

Council Meeting
Tuesday, May 15, 2018
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

• Minutes

- Council Minutes – May 1, 2018
- HRA – April 11, 2018 & May 2, 2018
- Telecom Commission – April 23, 2018
- Library Board – May 8, 2018
- Planning Commission – May 8, 2018

• License

- Authorization to Dispense Liquor – Phat Pheasant Pub

• Amplification

- Karz-N-Trucks Club Car Show – Tegels Park – June 10, 2018
- Phat Pheasant Pub
 - May 19, 2018
 - June 8, 2018
 - August 25, 2018

• Regular Bills

2. 2018 Emergency Medical Services Week Proclamation – May 20-26, 2018

3. Department Heads

4. Resolution Accepting Donation – Library – Diane Noyes

5. Fire Department – Submission of DNR 2019 Volunteer Fire Assistance Grant Application

6. Wastewater Treatment Plant - Resolution Approving Plans and Specifications and Calling For Bids

7. Street Dept.

- Street Closure Requests
 - Windom Riverfest
 - Bike Safety Training
- Tile Issues – Matthew Drive

8. Ordinances

- First Reading Ordinance No. 170, 2nd Series – Sidewalk Cafes
- First Reading Ordinance No. 171, 2nd Series – Outdoor Liquor Sales

9. Planning & Zoning

- Variance – Accessory Building Type of Construction – 629 Western Ave

10. Personnel Items

- Summer Intern – Seasonal Hiring
- Recreation – Seasonal Hiring
- Electric Lineworker – Full Time Hiring
- Personnel Policy Updates – Social Media

11. Contractor Payment – Conductor Power – Pmt #4 - \$33,250.00 - Electric Substation Project

12. New Business

13. Old Business

14. Council Comments

15. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
May 1, 2018
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones.

2. Roll Call:

Council Present: Mayor Dominic Jones, Jayesun Sherman, Bryan Joyce, Marv Grunig and Rod Byam

Council Absent: JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Jason Sykora, Electric Superintendent; Jeff Dahna, Telecom General Manager; Mike Haugen, Water/Wastewater Superintendent; Al Baloun, Recreation Director; Andy Spielman, Building and Zoning Official; Brad Bussa, Community Center Director and Ron Schramel, City Attorney.

Pledge of Allegiance

3. Addition to Agenda:

- Consent Agenda
 - Dance License – BARC
- New Business
 - New Business – Charter Commission Appointment

Motion by Joyce second by Byam approving the Additions to the Agenda. Motion carried 4 – 0.

4. Consent Agenda:

- Minutes
 - Council Minutes – April 17, 2018
 - Capital Finance Committee – April 17, 2018
 - Utility Commission – April 19, 2018
 - Community Center Commission – April 23, 2018
- Amplification Permits
 - June 8, 2018 – WAHS
 - June 9, 2018 – Downtown Courthouse Square
 - June 9, 2018 – Island Park
- Dance License
 - Riverfest
 - BARC
- Regular Bills

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

5. Proclamation: Years of Service Recognition – Fire Department:

Jones extended appreciation for retiring fire fighters on their years of service to the City of Windom. Mike Haugen (34 years), Monte Rabbe (25 years), Nester Palm (25 years) and Mark Stevens (21 years)

Council member Grunig introduced the Resolution No. 2018-35, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO MIKE HAUGEN FOR HONORABLE AND DEVOTED PUBLIC SERVICE AS A FIREMAN FOR THE CITY OF WINDOM, MINNESOTA”, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Council member Grunig introduced the Resolution No. 2018-36, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO MONTE RABBE FOR HONORABLE AND DEVOTED PUBLIC SERVICE AS A FIREMAN FOR THE CITY OF WINDOM, MINNESOTA”, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Council member Grunig introduced the Resolution No. 2018-37, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO NESTER PALM FOR HONORABLE AND DEVOTED PUBLIC SERVICE AS A FIREMAN FOR THE CITY OF WINDOM, MINNESOTA”, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Council member Grunig introduced the Resolution No. 2018-38, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO MARK STEVENS FOR HONORABLE AND DEVOTED PUBLIC SERVICE AS A FIREMAN FOR THE CITY OF WINDOM, MINNESOTA”, and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

6. Proclamation – 2018 National Hospital Week:

Council member Joyce introduced the Resolution No. 2018-39, entitled “2018 NATIONAL HOSPITAL WEEK PROCLAMATION”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Joyce, Byam, Grunig, Sherman. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Kim Armstrong, CFO for Windom Area Hospital accepted the proclamation on behalf of the Hospital. She extended recognition to all hospital and clinical staff.

7. Proclamation – 2018 Drinking Water Week:

Council member Grunig introduced the Resolution No. 2018-40, entitled “2018 DRINKING WATER WEEK PROCLAMATION”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Byam, Grunig, Sherman, Joyce. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Mike Haugen, Water/Wastewater Superintendent, expressed appreciation to his staff for their continued service in the department.

8. Proclamation – 2018 Building Safety Month:

Council member Sherman introduced the Resolution No. 2018-41, entitled “2018 BUILDING SAFETY MONTH PROCLAMATION”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Sherman, Joyce, Byam. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Andy Spielman, Building and Zoning Official, reiterated that the International Code Council promotes this campaign bringing awareness to building codes and safety. It brings attention to new building regulations along with maintenance and repairs of existing buildings.

9. Department Heads:

Al Baloun, Recreation Director, reminded the public to sign up for the summer baseball and other recreation programs. He requested baseball registrations be completed by Monday, May 7th, to insure teams can be determined. Participants may not be able to participate in the baseball programs if registrations are late. All other park and recreation program offerings have an early registration deadline of May 15th, to avoid a late registration fee. Baloun prompted the public to create their new account online and register for recreation programs along with swimming passes and lessons.

Baloun updated the Council about the Arena Ice System Replacement Project. In a meeting with Baloun, Nasby and Scott Ward, Stevens Engineering, Ward recommended that the original insulation specifications remain the same. Geotek has completed 4 soil borings at the Arena and found good soils in all locations. The soil testing was the last piece needed to evaluate the loading and weight capacity of the new ice rink floor. Based on the results of the borings, the new ice rink floor as currently designed can support the City of Windom’s dump truck loaded with sand but cannot support the weight of the City’s loader. Ward advises using a gross weight limit of 33,000 pounds.

10. Waste Water Treatment Plant – Ordering Preparation of Plans and Specifications:

Mike Haugen, Water/Wastewater Superintendent, stated the utility commission is recommending moving forward with plans and specifications for the Waste Water Treatment Plant upgrade. Improvements are necessary to meet state standards.

Preliminary

Nasby said that public comments for the new discharge permit are currently being solicited by the MPCA.

Council discussed that the plans and specifications are a preliminary step and in doing so it may lead to a proposal for bids. The Utility Commission will have members from the Minnesota Pollution Control Agency at an upcoming meeting to better explain what is needed at the Plant and answer any questions the Council or public may have. The Council agreed that State funding for the project will be a dialog point in moving forward.

Council member Grunig introduced the Resolution No. 2018-42, entitled “RESOLUTION ORDERING PREPARATION OF PLANS AND SPECIFICATIONS FOR 2018 WWTP IMPROVEMENT PROJECT”, and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

11. Annual Consumer Confidence Report:

Haugen mentioned that the Annual Consumer Confidence Report reflects the tested levels of lead and copper in the City’s drinking water. This report also includes the nitrate, chlorine and fluoride levels. This information will be included in the June billing statement, available at City Hall and through an online link.

12. Airport – Resolution Approving Plans and Specifications and Calling for Bids:

Lindsay Reidt, SEH Engineers, reviewed the Plans and Specifications for the 2018 Airport Improvement Project and requested an order for bids. May 9th is the proposed publish date for bids and a bid opening date of May 31st. This project includes hangar additions and a taxi lane extension. The proposed hangar additions have prospective tenants.

Schramel has reviewed the information and states that it is ready to move forward.

Nasby stated that funding is 90% FAA, 5% State and 5% City funds.

Council member Byam introduced the Resolution No. 2018-43, entitled “RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2018 AIRPORT IMPROVEMENT PROJECT”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

13. Community Center - Outdoor Patio Structure:

Brad Bussa, Community Center Director, Mitch Voehl and Wayne Maras Community Center Commission Members, approached the Council about adding a covering for the outdoor patio area. This addition has been in discussion for years. The Daisy Jacobs estate made a donation in 2007 to the Community Center intended for an outdoor area. An additional donation from Wally Rolfeson has also been received. The Commission has obtained quotes for a structure to cover the existing patio area and stand-alone structures to provide shade.

Preliminary

Voehl discussed two comparable quotes for a 48' x 48' building as a smaller structure would disturb the existing patio layout. The Commission does have funding in excess of \$51,000 for this project.

Jones asked if a specification sheet was written up and given to both businesses when quotes were requested. Schramel interjected that Capital Projects over \$25,000 require at least two quotes. Voehl stated this was given to the contractors.

Council discussed different usages for the structure along with a construction timeframe.

Motion by Byam second by Sherman to approve the construction of a 48' x 48' building at the Community Center as proposed by the Community Center Commission using the lowest quoted bid paid by donated funds not to exceed \$35,000. Motion carried 4 – 0.

14. Telecom Rates:

Jeff Dahna, Telecom General Manager, recommends that the City Council take the following action to establish rates and fees for Telecom Services. Items included are WiFi Extender, Website Hosting, and DNS Hosting.

Council member Grunig introduced the Resolution No. 2018-44, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND”, and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Joyce, Byam, Grunig, Sherman. No: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

15. Sale of City Owned Property Parcel #44 – Minnesota Department of Transportation:

Nasby briefed that the MN DOT is seeking to purchase Parcel #44, land that is located between 11th and 12th Street, for their upcoming 2019 Highway 60/71 Maintenance project.

Motion by Joyce second by Sherman to approve the 2nd Reading of Ordinance #169, 2nd Series - AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, APPROVING THE SALE OF CITY-OWNED REAL ESTATE. Motion carried 5 – 0.

16. Easement of City Owned Property Parcel #50 – Minnesota Department of Transportation:

Nasby stated that Parcel #50 is the area of land located on the corner of the Hospital property next to the Vet Clinic. MN DOT has a storm sewer line that dumps into the creek at this location. The Council's previous discussion was to offer a permanent easement for this parcel. MN DOT is not interested in a permanent easement and would like acquisition of this land. The Council has the option to offer the sale of this Parcel via Ordinance Readings or MN DOT has informed City Hall that their intent is to pursue a fee simple title through eminent domain.

Council consensus is to allow MN DOT to procure Parcel #50 through eminent domain without opposition.

Preliminary

17. Extinguish Easement of City Owned Property Parcel #230 – Minnesota Department of Transportation:

Nasby explained that there is a frontage road adjacent to GDF and MN DOT has requested that the City release an easement (old railroad spur) that crosses this area. When the spur was abandoned the easement was not extinguished. GDF Enterprises has already consented to the release of the easement on its property. Schramel has reviewed the paperwork with no objections.

Motion by Sherman second by Grunig to extinguish the easement of City Owned Property on Parcel #230. Motion carried 4 – 0.

18. Seasonal Hiring – Pool:

Samantha Baloun has submitted a listing of additional seasonal hires for the 2018 season.

Motion by Byam second by Sherman to approve the Pool hires as presented. Motion carried 4 - 0.

19. New Business:

Nasby stated that there was an appointment to the Charter Commission that is unable to perform the duties needed and has asked to be removed. This leaves a vacancy on this Commission and any recommendations to this Board are to contact any City Hall or any Council Member.

20. Old Business:

None.

21. Council Comments:

Grunig has a conflict with the May 12th Coffee with the Council and is looking for a volunteer replacement. Byam offered to go in his place.

Sherman commented on the new hotel with the indoor pool and is excited to see the progress.

Joyce referenced the legislative issues in tonight's Council Packet and wondered if there is any additional contact that Council Members should make to representatives in support of the City of Windom. Nasby replied with adding transportation funding for small cities (population under 5,000) in any correspondence in addition to what is mentioned in the packet. Joyce mentioned that the employee appreciation event planning is in progress. He is also finalizing arrangements with Amber Hughes for the Bike Ride with the Council on June 5th at 6 PM, meeting at City Hall.

Nasby thanked Jones for arranging a recent meeting at Red Rock Rural Water with Senator Amy Klobuchar.

Preliminary

Joyce acknowledged the visit from the Senator also. He reiterated her statement about the importance of technical careers and education.

Mayor Jones thanked the Windom Student Senate members for attending the Senator Klobuchar visit.

22. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 9:17 PM.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

April 11, 2018 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, April 11, 2018, at the Hillside Manor Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Margaret McDonald, Pam Dobson and Resident Liaison, Mike Meyer. Also present were: Connie Clausen and Linda Loewen. Absent: Dave Olson, excused.

The Annual Meeting was called to order at 4:08 pm with the consent agenda approved (Jaakola/Dobson) which included the agenda, utility report, balance report bills report and minutes from the previous meeting.

Scheduled Guests: None

Old business consisted of:

1. Review of the monthly turnaround rate/days: We turned around 36 units this fiscal year and our PHAS score was 6.5 average days.
2. RV Wall Project: We need to paint the exterior doors and get door numbers for each unit - paint should be less than \$500.00 and numbers are going to be \$1300.00-\$1400.00 (approximately \$23.00 each).
3. Update on changing eLOCCS Approving Official: Paperwork was resubmitted on 4/6 and Frank is officially added.
4. RV Parking Lot Project: The contract has been signed. A preconstruction meeting is scheduled for 4/19.
5. HS Roof Repair update: The work is in progress and they are hoping to be completed by 4/13.
6. 957 River Road property update: RFP's went out for the roof, chimney and gutters and we received two bids back. After some discussion, a motion was made to accept the bid from Rocker Construction for \$6,972.00. (McDonald/Dobson) The second RFP's are out for phase two which is for windows, siding and exterior doors. Bid opening for that phase is scheduled for 4/19. Connie will work on RFP's for the third phase, which will be the interior.
7. No Smoking Policy update: The policy was delivered to all tenants for a comment period. There were no comments received. An addendum will be going out to all tenants for signature and will be completed by 5/1 when the new policy goes into effect. We have received new signage and will have that in place by 5/1, also.

New Business consisted of:

1. Jackson HRA Update: We are working on EDA property management contract re-negotiations. We are also preparing for REAC inspections. HUD will be visiting early summer due to their financial situation.
2. Special Projects update: We currently have four active accounts, two of which are delinquent. Connie talked to Mary at EDA office and they will know about the Small Business funds by mid-May. We will revisit opening up loans to the public again at the June board meeting.
3. HS Sidewalk Project: There are issues with the workmanship; chipping cement and sinking in the parking lot. We are dealing with Tri-State and they are planning to come and make it right.
4. HUD & Other Reporting update: MN Unemployment Quarterly Reports and HUD 4710 Semi-Annual Labor Standards Compliance reports have been completed.
5. End of Year Prep: REAC year-end submission need to be completed by 4/20.
6. Working Together Conference is scheduled for April 17-18 and all four staff from WHRA will be attending. Wayne will be in the Windom location to cover maintenance during that time.
7. Staff t-shirt orders were placed.
8. Staff training was held on 3/27. Staff is working on written procedures for disaster & resident death. Our next staff meeting with the JHRA is scheduled for 5/15.
9. UCAP free income tax preparation continues through 4/17.
10. Upcoming board meetings will be May 9th at RV and June 13th at HS.

With no further business, the meeting was adjourned at 4:54 pm (Dobson/McDonald).

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

May 2, 2018 ~ 4:00 pm

A special meeting of the Board of Directors was held on Wednesday, May 02, 2018, at the Riverview Apartments Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Pam Dobson and Dave Olson. Also present were: Connie Clausen and Linda Loewen. Absent: Margaret McDonald and Mike Meyer, excused.

The meeting was called to order at 4:03 pm.

Agenda consisted of: Review of bids for 957 River Rd. Siding/Windows/Doors Project.

Two bids were received for the second phase of the 957 River Rd. project, which is for the siding, windows and doors. Connie presented the two bids to the board and after discussion; a motion was made to award the bid to Fredin Construction in the amount of \$25,091.19. (Jaakola/Olson)

With no further business, the meeting was adjourned at 4:15 pm (Dobson/Jaakola).

Frank Dorpinghaus, Chairman

Connie Clausen, Executive Director

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COMMUNITY CENTER April 23rd, 2018**

I. Call Meeting to Order. The meeting was called to order by Jeremy Lund at 6:07 PM

II. Roll Call:

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

III. Approval of Minutes from March 29th, 2018 meeting

**Motion by Rogotzke, to approve minutes from the March 29th, 2018 meeting.
Seconded by Palm. Motion approved 3 to 0.**

IV. SMBS Liaison Report: No report given.

V. Project Updates: Final connections to Omaha set up with Hurricane Electric. The 144-Fiber Capacity NGF with fiber optic has been installed. Ordered 2 fiber optic splitters that are mountable in the cabinet, and now have a spare on hand. Ordered 137 applicable ONTs under Calix Program. Should equal out to \$6850 credit for returned ONTs from this purchase.

VI. Manager's Report: Nine fiber optic pedestals that are damaged and need to be repaired, mostly due to snow removal. Did not affect service but ruined metal casing. Contractor could be hired depending upon pricing. Letter of apology was sent to costumers that were affected by internet outage. New SFN streaming accounts will be sent out for us to test. Trying to get a response from Arvig and PBT but have not received a price so want to review. Windomnet Website business page has been updated. More updates to come, may have a web designer take a look at it and possibly a redesign. Discussion on how workgroup will report information back to rest of committee to keep members more informed.

VII. New Business: Video count dropped by 6 from March to April and internet count increased from 1444 to 1446 from March to April. Cutover contractors, NP Nexlevel, LLC and Telecom Constructions. NP Nexlevel is currently lesser cost per item. Close to 200 customers on the new platform. Been replacing old system with new as problems were occurring. Snow in yards was an issue in getting more Gigacenters installed. Calix 804 Mesh Satellite WiFi extender rate \$3.00 MRC, Tech installed fee at labor rate, Self-install NC \$125 replacement cost if damaged or not returned. Current purchase price of 100 plus unit pricing is \$79. Checking on replacement cost of Gigacenter.

Motion by Rogotzke, seconded by Palm, to approve and recommend rate to City Council for 804 Mesh Satellite of \$3.00 MRC, Tech installed fee at labor rate, or an outright charge of \$99.99. Self-install no charge, \$125 replacement fee. Approve and recommend rate to City Council for 804 Mesh Satellite of \$3.00 MRC, Tech installed fee at labor rate, or an outright charge of \$99.99. Self-install no charge, \$125 replacement fee. Motion approved 3 to 0.

Windomnet email systems has 813 email accounts on windomnet.com, 69 windom-mn.com and 120 email accounts on other domains. Jeff is looking to cover costs of email server, spam server, save for upgrades and staff time. Other platforms cost \$3.50-\$6.00 per mailbox per month. Jeff is going to get counts of how many accounts are currently active and more discussion will be had based on that information. Proposing web hosting and DNS hosting fees: Web hosting services \$30 MRC, \$50 setup/change fee DNS hosting fee - \$5.00 MRC, \$35. setup/change fee.

Motion by Rogotzke, seconded by Lund, to approve Web hosting and DNS hosting fees: Web hosting services \$30 MRC, \$50 setup/change fee DNS hosting fee - \$5.00 MRC, \$35. setup/change fee. Motion approved 3 to 0.

VIII. Old Business:

Internet connection - Finalized contract with Hurricane Electric Omaha. 3-year term. 4,100 MRC (Cologix MPLS 10 GB \$1800, Omaha IX 10 GB \$2,300).

IX. Commissioner's concerns and questions:

SMBS mailing things to Windom customers to join their tv providers. Jeff asked SMBS and they just sent it out to a general Mailing List. SMBS contractually can only be in their service area, want to get this in writing. Look into maybe offering SMBS video services instead of our own.

X. New Business: Medallion Hunt. 6 months of up to 1 GB internet speed.

Motion by Rogotzke, seconded by Palm, For the Medallion Hunt prize to be 6 months of up to 1 GB internet for residential customer. Motion approved 3 to 0.

XI. Set Next Telecom meeting: May 22nd, 2018

XII. Adjourn: Adjourned with Unanimous consent 7:44PM.

Jeremy Lund, Telecom Committee President

George Rogotzke, Telecom Committee Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

Windom Library Board Meeting
City of Windom Council Chamber
Tuesday, May 8, 2018
5:05 p.m.

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

Members Absent: Anita Winkel and Barb Henning

Library Staff Present: Dawn Aamot

City Council Member Present: Jayesun Sherman

3. Agenda and Minutes:

Motion by Susan Ebeling and seconded by Terri Jones to approve the agenda and the minutes.

4. Financial Report:

Motion by Susan Ebeling and seconded by Kathy Hiley to accept the Financial Report.

5. Librarian's Report:

Dawn reported on the 2 author visits in April. Brian Freeman's appearance was rescheduled to April 27 due to snow. Thirty people attended. Brian and his wife were very entertaining. He showed slides of Duluth where his murders took place.

The Book Sale at BARC the week of April 23 netted \$350. The ALC students helped haul boxes of books up from the BARC basement. On Friday of the Book Sale, they were allowed to take as many books as they liked. Sentence to Serve hauled 25 boxes of books from the library to BARC. Dawn went through all of the books and chose which ones to discard at the end of the sale. Books were free to the public Saturday morning. There are still 100 boxes of books left at BARC. The library staff is going through the shelves and discarding books prior to construction projects this year. Dawn listed the criteria that is used in deciding what books to discard.

4th graders will be visiting the library the last week of May for a library tour. They will be given applications for a library card.

No programs are scheduled for May.

The first cookout of the year at HyVee benefited the Friends of the Library. Karen Knigge and the library staff assisted in serving. After food and grill staff expense, the cookout netted \$485. Thank you to HyVee!

Motion by Susan Ebeling and seconded by Steve Fresk to accept the librarian's report.

6. Old Business:

A representative from Worthington Glass will be at the June Library Board meeting to share information on the window replacement project. They are looking at doing this in August – September (early fall) timeframe.

A contractor will need to be lined up to do the window trim.

The Friends of the Library are willing to help purchase new furnishings for the children's library and where the display case currently is after renovations take place.

Dawn requested that we possibly update the policy for closing the library due to severe weather. We will review this policy in June.

Discussion was held on the request from the women's investment group to help fund the cost of the Value Line Stock book. Steve Fresk moved that we decline the request to help fund the Value Line Stock book. Seconded by Terri Jones. Motion passed.

7. New Business:

Dawn reported that the Friends of the Library received a nice note and a \$10,000 donation in memory of Carol Tegels from the Tegels family. Future consideration will be given on how to recognize this donation.

Diane Noyes has given \$500 to the library in memory of Dick Noyes.

The Friends have conducted their annual membership drive and will be holding their annual meeting this evening.

The library along with MN Legacy Funds will be sponsoring Rockin' Red, a children's performer, Friday night, June 8, of Riverfest weekend. The performance will be outside at the high school.

Also on June 8, Dawn is coordinating a visit of the Digital Bookmobile. This is a semi-trailer that is set up to train visitors on the use of the library's Overdrive digital book system. Dawn is awaiting approval to have it parked on 9th street by 4th Ave.

The Friends of the Library will again host a Welcome to the Library week the week of June 2. This marks the beginning of the summer library program.

8. Book Suggestions:

New book suggestions were discussed.

9. Adjourn:

Meeting adjourned at 5:36 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
MAY 8, 2018**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:02 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Ben Derickson, Andy Harries, Ryan McNamara, and Kevin Rose.

Absent: Greg Pfeffer and Brett Mattson.

Also Present: Zoning Admin. Andy Spielman, Admin. Asst. Mary Hensen, and Steven Erickson.

3. Approval of Minutes:

Motion by Commissioner McNamara, seconded by Commissioner Derickson, to approve the Planning Commission Minutes for the meeting held on April 10, 2018. Motion carried 6-0.

4. Public Hearing

A. 7:05 P.M.: Zoning Application – Steven/Christine Erickson – 629 Western Avenue (Variance – Accessory Building – Construction Type & Materials): Chairperson Wahl opened the public hearing at 7:05 p.m. The Commissioners had received copies of the application, notice of hearing, aerial of the property, site plan, floor plan, and elevation drawings of the proposed accessory building to be constructed in an R-1 Zoning District. Zoning Admin. Spielman advised that this is the public hearing concerning the application submitted by Steven and Christine Erickson of 629 Western Avenue. The Ericksons are requesting a variance to allow the construction of a new 30' X 36' accessory building that will be a different type of construction and different building materials than the principal building (house) on the property. [City Code Section 152.327(A) requires a variance when the type of construction and building materials vary from those of the principal building on the lot.] The building will have steel roofing and siding. Zoning Admin. Spielman circulated a color chart showing the color of the exterior siding which will be hunter green and is similar to the exterior color of the house. There will be tan wainscoting and trim on the building. Zoning Admin. Spielman circulated photos of the house and the street view of the yard that shows the proposed location for the new building. The Ericksons' property has an area of approximately 19,000 square feet. Pursuant to City Code, they would be allowed accessory space of 1,900 square feet. The proposed new accessory building would be 1,080 square feet. The size of the building, height of the building, and the setbacks comply with the City Code. It will be a new building constructed of new materials. Zoning Admin. Spielman said that the only request is that the type of construction and materials for the building differ from those of the principal structure (house) on the property.

Applicant Steven Erickson was present for the public hearing. Chairperson Wahl asked if Mr. Erickson wished to comment on the variance application. Steven Erickson stated his name and said that he and his wife, Christine, live at 629 Western Avenue and have owned this property for over 40 years. Originally they bought the house and the lot next to them. They have combined all the property under one parcel number. There is a one-car attached garage on the property. They currently have another car and two boats that sit outside and they would like to put these in a building. The siding on the new building will be hunter green in color which is the same as the house. He said that the building will be free floating on a slab. There will be green-treated wood posts that sit on the slab and are not in the ground. It is a Wick Building made in Wausau, Wisconsin, that is being purchased from GDF/Ag Builders of Windom. If the variance is approved, he plans to construct the accessory building this year. Mr. Erickson said that he contacted all the neighbors before he decided to do this and they said to go ahead and build it. Mr. Erickson confirmed that the building is only for personal use and there will be no commercial use of the building. Zoning Admin. Spielman said that the Building & Zoning Office has not received any calls or comments from neighbors.

There were no other individuals from the public present. All public testimony was completed and Chairperson Wahl closed the public hearing and referred the matter to the Planning Commission for consideration at 7:10 p.m. After a brief discussion, the following action was taken.

Motion by Commissioner Derickson, seconded by Commissioner Rose, and carried to recommend to the City Council the approval of the variance application submitted by Steven Erickson and Christine Erickson to allow the construction of a 30' X 36' accessory building that will be a different type of construction and different building materials than the principal building (house) on the property. The property is located at 629 Western Avenue and is briefly described as: East 3 Feet of Lot 1; Lots 2 and 3; and Lot 4 Except the South 48 Feet, in Block 2 of Reeve Subdivision to the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-679-0040).

Findings of Fact for Variance:

1. As stated in the narrative herein.
2. The Applicants propose to use the property in a reasonable manner.
3. The variance is in harmony with the general purposes and intent of this ordinance.
4. The variance is consistent with the comprehensive plan.
5. The variance will not alter the essential character of the locality.

The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.

Motion was declared carried 6-0.

Chairperson Wahl advised that the Planning Commission approves recommendations to the City Council and that the Windom City Council will make the final decision concerning this application at its meeting on Tuesday evening, May 15, 2018. Steven Erickson asked if he could receive a letter advising of the date and time of the next Council Meeting.

5. Blighted Homes

A) **Review of Criteria:** The consensus of the Commissioners was to move this agenda item up prior to the ordinance discussions. The Commissioners had received a copy of the procedure and criteria for the 2018 Blighted Homes Program. Zoning Admin. Spielman advised that the procedure was the same as reviewed by the Commissioners at the April Meeting. The priority of the criteria has been revised pursuant to the input received from the Commissioners at the April Meeting and is listed as follows:

- (1) Property owner is willing to deed the property to the City.
 - The City will not purchase the property.
- (2) Condition of house and other buildings.
 - Hazardous buildings take priority.
- (3) Location
 - Lot will be desirable for a new build.
- (4) Cost of demo.
 - Can the City recover demo cost through the sale of the lot?
- (5) Location along a major roadway.

Two Commissioners indicated that this revised priority order is what they recalled from the prior meeting. Zoning Admin. Spielman briefly reviewed the 2018 procedure with the Commissioners which includes selection of the property, title research, conveyance of the property to the City, arrangements for the demolition of the home/buildings on the property and rehabilitation of the lot, and the sales procedure for the lot.

Motion by Commissioner Derickson, seconded by Commissioner McNamara, to approve the procedure, as written, and the priority of the criteria for selection of house(s) to participate in the Blighted Homes Program as set forth herein. Motion carried 6-0.

6. Unfinished Business

- A) Garbage/Recycling Cans Around Square: In response to a question, Zoning Admin. Spielman said that he followed up with Kyle in the County Engineer's Office. They are still talking with Waste Management regarding picking up residential recycling from containers in the alleys behind the buildings in the Downtown Square. Zoning Admin. Spielman will update the Commissioners when additional information is available.

Commissioner Harries excused himself from the meeting at 7:17 p.m.

7. Sidewalk Cafes

- A) Review of Proposed Ordinance: Zoning Admin. Spielman recapped the discussion at the April Meeting when the topic of parklets had again been briefly discussed. The Commissioners reviewed a picture of a "sidewalk cafe" in Hopkins, Minnesota. The consensus of the Commissioners was they preferred that the outdoor seating be placed on the sidewalk and the sidewalk extension on the parking spaces rather than having the outdoor seating placed on the parking spaces closer to the street traffic.

Staff's discussion and research then was redirected to sidewalk cafes. City Staff prepared a draft ordinance for "Sidewalk Cafes" that was largely based on language from Hopkins' ordinance. This ordinance has been reviewed by other City Staff, the City Attorney, and the Police Chief. A copy has also been provided to the Street Superintendent.

Zoning Admin. Spielman said that last year the parklet proposal would have encompassed the entire B-3 Zoning District. The sidewalk cafe proposal has been narrowed to include only the area directly around the Courthouse Square which has been defined as the "Downtown Square". Zoning Admin. Spielman reviewed the portions of the streets and avenues included in the "Downtown Square" and explained the rationale for restricting sidewalk cafes to this area. (The streets/avenues are wider in the Downtown Square which allows for parking on both sides of the streets/avenues and still allows for two-way traffic on the streets/avenues.)

Zoning Admin. Spielman reviewed the requirements for a sidewalk cafe and sidewalk extension and the permit process. Applications for a sidewalk cafe would be processed through the Development Department and then presented to the City Council for final approval. Property owners (whose property fronts the Downtown Square and are located in the same block as the proposed sidewalk cafe) would receive notice of the proposed sidewalk cafe and would have an opportunity for comment prior to the City's Council decision on the application.

There was a discussion concerning the potential for people to attempt to parallel park between the sidewalk extension and the street. The Commissioners discussed recommendations concerning an additional requirement that "No Parking" signs should be placed on or adjacent to the parking spaces occupied by the sidewalk cafe. This would be the responsibility of the property owner(s) who obtain the sidewalk cafe permit.

After further discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Cole, to recommend that the City Council hold the first reading of Ordinance No. 170, 2nd Series, entitled "Sidewalk Cafes", as written with the addition of a provision in Section 95.23 for installation of "no parking" signs to restrict parking between a sidewalk extension and the street. Motion carried: Ayes – 4, Nays – 1 (Derickson).

- B) Proposed Fee: Zoning Admin. Spielman advised that the City Council would set the fee for sidewalk cafes. He reviewed other fees such as the fees for a demolition permit or a pedestal sign both of which are \$50.00. Those permits require plan review and a review of the code. He suggested that an application for a sidewalk cafe would require similar reviews. After further discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Cole, to recommend that the City Council establish the permit fee for a sidewalk cafe permit at \$50.00. Motion carried: Ayes – 4, Nays – 0, Abstain – 1 (Derickson).

8. Outdoor Sales/Service of Alcoholic Beverages

A) Review of Proposed Ordinance: Zoning Admin. Spielman advised that there is no current ordinance governing the outdoor sales/service of alcoholic beverages. He explained the background and basis for the proposed new ordinance. In the past, it was governed by policy of the Police Chief which meant the requirements could change with a change in personnel. The proposed new ordinance would establish fair and consistent regulations governing outdoor sales on decks, patios, and sidewalk cafes for businesses that are licensed by the City to sell/serve alcoholic beverages. Pursuant to Minnesota Statutes, businesses that receive a liquor license are allowed to have an outdoor sales and service area that is “compact and contiguous” to the licensed business. Cities can adopt regulations that are more restrictive than State statutes. An applicant for a liquor license would be required to declare its intention to provide outdoor sales/service of alcoholic beverages in its annual license application. If the City Council approves the liquor license application and proposal for an outdoor area, an endorsement to the liquor license would be granted.

Zoning Admin. Spielman reviewed the provisions of the proposed ordinance with the Commissioners, City Staff, including those who are familiar with the City’s liquor licensing requirements, the City Attorney, and Police Chief have reviewed the proposed ordinance.

Zoning Admin. Spielman explained that this ordinance does not cover a temporary outdoor event such as the beer garden at the fair. The applications for those events will continue to be approved by the City Council and regulated by the Police Department.

After further discussion, the following action was taken.

Motion by Commissioner McNamara, seconded by Commissioner Derickson, to recommend that the City Council hold the first reading of Ordinance No. 171, 2nd Series, entitled “Outdoor Sales/Service of Alcoholic Beverages”. Motion carried 5-0.

9. Unfinished Business

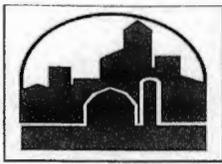
A) Reminder: Training – May 16, 2018 – 1:00–4:00 P.M. (Council Chambers): Several members had previously indicated they would be available to attend this training. Zoning Admin. Spielman verified whether they would still be able to attend prior to submitting the registration for the online class.

10. New Business: Zoning Admin. Spielman advised that there may be a public hearing on a potential variance application at the June Meeting. He will be on vacation the week of June 12th and unable to attend the Planning Commission Meeting. Those present reviewed potential dates and selected Monday, June 4th, at 7:00 p.m. as the rescheduled date for the June Planning Commission Meeting if there are agenda items for that meeting.

11. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 8:10 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator



City of Windom
Windom, Minnesota

Application

For Authorization to Dispense Intoxicating Liquor

To the Windom City Council :

The undersigned hereby applies for authorization to dispense intoxicating liquor on City owned property during a City sponsored event in the City of Windom in accordance with the information given below, City of Windom Code Chapter 5 and Minnesota Statute 340A.404:

Location of Event Island Park

Date of Event Saturday June 9, 2018

Hours 12:00 PM to 1:00 AM

Type of Event Riverfest Band

Phat Pheasant Pub
Name of Individual/Organization

[Signature]
Licensee Officers Signature

2370 Hwy 60E
Street Address

Windom Mn 56101
City State

507-931-3977
Telephone Number

Application Approved Disapproved
this _____ day of _____, 20_____.

City Administrator

License Fee - None \$0.00	
<input checked="" type="checkbox"/>	Copy of On-sale license attached
<input checked="" type="checkbox"/>	Proof of insurance attached
<input checked="" type="checkbox"/>	City named as additional insured
<input checked="" type="checkbox"/>	Licensee has signed the Hold Harmless Agreement

Hold Harmless and Indemnification Agreement

IN CONSIDERATION OF authorization by the Windom City Council to dispense intoxicating liquor on City-owned property or during a City sponsored event, the undersigned licensee hereby agrees to hold harmless the City of Windom, its employees and its agents, from any and all claims for any damages whatsoever arising out of the licensee providing intoxicating liquor under said authorization on the 9th day of June, 2018. Further, the undersigned licensee agrees to indemnify the City of Windom for any such claims for damages whatsoever arising out of licensee's dispensing of said intoxicating liquor, including the reimbursement of the City of Windom's costs and disbursements, including reasonable attorneys' fees in defending any such action for claims and damages.

[Signature]
Licensee Officers Signature

5-9-18
Date



**City of Windom
Windom, Minnesota**

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)

SS

County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event Saturday 8-25-18
Location Fenced Area behind Phat Pheasant Pub
Hours 9 pm to 1 AM
Type of Event Torkelson Ride Band
Application made this 4th day of May, 20 18

Phat Pheasant Pub
Name of Individual/Organization

[Signature]
Signature

2370 HWY 60E
Street Address

Windom MN 56101
City State

507 831-3977
Telephone Number

License Fee - None \$0.00

Recommends

Approval Denial

[Signature]
Street/Park Superintendent

Recommends

Approval Denial

[Signature]
Police Chief

Application APPROVED DISAPPROVED this _____ day of _____, 20_____.

City Council



Windom, MN

Expense Approval Report

By Fund

Payment Dates 04/27/2018 - 05/04/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
BERNIE & MURIEL SOLETA	20180501	05/01/2018	REFUND - STATEMENT CREDIT	100-20191	5.23
RUTH ROBINSON	20180502	05/02/2018	REFUND - STATEMENT CREDIT	100-20191	6.89
MARGIE PETERSEN	20180502	05/02/2018	REFUND - STATEMENT CREDIT	100-20191	18.85
LORRENZO TORRES	20180502	05/02/2018	REFUND - STATEMENT CREDIT	100-20191	4.32
					35.29
Activity: 41310 - Administration					
INDOFF, INC	3092688	04/16/2018	SUPPLIES	100-41310-200	26.39
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	100-41310-321	46.20
STEVE NASBY	20180430	05/02/2018	EXPENSE-VISIT W/ SEN KLOBU	100-41310-331	19.08
CHELSIE CARLSON	20180501	05/01/2018	EXPENSE - MILEAGE - TRAININ	100-41310-331	70.85
					Activity 41310 - Administration Total: 162.52
Activity: 41910 - Building & Zoning					
LAMPERTS YARDS, INC.	#3902020 4-25-18	05/02/2018	MAINTENANCE	100-41910-200	91.99
INDOFF, INC	3092721	04/16/2018	SUPPLIES	100-41910-200	5.02
CENTURY BUSINESS PRODUCT	419208	04/16/2018	SUPPLIES	100-41910-200	22.06
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	100-41910-321	36.20
					Activity 41910 - Building & Zoning Total: 155.27
Activity: 41940 - City Hall					
SANDRA HERDER	20180501	05/02/2018	CLEANING	100-41940-406	365.50
MELISSA PENAS	20180502	05/02/2018	CLEANING	100-41940-406	365.50
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	100-41940-460	100.00
					Activity 41940 - City Hall Total: 831.00
Activity: 42120 - Crime Control					
INDOFF, INC	3093906	04/17/2018	SUPPLIES	100-42120-200	38.90
INDOFF, INC	3097127	05/02/2018	SUPPLIES	100-42120-200	7.19
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	100-42120-321	375.05
MIKE'S LLC	183	04/18/2018	SERVICE	100-42120-323	266.00
SHI INTERNATIONAL CORP	B08051428	04/18/2018	SERVICE	100-42120-326	591.00
SHI INTERNATIONAL CORP	B08053588	04/18/2018	SERVICE	100-42120-326	2.68
LANGUAGE LINE SERVICES, IN	4274425	05/02/2018	SERVICE #9020909031	100-42120-327	24.32
WINDOM TOWING LLC	5889	05/02/2018	SERVICE	100-42120-405	249.00
GRAHAM TIRE CO	8536390	05/02/2018	MAINTENANCE	100-42120-405	570.20
JIM VELLEMA	20180502	05/02/2018	SERVICE	100-42120-480	90.15
					Activity 42120 - Crime Control Total: 2,214.49
Activity: 42220 - Fire Fighting					
AMERIPRIDE SERVICES INC.	2800883288	05/01/2018	MAINTENANCE -	100-42220-217	24.12
DAN ORTMANN	20180501	05/01/2018	EXPENSE - SW REG FIRE DEPT	100-42220-308	20.21
DAN ORTMANN	20180501	05/01/2018	EXPENSE - SW REG FIRE DEPT	100-42220-331	75.00
EMERGENCY APPARATUS MAI	98979	05/01/2018	MAINTENANCE	100-42220-405	754.55
EMERGENCY APPARATUS MAI	98980	05/01/2018	MAINTENANCE	100-42220-405	643.18
EMERGENCY APPARATUS MAI	98981	05/01/2018	MAINTENANCE	100-42220-405	284.61
EMERGENCY APPARATUS MAI	98982	05/01/2018	MAINTENANCE	100-42220-405	287.03
EMERGENCY APPARATUS MAI	98983	05/01/2018	MAINTENANCE	100-42220-405	626.62
					Activity 42220 - Fire Fighting Total: 2,715.32
Activity: 43100 - Streets					
SCOTT VEENKER	25101	05/02/2018	SERVICE -	100-43100-224	299.02
BARCO PRODUCTS CO	IN-228415	04/20/2018	STREET MAINTENANCE MATE	100-43100-224	369.96
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	100-43100-321	61.40
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	100-43100-460	100.00
					Activity 43100 - Streets Total: 830.38

Expense Approval Report

Payment Dates: 04/27/2018 - 05/04/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 43210 - Sanitation					
INDOFF, INC	3092688	04/16/2018	SUPPLIES	100-43210-480	13.95
INDOFF, INC	3092688	04/16/2018	SUPPLIES	100-43210-480	13.95
Activity 43210 - Sanitation Total:					27.90
Activity: 45202 - Park Areas					
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	100-45202-460	38.00
Activity 45202 - Park Areas Total:					38.00
Fund 100 - GENERAL Total:					7,010.17
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
SANDRA HERDER	20180501	05/02/2018	CLEANING	211-45501-402	376.25
MELISSA PENAS	20180502	05/02/2018	CLEANING	211-45501-402	376.25
J & K WINDOWS	9313-37	05/01/2018	SERVICE	211-45501-402	20.00
MICROMARKETING, LLC	716764	05/02/2018	BOOKS	211-45501-435	391.94
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	211-45501-460	100.00
Activity 45501 - Library Total:					1,264.44
Fund 211 - LIBRARY Total:					1,264.44
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	225-45127-460	30.00
Activity 45127 - Airport Total:					30.00
Fund 225 - AIRPORT Total:					30.00
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
BRITTANY ESPENSON - RIVERS	20180430	05/02/2018	SERVICE	235-42153-217	140.00
BOUND TREE MEDICAL, LLC	82836239	04/17/2018	OPERATING SUPPLIES	235-42153-217	321.54
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	235-42153-321	108.60
EXPERT T BILLING	4407	04/10/2018	SERVICE	235-42153-326	2,403.00
AMERIPRIDE SERVICES INC.	2800883288	05/01/2018	MAINTENANCE -	235-42153-406	16.08
Activity 42153 - Ambulance Total:					2,989.22
Fund 235 - AMBULANCE Total:					2,989.22
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
INDOFF, INC	3092721	04/16/2018	SUPPLIES	250-46520-200	5.03
CENTURY BUSINESS PRODUCT	419208	04/16/2018	SUPPLIES	250-46520-200	44.10
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	250-46520-321	26.89
DREW HAGE	20180419	05/01/2018	EXPENSE- MN MARKETING PA	250-46520-331	195.05
DREW HAGE	20180424	05/01/2018	EXPENSE- SW ED PROS	250-46520-331	40.88
DREW HAGE	20180424	05/01/2018	EXPENSE- SW ED PROS	250-46520-334	14.70
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	553.10
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	909.00
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	10,777.00
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	442.32
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	444.78
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	50.00
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	24.00
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	250-46520-462	212.54
Activity 46520 - EDA Total:					13,739.39
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20180502	05/02/2018	SPEC BLDG LOAN - MAY 2018	250-49980-602	2,248.91
FULDA CREDIT UNION	20180502	05/02/2018	SPEC BLDG LOAN - MAY 2018	250-49980-612	1,111.09
Activity 49980 - Debt Service Total:					3,360.00
Fund 250 - EDA GENERAL Total:					17,099.39
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 3-31-18	05/02/2018	sERVICE #367404 #26-24-123	254-46520-381	135.37

Expense Approval Report

Payment Dates: 04/27/2018 - 05/04/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	254-46520-462	222.68
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	254-46520-462	102.46
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	254-46520-462	537.22
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	254-46520-462	92.00
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	254-46520-462	450.90

Activity 46520 - EDA Total: 1,540.63

Fund 254 - NORTH IND PARK Total: 1,540.63

Fund: 601 - WATER

Activity: 49400 - Water

HAWKINS, INC	4261538	04/23/2018	CHEMICALS	601-49400-216	997.47
HAWKINS, INC	4264627	04/25/2018	CHEMICALS	601-49400-216	3,130.24
MN VALLEY TESTING	912525	04/16/2018	TESTING	601-49400-310	67.50
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	601-49400-321	96.44
HAWKINS, INC	4261538	04/23/2018	CHEMICALS	601-49400-404	225.00

Activity 49400 - Water Total: 4,516.65

Fund 601 - WATER Total: 4,516.65

Fund: 602 - SEWER

Activity: 49450 - Sewer

HAWKINS, INC	4264629	04/25/2018	CHEMICALS	602-49450-216	604.50
MN VALLEY TESTING	912076	04/10/2018	TESTING	602-49450-310	144.00
MN VALLEY TESTING	912672	04/16/2018	TESTING	602-49450-310	127.20
MN VALLEY TESTING	913039	04/16/2018	TESTING	602-49450-310	241.60
MN VALLEY TESTING	913077	04/16/2018	TESTING	602-49450-310	158.40
MN VALLEY TESTING	913923	04/25/2018	TESTING	602-49450-310	241.60
MN VALLEY TESTING	914109	04/25/2018	TESTING	602-49450-310	596.40
MN VALLEY TESTING	914133	04/25/2018	TESTING	602-49450-310	158.40
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	602-49450-321	71.79
SOUTH CENTRAL ELECTRIC	#367405 3-31-18	05/02/2018	#367405 #26-24-125-04	602-49450-381	128.05

Activity 49450 - Sewer Total: 2,471.94

Fund 602 - SEWER Total: 2,471.94

Fund: 604 - ELECTRIC

MILLERBERND MANUFACTURI	140752	04/23/2018	INVENTORY	604-14200	5,292.00
WERNER ELECTRIC	5009836455.003	05/03/2018	INVENTORY	604-14200	77.66
DEPARTMENT OF ENERGY	982531	05/02/2018	#982531 - CUST #1781	604-16300	4,600.00
JEFF HOLEY	20180501	05/01/2018	REFUND-BALANCE OF UTIL PR	604-22000	298.25
MAINA SIMICH	20180502	05/02/2018	REFUND - BAL OF UTILTY PRE	604-22000	14.69
JUSTINE ONSOMU	20180502	05/02/2018	REFUND-UTILITY PREPAYMEN	604-22000	300.00
ROBERT CUTSHALL	20180502	05/02/2018	REFUND - UTILITY PREPAYME	604-22000	300.00

10,882.60

Activity: 49550 - Electric

OFFICE DEPOT	132600730001	05/02/2018	SUPPLIES	604-49550-200	73.46
LOCATORS & SUPPLIES, INC	0253350-IN	03/10/2017	SMALL TOOLS	604-49550-241	45.45
LOCATORS & SUPPLIES, INC	0253526-IN	03/17/2017	SMALL TOOLS	604-49550-241	40.78
LOCATORS & SUPPLIES, INC	0255568-CM	05/16/2017	SUPPLIES - RETURN	604-49550-241	-40.78
ULINE SHIPPING SUPPY SPECI	95472765	05/02/2018	SMALL TOOLS	604-49550-241	410.74
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	604-49550-321	120.91
STEVE NASBY	20180426	05/02/2018	EXPENSE - ATTACHMENT O M	604-49550-331	72.49
GRAHAM TIRE CO	8529104C	02/28/2018	CREDIT - PAID TWICE	604-49550-405	-42.94
LOCATORS & SUPPLIES, INC	0255569-CM	05/16/2017	SUPPLIES - RETURN	604-49550-408	-45.45
ELECTRIC FUND	154	05/01/2018	EL DISTRIBUTION	604-49550-408	1,277.88
ELECTRIC FUND	155	05/01/2018	EL DISTRIBUTION	604-49550-408	211.11
ELECTRIC FUND	156	05/01/2018	EL DISTRIUBTION	604-49550-408	56.37
ZIEGLER, INC.	SW050295512	05/02/2018	SERVICE	604-49550-410	1,179.56
ZIEGLER, INC.	SW050295513	05/02/2018	SERVICE	604-49550-410	1,179.56
ZIEGLER, INC.	SW050295514	05/02/2018	SERVICE	604-49550-410	1,179.56
SANDY & JIM ROBINSON	20180502	05/02/2018	ENERGY REBATE	604-49550-450	150.00
LEONARD REHNELT	20180502	05/02/2018	ENERGY REBATE	604-49550-450	150.00
MISSOURI RIVER ENERGY SER	SM00000004649	05/02/2018	CONSERVATION	604-49550-450	8,877.95

Expense Approval Report

Payment Dates: 04/27/2018 - 05/04/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	604-49550-460	100.00
WINDOM AREA DEVELOPME	20180501	05/02/2018	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	16,196.65
				Fund 604 - ELECTRIC Total:	27,079.25

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

ZABINSKI BUSINESS SERVICES,	1935	05/02/2018	COMPUTER	609-49751-200	2,577.00
AH HERMEL COMPANY	704897	04/16/2018	MERCHANDISE	609-49751-217	37.29
AH HERMEL COMPANY	706092	04/23/2018	MERCHANDISE	609-49751-217	61.33
SOUTHERN GLAZER'S OF MN	0039551	04/12/2018	MERCHANDISE	609-49751-251	496.02
VINOCOPIA, INC	0204760-IN	04/23/2018	MERCHANDISE	609-49751-251	67.58
BREAKTHRU BEVERAGE MN	1080787912	04/20/2018	MERCHANDISE	609-49751-251	1,577.07
SOUTHERN GLAZER'S OF MN	1670474	04/12/2018	MERCHANDISE	609-49751-251	5,634.09
SOUTHERN GLAZER'S OF MN	1673009	04/23/2018	MERCHANDISE	609-49751-251	409.40
PHILLIPS WINE & SPIRITS	2338698	04/16/2018	MERCHANDISE	609-49751-251	1,733.80
PHILLIPS WINE & SPIRITS	2342420	04/23/2018	MERCHANDISE	609-49751-251	2,809.00
JOHNSON BROS.	5981595	04/16/2018	MERCHANDISE	609-49751-251	1,059.00
JOHNSON BROS.	5987080	04/23/2018	MERCHANDISE	609-49751-251	952.21
BELLBOY CORP	63748200	04/20/2018	MERCHANDISE	609-49751-251	658.48
BEVERAGE WHOLESALERS	000870	05/01/2018	MERCHANDISE	609-49751-252	43.10
BEVERAGE WHOLESALERS	000983	05/01/2018	MERCHANDISE	609-49751-252	10,595.05
BREAKTHRU BEVERAGE MN	1080787913	04/20/2018	MERCHANDISE	609-49751-252	27.70
ARTISAN BEER COMPANY	3253885	04/16/2018	MERCHANDISE	609-49751-252	274.00
ARTISAN BEER COMPANY	419709	05/01/2018	CREDIT - MERCHANDISE	609-49751-252	-31.00
DOLL DISTRIBUTING, LLC	430163	05/01/2018	MERCHANDISE	609-49751-252	13,004.45
DOLL DISTRIBUTING, LLC	430164	05/01/2018	CREDIT - MERCHANDISE	609-49751-252	-9.55
JOHNSON BROS.	5981597	04/16/2018	MERCHANDISE	609-49751-252	68.97
VINOCOPIA, INC	0204760-IN	04/23/2018	MERCHANDISE	609-49751-253	536.00
BREAKTHRU BEVERAGE MN	1080787912	04/20/2018	MERCHANDISE	609-49751-253	88.00
SOUTHERN GLAZER'S OF MN	1659965	05/02/2018	MERCHANDISE	609-49751-253	603.91
PHILLIPS WINE & SPIRITS	2338699	04/16/2018	MERCHANDISE	609-49751-253	97.35
PHILLIPS WINE & SPIRITS	2342421	04/23/2018	MERCHANDISE	609-49751-253	511.08
MORGAN CREEK VINEYARDS	4824	04/23/2018	MERCHANDISE	609-49751-253	338.40
JOHNSON BROS.	5981596	04/16/2018	MERCHANDISE	609-49751-253	690.80
JOHNSON BROS.	5987081	04/23/2018	MERCHANDISE	609-49751-253	944.40
BELLBOY CORP	63748200	04/20/2018	MERCHANDISE	609-49751-253	312.00
JOHNSON BROS.	676381	05/01/2018	CREDIT - MERCHANDISE	609-49751-253	-53.00
PAUSTIS WINE COMPANY	7176	04/16/2018	MERCHANDISE	609-49751-253	845.00
BREAKTHRU BEVERAGE MN	1080787912	04/20/2018	MERCHANDISE	609-49751-254	178.96
PHILLIPS WINE & SPIRITS	2342421	04/23/2018	MERCHANDISE	609-49751-254	177.00
PBC - PEPSI BEVERAGES COM	51901959	04/10/2018	MERCHANDISE	609-49751-254	318.69
JOHNSON BROS.	5987081	04/23/2018	MERCHANDISE	609-49751-254	69.00
AH HERMEL COMPANY	704897	04/16/2018	MERCHANDISE	609-49751-254	42.15
AH HERMEL COMPANY	706092	04/23/2018	MERCHANDISE	609-49751-254	137.08
ARCTIC GLACIER U.S.A. INC	1951810902N	04/26/2018	MERCHANDISE	609-49751-259	65.97
AH HERMEL COMPANY	704897	04/16/2018	MERCHANDISE	609-49751-261	2.21
AH HERMEL COMPANY	706092	04/23/2018	MERCHANDISE	609-49751-261	47.38
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	609-49751-321	56.02
ZABINSKI BUSINESS SERVICES,	1936	05/02/2018	SERVICE	609-49751-326	266.29
VINOCOPIA, INC	0204760-IN	04/23/2018	MERCHANDISE	609-49751-333	16.00
BREAKTHRU BEVERAGE MN	1080787912	04/20/2018	MERCHANDISE	609-49751-333	31.91
SOUTHERN GLAZER'S OF MN	1659965	05/02/2018	MERCHANDISE	609-49751-333	20.50
SOUTHERN GLAZER'S OF MN	1670474	04/12/2018	MERCHANDISE	609-49751-333	108.65
SOUTHERN GLAZER'S OF MN	1673009	04/23/2018	MERCHANDISE	609-49751-333	4.10
ARCTIC GLACIER U.S.A. INC	1951810902N	04/26/2018	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2338698	04/16/2018	MERCHANDISE	609-49751-333	27.84
PHILLIPS WINE & SPIRITS	2338699	04/16/2018	MERCHANDISE	609-49751-333	3.48
PHILLIPS WINE & SPIRITS	2342420	04/23/2018	MERCHANDISE	609-49751-333	33.06
PHILLIPS WINE & SPIRITS	2342421	04/23/2018	MERCHANDISE	609-49751-333	17.97
JOHNSON BROS.	5981595	04/16/2018	MERCHANDISE	609-49751-333	12.18

Expense Approval Report

Payment Dates: 04/27/2018 - 05/04/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	5981596	04/16/2018	MERCHANDISE	609-49751-333	27.84
JOHNSON BROS.	5987080	04/23/2018	MERCHANDISE	609-49751-333	8.70
JOHNSON BROS.	5987081	04/23/2018	MERCHANDISE	609-49751-333	36.54
BELLBOY CORP	63748200	04/20/2018	MERCHANDISE	609-49751-333	25.76
AH HERMEL COMPANY	704897	04/16/2018	MERCHANDISE	609-49751-333	4.95
AH HERMEL COMPANY	706092	04/23/2018	MERCHANDISE	609-49751-333	4.95
PAUSTIS WINE COMPANY	7176	04/16/2018	MERCHANDISE	609-49751-333	10.00
UAC	634887	05/02/2018	ADVERTISING	609-49751-340	459.95
TIE DOWN MEDIA	INV-000143	05/02/2018	ADVERTISING	609-49751-340	350.00
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	609-49751-460	100.00

Activity 49751 - Liquor Store Total: 49,625.06

Fund 609 - LIQUOR STORE Total: 49,625.06

Fund: 614 - TELECOM

Activity: 49870 - Telecom

ADVANCED SYSTEMS, INC.	608651	04/25/2018	SERVICE #78328000	614-49870-200	46.92
RAGE INC - CAMPUS CLEANER	04-010781	04/17/2018	SERVICE - WINDOM NET	614-49870-211	21.33
LOCATORS & SUPPLIES, INC	0264824-IN	04/17/2018	SUPPLIES - MAINTENANCE	614-49870-227	682.32
FLAGSHOOTER, INC.	160103450	04/25/2018	MAINTENANCE	614-49870-227	291.00
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	614-49870-321	303.12
CENTURY LINK	7242105D-D-18107	05/01/2018	CABS #5142105DD3	614-49870-441	48.10
MLB NETWORK	100757	04/17/2018	SUBSCRIBER	614-49870-442	989.35
NATIONAL CABLE TV COOP	18041127	05/02/2018	SUBSCRIBER	614-49870-442	99,721.97
SHOWTIME NETWORKS INC	9002731-0318	04/18/2018	SUBSCRIBER	614-49870-442	426.02
UNIVERSAL SERVICE ADMIN C	UBDI0000971813	05/02/2018	499A CONTRIBUTION	614-49870-443	1,535.82
CONSOLIDATED CALL CENTER	10963	04/17/2018	DA/OPERATOR ASSISTANCE M	614-49870-445	119.04
HURRICANE ELECTRIC LLC	98274409-IN	05/02/2018	10 GB INTERNET MIN1 MINN	614-49870-447	1,800.00
HURRICANE ELECTRIC LLC	98274409-IN	05/02/2018	10 GB INT NCC OMAHA	614-49870-447	2,300.00
ARIN-AMERICAN REGISTRY FO	SI305903	04/11/2018	ANNUAL REGISTRATION FEE-S	614-49870-447	2,000.00
SWWC - SOUTHWEST WEST C	56925	04/11/2018	#1849 ON-CALL SUPPORT	614-49870-448	950.00
CENTURY LINK	507-831-1075-104 4-16-18	04/25/2018	SERVICE #831-1075-104	614-49870-451	80.47
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	614-49870-460	100.00
SOUTHWEST MN BROADBAN	QVC COMM-MAR 2018	05/02/2018	QVC COMMISSIONS-MAR 201	614-49870-480	88.26

Activity 49870 - Telecom Total: 111,503.72

Fund 614 - TELECOM Total: 111,503.72

Fund: 615 - ARENA

Activity: 49850 - Arena

VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	615-49850-321	58.39
LAMPERTS YARDS, INC.	#3902020 4-25-18	05/02/2018	MAINTENANCE	615-49850-402	36.73

Activity 49850 - Arena Total: 95.12

Fund 615 - ARENA Total: 95.12

Fund: 617 - M/P CENTER

WAYNE LUTTERMAN CONSTR	20180504	05/04/2018	CONSTRUCT PROJECT-15% DO	617-16200	4,261.80
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4,261.80

Activity: 49860 - M/P Center

ATLANTIC COCA-COLA	351990	04/23/2018	MERCHANDISE	617-49860-254	192.92
VERIZON WIRELESS	9805727809	05/03/2018	TELEPHONE - MAR 21 - APR 2	617-49860-321	40.89
RAGE INC - CAMPUS CLEANER	04-010780	04/17/2018	SERVICE - COMM CENTER	617-49860-406	59.50
COTTONWOOD CO AUD/TREA	20180515	03/27/2018	PROP TAX 5-15-18-WINDOM	617-49860-460	100.00
SECR REV FUND/CITY OF WD	20180427	04/27/2018	PETTY CASH - FIREMAN'S DAN	617-49860-480	1,200.00
INDOFF, INC	3096503	04/23/2018	SUPPLIES	617-49860-480	38.99

Activity 49860 - M/P Center Total: 1,632.30

Fund 617 - M/P CENTER Total: 5,894.10

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001358	04/27/2018	Federal Tax Withholding	700-21701	9,499.75
MN Department of Revenue -	INV0001357	04/27/2018	State Withholding	700-21702	4,642.94
Internal Revenue Service-Payr	INV0001359	04/27/2018	Social Security	700-21703	11,932.02
MN Pera	INV0001351	04/27/2018	PERA	700-21704	13,374.40

Expense Approval Report

Payment Dates: 04/27/2018 - 05/04/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0001352	04/27/2018	PERA	700-21704	6,065.34
MN Pera	INV0001353	04/27/2018	PERA	700-21704	658.06
MN State Deferred	INV0001354	04/27/2018	Deferred Compensation	700-21705	5,169.11
MN State Deferred	INV0001355	04/27/2018	Deferred Roth	700-21705	535.00
Internal Revenue Service-Payr	INV0001356	04/27/2018	Medicare Withholding	700-21711	3,417.80
SELECTACCOUNT	38664033	05/02/2018	FLEX SPENDING	700-21712	418.89
					55,713.31
Fund 700 - PAYROLL Total:					55,713.31
Grand Total:					286,833.00

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	7,010.17
211 - LIBRARY	1,264.44
225 - AIRPORT	30.00
235 - AMBULANCE	2,989.22
250 - EDA GENERAL	17,099.39
254 - NORTH IND PARK	1,540.63
601 - WATER	4,516.65
602 - SEWER	2,471.94
604 - ELECTRIC	27,079.25
609 - LIQUOR STORE	49,625.06
614 - TELECOM	111,503.72
615 - ARENA	95.12
617 - M/P CENTER	5,894.10
700 - PAYROLL	55,713.31
Grand Total:	286,833.00

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	35.29
100-41310-200	Office Supplies	26.39
100-41310-321	Telephone	46.20
100-41310-331	Travel Expense	89.93
100-41910-200	Office Supplies	119.07
100-41910-321	Telephone	36.20
100-41940-406	Repairs & Maint - Groun	731.00
100-41940-460	Miscellaneous Taxes	100.00
100-42120-200	Office Supplies	46.09
100-42120-321	Telephone	375.05
100-42120-323	Radio Units	266.00
100-42120-326	Data Processing	593.68
100-42120-327	Interpretation Fees	24.32
100-42120-405	Repairs & Maint - Vehicl	819.20
100-42120-480	Other Miscellaneous	90.15
100-42220-217	Other Operating Supplie	24.12
100-42220-308	Training & Registrations	20.21
100-42220-331	Travel Expense	75.00
100-42220-405	Repairs & Maint - Vehicl	2,595.99
100-43100-224	Street Maint Materials	668.98
100-43100-321	Telephone	61.40
100-43100-460	Miscellaneous Taxes	100.00
100-43210-480	Other Miscellaneous	27.90
100-45202-460	Miscellaneous Taxes	38.00
211-45501-402	Repairs & Maint - Struct	772.50
211-45501-435	Books and Pamphlets	391.94
211-45501-460	Miscellaneous Taxes	100.00
225-45127-460	Miscellaneous Taxes	30.00
235-42153-217	Other Operating Supplie	461.54
235-42153-321	Telephone	108.60
235-42153-326	Data Processing	2,403.00
235-42153-406	Repairs & Maint - Groun	16.08
250-46520-200	Office Supplies	49.13
250-46520-321	Telephone	26.89
250-46520-331	Travel Expense	235.93
250-46520-334	Meals/Lodging	14.70
250-46520-462	Real Estate Taxes	13,412.74
250-49980-602	Other Long-Term Obliga	2,248.91
250-49980-612	Other Interest	1,111.09

Account Summary

Account Number	Account Name	Payment Amount
254-46520-381	Electric Utility	135.37
254-46520-462	Real Estate Taxes	1,405.26
601-49400-216	Chemicals and Chemical	4,127.71
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	96.44
601-49400-404	Repairs & Maint - M&E	225.00
602-49450-216	Chemicals and Chemical	604.50
602-49450-310	Lab Testing	1,667.60
602-49450-321	Telephone	71.79
602-49450-381	Electric Utility	128.05
604-14200	Inventory	5,369.66
604-16300	Improvements Other Th	4,600.00
604-22000	Prepayments	912.94
604-49550-200	Office Supplies	73.46
604-49550-241	Small Tools	456.19
604-49550-321	Telephone	120.91
604-49550-331	Travel Expense	72.49
604-49550-405	Repairs & Maint - Vehicl	-42.94
604-49550-408	Repairs & Maint - Distrib	1,499.91
604-49550-410	Repairs & Maint - Gener	3,538.68
604-49550-450	Conservation	9,177.95
604-49550-460	Miscellaneous Taxes	100.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-200	Office Supplies	2,577.00
609-49751-217	Other Operating Supplie	98.62
609-49751-251	Liquor	15,396.65
609-49751-252	Beer	23,972.72
609-49751-253	Wine	4,913.94
609-49751-254	Soft Drinks & Mix	922.88
609-49751-259	Non- Alcoholic	65.97
609-49751-261	Other Merchandise	49.59
609-49751-321	Telephone	56.02
609-49751-326	Data Processing	266.29
609-49751-333	Freight and Express	395.43
609-49751-340	Advertising & Promotion	809.95
609-49751-460	Miscellaneous Taxes	100.00
614-49870-200	Office Supplies	46.92
614-49870-211	Cleaning Supplies	21.33
614-49870-227	Utility System Maint Sup	973.32
614-49870-321	Telephone	303.12
614-49870-441	Transmission Fees	48.10
614-49870-442	Subscriber Fees	101,137.34
614-49870-443	Intergovernmental Fees	1,535.82
614-49870-445	Switch Fees	119.04
614-49870-447	Internet Expense	6,100.00
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	80.47
614-49870-460	Miscellaneous Taxes	100.00
614-49870-480	Other Miscellaneous	88.26
615-49850-321	Telephone	58.39
615-49850-402	Repairs & Maint - Struct	36.73
617-16200	Buildings	4,261.80
617-49860-254	Soft Drinks & Mix	192.92
617-49860-321	Telephone	40.89
617-49860-406	Repairs & Maint - Groun	59.50
617-49860-460	Miscellaneous Taxes	100.00
617-49860-480	Other Miscellaneous	1,238.99
700-21701	Federal Withholding	9,499.75

Account Summary

Account Number	Account Name	Payment Amount
700-21702	State Withholding	4,642.94
700-21703	FICA Tax Withholding	11,932.02
700-21704	PERA Contributions	20,097.80
700-21705	Retirement	5,704.11
700-21711	Medicare Tax Withholdi	3,417.80
700-21712	Flex Account	418.89
	Grand Total:	<u>286,833.00</u>

Project Account Summary

Project Account Key	Payment Amount
None	286,833.00
Grand Total:	<u>286,833.00</u>

5-4-18
B

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

City of Windom 2018 EMS Week Proclamation

WHEREAS, emergency medical services are vital public services; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, 7 days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council in recognition of this event does hereby proclaim the week of May 20-26, 2018, as

EMERGENCY MEDICAL SERVICES WEEK.

The Mayor and City Council encourage the community to observe this week with a sincere "Thank You" to all our dedicated Emergency Medical Services members.

Adopted by the Council this 15th day of May, 2018.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM DIANE NOYES TO THE WINDOM LIBRARY

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

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

WHEREAS, Diane Noyes has designated the donation is to be used as deemed appropriate for the Windom Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$500.00 offered by Diane Noyes for the Windom Library.

Adopted by the Council this 15th day of May, 2018.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: Dan Ortmann, Fire Chief
DATE: 5/10/2018
RE: Minnesota Department of Natural Resources Grant Application
DEPT: Fire Department
CONTACT: Dan Ortmann 822-0272

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the proposed grant application:

1. Approve by Motion the submission of a grant application to Minnesota Department of Natural Resources (DNR) Rural Fire Department Volunteer Fire Assistance Matching Grant.

Issue Summary/Background

The Fire Department is recommending to the Council the submission of a grant application through the DNR Rural Fire Department Volunteer Fire Assistance Grant Program. Grant funds would be used to purchase Wildland Personal Protection Gear for a total project cost of \$10,000. The Grant would require a dollar-for-dollar match of \$5,000.

Fiscal Impact

Matching Funds	\$5,000
----------------	---------

Attachments

1. Grant Application

Minnesota Department of Natural Resources

402 SE 11th Street • Grand Rapids, MN • 55744



DEPARTMENT OF
NATURAL RESOURCES

March 15, 2018

2019 Volunteer Fire Assistance Grants

Enclosed is the 2019 Volunteer Fire Assistance (VFA) grant application project proposal form. The grant application deadline is June 1, 2018. The end of this grant period will be June of 2019.

General Information: The Volunteer Fire Assistance Grant program is a cost-share program. It provides financial and technical assistance to Minnesota fire departments in cities or communities with a population under 10,000. The primary objectives of the program are saving lives and protecting property in rural areas.

Level of Assistance: Approximately 170 to 250 grants up to \$5,000 are awarded in Minnesota annually. The grants are made on a 50:50 match basis. As an example, if your application is for \$2,000.00, a \$1,000.00 reimbursement would be the maximum match awarded. Rural fire departments must use the grant money for fire protection and comply with existing State and County rural fire protection plans.

Priorities: Priority is given to fire departments that have the greatest need and participate in a Community Wildfire Protection Plan (CWPP), or a county all hazard mitigation plan. Additional considerations include the type of project, fire runs and number of previous years funded. Fire departments will not receive funding if MFIRS (MN Fire Incident Reporting System) reports are not filed with the State Fire Marshal's office each year.

EXAMPLES of acceptable projects:

- Establishing a new fire department or re-organizing a non-active fire department.
- Converting Federal Property vehicles to fire control rigs.
- Communications equipment – pagers or radios must be compatible with the counties' 911 system.
- Rural water cistern system.
- Personal Protective Equipment (PPE), both wildland and structural.
- Water movement apparatus (hose, nozzles, pumps, slip in units, foam units, etc.)

Grants are NOT allowed for:

- Repair or construction of buildings.
- Urban water systems including wells.
- Land acquisition.
- Routine maintenance, such as tires, batteries, radios batteries, tune-ups.
- Emergency medical supplies, ambulance equipment, water rescue items, etc.
- Purchase of vehicles, UTV's or ATV's or trailers.
- Thermal imaging cameras
- Sirens
- Used equipment.

www.mndnr.gov

AN EQUAL OPPORTUNITY EMPLOYER



PRINTED ON RECYCLED PAPER CONTAINING A MINIMUM OF 10% POST-CONSUMER WASTE

RURAL FIRE DEPARTMENT VOLUNTEER FIRE ASSISTANCE (VFA) MATCHING GRANT PROJECT PROPOSAL

Complete Mail or email to: **Rural Fire Grant Project Proposal**
 MN Interagency Fire Center
 402 SE 11th Street
 Grand Rapids, Minnesota 55744
 shelly.serich@state.mn.us

➔ POSTMARKED NO LATER THAN..... JUNE 1, 2018

Fire Department: <i>Windom Fire Dept</i>	Name & Title of person filling out form: <i>Dan Ortman - Fire Chief</i>
Official FD Mailing Address: <i>444 9th Street</i>	Telephone: Day: <i>507-822-0272</i> Night: <i>507-822-0272</i> Cell: <i>507-822-0272</i> Fire Hall: <i>507-832-8688</i>
City, State, Zip: <i>Windom, MN - 56101</i>	FD e-mail: <i>wfd55@windom.mn.com</i>

1. Population directly benefiting from the project: 6844
2. Fire Department's protection area (square miles): 2.17
 (excluding mutual aid area)
3. Number of fire incidents for the previous year: wildland 10 structural 10 other 45
4. Does the department participate in a Community Wildfire Protection Plan? Yes No
5. Fill in the estimated total cost of the project(s) with the dollar amount.

\$ <i>5000.00</i>	Wildland Personal Protective Gear	\$	Hose, nozzles, water movement items
\$	Excess Property Equipment Conversion	\$	Radios/pagers
\$	Wildland equipment	\$	Breathing apparatus
\$	Foam unit	\$	Structural Turnout Gear
\$	Slip-on-unit	\$	Cascade system
\$	Pumps	\$	Structural Equipment (be specific)
\$	Water storage system	\$	
\$	Other miscellaneous projects (please describe)	\$	

Fire Department Chief's Signature: *Dan Ortman* **Date:** *4.9.2018*

OFFICE USE ONLY:

GRANT APPROVED UP TO \$ _____ PRIORITY IS FOR _____

APPROVAL/DATE: _____ CONTRACT NUMBER _____

Modified Project: _____ Approval/date: _____

Exhibit A

ACTION ITEM



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

TO: City Council
FROM: Mike Haugen
DATE: May 9, 2018
RE: **2018 Wastewater Treatment Plant Improvement Project**
DEPT: Wastewater
CONTACT: Mike Haugen 832-8667

Recommendations/Options/Action Requested

1. Adopt Resolution Approving Plans and Specifications for the 2018 Wastewater Treatment Plant Improvement Project.
-

Issue Summary/Background

Engineer Kelly Yahnke from Bolton & Menk will attend the Council Meeting and will review the Plans and Specifications for the 2018 Wastewater Treatment Plant Improvement Project with the Council.

Fiscal Impact

Estimated cost for the project is \$15.3 Million.

Funding for the project has not been finalized. Anticipated funding includes \$7 Million from Point Source Implementation Grant (PSIG) funds and \$3 Million State Bonding Funds for an approximate total of \$10 Million from Grant/State Bond sources.

Attachments

1. Funding Spreadsheet.
2. Plans and Specifications for 2018 Wastewater Treatment Plant Improvement Project.
3. Resolution Approving Plans and Specifications for 2018 Wastewater Treatment Plant Improvement Project.

User Rate Comparison - 2020
Wastewater Treatment Facility Improvements
Windom. Minnesota
15-May-18

Estimated Project Cost: \$15,271,192
PFA Interest Rate: 1.20%
Term of Loan: 20 years
2016 Average User Rate/ Month: \$34.03
Current Average User Rate/ Month: \$38.31
Average User Monthly Flow: 5,000 gallons

Grant Type	Grant Value	Loan Amount	Yearly Debt Service Value	City Yearly Debt Service Share	Average User Rate/ Month
No Grant	\$0	\$15,271,192	\$863,400	\$474,870	\$52.50
PSIG Grant	\$7,000,000	\$8,271,192	\$467,635	\$257,199	\$42.41
PSIG Grant + \$3 Million	\$10,000,000	\$5,271,192	\$298,025	\$163,914	\$39.99

Note:

1. Prime Pork and Windom Wash Paying their share of the Construction and Operations Costs
 Prime Pork @ 40%
 Windom Wash @ 5%

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE
“2018 WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT”**

WHEREAS, pursuant to a resolution adopted by the Council on May 1, 2018, Bolton & Menk Inc. has prepared plans and specifications for the proposed “2018 Wastewater Treatment Plant Improvement Project” and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved and shall be filed in the Office of the City Clerk/Administrator.
2. The City Clerk/Administrator shall prepare an advertisement for bids for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Bids will be received and accepted by the City Clerk/Administrator until 2:00 p.m. on June 26, 2018. At said time, the bids will be publicly opened by the City Clerk/Administrator and Project Engineer in the City Hall Council Chambers. Bids will then be tabulated and will thereafter be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. The bid for such improvements will be awarded on or before October 2, 2018, at the City Council Meeting scheduled for 7:30 p.m.

Adopted by the Council this 15th day of May, 2018.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: Dana Wallace, SRO
DATE: May 9, 2018
RE: Street Closure
DEPT: Police
CONTACT: Dana Wallace , SRO 831-6910 x 505

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding Request for Street Closure:

1. Approve closing a portion of 17th Street to conduct Bike Safety Training.
-

Issue Summary/Background

Request to close the 1500 Block of 17th Street (near Perkins Creek west exit) for 4th-6th grade Bike Education at Windom Area High School.

When: Friday, May 25th and Tuesday, May 29th

From:

8:10am - 9am

9:45a- 10:40a

12:45p- 1:45p

Officer Dana and Windom PE teachers are conducting a two-week Bike Safety curriculum with the 4-6th graders. On May 25th and 29th, they will be practicing proper turns at intersections. They will need a few barricades and they will have the kids/staff put up and take down the barricades when they aren't using the intersection. (See Map)

Fiscal Impact

None

Attachments

Map of location



Windom Area High School

Split-Rock Landscape Supply

1500 Perkins Creek

17th St

17th St

MEMO



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

TO: City Council
FROM: Brian Cooley
DATE: **April 13, 2018**
RE: Steve Nasby
DEPT: Street and Parks
CONTACT: Brian Cooley -- brian.cooley@windommn.com (507) 831-6137

After following up on a soft spot in front of a citizen's mail box on Mathew Drive, I notice a few others in both directions on the same side of the road. I found the tile on the side of the road to be damaged and plugged with dirt. This is not allowing the road to drain properly, causing the road to have soft spots in it. Part of the road has also washed down into the west ditch plugging the culvert next to County road 15. I will work with the water department and have them try to jet out the tile. If it is to plugged, we may have to replace portions of it.

I have had a conversation with Jed Rhubee at the County Road Maintenance Superintendent and he informed me that County road 15 is getting milled and getting an overlay this year. This would allow us to repair the tile without having to disturb the bituminous portion.

I believe we can accomplish this with our own workers. The only cost will be materials, which we won't know until we expose the tile.

ACTION ITEM



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

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: MAY 15, 2018
RE: PROPOSED NEW ORDINANCE – “SIDEWALK CAFES”
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a proposed new ordinance:

1. Review and approve the first reading of **Ordinance No. 170, 2nd Series** creating new City Code sections covering “**Sidewalk Cafes**” in Windom.
-

Issue Summary/Background

As a means of supporting local arts and business and also encouraging community interaction, walking and more pedestrian activity, the Development Department researched Sidewalk Cafe, Parklet and Outdoor Seating policies and ordinances from other Cities. This research, along with recommendations from the City Attorney, Police Chief, and Planning Commission, was used to develop a proposed new ordinance governing the installation and maintenance of “Sidewalk Cafes” and associated “Sidewalk Extensions”.

The proposed Ordinance also outlines the permit process and provides for notification to adjacent property owners prior to the City Council’s approval of a proposed sidewalk cafe.

Fiscal Impact

There should be no fiscal impact to the City. A proposal concerning a new permit fee for issuance of a Sidewalk Cafe Permit will be presented to the City Council at the June 5th Meeting.

Attachments

1. Ordinance No. 170, 2nd Series.
2. Photo of a sidewalk cafe (Hopkins, Minnesota).

ORDINANCE NO. 170, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE CHAPTER 95, ENTITLED "STREETS AND SIDEWALKS", BY ADDING NEW SECTIONS ON "SIDEWALK CAFES"

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City has received a proposal for installation of a sidewalk cafe on property situated around the Courthouse in the "Downtown Square"; and

WHEREAS, City Code Section 95.11 sets forth the procedure through which an application can be made to the City to grant special permission for the use of on-street parking or public sidewalks for private use on terms and for compensation as the Council may deem just and equitable; and

WHEREAS, it is necessary to adopt guidelines for permitting, installation and operation of sidewalk cafes; and

WHEREAS, the Planning Commission has reviewed a proposed "Sidewalk Cafe" Ordinance and recommended its adoption by the City Council; and

WHEREAS, it is in the best interests of the citizens of Windom that Chapter 95, entitled "Streets and Sidewalks", be amended to add new sections on "Sidewalk Cafes" as set forth herein.

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

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY INSERTING THE FOLLOWING NEW SECTIONS IN CHAPTER 95:

"SIDEWALK CAFES"

§ 95.19 PURPOSE AND GOALS

(A) *Purpose.* The purpose of these sections is to establish guidelines for the design and location of both public and private sidewalk cafes. These guidelines will aid the City of Windom and the Windom City Council in determining whether or not to grant the private use of public streets and sidewalks as allowed in §95.11 of the Windom City Code. These sections will provide a formal mechanism and permit process for business owners to develop sidewalk cafes in the public right- of-way adjacent to their businesses.

(B) *Goals.* The goals of these sections are to create an inviting environment that supports local arts and business in the Central Business District and promote properly designed sidewalk cafes that encourage community interaction and pedestrian traffic by creating a new urban streetscape.

§ 95.20 DEFINITIONS

DOWNTOWN SQUARE. The immediate area which surrounds the Courthouse Square and specifically properties situated on Third and Fourth Avenues between Ninth and Tenth Streets and on Ninth and Tenth Streets between Third and Fourth Avenues.

PRIVATE SIDEWALK CAFE. An area adjacent to a business in the Downtown Square that provides outdoor seating in the public right-of-way only for use by the customers of that business.

PUBLIC RIGHT-OF-WAY. The area on, below, or above a public sidewalk, any sidewalk extensions, bicycle lane, and the public street/roadway/highway. For purposes of Sections 95.19 through 95.25, "public right-of-way" refers to the public sidewalk.

PUBLIC SIDEWALK CAFE. An area in the public right-of-way in the Downtown Square that provides outdoor seating for the general public.

SIDEWALK EXTENSION. An extension of the public sidewalk around a sidewalk cafe to provide free and unobstructed use of the public sidewalk.

§ 95.21 LOCATION

Sidewalk cafes must be located on a public sidewalk around the Downtown Square. Sidewalk cafes must be situated a minimum of fifteen feet (15') from a fire hydrant. Sidewalk extensions shall only occupy lawful parking spaces.

§ 95.22 SIDEWALK CAFE DESIGN AND MAINTENANCE

(A) A Private Sidewalk Cafe shall be operated and maintained by the business it serves pursuant to the following provisions.

- (1) The sidewalk cafe must be adjacent and contiguous to the business it serves.
- (2) The sidewalk cafe must be accompanied by a sidewalk extension if it occupies the majority of the sidewalk.
- (3) The sidewalk cafe shall not obstruct the sidewalk extension.
- (4) The sidewalk cafe must be delineated by approved materials that make it easily distinguishable from the public sidewalk.
- (5) Twenty percent (20%) of fixed seating must be accessible.

(6) Tables, furniture, umbrellas and other fixtures must be suitable for outdoor use and maintained by the business served by the sidewalk cafe.

(7) Businesses that intend to serve alcohol in a sidewalk cafe may only do so under the provisions of their liquor licenses and all other City of Windom codes and policies.

(8) The owners of the property served by a sidewalk cafe shall be responsible for installation, maintenance and removal of the sidewalk extension as set forth in this Policy.

(9) The owners of the property served by a sidewalk cafe shall be responsible for maintaining liability insurance in an amount acceptable to the City, which shall name the City as an additional insured, and shall hold the City harmless and indemnify the City from any damages to items situated in the sidewalk cafe or the sidewalk extension area; any damages to the sidewalk or adjacent parking spaces caused by the installation, placement or removal of the sidewalk cafe or sidewalk extension; and any injuries to the business owners, employees, patrons, or the general public incurred in the sidewalk cafe or in the sidewalk extension area.

(10) The City Council may impose any additional conditions it deems necessary in the interest of the public health, safety and welfare at the time of initial approval or any renewal of the permit for a sidewalk cafe. The conditions set forth allowing the sidewalk cafe shall be reviewed during the annual renewal period.

(11) *Public Sidewalk Cafes* (public outdoor seating areas adjacent to City property) in the Downtown Square will be governed under the same provisions, but will only occupy the public right-of-way adjacent to City-owned property. The City of Windom will construct, install, remove and maintain the sidewalk extensions associated with a *public* sidewalk cafe.

§ 95.23 SIDEWALK EXTENSION DESIGN

(A) Sidewalk extensions shall provide free and unobstructed use of the public sidewalk around a sidewalk cafe. Sidewalk extensions shall be built, installed, removed and maintained by the owners of the property adjacent to the sidewalk cafe according to the following provisions.

(1) Sidewalk extensions may occupy no more than three (3) diagonal or one (1) parallel parking space(s).

(2) Design and building materials must be adequate to support the weight of pedestrians using the extension. The sidewalk extension shall not shift, buckle or otherwise move under normal use.

(3) The floor surface of the sidewalk extension shall be stable, firm, and slip resistant. Openings in floor surfaces shall not be more than one-half inch (1/2") wide.

(4) The sidewalk extension must be level across and flush with the existing sidewalk at both points of entry.

(5) The sidewalk extension must include a traffic control barrier that encompasses the entire exterior boundary of the sidewalk extension, is a minimum of three feet (3') high, and includes reflective material on all sides exposed to traffic.

(6) Sidewalk extensions that are placed in diagonal parking spaces shall include approved reflective "No Parking" signs to discourage parking in the remainder of the parking area between the sidewalk extension and the street.

(7) The sidewalk extension shall provide at least four feet (4') of clear unobstructed travel space between the sidewalk cafe and traffic control barriers.

(8) The sidewalk extension shall be a maximum of eight feet (8') wide including traffic control barriers.

(9) The sidewalk extension shall not prohibit the adequate drainage of storm water in the existing street.

(10) Sidewalk extensions shall be prohibited between October 1st and May 1st. The City reserves the right to change the permitted dates based on emergency or weather-related conditions.

§ 95.24 ANNUAL RENEWAL

Any permitted sidewalk cafe shall be deemed annual and, as such, will be required to apply for a permit annually. No expectation shall be assumed by the permit holder that the sidewalk cafe permit will be renewed.

§ 95.25 PERMIT REQUIRED

(A) The following information, at a minimum, must be submitted to the Windom Development Department for the consideration of a sidewalk cafe permit. The Windom Development Department may request additional information necessary to determine if the proposed sidewalk cafe meets all requirements. The Permit Application will then be submitted to the City Council for final approval and authorization to issue the permit. In the event that an application is denied, the permit fee will be refunded to the applicant.

(1) Fully-completed permit application.

- (2) Permit Fees (to be established by City Council Resolution).
- (3) Site plan detailing location and size of sidewalk cafe and sidewalk extension.
- (4) Design plan detailing building materials for sidewalk extension, traffic control barrier and sidewalk cafe barrier.

(5) Floor plan that includes: (a) the amount of seating, (b) arrangement of tables, chairs and any other furniture or fixtures, and (c) the type of furniture and any other fixtures proposed on the sidewalk cafe.

(6) Certificate of liability insurance that includes the coverage for the proposed sidewalk cafe and sidewalk extension listing the City of Windom as an additional insured.

(7) All other property owners on the same block (fronting the Courthouse Square) will be notified of the proposed sidewalk cafe by First Class U. S. Mail at least fourteen (14) calendar days prior to the City Council Meeting at which the proposal will be considered and will have an opportunity to express their comments prior to City Council action on the proposal.

(B) Permits issued under the provisions of this policy are not assignable or transferable in any situation and are applicable only to the person filing the application.

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

This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 5th day of June, 2018.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: May 15, 2018
2nd Reading: June 5, 2018
Adoption: June 5, 2018
Published: June 13, 2018



ACTION ITEM



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

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: MAY 15, 2018
RE: PROPOSED NEW ORDINANCE – OUTDOOR SALES/SERVICE OF ALCOHOLIC BEVERAGES
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a proposed new ordinance:

1. Review and approve the first reading of **Ordinance No. 171, 2nd Series** creating new City Code sections covering “**Outdoor Sales/Service of Alcoholic Beverages**” in Windom.
-

Issue Summary/Background

Businesses that receive a liquor license are allowed, under state statute, to have an outdoor sales and service area that is “compact and contiguous” to the licensed business premises. Currently there is no specific ordinance in the City Code that regulates the outdoor sales/service of alcoholic beverages. The result has been inconsistent regulations and requirements for the businesses in Windom. This proposed new ordinance will create fair and consistent requirements for all businesses that intend to offer the sales/service of alcohol in outdoor areas.

An applicant for a liquor license would be required to declare its intention to provide outdoor sales/service of alcoholic beverages in its annual license application. If the City Council approves the liquor license application and proposal for an outdoor area, an endorsement to the liquor license would be granted.

This ordinance will provide the City with an opportunity to review each outdoor area annually at the time of renewal of the business’ liquor license. The proposed ordinance also provides options to the City (during the license period) in response to non-compliance with the requirements of the ordinance and other local and state laws.

This proposed ordinance has also been reviewed by the City Attorney, Police Chief, and City Staff familiar with the liquor licensing requirements of the City. On May 8th, the Planning Commission reviewed the proposed ordinance and recommended that the City Council hold the first reading of the ordinance at its meeting on May 15th.

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Ordinance No. 171, 2nd Series.

ORDINANCE NO. 171, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE CHAPTER 118, ENTITLED "ALCOHOLIC BEVERAGES", BY ADDING NEW SECTIONS ON "OUTDOOR SALES/SERVICE OF ALCOHOLIC BEVERAGES"

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City has received requests for clarification of the regulations concerning the sales and service of alcoholic beverages in outdoor areas which are contiguous to an establishment that is licensed to sell/serve alcoholic beverages to the public; and

WHEREAS, City Code Chapter 118 sets forth the regulations and licensing requirements concerning the sales and service of alcoholic beverages in the City of Windom; and

WHEREAS, it is necessary to adopt guidelines for sales and service of alcoholic beverages in outdoor areas owned by individuals/establishments that are licensed for the sales/service of beer, wine and/or liquor; and

WHEREAS, the Planning Commission has reviewed a proposed "Outdoor Sales/Service of Alcoholic Beverages" Ordinance and recommended its adoption by the City Council; and

WHEREAS, it is in the best interests of the citizens of Windom that Chapter 118, entitled "Alcoholic Beverages", be amended to add new sections on "Outdoor Sales/Service of Alcoholic Beverages" as set forth herein.

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

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY INSERTING THE FOLLOWING NEW SECTIONS IN CHAPTER 118:

"OUTDOOR SALES/SERVICE OF ALCOHOLIC BEVERAGES"

§ 118.050 DEFINITIONS

LICENSE ENDORSEMENT. An endorsement to an on-sale Beer, Wine and/or Liquor License issued by the City which allows for the sales and service of beer, wine and/or liquor in outdoor areas.

OUTDOOR AREA. An area that is compact and contiguous to the principal structure owned by the person(s) or establishment named as the licensee for the Beer, Wine and/or Liquor License issued by the City.

SIDEWALK CAFE. Sidewalk cafes are permitted in the Downtown Square. See City Code Section 95.20 for definitions and City Code Sections 95.19 through 95.25 for regulations for sidewalk cafes.

§ 118.051 LICENSE REQUIRED

Any person or establishment that intends to offer sales and service of beer, wine and/or liquor in an outdoor area shall obtain an endorsement on its on-sale beer, wine and/or liquor license(s) from the City permitting such sales and service. The licensee must declare its intention to provide outdoor sales and services in its annual license application(s).

§ 118.052 REQUIREMENTS FOR SALES AND SERVICE IN OUTDOOR AREAS

(A) A person or establishment that is granted an endorsement from the City of Windom for the sales/service of any alcoholic beverage in an outdoor area shall comply with the following requirements:

(1) *Time of Sales and Service.* The outdoor area in which alcohol will be served or consumed shall only be open during the hours set forth in City Code Sections 118.041, 118.045, and 118.049 pursuant to the on-sale license issued to the person(s)/establishment.

(2) *Location and Barrier.* The outdoor area shall be compact and contiguous to the principal building and shall be defined by the use of a barrier around the entire perimeter of the outdoor area. A barrier may include, but is not limited to, vegetative screening, fences (according to Sections 152.420 thru 152.428 of this Code), or railings. Fences, railings and similar structures must create an effective barrier between a height of six inches and thirty six inches (at a minimum) above grade level. Permitted sidewalk cafes in the Downtown Square shall install a continuous barrier of vegetative screening, fences, or railings around the perimeter of the sidewalk cafe. This barrier shall be a minimum of 36" in height and delineate the sidewalk cafe from the public sidewalk. (See City Code Sections 95.20 through 95.25 for additional requirements for sidewalk cafes and sidewalk extensions.)

(3) *Access.* The primary access and egress to/from the outdoor area shall be from the main premise (building) and no other access or egress openings will be allowed, except those required for emergency exits. Permitted sidewalk cafes in the Downtown Square may be allowed to have one gateway access from the sidewalk adjacent to their main business entrance. Patrons shall not leave the premises, the outdoor area, or the sidewalk cafe with a drink nor can drinks be taken onto a public sidewalk.

(4) *Supervision.* A manager shall be assigned the responsibility of supervising the activities of the outdoor area at all times the outdoor area is in operation.

(5) *Waste Collection.* Adequate garbage receptacles shall be provided for the outdoor area.

(6) *Maintenance.* Outdoor area facilities, barriers and furniture shall be suitable for outdoor use, secured, and maintained by the business served by the outdoor area.

(7) *Amplification:* The use of amplification is allowed pursuant to an event amplification permit issued by the City. Amplification of the outdoor area shall be governed by the provisions of Sections 90.20, 90.23 and 90.26 of the Windom City Code and any other permit requirements. Background music that does not disturb the peace of the surrounding area is permitted during hours when service of alcoholic beverages is permitted.

(8) *Non-smoking:* The use of the outdoor area shall be in compliance with state no smoking regulations. Smoking may be allowed in the outdoor area, provided it is in compliance with the Minnesota "Freedom to Breathe Act of 2007".

(9) *Compliance:* The endorsement to the licensee's licenses for the outdoor area shall be approved on a provisional basis. The Council may revoke, suspend or decline to renew the endorsement for the outdoor area portion of the licensed premises on the grounds of failure to comply with the conditions outlined in this ordinance or other local or state laws.

(10) *Liability Insurance:* The outdoor area must be included in the required liquor liability insurance for the premises. The licensees shall hold the City harmless and indemnify the City from any damages or injuries incurred in connection with the installation, use, or removal of the outdoor area.

(11) *Additional Conditions:* The City Council may impose any additional conditions it deems necessary in the interest of the public health, safety and welfare at the time of initial approval or any renewal of the endorsement for an outdoor area. The conditions set forth allowing the outdoor area shall be reviewed during the annual renewal period.

§ 118.053 FAILURE TO COMPLY.

Failure to comply with the provisions of these sections or any other applicable provisions of local, State, or Federal law may result in the suspension or revocation of the outdoor sales/service endorsement. Additional violations may result in suspension or revocation of the licensee's beer, wine and/or liquor license(s).

§ 118.054 NO EXPECTATION OF RENEWAL.

Any endorsement issued for outdoor sales/service of beer, wine and/or liquor shall be deemed annual and as such, no expectation shall be assumed by the licensee that the endorsement for outdoor sales/service will be renewed.

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

This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 5th day of June, 2018.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: May 15, 2018
2nd Reading: June 5, 2018
Adoption: June 5, 2018
Published: June 13, 2018

ACTION ITEM



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

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: MAY 15, 2018
RE: VARIANCE APPLICATION
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

The Planning Commission and Staff recommend that the City Council approve the zoning application submitted by Steven Erickson and Christine Erickson for a variance regarding a proposed new accessory building.

Issue Summary/Background

Applicants & Owners: Steven Erickson & Christine Erickson
Property Address: 629 Western Avenue
Legal Description: East 3 Feet of Lot 1; Lots 2 and 3; and Lot 4 Except the South 48 Feet, in Block 2 of Reeve Subdivision to the City of Windom, Cottonwood County, Minnesota.
Parcel No.: 25-679-0040

The Applicants are requesting a variance from the City Code to allow the construction of a detached accessory building that will differ in construction type and materials from the principal building (house) on the property. [City Code Section 152.327(A) requires a variance when the type of construction and building materials vary from those of the principal building on the lot.]

The proposed new accessory building complies with all other requirements of the City Code. The Applicants propose to use the property in a reasonable manner. The variance is in harmony with the general purposes and intent of the City ordinance.

Please refer to the Planning Commission Minutes from the May 8, 2018, Meeting for further details and discussion on these matters.

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Notice of Public Hearing,
2. Zoning Application,
3. Supplemental Information: Aerials of the property, property photos, elevation drawings of the building.

**Building & Zoning Office
City Hall, 444 9th Street, P.O. Box 38
Windom, MN 56101
Phone: 507-831-6125**

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
VARIANCE APPLICATION – ACCESSORY BUILDING
(CONSTRUCTION TYPE & MATERIALS)**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.565-152.568, notice is hereby given that the Applicants and Owners, STEVEN ERICKSON and CHRISTINE ERICKSON, husband and wife, of 629 Western Avenue, Windom, Minnesota, have submitted a zoning application for a variance for property located in an R-1 District. The Applicants request a variance to allow the construction of a detached accessory building that will differ in construction type and materials from the principal building (house) on the property [City Code Section 152.327(A)]. The existing structures, setbacks, lot area, and proposed placement of the detached accessory building are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

A public hearing to consider this application will be held before the Planning Commission in the City Hall Council Chambers, 444 Ninth Street, Windom, MN 56101 on Tuesday, May 8, 2018, at 7:05 p.m.

Those persons wishing to be heard on this application for consideration of a variance are requested to be at this meeting. The application materials may be reviewed in the Building & Zoning Office at City Hall prior to the Public Hearing.

Legally described as follows: East 3 Feet of Lot 1; Lots 2 and 3; and Lot 4 Except the South 48 Feet, in Block 2 of Reeve Subdivision to the City of Windom, Cottonwood County, Minnesota.

Parcel ID #: 25-679-0040

Address of the Property is: 629 Western Avenue, Windom, MN 56101

By Order of the City of Windom
Andrew Spielman, Zoning Administrator

Published: Cottonwood County Citizen (April 25, 2018)

CITY OF WINDOM, MINNESOTA

444 9th Street
Windom, MN 56101
507-831-6125

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Steven Erickson + Christine Erickson
Address 629 Western Ave
City Windom State MN Zip 56101 (Phone: 507-831-5422)

Owner(s): (If other than Applicant)
Name(s) Same as Applicants
Address _____
City _____ State _____ Zip _____ (Phone: _____)

Property Address: 629 Western Ave, Windom

Legal Description of Property: Lot(s) _____ Block(s) 2 Addition Reeve Subdivision
East 3' of Lot 1; Lots 2 and 3; Lot 4 Except South 48 feet in
Block 2 Parcel No. 25-679-0040
(If metes and bounds, attach description.)

Existing Use of Property: Residential Present Zoning: R-1

Action Requested: Conditional Use Permit _____ Variance
Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____
Planned Unit Development (PUD) _____
Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____
Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and/or required) To allow
construction of a 1,080 square foot detached accessory building on a residential lot
that is of different construction type and materials from the principal building.
[City Code Section 152.327(A)]

In signing this Application, I/we hereby acknowledge that I/we have been advised concerning the applicable provisions of the Windom Zoning and Subdivision Ordinances, current administrative procedures, and the required filing fee. I/we hereby acknowledge that the information provided in this Application is true and correct to the best of my/our knowledge.

X [Signature] X Christine Erickson
[SIGNATURES OF APPLICANT(S)]

Date: 3-29-18

Fee: \$150.00 Paid: Ck. 2087 Date: 3-29-18

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 30 day of March, 2018.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]

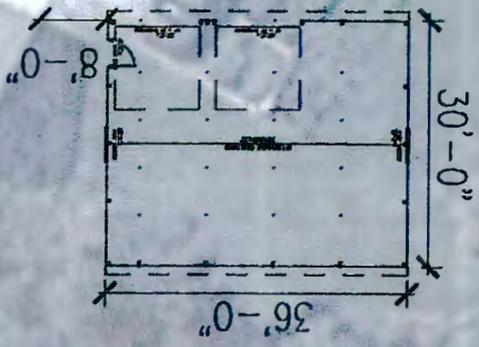


Parcel ID	256790040	Alternate ID	n/a	Owner Address	ERICKSON/ANDREW S & DAVID C
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL/SINGLE UNIT		629 WESTERN AVE
Property Address	629 WESTERN AVE 56101	Acreage	n/a		WINDOM MN 56101
District	n/a				
Brief Tax Description	E3' LOT 1; LOTS 2,3; LOT 4 EX S48' BLK 2 (Note: Not to be used on legal documents)				

Date created: 5/4/2018
 Last Data Uploaded: 5/3/2018 8:17:23 PM

 **Developed by**
 The Schneider Corporation

Western Ave

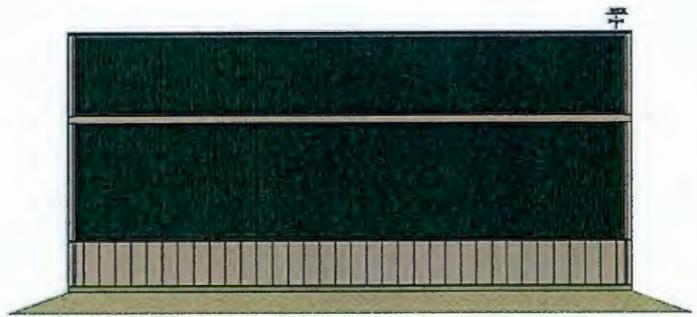








Right Elevation



Top Elevation



Left Elevation



Bottom Elevation

Customer Signature



Ag Builders
 Brandon Pletcher
 1815 1st Ave North
 Windom, MN 56101

WickBuildings.com

Date: 5-2-2018

Time: 8:44 AM

DO NOT SCALE

Steve Erickson 30 x 36 x
 10 INS
 30'-0" x 36'-0" x 10'-4" ICH

Steve Erickson
 629 Western Ave
 Windom, MN 56101

ACTION ITEM



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

TO: City Council
FROM: City Administrator
DATE: May 9, 2018
RE: Summer Intern
DEPT: City Office
CONTACT: Steve Nasby at 832-8650 or steve.nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council approve the hiring of Hallie Will as Summer Intern effective 5/21/18.

Issue Summary/Background

The Windom City Council had approved funding for a Summer Intern in the 2018 Budget at \$10/hour. Interviews were conducted and the position was offered to Hallie Will as an Intern for the City Administrative Office and the Library.

Fiscal Impact

The City Council had approved a budget for a Summer Intern for the City Administrative Office and the Library.

Attachments

1. None.

ACTION ITEM



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

TO: City Council
FROM: Al Baloun, Recreation Director
DATE: May 11, 2018
RE: Seasonal Part Time
DEPT: Recreation
CONTACT: Al Baloun 507-822-0514 (e-mail- winarena@windomnet.com)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the rehiring of the following Recreation I employees for 2018:

		Recreation			
Cade Sammons	Kyle Espenson	Connor Slette	Noah Kloss	Hunter Walkin	

Issue Summary/Background

The above list of employees have been interviewed and offered positions in the recreation department to work with the Summer 2018 Youth Baseball Programs.

Fiscal Impact

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

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: May 11, 2018
RE: Electric Line Worker – Hiring Recommendation
DEPT: Electric
CONTACT: Jason Sykora: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Hire Levi Bunting and Lucas Christians as apprentice line workers.

Issue Summary/Background

The City Council previously approved the advertising for the Electric Line Worker position. A vacancy in the Department was created with the promotion of Jason Sykora to Electric Superintendent. In addition, the Department is anticipating a retirement coming up in the new future. As such, the Windom Utility Commission recommended that two Electric Line Workers be hired if qualified candidates could be identified.

A total of 17 applications were received and five people were interviewed. Council Member Grunig, Tom Riordan (Utility Commission) and Jason Sykora, Electric Superintendent conducted the interviews and are recommending to the City Council that Levi Bunting and Lucas Christians as apprentice line workers. Mr. Bunting has worked with the Windom Electric Utility as a temporary employee (and is on staff this summer) and Mr. Christians has work experience with another utility.

Fiscal Impact

The Electric Department budget contained budgeted positions for four line workers and some additional funds for temporary/seasonal help. With the addition of both of these positions the Electric Department budget for 2018 is adequate to cover the compensation and benefits for the two new employees.

Attachments

1. None

ACTION ITEM



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

TO: City Council
FROM: Personnel Committee
DATE: May 9, 2018
RE: Update to Personnel Policy – Social Media
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Amend the Windom Personnel Policy to update information related to Computer Use Policy and Social Media.

Issue Summary/Background

From time to time the Personnel Committee reviews the Windom Personnel Policy for updates or makes changes as State statutes requires. One issue that has come up in League of Minnesota Cities workshops and trainings is the ever expanding use of social media by cities and the public.

Below is the model policy from the League of Minnesota Cities. This language is part of the Social Media Policy that was presented to the City Council for discussion in the Fall of 2017.

At this time the Personnel Committee is recommending the adoption of the following policy:

Personal Social Media Use

The City of Windom respects employee's rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees to act in a prudent manner with regard to website and internet postings that reference the City of Windom, its personnel, its operation or its property. Employees and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Windom employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the City.”

Occasional access to personal social media websites during work hours is permitted, but employees must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees should also review the data ownership language in the Windom Personnel Policy.

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Administrator's Office.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with your Supervisor and City Administrator.

Fiscal Impact

None anticipated.

Attachments

1. None



Conductor Power LLC
4993 Gull Dam Road
Brainerd MN 56401
(218) 318-7801

Contract Invoice

Invoice#: 2018-005S-004

Date: 03/29/2018

License:

Billed To: Windom Municipal Utilities
444 9th Street
PO Box 38
Windom MN 56101-0038

Project: 17-005S
1105 1st Avenue North
Windom MN 56101

Due Date: 04/28/2018

Terms: 30DY

Order#

Description	Amount
Progress Billing# 4	35,000.00

Substation
cost 16300
Gordon Ash
Allegiance
MAY 03 2018

A service charge of 0.00 % per annum will be charged on all amounts
overdue on regular statement dates.

Thank you for your prompt payment!

Sales Tax:	0.00
Invoice Total:	35,000.00
Retention:	1,750.00
Amount Paid:	0.00
Amount Due	33,250.00



Conductor Power LLC
 4993 Gull Dam Road
 Brainerd MN 56401
 (218) 316-7801

Progress Billing

Application: 4

Period: 03/29/2018

License:

Owner: Windom Municipal Utilities
 1105 1st Avenue
 North Windom MN 56101

Job Location: 17-005S
 1105 1st Avenue North
 Windom MN 56101

Client PO#: Project: N16085

Application For Payment On Contract

Original Contract.....	1,576,521.00
Net Change by Change Orders.....	-85,210.00
Contract Sum to Date.....	1,491,311.00
Total Complete to Date.....	1,180,099.00
Total Retained.....	59,004.95
Total Earned Less Retained.....	1,121,094.05
Less Previous Billings.....	1,087,844.05
Current Payment Due.....	33,250.00
Balance on Contract.....	370,216.95

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: _____

Date: 3-30-18

APPROVED

As noted on SOV

[Handwritten Signature]

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per annum. Please make checks payable to: Conductor Power LLC

Thank you for your prompt payment.

**SUBCONTRACTOR'S REQUEST FOR PAYMENT
DISTRIBUTION DETAIL**

Application No.: 4
 Application Date: 3/28/2018
 Period To: 3/31/2018
 Contractor's PO No: _____

CP - 05 S

Labor	Materials	Labor & Materials	Work From Prev Applications	Labor This Period	Materials This Period	Total Completed	% (G divided by C)	Balance to Finish (C - G)	Retainage 5%
\$ 9,919.00	\$ -	\$ 9,919.00	\$ 9,919.00			\$ 9,919.00	100.0%	\$ -	\$ 495.95
\$ 28,171.00	\$ -	\$ 28,171.00	\$ 2,000.00			\$ 2,000.00	7.1%	\$ 26,171.00	\$ 100.00
\$ 161,100.00	\$ 107,400.00	\$ 268,500.00	\$ 268,500.00			\$ 268,500.00	100.0%	\$ -	\$ 13,425.00
\$ 95,006.00	\$ 34,316.00	\$ 129,322.00	\$ 129,322.00			\$ 129,322.00	100.0%	\$ -	\$ 6,466.10
\$ 6,480.00	\$ 2,391.00	\$ 8,871.00	\$ 8,871.00			\$ 8,871.00	100.0%	\$ -	\$ 443.55
\$ 2,380.00	\$ 2,727.00	\$ 5,107.00	\$ 2,727.00			\$ 2,727.00	53.4%	\$ 2,380.00	\$ 136.36
\$ 4,348.00	\$ 963.00	\$ 5,311.00	\$ 963.00			\$ 963.00	18.1%	\$ 4,348.00	\$ 48.15
\$ 12,929.00	\$ 8,723.00	\$ 21,652.00	\$ 21,652.00			\$ 21,652.00	100.0%	\$ -	\$ 1,082.60
\$ 13,183.00	\$ 78,142.00	\$ 91,325.00	\$ 78,142.00			\$ 78,142.00	85.6%	\$ 13,183.00	\$ 3,907.10
\$ 9,358.00	\$ 1,637.00	\$ 10,995.00	\$ 1,637.00			\$ 1,637.00	14.9%	\$ 9,358.00	\$ 81.85
\$ 38,661.00	\$ 145,453.00	\$ 184,114.00	\$ 145,453.00			\$ 145,453.00	79.0%	\$ 38,661.00	\$ 7,272.65
\$ 59,913.00	\$ 74,124.00	\$ 134,037.00	\$ 74,124.00			\$ 74,124.00	55.3%	\$ 59,913.00	\$ 3,706.20
\$ 99.00	\$ 797.00	\$ 896.00	\$ 797.00			\$ 797.00	89.0%	\$ 99.00	\$ 39.85
\$ 10,713.00	\$ 664.00	\$ 11,377.00	\$ -			\$ -	0.0%	\$ 11,377.00	
\$ 10,082.00	\$ 8,056.00	\$ 18,138.00	\$ 8,056.00			\$ 8,056.00	44.4%	\$ 10,082.00	\$ 402.80
\$ 44,582.00	\$ 288,945.00	\$ 333,527.00	\$ 328,695.00			\$ 328,695.00	98.6%	\$ 4,832.00	\$ 16,434.75
\$ 8,332.00	\$ 36,989.00	\$ 45,321.00	\$ 36,989.00			\$ 36,989.00	81.6%	\$ 8,332.00	\$ 1,849.45
\$ 57,731.00	\$ 108,962.00	\$ 166,693.00	\$ 112,462.00	\$ 35,000.00		\$ 147,462.00	88.5%	\$ 19,231.00	\$ 7,373.10
\$ 103,245.00	\$ -	\$ 103,245.00	\$ -			\$ -	0.0%	\$ 103,245.00	
\$676,232.00	\$900,289.00	\$1,576,521.00	\$1,230,309.00	\$35,000.00	\$0.00	\$1,265,309.00	\$12.15	\$311,212.00	\$63,265.45
\$ (63,745.00)	\$ (21,465.00)	\$ (85,210.00)	\$ (85,210.00)			\$ (85,210.00)	100.0%	\$ -	\$ (4,280.50)
		\$ -				\$ -	#DIV/0!	\$ -	
		\$ -				\$ -	#DIV/0!	\$ -	
\$ (63,745.00)	\$ (21,465.00)	\$ (85,210.00)	\$ (85,210.00)	\$ -	\$ -	\$ (85,210.00)	100.0%	\$ -	\$ (4,280.50)
\$612,487.00	\$878,824.00	\$1,491,311.00	\$1,145,099.00	\$35,000.00	\$0.00	\$1,180,099.00	79.1%	\$311,212.00	\$59,004.95