABOR S	SEPT 2022	09/21/2022	POLICE UNION DUES	700-21708	455.00
Internal Revenue Service-Payr	INV0002163	09/23/2022	Medicare Withholding	700-21711	3,877.20
WEX BANK	09-23-22	09/23/2022	FLEX SPENDING	700-21712	235.93
WEX BANK	9-13-22	09/28/2022	FLEX SPENDING	700-21712	15.00
AFLAC	894860	09/19/2022	INSURANCE SEPT. 2022	700-21715	263.93
AFLAC	894860	09/19/2022	INSURANCE SEPT. 2022	700-21716	780.67
MN BENEFIT ASSOCIATION	2022-0175220	09/15/2022	SEPT 2022	700-21717	5.84

Expense Approval Report

Payment Dates: 9/17/2022 - 9/30/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600/ELNESS	700-21718	16.00
NCPERS MINNESOTA	10-1-22 - 10-31-22	09/22/2022	INSURANCE 844600/EMILY	700-21718	16.00
MN BENEFIT ASSOCIATION	2022-0175220	09/15/2022	SEPT 2022	700-21719	387.35
WEX BANK	INV0002166	09/22/2022	Employer VEBA Sept 2022	700-21720	9,687.62
WEX BANK	INV0002165	09/22/2022	Employer HSA Sept 2022	700-21722	4,062.59
WEX BANK	INV0002160	09/23/2022	HSA Employee Contribution	700-21723	584.92
					<u>81,370.60</u>
				Fund 700 - PAYROLL Total:	<u>81,370.60</u>
				Grand Total:	<u>1,321,029.73</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	67,285.57
211 - LIBRARY	47.50
225 - AIRPORT	12,916.51
230 - POOL	101.99
235 - AMBULANCE	6,697.54
250 - EDA GENERAL	29.99
254 - NORTH IND PARK	495.00
277 - TIF 1-22 CEMSTONE	400,785.40
601 - WATER	5,622.59
602 - SEWER	21,748.28
604 - ELECTRIC	560,375.55
609 - LIQUOR STORE	97,955.14
614 - TELECOM	52,731.36
615 - ARENA	7,515.88
617 - M/P CENTER	5,350.83
700 - PAYROLL	81,370.60
Grand Total:	1,321,029.73

Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	27,954.73
100-41110-490	Donations & Contributio	2,752.25
100-41110-491	Payments to Other Orga	6,359.31
100-41310-133	Employer Paid Insurance	72.00
100-41310-331	Travel Expense	93.75
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	21.99
100-41910-480	Other Miscellaneous	41.19
100-41940-384	Refuse Disposal	102.98
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	336.83
100-42120-218	Uniforms	32.86
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	80.00
100-42120-308	Training & Registrations	150.00
100-42120-326	Data Processing	667.28
100-42120-327	Interpretation Fees	45.75
100-42120-405	Repairs & Maint - Vehicl	118.00
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	2,825.15
100-42220-308	Training & Registrations	500.00
100-42220-384	Refuse Disposal	48.59
100-42220-405	Repairs & Maint - Vehicl	2,692.56
100-42220-406	Repairs & Maint - Groun	224.91
100-43100-133	Employer Paid Insurance	80.00
100-43100-224	Street Maint Materials	10,104.12
100-43100-331	Travel Expense	187.50
100-43100-334	Meals/Lodging	54.05
100-43100-384	Refuse Disposal	102.98
100-43100-404	Repairs & Maint - M&E	132.72
100-43100-405	Repairs & Maint - Vehicl	4.09
100-43100-439	Special Projects	2,244.00
100-45120-217	Other Operating Supplie	1,360.00
100-45202-133	Employer Paid Insurance	16.00
100-45202-212	Motor Fuels	1,380.47
100-45202-384	Refuse Disposal	313.75
100-45202-404	Repairs & Maint - M&E	44.26

Account Summary

Account Number	Account Name	Payment Amount
100-45202-406	Repairs & Maint - Groun	20.00
100-45202-480	Other Miscellaneous	30.00
211-45501-133	Employer Paid Insurance	16.00
211-45501-402	Repairs & Maint - Struct	31.50
225-45127-321	Telephone	27.44
225-45127-402	Repairs & Maint - Struct	175.64
225-45127-404	Repairs & Maint - M&E	278.43
225-45127-406	Repairs & Maint - Groun	800.00
225-49950-500	Capital Outlay	11,635.00
230-45124-384	Refuse Disposal	101.99
235-42153-133	Employer Paid Insurance	16.00
235-42153-217	Other Operating Supplie	721.82
235-42153-261	Other Merchandise-Med	425.33
235-42153-312	Nursing	2,458.27
235-42153-326	Data Processing	1,798.00
235-42153-331	Travel Expense	167.50
235-42153-334	Meals/Lodging	325.61
235-42153-384	Refuse Disposal	32.40
235-42153-405	Repairs & Maint - Vehicl	632.61
235-42153-406	Repairs & Maint - Groun	120.00
250-46520-133	Employer Paid Insurance	8.00
250-46520-200	Office Supplies	21.99
254-46520-406	Repairs & Maint - Groun	495.00
277-46530-480	Other Miscellaneous	785.40
277-46530-482	TIF Payments	400,000.00
601-49400-133	Employer Paid Insurance	48.00
601-49400-227	Utility System Maint Sup	5.60
601-49400-321	Telephone	23.29
601-49400-322	Postage	239.60
601-49400-326	Data Processing	2,539.55
601-49400-350	Printing & Design	56.59
601-49400-384	Refuse Disposal	209.96
601-49400-408	Repairs & Maint - Distrib	2,500.00
602-49450-133	Employer Paid Insurance	32.00
602-49450-216	Chemicals and Chemical	18,103.58
602-49450-310	Lab Testing	591.20
602-49450-321	Telephone	23.28
602-49450-322	Postage	239.61
602-49450-326	Data Processing	2,539.54
602-49450-350	Printing & Design	56.59
602-49450-405	Repairs & Maint - Vehicl	162.48
604-14200	Inventory	3,785.61
604-16300	Improvements Other Th	6,382.73
604-20202	Sales Tax Payable	248.27
604-22000	Prepayments	4,620.29
604-49550-133	Employer Paid Insurance	88.00
604-49550-150	Capitalized Labor	11,209.41
604-49550-211	Cleaning Supplies	30.97
604-49550-212	Motor Fuels	30.00
604-49550-241	Small Tools	218.98
604-49550-263	Merchandise for Resale -	515,994.30
604-49550-308	Training & Registrations	2,061.00
604-49550-310	Lab Testing	30.00
604-49550-321	Telephone	23.29
604-49550-322	Postage	239.61
604-49550-326	Data Processing	3,870.78
604-49550-331	Travel Expense	93.75
604-49550-350	Printing & Design	56.59

Account Summary

Account Number	Account Name	Payment Amount
604-49550-402	Repairs & Maint - Struct	17.33
604-49550-408	Repairs & Maint - Distrib	6,672.21
604-49550-433	Dues & Subscriptions	373.45
604-49550-450	Conservation	4,079.98
604-49550-460	Miscellaneous Taxes	249.00
609-20202	Sales Tax Payable	19,352.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-251	Liquor	24,425.75
609-49751-252	Beer	47,048.99
609-49751-253	Wine	2,985.85
609-49751-254	Soft Drinks & Mix	940.86
609-49751-257	Ice	99.60
609-49751-333	Freight and Express	541.97
609-49751-340	Advertising & Promotion	625.00
609-49751-384	Refuse Disposal	177.99
609-49751-404	Repairs & Maint - M&E	1,718.13
609-49751-460	Miscellaneous Taxes	7.00
614-49870-133	Employer Paid Insurance	64.00
614-49870-211	Cleaning Supplies	21.38
614-49870-227	Utility System Maint Sup	1,092.69
614-49870-303	Engineering and Surveyi	751.50
614-49870-304	Legal Fees	1,288.49
614-49870-321	Telephone	23.29
614-49870-322	Postage	239.60
614-49870-326	Data Processing	4,816.03
614-49870-340	Advertising & Promotion	300.98
614-49870-350	Printing & Design	56.59
614-49870-384	Refuse Disposal	185.96
614-49870-441	Transmission Fees	283.07
614-49870-442	Subscriber Fees	29,294.95
614-49870-443	Intergovernmental Fees	1,969.70
614-49870-444	License Fees	40.41
614-49870-445	Switch Fees	7,084.53
614-49870-447	Internet Expense	2,150.00
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	1,779.19
614-49870-460	Miscellaneous Taxes	309.00
614-49870-480	Other Miscellaneous	30.00
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	84.20
615-49850-217	Other Operating Supplie	744.70
615-49850-384	Refuse Disposal	158.98
615-49850-404	Repairs & Maint - M&E	600.00
615-49850-406	Repairs & Maint - Groun	896.00
615-49850-412	Rentals - Building	5,000.00
617-20202	Sales Tax Payable	605.70
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	363.84
617-49860-384	Refuse Disposal	78.99
617-49860-460	Miscellaneous Taxes	504.30
617-49860-492	Entertainment Event Fee	3,750.00
700-21701	Federal Withholding	10,750.38
700-21702	State Withholding	5,242.42
700-21703	FICA Tax Withholding	13,274.98
700-21704	PERA Contributions	23,426.31
700-21705	Retirement	6,701.91
700-21707	Union Dues	1,586.55
700-21708	PD Union Dues	455.00

Account Summary

Account Number	Account Name	Payment Amount
700-21711	Medicare Tax Withholdi	3,877.20
700-21712	Flex Account	250.93
700-21715	Individual Insurance-Afla	263.93
700-21716	Individual Insurance-Afla	780.67
700-21717	Individual Insurance-MB	5.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	387.35
700-21720	VEBA Contributions	9,687.62
700-21722	HSA Contribution	4,062.59
700-21723	HSA Employee Contribu	584.92
	Grand Total:	1,321,029.73

Project Account Summary

Project Account Key	Payment Amount
None	1,321,029.73
Grand Total:	1,321,029.73

CW
9/29/22

ACTION ITEM



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

TO: CITY COUNCIL
FROM: EDA
MEETING DATE: October 4, 2022
RE: Public Hearing – Residential Tax Abatement – 1923 Bud Road
DEPT: EDA
CONTACT: Mary Hensen, EDA/B&Z Admin. Asst., at 832-8659 or
wineda@windom-mn.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 1923 Bud Road, Windom, MN 56101.
-

Issue Summary/Background

On September 20, 2022, the Windom City Council adopted a resolution calling for a Public Hearing to be held on October 4, 2022, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1923 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 – 1923 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 #: 25-320-1400

Address of Property: 1923 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 4, 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 30th 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 4th day of October, 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, October 4, 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: 1923 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 4, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota;

Parcel No.: 25-320-1400

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: September 21, 2022
(COTTONWOOD COUNTY CITIZEN)

September 12, 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 – 1923 Bud Road, Windom, MN

Dear Jim:

We plan to construct a new single-family home on Lot 4, 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:

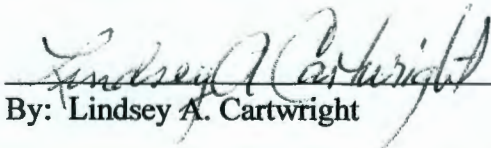
1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated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

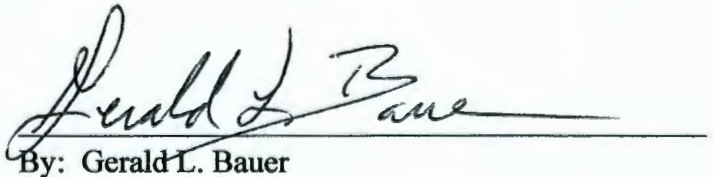
A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

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.: 25.320.1400

Address of the Property: 1923 Bud Road, Windom, Minnesota 56101

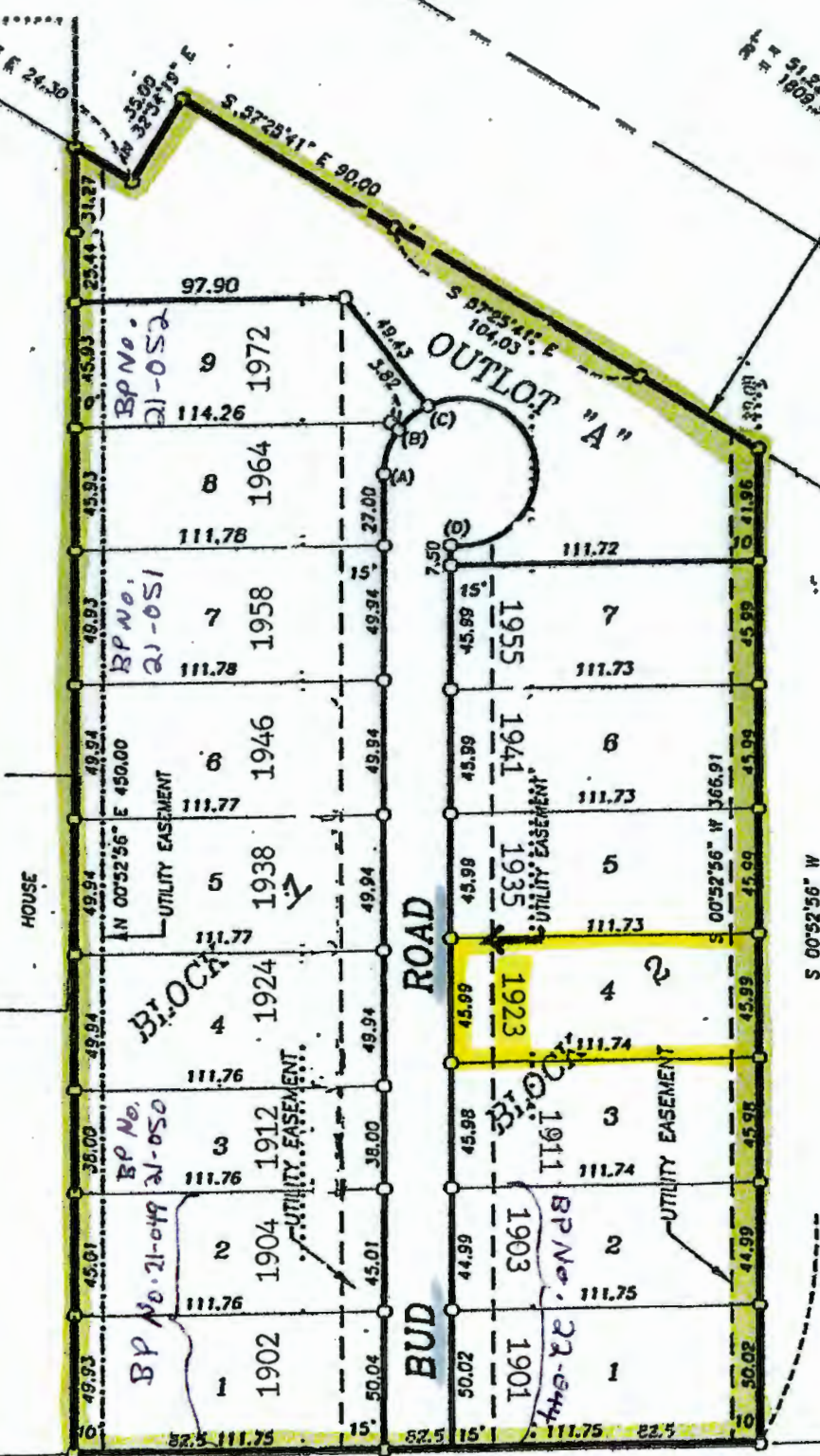
Legal Description of the Property: Lot 4, Block 2 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

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

Gove Acres Subdivision

U.S. Highway 71

BILLINGS SUBD.



CURVE (A)-(B)
R = 27.53
L = 17.46

CURVE (B)-(C)
R = 27.53
L = 13.68

CURVE (C)-(D)
R = 27.53
L = 102.29

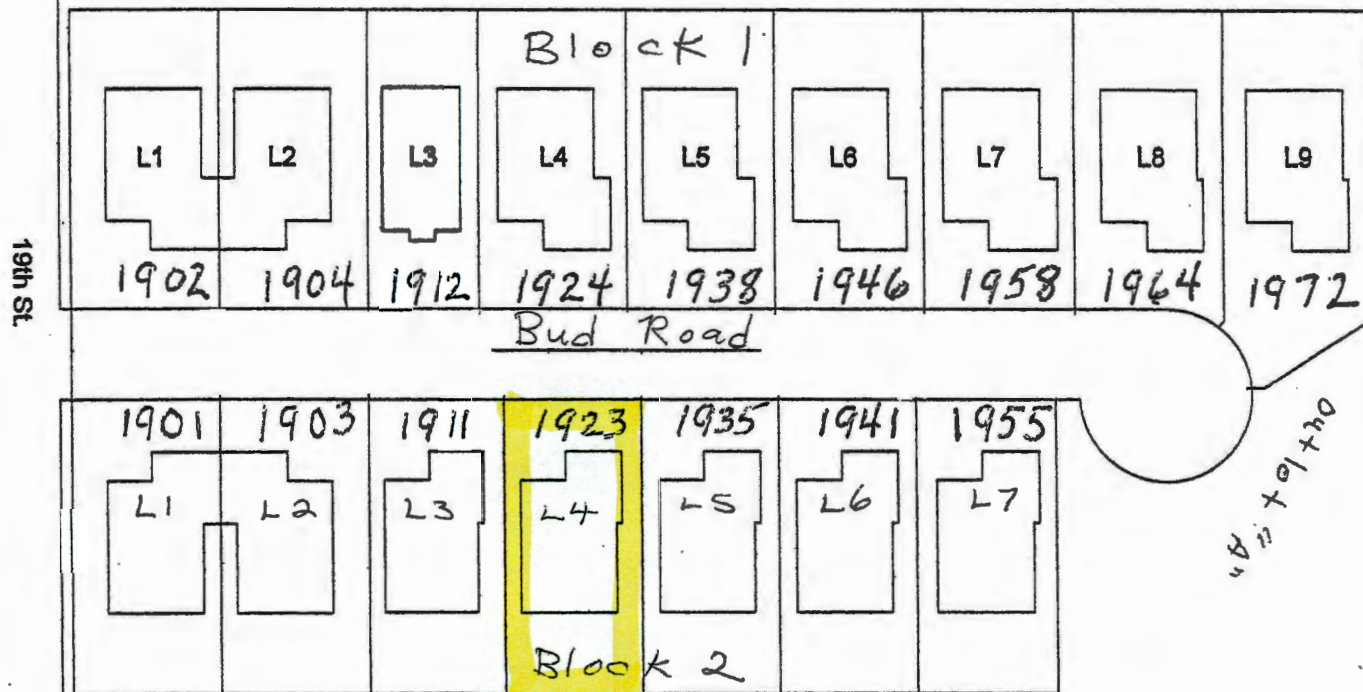
50 25 0

SCALE 1" = 50'

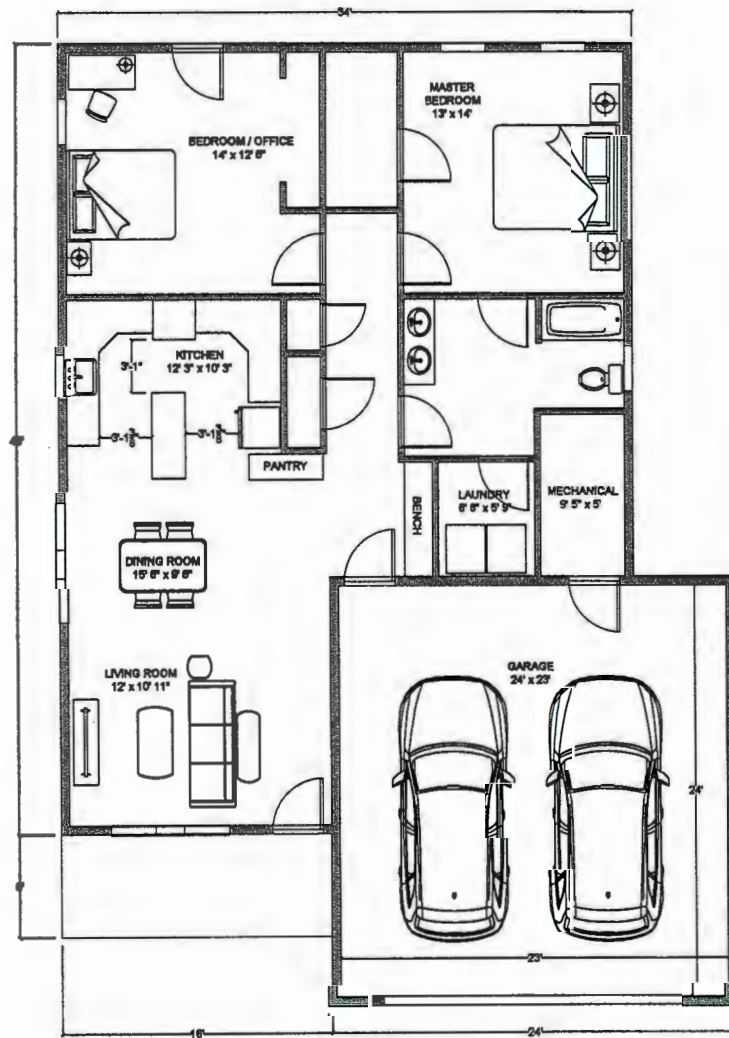
● = MONUMENTS
○ = MONUMENTS
5/8" IRON S
--- = UT

BP map

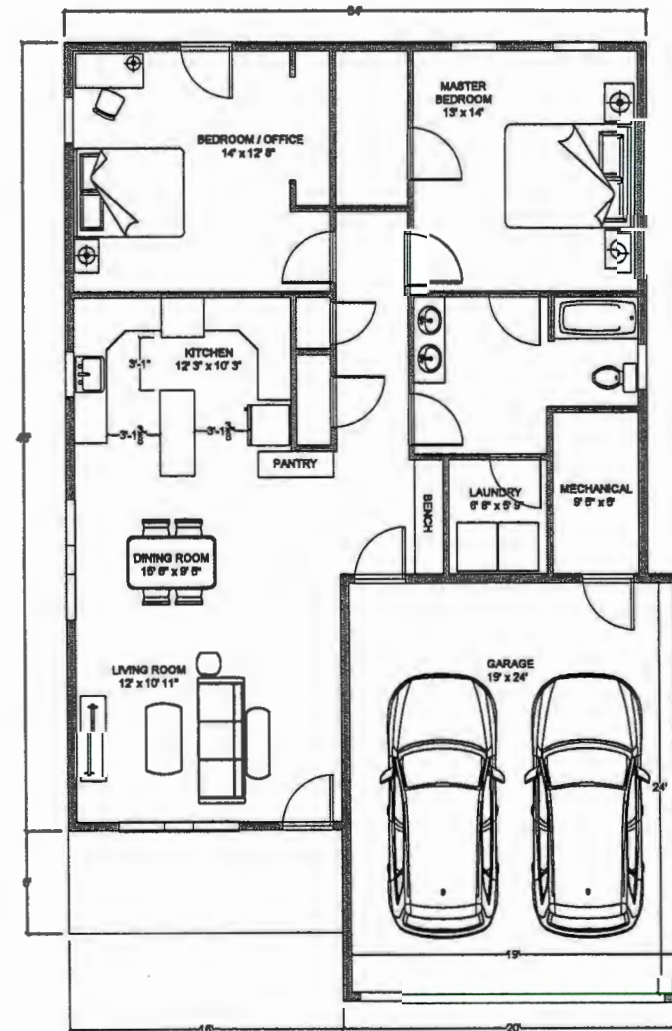
Addresses Gove Acres



Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD
	Contact: Lindsey Cartwright Phone: 507-530-1305	Plan: Lot Layout
	Contact: Jerry Bauer Phone: 507-522-5700	Set: Approval Set 2
		Scale: 1/32" = 1'-0"
		Drawn By: MC
	Page: —	Sheet: LOT



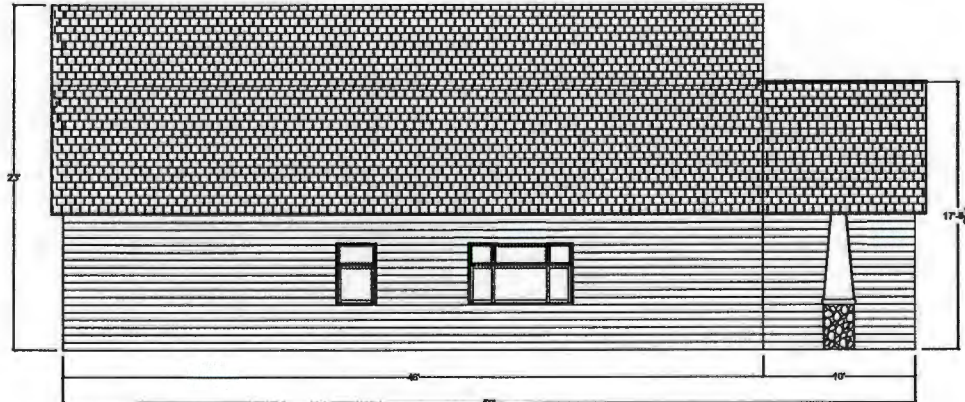
0 FURNITURE PLANS
1 SCALE: 3/16" = 1'-0"



Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD
		Plan: Furniture Plan
	Contact: Lindsey Cartwright Phone: 507-630-1305	Set: Approval Set 2
	Contact: Jerry Bauer Phone: 507-622-3700	Scale: 3/16" = 1'-0"
		Drawn By: MC
		Page: —
		Sheet 0



① ELEVATION
SCALE: 1/8" = 1'-0"



② ELEVATION
SCALE: 1/8" = 1'-0"

Approved By:	Issue Date:	Project: Senior Cottage PUD	
	9-29-2020	Plan: Cottage Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	
	Contact: Jerry Bauer Phone: 507-822-3700	Scale: 3/16" = 1'-0"	Sheet B
		Drawn By: MC	
		Page: 2 of 6	

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM JUDITH HINTZE TO THE WINDOM LIBRARY

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

WHEREAS, the City of Windom has received a donation of \$500.00 from Judith Hintze for the Windom Library; and

WHEREAS, the Donor requests that the donation be used as deemed appropriate for the Windom Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$500.00 offered by Judith Hintze.

Adopted by the Council this 4th day of October, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: Ben Derickson, Fire Chief
DATE: September 29, 2022
RE: Acceptance of Grant – Compeer Financial
DEPT: Fire
CONTACT: Ben Derickson, Fire Chief WFD55@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Accept grant from Compeer Financial for the Windom Fire Department.

Issue Summary/Background

The Windom Fire Department has applied for Compeer grants for several years to replace the drop tanks used by the Department. The existing drop tanks are experiencing small leaks. The \$1,300 grant will allow us to purchase new tanks.

Fiscal Impact

There is no City match required by the Compeer Financial grant. The grant will be a savings in equipment cost to the City of \$1,300.

Attachments

1. Compeer Financial grant agreement



GRANT AGREEMENT

The grant to your organization from the Compeer Financial Fund for Rural America, (hereinafter "Fund for Rural America") is for the explicit purpose(s) described in the Grant Application and is subject to your acceptance of the terms described therein.

To acknowledge this agreement, to accept the grant and receive the funds, return a signed copy of this Grant Agreement to Compeer Financial, ACA. Keep the other copy for your files. Please refer to the identification number and title in all communications concerning this grant.

Grantee: Windom Volunteer Fire Department

ID #: 2022

Amount Granted: \$1,300

Grant Period: September 28, 2022 through December 31, 2022

Funds to be used for: drop tank liners

The undersigned hereby agrees to the following grant conditions:

1. The funds provided by this grant may be spent only in accordance with the provisions of the grantee's funding request and budget as approved. Grantee shall not use the funds for any purpose prohibited by applicable law, and shall use the funds only for those purposes which are permissible under all applicable laws and regulations, including but not limited to the Internal Revenue Code, as amended and the regulations issued thereunder. Grantee shall comply with any and all applicable federal, state and local laws.
2. No funds provided by the Fund for Rural America may be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study and research.
3. Expenses charged against this grant may not be incurred prior to the date at which the grant period begins or subsequent to its termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.
4. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
5. The grantee shall return any unexpended funds to Fund for Rural America, which are not used for the approved purposes and/or remain unexpended at the close of the grant period.

6. Funds shall be promptly returned to Fund for Rural America if Fund for Rural America determines, in its sole discretion that the grantee has not performed in accordance with the Terms of the Grant and/or has not met the specific grant conditions of the approved program.
7. For the purposes of making verifications, as it deems desirable toward the fulfillment of Fund for Rural America objectives, Fund for Rural America may conduct site visits and/or review grantee's records at reasonable times during grantee's regular business hours.
8. Grantees are required to recognize Fund for Rural America in all publicity materials related to the funded project or program, as specified in the grant request. Prior to making public any such materials, grantees must submit the text of any announcements and plans for publicity to the Fund for Rural America Officer responsible for the grant. Approval of the Fund for Rural America Officer is required prior to any such materials being announced or made available to the public. Grantee shall cooperate with Fund for Rural America in connection with all publicity materials that Compeer Financial, ACA may wish to publish regarding Fund for Rural America and/or the project, including, but not limited to providing photo releases and/or other consents.
9. Grantee agrees to indemnify and hold Compeer Financial, ACA and Fund for Rural America harmless and, at its own cost and expense, defend Compeer Financial, ACA and Fund for Rural America, its officers, employees and directors from and against any and all liability, including but not limited to costs, attorney's fees, and claims for damages arising out of grantee's actions in furtherance of the project for which grant funds have been awarded. Compeer Financial, ACA and Fund for Rural America shall not be liable for any claims arising out of the project or any work performed in connection therewith. Grantee shall be solely responsible for the acts or omissions of its officers, agents, employees, directors and subcontractors."
10. Grantee warrants and represents that it has made no material false statement, or misstatement of fact, in connection with its Grant Application or its receipt of the Grant Funds, and all information previously submitted to Fund for Rural America or which it will submit to Fund for Rural America in the future relating to the grant or the project, is and will be true and correct.
11. Grantee shall not engage in discriminatory practices with respect to the project for which grant funds have been provided, and shall, with respect to all project activities, fully comply with all state, local and federal non-discrimination laws, as applicable.
12. To submit a final report thirty (30) days after the completion of the grant, of activities carried on under the grant, evaluations of what the grant accomplished, and complete financial reports detailing use of the grant funds.
13. PAYMENT OF GRANTS: Fund for Rural America reserves the right to terminate or modify any payments pursuant to this grant, including modification of previously agreed upon payment schedules should this be deemed appropriate by Fund for Rural America.
14. LIMIT OF COMMITMENT: This grant is made with the understanding that Fund for Rural America has no obligation to provide other or additional support to the grantee.

15. Nothing contained in this Agreement, nor in the application process or the granting of funds, shall be intended or construed in any manner as creating or establishing a relationship of partners or joint venture between the grantee and Fund for Rural America, nor shall grantee be considered or deemed to be an agent, representative or employee of Compeer Financial, ACA or Fund for Rural America.
16. This Agreement shall be construed in accordance with the laws of the State of Wisconsin and any proceedings or disputes arising out of this Agreement shall be venued in Dane County, Wisconsin.
17. The waiver of any breach of any provision of this Agreement by Fund for Rural America shall not be deemed to be a waiver of any such breach in the future or any other breach of any other provision.
18. Grantee hereby states that no goods or services were received in exchange for the donation from Compeer Financial, ACA.

In accepting the grant, the grantee accepts the terms stated in this agreement.

Organization: Windom Volunteer Fire Department

Signature of Authorized Representative: _____

Printed Name / Title: _____

Date: _____

Certificate Of Completion

Envelope Id: 619A1B73CA4446D08EF71B97BDBF3BA2

Status: Delivered

Subject: Congratulations! Your Compeer Fund Grant Application Has Been Approved.

Source Envelope:

Document Pages: 3

Signatures: 0

Envelope Originator:

Certificate Pages: 3

Initials: 0

Melanie Olson

AutoNav: Enabled

1921 Premier Drive

Envelopeld Stamping: Enabled

Mankato, MN 56001

Time Zone: (UTC-06:00) Central Time (US & Canada)

melanie.olson@compeer.com

IP Address: 208.88.229.253

Record Tracking

Status: Original

Holder: Melanie Olson

Location: DocuSign

9/28/2022 1:13:33 PM

melanie.olson@compeer.com

Signer Events**Signature****Timestamp**

BEN DERICKSON

Sent: 9/28/2022 1:13:34 PM

wfd55@windommn.com

Viewed: 9/29/2022 8:14:09 AM

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 9/29/2022 8:14:09 AM

ID: 14937d34-6597-49d9-b0ad-ddf1f827b478

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

9/28/2022 1:13:34 PM

Certified Delivered

Security Checked

9/29/2022 8:14:09 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD & SIGNATURE DISCLOSURE From time to time, Compeer Financial, ACA and its subsidiary entities, Compeer FLCA and Compeer PCA (“Compeer,” “we,” or “us”), may be required by law to provide to you notices, disclosures, authorizations, acknowledgements and other documents during the course of our relationship with you (“Records”). Described below are the terms and conditions for providing to you such Records electronically. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the “I AGREE” button at the bottom of this webpage.

1. You Consent to Use Electronic Records and Signatures. By signing this document, you agree that you have reviewed these terms and conditions and consent to receive Records electronically and to utilize electronic signatures in lieu of using traditional “wet ink” signatures. You understand electronic signatures are equivalent to traditional signatures, and equally binding. You are not required to sign documents electronically. If you prefer not to electronically sign documents, you may request to receive paper copies. 2. You Have the Option to Obtain Paper Copies. After you provide your consent, you may receive, without charge, a paper copy of any Records that have been provided to you electronically by requesting paper copies. You may obtain paper copies of Records previously provided to you by us to you electronically one of two ways. a. Contact Compeer. You may fill out the webform at <https://www.compeer.com/contact> and use the “Comments” field to let us know which Records you would like sent to the address you provide in the webform. b. Obtain Through DocuSign. By creating a DocuSign account, you may also obtain Records and other documents we send to you through the DocuSign electronic signature system for a limited period of time during the signing session and after the signing session (usually 30 days). If you have access to a printer, you may print copies of these Records and documents directly from your computer. After such time you may request delivery of such paper copies from us by following the procedure described in the paragraph above. 3. You May Withdraw Your Consent. If you decide to receive Records electronically, you have the right at any time to change your mind and notify us thereafter that you want to receive Records only in paper format. We do not charge for providing you a Record in paper format. You may withdraw your consent to receive Records electronically by filling out the webform at <https://www.compeer.com/contact> and using the “Comments” field to let us know that you want to withdraw your consent to receive Records electronically. 4. You May Advise Compeer of Your New Email Address. To inform us of a change in your email address where we should send Records electronically to you, you must fill out the webform at <https://www.compeer.com/contact> and use the “Comments” field to let us know that you want to change your email address. In addition, you must notify DocuSign, Inc. to arrange for your new email address to reflect in your DocuSign account by following the process for changing email in DocuSign. 5. Required Hardware and Software Requirements. To receive electronic Records, you need: a. A current version of an Internet browser we support - please click the link below for supported Internet Browsers <https://support.docusign.com/guides/signer-guide-signing-systemrequirements>; b. Connection to the Internet; c. A current version of a program that accurately reads and displays PDF files (such as Adobe® Acrobat® Reader); d. A computer and operating system capable of supporting all of the above; e. An active e-mail address; and f. A printer if you wish to print out and retain records on paper, and electronic storage if you wish to retain records electronically 6. Acknowledging Your Access and Consent to Receive Materials Electronically. To confirm that you can access this information electronically, please verify that you were able to read this document and that you also were able to print on paper or

electronically save this document for your future reference and access, or that you were able to email this document to an email address where you will be able to print on paper or save it for your future reference and access. If you consent to receiving Records exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I AGREE" button below. By checking the "I AGREE" box, I confirm that: • I can access and read this Electronic Record & Signature Disclosure document; and • I can print on paper this document or save or send this document to a place where I can print it, for future reference and access; and • Until or unless I notify Compeer as described above, I consent to receive from Compeer exclusively through electronic means all Records that are required to be provided or made available to me by Compeer during the course of my relationship with Compeer.

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Tim Hogan, Recreation Director
DATE: October 4th, 2022
RE: Arena Horse Shows
DEPT: Arena
CONTACT: Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

The Park and Recreation Commission recommends that the City Council act on whether or not the Arena should continue to have horse shows inside the Arena based on the financials that were presented at the meeting held on September 14th, 2022.

Background Information

In the fall of 2021 following the end of the horse/livestock show season the Parks & Recreation Commission met with multiple user groups (e.g. 4-H, Fair Board and horse show participants) to discuss the costs and use of the facility. The decision at that time was to go another year and track the financials along with boosting promotion of the Arena.

Staff attended the Minnesota Horse Expo in April 2022 and performed outreach with the Minnesota Palomino Horse Exhibitors, Minnesota Prairie Saddle Club and also South Eastern Minnesota Saddle Club Association. Use of the Arena in 2022 continued to show declines in stalls and participants despite more shows than in then in the prior year.

Fiscal Impact

There is a significant expense in preparing and removing the footing inside the arena each year for horse shows (please see attached financials). The revenue generated from the shows does not exceed the expenses primarily due to the labor costs for the installation of clay/sand footing and clean-up.

The Arena would still continue to have horse shows but would move them to the outdoor riding Arena. Stalls will continue to be provided in the Beef and Horse barns as usual and some indoor Arena space could be used for administrative/clerical work.

Horse Show Financials

2019 Shows

6 Events Total Revenue: \$17614.00 Expense: Material \$10,000
Set Up: \$5,000 (Labor Only)
(stalls, arena prep, footing)
Take Down: \$6000 (Labor Only)
TOTAL: \$21,000.00

2020 Shows NONE (Covid)

2021 Shows

3 Events Total Revenue: \$9584.00 Expense: Material: \$0.00
Set Up: \$5,000 (Labor Only)
(stalls, arena prep, footing)
Take Down: \$6000 (Labor Only)
TOTAL: \$11,000.00

2022 Shows

5 Events Total Revenue: \$11.330.00 Expense: Material: Sand \$700.00
Set- Up Labor \$5000 (Labor Only)
(stalls, arena prep, footing)
Take Down Labor \$6000 (Labor Only)
6 guys @ \$28.00/hr = \$168/hr x 7hrs = \$1176.00 /day
3guys @ \$25.00/hr = \$75/hr x 7hrs = \$525.00/day
\$525 x 10 days = \$5250.00 To Clean Facility

Street Department Equipment: Arena Sand & Clay Removal

7 Hours Unit 48 Cat Skid Loader: \$110.00
Unit 42 Dump Truck: \$110.00
Unit 44 Dump Truck: \$110.00
Unit 45 JD Loader: \$150.00
Unit 47 JD Loader: \$140.00

Total: 620 x 7 = \$4340.00

Total: \$16,040.00

2015 Arena Horse Show Street Dept Labor & Equipment

Note "All Rates Include Staff"

Haul Chips Due to Horse Show to Farm Dump Site by Airport

Date	Unit	Rate	Hrs.	Total \$	show name	Total Cost
April 30th	47	\$125.00	2 1/2	\$312.50	Prep Riding Rink in Arena	\$312.50
		Total	2 1/2	\$312.50		
May 15-17	47	\$125.00	1 1/2	\$187.50	MN Cutting Horse Asso	\$547.50
	44	\$90.00	4	\$360.00		
		Total	5 1/2	\$547.50		
May 22-24	47	\$125.00	1 1/2	\$187.50	MN Palomino & Futurity Show	\$547.50
	44	\$90.00	4	\$360.00		
		Total	5 1/2	\$547.50		
June 6-7	47	\$125.00	1 1/2	\$187.50	Regional Cutting Horse Competition	\$547.50
	44	\$90.00	4	\$360.00		
			5 1/2	\$547.50		
June 21-22	47	\$135.00	1 1/2	\$187.50	SD Palomino Association	\$547.50
	44	\$90.00	4	\$360.00		
		Total	5 1/2	\$547.50		
June 26-28	47	\$125.00	1 1/2	\$187.50	SD P.O.A.	\$547.50
	44	\$90.00	4	\$360.00		
			5 1/2	\$547.50		
July 11-12	47	\$125.00	1	\$125.00	National Versatility Ranch Horse Ass.	\$350.00
	44	\$90.00	2 1/2	\$225.00		
			3 1/2	\$350.00		
July 24-26	47	\$125.00	1	\$125.00	SD P.O.A.	\$260.00
	44	\$90.00	1 1/2	\$135.00		
			2 1/2	\$260.00		
Aug 28-30	47	\$125.00	1	\$125.00	MN Palomino & Futurity Show	\$350.00
	44	\$90.00	2 1/2	\$225.00		
			3 1/2	\$350.00		
Sept 28th	47	\$125.00	4	\$500.00	Sand out of rink and get ready for ice	\$860.00
	44	\$90.00	4	\$360.00		
			8	\$860.00		

2015 Rates:

Total for Year

\$4,870.00

Units 42,43,44 - Dump Trucks \$90.00 Per/hr.

Unit 47 - Loader \$135.00 Per/hr. Unit 46 - Grader \$150.00 Per/hr

Unit 49 - Sweeper \$125.00 Per/hr

Arena Horse Shows Labor & Equipment by Street Dept Staff

This expence is not budgeted by the Arena, This is a FYI Report

Annual Labor & Units Hours

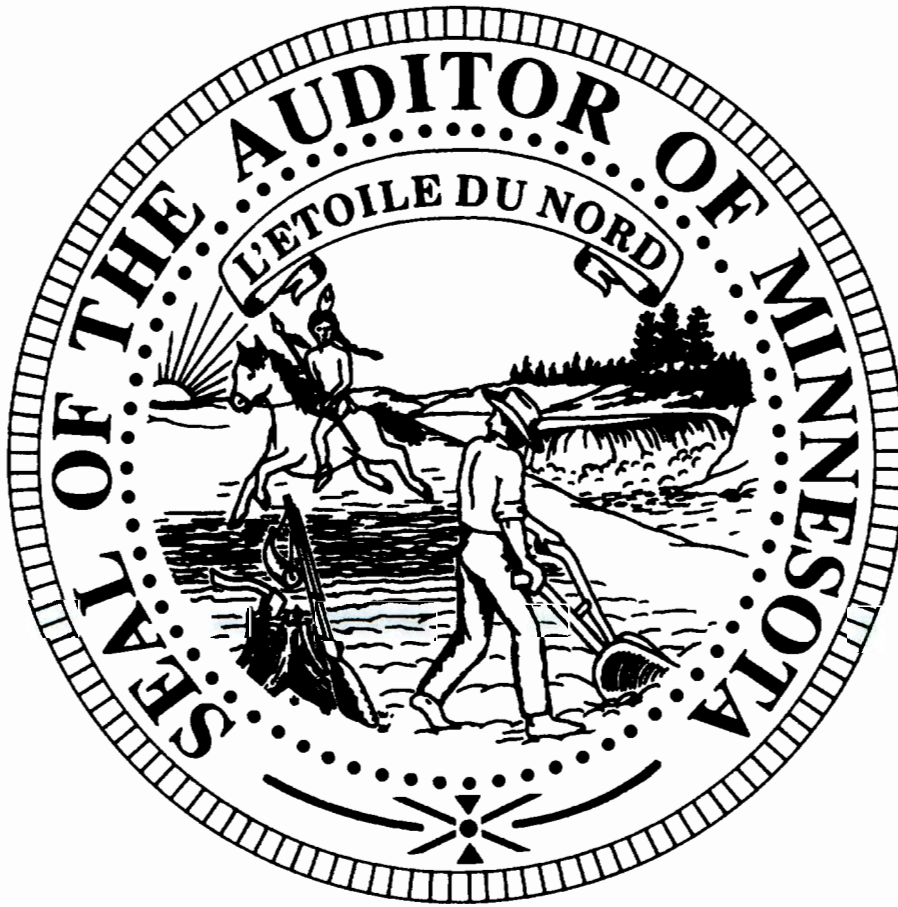
2005 Total Hours All Shows 104 1/2
 2006 Total Hours All Shows 87
 2007 Total Hours All Shows 48
 2008 Total Hours All Shows 41
 2009 Total Hours All Shows 72
 2010 Total Hours All Shows 51
 2012 Total Hours All Shows 44
 2013 Total Hours All shows est 40
 2014 Total Hours All Shows 42
 2015 Total Hours All Shows 47 1/2

Labor & Equipment Costs Annual

2005 Total Expense Street Dept \$9,097.50
 2006 Total Expense Street Dept \$7,610.00
 2007 Total Expense Street Dept \$4,230.00
 2008 Total Expense Street Dept \$5,500.00
 2009 Total Expense Street Dept \$7,465.00
 2010 Total Expense Street Dept \$5,410.00
 2012 Total Expense Street Dept \$5,407.50
 2013 Total Expenses Street dept est \$4,000.00
 2014 Total Expenses Street Dept \$4,770.00
 2015 Total Expenses Street Dept \$4,870.00

Windom Fire Relief Association

2022 Schedule Form for Lump-Sum Pension Plans (SC-22)



Office of the State Auditor

Report created on 9/16/2022

Windom Fire Relief Association

2022 Schedule Form for Lump-Sum Pension Plans (Form SC-22)

Financial Projections

Calculation of Normal Cost

	2022	2023
Total Active Member Liabilities	605,083	676,251
Total Deferred Member Liabilities	126,400	126,400
Total Unpaid Installments	0	0
Grand Total Special Fund Liability	A. <u>731,483</u>	B. <u>802,651</u>
Normal Cost (Cell B - Cell A)		C. 71,168

Projection of Net Assets for Year Ending December 31, 2022

Special Fund Assets at December 31, 2021 (FIRE-21 ending assets)		1.	1,480,883
Projected Income for 2022			
Fire State Aid	D.	42,864	
Supplemental State Aid (actual 2021 supplemental state aid)	E.	9,006	
Municipal / Independent Fire Dept. Contributions	F.	0	
Interest / Dividends	G.	9,000	
Appreciation / (Depreciation)	H.	36,000	
Member Dues	I.	0	
Other Revenues	J.	0	
Total Projected Income for 2022 (Add Lines D through J)		2.	<u>96,870</u>
Projected Expenses for 2022			
Service Pensions	K.	177,150	
Member Names: Eric Ward		87,000	
Kevin Gotto		60,750	
Thomas Voth		29,400	
Other Benefits	L.	3,000	
Administrative Expenses	M.	0	
Total Projected Expenses for 2022 (Add Lines K through M)		3.	<u>180,150</u>
Projected Net Assets at December 31, 2022 (Line 1 + Line 2 - Line 3)		4.	1,397,603

Projection of Surplus or (Deficit) as of December 31, 2022

Projected Assets (Line 4)	5.	1,397,603
2022 Accrued Liability (Page 4, cell A)	6.	<u>731,483</u>
Surplus or (Deficit) (Line 5 - Line 6)	7.	666,120

Windom Fire Relief Association

2022 Schedule Form for Lump-Sum Pension Plans (Form SC-22)

Calculation of Required Contribution

Year Incurred	Deficit Information - Original		Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2021	Original Amount	Amount Retired as of 12/31/2022	Amount Left to Retire 1/1/2023
2013	0	0	0	0	0
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	0	0	0	0	0
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
2020	0	0	0	0	0
2021	0	0	0	0	0
2022			0	0	0
Totals	0	0	0	0	0

Normal Cost	8.	71,168
2021 Administrative Expense (FIRE-21)	2021 9.	3,350
2022 Projected Administrative Expense	2022	3,467
Amortization of Deficit (Total of Original Amount X 0.10)	10.	0
10% of Surplus	11.	66,612
Fire and Supplemental Aid	12.	51,870
Member Dues	13.	0
5% of Projected Assets at December 31st, 2022	14.	69,880
Required Contribution	15.	0

Windom Fire Relief Association
2022 Schedule Form for Lump-Sum Pension Plans (Form SC-22)
2022 Maximum Benefit Worksheet

	A	B	C	D	E
	Fire State Aid and Supplemental State Aid	Municipal Contribution	10% of Surplus	Active Members in Relief Association	Per Year Average [(A+B+C)/D]
	From (FIRE-21)	From (FIRE-21)	From (SC-21)	From (FIRE-21)	
2021	51,869	0	49,415	34	2,979
	From (FIRE-20)	From (FIRE-20)	From (SC-20)	From (FIRE-20)	
2020	49,930	0	43,392	32	2,916
	From (FIRE-19)	From (FIRE-19)	From (SC-19)	From (FIRE-19)	
2019	48,148	0	22,794	29	2,446

Average available financing per active member for the most recent 3-year period: **2,780.00**

Maximum Lump Sum Benefit Level under Minn. Stat. § 424A.02, subd. 3 **5,100.00**

Windom Fire Relief Association

2022 Schedule Form for Lump-Sum Pension Plans (Form SC-22)

To be eligible for fire state aid this Schedule Form must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2022, and submitted to the Office of the State Auditor.

Relief Association Officer Certification

I have obtained a copy of the schedule form with Confirmation Id d934d7bb-4f6f-4039-a3dd-08d5aad76572 displayed in the lower left corner of each page.

We, the officers of the Windom Fire Relief Association certify that this Schedule Form was prepared under Minn. Stat. § 424A.092 and that:

- 1) The annual benefit level of \$3,000 per year of service was established according to the average amount of available financing;
- 2) We understand that this form shows that the Relief Association has a projected SURPLUS of \$666,120 and a projected funding ratio of 191.06 percent;
- 3) The required 2023 contribution is \$0 based on the financial requirements of the Relief Association's Special Fund for the 2022 calendar year;
- 4) The Maximum Benefit Worksheet (MBW) portion of this form shows that the Relief Association's maximum allowable benefit level for 2022 is \$5,100;
- 5) We understand that the Relief Association cannot establish a benefit level that exceeds this statutory maximum. We understand that municipal or independent nonprofit firefighting corporation board approval may be required for a benefit increase; and
- 6) On or before August 1, the average amount of available financing per active member for the most recent three-year period was calculated on the MBW portion of this form in accordance with Minn. Stat. § 424A.02, subd. 3.

Signature of President	First Name	Last Name	Date
Signature of Secretary	First Name	Last Name	Date
Signature of Treasurer	First Name	Last Name	Date

Municipal Clerk / Independent Secretary Certification*

I received the completed Schedule Form from the Windom Fire Relief Association with Confirmation Id d934d7bb-4f6f-4039-a3dd-08d5aad76572 displayed in the lower left corner of each page.

I have reviewed Line 15 of the Schedule Form. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit firefighting corporation of any required contribution at its next regularly scheduled meeting.

Signature of Municipal Clerk / Secretary of independent nonprofit firefighting corporation	First Name	Last Name	Date
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* See the form instructions for additional information about certification requirements.

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

**RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY
ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL,
AND CALLING FOR A PUBLIC HEARING FOR THE
"2022 MISCELLANEOUS SPECIAL ASSESSMENTS"**

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

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

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

1. The costs of such services to be specially assessed are hereby declared to be a maximum of \$7,997.72.
2. The City Administrator shall calculate the proper amounts to be assessed per parcel for such services and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable with real estate taxes in equal annual installments extending over a period of one (1) year at an interest rate of five percent (5%) per annum from the date of certification.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 15th day of November, 2022, during the regular City Council Meeting commencing at 6:30 p.m., to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such services will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the services.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 4th day of October, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

2022 Misc. Assessment List

1 year 5%

Property ID	Description	Owner	Address	Service	Amount
25-717-0070	Lot 2/Block 2 Soleta's Subdivision 97 5th St	Duwaine & Nancy Sell	C/O Dean Thomas 97 5th Street Windom, MN 56101	Fire Call 2/12/22 TOTAL \$	1,000.00
25-160-0530	Lot 6/Block 7 Clark's Addition 1225 8th Ave	Melissa Cory	1225 8th Ave Windom, MN 56101	Fire Call 2/20/22 TOTAL \$	1,000.00
25-675-0200	Lot 20/Block 2 Rolling Green Subd 831 Highland RD	Flavio De-Leon Gutierrez	831 Highland Road Windom, MN 56101	Fire Call 2/3/22 TOTAL \$	1,000.00
25-351-0290	Lot 7/Block 3 Hutton & Collin Add 1405 4th Ave	Elizabeth Crist Martinez Rivera	1405 4th Ave Windom, MN 56101	Fire Call 1/18/22 TOTAL \$	1,000.00
08-004-0101	614 Ac Tract in NE 1/4 Tract A 38223 460th Ave	Frank Kerkvliet	38223 460th Ave Windom, MN 56101	Fire Call 10/20/22 TOTAL \$	1,000.00
25-822-0160	Lot 6/Block 42 Windom Second Addition 1312 5th Ave	Kevin & Michelle Foight	1312 5th Ave Windom, MN 56101	Fire Call 11/30/21 TOTAL \$	800.00
25-351-0870	Lot 2/Block 9 Hutton & Collin Add 1536 2nd Ave	Sarah Foight	1536 Second Ave Windom, MN 56101	nuisance abatement TOTAL \$	43.61
25-822-1120	Lot 5/Block 52 Windom Second Addition 635 3rd Ave	Kory Flatgard	635 Third Ave Windom, MN 56101	nuisance abatement TOTAL \$	54.11
25-521-0410	Lot 8/Block 6 McGregor's Addition 1333 7th Ave	Martha Vidal Antelmo Santivanez	1333 Seventh Ave Windom, MN 56101	Mowing 6/1/22 TOTAL \$	200.00
25-823-1990	Lot 5/Block 25 Windom Third Addition 552 11th St	James & Simoine Bolin	PO Box 423 Windom, MN 56101	Mowing 6/1/22 TOTAL \$	200.00
25-821-0840	Lot 6/Block 33 Windom East Addition 809 Miller Ave	Kongmy Sayavong	1309 Second Ave Mt. Lake, MN 56159	Mowing 6/1/22 TOTAL \$	200.00
25-352-1140	Lot 14/Block 9 Hutton & Collin Subd 1165 Prospect Ave	Gerald & Rosanna Nye	P O Box 474 Mediapolis IA 52637-0474	Mowing 6/6/22 & 7/8/22 TOTAL \$	400.00
25-022-3900	SE 80' of NW 821.5' frt btw ctr CSAH 13 & ctr of River in SE 1/4 2145 River Road	Angie Benes	2145 River Road Windom, MN 56101	Snow Removal 1/27/22 TOTAL \$	100.00
24003600313130 Brown County	Sect 36 Twp-109 Range-032 10.35 ac	John & Renee Braun	22894 County Road 22 Sleepy Eye, MN 56085	Fire Call 11/17/20 TOTAL \$	1,000.00
					\$ 7,997.72

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:
Nay:
Absent:

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

WHEREAS, the City of Windom has received notification of the awarding of a grant by the Minnesota Department of Transportation for the purpose of airport improvements; and

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

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

1. That the City of Windom hereby accepts the State of Minnesota Grant Agreement No. 1051819 entitled "Grant Agreement for Airport Improvement Excluding Land Acquisition" for State Project No. A1701-43 at the Windom Municipal Airport.
2. The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 4th day of October, 2022.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution #2022-__ is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 4th day of October, 2022, as shown by the minutes of the meeting in my possession.

Steve Nasby, City Administrator

Notary Public

My Commission Expires: _____



**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the **City of Windom** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on July 7, 2022, or the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5, whichever is later. As required by [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on December 31, 2026, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project **SP A1701-43**, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits: Exhibit 'A' – City of Windom Grant Request Letter; Exhibit 'B' – Credit Application**

2 Grantee's Duties

- 2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.
- 2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.
- 2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
- 2.4 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- 2.5 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not



sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

- 2.6 Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of **20 years** from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

3 Time

- 3.1** Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Cost and Payment

- 4.1 Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
Bituminous Pavement Crack & Joint Seal	90%	5%	5%
Rotating Beacon (LED)			

Federal Committed:	\$ 74,074.00
State:	\$ 4,115.50
Grantee:	\$ 4,115.50

Federal funds are not committed and are only available after being made so by the U.S. Government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

- 4.2 Travel Expenses.** No travel Expenses are authorized for this project. The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state at the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.
- 4.3 Sufficiency of Funds.** Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.
- 4.4 Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$ 4,115.50**.
- 4.5 Payment**

- 4.5.1 Invoices.** Grantee will submit invoices for payment by Credit Application, Exhibit 'B', which is attached and incorporated into this agreement and can also be found at <http://www.dot.state.mn.us/aero/airportdevelopment/documents/creditappinteractive.pdf>, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving



payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule:

As work progresses on a monthly schedule.

- 4.5.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.
- 4.5.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.
- 4.5.4 **Grantee Payment Requirements.** Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.
- 4.5.5 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.
 - 4.5.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.
 - 4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.
 - 4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
- 4.5.6 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.
- 4.5.7 **Closeout Deliverables.** At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format. (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.
- 4.6 **Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.



6 Authorized Representatives

6.1 The State's Authorized Representative are:

Luke Bourassa, South Region Airports Engineer; (luke.bourassa@state.mn.us) (651)508-0448 and/or **Brian Conklin**, Regional Airport Specialist Sr.; (brian.conklin@state.mn.us) (651)252-7658, or his successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Steven Nasby, City Manager; (507) 831-6129
steve.nasby@windommn.com

City of Windom
 444 9th Street
 PO Box 38
 Windom, MN 56101-0038

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.6 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 Liability

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

- 10.1 **Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices



Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights.

10.2.1 Intellectual Property Rights. State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State's Authorized Representative written notice thereof and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 Representation. Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee's expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee's or State's opinion is likely to arise, Grantee must, at State's discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.



12 Publicity and Endorsement

- 12.1 Publicity.** Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee's website when practicable.
- 12.2 Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination; Suspension

- 14.1 Termination by the State.** The State may terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 Termination for Insufficient Funding.** The State may immediately terminate this agreement if:
- 14.3.1 It does not obtain funding from the Minnesota Legislature; or
 - 14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 14.4 Suspension.** The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

- 16 Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.



- 17 **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
- 18 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
- 19 **Telecommunications Certification.** By signing this agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this agreement.
- 20 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-ublic.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.
- 21 **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]



STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT**

By: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____



April 5, 2022

RE: Windom Municipal Airport
FY 2022 Federal Grant Request

Luke Bourassa
Airport Development Engineer
Minnesota Department of Transportation
Office of Aeronautics
395 John Ireland Blvd.
St. Paul, MN 55155

Dear Mr. Bourassa:

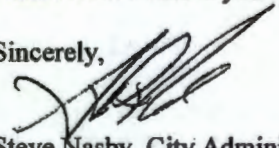
The City of Windom is requesting a grant from the Federal Aviation Administration (FAA) for the Windom Municipal Airport for Federal Fiscal Year 2022. The grant request is for the 2022 Airport Crack Seal project and the 2022 Beacon Replacement project. Associated costs with this project are as follows:

2022 Airport Crack Seal (Fahrner Asphalt, Inc.)	\$ 35,855.00
2022 Beacon Replacement (Neo Electrical Solutions)	\$ 25,650.00
Design Engineering & Construction Administration (SEH) – Airport Crack Seal	\$ 9,100.00
Design Engineering & Construction Administration (SEH) – Beacon Replacement	\$ 10,200.00
Administration (City of Windom)	\$ 1,500.00
TOTAL PROJECT COSTS (APPROX):	\$ 82,305.00

The City of Windom is requesting federal FAA entitlement participation for this project at 90 percent (\$74,074.50) and a state grant at 5 percent of the project costs (\$4,115.25). The remaining 5 percent (\$4,115.25) of the project costs will be covered by local funding (City of Windom).

Please contact me if you have any questions.

Sincerely,


Steve Nasby, City Administrator
City of Windom, Minnesota

FAA AIP = \$74,074 (90%)
State SAF = \$ 4,115.50 (5%)
Local Funds = \$ 4,115.50 (5%)

CC: Lindsay Reidt, SEH
Jacque Zirbes, SEH
Nick Pratt, FAA
Brian Conklin, MnDOT Office of Aeronautics
Enclosure: FY 2022 Federal Grant Request Packet



RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE FORTHCOMING PRIMARY AND GENERAL ELECTION IN 2022

WHEREAS, pursuant to Minnesota Statutes, a General Election will be held on November 8, 2022; and

WHEREAS, it is necessary that additional election judges be appointed.

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

1. The following additional election judges are hereby appointed to serve at the above-mentioned election.

Mari Byam
Dawn Aamot

1328 9th Ave
1790 17th Street

Adopted this 4th day of October, 2022.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator