

**Council Meeting**  
**Tuesday, November 20, 2018**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order  
Pledge of Allegiance

1. Consent Agenda

- Minutes
  - Council Minutes –November 6, 2018
  - EDA – November 9, 2018
  - Community Center Commission – November 13, 2018
  - Library Board –November 13, 2018
  - Planning Commission – November 13, 2018
  - Park & Recreation Commission – Sept. 12, Oct. 9, & Nov. 14, 2018
  - Street Committee – November 14, 2018
- Regular Bills
- Licenses
  - Exempt Gambling Permit – Des Moines River Ducks Unlimited
  - Annual Cigarette License Renewals
  - Annual Game of Skill License Renewals
  - Annual Theatre License Renewal
  - Liquor License Renewal
    - Sunbowl
    - AmericInn
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization

2. Public Hearing – 2018 Miscellaneous Special Assessments

3. Department Heads

4. MN Dept. of Transportation – Rhonda Allis – Hwy 60/71 Corridor Study Scoping

5. Community Center Commission

- A. Position Recommendation
- B. Outside Entertainment Area – Additional Funding

6. TIF District 1-14 - Decertification

7. Red Leaf Court/18<sup>th</sup> Avenue Stormwater – Engineering RFQ's

8. Street Department - Personnel Matters

- A. Hiring Recommendation
- B. New Opening - Requests

9. New Business

10. Old Business

11. Council Comments

12. Adjourn



**Regular Council Meeting  
City Hall, Council Chamber  
November 6, 2018  
8:05 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones.

2. Roll Call:

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

Council Absent: None.

City Staff Present: Steve Nasby, City Administrator; Al Baloun, Park & Recreation Director; Brian Cooley, Street Superintendent; Andy Spielman, Building & Zoning Official; Jeff Dahna, Telecom Manager; Jason Sykora, Electric Superintendent

Pledge of Allegiance

3. Consent Agenda:

- Minutes
  - Council Minutes – October 16, 2018
  - HRA – September 19, 2018
  - Community Center Commission – October 15, 2018
  - Charter Commission – October 17, 2018
  - Telecom Commission – October 22, 2018
  - Utility Commission – October 31, 2018
- Regular Bills
- Licenses
  - Liquor License Renewals
    - Phat Pheasant Pub
    - Windom Duffy's Inc.
    - River City Eatery, LLC
    - Plaza Jalisco II
    - Windom Country Club
    - China Restaurant
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization

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

Preliminary

4. Public Comment – Luke Andersen:

Not Present.

5. Department Heads:

Al Baloun, Park & Recreation Director, mentioned that the Arena and Community Center have been running a help wanted ad for on-call, temporary help. To date, one applicant (Dallas Anderson) has been interviewed and is recommended for hire at \$12.50/hour.

**Motion by Byam second by Joyce to approve hiring Dallas Anderson for part-time, temporary help at the Arena and Community Center with a rate of \$12.50/hour. Motion carried 5 – 0.**

Byam mentioned that it would be beneficial to have 3-5 additional on-call people to help in these areas.

Brian Cooley, Street Superintendent, stated that the street sweeper is back in service today after it received needed repairs. The mastic machine and materials have been received. The department is currently demolishing a hotbox. He updated the Council that the Compost Site has been closed for the season. He is looking into an alternative location for next year and encouraged all key-holders to return their site keys. The Street Department has received a resignation in the department and he would like Council approval to advertise for an immediate replacement.

**Motion by Ray second by Sherman to advertise for a Full-time Street Maintenance Position internally for 1 week, and if no applicants are received to advertise externally for the position. Motion carried 5 – 0.**

Cooley added that M & R Paving was informed to fix the patch on Rolling Green and has a few other areas that need repairs. Byam suggested looking at the stop sign placement at the intersection of 6<sup>th</sup> Street and Drake Ave.

Andy Spielman, Building & Zoning Official, reminded the Council and public of the Multi-Family Housing meeting scheduled for November 20<sup>th</sup> at 6:30 located at the City Council Chambers. This will be a round-table discussion.

6. Resolution Accepting Donations – Police Department – K-9 Unit:

**Council member Grunig introduced the Resolution No. 2018-82, entitled “AUTHORIZATION TO ACCEPT DONATIONS FOR THE WINDOM POLICE DEPARTMENT K-9 UNIT” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Grunig, Ray, Sherman, Joyce, Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

7. Hospital Re-Branding Presentation:

## Preliminary

Shelby Medina, Windom Hospital CEO, and Emily Masters, Windom Hospital Chief Human Relations Officer, presented a slideshow to the Council narrating the request to Re-Brand Windom Area Hospital. This recommendation has been approved by the Hospital Board of Directors. Significant points that were made are as follows:

- Industry is changing from “hospital” to “health”
- Outpatient services are increasing in demand along with preventative care
- Licensed beds decreased from 25 to 18 to reflect inpatient volume
- Goal is to keep people out of the hospital with education and preventative care
- Similar organizations our size are re-branding
- Process was started 18 months ago with many input groups
- Kept “WAH” acronym, blue colors, and block “W”
- WAH keeping hospital services but meet demands for health services
- Intention is a soft launch in January 2019 as a DBA Windom Area Health not a legal name change

Grunig asked if the Board received any medical staff feedback. Medina replied that it was uneventful. They recognize that it is a community owned hospital and they need to market to prospective patients. Employees had input on logo and color.

Grunig inquired if other local hospitals were re-branding. Medina responded that the Minnesota Hospital Association does the tracking and trending of this business industry. The “H” for hospital is no longer relevant and is now being directed to health services.

Council asked if marketing professionals were consulted. Masters agreed. They also inquired if a budget has been discussed for the transition. Medina stated that current stock material will be used first and signage would change as it is in the 5 year Capital Budget. There will be no legal fees as they will be utilizing “DBA Windom Area Health.”

Medina explained that the majority of staffing is in favor of the change. She also mentioned that they want to keep as much identity as possible for the community and employees. The hospital aspect is important and will be sub-branded to meet other health services.

Jones inquired if an Internet search would direct people to the correct place. Medina said that they will be re-directed to the correct page.

The Hospital Board has approved moving forward with the re-branding. Council concurred.

### 8. Telecom Commission – Recommendations – Video Service:

Jeff Dahna, Telecom Manager, and Kent Kelly, Vice President Telecom Commission, presented a PowerPoint presentation on Video Streaming Services. The current Video service has fixed costs, regardless of subscribers, limiting profit margins. The Commission is recommending WindomNet move to an Over the Top (OTT) service. The proposed OTT system uses an app that can be accessed on a Roku, Android TV, iOS Devices or a Web Browser. The service would be delivered by Southwest Minnesota Broadband Services.

## Preliminary

Channels would include Channel 3 and local stations. There will be no monthly Roku fee; it is used as a tool to receive the app.

Cost comparison to the current system would increase profit margins (on expanded package) from \$2/ month to \$12/month. Additional consumer costs include the need to install a Roku on each television (up to \$100/television) and required Data service costs.

Customers that currently have data and video services will see a net decrease in cost. However, video only customers will see an increase with the requirement to carry data service. Southwest Minnesota Broadband Services saw a 25% decrease in video customer counts, but an increase in data customers.

Jones asked if customers will have to scroll through channels to find their wanted programming. Dahna replied that a favorites option can be added to select commonly used stations.

Dahna explained that the senior customers would have to have internet connectivity to watch the television feed. If they choose not to carry data service, they can choose a separate provider or place an antenna. The industry trend is to go OTT.

Kelly mentioned that the Commission discussed the percentage of people that do not have smart phones, which is few now. The members have been testing this system on their own phones and tablets. Each account can have 5 devices that access the service. The service is mobile instead of just an "at home" option. The live feed delay is approximately 1-2 seconds. Technicians can assist in setting up a Roku account and help with "how-to" videos.

Grunig remarked that he spoke with a SMBS user from Jackson. The customer stated they needed to purchase 5 Roku devices and they have experienced a lot of buffering. Dahna replied that an increase in speed would reduce any buffering issues.

Sherman stated that there are other OTT providers to choose from that are easily searchable on the internet, but this option would offer more local channels. Dahna concurred and said that branding this as Southwest Stream TV instead of WindomNet is a cost savings.

Kelly reiterated that the cost to maintain the current video services is expensive. The OTT conversion has little capital investment. The OTT costs are per subscriber costs and have minimal equipment repair/updating fees.

Jones asked about the anticipated product roll-out. Dahna answered they can begin within 30 days and plan to have the conversion completed by December 2019.

Sherman questioned the value of the old equipment. Dahna replied that WindomNet uses the equipment to near end-of-life, so there would be minimal profits from their sale.

Byam asked about the GigaCenters. He noted that they have newer devices available and if WindomNet is planning on changing to these devices. Dahna stated that the current system has a 10 year shelf life and they are planning on keeping this infrastructure.

Byam stressed that the older population will have a significant hardship with the change. He wondered if the commission had considered a slimmed down package to keep some of the local stations. Dahna answered that they would have to keep active contracts and the headend maintained. Byam is concerned of the transition, as SMBS is still having problems.

Kelly mentioned that this is one option that they have been exploring and the Commission is open to looking at other providers. The City of Windom simply cannot afford the current system.

Nasby inquired if WindomNet has the needed infrastructure to take on additional data and video customers. Dahna agreed.

Joyce indicated that a conversion to OTT is what WindomNet is designed for with high quality internet. It allows a video option with the future changing technology. There are many video services available, and with WindomNet internet service the quality of video streaming is there.

9. Community Center Commission Recommendation & Resolution – Establishing Rental Rates:

Nasby presented the Council with a brief overview of the recommended rental rate adjustments. The Community Center now has an outdoor patio area and rates need to be established for the usage of that space. In addition, the current language only allows for one large event to be held on a weekend. The Commission is recommending re-writing the language to allow a Friday or Sunday rental utilizing part-time help to clean, tear-down and set-up over a weekend. A Christmas Holiday rate is also being proposed to attract more rentals.

Jones asked if there were events on Friday and Saturday, would there be sufficient staff to turn over the Center for the new renter. Nasby answered that part-time on-call help will be used to reduce overtime of full-time staff. If a Saturday renter would like to set-up the day prior, the additional day may be rented to preserve time to setup. The renter can work with Community Center staff on needed time.

**Council member Sherman introduced the Resolution No. 2018-83, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR THE WINDOM COMMUNITY CENTER” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Ray, Sherman, Joyce, Byam, Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

10. Resolution Designating Annual Polling Place – 2019:

**Council member Grunig introduced the Resolution No. 2018-84, entitled “RESOLUTION DESIGNATING ANNUAL POLLING PLACE” and moved its adoption. The resolution was seconded by Joyce and on roll call vote: Yes: Sherman, Joyce, Byam, Grunig, Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.**

11. Red Leaf Court/18<sup>th</sup> Avenue Stormwater – Engineering RFQ’s:

## Preliminary

Nasby stated that the City of Windom requested Engineering Service quotes for flooding issues arising adjacent to the 18<sup>th</sup> Avenue storm sewer outlet/Red Leaf Court areas. The bids are a consideration for Council and not a contract approval. Bids that were received all came from engineers that have worked with the City of Windom at some point.

Council discussed if the Street Committee has reviewed the RFQ's and had a recommendation for them. The City has been recently working with DGR for engineering services and would like options to solve this water issue.

**Motion by Grunig second by Byam to recommend the Street Committee review the RFQ's received to provide a recommendation to Council at the November 20<sup>th</sup>, 2018 meeting. Motion carried 5 - 0.**

### 12. Council Meeting Dates:

Canvas Election Returns and Declare the Results of the November 6<sup>th</sup> Election date is set for November 9<sup>th</sup> at 12:45 p.m. after the EDA meeting.

Council agreed to set November 19th, at 7:00 p.m. for the CIP Budget Meeting.

### 13. Contractor Payments:

Jason Sykora, Electric Superintendent, mentioned that the contractors have left. There is minor testing being conducted by the project engineer. They also believe that the cause of the June outage was a fried computer board on a pressure sensor relay.

**Motion by Grunig second by Sherman to approve Pay Request #8 for Conductor Power LLC in the amount of \$154,704.65 for the Substation Project. Motion carried 5 - 0.**

Jones stated that he met with Nasby and the City Attorney in regards to liquidated damages on the Arena Ice Replacement Project. The Engineer has responded to Nasby in an email which has been handed out to Council members. The balance after this pay request is \$93,000. If liquidated damages are imposed, they are less than the remaining expense of the project.

Nasby added that there will be a dispute over the liquidated damages as the project engineer stated that there was discussion about the substantial completion date but the contract was not amended. The City feels that they are due liquidated damages as the terms of the contract were not met.

**Motion by Sherman second by Grunig to approve Pay Request #4 for Minnesota Ice LLC in the amount of \$30,400 for the Arena Ice System Replacement Project. Motion carried 5 - 0.**

**Motion by Byam second by Sherman to pursue liquidated damages from Minnesota Ice LLC according to the signed contract for the Arena Ice System Replacement Project. Motion carried 5 - 0.**

Preliminary

Jones added that there are no final payment documents received to date.

14. New Business:

None.

15. Old Business:

None.

16. Council Comments:

Jones mentioned that the City has received a letter from the Minnesota Public Facilities Authority noting that the City has received its \$3 million State Grant funding.

Grunig noted that the Coffee with the Council is November 10<sup>th</sup> at 9 am at River City Eatery.

Sherman thanked everyone who went and voted in today's election.

Byam stated that there are upcoming projects that will require many volunteers. He encouraged the public to participate when called upon.

Joyce thanked Denise Nichols and staff that worked at the election polls. He had great student participation and they were impressed with the election processes.

Ray extended appreciation to Joyce for stressing students to exercising their right to vote and promoting this with the Student Council.

17. Recess:

Jones recessed the meeting until November 9, 2018 at 12:45 p.m.

18. Reconvene:

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

Council Absent: Jayesun Sherman, JoAnn Ray

City Staff Present: Steve Nasby, City Administrator

Jones reconvened the meeting on November 9, 2018 at 4:00 p.m.

19. Election Canvassing Results:

Preliminary

**Council member Joyce introduced the Resolution No. 2018-85, entitled “RESOLUTION CANVASSING THE ELECTION RETURNS FOR THE CITY ELECTION AND DECLARING THE RESULTS OF THE ELECTION” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Joyce, Byam, Grunig. No: None. Absent: Ray, Sherman. Abstain: None. Resolution passed 3 – 0.**

20. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 4:04 PM.

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

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

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
NOVEMBER 9, 2018

1. Call to Order: The meeting was called to order by President Herding at 11:48 a.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Betsy Herding, Rick Clerc, Justin Espenson and Marv Grunig.  
Absent: Rod Byam.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; Mayor Dominic Jones, City Administrator Steve Nasby; Kathy Hanson, WADC Liaison; and Kevin Stevens, Co. Comm. Liaison.

3. Approval of Minutes: October 8, 2018

**Motion by Commissioner Grunig, seconded by Commissioner Espenson, to approve the Minutes of the EDA Meeting held on October 8, 2018. Motion carried 4-0.**

4. S.M.A.R.T. Goals – 2019: Director Hage reviewed the proposed 2019 S.M.A.R.T. Goals with the Board. After discussion, the following action was taken.

**Motion by Commissioner Espenson, seconded by Commissioner Clerc, to approve the EDA's 2019 S.M.A.R.T. Goals. Motion carried 4-0.**

5. Public Hearing – 12:10 P.M.

A. Sale of Land – Lot 4, Block 27, East Addition to Windom (1120 Miller Avenue): President Herding opened the public hearing at 12:20 p.m. The EDA Commissioners had received copies of the Purchase Agreement from Minnesota Investment Properties, LLC (submitted by Manager Jeremy Janssen) for the purchase of Lot 4, Block 27, East Addition to Windom and the public hearing notice. This lot was deeded to the EDA by the property owners and the blighted home on the property was demolished. The purchase price offered for the lot is \$10,000 which is the price previously set by the EDA Board. The public hearing notice was published in the Citizen on October 24th. No comments had been received from the public since publication of the hearing notice. No comments were received from anyone in the audience. President Herding closed the public hearing at 12:21 p.m.

B. Follow-up Action to Public Hearing

1) Resolution No. 2018-01 (Re: Sale of Land – Lot 4, Block 27, East Addition to Windom):  
After further discussion, the following action was taken.

**Resolution introduced and motion by Commissioner Grunig, seconded by Commissioner Clerc, to adopt EDA Resolution No. 2018-01, entitled “Resolution Approving Sale of Property Described as Lot 4 in Block 27 of the East Addition to the City of Windom, Cottonwood County, Minnesota”.**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Grunig, Clerc, Herding, and Espenson; the following voted against the same: None; and the following were absent: Commissioner Byam. (The Resolution was adopted.)**

6. Prairie Meadow Subdivision – Expenditures & Reimbursement: Director Hage presented information concerning expenses paid by the EDA for the platting and engineering for Prairie Meadow Subdivision. The Board received copies of the paragraphs from the Development

Agreement between the EDA and the School concerning the division of expenses. Superintendent Wormstadt has requested a recommendation from the EDA Board concerning the splitting of expenses. The Board directed EDA Staff to confer with the City Attorney and provide the Board with more information at the December 7<sup>th</sup> Meeting. The Board tabled this agenda item for further discussion at the December 7<sup>th</sup> Meeting.

7. TIF District 1-14 – Decertification: Admin. Asst. Hensen advised that TIF District 1-14 encompasses the EDA’s Spec Building II property which is located at 1925 North Redding Avenue on Lot 6, Block 2 of the Windom Industrial Park Subdivision. This TIF District was established on October 17, 2000. The first tax increment was not received until 2010. Pursuant to the TIF Plan and Minnesota Statutes, the duration of this district was the period of eight years after receipt of the first tax increment. Thus, this TIF District is to decertify by December 31, 2018. The Board received a copy of a proposed Resolution for review which authorizes this decertification. A similar Resolution will then go to the City Council for its approval. Follow-up paperwork to decertify the district will then be provided to the Cottonwood County Auditor.

**Resolution introduced and motion by Commissioner Clerc, seconded by Commissioner Grunig, to adopt EDA Resolution No. 2018-02, entitled “Resolution Approving the Decertification of Tax Increment Financing District No. 1-14 of the Economic Development Authority in and for the City of Windom, Minnesota”.**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Grunig, Clerc, Herding, and Espenson; the following voted against the same: None; and the following were absent: Commissioner Byam. (The Resolution was adopted.)**

8. DEED Shovel-Ready Ad: The Board had previously approved the expense for placement of an ad in the Minnesota marketing magazine promoting NWIP. Director Hage displayed a copy of the ad. On consensus, the Board approved the ad.
9. Multi-Family Housing & Workforce Housing Grant Update
- A. First Housing Meeting: Director Hage reminded the Board of the first community meeting on housing which is scheduled for Tuesday, November 20<sup>th</sup>, at 6:30 p.m. in the Council Chambers. Betsy Herding and Kathy Hanson had agreed to attend on behalf of the EDA Board.
10. Comprehensive Plan – Initial Review & Discussion
- A. Demographics
- B. Economy
- C. Housing
- D. Future Land Use – Chapter and Map

On October 30, 2018, Director Hage e-mailed these Chapters and the Future Land Use Map to the EDA Board for review. The plan is for the EDA to discuss the proposed goals and strategies in these chapters at the December 7<sup>th</sup> Meeting. A pdf of the Comp. Plan will be placed on the City’s website for public review between November 20<sup>th</sup> and December 12<sup>th</sup>. The goal is to have the Comp. Plan reviewed and approved by the City Council before the end of the year. Director Hage advised that the proposed timeline for the review of the Comprehensive Plan is as follows:

Comprehensive Plan Review Timeline:

- Southwest Regional Development Commission Review (SRDC)

- Jay Trusty (SRDC) review the plan with Director Hage
  - November 5<sup>th</sup> through November 15<sup>th</sup>
  - EDA – Review Meeting
    - November 9<sup>th</sup> or December 7<sup>th</sup>
    - The EDA will review: Housing, Economy, and Future Land Use
  - Comp Plan Committee – Review Meeting
    - November 27<sup>th</sup>, 28<sup>th</sup> or 29<sup>th</sup>
  - City Council & Public
    - November 20<sup>th</sup> through December 12<sup>th</sup>
    - December 4<sup>th</sup> (Call for the public hearing)
    - December 18<sup>th</sup> (Comp Plan formal approval)
11. Grow Our Own Summit: Director Hage reported that the summit was sponsored by the Southwest Initiative Foundation and was held on November 8<sup>th</sup> at SWSU in Marshall. The purpose of the “Grow Our Own” Program is to provide an opportunity for community members to work together to address child poverty, plan projects in our community, and to help all of our kids to have a chance to reach their full potential. Director Hage gave a brief overview of some of the ideas that were generated at the summit. Eighteen people from Windom attended including 2 EDA Commissioners, community members, Kiwanis members, and 3 students. The Kiwanis paid registration fees for most of the registrations.
12. New Business: Director Hage reminded the Board of the December Meeting – Friday, December 7<sup>th</sup>, at noon. Commissioner Clerc advised that he will be out of town that day.
13. Miscellaneous Information
- A. River Bluff Townhomes: The Board received copies of the September 2018 Financials provided by Van Binsbergen & Associates.
14. Adjourn: On consensus, President Herding adjourned the meeting at 12:51 p.m.

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

\_\_\_\_\_  
 Justin Espenson, EDA Secretary-Treasurer

Community Center Commission Minutes  
Tuesday November 13, 2018

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:40 p.m.

2. Roll Call: President: Wayne Maras  
CC Director:  
Commission Members: Linda Stuckenbroker  
Mitch Voehl  
Lenny Thiner  
Crunch Jim Rosenkranz  
Commission Liaisons: Rod Byam  
Jo Ann Ray-Absent  
Brian Cooley-Absent  
City Administrator: Steve Nasby-Absent  
EDA Director: Drew Hage-Absent  
Public: Lois Eigenberg

3. Discussed Agenda Items for November 20<sup>th</sup> Meeting: Appliance Replacement Schedule and SMART Goals.

4. Recommendation for Community Center Director: After Much Discussion on Final Draft was Presented, **Motion by Mitch Voehl, seconded by Lenny Thiner, to submit a Recommendation to City Council. Motion carried 5-0.**

5. Outdoor Entertainment Area: **Motion by Crunch Jim Rosenkranz, seconded by Lenny Thiner, for additional funds of \$7,000.00 for additional bids accepted. Motion carried 5-0.**

6. Next Meeting:  
Tuesday November 20, 2018 @ 5:30pm

**Adjourn:**

**Motion by Lenny Thiner, seconded by Mitch Voehl, to adjourn the meeting at 6:20 pm. Motion carried 5-0.**

\_\_\_\_\_  
Wayne Maras, WCC President

\_\_\_\_\_  
Linda Stuckenbroker, WCC Secretary

Attest: \_\_\_\_\_  
WCC Director

Windom Library Board Meeting  
City of Windom Council Chamber  
Tuesday, November 13, 2018

5:05 p.m.

1. Call to order: The meeting was called to order by Barb Henning
2. Roll Call: Members Present: Steve Fresk, Kathy Hiley, Barb Henning, Terri Jones and Anita Winkel

Members Absent: John Duscher and Susan Ebeling

Library Staff Present: Dawn Aamot

City Council Member Present: Jayesun Sherman

3. Agenda and Minutes:

Motion by Terri Jones and seconded by Anita Winkel to approve the agenda and the minutes.

4. Financial Report:

Dawn reviewed the monthly finances. We are in a good position with 26% of the 2018 budget remaining.

Motion by Kathy Hiley and seconded by Terri Jones to accept the Financial Report.

5. Librarian's Report:

Dawn reported that the staff has been slowly packing up books. They are making an effort to keep books as assessable as possible. She will be notifying Plum Creek that the Windom library won't be processing holds. The library will still be getting Plum Creek deliveries. A time will be setup for local patrons to pick up books that they have requested from other libraries.

The carpet will be installed when it has been delivered to Hammer's and the lift is gone. Gino came and because he only refinishes wood floors he contacted an acquaintance about recovering the original terrazzo floor in the entry way, mystery room and the newspaper room. The estimated cost to do this is very high and is not in the current budget and is not covered by any of the grants that we have received. At the beginning of the carpeting project, these rooms will be used for storage. When the mystery room and the newspaper room have been cleared out, they will be carpeted. The entryway will be covered with new linoleum.

The bathroom project will be scheduled with Terry Fredin for 2019. The Fredin's have removed the circulation desk and it had to be cut into 2 pieces to remove it. The original origin of the desk, St. Paul Railroad Station, was written on the bottom. The desk was paid for by Dave and Kay Campbell. The Fredins' will lower the shorter piece to be used as the circulation desk and the long piece will be placed along the wall and used as a work table.

The glassed display area, will become a small sitting/meeting/reading area. The floor will be lowered to the level of the rest of the library's floor. The glass doors will be removed, new flooring and paint is also part of the project.

Worthington Glass has completed the window glass installation. They will install the front entry door and south entrance doorway. Payment has been submitted of \$50,000 and will receive the balance when the job is 100% completed. The window project is being paid for by a combination of capital outlay, donations and grants. TriState is finishing up the wood trim around the windows. Dawn noted that the contractors have all been incredibly accommodating.

The Friends of the Windom Library have agreed to pay the estimated cost of \$20,000-\$21,000 to replace the windows in the children's library. Mark Peterson will be painting the entryways and the children's library. He is also exploring how to best freshen up 2 panels on the front outside of the library.

Nancy reported that she has started monthly visits to 5-6 daycares. This week she visited Busy Bee and hosted 2 Busy Bee classes on Monday while the library was closed.

Motion by Kathy Hiley and seconded by Steve Fresk to accept the librarian's report.

6. Old Business:

See the window discussion above. In addition, Coit Cleaners will be hanging the curtains this coming Monday. The TriState is gracious enough to leave their lift for the curtain hangers to use.

See the discussion on the flooring project above.

Dawn is still working on the 2019 Smart Goals.

7. New Business:

The library staff is planning an Open House when the remodeling is done.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:44 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
NOVEMBER 13, 2018**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:03 p.m.
2. Roll Call & Guest Introductions:  
Planning Commission: Marilyn Wahl, Greg Pfeffer, Lorri Cole, Ben Derickson, Brett Mattson, and Kevin Rose.  
Absent: Andy Harries and Ryan McNamara.  
  
Also Present: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen.
3. Approval of Minutes:  
  
**Motion by Commissioner Pfeffer, seconded by Commissioner Rose, to approve the Minutes of the Planning Commission Meeting held on October 9, 2018. Motion carried 6-0.**
4. Future Land Use Map – Discussion: Over the last two years, Development Director Drew Hage and a Comprehensive Plan Committee have been working on preparing a revision of the City’s Comprehensive Plan. In 2018, Director Hage has been finalizing chapters for review by the various commissions and committees, then a final review by the Comp. Plan Committee, and then to the City Council. Director Hage has asked that the Planning Commission review the proposed Future Land Use Map that he has prepared. The Commissioners received a copy of the proposed Future Land Use Map in their packets. Zoning Admin. Spielman displayed the map on the screen for discussion by the Commissioners. He advised if the City grows and land is annexed into the City of Windom, the future land use map would indicate which uses the City feels would be appropriate in those areas. If the City expands, the map provides information as to how we would transition to other uses. One of the findings of fact for conditional use permits is that the “proposed use is not in conflict with the City’s comprehensive plan”. Zoning Admin. Spielman said that this map is just a vision and no areas within City limits would be rezoned until the time of a project. Councilmember Joyce has stated that the City needs a future land use map so that when a developer comes to town, we can say that use would be appropriate in these areas. Director Hage has said that the City officials will never guess a future land use map totally correct. In response to questions, Zoning Admin. Spielman said that we will write down the Commissioners’ comments and report those to Director Hage. Some of the Commissioners raised the question as to whether a future land use map really matters if we rezone an area every time a developer comes to town. Another Commissioner indicated that the future land use map could go both ways and could be used in findings of fact for the denial of a proposed use. The Commissioners felt that the City should have a say in the location for new developments particularly if the City is basically giving the land to a developer. There was a discussion about having more specific zoning without the ability to change uses all the time just by a conditional use permit. The Commissioners indicated that it would have been helpful to hear from the Comp. Plan Committee on their thoughts regarding the proposed Future Land Use Map as they have not seen the map yet. The consensus of the Commissioners was that they agreed that there should be proposed future zoning for areas outside the City limits. However, they felt that existing areas in the City should show the present zoning. They did not feel that existing areas within the City should show potential future rezoning until a new project is approved and a need for rezoning that area arises.
5. 2019 S.M.A.R.T. Goals: At the October 9<sup>th</sup> Meeting, the Commissioners had reviewed the remaining 2018 S.M.A.R.T. goals and suggested another new goal for 2019. Based on their recommendations, the proposed 2019 S.M.A.R.T. Goals had been prepared. Zoning Admin. Spielman reviewed the goals with the Commissioners.

**Short-Term Goal No. 1 – Continue implementation of licensing and inspections of rental housing properties in the City of Windom (for Zone 2).** There was a discussion concerning the status of licensing of Zone 1 rental properties. Windom was divided into three zones for licensing purposes. Zone 2 is scheduled for licensing and inspections in 2019.

Short-Term Goal No. 2 – Demolition of blighted properties in the City of Windom. Zoning Admin. Spielman advised that the City Council budgeted \$10,000 for this program for 2018. A property was approved to participate in the program, the property was deeded to the EDA, and the home on the lot was demolished. The EDA has sold the lot. The plan is to add the proceeds of the lot sale to the revolving fund for the program to use in demolition of additional homes. The Development Department has also made a request in the budget process for additional funds for this program for 2019.

Short-Term Goal No. 3 – Review the fence ordinance.... The Planning Commission has not had an opportunity in 2018 to accomplish this goal because of other ordinance revisions and zoning permits that have come before the Commission.

Short-Term Goal No. 4 – Review the fees charged by the Building & Zoning Office... This is a new goal suggested by the Planning Commission on Zoning Admin. Spielman's suggestion to review fees and gather information from other cities concerning their fees for building permits, zoning permits, plumbing and mechanical permits.

After review of the proposed 2019 S.M.A.R.T. Goals, the following action was taken.

**Motion by Chairperson Wahl, seconded by Commissioner Derickson, to approve the proposed 2019 S.M.A.R.T. goals for the Building & Zoning Office as presented. Motion carried 6-0.**

6. Minor Ordinance Revisions – Review: Zoning Admin. Spielman advised that Staff has discovered several minor items in the City Code that could be clarified through a “housekeeping ordinance”, such as the definitions for “front yard”, “rear yard”, and “side yard”; clarification of the fire extinguisher requirements for rental housing; addition of an exemption requested by another department concerning discharge of firearms; a typographical error in maximum lot coverage for Zoning District R-3; addition of a conditional use in Zoning District I-1 that was previously approved, but does not appear in the current City Code; additions of references to other code sections in two overview sections; and clarification of requirements for submittals regarding height of wind energy conversion systems. After approval by the Planning Commission, the proposed revisions would be sent to the City Attorney for review, and then to the City Council for review. After discussion of the proposed ordinance revisions by the Commissioners, the following action was taken.

**Motion by Commissioner Mattson, seconded by Commissioner Pfeffer, to approve the proposed minor ordinance revisions to the City Code as written. Motion carried 6-0.**

7. Unfinished Business: Zoning Admin. Spielman confirmed with the Commissioners that the first public meeting concerning multi-family housing is scheduled for Tuesday, November 20, 2018, at 6:30 p.m. in the City Hall Council Chambers. Lorri Cole has agreed to attend if she does not have another commitment. Zoning Admin. Spielman advised that anyone is welcome to attend.
8. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 8:09 p.m.

---

Marilyn Wahl, Chairperson

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

**Parks & Recreation Commission  
Windom City Hall  
September 12, 2018  
5:30 p.m.**

1. Call to Order:

The meeting was called to order by Chair Jason Kloss at 5:35 PM.

2. Roll Call:

Present: Jason Kloss, Josh Schunk, Howard Davis, Ron Kuecker, and Dana Anderson

Absent: Jess Smith and Mari Harries

Council Liaisons: Bryan Joyce and Rod Byam

City Staff Present: Al Baloun, Recreation Director and Brian Cooley, Street and Park Superintendent

Public Present: Jim Garrison and Don Jackson, Windom Baseball Association

3. Approve Agenda

**Agenda approved by Unanimous Consent**

4. Approve Minutes

**Motion by Schunk, second by Davis to approve the August, 2018 minutes. Motion carried 5 – 0.**

5. **Parks Superintendents Report**

A. Don Jackson and Jim Garrison, Windom Baseball Association updated the commission on repairs at Island Park. Concerns were discussed about the restrooms being replaced, would have to be placed outside of the floodway.

**Motion by Anderson, seconded by Schunk to recommend to the city council that the Windom Baseball Association to do plans for the replacement of the south restroom facilities at Island Park. Motion carried 4-1.**

B. Commission gave verbal approval for the school to have a bon fire at Island Park for homecoming. The fire department will start and extinguish the fire. The street department will provide the wood and stack it.

C. Campground future- Bryan Cooley updated the commission of the current campground after the flooding. Outlets and cleanup needs to be done for the current campground to be reopened. Discussed other location of campground with the possibility of one being located by the Windom Recreation Area. Commission agreed with Cooley that the campground be closed for the remainder of the season and that campers be directed to use the spaces at the Windom Arena.

D. Tennis Court Location at Island Park- Bryan Cooley discussed that the soil boring at Island Park showed that the soil under the proposed location may not be adequate for relocation of the courts by the shelter house.

E. Mayflower Park is still closed due to flood damage

- F. Bryan Cooley discussed the bad condition of the north restroom by the shelter house at Island Park. He would like to see this restroom demolished when a new restroom is constructed at Island Park. Maintenance funding of all restrooms facility improvements is necessary.
- G. Decided to table discussion for a later meeting regarding the placement of a Dog Park on the North Field at Island Park.

**6. Recreation Directors Report**

- A. Update on Arena Construction- Minnesota Ice is working on the substantial completion of the arena project. If all goes as planned compressors will be started next week. Ice would be available the second or third week of October if everything goes as planned.
- B. The sand was replaced before the fair. Complaints were about the footing being too deep and not firm. Next year clay will have to be used underneath the sand. About 2-3 inches of clay and 3-4 inches of sand over the clay. Al and Dean will seek information on the comfortable depth of sand and clay in the arena. Al shared concerns brought forth by the arena booster club about the future of horse shows at the arena if the footing cannot be corrected. Work with the Horse Associations to correct and market the arena when the footing problem is solved next year.

**Next Month's Parks and Recreation Meeting Change to Tuesday, October 9, 2018 Due to Al attending MRPA Conference in Rochester.**

**Meeting adjourned at 6:45 PM.**

**Parks & Recreation Commission**  
**Windom City Hall**  
**October 9, 2018**  
**5:30 p.m.**

1. Call to Order:

The meeting was called to order by Chair Jason Kloss at 5:40 PM.

2. Roll Call:

Present: Jason Kloss, Josh Schunk, Jess Smith, Ron Kuecker, and Dana Anderson  
Absent: Howard Davis and Mari Harries  
Council Liaisons: Bryan Joyce and Rod Byam (absent)  
City Staff Present: Al Baloun, Recreation Director and Brian Cooley, Street and Park Superintendent (absent)

3. Approve Agenda

**Agenda approved by Unanimous Consent**

4. Recreation Director's Report

- A. Pool Soil Sample Report- Al Baloun reviewed the soil sample report that was sent by GEOTEK ENGINEERING for the samples taken from below the bed of the pool in the 3 foot and 5 foot area. Soil samples were consistent with the sample taken in 2016 except a 4-5 foot layer of silty sand below the pool floor. Their recommendations from this test were the same as the October 2016 Report. More recommendations will be provided once it is decided if the pool will be renovated or reconstructed.
- B. Update on Arena Concrete and Compressor Project- Arena compressors were started on September 19. The first scheduled Open skates were Wednesday, October 10. The Windom Youth Hockey Association was given the opportunity to start practices after October 9 but have chosen to start practices on October 15, Figure skating lessons will begin on Tuesday, October 16. Passes are available for sale online on the City of Windom website.
- C. SMART Goals-
- a. Pool- Continue with the planning process for the pool in working with the Friends of the Windom Pool group, parks and recreation commission, and Windom City Council to see whether reconstruction or renovation can be done with the existing pool. Pool location will have to be discussed as well.
  - b. Arena- Continue to work with the Users of Windom Arena to prioritize maintenance projects that can be done at the Windom Arena.

5. Open Mike-

Councilman Joyce reviewed Capital Improvement Plans for the Parks, Arena, Pools, and Recreation

Jess Smith would like to see Manteca on the Windom Recreation Area restrooms as a priority. Items would include doors on the restroom stalls in woman's restroom and a Baby Changing Station.

Adjourned at 6:30 PM by Unanimous Consent

**Next Meeting Wednesday, November 14, 2018 5:30 PM Windom City Hall Council Chambers.**

**Parks & Recreation Commission**  
**Windom City Hall**  
**November 14, 2018**  
**5:30 p.m.**

**Call to Order:**

The meeting was called to order by Chair Jason Kloss at 5:30 PM.

**1. Roll Call:**

Present: Jason Kloss, Ron Kuecker, Dana Anderson and, Howard Davis  
Absent: Josh Schunk, Jess Smith and Mari Harries

Council Liaisons: Bryan Joyce and Rod Byam (present)

City Staff Present: Al Baloun, Recreation Director, and Brian Cooley, Street and Park Superintendent

**2. Approve Agenda:**

- a) Brian Cooley recommended that the agenda be amended to include an update from the Baseball Association.
- b) Howard Davis also recommended amending the agenda to provide a list of 501c3 organizations within the City of Windom.
- c) Agenda was amended and approved by Unanimous Consent.

**3. Baseball Association Update:**

- a) Jim Garrison and Don Jackson were present to give an update regarding Island Park Field. Jim reported that the field is partially seeded, the sprinklers have been installed, and the outfield fence has been completed except for a couple minor things to be done in the spring. The field seeding will be completed in the spring due to inclement weather setbacks this fall.
- b) He also mentioned that they have hired an engineer to design the restroom facilities because of all of the complicated ADA rules, so that it is designed correctly. It will be located in roughly the same spot but at a slightly different angle. They hope to have building and financial plans to present at the next Park and Rec Meeting on December 12, 2018. Then also a presentation to the City Council on December 18, 2018.

**4. Street and Park Superintendent's Report:**

- a) Street and Park Superintendent asked for permission to set up a meeting with the Windom Schools Superintendent Wayne Wormstadt to discuss building the tennis courts in the environmental center south of the school. A meeting was set up with Brian Cooley and Rod Byam at 2:00 pm on November 19, 2018. Brian also sought approval to seek quotes and do soil borings in two locations including Tegels Park and the Environmental Center.
- b) Motion by Davis, second by Anderson to proceed with both, passed by unanimous vote.
- c) Brian Cooley led a discussion regarding vandalism in the park bathrooms and ideas on how to curb it. Several ideas were brought up and discussed. The Commission decided to discuss it more at the next meeting.

- d) Brian Cooley and Mason Anderson will be conducting inspections of all the bathroom facilities at the park and will present a list of updates and repairs to be made in 2019.

**5. Rec Director's Report:**

- a) Al Baloun, Recreation Director, discussed the soil borings from the pool and presented them for further discussion when the "Friends of the Pool" can attend a Park and Rec Meeting.
- b) Al discussed with the Commission the delays in getting the compressor running and about the completion date of the arena ice project. The engineer has provided the vendor with a punch list of things to complete and they haven't been completed yet. The engineer has not signed off on the project yet and there could be penalties if it is not completed in a timely manner.
- c) Al discussed the holiday hours for the arena. It will be closed Thanksgiving Day, Christmas Eve Day, and Christmas Day. They will also be accepting food donations for their food drive that they do every year.
- d) Al told the Commission about the progress made on the lobby construction in the arena. He said that they may have to put in newer radiant heaters in the lobby because the other ones are not worth putting back in.

Adjourned at 6:47 PM by Unanimous Consent.

**Next Meeting Wednesday, December 12, 2018, @ 5:30 PM Windom City Hall Council Chambers.**

**STREET COMMISSION MEETING MINUTES**  
**November 14, 2018**

Call to Order: The meeting was called to order at 4:00 p.m. at the Street Department Shop in Windom.

**Roll Call:**

Commission Present: JoAnn Ray, Jayesun Sherman, and Brian Cooley  
Commission Absent: None  
City Staff Present: Justin Crowell

**1. Agenda:**

- a. Recommendation for engineering services and discuss RFQ's for drainage at 18th Ave. area
- b. Discuss CIP and equipment, skid loader and street sweeper.

**2. RFQ discussion and recommendation:**

The Commission discussed the responses to the RFQ's that were presented to the City Council at the November 6th Meeting. The City Council decided to have the Street Committee review the responses and offer a recommendation to the Council at the November 20<sup>th</sup> Meeting.

After much discussion regarding all of the responses to the RFQ's, a decision was made to recommend DGR Engineering to proceed with the project. The main reasons for choosing DGR were as follows:

- a. Lowest quote for services.
- b. They have already been working Brian and other staff on the project.
- c. Good rapport with the City and its staff.
- d. Responsible and thorough with last year's street project.

Brian was instructed to prepare a memo to the City Council recommending DGR for the project.

**3. CIP and Equipment:**

Brian Cooley discussed some changes regarding equipment made to this year's CIP plan. He reiterated to the Street Committee concerning the Street Department's street sweeper that is in rough shape and will definitely need to be replaced yet this year. As per request of the Mayor, Brian did seek out the option of financing which is included with these minutes for the Council's review. The Street Department would utilize the existing \$90,000 approved from last year and finance the rest. The state contract for the street sweeper expires on November 30, 2018, and will not be renewed until sometime in February, 2019. It is very urgent that it be ordered this year before the contract expires. There will be a 10% increase in next year's contract due to the steel tariffs, and the street sweeper won't be here in time for the spring sweeping. The sweeper recently had a pretty severe break down that required \$8,900 worth of repairs which delayed the sweeping of the streets. The sweeper also developed a severe hydraulic leak yesterday afternoon.

Brian also informed the Street Committee that the Street Department's skid loader's hydraulics are failing which requires the Street Department to borrow the Electrical Department's skid loader when they mill in the streets and chip stumps. In the CIP, \$30,000 is set aside pending Council's approval. Brian informed the Street Committee that he has received a state bid for a replacement skid loader that will also come with a 10 ft. 6-way snow plow. The total purchase price is just over \$38,315 which includes the price for the plow.

Earlier in the November 6<sup>th</sup> Budget Meeting, Brian informed the City Council that Unit 40, a ¾ ton pickup, was beyond repair with a cracked frame and front axle mounts broken away from the frame. Also the plow is severely bent. Brian informed the Council at that time to remove it from this year's CIP and not replace it. However, the snow plow that is being ordered with the skid steer will be used to take the place of that pickup and its plow. This is why Brian informed the Street Committee that the \$8,315 be added to skid steer purchase in the 2019 CIP. The Street Department will be replacing two pieces of equipment with one essentially.



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<b>Your Contact</b>	Curt Kovash – ckovash@kineticlease.com
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<b>Customer</b>	City of Windom, MN
<b>Vendor</b>	MacQueen Equipment
<b>Vendor Contact</b>	Kevin Fischer -
<b>Vendor E-mail</b>	<Kevin.Fischer@macqueengroup.com>

LEASE QUOTE	
	Option A
<b>Date</b>	10/18/18
<b>Description of Equipment</b>	Elgin Pelican NP
<b>Finance Cost</b>	\$188,931.50
<b>Term</b>	6 annual payments in ADVANCE
<b>Lease Payments</b>	<b>1 @ \$94,500*</b> <b>5 @ \$21,356*</b>
<b>Interest Rate</b>	4.24%*
<b>Purchase Option</b>	\$1.00

Bb47503000cc

*\*Payment does not include state and local sales tax  
 \*All quotes are subject to credit approval  
 \*\$399 Documentation fee due at signing*

**Notes:**

- \*Rate/Payment is floating until lease commencement using indicator of WSJPR. Current WSJPR = 5.25%. Once lease commences, rate/payment is fixed for term of the lease.
- This transaction will be structured as a Municipal Lease Purchase Agreement specifically for **(Bank-Qualified)** tax-exempt municipal entities and will contain the usual clauses required to include \$1.00 purchase option, early payoff privileges, annual appropriations provisions, etc.
- This proposal is subject to the lease documentation being mutually satisfactory to the Lessee and Lessor, as well as final credit approval by Kinetic Leasing, Inc.
- End of Lease Term Options for A/B:  
 Purchase equipment for purchase option.



Ship To: SAME AS BELOW

Invoice To: CITY OF WINDOM  
 PO BOX 38  
 WINDOM MN 56101

Branch 01 - MACQUEEN EQUIP		
Date 10/18/2018	Time 11:58:04 (O)	Page 2
Account No WINDO001	Phone No 5078316137	Est No 03 Q00882
Ship Via	Purchase Order SIGNATURE	
Tax ID No		
KEVIN FISCHER		Salesperson 128

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

Description                      \*\* Q U O T E \*\*                      EXPIRY DATE: 12/03/2018                      Amount

DELIVERY 14.0    155 MILES @ \$5.50 PER MILE

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Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 11/02/2018 - 11/15/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMMEL LAW OFFICE	20181101	11/14/2018	OCT. 2018	100-41110-304	720.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- SURVEY MONK	100-41110-326	37.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- GODFATHER'S	100-41110-334	32.05
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- GODFATHER'S	100-41110-334	50.74
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	100-41110-350	273.00
<b>Activity 41110 - Mayor &amp; Council Total:</b>					<b>1,112.79</b>
<b>Activity: 41310 - Administration</b>					
INDOFF, INC	3166379	10/22/2018	SUPPLIES	100-41310-200	52.90
INDOFF, INC	3169019	10/30/2018	SUPPLIES	100-41310-200	193.99
LEAGUE OF MN CITIES	283164	11/07/2018	ACROBAT PROFESS DC -YEAR	100-41310-217	174.75
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	100-41310-217	30.25
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- GOVERN'T FIN	100-41310-308	180.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- CRASH PLAN P	100-41310-326	10.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- GRANDSTAY LO	100-41310-331	105.72
MCFOA REGION V	20181114	11/14/2018	MEMBERSHIP RENEW -7-1-18	100-41310-433	45.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- CRDIT NORTON	100-41310-480	-117.56
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON SUPP	100-41310-480	6.99
BLUE CROSS/BLUE SHIELD	181102111369	11/07/2018	INSURANCE PREM- NOV 2018	100-41310-480	632.00
<b>Activity 41310 - Administration Total:</b>					<b>1,314.04</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
WEX BANK	56440920	11/14/2018	FUEL - P / Z	100-41910-212	80.53
SCHRAMMEL LAW OFFICE	20181101	11/14/2018	OCT. 2018	100-41910-304	740.00
<b>Activity 41910 - Building &amp; Zoning Total:</b>					<b>820.53</b>
<b>Activity: 41940 - City Hall</b>					
MELISSA PENAS	20181102	11/02/2018	CLEANING	100-41940-406	440.75
SANDRA HERDER	20181105	11/05/2018	CLEANING	100-41940-406	440.75
<b>Activity 41940 - City Hall Total:</b>					<b>881.50</b>
<b>Activity: 42120 - Crime Control</b>					
INDOFF, INC	3166359	10/25/2018	SUPPLIES	100-42120-200	42.90
INDOFF, INC	3169020	11/02/2018	SUPPLIES	100-42120-200	39.58
COUNTRY PRIDE SERVICE	#970744 10-31-18	11/07/2018	MAINTENANCE	100-42120-212	15.11
WEX BANK	56440920	11/14/2018	FUEL CREDIT - POLICE	100-42120-212	-26.58
WEX BANK	56440920	11/14/2018	FUEL - POLICE	100-42120-212	1,549.05
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- GALLS CLOTHIN	100-42120-218	114.98
COTTONWOOD CO AUD/TREA	20181114	11/14/2018	DEPUTY ATTORNEY	100-42120-304	3,957.50
WINDOM AREA HOSPITAL	303221459	11/14/2018	#30005319 - SERVICE	100-42120-305	40.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- LABOR TRAFFIC	100-42120-308	40.00
LEASE FINANCE PARTNERS	#3250 10-19-18	11/02/2018	CREDIT -SERVICE #3250	100-42120-326	-7.00
LEASE FINANCE PARTNERS	#3250 10-31-18	11/02/2018	SERVICE #3250 #33872QT	100-42120-326	186.00
VERIZON WIRELESS	180239184	11/05/2018	SERVICE #SMS #180239184	100-42120-327	50.00
VERIZON WIRELESS	180239268	11/05/2018	SMS #180239268	100-42120-327	50.00
CORY HILLESHEIM	20181114	11/14/2018	EXPENSE - BCA TRAINING	100-42120-334	258.57
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMMUNITION	100-42120-404	44.91
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- ALCPRO SUPP	100-42120-404	263.87
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	100-42120-404	15.13
COTTONWOOD CO AUD/TREA	20181114	11/14/2018	RENT	100-42120-412	1,900.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON SUPP	100-42120-480	50.22
BLUE CROSS/BLUE SHIELD	181102111369	11/07/2018	INSURANCE PREM- NOV 2018	100-42120-480	632.00
<b>Activity 42120 - Crime Control Total:</b>					<b>9,216.24</b>
<b>Activity: 42220 - Fire Fighting</b>					
INDOFF, INC	3166362	10/23/2018	SUPPLIES	100-42220-200	369.86

## Expense Approval Report

Payment Dates: 11/02/2018 - 11/15/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STAPLES OIL CO	118989	11/05/2018	FUEL	100-42220-212	43.49
STAPLES OIL CO	119591	11/05/2018	FUEL	100-42220-212	49.75
WEX BANK	56440920	11/14/2018	FUEL - FIRE	100-42220-212	190.45
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	100-42220-350	962.00
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	100-42220-404	24.20
<b>Activity 42220 - Fire Fighting Total:</b>					<b>1,639.75</b>
<b>Activity: 42700 - Animal Control</b>					
J. P. COOKE CO	533835	10/23/2018	SUPPLIES	100-42700-217	63.25
COTTONWOOD VET CLINIC	194560	11/05/2018	SERVICRE	100-42700-300	70.00
COTTONWOOD VET CLINIC	194564	11/05/2018	SERVICE	100-42700-300	63.58
COTTONWOOD VET CLINIC	194735	11/05/2018	SERVICE	100-42700-300	11.00
<b>Activity 42700 - Animal Control Total:</b>					<b>207.83</b>
<b>Activity: 43100 - Streets</b>					
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	100-43100-211	71.97
COUNTRY PRIDE SERVICE	#970744 10-31-18	11/07/2018	MAINTENANCE	100-43100-212	85.12
WEX BANK	56440920	11/14/2018	FUEL - STREET CREDIT	100-43100-212	-26.58
WEX BANK	56440920	11/14/2018	FUEL - STREET	100-43100-212	1,583.54
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	100-43100-215	65.96
WINDOM FARM SERVICE	172782	11/07/2018	MAINTENANCE	100-43100-215	498.00
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	100-43100-215	37.14
MILLER SELLNER EQUIP	6299B	10/30/2018	MAINTENANCE	100-43100-215	10.75
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	100-43100-216	69.98
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- CENEX LP	100-43100-217	25.65
MID-AMERICAN RESEARCH C	0649796-IN	11/07/2018	SUPPLIES- MAINTENANCE	100-43100-217	898.96
MATHESON	18604050	11/07/2018	OPERATING SUPPLIES	100-43100-217	47.08
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	100-43100-217	6.02
HOFFMAN FILTER SERVICE LLC	79385	11/14/2018	SUPPLIES	100-43100-217	55.00
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	100-43100-241	267.58
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	100-43100-241	78.36
COTTONWOOD CO SOLID WA	1816422	11/09/2018	REFUSE DISPOSAL	100-43100-384	480.70
COTTONWOOD CO SOLID WA	1817116	11/14/2018	REFUSE DISPOSAL	100-43100-384	40.75
HANSON PLUMBING	5641	11/05/2018	SERVICE -	100-43100-401	3,375.56
LOCATORS & SUPPLIES, INC	0269231-IN	11/02/2018	MAINTENANCE #23-55D529	100-43100-404	187.47
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	100-43100-404	27.94
DICKS WELDING INC	20181101	11/09/2018	REPAIRS-MAINTENANCE	100-43100-404	73.70
TOWMASTER	409301	11/05/2018	MAINTENANCE	100-43100-404	83.22
TERMINAL SUPPLY CO.	68462-00	10/30/2018	MAINTENANCE	100-43100-404	776.38
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	100-43100-405	360.70
ZIEGLER, INC.	PC100165048	11/09/2018	MAINTENANCE	100-43100-405	140.61
FLOORCOAT MIDWEST, LLC	103018	11/02/2018	SERVICE - MAINTENANCE	100-43100-407	6,200.00
DUININCK	534173	10/30/2018	MAINTENANCE	100-43100-407	1,294.02
DUININCK	534314	11/05/2018	MAINTENANCE	100-43100-407	706.64
DUININCK	534320	11/05/2018	MAINTENANCE	100-43100-407	370.48
LAMPERTS YARDS, INC.	#3902020 10-25-18	11/14/2018	MAINTENANCE	100-43100-409	24.95
BLUE CROSS/BLUE SHIELD	181102111369	11/07/2018	INSURANCE PREM- NOV 2018	100-43100-480	632.00
BLUE CROSS/BLUE SHIELD	181102111369	11/07/2018	INSURANCE PREM- NOV 2018	100-43100-480	632.00
SANFORD LABORATORIES	303188016	11/07/2018	SERVICE #70000675	100-43100-480	42.01
<b>Activity 43100 - Streets Total:</b>					<b>19,223.66</b>
<b>Activity: 43210 - Sanitation</b>					
WAYNE ERICKSON	20181114	11/14/2018	COMPOST SITE MANAGER	100-43210-307	246.75
<b>Activity 43210 - Sanitation Total:</b>					<b>246.75</b>
<b>Activity: 45120 - Recreation</b>					
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	100-45120-217	15.13
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HY VEE COOKO	100-45120-260	318.72
<b>Activity 45120 - Recreation Total:</b>					<b>333.85</b>
<b>Activity: 45202 - Park Areas</b>					
WEX BANK	56440920	11/14/2018	FUEL - PARK	100-45202-212	573.95
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	100-45202-216	17.97
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	100-45202-241	39.99

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RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	100-45202-402	11.88
COUNTRY PRIDE SERVICE	#970744-9 10-31-18	11/07/2018	MAINTENANCE	100-45202-406	1,220.83
				<b>Activity 45202 - Park Areas Total:</b>	<b>1,864.62</b>
				<b>Fund 100 - GENERAL Total:</b>	<b>36,861.56</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON SUPP	211-45501-200	131.31
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	211-45501-217	7.56
MELISSA PENAS	20181102	11/02/2018	CLEANING	211-45501-402	451.50
SANDRA HERDER	20181105	11/05/2018	CLEANING	211-45501-402	451.50
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- STAR TRIBUNE	211-45501-433	315.12
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HISTORICAL SO	211-45501-433	80.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- MAGNOLIA JO	211-45501-433	30.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- COUNTRY LIVI	211-45501-433	34.97
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- MINNEAPOLIS	211-45501-433	33.95
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- BETTER HOME	211-45501-433	11.98
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- MIDWEST LIVI	211-45501-433	14.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON BOO	211-45501-433	18.80
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- COOKS COUNT	211-45501-433	29.95
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- MONEY	211-45501-433	19.95
INGRAM INDUSTRIES	#2004243 11-1-18	11/07/2018	BOOKS	211-45501-435	1,202.28
MICROMARKETING, LLC	743852	11/02/2018	BOOKS	211-45501-435	35.00
				<b>Activity 45501 - Library Total:</b>	<b>2,867.87</b>
<b>Activity: 49950 - Capital Outlay</b>					
WORTHINGTON GLASS INC	46043	11/05/2018	WINDOWS - LIBRARY	211-49950-500	50,000.00
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>50,000.00</b>
				<b>Fund 211 - LIBRARY Total:</b>	<b>52,867.87</b>
<b>Fund: 225 - AIRPORT</b>					
<b>Activity: 45127 - Airport</b>					
RED ROCK RURAL WATER	20181107	11/07/2018	SERVICE #106026 - METER FE	225-45127-200	2.00
RED ROCK RURAL WATER	20181107	11/07/2018	SERVICE #106026	225-45127-200	27.00
SOUTH CENTRAL ELECTRIC	#367400 9-30-18	11/07/2018	SERVICE #367400 #26-12-112	225-45127-381	171.00
SOUTH CENTRAL ELECTRIC	#367403 9-30-18	11/07/2018	SERVICE #367403 #26-12-116	225-45127-381	153.73
				<b>Activity 45127 - Airport Total:</b>	<b>353.73</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>353.73</b>
<b>Fund: 230 - POOL</b>					
<b>Activity: 45124 - Pool</b>					
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	230-45124-217	7.56
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- KAHLER LODGI	230-45124-334	220.20
GEOTEK ENGINEERING & TEST	18D9610-IN	11/02/2018	CORE DRILLING - POOL FLOOR	230-45124-404	1,851.50
				<b>Activity 45124 - Pool Total:</b>	<b>2,079.26</b>
				<b>Fund 230 - POOL Total:</b>	<b>2,079.26</b>
<b>Fund: 235 - AMBULANCE</b>					
<b>Activity: 42153 - Ambulance</b>					
WEX BANK	56440920	11/14/2018	FUEL - AMBULANCE	235-42153-212	2,332.59
WEX BANK	56440920	11/14/2018	FUEL CREDIT - AMBULANCE	235-42153-212	-26.57
BRITTANY ESPENSON - RIVERS	20181031	11/09/2018	SERVICE	235-42153-217	190.00
ZOLL MEDICAL CORPORATION	2764479	10/25/2018	OPERATING SUPPLIES	235-42153-217	376.16
BOUND TREE MEDICAL, LLC	83009053	10/23/2018	OPERATING SUPPLIES	235-42153-217	182.20
EMS CUSTOM EDUCATION LL	1073	11/08/2018	EMT COURSE - DAN MESNER	235-42153-308	1,570.00
LORI JENSEN	20181114	11/14/2018	EXPENSE - CPR CERTIFICATIO	235-42153-308	232.95
WINDOM AREA HOSPITAL	734-0024-10-18-0024	11/09/2018	SERVICE - NURSING	235-42153-312	1,760.10
REAL TIME TRANSLATION, INC	113036	11/05/2018	SERVICE	235-42153-327	34.00
DONNA MARCY	20181107	11/07/2018	EXPENSE - AMBULANCE	235-42153-334	12.20
KRISTEN PORATH	20181107	11/07/2018	EXPENSE - AMBULANCE	235-42153-334	54.94
JODI JOHNSON	20181107	11/07/2018	EXPENSE - AMBULANCE	235-42153-334	40.00
BUCKWHEAT JOHNSON	20181107	11/07/2018	EXPENSE - AMBULANCE	235-42153-334	22.42

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US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON REPAI	235-42153-405	81.21
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON REPAI	235-42153-405	440.41
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- 5 STAR TUNING	235-42153-405	509.95
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON REPAI	235-42153-405	216.74
WINDOM FARM SERVICE	172556	11/07/2018	MAINTENANCE - UNIT 27	235-42153-405	313.90
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	235-42153-405	1.19
DICKS WELDING INC	20181101	11/09/2018	REPAIRS-MAINTENANCE #27	235-42153-405	60.02
O'REILLY AUTOMOTIVE, INC	4425-229827	11/05/2018	MAINTENANCE -	235-42153-405	79.93
				<b>Activity 42153 - Ambulance Total:</b>	<b>8,484.34</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>8,484.34</b>
<b>Fund: 250 - EDA GENERAL</b>					
<b>Activity: 46520 - EDA</b>					
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON SUPP	250-46520-200	6.99
SCHRAMEL LAW OFFICE	20181101	11/14/2018	OCT. 2018	250-46520-304	540.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- GROW OUR O	250-46520-308	80.00
CONWAY DATA, INC.	0108939	11/02/2018	SERVICE #63273	250-46520-340	1,600.00
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	250-46520-340	246.40
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	250-46520-350	79.50
FEDERATED RURAL ELECTRIC	#112954 10-28-18	11/07/2018	#112954 - SERVICE	250-46520-381	15.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD-	250-46520-438	53.57
ALLEN RAHN	229789	11/02/2018	2018 MOWING - RIVER BLUFF	250-46520-480	1,800.00
COTTONWOOD CO RECORDE	A284248	11/07/2018	p23468 #A 284248 -	250-46520-480	46.00
				<b>Activity 46520 - EDA Total:</b>	<b>4,467.46</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20181102	11/02/2018	SPEC BUILDING LOAN - NOV 2	250-49980-602	2,268.14
FULDA CREDIT UNION	20181102	11/02/2018	SPEC BUILDING LOAN - NOV 2	250-49980-612	1,091.86
				<b>Activity 49980 - Debt Service Total:</b>	<b>3,360.00</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>7,827.46</b>
<b>Fund: 252 - EDA SCDP</b>					
<b>Activity: 46520 - EDA</b>					
CITY OF MT LAKE	20181105	11/05/2018	PAYOFF OF SCDP LOAN-640 2	252-46520-491	2,080.00
				<b>Activity 46520 - EDA Total:</b>	<b>2,080.00</b>
				<b>Fund 252 - EDA SCDP Total:</b>	<b>2,080.00</b>
<b>Fund: 253 - EDA RIVERBLUFF ESTATES</b>					
<b>Activity: 46520 - EDA</b>					
ALLEN RAHN	229789	11/02/2018	2018 MOWING - RIVER BLUFF	253-46520-406	200.00
				<b>Activity 46520 - EDA Total:</b>	<b>200.00</b>
				<b>Fund 253 - EDA RIVERBLUFF ESTATES Total:</b>	<b>200.00</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
MIDSTATES EQUIPMENT & SU	20180919	11/07/2018	USED 2016 MARATHON 250 G	401-49950-503	25,000.00
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>25,000.00</b>
				<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>	<b>25,000.00</b>
<b>Fund: 407 - DILIPIDATED HOUSING PROGRAM</b>					
<b>Activity: 49950 - Capital Outlay</b>					
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	407-49950-480	76.80
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>76.80</b>
				<b>Fund 407 - DILIPIDATED HOUSING PROGRAM Total:</b>	<b>76.80</b>
<b>Fund: 601 - WATER</b>					
<b>Activity: 49400 - Water</b>					
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HR DIRECT OFF	601-49400-200	76.05
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HR DIRECT OFF	601-49400-200	76.05
WEX BANK	56440920	11/14/2018	FUEL - WATER	601-49400-212	405.68
HAWKINS, INC	4382777	10/23/2018	CHEMICALS	601-49400-216	2,776.15
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	601-49400-217	15.98
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	601-49400-322	14.07

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LAMPERTS YARDS, INC.	#3902020 10-25-18	11/14/2018	MAINTENANCE	601-49400-402	153.42
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	601-49400-402	14.36
ELECTRIC FUND	223	11/07/2018	EL - WATER/WW/WATER TOW	601-49400-402	22.94
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	601-49400-404	55.96
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HACH SUPPLIE	601-49400-404	93.33
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	601-49400-404	30.25
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	601-49400-408	90.71
AMUNDSON DIG	10091802	11/05/2018	MAINTENANCE	601-49400-408	810.00
ADVANTAGE COLLECTION PR	#3796 11-1-18	11/05/2018	SERVICE #3796	601-49400-432	42.34
<b>Activity 49400 - Water Total:</b>					<b>4,677.29</b>
<b>Fund 601 - WATER Total:</b>					<b>4,677.29</b>

## Fund: 602 - SEWER

## Activity: 49450 - Sewer

A & B BUSINESS	IN558010	11/05/2018	SUPPLIES	602-49450-200	54.95
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- CASEY'S GASOL	602-49450-212	44.45
WEX BANK	56440920	11/14/2018	FUEL - SEWER	602-49450-212	264.02
HAWKINS, INC	4382776	10/26/2018	CHEMICALS	602-49450-216	424.50
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	602-49450-241	93.47
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	602-49450-241	11.99
SCHRADEL LAW OFFICE	20181101	11/14/2018	OCT. 2018	602-49450-304	3,780.00
MIKE HAUGEN	20181109	11/09/2018	EXPENSE - MWOA SECTION M	602-49450-308	40.00
MN VALLEY TESTING	943157	10/22/2018	TESTING	602-49450-310	241.60
MN VALLEY TESTING	943487	10/22/2018	TESTING	602-49450-310	127.20
MN VALLEY TESTING	944013	10/23/2018	TESTING	602-49450-310	158.40
MN VALLEY TESTING	944645	10/26/2018	TESTING	602-49450-310	241.60
MN VALLEY TESTING	945119	10/31/2018	TESTING	602-49450-310	158.40
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- GRAIN EXCHAN	602-49450-334	37.96
COTTONWOOD CO SOLID WA	1816483	11/09/2018	REFUSE DISPOSAL	602-49450-384	5.25
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	602-49450-402	184.99
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- MENARDS REP	602-49450-402	146.49
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	602-49450-404	24.43
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	602-49450-404	22.98
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- USA BLUE BOO	602-49450-404	83.07
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- OREGON RULE	602-49450-404	41.26
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	602-49450-404	24.20
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	602-49450-408	40.51
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	602-49450-408	50.37
ADVANTAGE COLLECTION PR	#3796 11-1-18	11/05/2018	SERVICE #3796	602-49450-432	42.34
<b>Activity 49450 - Sewer Total:</b>					<b>6,344.43</b>
<b>Fund 602 - SEWER Total:</b>					<b>6,344.43</b>

## Fund: 604 - ELECTRIC

CONDUCTOR POWER LLC	18-0055-008	11/07/2018	SUBSTATION	604-16300	154,704.65
ELECTRIC FUND	20181105	11/05/2018	CAPITAL LABOR - CIRCUIT 6	604-16300	10,132.80
ELECTRIC FUND	20181105	11/05/2018	CAPITAL LABOR - RIVER RD	604-16300	1,456.59
					<b>166,294.04</b>

## Activity: 49550 - Electric

WEX BANK	56440920	11/14/2018	FUEL - ELECTRIC	604-49550-212	1,279.49
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	604-49550-217	24.28
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	604-49550-217	67.54
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- FRANKS SHOE	604-49550-218	182.80
ZIESKE LAND SURVEYING	C 1415 S	11/07/2018	COTTONWOOD VETS - LOCAT	604-49550-303	300.00
GOLDEN WEST TECH & INT SO	181000356	11/05/2018	SERVICE #990802742 #A3786	604-49550-325	35.40
WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	604-49550-404	13.46
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	604-49550-404	30.25
DITCH WITCH OF MN	E005580	11/07/2018	MAINTENANCE #WIND002	604-49550-404	329.11
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	604-49550-406	206.15
JORDAN BUSSA	003	11/07/2018	CLEANING - OCT 2018	604-49550-406	184.60
RAGE INC - CAMPUS CLEANER	10-011762	11/05/2018	SERVICE - POWER PLANT	604-49550-406	34.17
LAMPERTS YARDS, INC.	#3902020 10-25-18	11/14/2018	MAINTENANCE	604-49550-408	22.00

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RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	604-49550-408	27.93
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	604-49550-408	61.98
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- CABLE TIES UN	604-49550-408	84.81
ELECTRIC FUND	225	11/05/2018	EL - TRUCK STOCK	604-49550-408	120.67
ELECTRIC FUND	226	11/05/2018	EL - DISTRIBUTION	604-49550-408	43.81
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	604-49550-411	49.24
ELECTRIC FUND	224	11/05/2018	EL - SUBSTATION	604-49550-411	10.34
ADVANTAGE COLLECTION PR	#3796 11-1-18	11/05/2018	SERVICE #3796	604-49550-432	20.00
ADVANTAGE COLLECTION PR	#3796 11-1-18	11/05/2018	SERVICE #3796	604-49550-432	42.34
SANFORD LABORATORIES	303188016	11/07/2018	SERVICE #70000675	604-49550-480	42.01
WINDOM AREA DEVELOPME	20181105	11/05/2018	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
<b>Activity 49550 - Electric Total:</b>					<b>4,412.38</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>170,706.42</b>

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON SUPP	609-49751-200	41.88
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	609-49751-211	25.98
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- K & N CO CLEA	609-49751-211	100.00
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- AMAZON CLEA	609-49751-211	11.75
RAGE INC - CAMPUS CLEANER	10-011312	10/25/2018	SERVICE - RIVER BEND LIQUO	609-49751-211	48.57
AH HERMEL COMPANY	738551	10/26/2018	MERCHANDISE	609-49751-217	130.59
BELLBOY CORP	0066513200	10/18/2018	MERCHANDISE	609-49751-251	844.88
VINOCOPIA, INC	0217571-IN	10/18/2018	MERCHANDISE	609-49751-251	573.00
BREAKTHRU BEVERAGE MN	1080874146	10/22/2018	MERCHANDISE	609-49751-251	1,355.20
JOHNSON BROS.	1130361	10/22/2018	MERCHANDISE	609-49751-251	899.97
JOHNSON BROS.	1135538	10/26/2018	MERCHANDISE	609-49751-251	7,092.40
SOUTHERN GLAZER'S OF MN	1745067	10/26/2018	MERCHANDISE	609-49751-251	2,718.21
SOUTHERN GLAZER'S OF MN	1745068	10/26/2018	MERCHANDISE	609-49751-251	77.91
PHILLIPS WINE & SPIRITS	2441509	10/22/2018	MERCHANDISE	609-49751-251	1,600.73
PHILLIPS WINE & SPIRITS	2445251	10/26/2018	MERCHANDISE	609-49751-251	2,400.00
BEVERAGE WHOLESALERS	031051	11/02/2018	MERCHANDISE	609-49751-252	17.70
BEVERAGE WHOLESALERS	031160	11/02/2018	MERCHANDISE	609-49751-252	8,264.37
BEVERAGE WHOLESALERS	032212	11/09/2018	MERCHANDISE	609-49751-252	9,977.00
BREAKTHRU BEVERAGE MN	1080874147	10/22/2018	MERCHANDISE	609-49751-252	36.90
JOHNSON BROS.	1130363	10/22/2018	MERCHANDISE	609-49751-252	45.98
ARTISAN BEER COMPANY	3299034	10/22/2018	MERCHANDISE	609-49751-252	78.50
DOLL DISTRIBUTING, LLC	544981	10/25/2018	MERCHANDISE	609-49751-252	11,187.85
DOLL DISTRIBUTING, LLC	544991	10/26/2018	MERCHANDISE	609-49751-252	24.00
DOLL DISTRIBUTING, LLC	545934	10/26/2018	MERCHANDISE	609-49751-252	126.00
DOLL DISTRIBUTING, LLC	549207	11/02/2018	MERCHANDISE	609-49751-252	4,430.30
DOLL DISTRIBUTING, LLC	549226	11/02/2018	CREDIT - MERCHANDISE	609-49751-252	-112.00
DOLL DISTRIBUTING, LLC	549227	11/02/2018	MERCHANDISE	609-49751-252	60.00
DOLL DISTRIBUTING, LLC	551642	11/09/2018	CREDIT - MERCHANDISE	609-49751-252	-336.00
DOLL DISTRIBUTING, LLC	551644	11/09/2018	CREDIT - MERCHANDISE	609-49751-252	-336.00
BELLBOY CORP	0066513200	10/18/2018	MERCHANDISE	609-49751-253	120.00
VINOCOPIA, INC	0217571-IN	10/18/2018	MERCHANDISE	609-49751-253	792.00
VINOCOPIA, INC	0217572-IN	10/18/2018	MERCHANDISE	609-49751-253	448.00
BREAKTHRU BEVERAGE MN	1080874146	10/22/2018	MERCHANDISE	609-49751-253	282.00
JOHNSON BROS.	1130362	10/22/2018	MERCHANDISE	609-49751-253	3,147.78
JOHNSON BROS.	1135539	10/26/2018	MERCHANDISE	609-49751-253	584.21
SOUTHERN GLAZER'S OF MN	1745068	10/26/2018	MERCHANDISE	609-49751-253	390.00
INDIAN ISLAND WINERY	2333	11/09/2018	MERCHANDISE	609-49751-253	365.76
PHILLIPS WINE & SPIRITS	2441510	10/22/2018	MERCHANDISE	609-49751-253	479.00
PHILLIPS WINE & SPIRITS	2445252	10/26/2018	MERCHANDISE	609-49751-253	619.25
PAUSTIS WINE COMPANY	28073	10/25/2018	MERCHANDISE	609-49751-253	208.00
BEVERAGE WHOLESALERS	032212	11/09/2018	MERCHANDISE	609-49751-254	128.00
BREAKTHRU BEVERAGE MN	1080874146	10/22/2018	MERCHANDISE	609-49751-254	72.65
PBC - PEPSI BEVERAGES COM	17559610	10/25/2018	MERCHANDISE	609-49751-254	236.84
BREAKTHRU BEVERAGE MN	2080215761	11/02/2018	CREDIT - MERCHANDISE	609-49751-254	-20.00
DOLL DISTRIBUTING, LLC	549207	11/02/2018	MERCHANDISE	609-49751-254	28.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AH HERMEL COMPANY	738551	10/26/2018	MERCHANDISE	609-49751-254	102.63
ARCTIC GLACIER U.S.A. INC	1946829701	10/25/2018	MERCHANDISE	609-49751-257	156.69
BELLBOY CORP	0066513200	10/18/2018	MERCHANDISE	609-49751-333	18.00
VINOCOPIA, INC	0217571-IN	10/18/2018	MERCHANDISE	609-49751-333	28.50
VINOCOPIA, INC	0217572-IN	10/18/2018	MERCHANDISE	609-49751-333	12.00
BREAKTHRU BEVERAGE MN	1080874146	10/22/2018	MERCHANDISE	609-49751-333	37.31
JOHNSON BROS.	1130361	10/22/2018	MERCHANDISE	609-49751-333	13.92
JOHNSON BROS.	1130362	10/22/2018	MERCHANDISE	609-49751-333	75.39
JOHNSON BROS.	1135538	10/26/2018	MERCHANDISE	609-49751-333	144.42
JOHNSON BROS.	1135539	10/26/2018	MERCHANDISE	609-49751-333	24.36
SOUTHERN GLAZER'S OF MN	1745067	10/26/2018	MERCHANDISE	609-49751-333	40.25
SOUTHERN GLAZER'S OF MN	1745068	10/26/2018	MERCHANDISE	609-49751-333	18.45
ARCTIC GLACIER U.S.A. INC	1946829701	10/25/2018	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2441509	10/22/2018	MERCHANDISE	609-49751-333	22.62
PHILLIPS WINE & SPIRITS	2441510	10/22/2018	MERCHANDISE	609-49751-333	19.14
PHILLIPS WINE & SPIRITS	2445251	10/26/2018	MERCHANDISE	609-49751-333	36.54
PHILLIPS WINE & SPIRITS	2445252	10/26/2018	MERCHANDISE	609-49751-333	27.84
PAUSTIS WINE COMPANY	28073	10/25/2018	MERCHANDISE	609-49751-333	4.50
AH HERMEL COMPANY	738551	10/26/2018	MERCHANDISE	609-49751-333	4.95
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- CULVERS - MEA	609-49751-334	8.70
KDOM RADIO	#0229 10-31	11/14/2018	ADVERTISING #0229	609-49751-340	61.20
KDOM RADIO	#0229 10-31-18	11/09/2018	#0229 ADVERTISING	609-49751-340	856.26
RADIO WORKS LLC	18100635	11/09/2018	ADVERTISING #1933	609-49751-340	60.00
KKOJ - KUXX	18101352	11/09/2018	ADVERTISING	609-49751-340	195.00
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	609-49751-340	1,233.30
COMPUTER LODGE, LLC	13212	11/09/2018	MAINTENANCE	609-49751-404	412.50
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	609-49751-404	30.25
HEARTLAND SECURITY SERVIC	546414	11/09/2018	#602016839 - SERVICE	609-49751-433	294.33
MN DEPT OF PUBLIC SAFETY	#6729	11/02/2018	BUYERS CARD #6729 - WINDO	609-49751-444	20.00

Activity 49751 - Liquor Store Total: 63,227.21

Fund 609 - LIQUOR STORE Total: 63,227.21

Fund: 614 - TELECOM

POWER & TEL	6536483-01	10/31/2018	CORE UPGRADE - MIGRATION	614-16400	709.93
INTERNAL REVENUE SERVICE	20181106	11/07/2018	EXCISE TAX POSTING - FINAL	614-20201	432.60
INTERNAL REVENUE SERVICE	20181107	11/07/2018	EXCISE TAX POSTING- NOV 20	614-20201	500.00
MN 9-1-1 PROGRAM	20181106	11/07/2018	OCT 2018 911 SERVICE	614-20206	1,230.95

2,873.48

Activity: 49870 - Telecom

ADVANCED SYSTEMS, INC.	641685	10/23/2018	SUPPLIES	614-49870-200	46.92
WEX BANK	56440920	11/14/2018	FUEL - TELECOM	614-49870-212	160.69
AMAZON CAPITAL SERVICES, I	1WJ7-TGLD-TPHK	11/08/2018	#A2QOYJ8ZNN2YT	614-49870-217	8.99
LEAGUE OF MN CITIES	283164	11/07/2018	ACROBAT PROFESS DC -YEAR	614-49870-217	58.25
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	614-49870-227	4.99
NATIONAL CABLE TV COOP	SI-597524	11/07/2018	SUPPLIES	614-49870-227	67.40
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	614-49870-241	24.99
SCHRAMEL LAW OFFICE	20181101	11/14/2018	OCT. 2018	614-49870-304	796.00
SCHRAMEL LAW OFFICE	20181101	11/14/2018	OCT. 2018	614-49870-304	225.00
CINNAMON MUELLER LLC	2061	11/14/2018	SERVICE #2061	614-49870-304	35.00
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	614-49870-322	13.15
KDOM RADIO	#0073 10-31-18	11/07/2018	ADVERTISING #0073	614-49870-340	100.98
WINDOM AREA SCHOOLS	20181101	11/07/2018	ADVERTISING - WINDOMNET	614-49870-340	225.00
ARENA FUND	20181114	11/14/2018	ARENA - ADVERTISING SIGNA	614-49870-340	200.00
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	614-49870-404	45.38
ADVANTAGE COLLECTION PR	#3796 11-1-18	11/05/2018	SERVICE #3796	614-49870-432	25.58
CENTURY LINK	7242105D-D-18290	10/31/2018	#5142105DD3 CABS	614-49870-441	50.83
TEGNA	1456-1156	10/30/2018	SUBSCRIBER	614-49870-442	3,392.55
DISPLAY SYSTEMS INTERNATI	16754	11/02/2018	SERVICE	614-49870-442	198.44
INDEPENDENT COMMUNIATI	20181031	11/09/2018	SUBSCRIBER	614-49870-442	1,619.95
UNITED COMMUNICATIONS C	20181031	11/09/2018	SUBSCRIBER	614-49870-442	2,637.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CBS TELEVISION STATIONS	20191031	11/09/2018	SUBSCRIBER	614-49870-442	2,643.30
SHOWTIME NETWORKS INC	9002731-0918	10/16/2018	SUBSCRIBER	614-49870-442	288.19
FOX SPORTS	P07390	11/09/2018	SUBSCRIBER	614-49870-442	8,162.40
BTN - BIG TEN NETWORK	P09863	11/09/2018	SUBSCRIBER	614-49870-442	1,852.65
E-911 - INDEPENDENT EMERG	#0010143 11-1-18	11/07/2018	MONTHLY 911 SERVICE 11/1	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10092067	11/01/2018	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
ONVOY, LLC dba INTELIQUENT	181102008508	11/07/2018	SS7 #001555600262	614-49870-445	1,323.20
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- DREAMHOST	614-49870-447	139.00
ZAYO GROUP, LLC	2018100027696	11/07/2018	TRANSPORT #27696	614-49870-447	1,950.00
ZAYO GROUP, LLC	2018110027696	11/07/2018	TRANSPORT #27696	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	388324	11/07/2018	SERVICE	614-49870-447	1,998.39
HURRICANE ELECTRIC LLC	98290902-IN	11/07/2018	10 GB INTERNET MIN1 MINN	614-49870-447	1,800.00
HURRICANE ELECTRIC LLC	98290902-IN	11/07/2018	10 GB INTERNET NCC OMAHA	614-49870-447	2,300.00
COGENT COMMUNICATIONS,	CITYOFWI000001 11-1-18	11/07/2018	1 GB INTERNET CONN AT 511	614-49870-447	1,750.00
GOLDEN WEST TECH & INT SO	181000285	11/07/2018	SERVICE #A3790	614-49870-448	211.25
ONVOY, LLC dba INTELIQUENT	181102009042	11/07/2018	SWITCHING SERVICES	614-49870-451	3,595.78
ZAYO GROUP, LLC	2018110002376	11/07/2018	TRANSPORT 11/1 - 11/30	614-49870-451	387.72
<b>Activity 49870 - Telecom Total:</b>					<b>40,534.07</b>

Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	#44911 10-16-18	10/16/2018	2012B BOND - INTEREST	614-49980-611	145,715.63
<b>Activity 49980 - Debt Service Total:</b>					<b>145,715.63</b>
<b>Fund 614 - TELECOM Total:</b>					<b>189,123.18</b>

Fund: 615 - ARENA

Activity: 49850 - Arena

WINDOM AUTO VALU	20181025	11/07/2018	MAINTENANCE #3400540	615-49850-211	11.99
WEX BANK	56440920	11/14/2018	FUEL - ARENA	615-49850-212	69.66
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	615-49850-217	27.23
LAMPERTS YARDS, INC.	#3902020 10-25-18	11/14/2018	MAINTENANCE	615-49850-241	16.38
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	615-49850-241	5.98
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	615-49850-241	64.95
AH HERMEL COMPANY	728344	11/08/2018	MERCHANDISE	615-49850-260	36.95
AH HERMEL COMPANY	736264	11/08/2018	MERCHANDISE	615-49850-260	183.76
AH HERMEL COMPANY	737537	11/08/2018	MERCHANDISE	615-49850-260	163.80
AH HERMEL COMPANY	C64173	11/02/2018	CREDIT - MERCHANDISE	615-49850-260	-158.85
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- KAHLER LODGI	615-49850-334	220.20
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	615-49850-340	101.20
MN ENERGY RESOURCES	20181012	11/05/2018	HEATING #0504094426-00001	615-49850-383	212.62
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	615-49850-401	69.99
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	615-49850-402	55.45
DICKS WELDING INC	20181101	11/09/2018	REPAIRS-MAINTENANCE	615-49850-402	305.77
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	615-49850-404	13.05
ARENASERV LLC	0509	11/08/2018	MAINTENANCE	615-49850-404	900.00
FRANKS SHOE REPAIR	29765	11/02/2018	SERVICE	615-49850-404	10.50
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	615-49850-405	8.57
R & R SPECIALTIES	0066137-IN	11/05/2018	MAINTENANCE - ZAMBONI	615-49850-405	440.70
GDF ENTERPRISES, INC	A14808	11/08/2018	MAINTENANCE - SKIDSTEER	615-49850-405	331.93
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	615-49850-409	389.99
SCHWALBACH HARDWARE	#72861 10-25-18	11/08/2018	MAINTENANCE -	615-49850-409	636.90
ELECTRIC FUND	217	11/02/2018	EL - ARENA	615-49850-409	26.84
ELECTRIC FUND	222	11/08/2018	EL - ARENA	615-49850-409	12.34
RINK SYSTEMS, INC	072667	11/14/2018	2018 KICK PLATE RINK CONST	615-49850-439	3,344.84
RINK SYSTEMS, INC	072692	11/14/2018	2018 RINK CONSTRUCTION	615-49850-439	58.78
RINK SYSTEMS, INC	072895	11/14/2018	2018 RINK CONSTRUCTION	615-49850-439	1,100.00
RINK SYSTEMS, INC	072896	11/14/2018	2018 RINK CONSTRUCTION	615-49850-439	5,500.00
MINNESOTA ICE, LLC	900-17-287	11/07/2018	WINDOM ICE ARENA	615-49850-439	30,400.00
<b>Activity 49850 - Arena Total:</b>					<b>44,561.52</b>
<b>Fund 615 - ARENA Total:</b>					<b>44,561.52</b>

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20181114	11/14/2018	EXPENSE -	617-10200	1,500.00
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## Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEGEN CONSTRUCTION LLC	20181103	11/08/2018	SERVICE - COMM CENTER	617-16200	7,444.00
NEGEN CONSTRUCTION LLC	20181103	11/08/2018	SERVICE - COMM CENTER - D	617-36230	-1,000.00
					<u>7,944.00</u>
<b>Activity: 49860 - M/P Center</b>					
RUNNINGS SUPPLY, INC	#71920 10-24-18	11/14/2018	MAINTENANCE	617-49860-217	18.18
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- SCHWALBACH	617-49860-217	19.21
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HOBBY LOBBY	617-49860-217	34.43
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HY VEE SUPPLI	617-49860-254	115.15
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HY VEE SUPPLI	617-49860-254	79.80
KDOM RADIO	#0563 10-31-18	11/07/2018	ADVERTISING #0563	617-49860-340	167.54
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	617-49860-340	210.00
CITIZEN PUBLISHING CO	20181031	11/05/2018	ADVERTISING	617-49860-340	101.20
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	369814793	10/31/2018	COPIER LEASE 10/20 - 11/20/	617-49860-404	15.13
US BANK	#8263 10-22-18	11/07/2018	CREDIT CARD- HY VEE SUPPLI	617-49860-409	32.00
BLUE CROSS/BLUE SHIELD	181102111369	11/07/2018	INSURANCE PREM- NOV 2018	617-49860-480	1,686.50
					<u>2,539.14</u>
				<b>Activity 49860 - M/P Center Total:</b>	<b>2,539.14</b>
				<b>Fund 617 - M/P CENTER Total:</b>	<b>10,483.14</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0001494	11/09/2018	Federal Tax Withholding	700-21701	9,072.33
Internal Revenue Service-Payr	INV0001498	11/09/2018	Federal Tax Withholding	700-21701	3,138.05
MN Department of Revenue -	INV0001493	11/09/2018	State Withholding	700-21702	4,466.88
MN Department of Revenue -	INV0001497	11/09/2018	State Withholding	700-21702	1,719.58
Internal Revenue Service-Payr	INV0001495	11/09/2018	Social Security	700-21703	11,708.68
Internal Revenue Service-Payr	INV0001499	11/09/2018	Social Security	700-21703	5,162.98
MN Pera	INV0001487	11/09/2018	PERA	700-21704	13,219.26
MN Pera	INV0001488	11/09/2018	PERA	700-21704	5,908.03
MN Pera	INV0001489	11/09/2018	PERA	700-21704	731.38
MN State Deferred	INV0001490	11/09/2018	Deferred Compensation	700-21705	5,544.11
MN State Deferred	INV0001491	11/09/2018	Deferred Roth	700-21705	535.00
BLUE CROSS/BLUE SHIELD	181102111369	11/07/2018	INSURANCE PREM- NOV 2018	700-21706	61,068.00
Internal Revenue Service-Payr	INV0001492	11/09/2018	Medicare Withholding	700-21711	3,346.40
Internal Revenue Service-Payr	INV0001496	11/09/2018	Medicare Withholding	700-21711	1,207.50
SELECTACCOUNT	38840154	11/14/2018	FLEX SPENDING	700-21712	535.90
					<u>127,364.08</u>
				<b>Fund 700 - PAYROLL Total:</b>	<b>127,364.08</b>
				<b>Grand Total:</b>	<b>752,318.29</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	36,861.56
211 - LIBRARY	52,867.87
225 - AIRPORT	353.73
230 - POOL	2,079.26
235 - AMBULANCE	8,484.34
250 - EDA GENERAL	7,827.46
252 - EDA SCDP	2,080.00
253 - EDA RIVERBLUFF ESTATES	200.00
401 - GENERAL CAPITAL PROJECTS	25,000.00
407 - DILIPIDATED HOUSING PROGRAM	76.80
601 - WATER	4,677.29
602 - SEWER	6,344.43
604 - ELECTRIC	170,706.42
609 - LIQUOR STORE	63,227.21
614 - TELECOM	189,123.18
615 - ARENA	44,561.52
617 - M/P CENTER	10,483.14
700 - PAYROLL	127,364.08
<b>Grand Total:</b>	<b>752,318.29</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-41110-304	Legal Fees	720.00
100-41110-326	Data Processing	37.00
100-41110-334	Meals/Lodging	82.79
100-41110-350	Printing & Design	273.00
100-41310-200	Office Supplies	246.89
100-41310-217	Other Operating Supplie	205.00
100-41310-308	Training & Registrations	180.00
100-41310-326	Data Processing	10.00
100-41310-331	Travel Expense	105.72
100-41310-433	Dues & Subscriptions	45.00
100-41310-480	Other Miscellaneous	521.43
100-41910-212	Motor Fuels	80.53
100-41910-304	Legal Fees	740.00
100-41940-406	Repairs & Maint - Groun	881.50
100-42120-200	Office Supplies	82.48
100-42120-212	Motor Fuels	1,537.58
100-42120-218	Uniforms	114.98
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-308	Training & Registrations	40.00
100-42120-326	Data Processing	179.00
100-42120-327	Interpretation Fees	100.00
100-42120-334	Meals/Lodging	258.57
100-42120-404	Repairs & Maint - M&E	323.91
100-42120-412	Rentals - Building	1,900.00
100-42120-480	Other Miscellaneous	682.22
100-42220-200	Office Supplies	369.86
100-42220-212	Motor Fuels	283.69
100-42220-350	Printing & Design	962.00
100-42220-404	Repairs & Maint - M&E	24.20
100-42700-217	Other Operating Supplie	63.25
100-42700-300	Charges for Services	144.58
100-43100-211	Cleaning Supplies	71.97
100-43100-212	Motor Fuels	1,642.08
100-43100-215	Materials & Equipment	611.85

## Account Summary

Account Number	Account Name	Payment Amount
100-43100-216	Chemicals and Chemical	69.98
100-43100-217	Other Operating Supplie	1,032.71
100-43100-241	Small Tools	345.94
100-43100-384	Refuse Disposal	521.45
100-43100-401	Repairs & Maint - Buildi	3,375.56
100-43100-404	Repairs & Maint - M&E	1,148.71
100-43100-405	Repairs & Maint - Vehicl	501.31
100-43100-407	Repairs & Maint - Seal C	8,571.14
100-43100-409	Repairs & Maint - Utilitie	24.95
100-43100-480	Other Miscellaneous	1,306.01
100-43210-307	Management Fees	246.75
100-45120-217	Other Operating Supplie	15.13
100-45120-260	Concessions	318.72
100-45202-212	Motor Fuels	573.95
100-45202-216	Chemicals and Chemical	17.97
100-45202-241	Small Tools	39.99
100-45202-402	Repairs & Maint - Struct	11.88
100-45202-406	Repairs & Maint - Groun	1,220.83
211-45501-200	Office Supplies	131.31
211-45501-217	Other Operating Supplie	7.56
211-45501-402	Repairs & Maint - Struct	903.00
211-45501-433	Dues & Subscriptions	588.72
211-45501-435	Books and Pamphlets	1,237.28
211-49950-500	Capital Outlay	50,000.00
225-45127-200	Office Supplies	29.00
225-45127-381	Electric Utility	324.73
230-45124-217	Other Operating Supplie	7.56
230-45124-334	Meals/Lodging	220.20
230-45124-404	Repairs & Maint - M&E	1,851.50
235-42153-212	Motor Fuels	2,306.02
235-42153-217	Other Operating Supplie	748.36
235-42153-308	Training & Registrations	1,802.95
235-42153-312	Nursing	1,760.10
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	129.56
235-42153-405	Repairs & Maint - Vehicl	1,703.35
250-46520-200	Office Supplies	6.99
250-46520-304	Legal Fees	540.00
250-46520-308	Training & Registrations	80.00
250-46520-340	Advertising & Promotion	1,846.40
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	15.00
250-46520-438	Meeting Expense	53.57
250-46520-480	Other Miscellaneous	1,846.00
250-49980-602	Other Long-Term Obliga	2,268.14
250-49980-612	Other Interest	1,091.86
252-46520-491	Payments to Other Orga	2,080.00
253-46520-406	Repairs & Maint - Groun	200.00
401-49950-503	Capital Outlay - Streets	25,000.00
407-49950-480	Other Miscellaneous	76.80
601-49400-200	Office Supplies	152.10
601-49400-212	Motor Fuels	405.68
601-49400-216	Chemicals and Chemical	2,776.15
601-49400-217	Other Operating Supplie	15.98
601-49400-322	Postage	14.07
601-49400-402	Repairs & Maint - Struct	190.72
601-49400-404	Repairs & Maint - M&E	179.54
601-49400-408	Repairs & Maint - Distrib	900.71

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-432	Uncollectible	42.34
602-49450-200	Office Supplies	54.95
602-49450-212	Motor Fuels	308.47
602-49450-216	Chemicals and Chemical	424.50
602-49450-241	Small Tools	105.46
602-49450-304	Legal Fees	3,780.00
602-49450-308	Training & Registrations	40.00
602-49450-310	Lab Testing	927.20
602-49450-334	Meals/Lodging	37.96
602-49450-384	Refuse Disposal	5.25
602-49450-402	Repairs & Maint - Struct	331.48
602-49450-404	Repairs & Maint - M&E	195.94
602-49450-408	Repairs & Maint - Distrib	90.88
602-49450-432	Uncollectible	42.34
604-16300	Improvements Other Th	166,294.04
604-49550-212	Motor Fuels	1,279.49
604-49550-217	Other Operating Supplie	91.82
604-49550-218	Uniforms	182.80
604-49550-303	Engineering and Surveyi	300.00
604-49550-325	Dispatching	35.40
604-49550-404	Repairs & Maint - M&E	372.82
604-49550-406	Repairs & Maint - Groun	424.92
604-49550-408	Repairs & Maint - Distrib	361.20
604-49550-411	Repairs & Maint - Sub St	59.58
604-49550-432	Uncollectible	62.34
604-49550-480	Other Miscellaneous	42.01
604-49550-491	Payments to Other Orga	1,200.00
609-49751-200	Office Supplies	41.88
609-49751-211	Cleaning Supplies	186.30
609-49751-217	Other Operating Supplie	130.59
609-49751-251	Liquor	17,562.30
609-49751-252	Beer	33,464.60
609-49751-253	Wine	7,436.00
609-49751-254	Soft Drinks & Mix	548.12
609-49751-257	Ice	156.69
609-49751-333	Freight and Express	529.19
609-49751-334	Meals/Lodging	8.70
609-49751-340	Advertising & Promotion	2,405.76
609-49751-404	Repairs & Maint - M&E	442.75
609-49751-433	Dues & Subscriptions	294.33
609-49751-444	License Fees	20.00
614-16400	Machinery & Equipment	709.93
614-20201	Excise Tax Payable	932.60
614-20206	911 TAP & TACIP Fees Cl	1,230.95
614-49870-200	Office Supplies	46.92
614-49870-212	Motor Fuels	160.69
614-49870-217	Other Operating Supplie	67.24
614-49870-227	Utility System Maint Sup	72.39
614-49870-241	Small Tools	24.99
614-49870-304	Legal Fees	1,056.00
614-49870-322	Postage	13.15
614-49870-340	Advertising & Promotion	525.98
614-49870-404	Repairs & Maint - M&E	45.38
614-49870-432	Uncollectible	25.58
614-49870-441	Transmission Fees	50.83
614-49870-442	Subscriber Fees	20,794.48
614-49870-445	Switch Fees	1,568.30
614-49870-447	Internet Expense	11,887.39

**Account Summary**

Account Number	Account Name	Payment Amount
614-49870-448	On-Call Support	211.25
614-49870-451	Call Completion	3,983.50
614-49980-611	Bond Interest	145,715.63
615-49850-211	Cleaning Supplies	11.99
615-49850-212	Motor Fuels	69.66
615-49850-217	Other Operating Supplie	27.23
615-49850-241	Small Tools	87.31
615-49850-260	Concessions	225.66
615-49850-334	Meals/Lodging	220.20
615-49850-340	Advertising & Promotion	101.20
615-49850-383	Gas Utility	212.62
615-49850-401	Repairs & Maint - Buildi	69.99
615-49850-402	Repairs & Maint - Struct	361.22
615-49850-404	Repairs & Maint - M&E	923.55
615-49850-405	Repairs & Maint - Vehicl	781.20
615-49850-409	Repairs & Maint - Utilitie	1,066.07
615-49850-439	Special Projects	40,403.62
617-10200	Petty Cash	1,500.00
617-16200	Buildings	7,444.00
617-36230	Contributions and Dona	-1,000.00
617-49860-217	Other Operating Supplie	71.82
617-49860-254	Soft Drinks & Mix	194.95
617-49860-340	Advertising & Promotion	478.74
617-49860-404	Repairs & Maint - M&E	75.13
617-49860-409	Repairs & Maint - Utilitie	32.00
617-49860-480	Other Miscellaneous	1,686.50
700-21701	Federal Withholding	12,210.38
700-21702	State Withholding	6,186.46
700-21703	FICA Tax Withholding	16,871.66
700-21704	PERA Contributions	19,858.67
700-21705	Retirement	6,079.11
700-21706	Medical Insurance	61,068.00
700-21711	Medicare Tax Withholdi	4,553.90
700-21712	Flex Account	535.90
	<b>Grand Total:</b>	<b>752,318.29</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	752,318.29
<b>Grand Total:</b>	<b>752,318.29</b>

GA  
11-14-18

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Des Moines River Ducks Unlimited Chapter 045 Previous Gambling Permit Number: X-17002-18-014

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: PO Box 142

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

Name of Chief Executive Officer (CEO): Jason Kloss

CEO Daytime Phone: 507-822-1529 CEO Email: jascln4@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Community Center

Physical Address (do not use P.O. box): 1750 Cottonwood Lake Drive

Check one:

City: Windom Zip: 56101 County: Cottonwood

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): April 6, 2019

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

Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

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

**LG220 Application for Exempt Permit**

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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature:  Date: 11-7-18  
(Signature must be CEO's signature; designee may not sign)

Print Name: Jason J. Kloss

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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**Complete a separate application for:**

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

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

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

**Mail application with:**

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

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

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

<p><small>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</small></p>	<p><small>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</small></p>	<p><small>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</small></p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

## **2019 License Applications**

### **Cigarette License \$20.00**

Casey's General Store  
Country Pride Services  
Janu-6 Freedom Super Value Center  
Riverbend Liquor  
ExpressWay - Windom  
Super America  
Hy-Vee  
Dollar General  
Windom Country Club  
OK Boss

### **Game of Skill \$50 first game \$15.00 each additional game**

Phat Pheasant  
Godfathers Pizza  
C & N Sales – Phat Pheasant  
C & N Sales – Sun Bowl  
Kyle Pillatzki – Arena

### **Theatre \$25.00**

Windom State Theatre



**Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement**

445 Minnesota Street, Suite 222  
St. Paul, MN 55101  
651-201-7500

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement.

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSL License Period Ending 12/31/2018 ID# 6776

ISSUING AUTHORITY Windom

Licensee Name Porath, Gordon

Trade Name Sunbowl

City, State, Zip Code 111 1st Ave S

Windom MN 56101

Business Phone 5078314250

License Fees: **Off Sale** \$0.00 **On Sale** \$2,000.00 **Sunday** \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Gordon Porath DOB \_\_\_\_\_ Date 11-5-18  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Bel Chief Date 11/07/18  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



**Minnesota Department of Public Safety**  
**Alcohol and Gambling Enforcement**  
445 Minnesota Street, Suite 222  
St. Paul, MN 55101  
651-201-7500

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement.

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code MWNONSB License Period Ending 12/31/2018 ID# 70605

ISSUING AUTHORITY Windom

Licensee Name Windstream Inns LLC

Trade Name AmericInn

City, State, Zip Code 2270 Hwy 60

Windom MN 55362

Business Phone 7633140220

License Fees: **Off Sale** **On Sale** \$150.00 **Sunday**

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature *Anthony Wood* DOB \_\_\_\_\_ Date 11/8/18  
(Signature certifies all above information to be correct and license has been approved by city/county.)

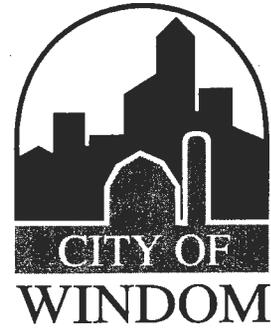
City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature *Seth Fox* Date 11/13/18  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.





**INTOXICATING MALT LIQUOR  
(STRONG BEER) LICENSE AUTHORIZATION**

Name of Applicant: Windstream Inns LLC. Kathayne Wood

Home Address: 2270 Hwy 100 E. Windom Mn

Business in connection with which the proposed license will operate:

Amenc Inn / Windstream Inns LLC

Address of Business: 2270 Hwy 100 E. Windom Mn 56101

Required Minnesota Tax ID #: 5477247

Required Federal Tax ID #: 82-2428157

Applicant is (Owner), (Operator)

Name and address of Manager (if applicable): Kathayne Wood

License fee of \$100.00 must accompany this application. 722 2nd Ave  
Brewster Mn 56119

I, the applicant, state that all statements in this application are true and correct. I hereby verify gross receipts are at least 60 percent attributable to the sale of food and hereby grant the City of Windom access to information to verify annual intoxicating liquor (strong beer) sales. I further acknowledge that I am in receipt of section **118.048 ON-SALE WINE LICENSE REQUIRED** of the Windom City Code detailing license requirements.

Signed: Kathayne Wood

Date: 11/8/18

Report of Investigation: \_\_\_\_\_

Approved by the City Council \_\_\_\_\_



## RESOLUTION #2018-

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2018 MISCELLANEOUS SPECIAL ASSESSMENTS"**

---

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the "2018 Miscellaneous Special Assessments"; and

**WHEREAS**, the City Council finds that services, as set forth in Minnesota Statutes §429.101, were performed by the City and these special charges were billed to the affected property owners and remain unpaid; and

**WHEREAS**, the City Council finds the evidence supports findings that assessment calculations are correct and the assessments are valid; and

**WHEREAS**, the City Council finds that the services have benefited the properties.

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

1. Such proposed assessments, a copy of which is filed in the Office of the City Administrator and made a part hereof as if fully set forth herein, are hereby accepted and shall constitute the special assessments against the lands named therein; and each tract of land therein included is hereby found to have benefited by the services performed and special charges levied against it.

2. Such assessments shall be payable in equal annual installments extending over a period of one (1) year at five percent (5%) interest.

3. The owners of property so assessed may, at any time prior to December 31, 2018, pay the City Clerk's Office the entire amount of the assessment on their property without interest. Any amounts not paid by December 31, 2018, will be certified to the County Auditor for collection in the same manner as other municipal taxes. After said date, a property owner may at any time pay the remaining balance of the assessment to the City Clerk's Office with interest accrued to December 31 of the year in which such payment is made.

4. The Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the property tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

**Adopted this 20<sup>th</sup> day of November, 2018.**

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Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Clerk/City Administrator

2018 Misc. Assessment List

1 year 5%

Property ID	Description	Owner	Address	Amount	Service	
25-164-0290	336 16th Street Cnty Aud Subd 4 Lot 7	Steve & Carolyn Nichols	183 14th Street Windom, MN 56101	500.00 350.00	Fire Call Assist-Veenker	
					TOTAL	\$ 850.00
25-673-0180	1016 13th Street Lot 21 Block 2 Ringkob & Pope's Addition	Thomas Clipperton	1016 13th Street Windom, MN 56101	500.00	Fire Call	
					TOTAL	\$ 500.00
25-352-0230	99 10th Street Lot 9 Block 4 Hutton & Collin Subd	Jordan Johnson	916 Baily Street Jackson, MN 56143	1,415.63	Clean up	
					TOTAL	\$ 1,415.63
03-004-0400	294 North Shore Dr Sect-04, Twp-104 Range-035 E PT SW Corner Lot 5	John & Marilyn Flatgard	635 3rd Ave Windom, MN 56101	1,000.00	Fire Call	
					TOTAL	\$ 1,000.00
25-823-1990	552 11th Street Lot 5 Block 25 Windom Third Addition	James & Simoine Bolin	PO Box 423 Windom, MN 56101	100.00	Snow Removal	
					TOTAL	\$ 100.00
25-352-0250	965 Prospect Ave Lot 11/Block 4 Hutton & Collin Subd	Tajiddin & Eboney Mason	965 Prospect Ave Windom, MN 56101	100.00	Snow Removal	
					TOTAL	\$ 100.00
25-822-0040	1224 5th Ave Lot 5 Block 41 Windom Second Addition	John Kirst	1411 3rd Ave Heron Lake, MN 56137	100.00	Snow Removal	
					TOTAL	\$ 100.00
25-352-0790	657 Prospect Ave Lot 18 Block 7 Hutton & Collin Subd	Howard Leibowitz	702 10th St, Apt 5 Worthington, MN 56187	1,000.00	Fire Call	
					TOTAL	\$ 1,000.00
25-835-0200	681 Redding Ave Lot 9 Block 2 Walen's Subdivision	Victor Vargas	681 Redding Ave Windom, MN 56101	200.00	Mowed grass	
					TOTAL	\$ 200.00
25-352-0050	70 11th Street Lot 6 & 7 Block 2 Hutton & Collin Subd	John Weber	C/O DVHHS PO Box 9 Windom, MN 56101	200.00 200.00	Mowed Grass	
					TOTAL	\$ 200.00
25-160-0390	1101 8th Ave	Jerry Parker/Maria Adame	Jerry Parker	1,000.00	Fire Call	

Lot 6 Block 6  
Clark's Addition

PO Box 181  
Windom, MN 56101

TOTAL \$ 1,000.00

Caballero/Socorro Adame  
PO Box 431  
Windom, MN 56101

10-029-0101 50208 Co Rd 17 Derick Hall  
553.75'Frt on S Qtr line & S line Gov't Lot 3 in SW 1/4  
SW 1/4 & Gov't Lot 3 8.93

50208 Co Rd 17 1,000.00 Fire Call  
Windom, MN 56101 100.00 Foam supplies

TOTAL \$ 1,100.00

GRAND TOTAL

\$ 7,565.63

## NOTICE OF PUBLIC HEARING

### 2018 Miscellaneous Special Assessments

Notice is hereby given that the City Council of Windom, Minnesota, will meet in the Council Chambers of the City Hall, 444 9<sup>th</sup> Street, at 7:30 p.m. on November 20, 2018, to consider, and possibly adopt, the proposed assessments for 2018 Miscellaneous Special Assessments. The assessments are for city services, such as mowing, snow removal, or rubbish removal completed by the City to correct nuisance violations and emergency response by the Windom Fire Department, and these services have not been paid by the property owners. The properties are located within the corporate city limits or service area and legally described as follows:

25-160-0390	Clark's Addition	Lot 6, Block 6
25-164-0290	County Auditor Subd 4	Lot 7
25-352-0050	Hutton & Collins Subd	Lots 6 & 7, Block 2
25-352-0230	Hutton & Collins Subd	Lot 9, Block 4
25-352-0250	Hutton & Collins Subd	Lot 11, Block 4
25-352-0790	Hutton & Collins Subd	Lot 18, Block 7
25-673-0180	Ringkob & Pope's Addition	Lot 21, Block 2
25-820-0890	Windom Original Townsite	Lot 7, Block 12
25-822-0040	Windom Second Addition	Lot 5, Block 41
25-823-1990	Windom Third Addition	Lot 5, Block 25
25-835-0200	Walen's Subdivision	Lot 9, Block 2
10-029-0101	553.75'Frt on S Qtr line & S line Gov't Lot 3 in SW 1/4 SW 1/4 & Gov't Lot 3 8.93	
03-004-0400	Sect-04, Twp-104, Range-035	E PT SW Corner Lot 5

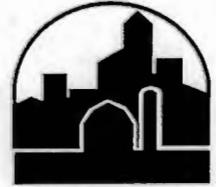
The proposed assessment roll is on file for public inspection at the City Clerk's Office. The total amount of the proposed Miscellaneous Special Assessments is \$8,565.63. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection, signed by the affected property owners, is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. Such persons as desire to be heard with reference to the proposed miscellaneous special assessments will be heard at this meeting.

An owner may appeal an assessment to District Court, pursuant to Minnesota Statute § 429.081, by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within ten (10) days after service upon the Mayor or City Administrator.

Steve Nasby  
City Administrator

Published November 7 & 14, 2018

# MEMORANDUM



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

**TO:** City Council  
**FROM:** City Administrator *Joe*  
**DATE:** November 8, 2018  
**RE:** Highway 60/71 Corridor Study Discussion

Rhonda Allis, MN DOT, is scheduled to make a brief presentation and discuss the process for getting the Highway 60/71 Corridor Study underway.

The City has previously committed \$17,500 to this project with another \$12,500 requested for 2019, making the City's financial contribution \$30,000 plus staff time. MN DOT will be picking up the balance of the study (estimated at \$70,000+) and committing staff time as well.

In 2002 a Corridor study was completed, however, much has changed in the last 16+ years and with Highway 60 being completed as a 4-lane highway the dynamics of the traffic and roadway need to be reviewed and revised.

## ACTION ITEM



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

**TO:** City Council  
**FROM:** Community Center Commission  
**DATE:** November 14, 2018  
**RE:** Community Center Director & Additional Funding for Outside Entertainment Area  
**DEPT:** Community Center  
**CONTACT:** Wayne Maras, Board Chair 831-3700

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### Recommendations/Options/Action Requested

The Community Center Commission recommends that the City Council approve the following items.

1. Hire a new Community Center Director and include in the job description an emphasis on Marketing.
  2. Provide additional funding of \$7,000 to complete electrical and landscaping work for the outdoor entertainment area.
- 

### Issue Summary/Background

Since the resignation of the previous Community Center Director, the Commission has been reviewing the job description and compensation of the position to assist with the promotion and use of the Community Center.

The Commission has determined that a Marketing Director would provide the most benefit to promote the Community Center and increase usage and revenue of the facility.

The primary function of this position is to fill the rental schedule by promoting the facility within a 50-mile radius through direct contact of potential users. The duties will also include the coordination of Community Center staff workload to meet the needs of all scheduled events. The Director will periodically attend trade shows and events at the Community Center as the lead promoter of the facility.

The Committee recommends that the Council hire the position as a 3-year contract, with a base salary of \$50,000 per year, plus merit-based pay of \$1,000.00 incentive for every \$10,000 of revenue gain over the net base of \$80,000 of revenue. Mileage or use of a city vehicle for marketing the facility would be provided. A biennial review will be completed by the Community Center Commission and City Council Liaisons.

Additional funding is needed for the outside entertainment area to add outside electrical service. The work will be completed by Ron's Electric and landscaping work will be completed by Masters.

### Fiscal Impact

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1. As part of the budgeting process, the City Council has allocated funding for this full-time position.
2. Funding of the \$7,000 for the additional electric and landscaping work would temporarily be provided through the Community Center "Equipment Replacement" budget when the Wally Rohlfesen Donation with Edward Jones is liquidated, the funds would be replaced in "Equipment Replacement" budget.

# ACTION ITEM



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

**TO:** City Council  
**FROM:** Development Department  
**DATE:** November 20, 2018 (City Council Meeting Date)  
**RE:** Decertification of TIF District No. 1-14  
**DEPT:** Development Department  
**CONTACT:** Drew Hage, Development Director at 832-8661 or [drew.hage@windommn.com](mailto:drew.hage@windommn.com)

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

After review, adopt the “Resolution Approving the Decertification of Tax Increment Financing District No. 1-14”.

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## **Issue Summary/Background**

TIF District 1-14 was created on October 17, 2000. This district is locally known as the “EDA Spec Building II” District and covers the property at 1925 North Redding Avenue where the EDA’s Spec Building is located.

Minnesota Statutes and the tax increment financing plan adopted for this TIF district established an expiration date for the district of eight years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July, 2010. It has been determined that the obligations of the District will be satisfied by the end of 2018 and all eligible costs of the project will have been paid by that time. Thus, the district needs to be decertified by the Cottonwood County Auditor effective December 31, 2018.

To begin the process, the EDA unanimously adopted a resolution on November 9, 2018, approving the decertification of TIF District 1-14. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this district. Attached is a resolution for this purpose for your review. If the resolution is adopted, EDA Staff will provide the Cottonwood County Auditor with the documentation necessary to complete the decertification of TIF District 1-14.

## **Fiscal Impact**

The EDA will continue to pay real estate taxes on this parcel of land but will not receive any tax increment. The real estate taxes for the property will be distributed by the Cottonwood County Auditor/Treasurer in the same manner as other property taxes collected by the Treasurer. This means that the City, School and County will all receive their proportionate shares of the property taxes paid for this property.

## **Attachments**

1. Resolution Approving the Decertification of Tax Increment Financing District No. 1-14.

**RESOLUTION #2018-**

**INTRODUCED:**

**SECONDED:**

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

**CITY OF WINDOM**

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX  
INCREMENT FINANCING DISTRICT NO. 1-14**

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WHEREAS, on October 17, 2000, the Economic Development Authority of Windom (the "EDA") and the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-14, County Number 25, (locally known as "EDA Spec Building II" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, the property covered by this District is described as Lot 6, Block 2 of Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota, (Parcel No. 25-839-0075); and

WHEREAS, the Tax Increment Financing Plan adopted on October 17, 2000, for this TIF District requires, pursuant to Minnesota Statutes, that the duration of this District will be eight years after date of receipt of first tax increment unless the obligations of the District are met prior to that time; and

WHEREAS, the receipt of first tax increment was July of 2010; and

WHEREAS, the plan provides for decertification of the District effective December 31, 2018, unless the obligations of the District are met prior to that time; and

WHEREAS, it has been determined that the obligations of the District will be satisfied by the end of 2018 and all eligible costs of the Project will have been paid; and

WHEREAS, there are no parcels located in this District which currently have delinquent taxes under the duration limits; and

WHEREAS, the City of Windom acknowledges the expiration of this District pursuant to the TIF Plan and statutory requirements; and

WHEREAS, the City of Windom desires by this resolution to acknowledge the expiration of this District effective December 31, 2018, after which all property taxes generated by property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor/Treasurer.

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

as follows:

1. All eligible obligations of said District will have been paid by December 31, 2018, and Tax Increment Financing District No. 1-14 (County No. 25) ("EDA Spec Building II" District) should be decertified effective December 31, 2018, pursuant to Minnesota Statutes and the tax increment financing plan adopted for said District.

2. EDA Staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify TIF District No. 1-14 as a tax increment district effective December 31, 2018.

ADOPTED this 20th day of November, 2018.

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

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

# ACTION ITEM

**TO:** Windom City Council  
**FROM:** Street Committee  
**DATE:** November 14, 2018  
**RE:** RFQ Recommendation  
**DEPT:** Street Department  
**CONTACT:** [Brian.Cooley@windommn.com](mailto:Brian.Cooley@windommn.com)

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## Recommendations/Options/Action Requested

The Street Committee unanimously recommends to the Windom City Council that they approve the hiring of DGR Engineering to conduct a watershed drainage analysis for the 18th Avenue area.

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## Issue Summary/Background

Due to some recent heavy rains, the Red Leaf Court and 18<sup>th</sup> Avenue areas have experienced flooding and water was getting into residents' homes. The City Council voted to request that engineering firms provide recommendations to address the water problems in that area and quotes for their services through an RFQ process. The City Council also requested that the Street Committee review the responses to the RFQs and provide the Council with a recommendation.

## Scope of Work and Fiscal Impact

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1. The total amount included for engineering costs by DGR was estimated at \$14,900 (chance of variation if there is snow prior to collecting the field data) for the items requested (in the RFQ) in Section IV. These costs are listed in the "Understanding of the scope of the project section" under "Next Steps" and are set out below. DGR's Additional Response: Yes, the fees included are only for the scope items included in Section IV and I'll provide costs for any additional review or construction design cost necessary as we move forward.
  - A. Topographic survey of the 18th Avenue, Red Leaf Court, Maple Park Circle & Jamison Drive rights-of-way including select floor elevations of existing homes: Estimated \$3,000-3,600 if completed before snowfall (remaining watershed analysis to utilize previous SEH study provided by the anticipated City timeline)- as soon as directed in order to minimize cost of effort to the City.
  - B. Compilation of previous Watershed Study and existing storm sewer conveyance analysis- \$6,600 (includes executive summary of watershed findings previously from SEH and analysis assumptions). Timeline: work to occur by January 2019 to allow for public input sessions to be held prior to spring.
  - C. 2-3 improvement plan concepts with preliminary cost estimates for Council and public review (includes 2 public input/Council meetings for discussion of options and answer questions) - \$4,700. Timeline: Work to occur prior to anticipated meeting dates in February and March 2019.
  - D. Additional design development of concepts to be reviewed after receiving Council/public feedback regarding improvements direction and questions that arise during the public input period. DGR will

**provide the additional services outlined in the RFQ to aid the City on the construction of the infrastructure that will improve the runoff characteristics of the watershed.**

# ACTION ITEM

**TO:** City Council  
**FROM:** Street Committee  
**DATE:** September 14, 2018  
**RE:** Internal Transfer  
**DEPT:** Street Department  
**CONTACT:** [Brian.Cooley@windimn.com](mailto:Brian.Cooley@windimn.com)

---

## **Recommendations/Action Requested**

The Street Committee recommends to the City Council that they approve the transfer of Colton Dunse from the Windom Water Department to the Windom Street Department effective Monday, December 3, 2018, at his current rate of pay and step with the Water Department.

---

## **Issue Summary/Background**

This is due to a vacancy created when Anthony Eidem resigned. This will allow the Street Department to be fully staffed. Colton has worked with the Street Department in the past helping with bituminous work, snow plowing, and park labor and will be a good addition to our team.

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# ACTION ITEM

**TO:** City Council  
**FROM:** Street Committee  
**DATE:** November 15, 2018  
**RE:** Employee Resignation  
**DEPT:** Street Department  
**CONTACT:** [Brian.Cooley@windimn.com](mailto:Brian.Cooley@windimn.com)

---

## **Recommendations/Action Requested**

The Street Committee recommends to the City Council that they approve posting internally to replace a Street Maintenance worker. If no transfer requests are submitted, we could revisit the applicants from August earlier this summer when the Windom Street Department advertised to fill two vacancies.

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## **Issue Summary/Background**

This is due to a vacancy created on Thursday, November 15, 2018, when Cody Lindquist turned in his two-week notice.

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## **Fiscal Impact/Short Staff**

I may need to call on other departments to help with snow removal until someone is hired.