

**Council Meeting**  
**Tuesday, August 15, 2017**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
  - Council Minutes- August 1, 2017
  - EDA – August 7, 2017
  - Telecom Commission – August 7, 2017
  - Library Board – August 8, 2017
  - Planning Commission – August 8, 2017
  - Utility Commission – August 9, 2017
  - Capital Finance Committee – August 10, 2017
- Licenses
  - Temporary On-Sale Liquor License - BARC
  - Exempt Gambling Permit – St Francis Xavier Church
  - Amplification Permits
    - Higginbotham Neighborhood Party - August 27, 2017
    - Community Center – September 16, 2017
- Street Closure Request – Cottonwood Lake Drive
- Regular Bills

2. Department Heads

3. Building Items

- 14 24<sup>th</sup> Street Demolition/Removal
- Rental Housing Ordinance Presentation
- Building Inspection Contract Amendment – Steve Carson

4. Ordinance Amendment

- First Reading Ordinance No. 166, 2<sup>nd</sup> Series - Amending Chapter 96

5. Contractor Payments

- Gosewisch Construction Inc. #10 - \$274,689.63 – Emergency Services Building
- Holtmeier Construction #5 - \$430,019.01 – 2017 Street Project

6. Criminal Prosecution Services

7. Personnel Item

- Employee Resignation
- Authorization to Hire Assistant Police Chief

8. Mayor Appointment – Hospital Board

9. New Business

10. Old Business

11. Council Concerns



12. Adjourn

**Regular Council Meeting  
City Hall, Council Chamber  
August 1, 2017  
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Acting Mayor Paul Johnson at 7:30 p.m.

2. Roll Call:

Council Present: Mayor Dominic Jones (arrived at 7:38 p.m.), Paul Johnson, Marv Grunig, Bryan Joyce and Rod Byam

Council Absent: Jayesun Sherman

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Drew Hage, Development Director; Mike Haugen, Water/Wastewater Superintendent; Andy Spielman, Building Official; Dan Ortmann, Fire Chief and Tim Hacker, Ambulance Director

3. Pledge of Allegiance

4. Consent Calendar:

- Minutes
  - Council Minutes- July 18, 2017
  - Joint Government Meeting – March 15 & July 17, 2017
  - Capital Finance Committee –July 19, 2017
  - Community Center Commission – July 24, 2017
  - Utility Commission – July 26, 2017
  -

**Motion by Byam second by Grunig approving the Minutes. Motion carried 4 – 0 (Sherman absent).**

- Licenses
  - Authorization to Dispense Intoxicating Liquor – Cottonwood Co. Fair
  - Solicitation Permit Application - Harvey's Five Star Roofing
    - Harvey Olson
    - Mason Olson
    - Chad Wuebker
- Regular Bills

Grunig questioned if there was a reason that the Council would not approve a Solicitation Permit application. Nasby responded that in the past there have been questions as to the legitimacy of a business. For this reason, a BBB report is now included to help provide information regarding the business standing with the BBB.

## Preliminary

Joyce asked about the expiration date of a solicitation license. Nasby answered that they are good for one year.

**Motion by Joyce second by Grunig approving the Consent Calendar. Motion carried 4 – 0 (Sherman absent).**

### 5. Department Heads:

Development Director Drew Hage updated the Council regarding the work that is continuing on the Transportation Economic Development Infrastructure (TEDI) Grant application. The application is due to DEED by the second week of September. He also informed the Council of a proposed upcoming Joint EDA/Council meeting to be held August 7<sup>th</sup> with the City Council to discuss land acquisition for the proposed East Highway 60 development grant project.

7:38 p.m. Mayor Jones arrives Acting Mayor Johnson turns the meeting over to Mayor Jones.

### 6. Windom's Night to Unite Proclamation:

Anna Hassel, Windom Area Chamber Director, was presented with the Council Proclamation. Hassel provided an overview of the Night to Unite program including additional activities that have been added to the event.

**Council member Joyce introduced the Resolution No. 2017-54 entitled "WINDOM'S NIGHT TO UNITE PROCLAMATION" and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Yes: Byam, Grunig, Johnson and Joyce. No: None. Absent: Sherman. Abstain: None. Resolution passed 4 – 0.**

### 7. CGMC Legislative Wrap-up – Marty Siefert:

Marty Siefert from the Coalition of Greater Minnesota Cities updated the Council on the recent Legislative Session. He noted that there was greater progress this year during the Legislative Session than in the past few years. He reviewed the outcome of CGMC priorities which included Increase in Local Government Aid (LGA) Funding, Workforce Housing, Clean Water Infrastructure Grant & Loan Programs, Environmental Regulatory Reform, Greater MN Business Development Public Infrastructure (BDPI) Grant Program (bonding), and Transportation that focuses on City Streets and Corridors of Commerce.

The final bill for Local Government Aid (LGA) Funding resulted in a \$15M permanent increase for LGA. The City of Windom is expected to receive \$1,481,661 for 2018 LGA which is an increase of \$32,222 from the 2017 LGA amount. Formula changes have resulted in the highest LGA funding for the City of Windom since 2002.

Workforce Housing tax credit program to invest in cities that were eligible for the program was also a priority. Windom was an eligible city, however funding ran out in the tax bill.

## Preliminary

The CGMC lobbied for the Clean Water Infrastructure Program for \$167M. The final bill resulted in \$116M that will benefit many rural cities in greater Minnesota.

CGMC's work on Environmental Regulatory Reforms resulted in a variety of items within the bill until the final days when the Governor and MPCA removed most of the items from the bill. The final bill provided more time for cities to comment on permits and the impaired waters list.

Greater MN Business Development Public Infrastructure (BDPI) Grant Program bonding bill received funding of \$12M.

Transportation Bill – Corridors of Commerce funded main thoroughfares that connect all cities. CGMC lobbied for \$25M/year for city streets for cities with population under 5,000. Final bill provided funding of \$8M for two years. Siefert noted the possibility for legislative support to increase the amount and create permanency of the funding. Cities under 5,000 are interested in having the GCMC pursuing making the funding permanent and tripling the amount.

Siefert explained how the current gas tax is not returned to small cities with populations under 5,000. Cities with populations over 5,000 receive 9% of the gas tax back to the city for streets. Mayor Jones shared the Council's current goal to increase Windom's population to 5,000 by 2020 and how important the funding would be for smaller cities. Mayor Jones also questioned whether there is a pro-rata share calculation or any change in law to lower the 5,000 population threshold requirement being considered. Seifert responded that it is a Constitutional requirement issue. So the threshold requirement cannot change unless a Constitutional amendment is made. The Pro-rata formula that the CGMC is working towards requires funding of at least \$25M.

State Business Property \$100K C/I Exemption on business property - Many businesses that have a value below \$100K will not pay a C/I levy. This amount will be picked up by the State. The average low-valued business property in Windom is \$157,000. Based on these average values, businesses will receive a \$687 property tax reduction.

Grunig asked what was the impact of the 2017 State Legislative Session on reserves. Siefert replied if the cash flow account and budget reserve are added together there are \$1.3-\$1.9 billion in reserves. A downturn in the economy can easily wipe out the reserve amount.

Joyce noted that 2017 is not traditionally a bonding year but the Legislatures passed a large bonding bill, so what are the odds for a large bonding bill in 2018? Siefert responded that the bonding bill will be more modest in 2018. This year the bill was higher because no bonding funds were allocated for 2017. Siefert predicted a bonding bill in the \$600-\$800M range.

Johnson thanked Siefert for the CGMC work on environmental issues. Johnson attended a meeting last week with MPCA and he was disappointed with their expectations for wastewater facility permitting requirements. Their expectations are not economically feasible with the technology that currently exists. Siefert noted that the CGMC is contesting some of the requirements from PCA and EPA. These requirements are very frustrating for some of the CGMC members. PFA can only fund so much and then user fees and property taxpayers have to provide the remaining funding.

8. Small Cities Residential Rehab Program (SCDP) Target Area:

Hage provided an overview of the proposed target area for the upcoming application that will be resubmitted this year. Last year the application requested \$376,000 for housing rehabilitation. Each year the requirements for the target area become more stringent. The windshield survey was completed and the proposed target area was identified as the area with the most need for housing rehab. The preliminary proposed target area is subject to change dependent on the number of survey responses that are received.

Last year, the application survey responses that were received totaled \$376,000. Demand for the project this round will be demonstrated in the survey applications that are completed and returned. Based on need the more applications that are returned from property owners within the target area the larger the funding amount that can be requested in the application.

Joyce stated that he understands the application requires a specific target area but he has received the question from property owners outside of the target area if next year an application can be submitted for other areas of town. Hage responded that at this time the highest demand has been identified as the East Hill area. There is no guarantee that funding will be available next year.

**Motion by Johnson second by Joyce to approve the proposed Target Area for the 2018 Small Cities Residential Rehab Program. Motion carried 4 – 0 (Sherman absent).**

9. Disposition of Surplus Equipment and Donation Recommendation -Unit 28 Ambulance:

Johnson recapped previous Council discussion regarding the donation of the old ambulance. As a result of the previous Council discussion, Johnson created an application form and requested application requests for the donation of the ambulance. Four applications were received. The applications were reviewed by the Windom Ambulance squad.

Hacker said that four applications were received and inquiries from two other departments. All applicants demonstrated a need for the unit. Following review and ranking of the applications, Boyd First Responders was selected based on the impact of the donation to their service area. If Boyd receives this unit, their ambulance would update from 1988 to 1999.

Nasby noted that the Windom City Code designates the requirements for the disposition of surplus equipment. Current code requires that equipment valued over \$1,000 must be sold by sealed bid. A City Code amendment will need to be completed to allow the donation of equipment to a government entity or non-profit. The ordinance amendment will be included in the August 15<sup>th</sup> council packet.

**Motion by Grunig second by Byam to declare Unit #28 as surplus equipment and approve the donation of the unit to Boyd First Responders pending City Attorney review. Motion carried 4 – 0 (Sherman absent).**

Preliminary

10. Ordinance Amendments

- Second Reading Ordinance No. 164 2<sup>nd</sup> Series – Amending Section 34.18 Fire Service Fees:

At the June 20<sup>th</sup> Council meeting the Council approved the rate change for fire calls, as stated in Windom City Code Section 34.18, from \$500 to \$1,000.

**Motion by Joyce second by Johnson to approve the 2nd Reading of Ordinance No. 164 2<sup>nd</sup> Series – Amending Section 34.18 Fire Service Fees. Motion carried 4 – 0 (Sherman absent).**

- Second Reading Ordinance No. 165, 2<sup>nd</sup> Series – Accessory Structures in Residential Districts:

The City Code Sections concerning accessory structures were adopted in December 2003 and since that time the needs for accessory space have changed. There are numerous updates to these Code Sections which the Planning Commission has recommended. The ordinance revises the existing provisions for accessory structures in residential districts and also covers other related Code sections that make reference to accessory structures.

**Motion by Johnson second by Grunig to approve the 2nd Reading of Ordinance No. 165 2<sup>nd</sup> Series – Accessory Structures in Residential Districts. Motion carried 4 – 0 (Sherman absent).**

- Title & Summary Ordinance No 165, 2<sup>nd</sup> Series

**Motion by Joyce second by Grunig to approve the Title & Summary for Ordinance No. 165 2<sup>nd</sup> Series – for publication. Motion carried 4 – 0 (Sherman absent).**

11. New Business:

None

12. Old Business:

Johnson provided a brief update for the Council regarding the recent meeting with MPCA concerning the Wastewater Treatment plant. Discussed was the Q 90 Windom is placed at 10% flow for the river level. Due to this level, Windom received a score of zero.

Johnson shared additional items discussed at the meeting which included chloride limits set in the permit and could involve installing a water softener plant that could cost about \$10M and would require homeowners discontinuing the use of their water softeners. Johnson felt the requests made by MPCA were not economically feasible. Mike Haugen, Water/Wastewater Superintendent, stated that the city has been monitoring the salty discharge levels since 2010. Haugen noted it is possible to get a variance that would be reviewed every five years to allow the City to collect more data. It was noted that during that time the City would need to be working

Preliminary

towards compliance with the chloride limit requirements. Nitrates and phosphorus are in the permit and they want to include chloride linkage as part of the permit which allows the permit to be opened. Joyce questioned if Senator Weber's bill for upgrades made to a city's wastewater facility provides a 20-year guarantee to not open the permit for additional requirements. Nasby shared information for the two regulatory programs available: a 16-year and a 20-year regulatory certainty. Nasby said the 16-year regulatory certainty would cost an additional \$2M and would be exempt from further review. The 20-year regulatory for \$14M only included phosphorus and nitrates. The State can open the permit for copper, chloride and mercury. The engineers are developing several options for the Council to consider.

Nasby and Haugen noted that the Significant Industrial User Agreements' current limits and temporary SIU can be extended six-nine months as long as the City is working towards compliance and as long as the current limit requirements are being met.

Haugen explained that the 10 mg per liter or less is for aquatic standards which are far lower than human water quality standards. Drinking water standards have not been changed since 1972. The application for the PESA grant was submitted by July 31<sup>st</sup> and it included the 20-year plan.

13. Council Concerns:

Byam – Concern with sidewalks; while out walking noticing problems with portions of sidewalks, not the complete sidewalk in a block just certain sections.

Johnson – If you did receive hail damage, make sure you have a licensed & bonded contractor do the work and do not pay for the job up front.

Joyce - Coordinating a bike ride with the Council event with Amber Hughes trying to establish a date. Receiving messages that people are interested in a public meeting for the pool. Would like to set up a formal meeting to provide pool information and discuss with the community and following the meeting, create a committee or formalized group.

Thanks to Pool Staff for movie and swim night.

August 15<sup>th</sup> pool is closing for the season.

14. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:35 pm.

\_\_\_\_\_  
Dominic Jones, Mayor

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

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
AUGUST 7, 2017

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

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Justin Espenson, Betsy Herding, Rick Clerc, Marv Grunig, and Paul Johnson.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; Mayor Dominic Jones, City Administrator Steve Nasby, Kathy Hanson (WADC Liaison), and Rahn Larson.

3. Approval of Minutes:

**Motion by Commissioner Grunig, seconded by Commissioner Clerc, to approve the Minutes of the EDA Meeting held on July 10, 2017. Motion carried 4-0.** (Commissioner Herding arrived after the vote.)

4. Transportation Economic Development Infrastructure Grant

A. East Highway 60 Development: The EDA is working on a Transportation Economic Development Infrastructure (TEDI) Grant through DEED. The grant is due September 15, 2017. The Transportation Economic Development Infrastructure Program (TEDI) is a competitive grant program available to communities for road and public infrastructure projects that create jobs and support economic development. Funds appropriated for the program must be used to fund predesign, design, acquisition of land, construction, reconstruction, and infrastructure improvements that will promote economic development, increase employment, and improve transportation systems to accommodate private investment and job creation.

B. Closed Session – Land Negotiations: Director Hage announced that because the EDA Board will be discussing the need to acquire land under the road right-of-way (2.2 acres) along Highway 60 and pricing for the property, the Board will go into closed session.

Present for Closed Session: EDA Commissioners Justin Espenson, Betsy Herding, Rick Clerc, Marv Grunig, and Paul Johnson; Drew Hage, Dominic Jones, Steve Nasby, Kathy Hanson, and Mary Hensen.

Motion by Commissioner Johnson, seconded by Commissioner Herding, authorizing the Board to go into closed session. Motion carried 5-0.

President Espenson closed the meeting to the public at 12:07 p.m.

Motion by Commissioner Johnson, seconded by Commissioner Herding, authorizing the President to re-open the meeting to the public. Motion carried 5-0.

President Espenson re-opened the meeting to the public at 12:35 p.m.

Recap of Closed Session: The EDA discussed options for acquiring property under 2.2 acres of potential roadway. More updates will be provided in the future.

5. Downtown Square - Marketing

A. General Square Billboard and Business Billboard: Director Hage advised that the EDA is working on a marketing project for the Square. Several business have discussed ideas for the

increasing visibility along Highway 60/71. The EDA proposed billboards to be hung on the west side of the Schwalbach ACE Hardware Building. The billboards could be 10'x8' (\$1,534.44) and 8'x8' (\$1,245). One billboard is proposed as a mural to feature a picture of the Courthouse with text indicating shopping, dining, and greenspace one block west. The mural could also outline entertainment and professional. The other billboard is proposed to market businesses on the Square. Mari Harries is working on potential designs for each of the billboards and will be working with downtown businesses concerning the marketing billboard. The billboards will be tight to the building. Director Hage contacted Mike Schwalbach (owner of the building) concerning the proposal and he supports the idea. All billboard designs and locations would need his approval. All costs to prepare, install, maintain and remove the sign would be paid by the EDA and shared with the other parties. Director Hage indicated that MnDOT was okay with the proposal because the signs are flat on the side of the building. One Commissioner asked about any liability for people trying to read the signs while driving down the highway. Another Commissioner suggested that the theater be included on the sign. The EDA Commissioners discussed this project and were supportive of a general mural with a picture of the Courthouse and simple text not listing specific businesses. At this point we are only moving forward with the mural billboard. Listing individual businesses will be difficult to read, and we want to make the billboard more attractive.

- B. Use Agreement – A preliminary agreement was prepared and reviewed by the City Attorney. A copy was included in the EDA packets and has been submitted to Mike Schwalbach for review. The Board will consider approval of the proposed agreement at its September meeting.
- C. Cost Share Agreement: Director Hage reviewed the proposed cost share for the mural with the Board. If the costs are shared among the EDA, CVB, and downtown businesses, the EDA's share is estimated to be less than \$415.
6. Reclamation Project – Update - 1405 Cottonwood Lake Drive: Director Hage updated the Board concerning the status of the fill project. He said that the banks are looking good. He has provided Cemstone with information concerning 14 sites around Windom which may have available sand or aggregate and provided them with contact information for the property owners. Cemstone has its geologist in the area testing sites. Director Hage is still working with Cemstone concerning potential sites for the plant.
7. Small Cities Residential Rehab
- A. Target Area: Director Hage advised that the Southwest Minnesota Housing Partnership (“Partnership”) had conducted a windshield survey. As this may be the last opportunity for an SCDP application for HUD redevelopment funds, the Partnership is recommending the East Hill as the target area for the SCDP application because of need. He explained the reasoning for the boundaries of the target area and that dilapidated houses (or property in the floodplain) cannot be included in the program. The City Council approved the proposed target area on August 1st. The Partnership has proposed the following timeline for the program:
- August 28 by NOON - Send ad for community meeting to *Cottonwood County Citizen* (can also mail letters to Target Area property owners)
  - August 30 & Sept 6 - Ad published in *Cottonwood County Citizen* for community meeting (post at City Hall, Facebook, newsletter, etc.)
  - September 11 - 7:00 pm- Community Meeting. (Pre-aps available at meeting. Mail remaining pre-aps day after community meeting)

- Sept 29 - Pre-aps due (SWMHP and/or Staff could provide EDA and/or Council a summary of pre-ap data and whether any recommended re-designation of Target Area boundary is appropriate; unless they are okay with staff/SWMHP making this determination based on data.)
- Nov. 9 by 4:30 pm - Pre-Application Due to DEED

8. Economic Development Finance Class: Director Hage reported that he had successfully completed the ED101 – Economic Development Finance examination. The graded exam was 96%. ED101 is the first course in this Economic Development Finance Professional (EDFP) certification program. In July, the EDA Board authorized Drew’s attendance at the next class in this series, ED201 – Business Credit Analysis. This class will be held on August 14-18, 2017, in Minneapolis, Minnesota.
  
9. Hotel Project Update: Director Hage advised that the EDA has been working with AmericInn on a new incentive package which raises the amount of Tax Increment Financing to \$400,000, thus each investor will gain 17 percent in free equity ownership. Also, the Developer has restructured the project to eliminate the requirement for personal guarantees on the debt. Additional investors are interested in the project, so the project is getting closer to the funding goal. People interested in investing can still contact the EDA for information regarding the project.
  
10. North Windom Industrial Park – Phase II
  - A. Tax Increment Balance – TIF 1-17: Director Hage advised that TIF 1-17 had a tax increment balance of \$187,924 as of 12/31/16. He relayed information that the TIF consultant had provided regarding this balance. The EDA has an option on the land for NWIP Phase II to the south of the existing industrial park. Director Hage presented maps showing options for potential initial lots in Phase II. If the EDA exercises its option on Phase II, the property would be considered as an outlot and would not be platted until there was interest in purchasing lots, etc.
  
  - B. Closed Session – Land Negotiations: Director Hage announced that because the EDA Board will be discussing potentially exercising the option on NWIP Phase II and possible financing of the purchase, the Board will go into closed session.

Present for Closed Session: EDA Commissioners Justin Espenson, Betsy Herding, Rick Clerc, Marv Grunig, and Paul Johnson; Drew Hage, Dominic Jones, Steve Nasby, Kathy Hanson, and Mary Hensen.

Motion by Commissioner Grunig, seconded by Commissioner Clerc, authorizing the Board to go into closed session. Motion carried 5-0.

President Espenson closed the meeting to the public at 12:51 p.m.

Motion by Commissioner Clerc, seconded by Commissioner Johnson, authorizing the President to re-open the meeting to the public. Motion carried 5-0.

President Espenson re-opened the meeting to the public at 1:10 p.m.

Recap of Closed Session: The EDA discussed the option on NWIP Phase II which expires the end of 2018, the status of TIF funds for NWIP, price and financing, and possible sale of a portion of the property.

11. Grow Our Own: Director Hage reported that on August 3<sup>rd</sup> he attended the Regional Marketing and Talent Attraction Meeting in Olivia. This is part of the Southwest Initiative Foundation's new initiative called "*Grow Our Own*". He related information concerning potentially having connections on the SWIF website to Facebook jobs' pages for each City in Southwest Minnesota. He explained the mechanics of the proposal.
12. Supply Chain & Distribution Analysis: A Supply Chain and Distribution Analysis could assist the City of Windom in understanding how a regionally significant industry (larger employer in Windom) is connected to other industries located both inside and outside of the region. Through this analysis, new business leads will be developed and efficiencies will occur for the business. The end goal is to use the list of targeted companies in an attraction and expansion campaign, ultimately convincing new business to locate in Windom. Staff has met with Prime Pork, Toro and POET. Staff also plans to meet with Fast Global Solutions. Director Hage indicated that he has received favorable responses from the companies regarding possible contacts with their suppliers in the future.
13. Adjourn. On consensus, President Espenson adjourned the meeting at 1:16 p.m.

Attest: \_\_\_\_\_  
Drew Hage, EDA Executive Director

\_\_\_\_\_  
Rick Clerc, EDA Secretary-Treasurer

**TELECOMMUNICATIONS COMMISSION MEETING  
CITY OF WINDOM COMMUNITY CENTER August 7<sup>th</sup> 2017**

**I. Call Meeting to Order.** The meeting was called to order by Pres. Lund at 6:09 PM

**II. Roll Call:**

President:	Jeremy Lund	City Staff:	Steve Nasby
V President:	Kent Kelly	City Staff:	Jeff Dahna
Secretary:	Travis Eichstadt <i>Absent</i>	SMBS Liaison:	Donny <i>Absent</i>
Commissioner:	Jerry White <i>Absent</i>	SMBS Liaison:	Travis Thies <i>Absent</i>
Commissioner:	George Rogotzke	Media:	Dirk Abraham
Council Liaison:	Bryan Joyce <i>Absent</i>	Media:	Rahn Larson <i>Absent</i>
Council Liaison:	Marv Grunig	Others Present:	-

**III. Approval of Minutes from June 26<sup>th</sup> 2017 meeting**

**Motion by Kelly, to approve minutes from the June 26<sup>th</sup> 2017 meeting. Seconded by Rogotzke. Motion approves 3-to 0.**

**IV. SMBS Liaison Report:** SMBS Liaison not in attendance

**V. Project Updates:** Dahna covers the migration project and the following projects. CIP Project # TEL005 DC Power Plant- Battery Replacement. The PO has been placed for the replacement batteries and controller. Contractor will install sometime in September. The power inverter portion of TEL005 will be reviewed later in the year.  
-CATV Headend- Contractor has been booked to make the approved changes for end of August-beginning of September.

**VI. Manager's Report:** Dahna covers his testing of YouTube TV over the top video service. Dahna reports that the CATV Bucket Truck transmission went out and was repaired. Electric and Telecom Departments use the truck and half cost of the repair was about \$700.00. Additional fiber ducts were installed to City Hall building by Telecom staff before the parking lot is resurfaced. Dahna covers that Telecom staff will need to raise 4 handholes prior to blacktop of parking lot and one on 6<sup>th</sup> Ave.

**VII. New Business:** Dahna covers the Windomnet Network upgrades and changes for the Core Upgrade Migration. The current core network for ISP switches (Juniper EX4200, which are running at a very high CPU level) are going to be EOL in 2018. We also need additional 10Gig ports in the network to feed primary and secondary feeds to the new Calix E7-2 platform. After discussing these issues with our consultant, they are recommending to migrate to dual EX4600 with Virtual Chassis. They are the newest chassis with the newest base operating system as well as the 40Gig options for external or internal use. Total increase in 10Gig ports to 58 (two used for VC) as well as 1 Gig ports. This chassis also has 40Gig upgrade ports to allow for that transition when it is needed. Dahna covers that the core upgrade and migration to the Calix E7-2 chassis had been approved by Telecom Committee and City Council that the replacement switches would

be covered under the bond. Dahna had figured in around \$20,000 for network changes for the project. Upon reviewing the necessary changes that need to be made, it would be best to replace the core switches with two new EX4600 switches. Rational was covered in my committee memo. Calix was able to give a lower bid on equipment than originally estimated. Around \$50,000. Replacement EX4600 switches are around \$32,000.

No quorum at the Monday July 24th, Telecom meeting, but there was discussion among committee members and council members. The consensus was that we should move forward and replace the two switches. Because of the previous approvals and savings from Calix bid, Dahna moved forward and order the new EX4600 switches under the bond.

Dahna covers CIP Project #011 Telecom Office Phone System. 2017 CIP Budgeted item is \$7,500. Vendor quote is for \$3,451.02. The current phone system was a refurbished system installed in 2005. Reason for replacement: Processor memory battery is depleted and entire system needs to be reprogrammed upon power failure and lacking business phone functions. Telecom General Manager recommended to replacement of office phone system with Shoretel phone system to take advantage of the call services of the system that is currently used by City Hall, Water Dept, Electric Dept and new EMS Building. Dahna has ordered phones and licensing for the Telecom office.

**VIII. Old Business:** Dahna covers upcoming CATV Retransmission Agreements that are being reviewed and negotiated for the next 3 year contracts. Dahna covers that the North Industrial Park fiber cabinet needs to be fusion spliced to become fully functional. Dahna is going to have a Contract fiber optic slicer come in and complete the install of the cabinet for a cost of around \$2,800.

Rates – Dahna covers rates and rational of rate changes/additions. Committee discussion ensues.

**Rogotzke leaves the meeting at 6:56 PM resulting in a lack of a quorum to continue the meeting.**

Committee agrees to set in place the tariffed rates as in the tariff and add into the billing system and continue to work out the other service rates and charges at the next meeting.

**IX. Commissioner's concerns and questions:** Various discussions amongst members.

**X. Set Next Telecom meeting:** August 28<sup>th</sup>, 2017 at 6pm at the Community Center.

**X1. Adjourn:** Meeting adjourned by unanimous consent at 7:22 pm.

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Jeremy Lund, Telecom Committee President

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Travis Eichstadt, Telecom Committee Secretary

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

## Windom Library Board Meeting

Windom Library

Tuesday, August 8, 2017

5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher.
2. Roll Call: Members Present: Steve Fresk, Terri Jones, Sue Ebeling, Anita Winkel and John Duscher

Members Absent: Barb Henning, Kathy Hiley

Library Staff Present: Dawn Aamot and Nancy Sajban

City Council Member Absent: Jayesun Sherman

Alternate Liason present from Capital Finance Committee: Howard Davis

Friends of the Library Chairperson: Karen Knigge

### 3. Agenda and Minutes:

Motion by Anita Winkel and seconded by Steve Fresk to amend the Agenda to add Capital Finance and Friends of the Library and to the agenda and approved the amended Minutes.

### 4. Library & CIP Discussion

Howard Davis introduced himself and discussed the committee's

### 5. Financial Report:

Dawn reviewed the Financial Report.

Motion by Steve Fresk and seconded by Anita Winkel to accept the Financial Report.

### 6. Library & CIP Discussion

Howard Davis introduced himself and discussed the role of the committee to find resources for potential funding. The library board discussed the process of the possible designation of the building as a historical building. Dawn reported that she is working with Linda Fransen at the Cottonwood County Historical Society and Denise Nichols to begin the first phase of the evaluation process. It includes submitting letters to experienced architectural historians for bids for the National Register Property Evaluation. Letters will be sent to 3-5 qualified firms. Once the bids are received back from the firms, a decision will be made on which bid to accept, then a grant can be written to fund the cost of the property evaluation. Board members were concerned about the timeline for this project as a whole, but also feels the community deserves to have at least the first step of this process to be pursued: The proposal. Dawn reported she has contacted Fairmont Glass, Worthington Glass, Glass Replacement Co., Schmidt Roofing for quotes for the project. She hasn't received quotes from any of the businesses.

Karen Knigge from the Friends of the Library reported to the board that the Friends will begin a fund raising campaign for the window project. A display will be set up in the library to promote the fund raiser and donations can be submitted at the library. More advertisement will follow in the local newspaper, radio and social media. The Friends are excited to help in this project and promote community support for the building and the library.

Dawn also reported that the state of Minnesota has allocated monies for Library Construction Grants for 2018 that includes improvements, accessibility Dawn asked the board for their approval to seek further information about the grant. This is a matching grant, and the monies that the Council has budgeted for the last two years, 40,000 would be part of the grant matching funds. Deadline for a grant submission is September 29, 2017. Approved by Steve Fresk, seconded by Anita Winkel.

#### 7. Librarians report

Nancy discussed the Summer Reading Program and the success of the programs that were offered and the incentives that were given for all who participated in the reading program, story times and Lunch Bunch. Very positive results and numbers were good for all of her programs. Reading by Design 2017 summer reading programs was a success. Dawn reported a busy month. She attended a meeting that included Mt. Lake and Westbrook library Directors and Jim Troganowski from PCLS. Discussion was on requesting additional funding for the libraries from Cottonwood County Commissioners to offset the increases in ILL delivery and automation in 2018. They will attend the County Board Meeting August 15.

#### 8. Old Business

None

#### 9. New Business

Discussion was on the 2018 budget and what changes can be made. Capital improvements were also discussed for 2018. Dawn will meet with Steve Nasby and Chelsie Carlson on August 9. September is Library Card Sign Up Month and the library will be promoting card registration through social media and also reaching out to the schools to promote reading and the Public Library.

#### 8. New Book Suggestions:

Book suggestions were given to Dawn.

#### 9. Adjourn:

Motion by Steve Fresk and seconded by Terri Jones to adjourn the meeting.

Meeting adjourned at 5:52 p.m.

Respectfully submitted,

Dawn Aamot, Library Director

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
AUGUST 8, 2017**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:00p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Greg Pfeffer, Andy Harries, Brett Mattson, and Kevin Rose.

Absent: Lorri Cole, Ben Derickson, and Ryan McNamara.

Also Present: Zoning Admin. Andy Spielman, Admin. Asst. Mary Hensen, and Howard Davis.

3. Approval of Minutes:

**Motion by Commissioner Harries, seconded by Commissioner Rose, to approve the Planning Commission Minutes for the meeting held on July 11, 2017. Motion carried 5-0.**

4. Rental Housing

A) Review of Revisions to Draft Provisions: Zoning Admin. Spielman reviewed the revisions that had been made to the draft provisions following comments and suggestions from the Planning Commission and others present at the July Meeting together with additional revisions by Staff. Zoning Admin. Spielman responded to questions by the Commissioners including questions as to procedures for handling situations if an imminent hazard is discovered during an inspection.

B) Review of Draft Forms and Procedures: The Planning Commission received a copy of the Inspection Form Handout which lists the items to be reviewed during a rental inspection and includes a brief description of requirements for each item. This form would be given to the property owners at the time of submission of an application for a rental license to inform them of what is covered in an inspection.

There was an exchange of ideas concerning methods to notify the public regarding this proposed ordinance (such as a flyer in the utility bills) and; if the ordinance is adopted, ideas regarding implementation of the licensing process, etc.

**Motion by Commissioner Rose, second by Commissioner Harries, approving the rental housing (draft provisions for ordinance) in its current form and the inspection form, and authorizing Zoning Staff to present the rental housing draft provisions to the City Council for review and then to the City Attorney for review. Motion carried 5-0.**

5. Unfinished Business:

A) Update on City Council Action – Ordinance No. 165, 2<sup>nd</sup> Series – Accessory Structures: Zoning Admin. Spielman reported that the City Council held the required two readings on this ordinance and adopted the ordinance at the second reading on August 1<sup>st</sup>. The Title and Summary of the Ordinance will be published on August 9<sup>th</sup> and the ordinance takes effect on August 9<sup>th</sup>.

B) Update on City Council Action – Variance (Fence Height): Zoning Admin. Spielman updated the Commissioners concerning City Council action on July 18<sup>th</sup> to approve the variance application on fence height which the Commissioners had recommended for approval. He further advised that the contractors finished constructing the fence last week.

6. Planning Commission Comments, Concerns, Suggestions: There was a brief discussion concerning the status of the parklet language the Planning Commission had reviewed and related items regarding outdoor liquor sales and required fencing.

7. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 7:47 p.m.

\_\_\_\_\_  
Marilyn Wahl, Chairperson

Attest: \_\_\_\_\_  
Andy Spielman, Zoning Administrator

## UTILITY COMMISSION MINUTES

### Windom Council Chamber

August 9, 2017

**Call Meeting to Order:** The Utility Commission meeting was called to order at 12:00 p.m. in the City Hall Council Chamber.

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Tom Riordan, Glen Francis, Mike Schwalbach  
Member Absent: None  
City Council Liaison: Paul Johnson  
Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Brent Brown, Electric Utility Manager\Street Superintendent; Chelsie Carlson, Finance Director

### APPROVE MINUTES

**Motion by Riordan, seconded by Francis, to approve the July 26, 2017 Utility Commission minutes.**

**Motion carried 3 – 0.**

### ELECTRIC ITEMS

#### Substation Switchgear Building Bid Review

Only one bid was received for the substation project. The cost of bid was approximately \$280,000 (21%) over the engineer estimates. The increase in costs were attributed to site prep work and complexities for process of installation that were not factored into the engineers estimate. Schwalbach inquired if some of work in the project could be sourced to other contractors for a lower rate.

The bid is good for 30 days. The Commission suggested working with the vendor and looking for ways to cut costs. This will be reviewed at the next Commission meeting.

### WATER/WASTEWATER ITEMS

#### MPCA Meeting

Haugen held a meeting with MPCA regarding the regulatory certainty grant. Kelly Yahnke will provide an update for the Commission at the next regularly scheduled meeting.

Haugen reported two sewer backups at 833 and 845 River Road. They found clay chunks and an obstruction determined to be a clean-out plug. The incidents have been reported to LMC Insurance Trust.

### OLD BUSINESS

The bill from Hall Associates is still being evaluated. Part of the time spent by Hall Associates should be covered by MERERB so they are making sure it was billed correctly. This will be discussed at the next meeting.

### REGULAR BILLS

**Motion by Riordan, seconded by Francis, to approve regular bills in the packet. Motion carried 3-0.**

### NEXT MEETING

Regular Meeting August 30<sup>th</sup> at 10:00 a.m

**ADJOURN**

Schwalbach adjourned the meeting at 12:45 p.m.

\_\_\_\_\_  
Mike Schwalbach, Chairperson

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

**Capital Finance Committee  
Meeting Notes  
Thursday, August 10, 2017**

Roll Call: Present: Capital Finance Committee - Howard Davis, Marv Grunig, Paul Johnson and Tim Hiley.

City Staff – Steve Nasby, Denise Nichols and Dawn Aamot.

Absent: Dominic Jones, Tom White, Jim Garrison, and Shelby Medina.

Call to Order – Vice Chair Davis called the Capital Finance Committee Meeting to order at 12:00 noon.

1. Approval of Minutes: Vice Chair Davis requested the Committee review the minutes from the July 11, 2017 meeting. Motion by Grunig, second by Hiley, to approve the minutes, Ayes – 4, Nay – 0, Absent - 3.
2. Council Priority Projects Discussion:

Library – Dawn Aamot, Library Director, shared with the Committee the progress and process for Historic Registry Designation. The first step in the process is the evaluation of the building. Aamot is working with Linda Fransen from the Historical Society on a letter and Request for Proposals (RFP) that includes the criteria required for the evaluation. Once the proposals are received, a grant application can be submitted for funding to complete the evaluation process. Aamot plans to send the RFP to at least five consultants.

Aamot has contacted several contractors to obtain price quotes for the replacement of the windows, boiler and ADA accessible bathroom.

The Friends of the Library has started a donation campaign for the window replacement. They will begin advertising and promoting the campaign using the paper, radio and social media.

Aamot also discussed the 2017 Library Construction Grant Opportunity. Funding of \$2M has been appropriated this year for the grant. The application is due September 29<sup>th</sup>. Grants can be used for Accessibility and Improvements and require matching funds. Currently the Library has \$40,000 in Capital Outlay Funds for the window and boiler replacement that could be used as matching funds for the grant.

The Committee discussed prevailing wage requirements for all state grant funds. This requirement will increase the cost of the project by 15%-20%. The Committee considered additional large donors and discussed the donation needs for the projects the City has identified.

Arena – Davis reviewed the recent Park and Recreation Meeting. The Committee discussed the current phase-out of R22 by 2020. It was noted that R22 will not be manufactured after 2020. The option to stockpile R22 was also considered by the Park & Rec Commission. Johnson said that the current system loses large amounts

of refrigerants each year. He remarked that it may not be cost effective to continue using R22. Also discussed was the potential for phase-out of other Synthetic refrigerant choices. Potential refrigerant options for the Arena could include Ammonia and CO2.

Johnson asked if there could be the option to complete the project construction in phases. Nasby stated that the question of completing the project in phases was asked at the Park and Rec meeting. The Engineer will provide options in the Facility Study and completing the project in phases should be one of the options. Grunig questioned if phasing would increase the cost to complete the project or if it would be better to complete the entire project at one time. Nasby explained several scenarios if financing, capital funds, or reserves were used to finance the project.

Potential donation ideas were discussed including donation of materials. Davis will contact the Hockey Association to consider sponsoring grant applications for the project. It was suggested the Committee should begin looking at opportunities and ideas to identify funding resources for the arena project.

3. New Business - None
4. Set Next Meeting Date and Time: The next meeting date was set for September 14, 2017, at 12:00 p.m.
5. Adjourn: Vice Chair Davis declared the meeting adjourned at 12:56 p.m.

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Howard Davis, Vice Chairman

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



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <i>BUSINESS ARTS + RECREATION CENTER</i>		Date organized <i>2002</i>	Tax exempt number <i>41-2022824</i>
Address <i>PO BOX 123</i>	City <i>WINDOM</i>	State <i>Minnesota</i>	Zip Code <i>56101</i>
Name of person making application <i>GREG WARNER</i>		Business phone <i>507-831-2375</i>	Home phone <i></i>
Date(s) of event <i>09-09-2017</i>	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name <i>ASHLEY JOHNSON PRESIDENT</i>	City <i>WINDOM</i>	State <i>Minnesota</i>	Zip Code <i>56101</i>
Organization officer's name <i>JOHN HOLT VICE PRESIDENT</i>	City <i>WINDOM</i>	State <i>Minnesota</i>	Zip Code <i>56101</i>
Organization officer's name <i>JURNE ELSTON SECRETARY</i>	City <i>WINDOM</i>	State <i>Minnesota</i>	Zip Code <i>56101</i>
Organization officer's name <i>CHERYL HANSON TREASURER</i>	City <i>WINDOM</i>	State <i>Minnesota</i>	Zip Code <i>56101</i>

Location where permit will be used. If an outdoor area, describe.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT  
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

Organization Name: St. Francis Xavier Catholic Church Previous Gambling Permit Number: X-17001-16-009

Minnesota Tax ID Number, if any: 8504415 Federal Employer ID Number (FEIN), if any: 41-0762922

Mailing Address: 532 17th Street P.O. Box 39

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

Name of Chief Executive Officer (CEO): Father Patrick O. Arens

Daytime Phone: 507-831-1985 Email: stfxavier@windomnet.com

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

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

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

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100 [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

Name of premises where the gambling event will be conducted  
(for raffles, list the site where the drawing will take place): St. Francis Xavier Church

Physical Address (do not use P.O. box): 532 17th Street

City or Township: Windom Zip: 56101 County: Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing): September 24, 2017

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

Bingo  Paddlewheels  Pull-Tabs  Tipboards

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ \_\_\_\_\_)

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

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

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

Print City Name: City of Windom

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

Chief Executive Officer's Signature: *Patrick Arens* Date: 8-1-17  
(Signature must be CEO's signature; designee may not sign)

Print Name: Patrick Arens

**Complete a separate application for:**

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

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

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

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

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

**Mail application with:**

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

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

**Questions?**

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

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

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

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

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





# ACTION ITEM



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

**TO:** City Council  
**FROM:** Brent Brown, Street Superintendent  
**DATE:** 8/10/2017  
**RE:** Street Closure Request  
**DEPT:** Street Department  
**CONTACT:** Brent Brown

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## Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the street:

1. Approve Street Closure Request for September 16<sup>th</sup> at 16<sup>th</sup> Street and Cottonwood Lake Drive intersection, north on Cottonwood Lake Drive to the north entrance to Tegel's Park between 3:00 P.M. and 12:00 midnight for the Community Center Event.
- 

## Issue Summary/Background

The Community Center Event Organizers have asked for a street closure on Cottonwood Lake Drive on Saturday, September 16<sup>th</sup>. The Street Closure will include the entrances to Tegel's Park. Chief Peterson and I have reviewed the request and are recommending the approval.

## Fiscal Impact

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None

## Attachments

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1. None.



Windom, MN

# Expense Approval Report

By Fund

Payment Dates 07/28/2017 - 08/09/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMEL LAW OFFICE	08012017	08/09/2017	LEGAL FEES -	100-41110-304	645.00
STEVE NASBY	20170809	08/09/2017	EXPENSE-CGMC SUMMER CO	100-41110-331	42.15
CONVENT. & VISITOR BUREAU	20170731	08/01/2017	LODGING TAX - RED CARPET I	100-41110-491	666.95
CONVENT. & VISITOR BUREAU	20170731A	08/01/2017	LODGING TAX - GUARDIAN IN	100-41110-491	1,471.97
<b>Activity 41110 - Mayor &amp; Council Total:</b>					<b>2,826.07</b>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	100-41310-133	80.00
INDOFF, INC	2981230	07/18/2017	SUPPLIES	100-41310-200	65.89
SELECTACCOUNT	38474331	08/01/2017	ADMIN FEE	100-41310-217	266.78
FRED PRYOR SEMINARS	22439222	08/04/2017	TRAINING	100-41310-308	318.44
FRED PRYOR SEMINARS	22439224	08/04/2017	TRAINING	100-41310-308	318.44
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	100-41310-321	50.74
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-41310-322	1.19
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-41310-322	0.21
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-41310-322	4.06
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - CITY OFF	100-41310-322	519.61
STEVE NASBY	20170809	08/09/2017	EXPENSE-CGMC SUMMER CO	100-41310-331	42.14
BLUE CROSS/BLUE SHIELD	170802093884	08/08/2017	INSURANCE PREM- SEP 2017	100-41310-480	490.00
BLUE CROSS/BLUE SHIELD	170802093884	08/08/2017	INSURANCE PREM- SEP 2017	100-41310-480	490.00
RIVER VALLEY FITNESS LLC	3332	08/09/2017	2017 WELLNESS	100-41310-480	720.00
<b>Activity 41310 - Administration Total:</b>					<b>3,367.50</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	100-41910-133	24.00
SCHRAMEL LAW OFFICE	08012017	08/09/2017	LEGAL FEES -	100-41910-304	405.00
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	100-41910-321	50.74
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - P & Z	100-41910-322	23.12
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-41910-480	1.10
<b>Activity 41910 - Building &amp; Zoning Total:</b>					<b>503.96</b>
<b>Activity: 41940 - City Hall</b>					
COLE PAPERS INC.	9334382	07/25/2017	SUPPLIES	100-41940-211	54.23
MELISSA PENAS	20170801	08/01/2017	CLEANING	100-41940-406	357.00
SANDRA HERDER	20170801	08/01/2017	CLEANING	100-41940-406	357.00
<b>Activity 41940 - City Hall Total:</b>					<b>768.23</b>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	100-42120-133	160.00
INDOFF, INC	2983930	07/25/2017	SUPPLIES	100-42120-200	38.50
INDOFF, INC	2985126	07/25/2017	SUPPLIES	100-42120-200	46.98
SCHRAMEL LAW OFFICE	08012017	08/09/2017	LEGAL FEES -	100-42120-304	3,183.90
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	100-42120-321	181.81
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-42120-322	2.85
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-42120-322	6.59
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-42120-322	2.85
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - POLICE	100-42120-322	1.19
MIKE'S LLC	117	07/24/2017	LABOR BUILD - NEW SQUAD	100-42120-323	3,030.70
ALPHA WIRELESS - MANKATO	691123	08/04/2017	SERVICE	100-42120-323	108.00
JONATHON BECK	20170727	08/01/2017	EXPENSE-DRE-PHASE 1 & 2	100-42120-334	98.74
JONATHON BECK	20170727A	08/01/2017	EXPENSE-DRE-PHASE 2	100-42120-334	121.77
JONATHON BECK	20170727B	08/01/2017	EXPENSE-DRE-PHASE 3	100-42120-334	284.33
NORTHERN SAFETY TECHNOL	44087	07/24/2017	MAINTENANCE	100-42120-404	150.80
GRAHAM TIRE CO	8515736	08/09/2017	MAINTENANCE #8200463	100-42120-405	508.36
SHOPKO STORES OPERATING	00001	08/09/2017	SUPPLIES	100-42120-480	7.78

## Expense Approval Report

Payment Dates: 07/28/2017 - 08/09/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	170802093884	08/08/2017	INSURANCE PREM- SEP 2017	100-42120-480	490.00
<b>Activity 42120 - Crime Control Total:</b>					<b>8,425.15</b>
<b>Activity: 42220 - Fire Fighting</b>					
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	100-42220-322	0.57
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - FIRE	100-42220-322	9.65
ELECTRIC FUND	45	08/08/2017	EL CASH CUSTOMER- FIRE HA	100-42220-404	4.17
EMERGENCY APPARATUS MAI	93668	07/18/2017	MAINTENANCE	100-42220-405	504.63
ELECTRIC FUND	41	07/28/2017	EL CASH CUSTOMER-EMS BLD	100-42220-480	10.41
<b>Activity 42220 - Fire Fighting Total:</b>					<b>529.43</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	100-43100-133	64.00
STAPLES OIL CO	105741	08/09/2017	FUEL	100-43100-212	1,383.71
DIAMOND VOGEL PAINT	295176827	08/08/2017	MAINTENANCE	100-43100-224	76.15
DOUG BERGENDAHL	9363	08/04/2017	STREET MAINTENANCE	100-43100-224	1,353.22
BAHR'S SMALL ENGINE	15595	08/01/2017	LANDSCAPING MATERIALS	100-43100-225	153.30
BAHR'S SMALL ENGINE	5507	08/01/2017	LANDSCAPING MATERIALS	100-43100-225	2,288.27
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	100-43100-241	4.49
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	100-43100-321	72.76
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - STREET	100-43100-322	5.60
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	100-43100-401	19.57
COLBERT'S SERVICES	3906	08/01/2017	MAINTENANCE	100-43100-404	75.00
P.M. REPAIR & DETAILING	4958	08/01/2017	MAINTENANCE	100-43100-404	29.97
MACQUEEN EQUIP. CO.	P07430	07/19/2017	MAINTENANCE	100-43100-404	776.35
MACQUEEN EQUIP. CO.	P07656	07/26/2017	MAINTENANCE	100-43100-404	109.24
MACQUEEN EQUIP. CO.	P07669	07/26/2017	MAINTENANCE	100-43100-404	674.40
WINDOM AUTO VALU	20170625	07/28/2017	MAINTENANCE #3400540	100-43100-405	150.91
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	100-43100-405	240.69
JOHNSON HARDWARE	6478	08/01/2017	MAINTENANCE	100-43100-406	12.99
MIDSTATES EQUIPMENT & SU	217589	07/18/2017	MAINTENANCE	100-43100-407	3,059.28
DUIINCK	527419	07/26/2017	MAINTENANCE	100-43100-407	632.00
BLUE CROSS/BLUE SHIELD	170802093884	08/08/2017	INSURANCE PREM- SEP 2017	100-43100-480	490.00
<b>Activity 43100 - Streets Total:</b>					<b>11,671.90</b>
<b>Activity: 43210 - Sanitation</b>					
WAYNE ERICKSON	20170801	08/01/2017	COMPOST SITE MANAGER	100-43210-307	168.00
<b>Activity 43210 - Sanitation Total:</b>					<b>168.00</b>
<b>Activity: 45120 - Recreation</b>					
AUSTIN DOORENBOS	20170726	07/28/2017	SERVICE - UMPIRE	100-45120-217	170.00
SAM DOORENBOS	20170726	07/28/2017	SERVICE - UMPIRE	100-45120-217	200.00
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - REC	100-45120-217	5.60
<b>Activity 45120 - Recreation Total:</b>					<b>375.60</b>
<b>Activity: 45202 - Park Areas</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	100-45202-133	16.00
COLE PAPERS INC.	9326543	08/01/2017	SUPPLIES	100-45202-211	346.00
WINDOM AUTO VALU	20170625	07/28/2017	MAINTENANCE #3400540	100-45202-404	33.99
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	100-45202-404	87.58
JOHNSON HARDWARE	6157	08/01/2017	MAINTENANCE	100-45202-404	51.05
WINDOM AUTO VALU	20170625	07/28/2017	MAINTENANCE #3400540	100-45202-405	15.99
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	100-45202-405	438.95
<b>Activity 45202 - Park Areas Total:</b>					<b>989.56</b>
<b>Fund 100 - GENERAL Total:</b>					<b>29,625.40</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	211-45501-133	16.00
MELISSA PENAS	20170801	08/01/2017	CLEANING	211-45501-402	367.50
SANDRA HERDER	20170801	08/01/2017	CLEANING	211-45501-402	367.50
<b>Activity 45501 - Library Total:</b>					<b>751.00</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>751.00</b>

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<b>Fund: 225 - AIRPORT</b>					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	20170801	08/09/2017	SERVICE #106026	225-45127-200	29.00
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - AIRPORT	225-45127-217	6.99
SOUTH CENTRAL ELECTRIC	20170630B	08/02/2017	SERVICE #26-12-112-04	225-45127-381	164.00
SOUTH CENTRAL ELECTRIC	20170630C	08/02/2017	SERVICE #26-12-116-04	225-45127-381	162.42
SYN-TECH SYSTEMS, INC.	147730	08/01/2017	MAINTENANCE	225-45127-404	1,575.00
Activity 45127 - Airport Total:					<u>1,937.41</u>
Fund 225 - AIRPORT Total:					<u>1,937.41</u>
<b>Fund: 230 - POOL</b>					
Activity: 45124 - Pool					
HEARTLAND PAPER COMPANY	389310-0	07/28/2017	SUPPLIES -	230-45124-211	30.23
HEARTLAND PAPER COMPANY	391669-0	07/28/2017	SUPPLIES	230-45124-211	157.71
HAWKINS, INC	4112204	07/28/2017	CHEMICALS	230-45124-216	39.02
HAWKINS, INC	4115811	07/28/2017	CHEMICALS	230-45124-216	284.00
MN ENERGY RESOURCES	20170717D	07/28/2017	HEATING #0504917677	230-45124-383	1,270.14
HAWKINS, INC	4115811	07/28/2017	CHEMICALS - REPAIRS & MAI	230-45124-404	2,777.60
Activity 45124 - Pool Total:					<u>4,558.70</u>
Fund 230 - POOL Total:					<u>4,558.70</u>
<b>Fund: 235 - AMBULANCE</b>					
Activity: 42153 - Ambulance					
EMSRB	1286	08/01/2017	MN STAR FORMS	235-42153-217	234.00
TIM HACKER	20170809	08/09/2017	SUPPLIES - ULINE	235-42153-217	68.53
SCHRAMMEL LAW OFFICE	08012017	08/09/2017	LEGAL FEES -	235-42153-304	120.00
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	235-42153-321	50.52
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - AMBULA	235-42153-322	26.94
ALPHA WIRELESS - MANKATO	691204	08/04/2017	SUPPLIES - PAGER	235-42153-323	270.00
REAL TIME TRANSLATION, INC	111175	08/04/2017	SERVICE	235-42153-327	34.00
APRIL HARRINGTON	20170728	07/28/2017	EXPENSE - PICNIC	235-42153-334	11.97
KIM POWERS	20170730	08/01/2017	EXPENSE - AMB	235-42153-334	16.52
JOLYNN NERHUS	20170730	08/01/2017	EXPENSE - AMB	235-42153-334	35.46
BUCKWHEAT JOHNSON	20170731	08/01/2017	EXPENSE - AMB	235-42153-334	39.12
KRISTEN PORATH	20170801	08/01/2017	EXPENSE - AMB	235-42153-334	26.60
TIM HACKER	20170803	08/09/2017	EXPENSE - MEALS	235-42153-334	12.95
ELECTRIC FUND	45	08/08/2017	EL CASH CUSTOMER- FIRE HA	235-42153-404	2.77
WINDOM AUTO VALU	20170625	07/28/2017	MAINTENANCE #3400540	235-42153-405	25.44
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	235-42153-405	8.48
Activity 42153 - Ambulance Total:					<u>983.30</u>
Fund 235 - AMBULANCE Total:					<u>983.30</u>
<b>Fund: 250 - EDA GENERAL</b>					
Activity: 46520 - EDA					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	250-46520-133	24.00
SCHRAMMEL LAW OFFICE	08012017	08/09/2017	LEGAL FEES -	250-46520-304	105.00
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	250-46520-321	26.84
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - EDA	250-46520-322	10.61
DREW HAGE	20170803	08/08/2017	EXPENSE - SWIF -REG MTG	250-46520-331	76.51
KDOM RADIO	KDOM0361170743233	08/09/2017	ADVERTISING - EDA	250-46520-340	237.50
FEDERATED RURAL ELECTRIC	20170728A	08/09/2017	SERVICE #112954	250-46520-381	15.00
Activity 46520 - EDA Total:					<u>495.46</u>
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20170731	08/01/2017	SPEC BLDG LOAN - AUG 2017	250-49980-602	2,129.96
FULDA CREDIT UNION	20170731	08/01/2017	SPEC BLDG LOAN - AUG 2017	250-49980-612	1,230.04
Activity 49980 - Debt Service Total:					<u>3,360.00</u>
Fund 250 - EDA GENERAL Total:					<u>3,855.46</u>
<b>Fund: 252 - EDA SCDP</b>					
Activity: 46520 - EDA					
B & M MASONRY & CONSTRU	20170731	08/01/2017	2015-17 COMM REHAB PROG	252-46520-491	3,500.00

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WRIGHT RENOVATION	20170801	08/01/2017	2015-17 COMM REHAB PROG	252-46520-491	2,240.00
				<b>Activity 46520 - EDA Total:</b>	<b>5,740.00</b>
				<b>Fund 252 - EDA SCDP Total:</b>	<b>5,740.00</b>
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
SOUTH CENTRAL ELECTRIC	20170630A	08/01/2017	SERVICE #26-24-123-04	254-46520-381	102.77
MICKY MASTERS	20170731	08/09/2017	MAINTENANCE	254-46520-406	833.63
				<b>Activity 46520 - EDA Total:</b>	<b>936.40</b>
				<b>Fund 254 - NORTH IND PARK Total:</b>	<b>936.40</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
SURPLUS SERVICES	20037659	08/09/2017	ESF - FURNISHINGS	401-49950-502	184.00
TIM HACKER	20170808	08/09/2017	MILEAGE - ESF FURNISHINGS	401-49950-502	169.06
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>353.06</b>
				<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>	<b>353.06</b>
<b>Fund: 601 - WATER</b>					
<b>Activity: 49400 - Water</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	601-49400-133	40.00
MN VALLEY TESTING	872628	07/17/2017	TESTING	601-49400-310	67.50
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	601-49400-321	96.29
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	601-49400-322	3.21
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - WATER	601-49400-322	3.73
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - WATER	601-49400-322	57.13
HP DATAONE, LLC	7	08/01/2017	BILLING CONTRACT SERVICE -	601-49400-326	1,328.13
FEDERATED RURAL ELECTRIC	20170728	08/04/2017	ELECTRIC UTILITY	601-49400-381	18.00
MN ENERGY RESOURCES	20170717A	07/24/2017	HEATING - #0505923431	601-49400-383	380.74
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	601-49400-405	63.10
DOUG BERGENDAHL	9364	08/02/2017	MAINTENANCE	601-49400-408	843.22
DAKOTA SUPPLY GROUP	D155858	07/18/2017	MAINTENANCE	601-49400-408	213.88
HD SUPPLY WATERWORKS LTD	H523921	08/04/2017	MAINTENANCE	601-49400-408	1,287.32
ADVANTAGE COLLECTION PR	20170808	08/08/2017	SERVICE #3796	601-49400-432	10.65
				<b>Activity 49400 - Water Total:</b>	<b>4,412.90</b>
				<b>Fund 601 - WATER Total:</b>	<b>4,412.90</b>
<b>Fund: 602 - SEWER</b>					
<b>Activity: 49450 - Sewer</b>					
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	602-49450-133	56.00
SCHRAMMEL LAW OFFICE	08012017	08/09/2017	LEGAL FEES -	602-49450-304	525.00
MN VALLEY TESTING	872397	07/11/2017	TESTING	602-49450-310	185.60
MN VALLEY TESTING	873191	07/18/2017	TESTING	602-49450-310	185.60
MN VALLEY TESTING	873349	07/18/2017	TESTING	602-49450-310	268.80
MN VALLEY TESTING	874115	07/26/2017	TESTING	602-49450-310	127.20
MN VALLEY TESTING	874154	07/26/2017	TESTING	602-49450-310	241.60
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	602-49450-321	86.28
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - SEWER	602-49450-322	3.69
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - SEWER	602-49450-322	57.13
HP DATAONE, LLC	7	08/01/2017	BILLING CONTRACT SERVICE -	602-49450-326	1,328.11
GLENN LUND	20170809	08/09/2017	EXPENSE - MWOA ANNUAL M	602-49450-331	337.05
SOUTH CENTRAL ELECTRIC	20170630	08/01/2017	SERVICE #26-24-125-04	602-49450-381	50.00
MN ENERGY RESOURCES	20170717B	07/24/2017	HEATING #050488160	602-49450-383	24.35
COTTONWOOD CO SOLID WA	176752	08/08/2017	LANDFILL-ELECTRONICS	602-49450-384	40.00
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	602-49450-404	51.86
WINDOM AUTO VALU	20170725	08/09/2017	MAINTENANCE #3400540	602-49450-405	69.21
STAPLES OIL CO	107781	08/09/2017	FUEL	602-49450-408	507.39
WENNER HOLDINGS LLC	2254	08/08/2017	CLEAN LIFT STATION - MAINT	602-49450-408	1,200.00
HD SUPPLY WATERWORKS LTD	H523971	08/01/2017	MAINTENANCE	602-49450-408	196.30
ADVANTAGE COLLECTION PR	20170808	08/08/2017	SERVICE #3796	602-49450-432	10.65
MN ENVIRONMENTAL SCIENC	2017-2018	07/28/2017	MEMBERSHIP ASSESSMENT 2	602-49450-433	1,813.95
SANFORD LABORATORIES	299295966	08/09/2017	SERVICE #70000675	602-49450-480	41.59

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SANFORD HEALTH OCCUPATIO	352198	08/09/2017	SERVICE #352198	602-49450-480	30.00
				<b>Activity 49450 - Sewer Total:</b>	<b>7,437.36</b>
				<b>Fund 602 - SEWER Total:</b>	<b>7,437.36</b>

Fund: 604 - ELECTRIC

MN DEPT OF COMMERCE	20170728	07/28/2017	RETURN OF UN-USED EAP FU	604-11500	28.80
MN DEPT OF COMMERCE	20170728A	07/28/2017	RETURN OF UN-USED EAP FU	604-11500	85.36
MN DEPT OF COMMERCE	20170728B	07/28/2017	RETURN OF UN-USED EAP FU	604-11500	394.40
J. H. LARSON	S101521688-001	07/18/2017	INVENTORY	604-14200	533.01
J. H. LARSON	S101523851.001	07/18/2017	INVENTORY	604-14200	100.80
ELECTRIC FUND	101	08/08/2017	RIVER ROAD - LABOR	604-16300	44,783.55
UTILITIES PLUS ENERGY SERVI	11843	07/28/2017	INVENTORY	604-16300	22,458.75
ELECTRIC FUND	43	08/01/2017	EL CONST NEW #1-RIVER RD-	604-16300	4,538.34
ELECTRIC FUND	46	08/08/2017	EL CONSTR NEW #1-RIVER RD	604-16300	1,579.68
ERENDIRA RIOS-BADILLO	20170808	08/08/2017	REFUND - BALANCE OF UTIL P	604-22000	16.09
RACHEL TABER	20170809	08/09/2017	REFUND-BAL OF UTILITY PREP	604-22000	225.03
LESLEY PEREZ	20170809	08/09/2017	REFUND - BAL OF UTILITY PRE	604-22000	178.98
JOSE LUIS RODRIGUES	20170809	08/09/2017	REFUND-UTILITY PREPAYMEN	604-22000	300.00
					<b>75,222.79</b>

Activity: 49550 - Electric

NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	604-49550-133	96.00
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	604-49550-321	120.76
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - ELECTRIC	604-49550-322	58.86
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - ELECTRIC	604-49550-322	43.64
HP DATAONE, LLC	7	08/01/2017	BILLING CONTRACT SERVICE -	604-49550-326	1,328.13
MN ENERGY RESOURCES	20170717C	07/26/2017	HEATING #0506419706	604-49550-383	115.47
FORKLIFTS OF MINNESOTA, IN	0155788160	08/09/2017	MAINTENANCE	604-49550-404	141.54
MN MANURE SPECIALISTS	1057	08/01/2017	MAINTENANCE	604-49550-404	350.46
RDO EQUIPMENT CO	W11330	08/09/2017	MAINTENANCE	604-49550-405	650.70
RDO EQUIPMENT CO	W11381	08/09/2017	MAINTENANCE	604-49550-405	1,561.50
RAGE INC	07-010661	08/08/2017	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC	07-011827	07/26/2017	SERVICE - POWER PLANT	604-49550-406	34.17
BRAD BUSSA	20170731	08/04/2017	CLEANING SERVICES	604-49550-406	184.60
BLACKBURN MFG. CO.	0546512-IN	07/26/2017	MAINTENANCE	604-49550-408	535.72
DOUG BERGENDAHL	9362	08/04/2017	MAINTENANCE - RIVER ROAD	604-49550-408	5,291.60
JAMES A. MULLER	JM17-6-013	08/09/2017	SERVICE	604-49550-410	9,795.72
ADVANTAGE COLLECTION PR	20170808	08/08/2017	SERVICE #3796	604-49550-432	21.30
DUFFY'S BAR & GRILL	20170708	08/08/2017	ENERGY REBATE	604-49550-450	1,551.72
BRIAN REDDING	20170731	08/01/2017	ENERGY REBATE	604-49550-450	150.00
RACHEL RAVERTY	20170731	08/01/2017	ENERGY REBATE	604-49550-450	575.00
KRISTY BOTTIN	20170731	08/01/2017	ENERGY REBATE	604-49550-450	150.00
TERRY SCHWARTZ	20170731	08/01/2017	ENERGY REBATE	604-49550-450	500.00
STEVEN HINIKER	20170731	08/01/2017	ENERGY REBATE	604-49550-450	80.00
WINDOM WASH	20170809	08/09/2017	ENERGY REBATE	604-49550-450	14,646.46
BLUE CROSS/BLUE SHIELD	170802093884	08/08/2017	INSURANCE PREM- SEP 2017	604-49550-480	490.00
SANFORD LABORATORIES	299295966	08/09/2017	SERVICE #70000675	604-49550-480	41.59
WINDOM AREA DEVELOPME	20170731	08/09/2017	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
WINDOM AREA DEVELOPME	20170831	08/09/2017	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
				<b>Activity 49550 - Electric Total:</b>	<b>40,949.11</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>116,171.90</b>

Fund: 609 - LIQUOR STORE

FREDIN CONSTRUCTION/CABI	20170710	08/01/2017	BUILDING IMPROVEMENTS	609-16200	9,520.56
					<b>9,520.56</b>

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	609-49751-133	32.00
AH HERMEL COMPANY	6598888	07/25/2017	MERCHANDISE	609-49751-217	58.51
BREAKTHRU BEVERAGE MN	1080661411	07/18/2017	MERCHANDISE	609-49751-251	1,599.46
PHILLIPS WINE & SPIRITS	2197178	07/18/2017	MERCHANDISE	609-49751-251	2,899.23
JOHNSON BROS.	5771865	07/18/2017	MERCHANDISE	609-49751-251	3,583.70

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JOHNSON BROS.	5777333	07/25/2017	MERCHANDISE	609-49751-251	4,316.44
BELLBOY CORP	59656700	07/18/2017	CREDIT - MERCHANDISE	609-49751-251	-196.00
BELLBOY CORP	59786500	07/24/2017	MERCHANDISE	609-49751-251	1,769.00
JOHNSON BROS.	637009	08/09/2017	CREDIT - MERCHANDISE	609-49751-251	-170.84
BREAKTHRU BEVERAGE MN	1080661412	07/18/2017	MERCHANDISE	609-49751-252	27.70
DOLL DISTRIBUTING, LLC	259951	07/28/2017	MERCHANDISE	609-49751-252	5,882.30
DOLL DISTRIBUTING, LLC	264238	08/01/2017	MERCHANDISE	609-49751-252	18,707.50
DOLL DISTRIBUTING, LLC	266174	08/01/2017	MERCHANDISE	609-49751-252	396.00
DOLL DISTRIBUTING, LLC	268524	08/08/2017	MERCHANDISE	609-49751-252	6,953.10
ARTISAN BEER COMPANY	3191953	07/18/2017	MERCHANDISE	609-49751-252	202.75
ARTISAN BEER COMPANY	3193586	07/25/2017	MERCHANDISE	609-49751-252	60.00
ARTISAN BEER COMPANY	378333A	08/08/2017	CREDIT - MERCHANDISE	609-49751-252	-2.75
ARTISAN BEER COMPANY	387162	08/08/2017	CREDIT - MERCHANDISE	609-49751-252	-16.20
ARTISAN BEER COMPANY	387163	08/08/2017	CREDIT - MERCHANDISE	609-49751-252	-6.96
ARTISAN BEER COMPANY	387164	08/08/2017	CREDIT - MERCHANDISE	609-49751-252	-7.84
JOHNSON BROS.	5771867	07/18/2017	MERCHANDISE	609-49751-252	21.99
JOHNSON BROS.	5777335	07/25/2017	MERCHANDISE	609-49751-252	43.98
BEVERAGE WHOLESALERS	660200	08/01/2017	MERCHANDISE	609-49751-252	8,250.59
BEVERAGE WHOLESALERS	6612474	08/08/2017	MERCHANDISE	609-49751-252	6,634.70
BEVERAGE WHOLESALERS	662385	08/01/2017	MERCHANDISE	609-49751-252	12,647.85
BEVERAGE WHOLESALERS	663455	08/08/2017	MERCHANDISE	609-49751-252	8,132.15
BREAKTHRU BEVERAGE MN	1080661411	07/18/2017	MERCHANDISE	609-49751-253	188.00
PHILLIPS WINE & SPIRITS	2197179	07/18/2017	MERCHANDISE	609-49751-253	437.50
JOHNSON BROS.	5771866	07/18/2017	MERCHANDISE	609-49751-253	1,814.80
JOHNSON BROS.	5777334	07/25/2017	MERCHANDISE	609-49751-253	837.85
BELLBOY CORP	59786500	07/24/2017	MERCHANDISE	609-49751-253	112.00
JOHNSON BROS.	619021A	08/09/2017	CREDIT - MERCHANDISE	609-49751-253	-84.43
JOHNSON BROS.	637007	08/09/2017	CREDIT - MERCHANDISE	609-49751-253	-17.34
JOHNSON BROS.	637008	08/09/2017	CREDIT - MERCHANDISE	609-49751-253	-6.99
PAUSTIS WINE COMPANY	8596864-IN	07/24/2017	MERCHANDISE	609-49751-253	991.00
BREAKTHRU BEVERAGE MN	1080661411	07/18/2017	MERCHANDISE	609-49751-254	115.25
AH HERMEL COMPANY	6598888	07/25/2017	MERCHANDISE	609-49751-254	96.92
AH HERMEL COMPANY	6598888	07/25/2017	MERCHANDISE	609-49751-256	166.36
AH HERMEL COMPANY	6598888	07/25/2017	MERCHANDISE	609-49751-261	28.57
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	609-49751-321	55.91
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - LIQUOR	609-49751-322	1.40
BREAKTHRU BEVERAGE MN	1080661411	07/18/2017	MERCHANDISE	609-49751-333	32.45
PHILLIPS WINE & SPIRITS	2197178	07/18/2017	MERCHANDISE	609-49751-333	44.07
PHILLIPS WINE & SPIRITS	2197179	07/18/2017	MERCHANDISE	609-49751-333	13.92
JOHNSON BROS.	5771865	07/18/2017	MERCHANDISE	609-49751-333	64.82
JOHNSON BROS.	5771866	07/18/2017	MERCHANDISE	609-49751-333	59.16
JOHNSON BROS.	5777333	07/25/2017	MERCHANDISE	609-49751-333	111.66
JOHNSON BROS.	5777334	07/25/2017	MERCHANDISE	609-49751-333	33.06
BELLBOY CORP	59786500	07/24/2017	MERCHANDISE	609-49751-333	40.00
AH HERMEL COMPANY	6598888	07/25/2017	MERCHANDISE	609-49751-333	4.95
PAUSTIS WINE COMPANY	8596864-IN	07/24/2017	MERCHANDISE	609-49751-333	13.75
WINDOM AREA CHAMBER OF	2029	08/01/2017	ADVERTISING - ICE CREAM SO	609-49751-340	50.00
KDOM RADIO	KDOM0229170542716A	06/26/2017	CREDIT - ON ACCOUNT	609-49751-340	-213.70
KDOM RADIO	KDOM0229170642958	07/11/2017	ADVERTISING - RIVER BEND LI	609-49751-340	169.80
KDOM RADIO	KDOM0229170642958A	08/09/2017	JULY 383.50-169.80=213.70	609-49751-340	213.70
KDOM RADIO	KDOM0229170743188	08/09/2017	ADVERTISING-RIVER BEND LI	609-49751-340	632.80
KDOM RADIO	KDOM0229170743188	08/09/2017	ADVERTISING-RIVER BEND LI	609-49751-340	2.55
MN ENERGY RESOURCES	20170717E	08/01/2017	HEATING #0507314125	609-49751-383	54.50
RAGE INC	07-011239	07/24/2017	SERVICE - RIVER BEND LIQ	609-49751-406	48.89
DUERKSEN ELECTRIC	2853	07/25/2017	MAINTENANCE	609-49751-406	464.07
ENVIROMASTER, INC	538954	07/18/2017	SERVICE #RIVES75	609-49751-406	16.03
MN MUNICIPAL BEVERAGE AS	20170731	08/01/2017	ASSOCIATION ANNUAL DUES	609-49751-433	1,700.00
				<b>Activity 49751 - Liquor Store Total:</b>	<b>90,111.64</b>
				<b>Fund 609 - LIQUOR STORE Total:</b>	<b>99,632.20</b>

## Expense Approval Report

Payment Dates: 07/28/2017 - 08/09/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 614 - TELECOM</b>					
CALIX	1243449	05/23/2017	CORE UPGRADE	614-16400	817.08
CALIX	1250506	06/16/2017	CORE UPGRADE	614-16400	2,281.13
CALIX	1261186	07/28/2017	CORE UPGRADE	614-16400	28,430.72
POWER & TEL	6254286-01	07/28/2017	CORE UPGRADE	614-16400	449.24
INTERNAL REVENUE SERVICE	20170805	08/09/2017	EXCISE TAX POSTING -AUG 20	614-20201	450.32
MN 9-1-1 PROGRAM	20170809	08/09/2017	JULY 911 SERVICE	614-20206	1,225.67
					<b>33,654.16</b>

**Activity: 49870 - Telecom**

NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	614-49870-133	64.00
RAGE INC	06-012079	07/24/2017	SERVICE - WINDOM NET	614-49870-200	21.33
RAGE INC	07-010663	08/09/2017	SERVICE - WINDOM NET	614-49870-200	21.33
RAGE INC	07-011829	07/26/2017	SERVICE - WINDOM NET	614-49870-200	21.33
ADVANCED SYSTEMS, INC.	556980	07/26/2017	SUPPLIES	614-49870-200	41.90
HEARTLAND SECURITY SERVIC	484758	08/09/2017	SERVICE #602016517	614-49870-217	345.63
CALIX	1245546	05/31/2017	CREDIT - TRADE IN CREDIT	614-49870-227	-10,000.00
CALIX	1255138	06/28/2017	MAINTENANCE	614-49870-227	321.84
ELECTRIC FUND	44	07/28/2017	EL -TELECOM	614-49870-227	20.67
POWER & TEL	6252637-00	07/19/2017	MAINTENANCE	614-49870-227	1,338.31
POWER & TEL	6254268-00	07/19/2017	MAINTENANCE	614-49870-227	156.33
OLSEN THIELEN & CO.,LTD	35664	07/19/2017	SERVICE - #947000	614-49870-301	895.00
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	614-49870-321	318.97
SECR REV FUND/CITY OF WD	20170726	07/28/2017	PETTY CASH	614-49870-322	1.15
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - TELECO	614-49870-322	137.55
HP DATAONE, LLC	7	08/01/2017	BILLING CONTRACT SERVICE -	614-49870-326	1,328.13
WINDOM BOOSTER CLUB	20170809	08/09/2017	ADVERTISING - ACTIVITIES CA	614-49870-340	225.00
KDOM RADIO	KDOM0073170743236	08/09/2017	ADVERTISING - WINDOM NET	614-49870-340	99.00
P.M. REPAIR & DETAILING	5038	08/02/2017	MAINTENANCE	614-49870-405	141.73
CENTURY LINK	7242105D-D-17198	08/02/2017	CABS #5142105DD3	614-49870-441	54.99
NATIONAL CABLE TV COOP	17071089	08/01/2017	SUBSCRIBER	614-49870-442	89,935.28
DISPLAY SYSTEMS INTERNATI	28867	08/09/2017	SERVICE #3142012	614-49870-442	198.44
SHOWTIME NETWORKS INC	9002731-0617	07/25/2017	SUBSCRIBER	614-49870-442	491.59
UNIVERSAL SERVICE ADMIN C	UBDI0000919860	07/28/2017	A499A CONTRIBUTION	614-49870-443	1,297.65
WOODSTOCK COMMUNICATI	10070226	08/01/2017	SPECIAL ACCESS CIRCUITS #17	614-49870-445	205.10
E-911 - INDEPENDENT EMERG	20170801	08/04/2017	MONTHLY 911 SERVICE	614-49870-445	40.00
COGENT COMMUNICATIONS,	20170801	08/09/2017	CITYOFWIO0001-1 GB INT CO	614-49870-447	1,750.00
MANKATO NETWORKS, LLC	387858	08/09/2017	SERVICE #387858	614-49870-447	1,495.05
SOUTHWEST MN BROADBAN	7182017	08/02/2017	HP SERVER RACK	614-49870-447	125.00
HURRICANE ELECTRIC LLC	98251647-IN	08/09/2017	#98251647-IN AUG 2017	614-49870-447	4,000.00
SOUTHWEST MN BROADBAN	20170731	08/01/2017	QVC COMMISSIONS - JUNE 20	614-49870-480	73.26
SANFORD LABORATORIES	299295966	08/09/2017	SERVICE #70000675	614-49870-480	41.59
					<b>Activity 49870 - Telecom Total: 95,207.15</b>
					<b>Fund 614 - TELECOM Total: 128,861.31</b>

**Fund: 615 - ARENA****Activity: 49850 - Arena**

NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	615-49850-133	32.00
HEARTLAND PAPER COMPANY	389310-0	07/28/2017	SUPPLIES -	615-49850-211	276.32
HEARTLAND PAPER COMPANY	389310-1	07/28/2017	SUPPLIES	615-49850-211	129.97
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	615-49850-321	69.36
MN ENERGY RESOURCES	20170718	07/28/2017	HEATING #0504094426	615-49850-383	505.12
CARLSON & STEWART REFRIG	3734	07/28/2017	MAINTENANCE	615-49850-404	14,281.13
					<b>Activity 49850 - Arena Total: 15,293.90</b>
					<b>Fund 615 - ARENA Total: 15,293.90</b>

**Fund: 617 - M/P CENTER****Activity: 49860 - M/P Center**

NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	617-49860-133	48.00
HEARTLAND PAPER COMPANY	394024-0	08/01/2017	SUPPLIES	617-49860-211	264.64
COLE PAPERS INC.	9334382	07/25/2017	SUPPLIES	617-49860-211	126.92
AH HERMEL COMPANY	118314	08/08/2017	MERCHANDISE	617-49860-217	2.37

## Expense Approval Report

Payment Dates: 07/28/2017 - 08/09/2017

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AH HERMEL COMPANY	119454	08/08/2017	MERCHANDISE	617-49860-217	1.66
ATLANTIC COCA-COLA	209773	07/25/2017	MERCHANDISE	617-49860-217	200.40
AH HERMEL COMPANY	643218	07/28/2017	MERCHANDISE	617-49860-217	157.87
AH HERMEL COMPANY	C569383	07/28/2017	CREDIT - MERCHANDISE	617-49860-217	-47.24
VERIZON WIRELESS	9789585126	08/01/2017	TELEPHONE -	617-49860-321	16.84
CMRS - TMS #256704	20170801	08/01/2017	POSTAGE #256704 - M/P	617-49860-322	27.56
KDOM RADIO	0563170743232	08/04/2017	ADVERTISING	617-49860-340	157.00
WINDOM AREA CHAMBER OF	2027	08/01/2017	ADVERTISING - ICE CREAM SO	617-49860-340	25.00
MN ENERGY RESOURCES	20170717	07/24/2017	HEATING #0503741572	617-49860-383	258.36
RAGE INC	07-011828	08/04/2017	MAINTENANCE - CLEANING	617-49860-406	61.50
COLE PAPERS INC.	9334382	07/25/2017	SUPPLIES	617-49860-480	54.23
				<b>Activity 49860 - M/P Center Total:</b>	<b>1,355.11</b>
				<b>Fund 617 - M/P CENTER Total:</b>	<b>1,355.11</b>

## Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001158	08/04/2017	Federal Tax Withholding	700-21701	12,514.27
MN Department of Revenue -	INV0001157	08/04/2017	State Withholding	700-21702	4,973.72
Internal Revenue Service-Payr	INV0001159	08/04/2017	Social Security	700-21703	13,347.98
MN Pera	INV0001150	08/04/2017	PERA	700-21704	12,829.20
MN Pera	INV0001151	08/04/2017	PERA	700-21704	6,071.93
MN Pera	INV0001152	08/04/2017	PERA	700-21704	457.70
MN State Deferred	INV0001153	08/04/2017	Deferred Compensation	700-21705	5,003.07
MN State Deferred	INV0001154	08/04/2017	Deferred Roth	700-21705	475.00
BLUE CROSS/BLUE SHIELD	170802093884	08/08/2017	INSURANCE PREM- SEP 2017	700-21706	50,497.50
MN Child Support Payment C	INV0001155	08/04/2017	Child Support Payment	700-21709	606.17
Internal Revenue Service-Payr	INV0001156	08/04/2017	Medicare Withholding	700-21711	3,729.54
SELECTACCOUNT	38481659	08/09/2017	FLEX SPENDING	700-21712	338.20
MN BENEFIT ASSOCIATION	20170728	07/28/2017	INSURANCE 8/1/17 - PRE TAX	700-21717	4.34
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	700-21718	16.00
NCPERS MINNESOTA	8446817	07/28/2017	INSURANCE #844600 - AUG 2	700-21718	16.00
MN BENEFIT ASSOCIATION	20170728	07/28/2017	INSURANCE 8/1/17 - AFTER T	700-21719	106.52
MII LIFE	20170809	08/09/2017	VEBA AUG 2017	700-21720	13,876.35
					<b>124,863.49</b>
				<b>Fund 700 - PAYROLL Total:</b>	<b>124,863.49</b>
				<b>Grand Total:</b>	<b>546,768.90</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	29,625.40
211 - LIBRARY	751.00
225 - AIRPORT	1,937.41
230 - POOL	4,558.70
235 - AMBULANCE	983.30
250 - EDA GENERAL	3,855.46
252 - EDA SCDP	5,740.00
254 - NORTH IND PARK	936.40
401 - GENERAL CAPITAL PROJECTS	353.06
601 - WATER	4,412.90
602 - SEWER	7,437.36
604 - ELECTRIC	116,171.90
609 - LIQUOR STORE	99,632.20
614 - TELECOM	128,861.31
615 - ARENA	15,293.90
617 - M/P CENTER	1,355.11
700 - PAYROLL	124,863.49
<b>Grand Total:</b>	<b>546,768.90</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-41110-304	Legal Fees	645.00
100-41110-331	Travel Expense	42.15
100-41110-491	Payments to Other Orga	2,138.92
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	65.89
100-41310-217	Other Operating Supplie	266.78
100-41310-308	Training & Registrations	636.88
100-41310-321	Telephone	50.74
100-41310-322	Postage	525.07
100-41310-331	Travel Expense	42.14
100-41310-480	Other Miscellaneous	1,700.00
100-41910-133	Employer Paid Insurance	24.00
100-41910-304	Legal Fees	405.00
100-41910-321	Telephone	50.74
100-41910-322	Postage	23.12
100-41910-480	Other Miscellaneous	1.10
100-41940-211	Cleaning Supplies	54.23
100-41940-406	Repairs & Maint - Groun	714.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	85.48
100-42120-304	Legal Fees	3,183.90
100-42120-321	Telephone	181.81
100-42120-322	Postage	13.48
100-42120-323	Radio Units	3,138.70
100-42120-334	Meals/Lodging	504.84
100-42120-404	Repairs & Maint - M&E	150.80
100-42120-405	Repairs & Maint - Vehicl	508.36
100-42120-480	Other Miscellaneous	497.78
100-42220-322	Postage	10.22
100-42220-404	Repairs & Maint - M&E	4.17
100-42220-405	Repairs & Maint - Vehicl	504.63
100-42220-480	Other Miscellaneous	10.41
100-43100-133	Employer Paid Insurance	64.00
100-43100-212	Motor Fuels	1,383.71
100-43100-224	Street Maint Materials	1,429.37
100-43100-225	Landscaping Materials	2,441.57

## Account Summary

Account Number	Account Name	Payment Amount
100-43100-241	Small Tools	4.49
100-43100-321	Telephone	72.76
100-43100-322	Postage	5.60
100-43100-401	Repairs & Maint - Buildi	19.57
100-43100-404	Repairs & Maint - M&E	1,664.96
100-43100-405	Repairs & Maint - Vehicl	391.60
100-43100-406	Repairs & Maint - Groun	12.99
100-43100-407	Repairs & Maint - Seal C	3,691.28
100-43100-480	Other Miscellaneous	490.00
100-43210-307	Management Fees	168.00
100-45120-217	Other Operating Supplie	375.60
100-45202-133	Employer Paid Insurance	16.00
100-45202-211	Cleaning Supplies	346.00
100-45202-404	Repairs & Maint - M&E	172.62
100-45202-405	Repairs & Maint - Vehicl	454.94
211-45501-133	Employer Paid Insurance	16.00
211-45501-402	Repairs & Maint - Struct	735.00
225-45127-200	Office Supplies	29.00
225-45127-217	Other Operating Supplie	6.99
225-45127-381	Electric Utility	326.42
225-45127-404	Repairs & Maint - M&E	1,575.00
230-45124-211	Cleaning Supplies	187.94
230-45124-216	Chemicals and Chemical	323.02
230-45124-383	Gas Utility	1,270.14
230-45124-404	Repairs & Maint - M&E	2,777.60
235-42153-217	Other Operating Supplie	302.53
235-42153-304	Legal Fees	120.00
235-42153-321	Telephone	50.52
235-42153-322	Postage	26.94
235-42153-323	Radio Units	270.00
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	142.62
235-42153-404	Repairs & Maint - M&E	2.77
235-42153-405	Repairs & Maint - Vehicl	33.92
250-46520-133	Employer Paid Insurance	24.00
250-46520-304	Legal Fees	105.00
250-46520-321	Telephone	26.84
250-46520-322	Postage	10.61
250-46520-331	Travel Expense	76.51
250-46520-340	Advertising & Promotion	237.50
250-46520-381	Electric Utility	15.00
250-49980-602	Other Long-Term Obliga	2,129.96
250-49980-612	Other Interest	1,230.04
252-46520-491	Payments to Other Orga	5,740.00
254-46520-381	Electric Utility	102.77
254-46520-406	Repairs & Maint - Groun	833.63
401-49950-502	Capital Outlay - Fire	353.06
601-49400-133	Employer Paid Insurance	40.00
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	96.29
601-49400-322	Postage	64.07
601-49400-326	Data Processing	1,328.13
601-49400-381	Electric Utility	18.00
601-49400-383	Gas Utility	380.74
601-49400-405	Repairs & Maint - Vehicl	63.10
601-49400-408	Repairs & Maint - Distrib	2,344.42
601-49400-432	Uncollectible	10.65
602-49450-133	Employer Paid Insurance	56.00

## Account Summary

Account Number	Account Name	Payment Amount
602-49450-304	Legal Fees	525.00
602-49450-310	Lab Testing	1,008.80
602-49450-321	Telephone	86.28
602-49450-322	Postage	60.82
602-49450-326	Data Processing	1,328.11
602-49450-331	Travel Expense	337.05
602-49450-381	Electric Utility	50.00
602-49450-383	Gas Utility	24.35
602-49450-384	Refuse Disposal	40.00
602-49450-404	Repairs & Maint - M&E	51.86
602-49450-405	Repairs & Maint - Vehicl	69.21
602-49450-408	Repairs & Maint - Distrib	1,903.69
602-49450-432	Uncollectible	10.65
602-49450-433	Dues & Subscriptions	1,813.95
602-49450-480	Other Miscellaneous	71.59
604-11500	Accounts Receivable	508.56
604-14200	Inventory	633.81
604-16300	Improvements Other Th	73,360.32
604-22000	Prepayments	720.10
604-49550-133	Employer Paid Insurance	96.00
604-49550-321	Telephone	120.76
604-49550-322	Postage	102.50
604-49550-326	Data Processing	1,328.13
604-49550-383	Gas Utility	115.47
604-49550-404	Repairs & Maint - M&E	492.00
604-49550-405	Repairs & Maint - Vehicl	2,212.20
604-49550-406	Repairs & Maint - Groun	252.94
604-49550-408	Repairs & Maint - Distrib	5,827.32
604-49550-410	Repairs & Maint - Gener	9,795.72
604-49550-432	Uncollectible	21.30
604-49550-450	Conservation	17,653.18
604-49550-480	Other Miscellaneous	531.59
604-49550-491	Payments to Other Orga	2,400.00
609-16200	Buildings	9,520.56
609-49751-133	Employer Paid Insurance	32.00
609-49751-217	Other Operating Supplie	58.51
609-49751-251	Liquor	13,800.99
609-49751-252	Beer	67,926.86
609-49751-253	Wine	4,272.39
609-49751-254	Soft Drinks & Mix	212.17
609-49751-256	Tobacco Products	166.36
609-49751-261	Other Merchandise	28.57
609-49751-321	Telephone	55.91
609-49751-322	Postage	1.40
609-49751-333	Freight and Express	417.84
609-49751-340	Advertising & Promotion	855.15
609-49751-383	Gas Utility	54.50
609-49751-406	Repairs & Maint - Groun	528.99
609-49751-433	Dues & Subscriptions	1,700.00
614-16400	Machinery & Equipment	31,978.17
614-20201	Excise Tax Payable	450.32
614-20206	911 TAP & TACIP Fees Cl	1,225.67
614-49870-133	Employer Paid Insurance	64.00
614-49870-200	Office Supplies	105.89
614-49870-217	Other Operating Supplie	345.63
614-49870-227	Utility System Maint Sup	-8,162.85
614-49870-301	Auditing & Consulting Se	895.00
614-49870-321	Telephone	318.97

**Account Summary**

Account Number	Account Name	Payment Amount
614-49870-322	Postage	138.70
614-49870-326	Data Processing	1,328.13
614-49870-340	Advertising & Promotion	324.00
614-49870-405	Repairs & Maint - Vehicl	141.73
614-49870-441	Transmission Fees	54.99
614-49870-442	Subscriber Fees	90,625.31
614-49870-443	Intergovernmental Fees	1,297.65
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	7,370.05
614-49870-480	Other Miscellaneous	114.85
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	406.29
615-49850-321	Telephone	69.36
615-49850-383	Gas Utility	505.12
615-49850-404	Repairs & Maint - M&E	14,281.13
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	391.56
617-49860-217	Other Operating Supplie	315.06
617-49860-321	Telephone	16.84
617-49860-322	Postage	27.56
617-49860-340	Advertising & Promotion	182.00
617-49860-383	Gas Utility	258.36
617-49860-406	Repairs & Maint - Groun	61.50
617-49860-480	Other Miscellaneous	54.23
700-21701	Federal Withholding	12,514.27
700-21702	State Withholding	4,973.72
700-21703	FICA Tax Withholding	13,347.98
700-21704	PERA Contributions	19,358.83
700-21705	Retirement	5,478.07
700-21706	Medical Insurance	50,497.50
700-21709	Wage Levy	606.17
700-21711	Medicare Tax Withholdi	3,729.54
700-21712	Flex Account	338.20
700-21717	Individual Insurance-MB	4.34
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	106.52
700-21720	VEBA Contributions	13,876.35
	<b>Grand Total:</b>	<b>546,768.90</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	546,048.90
Program Expense 2017	720.00
<b>Grand Total:</b>	<b>546,768.90</b>

GA  
8-10-17

## ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** ANDY SPIELMAN, BUILDING & ZONING OFFICIAL  
**CC MEETING DATE:** AUGUST 15, 2017  
**RE:** HAZARDOUS PROPERTY  
**DEPT:** BUILDING & ZONING  
**CONTACT:** ANDY SPIELMAN ([aspelman@windom-mn.com](mailto:aspelman@windom-mn.com)) (507-832-8660)

---

### Recommendations/Options/Action Requested

Building and Zoning staff recommends that the City Council: 1) Approve a motion allowing the property owners to deed the property to the City. 2) Approve a motion to demo the house, garage and basement structures, and create a buildable lot.

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### Issue Summary/Background

Property Address: 14 24<sup>th</sup> Street  
Parcel No.: 25.833.0010

In June of 2017, I sent a letter to the property owners concerning nuisance complaints we had received. After cleaning up some of the property, the owner contacted me and inquired about giving the property to the City. The owner stated that he is not living in the house and it would take too much time and money to make it habitable again. I explained that if the City was to acquire the property, the intention would be to demo the house and offer the lot for sale. The owner said he understands that is what needs to happen. I then inspected the property with Donna from Cottonwood County Landfill and obtained estimates for demolition and other expenses. I have contacted the adjoining property owners and they are interested in buying the property, but have stated they are only interested if the large cottonwood trees are removed as well. The City would demo the house and could negotiate the tree removal with these property owners through the sale of the property. If the adjoining property owners choose not to purchase the lot, the City would offer it for sale. Real estate agents have estimated the property value at \$10,000-\$12,000. The house on the property is dilapidated, uninhabitable, and poses a health and safety hazard to neighboring properties and the general public. Acquiring the property gives the City its best chance of recovering demolition costs.

### Fiscal Impact

I have obtained estimates for legal fees (\$350), demolition of the house (\$7,000-\$10,000), asbestos removal (\$1,500), and miscellaneous expenses (\$1,000) for a total project cost of \$9,850 to \$12,850. We would try recovering these expenses through the sale of the lot.

---

### Attachments

Photos of the property.

14 24<sup>th</sup> Street (August 4<sup>th</sup>, 2017)



## ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** ANDY SPIELMAN, BUILDING & ZONING OFFICIAL  
**CC MEETING DATE:** AUGUST 15, 2017  
**RE:** RENTAL HOUSING - PRESENTATION  
**DEPT:** BUILDING & ZONING  
**CONTACT:** ANDY SPIELMAN ([aspielman@windom-mn.com](mailto:aspielman@windom-mn.com)) (507-832-8660)

---

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

Staff recommends that the City Council:

1. Review the “Rental Housing (Draft Provisions for Ordinance)”.
  2. Authorize City Staff to submit the proposed language to the City Attorney for review.
  3. Consider scheduling a public informational meeting in late September or early October (after review of the proposed ordinance language by the City Attorney), and authorize publication of a notice of the public meeting at least ten (10) days prior to the meeting.
- 

### **Issue Summary/Background**

The City Council requested that the Planning Commission review rental housing ordinances from area cities and submit proposed language for a rental housing ordinance for Windom to the City Council. The Planning Commission and Building & Zoning Staff began this process in 2016. At its meeting on August 8, 2017, the Planning Commission approved a recommendation to forward the draft copy of the proposed language to the City Council for review.

### **Fiscal Impact**

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At this time, there should be no fiscal impact other than legal fees for review of proposed ordinance. At such time as a rental housing ordinance is adopted, there will be administrative costs to set up the program, collect licensing fees, conduct inspections, and manage records. Fees for licensing and inspections will be collected to help offset a portion of these costs.

### **Attachments**

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1. Rental Housing (Draft Provisions for Ordinance)

## RENTAL HOUSING

(DRAFT PROVISIONS FOR ORDINANCE)

### A. PURPOSE.

The purpose of this ordinance is to ensure that the conditions of rental housing units in Windom comply with life, health and safety standards necessary to safeguard the general welfare of the residents of these units and the surrounding properties. The general objectives include, but are not limited to, the following:

1. To maintain the character, integrity, and stability of rental dwelling units within the City;
2. To correct and prevent rental dwelling conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health of persons occupying rental dwellings within the City of Windom;
3. To assist in enforcing minimum standards for cooking, heating, and sanitary equipment necessary for the health and safety of the occupants of rental dwellings;
4. To assist in enforcing minimum standards of light and ventilation necessary for health and safety;
5. To prevent overcrowding of rental dwelling units;
6. To assist in enforcing minimum standards for the maintenance of rental dwelling units to prevent slums and blight;
7. To preserve the value of land and buildings throughout the City.

### B. INTENT.

It is the intent of this Ordinance to establish a permanent mode of protecting and regulating the living conditions of the residents of the City who rent dwelling units and to provide a means for imposing license fees to help the City defray the costs necessary for rental housing inspections and enforcement of this Ordinance.

### C. DEFINITIONS.

Dwelling – Any building which is wholly or partly used or intended to be used by human occupants for living, sleeping, cooking, eating and sanitation purposes.

Egress - A safe means of escape.

Habitable Space - A space in a building for living, sleeping, eating or cooking with a ceiling height of not less than 6' 8". Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

Rental Dwelling Unit – Any building structure or enclosure wholly or partly used or intended to be used by human occupants for living, sleeping, cooking, eating and sanitation purposes, rented or offered for rent by any person or entity to any other person or persons for use for these residential purposes. "Rental Dwelling Unit" does not include rest homes, convalescent homes, nursing homes, hotels, motels, dormitories or facilities licensed by the State of Minnesota as institutional occupancies.

### D. HEALTH AND SAFETY

1. Building Exterior. The exterior of the building shall be in reasonable repair and have adequate roofing and siding material to prevent air and water from leaking into the building.

## RENTAL HOUSING

### (DRAFT PROVISIONS FOR ORDINANCE)

2. Identification. Street address numbers shall be displayed on the front of the building so they are visible from the street. Individual units shall have the unit number displayed on the main entrance to the unit.

3. Electrical Requirements. Electrical equipment shall be fully functional and in safe operating condition. Outlets, switches and junction boxes shall have proper sized cover plates securely attached. Any hard-wired light fixture, both interior and exterior, must be securely fastened to an approved electrical box. Temporary wiring, drop cords or extension cords shall not be used in lieu of permanent wiring. Outlets in bathrooms, kitchen, garages and outdoors shall be GFI (Ground-fault interrupters). The owner shall provide an adequate electrical service. Electric service panels shall be unobstructed.

4. Exits. Each unit shall have two (2) exits. These exits can be any combination of doors leading directly to the exterior or public hallways and egress windows. All sleeping rooms shall have an egress window or door that leads directly to the exterior of the building. Egress windows shall be sized according to the Minnesota Building Code in effect at the time of inspection.

5. Doors. All doors shall be equipped with panic hardware or knobs that are operable from inside the dwelling or room without keys or tools. Exterior doors shall be properly fitted and sealed to prevent air and water from leaking into the building, and have locks installed for privacy and security.

6. Windows. Windows shall be properly fitted and sealed to prevent air and water from leaking into the building; broken windows shall be repaired or replaced and not boarded over. Egress windows shall be properly sized and shall operate freely and easily from the inside of the building.

7. Hallways. Owners shall not place or install any fixtures, furniture, appliance or similar obstructions in public hallways that are part of an emergency exit. Tenants shall keep public hallways free of obstructions and personal property.

8. Fire Extinguishers of Type ABC. The owner:

(A) Shall equip each single-family dwelling with at least one fire extinguisher.

(B) Shall equip each multi-family dwelling either with a 10 lb. extinguisher in each unit or one (1) 20 lb. extinguisher in a common area on each floor.

(C) Shall be responsible for the annual inspection and tagging of each such fire extinguisher by a certified professional.

9. Garbage. The owner of rental units shall provide garbage collection containers or dumpsters and recycling containers adequate to accommodate all garbage and recyclables generated by each rental unit. Tenants, whether in single-family or multi-family units, shall not allow garbage, rubbish, debris, or recyclables to accumulate inside or outside of their units and shall keep their units reasonably clean and sanitary.

10. Heating Units. All heating units shall be fully functional, properly vented, and be capable of maintaining all habitable rooms at 68 degrees Fahrenheit. Intake and exhaust openings shall have proper clearance and be unobstructed. Portable electric units and stoves shall not be used as a permanent source of heat and non-vented fuel-burning heaters are strictly prohibited.

11. Mold, Rodents and Insects. Mold, rodents and insect infestations shall be promptly eliminated by the owner and the rental unit shall then be kept mold and infestation free by the tenant.

12. Plumbing. Plumbing systems shall be properly maintained by the owner free of leaks and fully functional and shall provide hot and cold water to all sinks, tubs and showers and cold water to all toilets. Plumbing vents shall be fully functional and unobstructed.

## RENTAL HOUSING

### (DRAFT PROVISIONS FOR ORDINANCE)

13. Water Heaters. All water heaters shall be fully functional, properly vented if using gas, and shall be equipped with a fully-functional relief valve with a discharge line to within 18 inches of the floor.

14. Sanitary Sewer. Sanitary sewer systems shall be properly maintained, fully functional and properly connected to every toilet, sink, tub and shower.

15. Clothes Dryers. Clothes dryers shall be properly vented. Vents shall be clean and unobstructed.

16. Utility Meters. Gas, water, and other utility meters shall be unobstructed.

17. Smoke Detectors. Smoke detectors shall be fully functional and installed in every sleeping room, access point leading to sleeping rooms, public hallways and stairwells. Tenants shall not remove batteries from or otherwise disable, remove or destroy any such detector.

18. Carbon Monoxide Detectors. Carbon monoxide detectors shall be provided by the owner, shall be installed within 10 feet of the entrance of all sleeping rooms, and shall be maintained in fully-functional condition. Tenants shall not remove batteries from or otherwise disable, remove or destroy any such detector.

19. Exterior Illumination. Parking lots, sidewalks and exterior stairs shall be sufficiently illuminated for safety and security.

20. Accessibility. Buildings required to be handicap accessible shall maintain all accessible features and systems.

#### E. MAXIMUM DENSITY

The maximum permissible occupancy of any dwelling unit shall be determined as follows.

1. For the first occupant, 150 square feet of habitable space and for every additional occupant thereof at least 100 square feet of habitable space.

2. Every dwelling unit shall be equipped with at a minimum:

- a. One sink and one shower/tub with hot and cold water.
- b. Kitchen with food storage and food preparation area including a stove/oven and refrigerator/freezer. Small electric appliances, such as hot plates or crock pots, shall not be substituted for a stove/oven.
- c. One toilet with cold water.
- d. Sleeping areas for all tenants. Single occupant bedrooms shall be a minimum of 70 square feet. Every bedroom occupied by more than one person shall have a minimum of 50 square feet for each occupant.

#### F. LICENSING

1. Every person, firm, corporation or entity who owns a residential property in Windom and rents that property to another person shall be required to obtain a Rental License from the City on a form provided by the City.

2. Property owners must fill out and submit a Rental License Application and pay the initial application fee. After the City receives the application and payment, inspections will be scheduled and conducted. Rental units that pass inspections will receive a certificate of compliance. Rental properties will receive a rental license once all units pass inspection.

3. All existing and future rental properties must be individually licensed, regardless of ownership.

## RENTAL HOUSING

### (DRAFT PROVISIONS FOR ORDINANCE)

4. The license will be valid for a three-year period. An application for renewal of the license must be submitted between January 1<sup>st</sup> and March 31<sup>st</sup> of the renewal year.
5. After adoption of the rental housing ordinance by the City Council, all properties converted to or constructed as new rental units must be inspected and licensed prior to being occupied.
6. Complaints: Upon receipt of a complaint and verification that a rental property is not licensed, the City shall notify the property owner of record in writing that the owner has 60 days to comply with this ordinance and obtain a rental license or cease rental operations.

#### G. INSPECTIONS

1. All rental properties shall be required to have an inspection of each rental unit completed by the City of Windom prior to a license being issued or renewed.
2. An initial inspection of the rental property will be scheduled following submission of a rental license application by the owner.
3. At the time of renewal of a rental license, an inspection of the rental property will be scheduled and shall be conducted between January 1<sup>st</sup> and May 31<sup>st</sup> of the renewal year.
4. In the event that a rental property is sold, the new owner will be required to obtain a rental license from the City within thirty (30) days of the closing on the property. That property is subject to rental inspections and fees regardless of when the last inspection was completed.
5. Complaints: If the City receives a complaint about a licensed rental property, the City will send written notification to the owner. The notice will explain the nature of the complaint and give an appropriate amount of time to remedy the situation and schedule an inspection of the rental unit. There will be no fee for this inspection. If the property owner does not schedule the inspection or the rental unit fails the inspection, then the "Fines and Penalties" Section of this ordinance will apply.
6. The property owner or an authorized representative must be present for all inspections.
7. The current tenant must (a) either be present for the inspection or (b) have signed a consent form, provided by the City, authorizing the inspection without the tenant's presence which consent form must be presented to the City prior to the inspection.

#### Exemptions from Rental Inspections:

1. Properties that are under State or Federal inspections are exempt from the provisions of this ordinance and from rental inspections by the City.
2. A property owner may be entitled to an exemption from rental inspections on a specific property for alternate renewal rental license periods if all of the following criteria are met:
  - a. The specific property received passing inspections for the initial license period and the consecutive first license renewal period.
  - b. The City has not received any complaints which have led to required work orders or repairs on the specific property.
  - c. The property owner must file for the exemption at the time of the license renewal application for the specific property.
  - d. Exemptions are for properties only and will not be issued for individual rental units.

## RENTAL HOUSING

### (DRAFT PROVISIONS FOR ORDINANCE)

- e. The property owner will still be required to renew the rental license for the specific property according to this ordinance. However, the property owner will not be charged the inspection fees or be subject to rental inspections for that specific property for the subsequent three-year license term.
- f. Thereafter, if the criteria of this section are not violated, the property owner will be entitled to an exemption from rental inspections on the specific property for alternating three-year rental license periods.
- g. Exempt properties will lose their exempt status if the City receives a complaint and issues a work order or repair notice to the property owner.
- h. Exempt properties will lose their exempt status when they are sold.

#### H. LICENSE AND INSPECTION FEES

1. Rental license fees will be as follows:
  - a. \$50 for each single-family dwelling.
  - b. \$50 for each unit of a duplex.
  - c. \$30 for each multi-family unit located on the same property.
  - d. \$30 for each townhome unit located on the same property.
  - e. \$30 for each apartment unit located on the same property.
  - f. The maximum amount charged to any single property will be \$400.
  - g. Late fee: If an Application for Renewal of the Rental License is not submitted by March 31<sup>st</sup> of the renewal year, a late fee of double the license fee will be charged.
2. Rental license fees will be payable at the time of the initial application and renewal applications for a rental license.
3. The license fee will cover the initial inspection for each application period.
4. Exempt properties will be charged \$10 per unit (\$200 maximum per property) renewal fee for the exempt license period.

*(For the purpose of this section, "property" is defined as any group of buildings located on the same parcel of land which is owned by the same individual(s) or entity, or buildings physically and permanently attached to one another that may or may not be on the same parcel of land and are owned by the same individual(s) or entity. Each building with a different physical address and different parcel number will be classified as a separate property, regardless of ownership).*

#### I. FINES AND PENALTIES

1. If during a rental inspection a unit or property does not meet the minimum requirements of this ordinance, it will receive a failed inspection notice. This notice will be issued in writing to the owner or authorized agent who is present at the time of the inspection. The notice will list the repairs that are necessary and a period of time within which the repairs must be made and the unit or property re-inspected (second inspection). Payment for this second inspection will be due prior to the inspection.

## RENTAL HOUSING

### (DRAFT PROVISIONS FOR ORDINANCE)

2. If the property owner does not schedule the second inspection by the date specified on the notice, it will count as a second failed inspection whether or not the repairs have been made. The City will then send notice to the owner of the day and time of the rescheduled inspection (third inspection) for the property. Payment for this third inspection and the unscheduled second inspection will be due prior to this inspection.
3. If an owner fails to be present for a scheduled inspection without giving at least 48-hours' notice, it will count as a failed inspection and will be subject to re-inspection fees.
4. Re-inspection fees for failed inspections will be as follows, regardless of property or rental type:
  - a. \$50 per unit for the second inspection.
  - b. \$100 per unit for the third inspection.
5. If after the third inspection the owner has not made the necessary repairs, has failed to be present for or schedule the inspections, the matter will be forwarded to the City Attorney for possible revocation or suspension of the Rental License.

#### J. APPEALS

1. Property owners have the right to appeal the results of a rental inspection. The appeal can only be filed after a rental inspection has occurred and the result was a failed inspection.
2. Appeals must be in writing and submitted or mailed to the City of Windom, 444 9<sup>th</sup> Street, PO Box 38, Windom, MN 56101.
3. Appeals must be submitted prior to the work order/re-inspection date indicated on the inspection form.
4. The Windom City Council will act as the Appeals Board and hear all appeals. The owner(s) will have an opportunity to be heard and present any evidence they have that relates to the property.
5. The decision of the Appeals Board will be final and no further appeals will be heard or allowed for the same rental unit until another rental inspection has occurred. The property owner will be sent written notice of the results of the appeal.

#### K. CITY NOT AN ARBITER

With respect to rental disputes, and except as otherwise specifically provided by the terms of this ordinance, it is not the intention of the City of Windom to intrude upon the fair and accepted contractual relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, nor to act as an arbiter, nor to be receptive to complaints from tenant or landlord which are not specifically and clearly relevant to the provisions of this ordinance. In the absence of such relevancy with regard to rental disputes, it is intended that the contracting parties exercise such legal sanctions as are available to them without the intervention of city government. Neither in enacting this ordinance is it the intention of the City to interfere or permit interference with legal rights to personal privacy.

#### L. NO WARRANTY BY CITY

Also, by enacting and undertaking to enforce this ordinance, the City, its agents, and employees do not warrant or guarantee the safety, fitness or suitability of any dwelling in the City of Windom. Owners and

## **RENTAL HOUSING**

---

### **(DRAFT PROVISIONS FOR ORDINANCE)**

occupants should take whatever steps they deem appropriate to protect their interests, health, safety and welfare.

## ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** ANDY SPIELMAN, BUILDING & ZONING OFFICIAL  
**CC MEETING DATE:** AUGUST 15, 2017  
**RE:** BUILDING OFFICIAL CONTRACT EXTENSION  
**DEPT:** BUILDING & ZONING  
**CONTACT:** ANDY SPIELMAN ([aspelman@windom-mn.com](mailto:aspelman@windom-mn.com)) (507-832-8660)

---

### Recommendations/Options/Action Requested

1. Staff recommends the Council extend the current Contract Agreement for Professional Services for the Certified Building Official from August 31, 2017, to June 30, 2018.
2. Staff also recommends adding the following language to the contract extension:  
“Both parties agree that this Agreement may be terminated by either party in writing upon a 30-day notice to the other party.”  
“Both parties agree that this Agreement does not grant exclusive rights herein to perform Building Inspection Services for the City. Steve Carson acknowledges that the City’s intent is to train a Certified Building Official and agrees that the City’s employee may be involved in building inspection duties, tasks, and responsibilities.”

---

### Issue Summary/Background

Steve Carson signed a contract with the City of Windom to perform Building Inspection Services when the previous Building Official retired. That contract will expire August 31, 2017, and we need to extend the contract so that Steve can still perform these duties for larger commercial/industrial projects.

---

### Fiscal Impact

Steve Carson bills the City per hour. His hours have been reduced to an on-call basis and he currently bills only a few hours per week.

---

### Attachments

1. Amendment to the Contract Agreement for Professional Services Between the City of Windom and Steve Carson (*includes additional recommended language*).

**Amendment to the Contract Agreement for Professional Services  
Between the City of Windom and Steve Carson**

The City of Windom, Minnesota (City) and Steve Carson entered into a Professional Services Agreement (Agreement) for the purposes of providing the City with Certified Building Official coverage.

Said Agreement is hereby amended as follows:

**Contract Period**

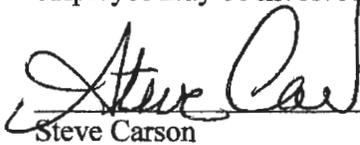
Contract expiration period will be extended from August 31, 2016 to August 31, 2017.

**Termination of Agreement**

Additional language inserted "Both parties agree that this Agreement may be terminated by either party in writing upon a 30-day notice to the other party."

**Duties, Tasks & Responsibilities**

Additional language inserted "Both parties agree that this Agreement does not grant exclusive rights herein to perform Building Inspection Services for the City. Steve Carson acknowledges that the City's intent is to hire and train a Certified Building Official and agrees that the City's employee may be involved in building inspection duties, tasks and responsibilities."

  
Steve Carson                      8/23/16  
Date

  
City of Windom                      8-23-16  
Date\



## ORDINANCE NO. 166, 2<sup>ND</sup> SERIES

### AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE TITLE IX: GENERAL REGULATIONS, CHAPTER 96: ABANDONED, UNCLAIMED, EXCESS PROPERTY

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO REVISE CHAPTER 96: ABANDONED, UNCLAIMED, EXCESS PROPERTY, SECTIONS 96.70 – 96.73, BY REMOVING THE EXISTING SECTIONS AND REPLACING THEM WITH THE FOLLOWING:

#### EXCESS PROPERTY/EQUIPMENT

##### §96.70 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**DONATION.** To contribute, donate or give Surplus Property/Equipment at no cost to a Governmental Agency or Nonprofit Organization that serves a public purpose and benefits its community as a whole.

**ELIGIBLE ORGANIZATION.** A Governmental Agency or Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

**EXCESS/SURPLUS PROPERTY/EQUIPMENT.** Property/equipment used by the City's departments, and cellular phones and emergency medical and firefighting property/equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, fire or other departments or has minimal or no resale value.

**FAIR MARKET VALUE.** The price at which property/equipment would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell, and both having reasonable knowledge of all relevant facts.

**NONPROFIT ORGANIZATION.** An organization formed under Section 501(c)(3) of the Internal Revenue Code.

##### §96.71 DECLARATION OF SURPLUS; AUTHORIZING SALE OR DONATION OF PROPERTY/EQUIPMENT.

The City Administrator may, from time to time, recommend to the Council that certain personal property/equipment (chattels) owned by the city is no longer needed for a municipal purpose and should be sold or donated to an eligible organization. By action of the Council, the property/equipment shall be declared surplus, the fair market value estimated, and the City Administrator authorized to dispose of the property/equipment by donation to an eligible organization, as set forth in the City Policy adopted by the City Council, or by sale in the manner stated herein.

**§96.72 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN \$1,000.**

The City Administrator may sell surplus property/equipment with a total value of less than \$1,000 through negotiated sale.

**§96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER \$1,000.**

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over \$1,000. Notice of the public sale shall be given stating time and place of sale and generally describing property/equipment to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest bid.

**§96.74 RECEIPTS FROM SALES OF SURPLUS PROPERTY/EQUIPMENT.**

All receipts from sales of surplus property/equipment under this chapter shall be placed in the General Fund.

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

Adopted and passed by the City Council of the City of Windom, Minnesota, this 5th day of September, 2017.

---

Dominic Jones, Mayor

ATTEST:

---

Steve Nasby, City Administrator

1<sup>st</sup> Reading: August 15, 2017  
2<sup>nd</sup> Reading: September 5, 2017  
Adoption: September 5, 2017  
Published: September 13, 2017

## REQUEST FOR PAYMENT

From: GOSEWISCH Construction, Inc.  
901 Summit Avenue  
Mankato, MN 56001

To: City of Windom  
444 9th Street  
PO Box 38  
Windom, MN 56101

Billing: 5079  
Draw: 10  
Invoice date: 7/28/2017  
Period ending date: 7/28/2017

Contract For: Windom EMS Building

**Request for payment:**

Original contract amount	\$3,191,500.00		
Approved changes	\$65,990.85		
Revised contract amount		\$3,257,490.85	
Contract completed to date		\$2,888,156.68	
Add-ons to date	\$0.00		
Taxes to date	\$0.00		
Less retainage	\$144,407.91		
Total completed less retainage		\$2,743,748.77	
Less previous requests	\$2,469,059.14		
Current request for payment		\$274,689.63	
Current billing		\$289,146.99	
Current additional charges	\$0.00		
Current tax	\$0.00		
Less current retainage	\$14,457.36		
Current amount due		\$274,689.63	
Remaining contract to bill	\$513,742.08		

Project: 16-0675  
Windom EMS Building

Contract date: 9/9/2016

Architect:

Scope:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	74,690.85	-8,700.00
Total approved this Month		
<b>TOTALS</b>	<b>74,690.85</b>	<b>-8,700.00</b>
<b>NET CHANGES by Change Order</b>	<b>65,990.85</b>	

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Windom relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: GOSEWISCH Construction, Inc.

State Of Minnesota

County Of Blue Earth

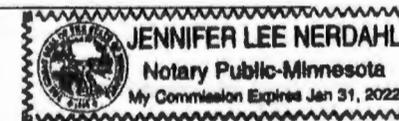
By: *[Signature]*

Subscribed and sworn to before me this 28 day of July, 2017

Date: 7-28-17

Notary Public

My commission expires: JAN 31, 2022



## REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5079

Draw: 10

Period Ending Date: 7/28/2017 Detail Page 2 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1000	General Conditions	304,629.00	243,703.20	29,856.79		273,559.99	89.80	31,069.01	13,678.01
2200	Earthwork	231,487.00	182,036.20	49,450.80		231,487.00	100.00		11,574.36
2500	Asphalt Paving	216,849.00	18,257.52	62,537.75		80,795.27	37.26	136,053.73	4,039.77
2900	Landscaping	11,700.00						11,700.00	
3310	Concrete	169,110.00	169,110.00			169,110.00	100.00		8,455.50
3420	Precast Concrete	983,400.00	961,936.50			961,936.50	97.82	21,463.50	48,096.84
5122	Steel Erection	17,995.00	17,995.00			17,995.00	100.00		899.75
5500	Metal Fabrication	57,270.00	57,270.00			57,270.00	100.00		2,863.50
6000	Rough Carpentry & Blocking	49,530.00	42,051.95	1,978.92		44,030.87	88.90	5,499.13	2,201.56
6400	Architectural Wood Work	48,050.00		28,830.00		28,830.00	60.00	19,220.00	1,441.50
6401	Shelving Allowance	3,000.00						3,000.00	
7210	Insulation	5,465.00	5,465.00			5,465.00	100.00		273.25
7460	Cladding	5,551.00	5,551.00			5,551.00	100.00		277.55
7500	EPDM Roof & Trims	130,700.00	130,700.00			130,700.00	100.00		6,535.00
7920	Caulking	6,370.00	1,332.29	1,069.13		2,401.42	37.70	3,968.58	120.07
8110	HM Doors/Frames/Hardware	51,401.00	40,477.92	4,565.82		45,043.74	87.63	6,357.26	2,252.19
8360	Overhead Doors	64,280.00	52,640.00			52,640.00	81.89	11,640.00	2,632.00
8400	Aluminum Entrances	38,860.00	32,000.00			32,000.00	82.35	6,860.00	1,600.00
9250	Drywall	83,777.00	83,777.00			83,777.00	100.00		4,188.86
9310	Ceramic Tile	18,000.00						18,000.00	
9510	Acoustical Ceiling	19,320.00	5,000.00	9,500.00		14,500.00	75.05	4,820.00	725.00
9650	VCT, Carpet & Base	21,212.00						21,212.00	
9900	Painting & Wallcovering	53,400.00	26,000.00	27,400.00		53,400.00	100.00		2,670.00
10000	Specialties	34,674.00	14,367.21	2,692.88		17,060.09	49.20	17,613.91	853.00
10400	Signage Allowance	7,500.00						7,500.00	
11170	Bridge Crane & Hoist	8,220.00	4,678.00			4,678.00	56.91	3,542.00	233.90
11400	Kitchen Allowance	8,000.00						8,000.00	
15100	Plumbing & HVAC	300,945.00	248,217.60	42,844.00		291,061.60	96.72	9,883.40	14,553.08
15300	Fire Sprinkler System	32,000.00	29,700.00	2,300.00		32,000.00	100.00		1,600.00
16100	Electrical	208,805.00	169,040.00	22,820.00		191,860.00	91.88	16,945.00	9,593.00
C0101	Sitework CO per soil rec.	46,181.30	46,181.30			46,181.30	100.00		2,309.07
C0201	Insulate Parapet Wall	10,120.00	10,120.00			10,120.00	100.00		506.00
C0301	Precast Deduct for Steel	-8,700.00	-8,700.00			-8,700.00	100.00		-435.00

## REQUEST FOR PAYMENT DETAIL

Project: 16-0675 / Windom EMS Building

Billing: 5079

Draw: 10

Period Ending Date: 7/28/2017 Detail Page 3 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
C0302	Extra Steel for Precast	8,700.00	8,700.00			8,700.00	100.00		435.00
C0303	Change Order #3	1,402.00	1,402.00			1,402.00	100.00		70.10
C0401	Change Order #4	2,972.20		1,278.05		1,278.05	43.00	1,694.15	63.90
C0501	Change Order #5	345.35		345.35		345.35	100.00		17.27
C0601	Change Order #6	1,677.50		1,677.50		1,677.50	100.00		83.88
C0701	Change Order #7	2,253.00						2,253.00	
C0801	Change Order #8	1,039.50						1,039.50	

<b>Totals</b>	3,257,490.85	2,599,009.69	289,146.99		2,888,156.68	88.66	369,334.17	144,407.91
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**CERTIFICATE FOR PAYMENT NO. 5**

**Holtmeter Construction  
3301 Third Ave.  
Mankato, MN 56001**

Project: 2017 Street Improvements  
Windom, MN

DGR Project No. 368090

Owner: City of Windom, Minnesota

For Period From: July 11, 2017 to August 8, 2017

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
					<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
<b>Schedule 1 - Bid Items (Brian Avenue, 15th Avenue, 5th Avenue, 7th Street, Plum Avenue and 16th Street)</b>								
1.	JOB	Mobilization	L.S.	\$75,720.00		0.00	50%	37,860.00
2.	JOB	Maint & Restoration of Access	L.S.	3,500.00		0.00	50%	1,750.00
4.	14,002 S.Y.	Remove Bituminous Pavement	2.00	28,004.00		0.00	13,455.00	26,910.00
5.	2,047 S.Y.	Remove Concrete Pavement	8.00	16,376.00	88.00	704.00	1,968.50	15,748.00
6.	4 Ea.	Remove, Salvage and Reinstall Sign	150.00	600.00		0.00		0.00
7.	5,525 C.Y.	Common Excavation (P)	12.35	68,233.75	380.00	4,693.00	5,525.00	68,233.75
9.	16,625 S.Y.	Subgrade Preparation	1.50	24,937.50	1,290.00	1,935.00	16,625.00	24,937.50
10.	16,023 S.Y.	12" Aggregate Base Class 5	7.30	116,967.90	2,813.00	20,534.90	16,023.00	116,967.90
11.	600 S.Y.	8" Aggregate Base Class 5	5.10	3,060.00	285.00	1,453.50	538.00	2,743.80
12.	1,620 Ton	Type SP 12.5 Wearing Course Mix	74.15	120,123.00		0.00		0.00
13.	2,065 Ton	Type SP 12.5 Non Wear Course Mix	71.50	147,647.50	1,841.46	131,664.39	2,126.59	152,051.19
14.	10 S.Y.	Concrete Patch (6")	226.35	2,263.50	10.00	2,263.50	10.00	2,263.50
15.	10 Ea.	Adjust Frame & Ring Casting	548.00	5,480.00		0.00		0.00
16.	438 S.Y.	4" Concrete Walk	50.50	22,119.00	239.92	12,115.96	239.92	12,115.96
17.	66 S.Y.	6" Concrete Walk	94.75	6,253.50		0.00		0.00
18.	5,119 L.F.	Concrete Curb and Gutter Design B624	23.00	117,737.00	4,194.00	96,462.00	5,219.00	120,037.00
19.	505 L.F.	Concrete Curb and Gutter Match	26.95	13,609.75	130.00	3,503.50	299.00	8,058.05
20.	26 S.Y.	4" Gravel Driveway	13.00	338.00		0.00		0.00
21.	522 S.Y.	6" Concrete Driveway Pavement	62.65	32,703.30	414.38	25,960.91	483.38	30,283.76
22.	107 S.Y.	7" Concrete Driveway Pavement	68.55	7,334.85	107.00	7,334.85	107.00	7,334.85
23.	113 S.Y.	8" Concrete Valley Gutter	79.90	9,028.70	113.00	9,028.70	113.00	9,028.70
24.	207 S.F.	Truncated Domes	54.40	11,260.80		0.00		0.00
25.	1 Ea.	Install 15" RCP Apron	503.20	503.20		0.00	1.00	503.20
26.	5,293 L.F.	4" Perforated Drain Pipe	7.60	40,226.80	120.00	912.00	5,197.00	39,497.20
27.	38 Ea.	4" Non Perforated Service	112.75	4,284.50		0.00	31.00	3,495.25
28.	18 Ea.	Subdrain Outlet	52.00	936.00	1.00	52.00	16.00	832.00
30.	42 L.F.	12" PVC Pipe Sewer, SDR-26	36.65	1,539.30		0.00	42.00	1,539.30
31.	735 L.F.	12" RC Pipe Sewer, Class III	32.15	23,630.25	176.00	5,658.40	845.00	27,166.75
32.	1,050 L.F.	15" RC Pipe Sewer, Class III	39.60	41,580.00		0.00	1,042.00	41,263.20

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
					<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
33.	13 L.F.	18" RC Pipe Sewer, Class III	41.80	543.40		0.00		0.00
34.	16 L.F.	18" RC Arch Pipe Sewer, Class III	61.40	982.40		0.00	12.00	736.80
35.	424 L.F.	24" RC Pipe Sewer, Class III	49.70	21,072.80		0.00	424.00	21,072.80
36.	10 Ea.	Connect to Existing Storm Sewer	300.00	3,000.00	4.00	1,200.00	13.00	3,900.00
38.	11 Ea.	4' x 4' Storm Manhole	1,418.50	15,603.50	1.00	1,418.50	11.00	15,603.50
40.	28 Ea.	Single Grate Intake	1,214.00	33,992.00	3.00	3,642.00	28.00	33,992.00
41.	2 Ea.	Single Grate Intake - Special	2,084.00	4,168.00		0.00	2.00	4,168.00
44.	707 L.F.	4" PVC Sanitary Sewer Pipe	27.60	19,513.20		0.00	418.00	11,536.80
45.	31 Ea.	Prefomed Service Wye	289.55	8,976.05		0.00	18.00	5,211.90
46.	683 L.F.	8" PVC Pipe Sewer SDR-26	32.45	22,163.35		0.00	628.00	20,378.60
47.	420 L.F.	12" PVC Pipe Sewer, SDR-26	39.05	16,401.00		0.00	476.00	18,587.80
46.	11 Ea.	Connect to Existing Sanitary Sewer	380.50	4,185.50		0.00	13.00	4,946.50
49.	3 Ea.	Sanitary Sewer Manhole	3,618.25	10,854.75		0.00	3.00	10,854.75
50.	1 Ea.	Sanitary Sewer Manhole Rehab	4,272.35	4,272.35		0.00	1.00	4,272.35
51.	24 Ea.	Connect to Existing Water Main	1,585.40	38,049.60		0.00	23.00	36,464.20
52.	39 Ea.	1" Curb Stop	206.20	8,041.80		0.00	31.00	6,392.20
54.	39 Ea.	1" Corp Stop	215.75	8,414.25		0.00	31.00	6,688.25
56.	1,085 L.F.	1" Water Service	26.45	28,698.25		0.00	874.00	23,117.30
58.	14 Ea.	6" Gate Valve & Box	1,324.00	18,536.00		0.00	19.00	25,156.00
59.	7 Ea.	8" Gate Valve & Box	1,656.25	11,593.75		0.00	4.00	6,625.00
60.	5 Ea.	10" Gate Valve & Box	2,163.50	10,817.50		0.00	3.00	6,490.50
61.	2 Ea.	12" Gate Valve & Box	2,595.25	5,190.50		0.00	3.00	7,785.75
62.	7 Ea.	Furnish and Install Hydrant (CO #1)	3,163.30	22,143.10		0.00	7.00	22,143.10
63.	2 Ea.	Adjust Gate Valve & Box	550.00	1,100.00		0.00		0.00
65.	4 Ea.	6" Tee	426.30	1,705.20		0.00	9.00	3,836.70
66.	3 Ea.	8" Tee	567.00	1,701.00		0.00	2.00	1,134.00
67.	2 Ea.	10" Tee	834.80	1,669.60		0.00	2.00	1,669.60
68.	2 Ea.	8" x 6" Tee	552.20	1,104.40		0.00		0.00
69.	2 Ea.	10" x 6" Tee	668.20	1,336.40	1.00	668.20	1.00	668.20
70.	4 Ea.	12" x 6" Tee	760.50	3,042.00		0.00	4.00	3,042.00
71.	1 Ea.	12" x 8" Tee	823.80	823.80		0.00		0.00
72.	1 Ea.	6" x 4" Reducer	223.60	223.60		0.00	4.00	894.40
73.	5 Ea.	8" x 4" Reducer	287.70	1,438.50		0.00	2.00	575.40
74.	2 Ea.	10" x 6" Reducer	374.80	749.60		0.00	3.00	1,124.40
75.	2 Ea.	10" x 8" Reducer	430.00	860.00		0.00		0.00
76.	1 Ea.	12" x 8" Reducer	483.50	483.50		0.00	1.00	483.50
77.	3 Ea.	6" 45 Deg. Bend	290.30	870.90		0.00	3.00	870.90
79.	1,944 L.F.	6" PVC Water Main	28.90	56,181.60		0.00	1,969.00	56,904.10

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
80.	465 L.F.	8" PVC Water Main	31.85	14,810.25		0.00	469.00	14,937.65
81.	506 L.F.	10" PVC Water Main	36.40	18,418.40		0.00	490.00	17,836.00
82.	320 L.F.	12" PVC Water Main	46.25	14,800.00		0.00	362.00	16,742.50
83.	JOB	Temporary Water Service	L.S.	11,700.00		0.00	90%	10,530.00
84.	5,448 S.Y.	Terrace Grading	1.00	5,448.00	600.00	600.00	1,375.00	1,375.00
85.	50 Ton	Special Rock Bedding	22.40	1,120.00		0.00		0.00
86.	20 Ton	Random Riprap Class III	44.55	891.00		0.00	10.00	445.50
87.	JOB	Temporary Mail Service	L.S.	250.00		0.00		0.00
89.	JOB	Traffic Control	L.S.	5,500.00		0.00	50%	2,750.00
91.	JOB	SWPPP Management	L.S.	500.00		0.00	50%	250.00
92.	222 L.F.	Silt Fence/Bio Wattles/Filter Socks	2.00	444.00		0.00	122.00	244.00
93.	34 Ea.	Storm Drain Inlet Protection	175.00	5,950.00		0.00	6.00	1,050.00
94.	1.13 Acre	Seeding, Fertilizing and Mulching	5,250.00	5,932.50		0.00		0.00
95.	30 S.Y.	Erosion Control Blankets Category 4	1.85	55.50		0.00		0.00
97.	120 L.F.	Pavement Marking - 4" Solid Line	1.00	120.00		0.00		0.00
98.	20 C.Y.	Excavate and Dispose of Contaminated Soil	100.00	2,000.00		0.00		0.00
CO#3_1	1 Ea.	6" Cap w/ 1.5" Corp Stop	406.15	406.15		0.00	1.00	406.15
CO#3_2	1 Ea.	Connect to Ex. 1.5" Service	176.10	176.10		0.00	1.00	176.10
CO#3_3	4 Ea.	6" 45d Bend	290.30	1,161.20		0.00	4.00	1,161.20
CO#3_4	1 Ea.	Vertical Water Main Drop	2,010.00	2,010.00		0.00	1.00	2,010.00
CO#4_5	1 Ea.	Exploratory Digging	1,825.00	1,825.00		0.00	1.00	1,825.00
<b>SCHEDULE 1 - TOTAL BID</b>				<b>\$1,424,440.90</b>		<b>\$331,805.31</b>		<b>\$1,189,687.25</b>

**Schedule 2 - Bid Items (5th Street, 6th Avenue, City Hall parking and alley, 3rd Avenue Alley)**

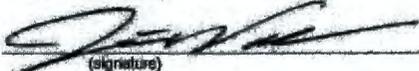
1.	JOB	Mobilization	L.S.	\$42,760.00		0.00	60%	25,656.00
2.	JOB	Maint & Restoration of Access	L.S.	1,500.00		0.00	50%	750.00
3.	620 L.F.	Remove Guard Rail	4.00	2,480.00		0.00	620	2,480.00
4.	9,010 S.Y.	Remove Bituminous Pavement	2.00	18,020.00	2,270.00	4,540.00	8,762.00	17,524.00
5.	768 S.Y.	Remove Concrete Pavement	9.00	6,912.00	209.00	1,881.00	746.00	6,714.00
6.	2 Ea.	Remove, Salvage and Reinstall Sign	150.00	300.00		0.00		0.00
7.	3,061 C.Y.	Common Excavation (P)	12.35	37,803.35	870.00	10,744.50	2,815.00	34,765.25
8.	200 S.Y.	Geotextile Fabric Type IV	1.15	230.00	120.00	138.00	120.00	138.00
9.	10,620 S.Y.	Subgrade Preparation	1.50	15,930.00	4,029.00	6,043.50	10,620.00	15,930.00
10.	8,137 S.Y.	12" Aggregate Base Class 5	7.30	44,800.10		0.00	6,203.00	45,281.90
11.	4,453 S.Y.	8" Aggregate Base Class 5	5.10	22,710.30	3,365.00	17,161.50	3,665.00	18,691.50
12.	820 Ton	Type SP 12.5 Wearing Course Mix	83.50	68,470.00		0.00		0.00
13.	1,370 Ton	Type SP 12.5 Non Wear Course Mix	76.50	104,805.00	143.79	10,999.94	884.79	67,686.44
15.	6 Ea.	Adjust Frame & Ring Casting	549.00	3,294.00		0.00	2.00	1,098.00
16.	748 S.Y.	4" Concrete Walk	50.00	37,400.00	291.60	14,580.00	291.60	14,580.00
17.	6 S.Y.	6" Concrete Walk	123.85	743.10		0.00		0.00
18.	2,891 L.F.	Concrete Curb and Gutter Design B624	23.30	67,360.30	20.00	466.00	2,911.00	67,826.30
19.	189 L.F.	Concrete Curb and Gutter Match	29.45	5,566.05	248.00	7,303.60	285.00	8,393.25

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
21.	235 S.Y.	6" Concrete Driveway Pavement	63.85	15,004.75	253.79	16,204.49	385.79	24,632.69
23.	58 S.Y.	8" Concrete Valley Gutter	83.75	4,857.50		0.00	58.00	4,857.50
24.	21 S.F.	Truncated Domes	68.40	1,436.40		0.00		0.00
26.	2,765 L.F.	4" Perforated Drain Pipe	7.60	21,014.00		0.00	2,765.00	21,014.00
28.	8 Ea.	Subdrain Outlet	52.00	416.00		0.00	6.00	312.00
29.	67 L.F.	8" PVC Pipe Sewer, SDR-26	47.00	3,149.00		0.00	67.00	3,149.00
32.	723 L.F.	15" RC Pipe Sewer, Class IV	49.10	35,499.30		0.00	723.00	35,499.30
33.	112 L.F.	18" RC Pipe Sewer, Class III	46.80	5,241.60		0.00	112.00	5,241.60
36.	6 Ea.	Connect to Existing Storm Sewer	600.00	3,600.00		0.00	6.00	3,600.00
37.	176 L.F.	Connect to Existing Roof Drain	55.60	9,785.60		0.00	164.00	9,118.40
38.	2 Ea.	4' x 4' Storm Manhole	1,418.50	2,837.00		0.00	1.00	1,418.50
39.	1 Ea.	5' x 5' Storm Manhole	3,406.00	3,406.00		0.00	1.00	3,406.00
40.	12 Ea.	Single Grate Intake	1,214.00	14,568.00		0.00	12.00	14,568.00
42.	1 Ea.	Area Intake	685.00	685.00		0.00	1.00	685.00
43.	2 Ea.	Sidewalk Trench Drain	3,832.35	7,664.70		0.00		0.00
51.	1 Ea.	Connect to Existing Water Main	665.40	665.40		0.00	2.00	1,330.60
52.	11 Ea.	1" Curb Stop and Box	206.20	2,268.20		0.00	13.00	2,680.60
53.	1 Ea.	2" Curb Stop	516.60	516.60		0.00		0.00
54.	11 Ea.	1" Corp Stop	202.50	2,227.50		0.00	13.00	2,632.50
55.	1 Ea.	2" Corp Stop	365.90	365.90		0.00		0.00
56.	340 L.F.	1" Water Service	27.20	9,248.00		0.00	406.00	11,043.20
57.	5 L.F.	2" Water Service	85.70	428.50		0.00		0.00
58.	2 Ea.	6" Gate Valve & Box	1,324.00	2,648.00		0.00	3.00	3,972.00
62.	1 Ea.	Furnish and Install Hydrant (CO #1)	3,163.30	3,163.30		0.00	1.00	3,163.30
63.	3 Ea.	Adjust Gate Valve & Box	500.00	1,500.00		0.00		0.00
64.	1 Ea.	6" Cap	152.00	152.00		0.00		0.00
78.	1 Ea.	6" 90 Deg. Bend	301.00	301.00		0.00	1.00	301.00
79.	307 L.F.	6" PVC Water Main	26.60	8,166.20		0.00	328.00	8,724.80
83.	JOB	Temporary Water Service	L.S.	4,000.00		0.00	100%	4,000.00
84.	3,545 S.Y.	Terrace Grading	1.00	3,545.00		0.00		0.00
87.	JOB	Temporary Mail Service	L.S.	300.00		0.00	75%	225.00
88.	900 L.F.	Install Guard Rail	30.50	27,450.00		0.00		0.00
89.	JOB	Traffic Control	L.S.	1,200.00		0.00	50%	600.00
90.	4 Ea.	Install Handicap Sign	350.00	1,400.00		0.00		0.00
91.	JOB	SWPPP Management	L.S.	500.00		0.00	50%	250.00
92.	1,010 L.F.	Silt Fence/Bio Wattles/Filter Socks	1.95	1,969.50		0.00	970.00	1,891.50
93.	14 Ea.	Storm Drain Inlet Protection	175.00	2,450.00		0.00	8.00	1,400.00
94.	0.99 Acre	Seedling, Fertilizing and Mulching	5,250.00	5,197.50		0.00		0.00



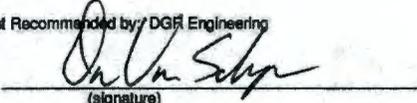
Payment Requested by:

Hollmeier Construction  
(Contractor)

  
(signature)

Date 8/9/17

Payment Recommended by: DGR Engineering

  
(signature)

Date 08/10/2017

Payment Approved by: City of Windom, Minnesota

\_\_\_\_\_  
(signature)

Date \_\_\_\_\_

## ACTION ITEM



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

**TO:** City Council  
**FROM:** Steve Nasby, City Administrator   
**DATE:** August 11, 2017  
**RE:** Criminal Prosecution Services  
**DEPT:** Administration\Legal\Police  
**CONTACT:** Steve Nasby: [snasby@windom-mn.com](mailto:snasby@windom-mn.com)

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

Staff recommends that the City Council take the following action:

1. Approve a resolution moving criminal prosecution services from Schramel Law Office to the Cottonwood County Attorney's Office.
2. Authorize the Mayor and City Administrator to execute an agreement formalizing the transfer of criminal prosecution to Cottonwood County.

### **Issue Summary/Background**

Schramel Law Office has provided the City of Windom with civil, criminal and City Attorney services for a number of years, most recently being re-appointed in January 2017. Due to a change in staffing, Schramel Law Office will no longer be doing criminal prosecutions for the City of Windom on September 5, 2017 or shortly thereafter. Civil matters and City Attorney services will continue as usual.

The City of Windom may shift its criminal prosecution services to the Cottonwood County Attorney or consider offering a Request for Proposals (RFP) for these services.

At present, Kristi Meyerann, Assistant City Attorney, handles the criminal prosecutions at Schramel Law. Ms. Meyerann is leaving Schramel Law to become the Assistant Cottonwood County Attorney pending approval from the Cottonwood County Board. As such, shifting the City's criminal prosecution to Cottonwood County would essentially allow for a seamless transition as Ms. Meyerann would continue to do the work for the City of Windom, just through a different employer.

### **Fiscal Impact**

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It is not anticipated that there would be a change to the budget for criminal prosecution as the County Attorney is requesting that the City and County enter into an agreement for monthly fees based upon the City's existing budget and history of expenditures for criminal prosecution.

### **Attachments**

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1. None.

**RESOLUTION #2017-**

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Abstained:**

**Absent:**

**RESOLUTION APPROVING AN AGREEMENT WITH  
COTTONWOOD COUNTY FOR CRIMINAL PROSECUTION SERVICES**

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**WHEREAS**, on January 3, 2017, the City Council appointed Ron Schramel as City Attorney and Kristi Meyeraan as Assistant City Attorney; and

**WHEREAS**, the Schramel Law Office provides services for Civil, Criminal and City Attorney matters; and

**WHEREAS**, Assistant City Attorney Kristi Meyeraan has provided, through the Schramel Law Office, the criminal prosecution services for the City of Windom; and

**WHEREAS**, Assistant City Attorney Kristi Meyeraan has accepted a position with the Cottonwood County Attorney's Office; and

**WHEREAS**, the City of Windom and the Police Department desire to transfer the criminal prosecution services to the Cottonwood County Attorney's Office.

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

1. Effective September 5, 2017, or thereafter, the Criminal Prosecution Services for the City of Windom are hereby transferred to the Cottonwood County Attorney's Office.
2. The City Administrator and the Mayor are authorized to sign a Criminal Prosecution Service Agreement with Cottonwood County.

Adopted this 15th day of August, 2017.

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

**TO:** City Council *SN*  
**FROM:** Steve Nasby, City Administrator and Scott Peterson, Police Chief  
**DATE:** August 11, 2017  
**RE:** Retirement of Assistant Police Chief Patterson and Authority to Hire  
**DEPT:** Police  
**CONTACT:** Steve Nasby: [snasby@windom-mn.com](mailto:snasby@windom-mn.com) or Scott Peterson: [speterson@windom-mn.com](mailto:speterson@windom-mn.com)

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### Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the staffing within the Windom Police Department:

1. Accept Assistant Chief Patterson's retirement\resignation letter
  2. Authorize the Police Chief and staff to start the process to re-hire the Assistant Chief position
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### Issue Summary/Background

Assistant Police Chief Patterson is retiring following completion of 30 years of distinguished service to the citizens of Windom. Assistant Police Chief Patterson is planning on ending his employment with the City on September 30, 2017.

Chief Peterson is requesting that the City Council authorize staff to begin the hiring process to fill the Assistant Chief position. At this time, our intent is to post this position internally immediately upon approval by the City Council. We anticipate applications to be received and interviews to be conducted in late August with a recommendation coming back to the City Council on September 5 or September 20. This timeframe would allow for cross-over training of a new person.

Should the internal posting not be successful then the position would be advertised and the hiring process conducted in August\September.

### Fiscal Impact

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The payout of unused vacation and sick leave to Assistant Chief Paterson will be completed according to our Personnel Policy, but the amount is yet unknown as it depends on how much time accrued\used is between now and his retirement on September 30. A new Assistant Chief will generate some savings in salary expenses as the position will vbe at a lower step than Assistant Chief Patterson.

### Attachments

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1. Retirement\resignation letter from Assistant Chief Patterson

**WINDOM POLICE DEPARTMENT**

PO BOX 38, 444 NINTH STREET

WINDOM, MN 56101

**Kevin Patterson, Asst. Chief of Police**

PHONE: (507)831-6134 / FAX: (507)831-1957



August 8, 2017

TO: Windom Police Chief, Scott Peterson  
Windom City Administrator, Steve Nasby  
City of Windom Mayor, Dominic Jones

I write this letter to announce my retirement from my position as Assistant Police Chief with the Windom Police Department effective September 30, 2017.

I would like to thank the City of Windom and its citizens for the opportunity to serve them for the past 30 years. I have enjoyed my years of service here but as you know I continue to work at recovering from injuries sustained in my car accident last September. As I have been progressing, I still have not recovered enough to meet the physical demands of the job. I have decided that the time has come for me to move on to the next phase of my life.

I will continue to give 100 percent through my remaining days, and will work closely with Police Department staff to pass on the many aspects of my job to ensure a smooth transition.

Sincerely,

A handwritten signature in black ink that reads "Kevin L. Patterson".

Kevin L. Patterson