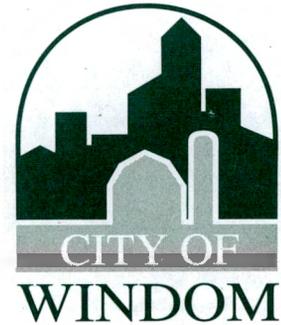


Council Meeting
Tuesday, December 18, 2018
City Council Chambers

7:30 p.m.

AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes –December 4, 2018
 - HRA – November 14 & December 5, 2018
 - EDA – December 7, 2018
 - Library Board – December 11, 2018
- Regular Bills
- Licenses
 - Temporary On-Sale Liquor License-BARC – February 16, 2019

2. Department Heads

3. Windom Youth Hockey Association Donation – Arena Locker Rooms

4. Public Hearing – Comprehensive Plan

5. Public Comment – Jameson Palm – Second Reading Ordinance No 172, 2nd Series

6. Ordinance Readings

- Second Reading Ordinance No. 172, 2nd Series – Minor City Code Revisions
- First Reading Ordinance No. 173, 2nd Series – Enacting and Adopting a Codified Supplement
- First Reading Ordinance No. 174, 2nd Series – Comprehensive Plan

7. 2019 City Budget

- 2019 Levy Resolution
- Approve 2019 City of Windom Budget
- Project Update Memorandum

8. 2018 Budget Amendments

9. Personnel

- Street/Park Foreman Recommendation
- Temporary Arena Management
- Liquor Store Clerk Hiring Recommendation

10. Disposition of Surplus Equipment

- Arena
- Street/Parks

11. Lutheran Social Services 2019 Site Agreement

12. 2018 Dashboard Report & 2019 Smart Goals

13. Resolution of Appreciation

- Bryan Joyce
- Jayesun Sherman

14. Contractor Payment – Substation - Conductor Power, LLC Pmt #9 \$60,534.00

15. New Business

16. Old Business

17. Council Comments



Adjourn

**Regular Council Meeting
City Hall, Council Chamber
December 4, 2018
7:00 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 and JoAnn Ray

Council Absent: Bryan Joyce

City Staff Present: Steve Nasby, City Administrator; Mike Haugen, Water/Wastewater Superintendent; Andy Spielman, Building & Zoning Official; Jason Sykora, Electric Superintendent; Scott Peterson, Police Chief; Drew Hage, Development Director and Dawn Aamot, Library Director

Pledge of Allegiance

3. Additions to the Agenda:

- 2019 City Budget - Proposal for 2019-2020 City Employee Health Insurance
- New Business - Community Center Director Position Advertisement

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

4. Consent Agenda:

- Minutes
 - Council Minutes – November 19 & 20, 2018
 - HRA – October 10, 2018
 - Community Center Commission – November 20, 2018
 - Telecom Commission – November 26, 2018
 - Utility Commission – November 28, 2018
 - Charter Commission – November 28, 2018
- Regular Bills
- Licenses
 - Exempt Gambling Permit – Des Moines Valley Deer Hunters Assoc.

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

5. Resolution Requesting Financial Assistance from SW/WC Coop:

Nasby said that the Police Chief requested additional staffing for activities at the Alternative Learning Center operated by the SW/WC Coop and Council had asked for a resolution.

Council member Sherman introduced the Resolution No. 2018-88, entitled “RESOLUTION ACKNOWLEDGING CITY PLEDGE OF FUNDING AND REQUEST FOR FINANCIAL ASSISTANCE FROM SW\WC COOP” and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Ray, Sherman, Byam, Grunig. No: None. Absent: Joyce. Abstain: None. Resolution passed 4 – 0.

6. 2019 City Budget:

Nasby reviewed the insurance handout was given to Council tonight. The proposed health insurance plan was reviewed due to a proposed 19% increase in the current plans. The Unions and Personnel Committee have negotiated the health benefit to help control costs for all invested parties. The proposed move to the 3375/6750 plan, along with City contributions to HSA/VEBA for 2019 is within the anticipated budget.

Jones asked what the total cost is for the City of Windom for the premium cost and HSA/VEBA contributions. Nasby replied that the City pays 75% of the premium and contributes to the deductible. The 2019 health insurance budget is \$714,588. The City will contribute \$7,868 for an individual plan and \$19,080 for a family plan in 2019. In 2020, the limits are \$8,655 and \$21,008 for single and family respectively.

Motion by Byam second by Ray to approve 2019-2020 Health Insurance Proposal. Motion carried 4 – 0.

Nasby presented the 2019 Budget. Items noted:

- Total Revenue - \$22,059,227
- Total Expenses - \$22,541,007
- Telecom Fund- (\$219,275) Cash Flow –
 - Working on switching Video service to reduce Expenses
 - Exploring Expanding Data service to increase Revenue
- Water/Wastewater Fund - Positive Cash Flows
- Electric Fund - Positive Outlook, No Rate Change projected for 2019
- Liquor – Positive Cash Flow, Most Expenses are Product Purchases
- General Fund - \$2.6 Million Proposed Budget (Up 2.67% from 2018)
- Proposed Tax Levy \$2,033,190 – 5.21% Levy Increase
 - 17.93% General Fund Operations
 - 12.18% General Fund Capital
 - 37.64% Special Revenue Funds
 - 30.37% Debt Service Levy
 - 1.12% Dilapidated Housing Program
 - 0.76% Tax Abatement Program
- State Sales Tax Savings estimated at \$41,000
- 9 year Average Property Tax Levy Increase of 2.94%
- General Fund Balance approximately \$1.7 million (47% in reserve)
 - Council Policy is to maintain 35-60% in General Reserve Funds

The City of Windom is in the medium tax range for peer cities in Southwest Minnesota.

Preliminary

Grunig asked when the next projected City Street Project is set to occur. Nasby replied existing 2003 & 2005 street project debts will drop off and funding will be available in 2020 with payments beginning in 2021.

Jones opened the meeting for Public Comment at 7:46 PM.

No comments received.

Jones closed the Public Comment input portion at 7:47 PM.

Jones noted that the budget and property tax levy would be considered for approval on December 18, 2018.

7. Department Heads:

Drew Hage, Development Director, mentioned the second Multi-Family Housing meeting is December 5, 2018 at 5:30 PM in the Council Chambers. He encouraged anyone wanting to speak on the issue or to learn more about it to show up, or meet with him at a different time.

Grunig noted that the meetings are for anyone in the City of Windom, as multiple locations are being discussed.

Dawn Aamot, Library Director, updated the Council on the Library improvements. She mentioned the 14 window replacements are completed along with the two entrance doors. The carpeting project started today, closing the library temporarily until December 18th. The library will still honor inter-library holds and staff will be contacting those patrons as needed.

8. Comprehensive Plan Review:

Hage noted that public comments have been received for the Comprehensive Plan and Land Use since the November 20th meeting from various committees and website input. Hage presented a slideshow noting the Overall Plan Vision recognizing that growth happens over time and all neighborhoods are on a continuation of improvement. The City has a goal of reaching the 5,000 population mark and to increase the supply of housing. The Future Land Use Map has been reviewed to help allow development in various areas in the City.

Hage requested that the City Council call for a Public Hearing for the Comprehensive Plan on December 18, 2018. He also stated that the 1st Ordinance Reading will be held on December 18, 2018 and the 2nd Ordinance Reading on January 2, 2019.

Council member Byam introduced the Resolution No. 2018-89, entitled “RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED COMPREHENSIVE PLAN AND FUTURE LAND USE MAP FOR THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Sherman, Byam, Grunig, Ray. No: None. Absent: Joyce. Abstain: None. Resolution passed 4 – 0.

9. First Reading Ordinance No. 172, 2nd Series – Minor City Code Revisions:

Andy Spielman, Building & Zoning Official, reviewed minor changes to the Ordinance No. 172, 2nd Series. The revisions have been reviewed by the City Attorney and incorporated into the proposed ordinance. Revisions included:

- Firearms Discharge in the City limits
- Definitions of Yard, Front and Yard, Side
- Fire Extinguisher size/inspections
- Maximum Lot Coverage
- Fences in Residential Districts
- Solar Energy Systems

Motion by Grunig second by Sherman to the first reading of Ordinance No. 172, 2nd Series with revisions as presented. Motion carried 4 - 0.

10. Mayor Appointments – Telecom Commission:

Jones opened by thanking Jeremy Lund for his service on the Telecom Commission Board.

Jones stated he received a recommendation to appoint Mike Schowalter to the vacated position. Schowalter has accepted the offer to fulfill the position until December 31, 2019. He also recommended extending JD Palm's term (as it expires December 31, 2018) to December 31, 2021.

Motion by Ray second by Sherman to approve the Telecom Appointments. Motion carried 4 - 0.

11. Contractor Payment – Gridor Construction Inc. – WWTP Improvement – Pay Request #1:

Mike Haugen, Water/Wastewater Superintendent, presented the first pay request for the Wastewater Treatment Plant Improvement Project. Gridor Construction has begun work at the plant and the pay request includes mobilization, fencing, and some excavation expenses. He noted the excavated material has gone to Veenker Excavating as there was no in-house location to dump material. The Utility Commission has reviewed and approved the request.

Motion by Grunig second by Sherman to approve Pay Request #1 in the amount of \$566,277.00 for Gridor Construction Inc. for the WWTP Improvement Project. Motion carried 4 - 0.

12. New Business:

The Community Center Director position was proposed at a previous Council meeting. Discussion with some Community Center Commission members and the Personnel Committee resulted in a plan to move ahead with the hiring process. Nasby stated that the Commission emphasized marketing and Community Center promotion as a key part of the job. They also discussed making the position a City position versus a Contracted position.

Motion by Byam second by Sherman to approve advertising for a Community Center Director Position subject sign off by the Community Center Commission and Personnel Committee approval. Motion carried 4 - 0.

13. Old Business:

None.

14. Council Comments:

Jones noted an inquiry regarding the ceiling tile in the Arena Archery area. Nasby answered that there is a leak between the sheet metal at the side of the building where the side meets the roof. Water runs along this seam and drips on the ceiling tiles. Fredin Construction was on site and was able to replace some of the damaged tiles. A roof repair quote may be requested for repairs.

Byam stated that several organizations are out promoting food shelf donations. He encouraged the public to donate any extra food.

Ray urged the public to move vehicles off of the streets during snow events so crews can quickly clean the roadways.

Grung has been researching the 5,000 population threshold and the ability to get funds for streets. He said the threshold of 5,000 population does not seem equitable. Nasby said the threshold is set in the gas tax Constitutional dedication, but concurs it leaves out many communities.

Sherman mentioned that Coffee with the Council is this Saturday, December 8th at Hy-Vee and he along with Council Member-elect Jenny Quade will be present. They can also meet the new Hy-Vee Store Director.

Jones encouraged Council members to have some humorous remarks about Joyce and Sherman as December 18th will be their last Council meeting.

15. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:33 PM.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

November 14, 2018 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, November 14, 2018, at the Riverview Apartments Community Room. Board Members present: Frank Dorpinghaus, Linda Jaakola, Pam Dobson, Dan Molitor and Resident Liaison Mike Meyer. Also present were: Executive Director, Connie Clausen and Operations Manager, Linda Loewen. Absent: Margaret McDonald

The Meeting was called to order at 4:01 pm with the consent agenda approved (Jaakola/Dobson) which included minutes from the previous meeting, the agenda, utility report, balance report and bills report.

Scheduled Guests: None

Old business consisted of:

1. An update was given on the monthly turnaround rate/days. Our average days to complete a turnover are 7.32.
2. An update was given on the RV Parking Lot Project. We received a final pay request in the amount of \$35,713. A motion was made to pay the final request in full from our savings account. (Dobson/Jaakola). The final sign for the parking lot entrance has also been installed.
3. An update was given on the 957 River Road property. Maintenance staff will put a temporary front step on the house and we will plan to reconstruct it in the spring. We have received one application at this point and continue to use flyers to advertise the rental in the community.
4. An update was given on the HS sidewalk and street repairs. Tri-State plans to fix the sidewalk either today or tomorrow.
5. An update was given on the long-term radon testing completed at Hillside Manor. The Executive Director will send out the RFP soon to be re-bid after receiving the new testing results.
6. The Executive Director received a rough draft of the 3/31/18 fiscal year end audit today. After some discussion, the board decided to schedule a special meeting on 12/5 at 4:00pm to review the results which is due to be submitted to REAC by 12/31/18.
7. An update was given on the HS Parking Lot Project. We received two RFQ's back for the Engineering Services. After some discussion, a motion was made to accept Bolton & Menk as the Engineer for this project. (Dobson/Jaakola)
8. An update was given on the Riverview Security Camera Project. We received two bids back after we requested a re-bid. After some discussion, a motion was made to accept the bid from Safe-n-Secure, in the amount of \$15,295.76. We have capital funds set aside for this project.
9. The annual boiler inspection was completed on 10/25 at Riverview. The inspection was passed without any issues.
10. REAC inspections were completed on 10/17 at both Riverview and Hillside Manor. A total of 19 units were inspected. We had one issue that needed to be corrected within 24 hours and it has been cleared. Our overall score was 83/100 and we received a "B" on our physical inspection due to a few issues that we are currently working on at the Hillside Manor building.
11. The Executive Director gave an update on our HUD visit from June. There were a couple of findings that have been addressed and we are cleared.
12. The Executive Director presented the 2019 Annual Contract results. After some discussion, a motion was made to accept the bids from Rocker Construction for carpentry, Ron's Electric for electrical, Thurmer's for plumbing & HVAC and Scott's Snow Removal for snow removal. (Jaakola/Dobson)
13. The Executive Director presented the 2019 FMR's/Flat Rent Survey results. After some discussion, a motion was made to keep our flat rent at the current amount of \$485.00/month for 2019. (Dobson/Molitor)
14. The Executive Director reported that we are in the process of gathering the utility allowance information and will present it at the December board meeting.

New Business consisted of:

1. An update was given for the Jackson HRA. The Jackson HRA is waiting for work to be scheduled to update the cable TV system in the Hi-Rise. We expect it to be scheduled for February of 2019. The maintenance staff will be working on windows at the Hi-Rise. The Geo-Therm at the Hi-Rise needs some repair. The Executive Director will be sending out an RFP for the repairs soon.
2. We recently received our PHAS score for 3/31/2018. We scored 93 out of 100 and are once again a high-performer. This score included the results from our recent REAC inspection completed 10/17/18.
3. The Executive Director reports working on the following reports: (Jackson) FYE 9/30/17 clean audit report
4. The Executive Director reported that we had a Workman's Comp issue with one of our maintenance staff. The staff member was out for two days and has been cleared to return to work.
5. The Executive Director talked briefly again about the Lead the Way Training. This item will remain on the board agenda as a reminder to take time to go through the information on our own.
6. The meeting was closed at 4:55 pm for contract negotiations (Jaakola/Dobson). The meeting was re-opened at 5:15pm (Dobson/Molitor).
7. Upcoming board meetings will be December 12th at HS and January 9th at RV.

With no further business, the meeting was adjourned at 5:15 pm (Dobson/Molitor).

Frank Dorpinghaus, Chairman

Connie Clausen, Executive Director

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

December 5, 2018 ~ 4:00 pm

A special meeting of the Board of Directors was held on Wednesday, December 5, 2018, at the Riverview Apartments Community Room. Board Members present: Margaret McDonald, Pam Dobson and Dan Molitor. Also present were: Connie Clausen and Linda Loewen. Absent: Frank Dorpinghaus, Linda Jaakola and Mike Meyer, excused.

The meeting was called to order at 4:00 pm.

Agenda consisted of: Review of Annual Audit for FYE 03/31/18 and Closed for Contract negotiations.

The Executive Director had emailed a copy of the draft of the Annual Audit to all board members prior to the meeting and asked for any questions and/or concerns in regard to it. There were no issues brought forward, but the Executive Director informed the board that the new Fee Accountant is asking for more detail going forward. She also addressed that on page 9 under the accounts receivable amount that it was incorrect as we've received all grant money already. She is working with the Auditor regarding the difference. The final draft of the audit will be presented at the December board meeting.

The meeting was closed at 4:10pm for contract negotiations. (Molitor/Dobson). The meeting was reopened at 4:33pm. (Molitor/Dobson)

With no further business, the meeting was adjourned at 4:34pm (Dobson/Molitor).

Margaret McDonald, Treasurer

Connie Clausen, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
DECEMBER 7, 2018

1. Call to Order: The meeting was called to order by Secretary-Treasurer Justin Espenson at 12:00 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Justin Espenson, Marv Grunig, and Rod Byam.

Absent: Betsy Herding and Rick Clerc.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby; Kevin Stevens, Co. Comm. Liaison; and Rahn Larson.

3. Approval of Minutes: November 9, 2018

Motion by Commissioner Grunig, seconded by Commissioner Byam, to approve the Minutes of the EDA Meeting held on November 9, 2018. Motion carried 3-0.

4. Small Cities Development Program

A. Update on Status: Director Hage advised that the City has received the fully-executed Grant Agreement from DEED together with the authorization to use SCDP grant funds for rehab of existing homes in the target area (most of the East Hill). A public informational meeting will be scheduled in January 2019. Residents in the Target Area will be notified of the meeting and will also be able to pick up application materials at the EDA Office at that time.

B. Ratification of Subordination Agreement: The middle of November the EDA received a request for a subordination of an SCDP Mortgage on a Mountain Lake property. (The Cities of Windom and Mountain Lake participated in a joint grant round in 2009 through 2013 with the City of Windom acting as the lead city for all documents related to the grant.) Pursuant to the Policies and Procedures for the program, the City is authorized to subordinate the position of the SCDP Mortgage to allow the homeowner to refinance his/her/their primary mortgage. Because of the timing of the refinancing of the loan, it was necessary to obtain the Mayor's signature on the Subordination Agreement prior to the time of the next EDA Meeting.

Motion by Commissioner Grunig, seconded by Commissioner Byam, approving the subordination of the SCDP Mortgage on Mountain Lake property located at 1302 Third Avenue to allow the homeowner to refinance her primary mortgage and ratifying the Windom Mayor's signature on the Subordination Agreement. Motion carried 3-0.

5. Multi-Family Housing

A. First & Second Housing Meetings – Recap: The first community input meeting was held on November 20, 2018. After the first meeting, community members placed stars on 2 City maps identifying locations where they felt the 46-unit apartment building could be constructed. The second meeting was held on Wednesday, December 5, 2018, beginning at 5:30 p.m. in the City Hall Council Chambers. Director Hage quickly reviewed the presentation from that meeting. At the community meeting, he asked what is a reasonable buffer between multi-family housing and single-family housing and also reviewed the buffers of the proposed locations for the apartment building. At the community meeting, there was a discussion of the locations that received the most stars which included three locations that had not been under consideration previously. Director Hage advised which locations were not currently for sale. Those in attendance appeared to be more interested in locations than buffers. The plan is to send out a community survey requesting that residents rank the proposed locations for the 46-unit apartment building. The City will be hosting 2 or 3 additional community meetings to discuss multi-family housing in Windom. The

next meeting will probably be scheduled the second week in January. The timeline is to have a recommendation for multi-family housing in Windom to the City Council by March 2019. Director Hage reiterated that the Windom EDA has been working with this multi-family housing developer since 2016. He said we need to find a location that works for the developer and the community.

6. Comprehensive Plan – Review of Goals, Strategies & Objectives

- A. Demographics
- B. Economy
- C. Housing
- D. Future Land Use – Chapter and Map

Previously the EDA Board had received copies of these chapters. Director Hage reviewed the goals, strategies and objectives in these chapters with the Board. He explained that a draft of the entire Comprehensive Plan was posted on November 20th on the City's website for review by the public.

- 7. ED 202 - Real Estate Finance Class: Director Hage advised that he will be attending the Third Class in the Economic Development Business Credit Analysis Certification Series next week in Minneapolis. Earlier this year, the EDA Board authorized his participation in this class.
- 8. 1120 Miller Avenue – Sold: Director Hage reported that the closing on the property at 1120 Miller Avenue has been completed. The EDA Board held a public hearing and approved this sale at its November Meeting. The funds will be revolved to allow for demolition of another eligible blighted home.
- 9. New Business: In response to questions, Director Hage advised that the zoning by Shopko is Highway Business. He said that there appears to be good demand at all three hotels/motels in Windom. There are very diverse options in motels for visitors to Windom. He indicated that because the pool in the AmericInn faces buildings to the northeast, the CVB is discussing options including a potential mural on the wall of Windom Floor & Sleep, a row of bushes, etc.
- 10. Old Business
 - A. Opportunity Zones: In response to a question concerning Opportunity Zones, Director Hage advised that he has started discussions with potential developers regarding Opportunity Zones for the East Hill area. He briefly explained the area covered by the Opportunity Zone and gave a brief overview of the types of projects that may be eligible, including housing. It is anticipated that the Federal Government will release the program details in the Spring of 2019.
- 11. Miscellaneous Information
 - A. EDA Monthly Financial Recap: The Board received copies of the EDA's Account Activity through October 31, 2018.
 - B. River Bluff Townhomes: The Board received copies of the October 2018 Financials provided by Van Binsbergen & Associates.
- 12. Adjourn: On consensus, Secretary-Treasurer Espenson adjourned the meeting at 12:55 p.m.

Attest:

Drew Hage, EDA Executive Director

Justin Espenson, EDA Secretary-Treasurer

Windom Library Board Meeting
City of Windom Council Chamber
Tuesday, December 11, 2018

5:05 p.m.

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

Members Absent: Steve Fresk 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 Barb Henning to approve the agenda and the minutes.

4. Financial Report:

Dawn reviewed the monthly finances. Motion by Kathy Hiley and seconded by Anita Winkel to accept the Financial Report.

5. Librarian's Report:

Dawn reported on the flooring project. They are short a few tiles and those will be ordered ASAP. Most of the main library floor is completed. Depending on the arrival of more carpet squares, she is hopeful that it will be completed by the end of next week. Dawn went to see the checkout desk being cut down to make it handicap accessible and the top refinished. It turned out beautiful. Dawn informed the board that the library closure may need to be extended in order to get the books properly shelved. She will contact the board if this needs to happen. Windomnet will handle the internet hookups. Ron's Electric removed the electric boxes from the middle of the floor. Ron's Electric will be installing light switches to replace the current breakers. They will fix wall outlets plus any electrical needed with the remodeling of the display case. Dick's Welding is making a new grate for the cold air vent in the middle of the floor.

Volunteers including library board members will come in Wednesday morning and move shelves to their final destination! The cleaning ladies cleaned and reorganized the upstairs storage and vintage book area. They are coming on Friday to wipe down shelves.

The library is filling holds for inter library loans. Hours for pickup are posted.

Motion by Barb Henning and seconded by Terri Jones to accept the librarian's report.

6. Old Business:

The window project is done with the exception of some trim that is still needed. The Friends of the Windom Library paid the \$2,028 cost for cleaning and hanging of the curtains. Marv Grunig is looking into energy rebates for the new energy efficient windows.

Dawn is looking to 2019 to replace the windows in the children's library. The state has not yet stated whether grant monies will be available in 2019. The Friends have committed to paying for this project.

See the discussion on the flooring project above.

Dawn is working on the Smart Goals for 2019. She would like to reach out to the community in the form of mini satellite library locations. Her vision would be to establish a space outside the library that would have a bookshelf with books and a computer. The books would be available with no checking out needed. named the. This outreach would possibly include classes for seniors on the Libby (online books) and the online library catalog and reserving books. Another Smart Goal is getting the Children's library done. Terry Fredin is working up a bid to make the children's bathroom more accessible by enlarging it and adding a changing station.

7. New Business:

Dawn reached out to DEMCO (library supplies). They offer free help with library layout. Dawn sent them pictures of the children's section and is waiting to hear back. Dawn would like to explore removing the doors and glass between the adult and children's library. Nancy is visiting daycares every Monday. 6 – 7 daycares are receiving one visit per month.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:41 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary



Windom, MN

Expense Approval Report

By Fund

Payment Dates 11/30/2018 - 12/13/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
AMAZON CAPITAL SERVICES, I	14CH-M76K-9VVX	12/12/2018	#A2Q0YJ8ZLNZNYT - SUPPLIES	100-41110-200	13.69
AMERICAN LEGAL PUBLISHIN	0125222	12/11/2018	SERVICE #03856	100-41110-304	779.00
AMERICAN LEGAL PUBLISHIN	0125561	12/11/2018	SERVICE #03856	100-41110-304	203.00
FLAHERTY & HOOD, P.A.	12248	12/11/2018	LABOR & EMPLOYMENT CONS	100-41110-304	31.25
SCHRAMEL LAW OFFICE	20121130	12/11/2018	LEGAL FEES - NOV 2018	100-41110-304	300.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - MONKEY SU	100-41110-326	37.00
Activity 41110 - Mayor & Council Total:					1,363.94
Activity: 41310 - Administration					
NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	100-41310-133	80.00
INDOFF, INC	3176372	11/20/2018	SUPPLIES	100-41310-200	6.90
INDOFF, INC	3177811	11/20/2018	SUPPLIES	100-41310-200	43.18
MANTRONICS MAILING SYSTE	41596	12/06/2018	SUPPLIES	100-41310-200	36.45
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	100-41310-200	23.99
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	100-41310-217	31.13
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	100-41310-321	46.16
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - CITY OFF	100-41310-322	536.68
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - CRASH PLA	100-41310-326	10.00
CHELSEI CARLSON	20181127	12/04/2018	TRAINING - MANKATO	100-41310-331	71.94
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - ARROWOO	100-41310-334	103.75
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - AMAZON C	100-41310-480	-6.99
Activity 41310 - Administration Total:					983.19
Activity: 41410 - Elections					
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - ELECTIO	100-41410-480	22.90
Activity 41410 - Elections Total:					22.90
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	100-41910-133	24.00
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	100-41910-200	23.99
SCHRAMEL LAW OFFICE	20121130	12/11/2018	LEGAL FEES - NOV 2018	100-41910-304	240.00
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	100-41910-321	36.16
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - P & Z	100-41910-322	26.94
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - RUNNINGS	100-41910-405	9.59
Activity 41910 - Building & Zoning Total:					360.68
Activity: 41940 - City Hall					
MELISSA PENAS	20181206	12/06/2018	SERVICE - CLEANING	100-41940-406	354.75
SANDRA HERDER	20181206	12/06/2018	SERVICE - CLEANING	100-41940-406	354.75
Activity 41940 - City Hall Total:					709.50
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	100-42120-133	144.00
INDOFF, INC	3177807	11/27/2018	SUPPLIES	100-42120-200	23.59
SHI INTERNATIONAL CORP	B09113520	11/27/2018	SUPPLIES	100-42120-200	318.00
SHI INTERNATIONAL CORP	B09114793	11/27/2018	SUPPLIES	100-42120-200	153.35
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	100-42120-200	23.99
WEX BANK	56852262	12/11/2018	FUEL CREDIT - POLICE	100-42120-212	-30.44
WEX BANK	56852262	12/11/2018	FUEL - POLICE	100-42120-212	1,411.91
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	100-42120-321	386.05
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - POLICE	100-42120-322	0.46
LEASE FINANCE PARTNERS	#3250 11-20-18	12/06/2018	SERVICE #3250	100-42120-326	276.00
SHI INTERNATIONAL CORP	B09162361	12/06/2018	SERVICE #1040191	100-42120-326	102.00
CDW GOVERNMENT	Q882032	11/27/2018	SERVICE #6027358	100-42120-326	210.71
DEVIN KOPPERUD	20181212	12/12/2018	EXPENSE - RURAL DRUG INER	100-42120-334	31.04
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	100-42120-404	15.57

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NORTHERN SAFETY TECHNOL	46902	11/28/2018	MAINTENANCE	100-42120-405	1,103.44
WINDOM TOWING LLC	7165	12/12/2018	SERVICE	100-42120-405	25.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - BATTERY JU	100-42120-480	75.83
Activity 42120 - Crime Control Total:					4,270.50
Activity: 42220 - Fire Fighting					
WEX BANK	56852262	12/11/2018	FUEL - FIRE	100-42220-212	106.04
INDOFF, INC	3178253	11/27/2018	SUPPLIES	100-42220-215	127.50
HEIMAN FIRE EQUIP. CO	0874209-IN	11/27/2018	UNIFORM	100-42220-218	22.51
MN WEST COLLEGE	00236773	11/20/2018	AUTO EXTRICATION TRNG	100-42220-308	425.00
MN STATE FIRE CHIEFS ASSOC	20181206	12/06/2018	MEMBERSHIPS: ORTMANN, D	100-42220-308	274.00
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - FIRE	100-42220-322	11.11
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	100-42220-404	24.91
MUNICIPAL EMERGENCY SER	IN1283326	11/27/2018	MAINTENANCE	100-42220-404	1,454.71
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - AMAZAON	100-42220-405	26.49
Activity 42220 - Fire Fighting Total:					2,472.27
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	195813	12/11/2018	SERVICE	100-42700-300	11.00
COTTONWOOD VET CLINIC	196242	12/11/2018	SERVICE	100-42700-300	57.08
Activity 42700 - Animal Control Total:					68.08
Activity: 43100 - Streets					
NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	100-43100-133	48.00
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	100-43100-200	23.99
WEX BANK	56852262	12/11/2018	FUEL - STREET	100-43100-212	1,934.76
WEX BANK	56852262	12/11/2018	FUEL - STREET CREDIT	100-43100-212	-30.44
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	100-43100-215	56.57
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	100-43100-215	119.95
W.W. GRAINGER, INC	9019045013	12/11/2018	MATERIALS & EQUIPMENT	100-43100-215	251.47
WINDOM AUTO VALU	#3400540 11-25-18	12/11/2018	MAINTENANCE #3400540	100-43100-217	119.90
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	100-43100-217	179.92
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	100-43100-241	441.26
INDOFF, INC	3176377	11/20/2018	SUPPLIES	100-43100-241	65.95
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	100-43100-321	44.49
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - STREET	100-43100-322	1.33
COTTONWOOD CO SOLID WA	#042 11-30-18	12/11/2018	#042 NOV- 2018	100-43100-384	50.00
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	100-43100-401	7.96
WINDOM AUTO VALU	#3400540 11-25-18	12/11/2018	MAINTENANCE #3400540	100-43100-404	122.19
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	100-43100-404	30.20
DICKS WELDING INC	20181130	12/12/2018	MAINTENANCE -	100-43100-404	3,197.55
W.W. GRAINGER, INC	7213	12/06/2018	MAINTENANCE #850283136	100-43100-404	251.47
WINDOM AUTO VALU	#3400540 11-25-18	12/11/2018	MAINTENANCE #3400540	100-43100-405	170.98
FOX BROTHERS OF SANBORN,	497710	11/30/2018	MAINTENANCE	100-43100-405	219.69
FORCE AMERICA DISTRIBUTIN	IN001-1295717	12/11/2018	MAINTENANCE	100-43100-405	168.71
MACQUEEN EQUIP. CO.	W02734	12/11/2018	MAINTENANCE	100-43100-405	1,629.41
RDO EQUIPMENT CO	W12796	11/30/2018	MAINTENANCE #2363008	100-43100-405	3,948.05
HARRISON TRUCK CENTERS	X203042268:01	12/11/2018	MAINTENANCE #34896	100-43100-405	13.21
HARRISON TRUCK CENTERS	X203042268:02	12/11/2018	MAINTENANCE #34896	100-43100-405	254.57
Activity 43100 - Streets Total:					13,321.14
Activity: 45120 - Recreation					
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	100-45120-200	23.99
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	100-45120-217	15.57
Activity 45120 - Recreation Total:					39.56
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	100-45202-133	16.00
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	100-45202-200	23.99
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	100-45202-211	12.99
WEX BANK	56852262	12/11/2018	FUEL - PARK	100-45202-212	46.37

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	100-45202-216	9.96
				Activity 45202 - Park Areas Total:	109.31
				Fund 100 - GENERAL Total:	23,721.07

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	211-45501-133	16.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - AMAZON -	211-45501-200	14.98
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	211-45501-217	7.78
DAWN AAMOT	20181128	11/30/2018	EXPENSE-DIRECTORS MTG	211-45501-331	40.33
MELISSA PENAS	20181206	12/06/2018	SERVICE - CLEANING	211-45501-402	376.25
SANDRA HERDER	20181206	12/06/2018	SERVICE - CLEANING	211-45501-402	376.25
O'MALLEY'S STORAGE AND RE	455	11/30/2018	MAINTENANCE	211-45501-406	90.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HOUSE BEA	211-45501-433	29.97
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - VANITY FAI	211-45501-433	36.00
INGRAM INDUSTRIES	#2004243 12-1-18	12/11/2018	BOOKS #2004243	211-45501-435	1,594.59
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - AMAZON -	211-45501-435	4.99
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - AMAZON B	211-45501-435	248.93
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - CREDIT-AM	211-45501-435	-17.96
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - AMAZON -	211-45501-435	67.13
				Activity 45501 - Library Total:	2,885.24

Activity: 49950 - Capital Outlay

WORTHINGTON GLASS INC	46164	12/11/2018	WINDOWS	211-49950-500	50,233.20
				Activity 49950 - Capital Outlay Total:	50,233.20
				Fund 211 - LIBRARY Total:	53,118.44

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20181206	12/06/2018	WATER SERVICE	225-45127-200	2.00
RED ROCK RURAL WATER	20181206	12/06/2018	WATER SERVICE	225-45127-200	27.00
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - AIRPORT	225-45127-217	6.28
SOUTH CENTRAL ELECTRIC	#367400 10-31-18	12/06/2018	SERVICE #367400 #26-12-11	225-45127-381	189.00
SOUTH CENTRAL ELECTRIC	#367403 10-31-18	12/06/2018	SERVICE #367403 #26-12-116	225-45127-381	234.27
				Activity 45127 - Airport Total:	458.55

Activity: 49950 - Capital Outlay

SEH	355132A	12/11/2018	#355132 WINDOM HANGAR	225-49950-500	4,600.00
				Activity 49950 - Capital Outlay Total:	4,600.00
				Fund 225 - AIRPORT Total:	5,058.55

Fund: 230 - POOL

Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	230-45124-217	7.78
				Activity 45124 - Pool Total:	7.78
				Fund 230 - POOL Total:	7.78

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	235-42153-200	23.99
WEX BANK	56852262	12/11/2018	FUEL CREDIT - AMBULANCE	235-42153-212	-30.45
WEX BANK	56852262	12/11/2018	FUEL - AMBULANCE	235-42153-212	2,439.61
O'REILLY AUTOMOTIVE, INC	#1510318 11-28-18	12/11/2018	MAINTENANCE -	235-42153-217	47.96
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	235-42153-217	5.28
BRITTANY ESPENSON - RIVERS	20181130	12/12/2018	SERVICE	235-42153-217	190.00
LEWIS FAMILY DRUG, LLC	56-097459100	12/11/2018	OPERATING SUPPLIES	235-42153-217	23.96
LEWIS FAMILY DRUG, LLC	56-097459200	12/11/2018	OPERATING SUPPLIES	235-42153-217	958.50
WINDOM AREA HOSPITAL	734-0024-11-2018-0024	12/11/2018	NURSING SERVICE - NOV 2018	235-42153-312	1,117.66
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	235-42153-321	108.48
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - AMBULA	235-42153-322	1.12
REAL TIME TRANSLATION, INC	113136	12/06/2018	SERVICE	235-42153-327	34.00
BUCKWHEAT JOHNSON	20181204	12/04/2018	EXPENSE - AMBULANCE	235-42153-334	103.20
JUSTIN HARRINGTON	20181205	12/06/2018	EXPENSE - AMBULANCE	235-42153-334	19.90

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KRISTEN PORATH	20181206	12/06/2018	EXPENSE - AMBULANCE	235-42153-334	60.62
ROBIN SHAW	20181206	12/06/2018	EXPENSE - AMBULANCE	235-42153-334	48.40
MEGAN BRAMSTEDT	20181206	12/06/2018	EXPENSE - AMBULANCE	235-42153-334	50.50
ADVANCE AUTO PARTS	#091380 11-1-18	12/06/2018	MAINTENANCE - UNIT #27	235-42153-405	16.09
Activity 42153 - Ambulance Total:					5,218.82
Fund 235 - AMBULANCE Total:					5,218.82

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	250-46520-133	24.00
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	250-46520-200	23.99
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - GROW OUR	250-46520-308	20.00
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	250-46520-321	26.90
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - EDA	250-46520-322	11.78
DREW HAGE	20181130	12/04/2018	EXPENSE - CUN EVENT	250-46520-331	206.01
FEDERATED RURAL ELECTRIC	#112954 11-28-18	12/05/2018	SERVICE #112954	250-46520-381	15.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE -MT	250-46520-438	22.02
GLOBAL INVESTMENT PROPE	20181210	12/11/2018	GLOBAL INVESTMENT-2ND HA	250-46520-481	7,605.22
GLOBAL INVESTMENT PROPE	20181210	12/11/2018	GLOBAL INVESTMENT-2ND HA	250-46520-481	3,624.94
Activity 46520 - EDA Total:					11,699.86

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20181205	12/05/2018	SPEC BLDG LOAN - DEC 2018 -	250-49980-602	2,312.50
FULDA CREDIT UNION	20181205	12/05/2018	SPEC BLDG LOAN - DEC 2018 -	250-49980-612	1,047.50
Activity 49980 - Debt Service Total:					3,360.00
Fund 250 - EDA GENERAL Total:					15,059.86

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

MOTOROLA SOLUTIONS, INC.	16024442	12/06/2018	#1036451376 0002 EQUIPME	401-49950-501	3,273.00
SCHRAMMEL LAW OFFICE	20121130	12/11/2018	LEGAL FEES - NOV 2018	401-49950-506	315.00
MATT LANGLAND CONSTRUC	20181207	12/11/2018	SERVICE -	401-49950-506	1,500.00
PLUNKETT'S PEST CONTROL	6134024	12/06/2018	SERVICE - 14 24TH STR	401-49950-506	213.75
Activity 49950 - Capital Outlay Total:					5,301.75
Fund 401 - GENERAL CAPITAL PROJECTS Total:					5,301.75

Fund: 601 - WATER

Activity: 49400 - Water

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	601-49400-133	32.00
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	601-49400-200	23.99
WEX BANK	56852262	12/11/2018	FUEL - WATER	601-49400-212	141.83
HAWKINS, INC	4402808	11/30/2018	CHEMICALS	601-49400-216	3,337.08
MN VALLEY TESTING	948050	11/20/2018	TESTING	601-49400-310	67.50
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	601-49400-321	96.59
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - WATER	601-49400-322	44.56
WENCK ASSOCIATES, INC.	11807685	11/30/2018	WINDOM LANDFILL	601-49400-386	1,272.50
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	601-49400-402	136.77
RON'S ELECTRIC INC	138727	12/11/2018	MAINTENANCE #102124	601-49400-402	169.89
LAMPERTS YARDS, INC.	3902020 11-25-18	12/06/2018	MAINTENANCE	601-49400-402	13.22
WINDOM AUTO VALU	#3400540 11-25-18	12/11/2018	MAINTENANCE #3400540	601-49400-404	143.92
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	601-49400-404	50.38
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	601-49400-404	2.99
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HACH MAIN	601-49400-404	433.85
MILBANK WINWATER WORKS	152325 02	12/06/2018	MAINTENANCE	601-49400-404	669.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MILBANK WINWATER WORKS	152325 03	12/06/2018	MAINTENANCE	601-49400-404	98.56
GDF ENTERPRISES, INC	18849	12/12/2018	MAINTENANCE	601-49400-404	1,350.00
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	601-49400-404	31.13
ZIEGLER, INC.	SW050309527	12/12/2018	MAINTENANCE #9696600	601-49400-404	1,565.27
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	601-49400-405	8.31
SVOBODA EXCAVATING, INC	00008293	12/11/2018	MAINTENANCE	601-49400-408	2,150.00
				Activity 49400 - Water Total:	11,839.94
				Fund 601 - WATER Total:	11,839.94

Fund: 602 - SEWER

Activity: 49450 - Sewer

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	602-49450-133	64.00
A & B BUSINESS	IN566979	12/06/2018	SUPPLIES	602-49450-200	54.95
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	602-49450-200	23.99
WEX BANK	56852262	12/11/2018	FUEL - SEWER	602-49450-212	315.90
SCHRAMMEL LAW OFFICE	20121130	12/11/2018	LEGAL FEES - NOV 2018	602-49450-304	210.00
COTTONWOOD CO RECORDER	P23518 #A284340	12/11/2018	SERVICE #P23518 #A284340	602-49450-304	46.00
MN VALLEY TESTING	929260	11/27/2018	TESTING	602-49450-310	144.00
MN VALLEY TESTING	948264	11/27/2018	TESTING	602-49450-310	241.60
MN VALLEY TESTING	948298	11/20/2018	TESTING	602-49450-310	144.00
MN VALLEY TESTING	948300	11/20/2018	TESTING	602-49450-310	127.20
MN VALLEY TESTING	948994	11/20/2018	TESTING	602-49450-310	227.20
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	602-49450-321	71.80
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - SEWER	602-49450-322	44.56
CMRS - TMS #256704	20181204	12/04/2018	SEWER	602-49450-322	5.68
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - LANDY LOD	602-49450-334	34.09
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	602-49450-404	197.44
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	602-49450-404	43.83
JON HAMRE	2034	12/06/2018	SERVICE	602-49450-404	500.00
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	602-49450-404	24.91
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	602-49450-405	35.98
				Activity 49450 - Sewer Total:	2,557.13
				Fund 602 - SEWER Total:	2,557.13

Fund: 604 - ELECTRIC

ELECTRIC FUND	91A	12/05/2018	EL-INTERNAL ERROR-NEW CO	604-14200	3,149.52
RON'S ELECTRIC INC	138814	12/11/2018	SERVICE #101674 - CIRCUIT 6	604-16300	232.44
RON'S ELECTRIC INC	138942	12/11/2018	NEW CONSTRUCT-CIRCUIT 6	604-16300	263.57
ELECTRIC FUND	239	12/05/2018	EL CONSTRUCT-NEW #2 CIRC	604-16300	6,484.64
ELECTRIC FUND	243	12/05/2018	EL - SUBSTATION	604-16300	657.04
ELECTRIC FUND	244	12/05/2018	EL-CONSTRUCT #2 RIVER RD	604-16300	6,980.75
ELECTRIC FUND	PENDING	12/11/2018	EL - SUBSTATION	604-16300	1,380.34
ELECTRIC FUND	PENDING-A	12/11/2018	EL-CONSTR NEW #2-CIRCUIT	604-16300	1,380.34
ELECTRIC FUND	PENDING-B	12/11/2018	EL-CONSTRUCT NEW #1 OLSO	604-16300	1,380.34
ELECTRIC FUND	PENDING-C	12/11/2018	EL CONSTRUCT NEW #2 CIRC	604-16300	6,843.04
ELECTRIC FUND	PENDING-D	12/11/2018	EL-CONSTRUCT NEW #1 RIVE	604-16300	4,827.87
					33,579.89

Activity: 49550 - Electric

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	604-49550-133	112.00
ADVANCED SYSTEMS, INC.	647145	11/27/2018	#78316151 SUPPLIES	604-49550-200	375.38
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	604-49550-200	23.99
AMAZON CAPITAL SERVICES, I	1QHM-GVCG-WLWD	12/11/2018	#A2Q0YJ8ZNZN2YT - SUPPLIES	604-49550-211	243.99
WEX BANK	56852262	12/11/2018	FUEL - ELECTRIC	604-49550-212	635.45
RAILROAD MANAGEMENT CO	381218	11/21/2018	OPERATING SUPPLIES	604-49550-217	9,897.13
BORDER STATES	916647931	12/04/2018	OPERATING SUPPLIES	604-49550-217	134.56
BORDER STATES	916417111	10/25/2018	UNIFORMS	604-49550-218	133.13
BORDER STATES	916426729	10/25/2018	CREDIT - UNIFORMS	604-49550-218	-197.00
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	604-49550-241	29.99
RESCO	733959-00	11/21/2018	SMALL TOOLS	604-49550-241	58.45
MN MUNICIPAL UTILITIES ASS	52195	11/20/2018	SERVICE	604-49550-308	2,166.67
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	604-49550-310	84.48

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Payment Dates: 11/30/2018 - 12/13/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	604-49550-321	121.02
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - ELECTRIC	604-49550-322	44.56
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - ELECTRIC	604-49550-322	24.28
GOLDEN WEST TECH & INT SO	181110359	12/05/2018	SERVICE #A3786	604-49550-325	30.20
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	604-49550-402	45.98
JORDAN BUSSA	004	12/06/2018	SERVICE - CLEANING -NOV 20	604-49550-402	184.60
RAGE INC - CAMPUS CLEANER	11-011445	11/27/2018	SERVICE - POWER PLANT	604-49550-402	34.17
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	604-49550-404	31.13
BANK OF THE WEST - DITCHW	R14443	12/11/2018	#WINDO0002 MAINTENANCE	604-49550-404	329.11
O'REILLY AUTOMOTIVE, INC	#1510318 11-28-18	12/11/2018	MAINTENANCE -	604-49550-405	95.82
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	604-49550-408	111.37
ELECTRIC FUND	20181211	12/11/2018	EL - DISTRIBUTION	604-49550-408	196.08
ELECTRIC FUND	241	12/05/2018	EL - DISTRIBUTION	604-49550-408	15.18
ELECTRIC FUND	245	12/11/2018	EL - DISTRIBUTION	604-49550-408	189.63
FS3 INC	50914	12/05/2018	MAINTENANCE	604-49550-408	758.57
JOHNSON HARDWARE	7098-ELEC	12/06/2018	MAINTENANCE-ELECTRIC	604-49550-408	1.02
BORDER STATES	916647930	12/04/2018	ELECTRIC METERING	604-49550-408	170.00
BORDER STATES	916668392	12/04/2018	ELECTRIC METERING	604-49550-408	990.00
DAKOTA SUPPLY GROUP	E328385	11/20/2018	MAINTENANCE	604-49550-408	167.45
DAKOTA SUPPLY GROUP	E337552	11/27/2018	MAINTENANCE	604-49550-408	87.50
HIGH VOLTAGE EQUIP DIAG. I	18112002	11/28/2018	MAINTENANCE	604-49550-411	2,871.13
MN DEPT OF COMMERCE	1000041207	12/11/2018	3RD Q FY 2019 INDIRECT ASS	604-49550-433	518.74
MN DEPT OF COMMERCE	1000041207	12/11/2018	3RD Q FY 2019 INDIRECT ASS	604-49550-450	979.20
CURT BOSSERT	20181204	12/04/2018	ENERGY REBATE	604-49550-450	300.00
BRIAN NEITZEL	20181204	12/04/2018	ENERGY REBATE	604-49550-450	150.00
FIRST FLORAL HALLMARK	20181211	12/11/2018	ENERGY REBATE	604-49550-450	106.26
WINDOM AREA DEVELOPME	20181206	12/06/2018	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	23,451.22

Fund 604 - ELECTRIC Total: 57,031.11

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	609-49751-133	32.00
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	609-49751-200	23.99
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - SHARK NINJ	609-49751-211	25.49
RAGE INC - CAMPUS CLEANER	11-011031	11/20/2018	SERVICE - RIVER BEND LIQ	609-49751-211	54.18
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	609-49751-217	11.38
AH HERMEL COMPANY	742780	11/27/2018	MERCHANDISE	609-49751-217	169.02
AH HERMEL COMPANY	742910	11/27/2018	MERCHANDISE	609-49751-217	54.49
BELLBOY CORP	0067067100	11/20/2018	MERCHANDISE	609-49751-251	360.00
VINOCOPIA, INC	0220522-IN	11/21/2018	MERCHANDISE	609-49751-251	416.25
BREAKTHRU BEVERAGE MN	1080887924	11/20/2018	MERCHANDISE	609-49751-251	2,691.42
JOHNSON BROS.	1152315	11/20/2018	MERCHANDISE	609-49751-251	2,558.98
JOHNSON BROS.	1157823	11/27/2018	MERCHANDISE	609-49751-251	538.27
SOUTHERN GLAZER'S OF MN	1754468	11/27/2018	MERCHANDISE	609-49751-251	2,883.14
SOUTHERN GLAZER'S OF MN	1754469	11/27/2018	MERCHANDISE	609-49751-251	44.96
PHILLIPS WINE & SPIRITS	2456986	11/21/2018	MERCHANDISE	609-49751-251	6,176.15
PHILLIPS WINE & SPIRITS	2461055	11/27/2018	MERCHANDISE	609-49751-251	2,835.41
DOLL DISTRIBUTING, LLC	565786	11/30/2018	MERCHANDISE	609-49751-251	126.00
SOUTHERN GLAZER'S OF MN	9160413	12/11/2018	CREDIT - MERCHANDISE #152	609-49751-251	-200.00
BEVERAGE WHOLESALERS	035291	11/30/2018	MERCHANDISE	609-49751-252	3,007.45
BEVERAGE WHOLESALERS	036324	12/06/2018	MERCHANDISE	609-49751-252	8,553.95
BREAKTHRU BEVERAGE MN	1080887925	11/20/2018	MERCHANDISE	609-49751-252	130.50
JOHNSON BROS.	1157825	11/27/2018	MERCHANDISE	609-49751-252	22.99
RJM DISTRIBUTING	17485	11/21/2018	MERCHANDISE	609-49751-252	133.90
ARTISAN BEER COMPANY	3305503	11/20/2018	MERCHANDISE	609-49751-252	265.20
ARTISAN BEER COMPANY	3307289	11/27/2018	MERCHANDISE	609-49751-252	189.40
DOLL DISTRIBUTING, LLC	561604	11/27/2018	MERCHANDISE	609-49751-252	5,040.00
DOLL DISTRIBUTING, LLC	565785	11/30/2018	MERCHANDISE	609-49751-252	12,858.05
DOLL DISTRIBUTING, LLC	569099	12/06/2018	CREDIT - MERCHANDISE	609-49751-252	-334.10
VINOCOPIA, INC	0220522-IN	11/21/2018	MERCHANDISE	609-49751-253	200.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN	1080887924	11/20/2018	MERCHANDISE	609-49751-253	96.00
JOHNSON BROS.	1152316	11/20/2018	MERCHANDISE	609-49751-253	2,089.55
JOHNSON BROS.	1157824	11/27/2018	MERCHANDISE	609-49751-253	1,066.27
ROUND LAKE VINEYARDS & W	1507	11/21/2018	MERCHANDISE	609-49751-253	144.00
SOUTHERN GLAZER'S OF MN	1754469	11/27/2018	MERCHANDISE	609-49751-253	250.00
PHILLIPS WINE & SPIRITS	2456987	11/21/2018	MERCHANDISE	609-49751-253	1,096.42
PHILLIPS WINE & SPIRITS	2461056	11/27/2018	MERCHANDISE	609-49751-253	99.00
PAUSTIS WINE COMPANY	31775	11/20/2018	MERCHANDISE	609-49751-253	96.00
PAUSTIS WINE COMPANY	31887	11/20/2018	MERCHANDISE	609-49751-253	632.00
MORGAN CREEK VINEYARDS	5048	11/27/2018	MERCHANDISE	609-49751-253	184.73
BEVERAGE WHOLESALERS	036324	12/06/2018	MERCHANDISE	609-49751-254	128.00
BREAKTHRU BEVERAGE MN	1080887924	11/20/2018	MERCHANDISE	609-49751-254	22.00
ATLANTIC COCA-COLA	1821354	11/27/2018	MERCHANDISE	609-49751-254	302.60
ATLANTIC COCA-COLA	1840010	12/04/2018	MERCHANDISE	609-49751-254	103.50
DOLL DISTRIBUTING, LLC	565785	11/30/2018	MERCHANDISE	609-49751-254	14.00
AH HERMEL COMPANY	742780	11/27/2018	MERCHANDISE	609-49751-254	77.77
PBC - PEPSI BEVERAGES COM	86429710	11/20/2018	MERCHANDISE	609-49751-254	291.82
ARCTIC GLACIER U.S.A. INC	1946832501	11/27/2018	MERCHANDISE	609-49751-257	57.33
AH HERMEL COMPANY	742780	11/27/2018	MERCHANDISE	609-49751-261	39.68
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	609-49751-321	107.52
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - LIQUOR	609-49751-322	3.21
ZABINSKI BUSINESS SERVICES,	2039	12/06/2018	SERVICE	609-49751-326	875.00
BREAKTHRU BEVERAGE MN	1080887924	11/20/2018	MERCHANDISE	609-49751-333	36.84
JOHNSON BROS.	1152315	11/20/2018	MERCHANDISE	609-49751-333	34.80
JOHNSON BROS.	1152316	11/20/2018	MERCHANDISE	609-49751-333	54.81
JOHNSON BROS.	1157823	11/27/2018	MERCHANDISE	609-49751-333	9.27
JOHNSON BROS.	1157824	11/27/2018	MERCHANDISE	609-49751-333	46.98
SOUTHERN GLAZER'S OF MN	1754468	11/27/2018	MERCHANDISE	609-49751-333	47.49
SOUTHERN GLAZER'S OF MN	1754469	11/27/2018	MERCHANDISE	609-49751-333	6.32
ARCTIC GLACIER U.S.A. INC	1946832501	11/27/2018	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2456986	11/21/2018	MERCHANDISE	609-49751-333	114.84
PHILLIPS WINE & SPIRITS	2456987	11/21/2018	MERCHANDISE	609-49751-333	54.38
PHILLIPS WINE & SPIRITS	2461055	11/27/2018	MERCHANDISE	609-49751-333	41.76
PHILLIPS WINE & SPIRITS	2461056	11/27/2018	MERCHANDISE	609-49751-333	3.48
PAUSTIS WINE COMPANY	31775	11/20/2018	MERCHANDISE	609-49751-333	2.25
PAUSTIS WINE COMPANY	31887	11/20/2018	MERCHANDISE	609-49751-333	10.50
AH HERMEL COMPANY	742780	11/27/2018	MERCHANDISE	609-49751-333	4.95
RADIO WORKS LLC	#1933 11-30-18	12/06/2018	ADVERTISING #1933	609-49751-340	60.00
WINDOM QUICK PRINT	2495	12/06/2018	SUPPLIES	609-49751-350	171.90
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	609-49751-404	31.13
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	609-49751-406	71.98
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE - SU	609-49751-480	24.98
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE SUP	609-49751-480	29.97
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE - SU	609-49751-480	165.92
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - DOLLAR GE	609-49751-480	3.95
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE CRE	609-49751-480	-30.94

Activity 49751 - Liquor Store Total: 57,643.43

Fund 609 - LIQUOR STORE Total: 57,643.43

Fund: 614 - TELECOM

BORDER STATES	916647038	12/04/2018	MACHERINERY & EQUIPMENT	614-16400	1,077.25
INTERNAL REVENUE SERVICE	20181208	12/11/2018	EXCISE TAX POSTING - NOV 20	614-20201	432.25
INTERNAL REVENUE SERVICE	20181209	12/11/2018	EXCISE TAX POSTING - DEC 20	614-20201	500.00
MN 9-1-1 PROGRAM	20181211	12/11/2018	922 SERVICE NOV 2018	614-20206	1,225.77
					3,235.27

Activity: 49870 - Telecom

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	614-49870-133	80.00
ADVANCED SYSTEMS, INC.	647300	11/28/2018	SUPPLIES	614-49870-200	46.92
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	614-49870-200	23.99
RAGE INC - CAMPUS CLEANER	10-011764	12/04/2018	SERVICE - WINDOM NET	614-49870-211	21.33

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RAGE INC - CAMPUS CLEANER	11-011447	11/28/2018	SERVICE - WINDOM NET	614-49870-211	21.33
WEX BANK	56852262	12/11/2018	FUEL - TELECOM	614-49870-212	175.93
WINDOM QUICK PRINT	2518	12/06/2018	SUPPLIES	614-49870-217	130.90
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	614-49870-227	7.96
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	614-49870-227	17.79
AMAZON CAPITAL SERVICES, I	136N-XX4R-PDC9	12/04/2018	#A2QOYJ8ZLN2YT	614-49870-227	211.23
AMAZON CAPITAL SERVICES, I	114P-W64V-DGL7	12/04/2018	#A2QOYJ8ZLN2YT	614-49870-241	29.86
POWER & TEL	6554333-00	11/21/2018	SMALL TOOLS	614-49870-241	128.41
MN DEPT OF COMMERCE	1000040895	12/11/2018	3RD Q FY 2019 INDIRECT ASS	614-49870-304	60.68
INTERSTATE TRS FUND	20181130	11/30/2018	#6 OF 12 (DEC) ASSESSMENT	614-49870-304	269.20
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	614-49870-321	300.64
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - TELECO	614-49870-322	44.56
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - TELECO	614-49870-322	102.62
NEUSTAR, INC.	L-0000026680	12/12/2018	#10202 NUMBER PORTS	614-49870-326	4.00
KDOM RADIO	#0073 11-30-18	12/12/2018	#0073 - ADVERTISING - WIND	614-49870-340	100.98
COLBERT'S SERVICES	921	12/04/2018	MAINTENANCE	614-49870-402	317.56
COLBERT'S SERVICES	932	12/12/2018	MAINTENANCE	614-49870-402	659.04
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	614-49870-404	46.69
WINDOM TOWING LLC	7243	11/28/2018	SERVICE	614-49870-405	25.00
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	614-49870-406	11.99
CENTURY LINK	7242105D-D-18321	12/04/2018	CABS	614-49870-441	52.33
AZAR COMPUTER SOFTWARE	141538	12/04/2018	CATV SUPPORT 1/1/19 - 3/31	614-49870-442	2,145.00
DISPLAY SYSTEMS INTERNATI	16982	12/04/2018	SERVICE	614-49870-442	198.44
NATIONAL CABLE TV COOP	18110582	12/06/2018	SUBSCRIBER	614-49870-442	43,256.06
NATIONAL CABLE TV COOP	18120003	12/06/2018	SUBSCRIBER	614-49870-442	11,765.00
SHOWTIME NETWORKS INC	9002731-1018	11/14/2018	SUBSCRIBER	614-49870-442	263.13
ADARA TECHNOLOGIES INC	AP100223CW-36	12/04/2018	SET TOP BOX HOSTING 12/1/1	614-49870-442	10,500.00
UNIVERSAL SERVICE ADMIN C	UBDI00001011746	12/06/2018	499A CONTRIBUTION	614-49870-443	1,560.61
E-911 - INDEPENDENT EMERG	#0010143 12-1-18	12/04/2018	MONTHLY 911 SERVICE	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10093734	12/06/2018	SPECIAL ACCESS CIRCUITS #17	614-49870-445	205.10
ONVOY, LLC dba INTELIGENT	181204008508	12/11/2018	#001555600262 - SS7 12/2 - 1	614-49870-445	1,279.61
ZAYO GROUP, LLC	#027696 12-1-18	12/11/2018	TRANSPORT 12/1 - 12/30	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	388355	12/12/2018	SERVICE	614-49870-447	1,813.39
COGENT COMMUNICATIONS,	CITYOFWI00001 11-20-18	12/12/2018	1 GB INTERNET CONN @ 511	614-49870-447	1,750.00
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - DREAM HO	614-49870-448	139.00
GOLDEN WEST TECH & INT SO	181110288	12/05/2018	SERVICE #A3790	614-49870-448	168.21
SWWC - SOUTHWEST WEST C	59233	11/07/2018	SERVICE #1849	614-49870-448	950.00
ZAYO GROUP, LLC	#114184-002376 12-1-18	12/11/2018	TRANSPORT 12/1 - 12/31	614-49870-451	387.72
ONVOY, LLC dba INTELIGENT	181204009044	12/11/2018	001553603305 SWITCHING SE	614-49870-451	3,095.12
CENTURY LINK	507-831-1075-104 11-16-18	12/04/2018	SERVICE FOR 831-1075	614-49870-451	73.84
SOUTHWEST MN BROADBAN	20181211	12/11/2018	QVC COMMISSIONS-OCT 201	614-49870-480	96.55
				Activity 49870 - Telecom Total:	84,527.72
				Fund 614 - TELECOM Total:	87,762.99

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	615-49850-133	32.00
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	615-49850-200	36.47
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	615-49850-200	23.99
ADVANCE AUTO PARTS	#091380 12-4-18	12/12/2018	MAINTENANCE -	615-49850-211	37.35
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	615-49850-211	98.30
HEARTLAND PAPER COMPANY	538782-0	12/06/2018	SUPPLIES	615-49850-211	814.00
HEARTLAND PAPER COMPANY	538782-1	12/06/2018	SUPPLIES	615-49850-211	88.92
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - CENEX LP	615-49850-212	280.00
COUNTRY PRIDE SERVICE	19586	12/12/2018	LP	615-49850-212	18.00
DEAN SMESTAD	20181211	12/11/2018	EXPENSE - SAFETY SHOES -BA	615-49850-217	15.00
DEAN SMESTAD	30305	12/06/2018	SAFETY SHOES	615-49850-217	85.00
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	615-49850-217	28.02
SCHRAMMEL LAW OFFICE	20121130	12/11/2018	LEGAL FEES - NOV 2018	615-49850-304	495.00
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	615-49850-321	58.49
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - ARENA	615-49850-322	19.04

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	20181113A	12/06/2018	HEATING #0504094426-00001	615-49850-383	1,364.34
COTTONWOOD CO SOLID WA	#042 11-30-18	12/11/2018	#042 NOV- 2018	615-49850-384	115.75
ADVANCE AUTO PARTS	#091380 11-1-18	12/06/2018	MAINTENANCE	615-49850-402	19.40
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	615-49850-402	1.59
RON'S ELECTRIC INC	138756	12/12/2018	MAINTENANCE #102042	615-49850-402	427.16
HOLT'S CLEANING SERVICE IN	3397	12/06/2018	SERVICE	615-49850-402	480.00
LAMPERTS YARDS, INC.	3902020 11-25-18	12/06/2018	MAINTENANCE	615-49850-402	49.43
WERNER ELECTRIC	5009975961.001	12/06/2018	FRONT LOBBY LITES	615-49850-402	2,677.07
ADVANCE AUTO PARTS	#091380 12-4-18	12/12/2018	MAINTENANCE -	615-49850-404	324.29
RUNNINGS SUPPLY, INC	#71920 11-24-18	12/12/2018	#71920 MAINTENANCE	615-49850-404	123.30
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	615-49850-404	7.98
RON'S ELECTRIC INC	138984	12/12/2018	#102042 SERVICE	615-49850-404	1,492.05
OVERHEAD DOOR COMPANY	53349	12/06/2018	MAINTENANCE	615-49850-404	776.99
ADVANCE AUTO PARTS	#091380 11-1-18	12/06/2018	MAINTENANCE	615-49850-405	34.40
ADVANCE AUTO PARTS	#091380 12-4-18	12/12/2018	MAINTENANCE -	615-49850-405	3.64
WINDOM AUTO VALU	#3400540 11-25-18	12/11/2018	MAINTENANCE #3400540	615-49850-405	36.05
COUNTRY PRIDE SERVICE	#970744 11-30-18	12/06/2018	MAINTENANCE	615-49850-405	18.00
R & R SPECIALTIES	0066343-IN	12/06/2018	MAINTENACE - ZAMBONI	615-49850-405	59.95
WINDOM STREET DEPARTME	100	12/06/2018	ARENA - MAINTENANCE	615-49850-405	24.36
WINDOM STREET DEPARTME	101	12/06/2018	ARENA - MAINTENANCE	615-49850-405	40.52
WINDOM STREET DEPARTME	102	12/06/2018	ARENA - MAINTENANCE	615-49850-405	20.91
HANSON PLUMBING	5651	12/06/2018	SERVICE - ZAMBONI FITTING	615-49850-405	62.27
SCHWALBACH HARDWARE	#72861 11-25-18	12/06/2018	MAINTENANCE	615-49850-406	64.96
SCOTT VEENKER	25449	12/06/2018	SERVICE - ROCK	615-49850-406	213.65
ELECTRIC FUND	240	12/06/2018	EL - ARENA	615-49850-409	23.28
RINK SYSTEMS, INC	072901	12/11/2018	SERVICE #9817620	615-49850-439	208.84
DICKS WELDING INC	201811130	12/12/2018	MAINTENANCE -	615-49850-439	450.60

Activity 49850 - Arena Total: 11,250.36

Fund 615 - ARENA Total: 11,250.36

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20181205	12/06/2018	PETTY CASH - COMM CENTER	617-10200	100.00
SECR REV FUND/CITY OF WD	20181206	12/06/2018	PETTY CASH - COMM CENTER	617-10200	1,500.00
					1,600.00

Activity: 49860 - M/P Center

NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	617-49860-133	16.00
INDOFF, INC	3176330	11/20/2018	SUPPLIES	617-49860-200	199.98
INDOFF, INC	3177829	11/20/2018	SUPPLIES	617-49860-200	3.29
INDOFF, INC	3180646	11/30/2018	SUPPLIES	617-49860-200	14.99
MAIL FINANCE	N7446655	12/06/2018	LEASE PAYMENT 9/27/18 - 12	617-49860-200	23.99
WEX BANK	56852262	12/11/2018	FUEL - NOV 2018 - MP	617-49860-212	60.68
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE	617-49860-217	2.97
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE	617-49860-254	91.35
US BANK	#8263 11-20-18	12/12/2018	CR CARD #8263 - HY VEE	617-49860-254	24.86
VERIZON WIRELESS	9818758358	11/30/2018	TELEPHONE #486357723-000	617-49860-321	40.90
CMRS - TMS #256704	20181204	12/04/2018	POSTAGE #256704 - M/P	617-49860-322	48.33
KDOM RADIO	#0563 11-30-18	12/12/2018	#0563 - ADVERTISING - COM	617-49860-340	167.54
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	617-49860-404	15.57
TOSHIBA FINANCIAL SERVICES	371923020	11/30/2018	COPIER LEASE 11/20 - 12/20/	617-49860-404	60.00
TRUGREEN	#178265 12-6-18	12/06/2018	SERVICE #178265 3 APPLICATI	617-49860-406	559.68
RAGE INC - CAMPUS CLEANER	10-011763	12/04/2018	SERVICE - COMM CENTER	617-49860-406	59.50
RAGE INC - CAMPUS CLEANER	11011446	11/30/2018	SERVICE - COMM CENTER	617-49860-406	59.50

Activity 49860 - M/P Center Total: 1,449.13

Fund 617 - M/P CENTER Total: 3,049.13

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	CM0000018	12/07/2018	Federal Tax Withholding	700-21701	-31.85
Internal Revenue Service-Payr	INV0001518	12/07/2018	Federal Tax Withholding	700-21701	10,935.35
MN Department of Revenue -	CM0000017	12/07/2018	State Withholding	700-21702	-14.80
MN Department of Revenue -	INV0001517	12/07/2018	State Withholding	700-21702	5,335.96
Internal Revenue Service-Payr	INV0001519	12/07/2018	Social Security	700-21703	13,820.90

Expense Approval Report

Payment Dates: 11/30/2018 - 12/13/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0001509	12/07/2018	PERA	700-21704	764.18
MN Pera	INV0001510	12/07/2018	PERA	700-21704	13,067.46
MN Pera	INV0001511	12/07/2018	PERA	700-21704	6,915.22
MN Pera	INV0001512	12/07/2018	PERA	700-21704	1,296.72
MN Pera	INV0001513	12/07/2018	PERA	700-21704	435.00
MN State Deferred	INV0001514	12/07/2018	Deferred Compensation	700-21705	5,444.11
MN State Deferred	INV0001515	12/07/2018	Deferred Roth	700-21705	535.00
LOCAL UNION #949	20181208	12/11/2018	UNION DUES - DEC 2018	700-21707	1,736.70
LAW ENFORCEMENT LABOR S	20181208	12/11/2018	POLICE UNION DUES - DEC 20	700-21708	343.00
Internal Revenue Service-Payr	INV0001516	12/07/2018	Medicare Withholding	700-21711	4,012.72
SELECTACCOUNT	38859889	12/06/2018	FLEX SPENDING	700-21712	3,072.00
SELECTACCOUNT	38866304	12/11/2018	FLEX SPENDING	700-21712	337.88
NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	700-21718	16.00
NCPERS MINNESOTA	844600122018	11/30/2018	INSURANCE #844600 - DEC 20	700-21718	16.00
					68,037.55
Fund 700 - PAYROLL Total:					68,037.55
Grand Total:					406,657.91

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	23,721.07
211 - LIBRARY	53,118.44
225 - AIRPORT	5,058.55
230 - POOL	7.78
235 - AMBULANCE	5,218.82
250 - EDA GENERAL	15,059.86
401 - GENERAL CAPITAL PROJECTS	5,301.75
601 - WATER	11,839.94
602 - SEWER	2,557.13
604 - ELECTRIC	57,031.11
609 - LIQUOR STORE	57,643.43
614 - TELECOM	87,762.99
615 - ARENA	11,250.36
617 - M/P CENTER	3,049.13
700 - PAYROLL	68,037.55
Grand Total:	406,657.91

Account Summary

Account Number	Account Name	Payment Amount
100-41110-200	Office Supplies	13.69
100-41110-304	Legal Fees	1,313.25
100-41110-326	Data Processing	37.00
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	110.52
100-41310-217	Other Operating Supplie	31.13
100-41310-321	Telephone	46.16
100-41310-322	Postage	536.68
100-41310-326	Data Processing	10.00
100-41310-331	Travel Expense	71.94
100-41310-334	Meals/Lodging	103.75
100-41310-480	Other Miscellaneous	-6.99
100-41410-480	Other Miscellaneous	22.90
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	23.99
100-41910-304	Legal Fees	240.00
100-41910-321	Telephone	36.16
100-41910-322	Postage	26.94
100-41910-405	Repairs & Maint - Vehicl	9.59
100-41940-406	Repairs & Maint - Groun	709.50
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	518.93
100-42120-212	Motor Fuels	1,381.47
100-42120-321	Telephone	386.05
100-42120-322	Postage	0.46
100-42120-326	Data Processing	588.71
100-42120-334	Meals/Lodging	31.04
100-42120-404	Repairs & Maint - M&E	15.57
100-42120-405	Repairs & Maint - Vehicl	1,128.44
100-42120-480	Other Miscellaneous	75.83
100-42220-212	Motor Fuels	106.04
100-42220-215	Materials & Equipment	127.50
100-42220-218	Uniforms	22.51
100-42220-308	Training & Registrations	699.00
100-42220-322	Postage	11.11
100-42220-404	Repairs & Maint - M&E	1,479.62
100-42220-405	Repairs & Maint - Vehicl	26.49
100-42700-300	Charges for Services	68.08

Account Summary

Account Number	Account Name	Payment Amount
100-43100-133	Employer Paid Insurance	48.00
100-43100-200	Office Supplies	23.99
100-43100-212	Motor Fuels	1,904.32
100-43100-215	Materials & Equipment	427.99
100-43100-217	Other Operating Supplie	299.82
100-43100-241	Small Tools	507.21
100-43100-321	Telephone	44.49
100-43100-322	Postage	1.33
100-43100-384	Refuse Disposal	50.00
100-43100-401	Repairs & Maint - Buildi	7.96
100-43100-404	Repairs & Maint - M&E	3,601.41
100-43100-405	Repairs & Maint - Vehicl	6,404.62
100-45120-200	Office Supplies	23.99
100-45120-217	Other Operating Supplie	15.57
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	23.99
100-45202-211	Cleaning Supplies	12.99
100-45202-212	Motor Fuels	46.37
100-45202-216	Chemicals and Chemical	9.96
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	14.98
211-45501-217	Other Operating Supplie	7.78
211-45501-331	Travel Expense	40.33
211-45501-402	Repairs & Maint - Struct	752.50
211-45501-406	Repairs & Maint - Groun	90.00
211-45501-433	Dues & Subscriptions	65.97
211-45501-435	Books and Pamphlets	1,897.68
211-49950-500	Capital Outlay	50,233.20
225-45127-200	Office Supplies	29.00
225-45127-217	Other Operating Supplie	6.28
225-45127-381	Electric Utility	423.27
225-49950-500	Capital Outlay	4,600.00
230-45124-217	Other Operating Supplie	7.78
235-42153-200	Office Supplies	23.99
235-42153-212	Motor Fuels	2,409.16
235-42153-217	Other Operating Supplie	1,225.70
235-42153-312	Nursing	1,117.66
235-42153-321	Telephone	108.48
235-42153-322	Postage	1.12
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	282.62
235-42153-405	Repairs & Maint - Vehicl	16.09
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	23.99
250-46520-308	Training & Registrations	140.00
250-46520-321	Telephone	26.90
250-46520-322	Postage	11.78
250-46520-331	Travel Expense	206.01
250-46520-381	Electric Utility	15.00
250-46520-438	Meeting Expense	22.02
250-46520-481	Tax Abatement	11,230.16
250-49980-602	Other Long-Term Obliga	2,312.50
250-49980-612	Other Interest	1,047.50
401-49950-501	Capital Outlay - Police	3,273.00
401-49950-506	Capital Outlay - Building	2,028.75
601-49400-133	Employer Paid Insurance	32.00
601-49400-200	Office Supplies	23.99
601-49400-212	Motor Fuels	141.83

Account Summary

Account Number	Account Name	Payment Amount
601-49400-216	Chemicals and Chemical	3,337.08
601-49400-310	Lab Testing	67.50
601-49400-321	Telephone	96.59
601-49400-322	Postage	44.56
601-49400-386	Landfill	1,272.50
601-49400-402	Repairs & Maint - Struct	319.88
601-49400-404	Repairs & Maint - M&E	4,345.70
601-49400-405	Repairs & Maint - Vehicl	8.31
601-49400-408	Repairs & Maint - Distrib	2,150.00
602-49450-133	Employer Paid Insurance	64.00
602-49450-200	Office Supplies	78.94
602-49450-212	Motor Fuels	315.90
602-49450-304	Legal Fees	256.00
602-49450-310	Lab Testing	884.00
602-49450-321	Telephone	71.80
602-49450-322	Postage	50.24
602-49450-334	Meals/Lodging	34.09
602-49450-404	Repairs & Maint - M&E	766.18
602-49450-405	Repairs & Maint - Vehicl	35.98
604-14200	Inventory	3,149.52
604-16300	Improvements Other Th	30,430.37
604-49550-133	Employer Paid Insurance	112.00
604-49550-200	Office Supplies	399.37
604-49550-211	Cleaning Supplies	243.99
604-49550-212	Motor Fuels	635.45
604-49550-217	Other Operating Supplie	10,031.69
604-49550-218	Uniforms	-63.87
604-49550-241	Small Tools	88.44
604-49550-308	Training & Registrations	2,166.67
604-49550-310	Lab Testing	84.48
604-49550-321	Telephone	121.02
604-49550-322	Postage	68.84
604-49550-325	Dispatching	30.20
604-49550-402	Repairs & Maint - Struct	264.75
604-49550-404	Repairs & Maint - M&E	360.24
604-49550-405	Repairs & Maint - Vehicl	95.82
604-49550-408	Repairs & Maint - Distrib	2,686.80
604-49550-411	Repairs & Maint - Sub St	2,871.13
604-49550-433	Dues & Subscriptions	518.74
604-49550-450	Conservation	1,535.46
604-49550-491	Payments to Other Orga	1,200.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	23.99
609-49751-211	Cleaning Supplies	79.67
609-49751-217	Other Operating Supplie	234.89
609-49751-251	Liquor	18,430.58
609-49751-252	Beer	29,867.34
609-49751-253	Wine	5,953.97
609-49751-254	Soft Drinks & Mix	939.69
609-49751-257	Ice	57.33
609-49751-261	Other Merchandise	39.68
609-49751-321	Telephone	107.52
609-49751-322	Postage	3.21
609-49751-326	Data Processing	875.00
609-49751-333	Freight and Express	469.67
609-49751-340	Advertising & Promotion	60.00
609-49751-350	Printing & Design	171.90
609-49751-404	Repairs & Maint - M&E	31.13

Account Summary

Account Number	Account Name	Payment Amount
609-49751-406	Repairs & Maint - Groun	71.98
609-49751-480	Other Miscellaneous	193.88
614-16400	Machinery & Equipment	1,077.25
614-20201	Excise Tax Payable	932.25
614-20206	911 TAP & TACIP Fees Cl	1,225.77
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	70.91
614-49870-211	Cleaning Supplies	42.66
614-49870-212	Motor Fuels	175.93
614-49870-217	Other Operating Supplie	130.90
614-49870-227	Utility System Maint Sup	236.98
614-49870-241	Small Tools	158.27
614-49870-304	Legal Fees	329.88
614-49870-321	Telephone	300.64
614-49870-322	Postage	147.18
614-49870-326	Data Processing	4.00
614-49870-340	Advertising & Promotion	100.98
614-49870-402	Repairs & Maint - Struct	976.60
614-49870-404	Repairs & Maint - M&E	46.69
614-49870-405	Repairs & Maint - Vehicl	25.00
614-49870-406	Repairs & Maint - Groun	11.99
614-49870-441	Transmission Fees	52.33
614-49870-442	Subscriber Fees	68,127.63
614-49870-443	Intergovernmental Fees	1,560.61
614-49870-445	Switch Fees	1,524.71
614-49870-447	Internet Expense	5,513.39
614-49870-448	On-Call Support	1,257.21
614-49870-451	Call Completion	3,556.68
614-49870-480	Other Miscellaneous	96.55
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	60.46
615-49850-211	Cleaning Supplies	1,038.57
615-49850-212	Motor Fuels	298.00
615-49850-217	Other Operating Supplie	128.02
615-49850-304	Legal Fees	495.00
615-49850-321	Telephone	58.49
615-49850-322	Postage	19.04
615-49850-383	Gas Utility	1,364.34
615-49850-384	Refuse Disposal	115.75
615-49850-402	Repairs & Maint - Struct	3,654.65
615-49850-404	Repairs & Maint - M&E	2,724.61
615-49850-405	Repairs & Maint - Vehicl	300.10
615-49850-406	Repairs & Maint - Groun	278.61
615-49850-409	Repairs & Maint - Utilitie	23.28
615-49850-439	Special Projects	659.44
617-10200	Petty Cash	1,600.00
617-49860-133	Employer Paid Insurance	16.00
617-49860-200	Office Supplies	242.25
617-49860-212	Motor Fuels	60.68
617-49860-217	Other Operating Supplie	2.97
617-49860-254	Soft Drinks & Mix	116.21
617-49860-321	Telephone	40.90
617-49860-322	Postage	48.33
617-49860-340	Advertising & Promotion	167.54
617-49860-404	Repairs & Maint - M&E	75.57
617-49860-406	Repairs & Maint - Groun	678.68
700-21701	Federal Withholding	10,903.50
700-21702	State Withholding	5,321.16

Account Summary

Account Number	Account Name	Payment Amount
700-21703	FICA Tax Withholding	13,820.90
700-21704	PERA Contributions	22,478.58
700-21705	Retirement	5,979.11
700-21707	Union Dues	1,736.70
700-21708	PD Union Dues	343.00
700-21711	Medicare Tax Withholdi	4,012.72
700-21712	Flex Account	3,409.88
700-21718	Individual Insurance-NC	32.00
	Grand Total:	406,657.91

Project Account Summary

Project Account Key	Payment Amount
None	406,657.91
Grand Total:	406,657.91

12/13/18
RS



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number
Business Arts & Recreation	Jan 1, 2002	41-2022824

Address	City	State	Zip Code
PO Box 123, 1012 5th Ave.	Windom	Minnesota	56101

Name of person making application	Business phone	Home phone
Greg Warner	507-831-2375	507-822-2217

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
February 16, 2019	<input type="checkbox"/> Club	<input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Religious	<input type="checkbox"/> Other non-profit	

Organization officer's name	City	State	Zip Code
Ashley Johnson	Windom	Minnesota	56101

Organization officer's name	City	State	Zip Code
John Holt	Windom	Minnesota	56101

Organization officer's name	City	State	Zip Code
Juane Elston	Windom	Minnesota	56101

Organization officer's name	City	State	Zip Code
Cheryl Hanson	Windom	Minnesota	56101

Location where permit will be used. If an outdoor area, describe.
 BARK Gym - 1012 5th Ave. Windom, MN 56101

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 Only Beer and Wine will be served

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 MN Joint Underwriting Association - 50,000 each person, 100,000 each occurrence

APPROVAL

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

 City or County approving the license

 Date Approved

 Fee Amount

 Permit Date

 Date Fee Paid

 City or County E-mail Address

 City or County Phone Number

 Signature City Clerk or County Official

 Approved Director Alcohol and Gambling Enforcement

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

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

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT DONATION FROM WINDOM YOUTH HOCKEY ASSOCIATION FOR THE WINDOM ARENA

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

WHEREAS, Windom Youth Hockey Association is a supporter of the City of Windom and the Windom Arena Facility; and

WHEREAS, the City of Windom has received a donation from the Windom Youth Hockey Association of the construction and equipment for the new locker room addition at the Windom Arena valued at \$482,367.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of the Arena Locker room construction and equipment at the Windom Arena Facility valued at \$482,367.00 from the Windom Youth Hockey Association.

Adopted by the Council this 18th day of December, 2018.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

**CITY OF WINDOM, MINNESOTA
PUBLIC HEARING NOTICE**

Notice is hereby given that the City Council of the City of Windom (the "City Council") will hold a public hearing, pursuant to Minnesota law, to review and consider adoption of the proposed revisions to the City's Comprehensive Plan and Future Land Use Map.

The public hearing will be held in the City Council Chambers at City Hall, 444 Ninth Street, Windom, Minnesota, on Tuesday, December 18, 2018, during the regular City Council Meeting which begins at 7:30 p.m.

Members of the public may review copies of the proposed revisions to the City's Comprehensive Plan and Future Land Use Map on the City's website at www.windom-mn.com ("Recent Updates" Section) or by reviewing printed copies in the Office of the Development Department (EDA) in the Windom City Hall at 444 9th Street, Windom, Minnesota.

At the public hearing, all interested parties may appear and express their comments, either orally or in writing, for consideration by the City Council. Following the public hearing, the City Council will take action concerning the first reading on the Ordinance revising the City's Comprehensive Plan and Future Land Use Map.

BY ORDER OF THE WINDOM CITY COUNCIL

Steven Nasby, City Administrator

444 9th Street

P. O. Box 38

Windom, MN 56101

Phone: 507-831-6129

Published: December 5, 2018 (COTTONWOOD COUNTY CITIZEN)

Denise Nichols

From: jdpalm10@gmail.com
Sent: Friday, December 14, 2018 8:24 AM
To: dnichols@windom-mn.com
Subject: New submission from Agenda Request Form

Name

Jameson Palm

Email

jdpalm10@gmail.com

Phone

(507) 830-1811

Address

1500 River Rd
Windom, Minnesota 56101
United States
[Map It](#)

Date of Council Meeting:

12/18/2018

Subject:

Second Reading Ordinance No. 172, 2nd Series - Minor City Code Revisions. I would like to address the council regarding the changes proposed in this ordinance.

Have you brought this to the attention of the appropriate department head?

Not applicable

Applicants Signature

Jameson Palm

ORDINANCE NO. 172, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING
VARIOUS SECTIONS OF THE CITY CODE

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, on April 3, 2018, by adoption of Ordinance No. 168, 2nd Series, the City Council adopted the most recent codified supplement to the Code of Ordinances for the City of Windom; and

WHEREAS, there are numerous clarification updates to the City Code which the Planning Commission has recommended to the City Council including: addition of another exemption under "Discharge of Firearms"; clarification of size/inspection of fire extinguishers in rental housing units; clarification of definitions of "Yard, Front" and "Yard, Side"; correction of typographical error in "Maximum Lot Coverage" in Zoning District R-3; addition of conditional use in I-2 Heavy Industrial District previously approved but inadvertently omitted from the Code; addition of reference to additional code sections in Section 152.280 "Fences in Residential Districts"; addition of reference to additional code sections in Section 152.283 "Solar Energy Systems"; and clarification of requirements regarding submittals concerning height of proposed wind energy conversion systems; and

WHEREAS, it is in the best interests of the citizens of Windom that the City Code be amended as set forth herein.

NOW, THEREFORE, THE CITY OF WINDOM, MINNESOTA, HEREBY AMENDS THE CITY CODE OF THE CITY OF WINDOM BY:

1. ADDITION OF THE FOLLOWING EXEMPTION in Section 94.02 "Discharge of Firearms and Explosives; Exemptions":

"(D) Nothing in division (A) above shall apply with permission of the City Administrator, or his/her designated agent, upon application for and receipt of a permit specifying the time period, place, purpose, safety precautions required, type of weapon or apparatus and type of ammunition/projectile to be used and the person, corporation or organization to whom the permission is granted."

2. DELETING SECTION 150.53(H) OF THE "HEALTH AND SAFETY" SECTION OF THE "RENTAL HOUSING" CHAPTER OF THE CITY CODE IN ITS ENTIRETY AND REPLACING IT WITH THE FOLLOWING NEW SECTION 150.53(H):

"(H) Fire extinguishers of Type ABC. The owner:

(1) Shall equip each dwelling unit with a fire extinguisher.

(2) Exception: Properties with two or more dwelling units shall have the option of installing one 10 lb. extinguisher in a common area accessible to all units with a minimum of at least one extinguisher per floor that

contains two or more dwelling units. Annual inspections of these fire extinguishers by a certified professional will be required.”

3. DELETING THE DEFINITIONS FOR “YARD, FRONT” AND “YARD, SIDE” IN SECTION 152.002 “RULES OF CONSTRUCTION; DEFINITIONS” OF THE CITY CODE IN THEIR ENTIRETY AND REPLACING THEM WITH THE FOLLOWING DEFINITIONS IN SECTION 152.002:

Yard, Front: A yard extending across the full width of the lot and lying between the front line of the lot and the nearest line of the building. For lots where more than one yard fronts a public street (such as corner lots), all yards that front a public street shall be considered front yards for their entire width for purposes of establishing setback requirements.

Yard, Side: A yard extending from the front yard to the rear yard and lying between the side line of the lot and the nearest line of the building.”

4. DELETING THE DEFINITION FOR “YARD, REAR DEPTH” IN SECTION 152.002 IN ITS ENTIRETY.

5. DELETING THE WORDING “MINIMUM LOT COVERAGE” IN THE CHART IN SECTION 152.083 “YARD AND LOT REQUIREMENTS” [*for R-3 (Multi-Family Residential District)*] AND REPLACING THE WORDING WITH THE FOLLOWING LANGUAGE:

“Maximum Lot Coverage”.

6. ADDING THE FOLLOWING CONDITIONAL USE IN SECTION 152.172 “CONDITIONAL USES” [*for I-2 (Heavy Industrial District)*]:

“(G) Meat Processing Plants”

AND RE-LETTERING THE EXISTING (G) AS 152.172(H).

7. ADDING THE FOLLOWING LANGUAGE AS THE THIRD SENTENCE IN SECTION 152.280 “FENCES IN RESIDENTIAL DISTRICTS”:

“See §§ 152.420 through 152.428 for specific requirements for fences and screening.”

8. ADDING THE FOLLOWING LANGUAGE AS THE SECOND SENTENCE IN SECTION 152.283 – “SOLAR ENERGY SYSTEMS”:

“See §§ 152.390 through 152.396 for permitting and operation requirements and standards for Solar Systems.”

9. DELETING SECTION 152.385(C) “HEIGHT” OF THE “GENERAL REQUIREMENTS” FOR THE “WIND ENERGY CONVERSION SYSTEMS (WECS)”

SECTION OF THE CITY CODE IN ITS ENTIRETY AND REPLACING IT WITH A NEW SECTION 152.385(C):

“(C) Height. The total height of the tower (including any portion of the rotor or axis extending above the tower) shall not exceed the horizontal line. Example: For a 100-foot high tower, a minimum of a 100-foot clear zone in each direction around the base of the tower is required. When the proposed height exceeds these requirements or if the proposed horizontal distance extends beyond a lot line or into a public way, the following information shall be submitted:”

SECTIONS 152.385(C)(1), 152.385(C)(2), AND 152.385(C)(3) shall remain unchanged.

10. ALL OTHER PROVISIONS OF THE CITY CODE, CODIFIED IN ORDINANCE NO. 168, 2ND SERIES ADOPTED BY THE WINDOM CITY COUNCIL ON APRIL 3, 2018, SHALL REMAIN IN FULL FORCE AND EFFECT.

THE CITY COUNCIL OF THE CITY OF WINDOM FURTHER ORDAINS:

This ordinance shall be published in the COTTONWOOD COUNTY CITIZEN and shall be effective immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 18th day of December, 2018.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator/Clerk-Treasurer

1st Reading: December 4, 2018
2nd Reading: December 18, 2018
Adoption: December 18, 2018
Published: December 26, 2018

ORDINANCE NO. 173, 2ND SERIES

**AN ORDINANCE ENACTING AND ADOPTING A CODIFIED SUPPLEMENT TO THE
CODE OF ORDINANCES FOR THE CITY OF WINDOM**

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 2018 codified supplement to the Code of Ordinances of the City of Windom which contains all ordinances of a general and permanent nature enacted since the prior supplements of the codified and printed City Code of Ordinances Book; and

WHEREAS, it is necessary to adopt an ordinance to authorize the inclusion of the 2018 codified supplement in the codified and printed City Code of Ordinances Book.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM,
MINNESOTA, DOES ORDAIN:**

Section 1. That the 2018 codified supplement to the Code of Ordinances of the City of Windom, as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, be and the same is hereby adopted by reference as if set out herein in its entirety.

Section 2. Such codified supplement shall be deemed published as of the day of its adoption and approval by the Windom City Council and the City Administrator is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the City Administrator.

Adopted by the City Council of the City of Windom, Minnesota, this 2nd day of January, 2019.

Published: January 9, 2019

ACTION ITEM



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

TO: City Council
FROM: Development Department
DATE: December 18, 2018 (City Council Meeting Date)
RE: Windom Comprehensive Plan – Ordinance No. 174, 2nd Series – First Reading
DEPT: Development Department
CONTACT: Drew Hage, Development Director at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Following the Public Hearing on December 18th, review and approve the first reading of **Ordinance No. 174, 2nd Series** adopting the Proposed Comprehensive Plan and Future Land Use Map for the City of Windom, Minnesota.

Issue Summary/Background

A Comprehensive Plan (“Comp. Plan”) is an essential document for use by Minnesota Cities to help guide land use and other municipal activities. Windom’s existing Comp. Plan was formally adopted in 1979 and it is necessary to update this plan. In 2004-2005 a Committee, composed of City Staff and Windom residents, researched existing chapters and suggested potential revisions. Their work became the basis to begin the update of the Comp. Plan. Periodically since that time, updates have been made to the drafts. In 2017 and 2018 a new committee composed of City Staff, representatives from the School, City Council, County, and residents of Windom continued the process of reviewing data and potential revisions to the Comp. Plan. A draft of a “Future Land Use Map” and the proposed revised chapters has been prepared.

It is necessary for the public to review the proposed Future Land Use Map and the Comp. Plan prior to adoption by the City Council. Links to these documents have been posted on the City’s website (www.windom-mn.com) and copies are available for review by the public at the EDA/Building & Zoning Office in City Hall during regular business hours (8:00 a.m. – 5:00 p.m. – Monday through Friday).

At the December 4th City Council Meeting, the City Council called for a public hearing on the proposed Comp. Plan and Future Land Use Map to be held at the City Council Meeting on December 18th.

Adoption of a revised Comp. Plan is an ordinance process and requires two readings of the ordinance by the City Council. The proposed dates are: December 18th – 1st Reading (following Public Hearing) and January 2, 2019 – 2nd Reading and adoption.

Fiscal Impact

There should be no fiscal impact to the City resulting from the adoption of the revised Comp. Plan and Future Land Use Map.

Attachments

1. Ordinance No. 174, 2nd Series – “An Ordinance of the City of Windom, Minnesota, Repealing the Existing Comprehensive Plan and Future Land Use Map and Adopting a Revised Comprehensive Plan with Active Living Component and Future Land Use Map”.

ORDINANCE NO. 174, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, REPEALING THE EXISTING COMPREHENSIVE PLAN AND FUTURE LAND USE MAP AND ADOPTING A REVISED COMPREHENSIVE PLAN WITH ACTIVE LIVING COMPONENT AND FUTURE LAND USE MAP

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

WHEREAS, a Comprehensive Plan for the City of Windom was prepared and reviewed in 1978 and 1979 and the existing Comprehensive Plan was formally adopted by the City Council on May 15, 1979; and

WHEREAS, in 2004 and 2005 a Committee, composed of City Staff and Windom residents, researched existing chapters and suggested potential revisions as a basis to move forward with updating of the plan; and

WHEREAS, in 2017 and 2018 a new Committee composed of City Staff, representatives from the School, City Council, County, and residents of Windom continued the process of reviewing data and potential revisions to the plan; and

WHEREAS, a proposed revised Windom Comprehensive Plan, which incorporates an Active Living Component, and a "Future Land Use Map" have been prepared; and

WHEREAS, the proposed Comprehensive Plan includes the following Chapters and documents:

Chapter 1: Geographic Area & Planning Process
Chapter 2: Demographics
Chapter 3: Housing
Chapter 4: Economy
Chapter 5: Transportation & Active Living
Chapter 6: Parks & Recreation
Chapter 7: Natural Resources & Physical Features
Chapter 8: Community Facilities
Chapter 9: Infrastructure
Chapter 10: Energy
Chapter 11: Present Land Use
Chapter 12: Future Land Use
Chapter 13: Plan Maintenance
Appendix
Addendums
Tables & Figures; and

WHEREAS, various City Boards and Commissions have reviewed proposed chapters of the Comprehensive Plan, that are relevant to the respective City departments and programs for which they make recommendations, including the Planning Commission which has reviewed the proposed "Future Land Use Map"; and

WHEREAS, the proposed Windom Comprehensive Plan and Future Land Use Map have been posted on the City's website and have also been available for review by the public at the Windom City Hall; and

WHEREAS, the City Council called for a public hearing on the proposed Windom Comprehensive Plan and Future Land Use Map for the City Council Meeting to be held on December 18, 2018; and

WHEREAS, the public hearing has been held and all relevant public input has been considered, and the City Council now proceeds to formal action on the proposed Windom Comprehensive Plan and Future Land Use Map.

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

THE EXISTING COMPREHENSIVE PLAN AND FUTURE LAND USE MAP ADOPTED BY THE WINDOM CITY COUNCIL ON MAY 15, 1979, ARE HEREBY REPEALED AND A REVISED "WINDOM COMPREHENSIVE PLAN WITH ACTIVE LIVING COMPONENT" AND "FUTURE LAND USE MAP", TOGETHER WITH THE APPENDIX, ADDENDUMS, AND TABLES AND FIGURES INCORPORATED THEREIN, AS OUTLINED HEREIN, ARE HEREBY ADOPTED BY REFERENCE AS IF FULLY SET FORTH HEREIN.

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

This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication. A copy of the "Future Land Use Map" shall be available to the public at the Windom City Hall during regular business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.) or on the City's website: www.windom-mn.com.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 2nd day of January, 2019.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: December 18, 2018
2nd Reading: January 2, 2019
Adoption: January 2, 2019
Published: January 9, 2019

RESOLUTION #2018-

INTRODUCED:

SECONDED:

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

A RESOLUTION APPROVING 2018 TAX LEVY, COLLECTABLE IN 2019

BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2019, upon the taxable property in the City of Windom for the following purposes:

Total Levy	\$2,033,190
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The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 18th day of December, 2018.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

MEMORANDUM



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

TO: City Council
FROM: City Administrator *Jed*
DATE: December 10, 2018
RE: Capital Improvement Projects – Consideration for Prioritization Update

In May 2017 a memorandum from Councilmember Grunig was provided to the City Council regarding important projects for the City.

Since that time many of these projects have either been addressed or are in discussion. As such, an update is shown in **bold**. Please note the order below did not indicate a priority. Projects not initially shown in the May 2017 memorandum have been added as “NEW” at the end of this document.

1. Arena – Required replacement of the ice-making equipment and coolant system used. This is based on new Federal regulations effective in 2020. Cost of ice-making equipment and concrete for the rink with circulation tubing estimated at \$800,000. Windom Youth Hockey Association has partnered with the City on Arena improvements with a budget of \$400,000 for new locker rooms. Additional financial participation could come from the Arena Booster Club, Figure Skating Club and other fundraising or in-kind or reduced cost materials. Other financial resources should include the application for a Mighty Ducks grant (\$50,000 to \$250,000).

The City Council approved a \$1.1 million bond to pay for engineering costs, replace the ice system and install a concrete floor at the Windom Arena. Mighty Ducks funds were not requested for the project due to only \$50,000 being eligible for our project and that the use of State funds would have mandated prevailing wages. The Ice System project was largely completed in 2018 and is operating for the 2018-19 ice season. Funds from the bond were also used to purchase new (used) boards for the studio rink.

Windom Youth Hockey Association completed the locker room addition in 2018, acceptance by the City will be through a formal donation to the City. The locker room project was done at a cost of \$482,367 funded through private donations to Windom Youth Hockey.

2. Single and Multi-Family Housing – I believe there has been enough discussion relating to this issue by the City Council and conveyed to the public to understand the priority and the critical need for additional new housing and the continued push towards the 5,000-population growth goal by 2020. The Economic Development Authority continues to work towards that effort. Partnering with the Housing & Redevelopment Authority will also be beneficial.

A housing deficit has been identified within the community and is a barrier to additional growth. A tax abatement program in partnership with the City, County and School District has helped promote a few single-family housing units being built at a rate higher than in the past. The City actively working with the public to identify places for multi-family housing. At present there is a developer interested in construction of a 46-unit apartment building and another party that is considering 4-plex development. Both of these projects, along with continued single-family housing, will also help to address the City's housing needs.

3. Library – Due to the deteriorated condition of the windows the need here is a complete replacement of the buildings' windows. A primary concern is the current size of windows is driving up the replacement cost, which is projected at \$120,000. Additional window size or design options might lower cost. The Library currently has \$40,000 unspent 2016 and 2017 tax levy dollars that are earmarked as available for this project in the Capital Improvement Plan.

Window replacement project (14 windows and two doors) at the Windom Public Library is nearly finished with work beginning in other areas including new carpeting and a bathroom remodel. The window project was funded through \$10,000 in donated funds, \$40,000 from the City's Capital Improvement Plan budget and a \$50,000 State grant. The restroom rehabilitation (completed in 2018) and carpet replacement (underway) were funded through \$7,000 from the City's Capital Improvement Plan budget and donations. A second State grant is sought to replace the windows in the Children's section of the library (2019).

4. Swimming Pool – Two feasibility studies have indicated a need to repair or replace the existing pool, which is 50+ years old. The studies, Management and site visits verify some areas of the pool and building as being completely deficient. Replacement cost projected at \$3.2 million with questions of a new pool site being part of the discussion. A complete renovation of the existing pool is also costly at \$2 million. Public opinion of the pool project seems positive, so this may require a special fundraising campaign by concerned community groups to meet this challenge.

A "Friends of the Pool" group formed and held a series of meetings in late 2017 and early 2018 to review the pool feasibility study and possible options. Soil borings at the existing pool site and another location (overflow parking lot by the Community Center) were completed in 2017/2018.

5. Re-purpose of Old Fire Hall – Three major options have been identified in this process.
 - a. Relocation of the Police Department
 - b. Additional Telecom office space and vehicle parking
 - c. New Council Chambers with offices for EDA and Building & Zoning

No decision or funding for action on re-purposing the old fire hall was made in 2017 or 2018. Since its vacation in August 2017 this space has been utilized by the Windom Police Department for vehicles and storage, Building Department for vehicle storage and document storage and two bays have been leased to the Cottonwood County Sheriff Department for vehicle and other storage. At this time no plans are in place for changing this use in 2019.

6. Community Center – Outdoor patio improvements including landscaping to attract additional event usage was being discussed. Possible public fundraising effort was seen as a potential

funding source. The Community Center has approximately \$50,000 that has been donated by Daisy Jacobs and Wally Rohlfen that could be used to get a project(s) started.

In summer 2018 the Community Center Commission adopted a plan for an outdoor shelter 40' x 40' x 10' to cover the patio area and expand it. The shelter was constructed in fall 2018 with donated funds noted above. Cemstone donated \$3,000 worth of concrete to the project. Landscaping and electrical work were to be completed yet in 2018.

7. Airport – Runway extension and additional airplane hangar space has been a Council discussion for a while. The Airport is going through a FAA required Master Plan and runway study which will need to be completed prior to the runway extension being addressed. The cost share is currently 90% FAA and 10% City (local match), but this could be augmented with State funds. Total cost to City could be \$100,000 - \$200,000 depending on the project and required match.

The 20-year Master Plan is to be finished in early 2019. In 2018 the City Council approved bidding for hanger expansion (2 bays) and taxi lane work. The project came in over bid, twice. Approximately \$600,000 in funding for the project will consist of 90% Federal, 5% State and 5% City (already budgeted).

No environmental, design nor land acquisition activities have occurred as they relate to the runway extension or cross-wind runway construction.

8. Liquor Store –Relocation of the Liquor Store would solve at least a couple issues. It would make the available remaining lot size more desirable for new development and a move to a new or different building could create additional floor space (which has been identified as an issue) for increased Liquor Store sales revenues.

Expansion or relocation of River Bend Liquor is on the Capital Improvement Plan for 2020. However, other commercial development within the community may have an impact on the location and timing of the municipal liquor store.

9. Public Works (On-going Street re-construction projects)

A \$4 million street project was completed in 2017. To accommodate debt service for the next Street project staff is working toward a 2020 construction season. Engineering and other preliminary work will be done in 2019 for a proposed 2020 project. The Street Department is currently working with DGR Engineering on developing a comprehensive review of street conditions and underground utilities to guide the prioritization for the 2020 Street Project.

Equipment to help the Street Department perform preventative maintenance was purchased in 2018 totaling over \$50,000. This is intended to prolong the longevity of City streets.

Engineering work is also underway to assist with the development of a plan to address storm water issues in the Red Leaf Court and 18th Street area.

10. Park and Recreation –Funds amounting to \$60,000 have been previously set-aside for additional lighting for the fields at the Windom Recreation Area by Cottonwood Lake, but additional funds are needed. Restroom upgrades was identified as a priority need by the Parks & Recreation Commission.

The 2018 City budget provided \$35,000 for restroom improvements with another \$35,000 requested for 2019. Due to the spring flooding event and the need to upgrade/improve restroom facilities at Island Park, the City Council will partner with the Windom Baseball Association to construct a new restroom facility. The Council has preliminarily budgeted \$100,000 in 2019 funds for that effort. In addition, a \$7,500 grant from Minnesota Energy Resources is pending as well as a request made to the Sanford Foundation. The lighting project has been placed as a lower priority at this time, but funds remain earmarked.

11. Telecom (rack space) – Needed to accommodate hosting of third-party hardware, which generates revenue for Telecom and helps provide additional connectivity and business opportunities.

Two stand-alone garages that were previously occupied by the Ambulance Department and Building\Zoning office were allocated to the Telecom Department for equipment and vehicle storage. This will free up additional space that the NOC building for future renovations to add rack or operational space within the existing NOC building.

In 2017 an \$855,000 bond was obtained by the City for an upgrade to the core system. This will enable Telecom to increase speeds to customers, reduce bottlenecks in the system and to roll out a managed wifi product (GigaCenters).

Much of 2018 has been spent working on the core system project, but also researching options to deliver video services more economically for the system and customer. The Telecom Commission is moving forward with a plan to transition into an Over-the-Top video product by the end of 2019.

12. City Hall – Windows on the 4th Avenue side of the building need to be replaced. The older portion of the building (housing Council Chamber, EDA and Building\Zoning) needs tuck pointing, foundation repair and roof repairs.

Due to leaks in the City Hall roof, the 2019 City budget is proposing \$20,000 for roof replacement. No windows were budgeted, but several in the rear of the building were replaced with existing building maintenance funds.

13. Tennis Courts – There currently is \$150,000 within the ESF project budget for tennis courts/park relocation.

In 2017 the City Council committed an additional \$50,000 from unspent Emergency Services Facility contingency funds to the Tennis Court Replacement Project. Soil borings were done in fall 2017 at the preferred site (Island Park) and the soils were determined to be poor, with additional costs to do soil corrections. As such, the Parks & Recreation Commission are reviewing sites options. Additionally, in 2018 the river flooded the area in Island Park for

the proposed tennis\pickleball courts. No action was taken in 2018 on construction of the tennis\pickleball courts. A decision from the Parks & Recreation Commission, subject to City Council approval, is needed to determine the location prior to the project being designed and placed for bids.

14. NEW - Wastewater Treatment Plant (WWTP) Upgrade to comply with Federal\State regulations.

Improvements to the Windom Wastewater Treatment Plant to meet Federal\State requirements for the new wastewater discharge permit start in 2020. State regulations regarding wastewater discharge becoming much stricter and subsequently required a \$18.9 million upgrade. State grants of \$9.3 million were obtained to help off-set these costs. Due to these grants and the fair share costs paid by Prime Pork the cost to Windom ratepayers was held lower than anticipated. Rates for sanitary sewer are going up by about 4.25% each year for the next four years to pay the debt service on the \$9.6 million loan for this project.

15. NEW - Improvements to the Windom Electric Utility Substation

System improvements included a building, switchgear, terminating controls and cables, testing, placing equipment in service and removal of old (approximately 40 years +) equipment. Project bid totaled \$1,491,311 plus engineering costs. The new substation went on-line in fall 2018. Currently the project is nearly complete with only some minor details left to complete. Improvements to the system were paid for with electric reserve dollars thus saving interest costs.

16. NEW – Water Treatment Plant – Filter Replacement

In 2017/2018 the City hired Rice Lake Contractors to replace the 20-year old filters at the water treatment plant at a cost of approximately \$575,000 (including engineering). These improvements will enhance the efficiency of the plant operations.

17. NEW – East Highway 60 Sewer Main Replacement

Sanitary sewer was reconstructed along Highway 60 East from Runnings to Prime Pork. This work replaced 40 year old sanitary sewer line and included some on-site improvements for Prime Pork and Windom Wash. Both businesses participated financially in the costs for the project and the on-site improvements. Total cost of the project was approximately \$500,000.

18. NEW – North Windom Industrial Park Expansion

In 2018 the City of Windom approved a TIF bond of approximately \$1 million to acquire 75 acres of land for the expansion of the North Windom Industrial Park. This TIF bond will be repaid through TIF revenues generated from TIF 1-19 with no funding from the City budget.

Please note: Additional Capital Improvement Projects for prioritization are listed by Department in the 2019 City of Windom approved budget. (Budget will be acted on at the Dec. 18th City Council meeting)

MEMORANDUM

TO: Council Members
FROM: Chelsie Carlson, Finance Director/Controller
SUBJECT: 2018 Budget Adjustments

Stewardship and Accountability is reviewed by CliftonLarsonAllen as part of our annual financial statement audit. The audit includes a note to report on excess of expenditures over budget by each fund. As such, CliftonLarsonAllen recommends completing budget adjustments for significant transactions that impact the original budget.

The attached register shows the proposed 2018 budget adjustments for items that have been previously discussed at council and should be updated formally in the 2018 budget.

Please approve the attached 2018 Budget Adjustments for incorporation into the Amended 2018 Budget.

Thanks
Chelsie



Windom, MN

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT14257 - 2018 Budget Adjustments

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000028	Budget 2018	TIF 1-17 Reimbursement to NWIP	12/5/2018
Summary Description: Transfer from TIF 1-17 NWIP to reimburse NWIP 254 for infrastructure development			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After	
<u>254-39200</u>	Interfund Transfers	TIF 1-17 Reimbursement for NWIP	-16,480.00	-278,405.00	-294,885.00	
January:	April:	-23,200.42	July:	-23,200.42	October:	-23,200.42
February:	May:	-23,200.42	August:	-23,200.42	November:	-23,200.42
March:	June:	-23,200.42	September:	-23,200.42	December:	-23,200.38
<u>273-49960-720</u>	Transfers	TIF 1-17 Reimbursement to NWIP 254	0.00	278,405.00	278,405.00	
January:	April:	23,200.42	July:	23,200.42	October:	23,200.42
February:	May:	23,200.42	August:	23,200.42	November:	23,200.42
March:	June:	23,200.42	September:	23,200.42	December:	23,200.38

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000030	Budget 2018	2018A Bond Issue	12/5/2018
Summary Description: Record 2018A Bond Issue Proceeds			

Account Number	Account Name	Adjustment Description	Before	Adjustment	After	
<u>274-39310</u>	Bond Proceeds	2018A Bond Issue	0.00	-1,015,000.00	-1,015,000.00	
January:	April:	-84,583.33	July:	-84,583.33	October:	-84,583.33
February:	May:	-84,583.33	August:	-84,583.33	November:	-84,583.33
March:	June:	-84,583.33	September:	-84,583.33	December:	-84,583.37
<u>274-39320</u>	Premium on Bond Issue	2018A Bond Issue	0.00	-3,249.00	-3,249.00	
January:	April:	-270.75	July:	-270.75	October:	-270.75
February:	May:	-270.75	August:	-270.75	November:	-270.75
March:	June:	-270.75	September:	-270.75	December:	-270.75
<u>274-46530-591</u>	TIF Land/Bldg Acquisition	2018A Bond Issue	0.00	976,058.00	976,058.00	
January:	April:	81,338.17	July:	81,338.17	October:	81,338.17
February:	May:	81,338.17	August:	81,338.17	November:	81,338.17
March:	June:	81,338.17	September:	81,338.17	December:	81,338.13
<u>274-46530-620</u>	Bond Issue	2018A Bond Issue	0.00	32,636.00	32,636.00	
January:	April:	2,719.67	July:	2,719.67	October:	2,719.67
February:	May:	2,719.67	August:	2,719.67	November:	2,719.67
March:	June:	2,719.67	September:	2,719.67	December:	2,719.63
<u>615-49850-620</u>	Bond Issue	2018A Bond Issue	0.00	22,498.00	22,498.00	
January:	April:	1,874.83	July:	1,874.83	October:	1,874.83
February:	May:	1,874.83	August:	1,874.83	November:	1,874.83
March:	June:	1,874.83	September:	1,874.83	December:	1,874.87
<u>615-49980-611</u>	Bond Interest	2018A Bond Issue	0.00	25,726.00	25,726.00	
January:	April:	2,143.83	July:	2,143.83	October:	2,143.83
February:	May:	2,143.83	August:	2,143.83	November:	2,143.83
March:	June:	2,143.83	September:	2,143.83	December:	2,143.87
<u>615-49980-612</u>	Other Interest	2018A Bond Issue	0.00	12,710.00	12,710.00	
January:	April:	1,059.17	July:	1,059.17	October:	1,059.17
February:	May:	1,059.17	August:	1,059.17	November:	1,059.17
March:	June:	1,059.17	September:	1,059.17	December:	1,059.13

Adjustment Number	Budget Code	Description	Adjustment Date
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Budget Adjustment Register

Packet: GLPKT14257 - 2018 Budget Adjustments

BA0000031 Budget 2018 EDA Payment to Mathiowetz for Cemstone Agreement 12/5/2018

Summary Description: Payment due 1/1/19 made in December 2018. Recorded per auditor recommendation

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>250-49980-602</u>	Other Long-Term Obligation Pri	EDA Payment to Mathiowetz for Cemstone Ag	25,000.00	60,000.00	85,000.00
January: 5,000.00	April: 5,000.00	July: 5,000.00	October: 5,000.00	November: 5,000.00	December: 5,000.00
February: 5,000.00	May: 5,000.00	August: 5,000.00			
March: 5,000.00	June: 5,000.00	September: 5,000.00			

Adjustment Number Budget Code Description Adjustment Date
 BA0000032 Budget 2018 Prime Pork Construction Contribution 12/5/2018

Summary Description: Record Agreement with Prime Pork per auditor recommendation

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>602-37270</u>	Sewer Materials Sold	Prime Pork Construction Contribution	-500.00	-3,711,133.00	-3,711,633.00
January: -309,261.08	April: -309,261.08	July: -309,261.08	October: -309,261.08	November: -309,261.08	December: -309,261.12
February: -309,261.08	May: -309,261.08	August: -309,261.08			
March: -309,261.08	June: -309,261.08	September: -309,261.08			

Adjustment Number Budget Code Description Adjustment Date
 BA0000033 Budget 2018 SMBS Internet and Video Reduction 12/5/2018

Summary Description: SMBS reduction in Internet and Video subscribers during 2018

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>614-38201</u>	Cable SW Broadband Subscribe	SMBS Internet and Video Reduction	-90,000.00	45,000.00	-45,000.00
January: 3,750.00	April: 3,750.00	July: 3,750.00	October: 3,750.00	November: 3,750.00	December: 3,750.00
February: 3,750.00	May: 3,750.00	August: 3,750.00			
March: 3,750.00	June: 3,750.00	September: 3,750.00			
<u>614-38401</u>	Internet SW Broadband Subscri	SMBS Internet and Video Reduction	-215,000.00	205,000.00	-10,000.00
January: 17,083.33	April: 17,083.33	July: 17,083.33	October: 17,083.33	November: 17,083.33	December: 17,083.37
February: 17,083.33	May: 17,083.33	August: 17,083.33			
March: 17,083.33	June: 17,083.33	September: 17,083.33			

Adjustment Number Budget Code Description Adjustment Date
 BA0000034 Budget 2018 Flood Expenses 12/5/2018

Summary Description: Flood Expenses - FEMA Reimbursement expected 2019

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>401-49950-439</u>	Special Projects	Flood Expenses	0.00	106,000.00	106,000.00
January: 8,833.33	April: 8,833.33	July: 8,833.33	October: 8,833.33	November: 8,833.33	December: 8,833.37
February: 8,833.33	May: 8,833.33	August: 8,833.33			
March: 8,833.33	June: 8,833.33	September: 8,833.33			

Adjustment Number Budget Code Description Adjustment Date
 BA0000035 Budget 2018 2009A Bond Payoff 12/5/2018

Summary Description: Bond Refunded - Proceeds received in 2017

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>305-49980-601</u>	Bond Principal	2009A Bond Payoff	100,000.00	805,000.00	905,000.00
January: 67,083.33	April: 67,083.33	July: 67,083.33	October: 67,083.33	November: 67,083.33	December: 67,083.37
February: 67,083.33	May: 67,083.33	August: 67,083.33			
March: 67,083.33	June: 67,083.33	September: 67,083.33			

Adjustment Number Budget Code Description Adjustment Date
 BA0000036 Budget 2018 MPC Festival Cancelled 12/5/2018

Summary Description: MPC Festival cancelled due to director retirement

Budget Adjustment Register

Packet: GLPKT14257 - 2018 Budget Adjustments

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
617-38533	M/P Event Ticket Sales	MPC Festival Cancelled	-4,000.00	4,000.00	0.00
January: 333.33	April: 333.33	July: 333.33	October: 333.33		
February: 333.33	May: 333.33	August: 333.33	November: 333.33		
March: 333.33	June: 333.33	September: 333.33	December: 333.37		
617-49860-492	Entertainment Event Fees	MPC Festival Cancelled	10,500.00	-10,500.00	0.00
January: -875.00	April: -875.00	July: -875.00	October: -875.00		
February: -875.00	May: -875.00	August: -875.00	November: -875.00		
March: -875.00	June: -875.00	September: -875.00	December: -875.00		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000037	Budget 2018	MPC Theesfeld Retirement	12/5/2018

Summary Description: Sick time payout for MPC maintenance employee retirement.

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
617-49860-480	Other Miscellaneous	MPC Theesfeld Retirement	100.00	8,351.00	8,451.00
January: 695.92	April: 695.92	July: 695.92	October: 695.92		
February: 695.92	May: 695.92	August: 695.92	November: 695.92		
March: 695.92	June: 695.92	September: 695.92	December: 695.88		

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000038	Budget 2018	Ambulance Capital Outlay not completed	12/5/2018

Summary Description: Ambulance capital outlay budget not expended. Will be used in 2019

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
235-49950-500	Capital Outlay	Ambulance Capital Outlay not completed	100,000.00	-100,000.00	0.00
January: -8,333.33	April: -8,333.33	July: -8,333.33	October: -8,333.33		
February: -8,333.33	May: -8,333.33	August: -8,333.33	November: -8,333.33		
March: -8,333.33	June: -8,333.33	September: -8,333.33	December: -8,333.37		

Budget Adjustment Register

Packet: GLPKT14257 - 2018 Budget Adjustments

Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
Approved Budget	Budget 2018	235-49950-500	Capital Outlay	100,000.00	-100,000.00	0.00
		250-49980-602	Other Long-Term Obligation Princi	25,000.00	60,000.00	85,000.00
		254-39200	Interfund Transfers	-16,480.00	-278,405.00	-294,885.00
		273-49960-720	Transfers	0.00	278,405.00	278,405.00
		274-39310	Bond Proceeds	0.00	-1,015,000.00	-1,015,000.00
		274-39320	Premium on Bond Issue	0.00	-3,249.00	-3,249.00
		274-46530-591	TIF Land/Bldg Acquisition	0.00	976,058.00	976,058.00
		274-46530-620	Bond Issue	0.00	32,636.00	32,636.00
		305-49980-601	Bond Principal	100,000.00	805,000.00	905,000.00
		401-49950-439	Special Projects	0.00	106,000.00	106,000.00
		602-37270	Sewer Materials Sold	-500.00	-3,711,133.00	-3,711,633.00
		614-38201	Cable SW Broadband Subscribers	-90,000.00	45,000.00	-45,000.00
		614-38401	Internet SW Broadband Subscribe	-215,000.00	205,000.00	-10,000.00
		615-49850-620	Bond Issue	0.00	22,498.00	22,498.00
		615-49980-611	Bond Interest	0.00	25,726.00	25,726.00
		615-49980-612	Other Interest	0.00	12,710.00	12,710.00
		617-38533	M/P Event Ticket Sales	-4,000.00	4,000.00	0.00
		617-49860-480	Other Miscellaneous	100.00	8,351.00	8,451.00
		617-49860-492	Entertainment Event Fees	10,500.00	-10,500.00	0.00
			Approved Budget Total:	-90,380.00	-2,536,903.00	-2,627,283.00
			Grand Total:	-90,380.00	-2,536,903.00	-2,627,283.00

ACTION ITEM

TO: City Council
FROM: Streets & Parks Superintendent
DATE: December 7, 2018
RE: Street Foreman Position
DEPT: Street Department
CONTACT: Brian.Cooley@windommn.com

Recommendations/Action Requested

I recommend that the City Council approve advertising internally for the position of Street and Parks Foreman.

Issue Summary/Background

There was a vacancy in this position created when Tom Voth resigned last June and we have been without a Foreman since that time. The Personnel Committee had recommended filling it at a later date to allow for staff to step up and/or grow into the in the position. I believe there are some individuals within the City organization that have good leadership skills and could be promoted if qualified.

Fiscal Impact

This this Forman position is budgeted in the Streets & Parks Department and would not be an added position (no net staffing change). If someone within the Streets Department were to move up it would simply be a pay change; however, if someone outside the Department were to be hired we would not fill the existing opening for Streets & Parks Maintenance Worker.

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: December 12, 2018
RE: Arena Management Plan
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. The City Council approve an agreement with Aaron Walkin for interim Arena and Recreation Management services.

Issue Summary/Background

On December 3, 2018 the City received a letter from Al Baloun, Recreation Director, requesting extended leave to attend to personal matters with no definite return date. Mr. Baloun notes that he has over 1,400 hours of accrued leave which he may need to utilize. As such, Mr. Baloun could be away from his position for approximately nine months or possibility longer. Mr. Baloun may be able to help out with the transition from time-to-time depending on his situation.

To maintain operations at the Arena, and continue existing recreation programs and oversight of the swimming pool, interim operations and management help is immediately needed. To address this situation I sought two options that were to look locally for persons interested in filling a contract position or to contact a staffing service. Interest from two local individuals with ties to the user groups was expressed. On December 11, 2018 a discussion with these two interest parties was conducted by the Mayor, Council Member Grunig, Jason Kloss, Parks & Recreation Commission Chair and myself. Upon conclusion of this discussion a recommendation is being made to the City Council to hire Mr. Walkin, through a contract, for interim Arena and Recreation Management services

Fiscal Impact

By contracting for services this is intended to be an interim solution. Mr. Baloun remains an employee of the City of Windom as he utilizes accrued time. The cost of hiring additional services is estimated to be \$28,800 (for six months) to \$57,600 (for a year). These expenses were not budgeted for 2019 and will incur an additional expense to the Arena budget.

Attachments

1. Letter from Al Baloun, Recreation Director
2. Services agreement between the City and Aaron Walkin

December 3, 2018

Steve Nasby

City of Windom

City Administrator

PO Box 38

Windom, MN 56101

Dear Steve,

After much thought and discussions with my family, as well as Pat's doctors, I feel it is time for me to take a leave to continue care for her on a constant basis. Her condition has progressed to the point that she has to have more supervision on a daily basis. I have sick (about 1017 Hours) and vacation days (over 423 hours) to cover me while I am taking care of her. I am asking to begin my leave on Monday, December 10, 2018. I am willing to help out some during the transition if needed but my main priority will be to care for Pat during her illness. It has been a very trying and stressful time during her illness. I would be willing to meet with personnel to discuss my situation. I have enjoyed my over 25 years of service with the City of Windom and appreciate all cooperation and support that I have received since Pat was diagnosed with her illness. If you have any questions feel free to contact me at 507-831-0279 or on my personal cell phone if you have that number.

Thanks,

Al Baloun



Recreation Director

CC: Windom Parks and Recreation Commission

Windom Mayor Dominic Jones

Contract Agreement between Aaron Walkin and the City of Windom, MN

Purpose of Contract

The City of Windom is entering into a contract with Aaron Walkin, sole proprietor, (herein WALKIN) for management and operations of the Windom Arena.

Independent Contractor

It is understood and agreed that WALKIN will provide the Services under this Agreement as an independent contractor and that during the performance of the Services under this Agreement, neither WALKIN nor any of its employees, agents or representatives will be considered an employee of the City within the meaning or application of any federal, state or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor or taxes of any kind. Neither WALKIN nor any of its employees, agents or representatives shall be entitled to any benefits that may be afforded from time to time to the City's employees, including without limitation, vacation, holidays, sick leave, worker's compensation and unemployment insurance. Further, the City shall not be responsible for withholding or paying any taxes or social security for or on behalf of WALKIN or any of its employees, agents or representatives. WALKIN shall be fully responsible for any such withholding or payment of taxes or social security for WALKIN and any of its employees, agents or representatives.

Liability Insurance

WALKIN agrees to maintain one million dollars (\$1,000,000.00) in general liability insurance throughout the term of this Agreement in such a form and manner as to provide coverage for any and all claims that may be made against WALKIN during performance of the Services.

Due Diligence

WALKIN agrees to proceed with performance of the Services with due diligence and complete the Services in a timely manner as provided herein unless completion is delayed by a cause set forth in the specifications and for which timely completion would be excused.

Contract Period

It has been agreed upon by both parties that this contract will be for a six month (6) term with the opportunity to discuss further working arrangements at the end of the contract period and to extend contact for another six months. The start date for this contract is January 7, 2019 thru July 9, 2019.

Termination Agreement

It has been agreed upon by both parties that the contract can be terminated at any time without penalty following a sixty (60) day written notice. If either party terminates this contract prior to the provision of a thirty (30) day written notice, the terminating party shall pay the other party Five thousand dollars and no/100 (\$5,000.00) payable at the time of termination; however, both parties may mutually agree to early termination in writing without penalty.

Non-Performance and Remedy

WALKIN agrees that the City must have services for operating the Arena and Pool (and possibly recreation programs) as noted within this contract and primarily identified within Duties, Tasks & Responsibilities.

Should WALKIN not perform the services described herein the City shall provide WALKIN a written notice as to performance deficiency (ies). WALKIN shall have five (5) calendar days to respond to the City with a plan to remedy the issue(s) within ten (10) calendar days. If WALKIN does not reply to City within the time allowed and/or present a plan that will reasonably address the non-performance the City may, at its option, terminate this Agreement without penalty.

Professional Fees

It has been agreed upon by both parties that the rate paid to WALKIN by City of Windom will be \$4,800 (four thousand – eight hundred dollars and no/100) per month. WALKIN agrees to invoice the City of Windom monthly showing the hours worked and a description of duties accomplished. Said invoice shall be due on or before the 1st of each month starting in February 2019. City of Windom agrees to pay WALKIN within 15 days of receipt of the invoice.

If WALKIN performs work at the City’s request prior to January 7, 2019 the City will pay WALKIN \$25.00 (twenty-five dollars) per hour upon submission of an invoice.

Work Space & Equipment

City will provide reasonable work and office space at the Windom Arena and use of City equipment (including incidentals such as maintenance supplies, cleaning supplies, office supplies and tools) required for WALKIN to undertake the duties, tasks and responsibilities identified herein. City will be responsible for replacement, repair or upgrades to said equipment and facility unless property has been damaged by WALKIN.

Time Worked

These duties shown below will be primarily performed on weekly basis as needed and will not be restricted to normal business hours, but will be performed and accomplished on a varied schedule, as determined by WALKIN for the purpose of optimum proficiency and management. WALKIN agrees that a minimum of thirty (30) hours of this work per calendar week will occur during regular Windom Arena hours (7:00 a.m. to 10:00 p.m. Sunday – Saturday) on location unless WALKIN gives at least a week notice of fewer hours on location. WALKIN agrees that the work to be completed may require additional hours over 40 per week, however, any increase in time worked in excess of 40 hours per week that may be billed to the City shall be approved in advance by the City Administrator or his\her representative.

Duties, Tasks & Responsibilities

It has been agreed upon by both parties that WALKIN will perform the following list of duties, tasks and responsibilities on the behalf of the City of Windom as stated in Attachment A, as reasonably requested by the City Administrator and\or his\her representative or apparent to WALKIN for the management and operation of the Arena.

Contact Notifications:

Correspondence between the parties for written notifications pursuant to this contract may be delivered by ordinary, first-class mail service by the US Postal Service. Addresses of the parties are as follows:

City of Windom
City Administrator’s Office
444 9th Street, PO Box 38
Windom, MN 56101

WALKIN
Aaron Walkin, Independent Contractor
1655 17th Street
Windom, MN 56101

Accepted by:

Steve Nasby, City Administrator DATE
City of Windom, Minnesota

Aaron Walkin, Sole Proprietor DATE

ACTION ITEM



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

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: December 11, 2018
RE: Liquor Store Part-Time Clerk Hiring
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

I recommend that the City Council approve the hiring of Steve Reimnitz as a non-union Part-Time Liquor Store Clerk at wage of \$9.86/hr.

Issue Summary/Background

On December 4th I received a message from a current non-union liquor store clerk who needs to resign due to personal reasons. I then reviewed current applications on file at the Liquor Store and interview scores. With that being said, Steve had the highest score out of the applicants, and I am recommending him for the position at a starting wage of \$9.86/hr (Minimum wage effective January 1, 2019).

Fiscal Impact

The fiscal impact of this hiring will be \$0 due to the position already being established and budgeted for.

Attachments

None

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator *SN*
DATE: December 12, 2018
RE: Arena – Surplus Equipment
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. City Council approval of declaration of surplus equipment consisting of old hockey rink dasher boards and approve the City Administrator to sell the items via negotiated sale.

Issue Summary/Background

The studio rink boards were recently replaced with new (used) boards. Most of the sections of the old boards were deteriorated and hauled to the landfill. There are a few sections that may be useable by private parties. The value of these remaining sections is estimated to be less than \$1,000.

Fiscal Impact

No anticipated impact to the Arena budget as the cost for the advertisement of these remaining studio rink dasher boards would be covered by any sales proceeds. Any remaining proceeds would be returned to the General Fund.

Attachments

1. None

ACTION ITEM



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

TO: Steve Nasby and the City Council
FROM: Brian Cooley; Street and Parks Superintendent
DATE: September 14, 2018
RE: Disposition of Unit 40 pickup
DEPT: Street Department
CONTACT: Brian.Cooley@windimn.com

Recommendations/Options/Action Requested

I would like to recommend to the City Council to allow me to put unit 40; a 2005 Chevrolet ¾ ton truck for on-line auction service.

Issue Summary/Background

This pickup had a snow plow attached to it and helped with winter snow removal. The city mechanic went to fix a front axle oil leak and found the front axle mounts broke away from the frame and the frame was cracked. It is too costly to fix, due to its age and miles.

Fiscal Impact

Any proceeds from the sale will go to the general fund. It will be replaced with a snow plow on a skid steer.

**LSS SENIOR NUTRITION PROGRAM
SITE USE AGREEMENT - 2019**

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Nutrition Program in Windom.

This agreement made this ¹²16 day of ~~December~~ 2018, by and between City of Windom, hereafter referred to as the Company and the LSS Senior Nutrition Program, 715 North 11th Street, Suite 401C, City of Moorhead and the State of Minnesota, hereafter called the Nutrition Program, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

- I. All correspondence regarding this agreement will be between the Nutrition Program Director or Assistant Director and the City of Windom.
- II. The Nutrition Program agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Windom, Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Windom, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured annually by the Nutrition Program. The Company agrees to arrange for an annual fire inspection and notify the Nutrition Program of results. Fire inspecting must be completed by professionally trained personnel.
- III. The closing of sites on holidays will be determined by the Nutrition Program and the Company.
- IV. The Nutrition Program agrees to restore community facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Notwithstanding this undertaking, basic custodial services such as floor maintenance, window washing, cleaning of rest rooms, washing and/or painting of walls, snow and ice removal and all other general maintenance, reasonable inspection and repairs to the interior and exterior of the facilities are the responsibility of the building owner.
- V. The Nutrition Program shall procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars (\$1,000,000.00) and Workers Compensation Insurance on all Nutrition Program staff relating to the site mentioned above. The Nutrition Program shall hold the building owner harmless for that portion of any damages or injury occurring on the rented premises for which the Nutrition Program may be found liable.
- VI. The Company agrees to maintain, inspect and repair and to assume sole financial responsibility for the facility due to mechanical and electrical problems. The Company agrees to have all fire extinguishers inspected yearly by a licensed inspector at company expense. A dated and signed tag must be placed on each extinguisher.
- VII. The Company agrees to furnish the Nutrition Program information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

VIII. In the event of a disaster, the Company agrees to allow the Nutrition Program to use facilities for the preparation, serving and distribution of meals/food and in an extreme disaster for housing of disaster victims.

IX. The Nutrition Program agrees to pay a yearly fee of \$3,579, to help offset the costs of operation. Payment will be made on a monthly basis.

X. In the event the Nutrition Program or the Company must cancel all or part of the terms of this agreement, the Company and the Nutrition Program will provide the other agency 30 days notice in writing. Upon written receipt by the Company from LSS, this agreement is subject to immediate termination by the Nutrition Program should federal, state, or local dollars be reduced or withdrawn.

XI. The Company agrees to allow the Nutrition Program use of the facility kitchen/dining areas for the term January 1, 2019 to December 31, 2019, to be used as a nutrition site for seniors on the following days/evenings: _____. This agreement will renew annually unless notified by the Nutrition Program. Any changes will be made with amendments agreeable to both parties.

XII. Other: _____

XIII. For Housing Projects only: Please provide your tenant ratio of under 60 years of age _____% and over 60 year of age _____%.

LSS SENIOR NUTRITION PROGRAM

FACILITY OWNER/OPERATOR

Senior Program Director Date
715 North 11th Street, Suite #401C
Moorhead, MN 56560
218.233.7521
kristin.schurrer@lssmn.org

Signature Date

Print Name

Address

Phone

Fax

E-mail

LSS Senior Nutrition Program 2019 Site Use Agreement Addendum

This addendum is hereby incorporated into the attached Site Use Agreement entered into by LSS and the City of Windom on the 18th day of December, 2018.

Both parties hereby agree to the following:

1. Site – the site for the Senior Nutrition Program is the Windom Community Center, 1750 Cottonwood Lake Drive, Windom, MN 56101; hereafter "site". The primary areas to be utilized for the Senior Nutrition Program will be Room #120 (kitchen and dining area).
2. Access – LSS and/or their representatives, vendors, employees or patrons shall not have keys or unsupervised access to the site. City of Windom employees will provide access to the site generally between the hours of 7:00 a.m. and 1:00 p.m. Monday – Friday (unless the site is closed due to weather or holiday). LSS and Senior Nutrition Program representatives and staff acknowledge that parties renting space at the facility and maintenance/repair persons may need access to the kitchen or other areas on occasion.
3. Right of Use -- Should the Windom Community Center, from time to time, require the use of Room #120 LSS and the Senior Nutrition Program agree to relocate per the direction Windom Community Center staff to another area of the site which is reasonably sufficient to meet the needs of the Senior Nutrition Program or to allow for the pick-up of meals for home delivery. Notification to the Senior Nutrition Program's on site representative, or his/her designee, shall be provided by the Windom Community Center staff at least 24 hours in advance.

LSS acknowledges that the Windom Community Center hosts other meetings and events, as such, the Windom Community Center reserves the right to ask Senior Dining to limit noise (e.g. piano playing and/or amplified sounds).

4. Insurance – LSS will provide the City of Windom with evidence that the site is covered under the umbrella issued by _____ . Certificate Number _____.
5. Cleaning – The Senior Nutrition Program agrees to restore community facilities to ordinary cleanliness after use according to paragraph IV of this Agreement. Said ordinary restoration will include, but is not limited to, wiping down tables and chairs, wiping/cleaning up food or debris from the floors in the kitchen and dining area daily, wiping down kitchen equipment and walls after use, mopping the kitchen floor on a daily basis.
6. Snow Policy – The Windom Community Center and LSS Senior Nutrition Program agree that there will be no senior activities including the Senior Dining Program on "snow days" as determined by the Windom School District.
7. Supplies – LSS Senior Nutrition Program acknowledges that the Windom Community Center is not responsible for the purchase or provision of 'expendables' used by the Senior Nutrition Program such as hand towels, paper towels, dish washer soap or cleaning supplies. Windom Community Center agrees to work with LSS to provide a secure location for the storage of said supplies.

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator *SN*
DATE: December 11, 2018
RE: 2018 Dashboard Report and 2019 SMART Goals
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. City Council review and approval of the 2019 SMART goals.

Issue Summary/Background

Last year the City Council approved the 2018 SMART goals to assist with directing City activities. Progress on those 2018 goals is shown in the attached 2018 Dashboard report. This report is color coded to indicate status.

Also, the 2019 SMART goals as derived from the boards\commissions and staff are included for your review and approval.

Fiscal Impact

SMART goals were established within the existing budgets of the City departments or are funded within the Capital Improvement Plan. If funds are yet to be sought for a particular goal that is noted within the SMART goal.

Attachments

1. 2018 SMART Goal Dashboard Report
2. 2019 SMART Goals

SMART Goal	Completed	About 75%	About 50%	25% or Less	Eliminated	Comments
Administration - Social Media Posting						Recommendations from GAC project reviewed. Some Departments posting to social media, but majority are not yet.
Airport - Master Plan						Last chapters being completed by Airport consultant. Public wrap up meeting needed and Airport Commission approval.
Airport - Hanger Construction						Hanger designs were completed and bid twice. Prices over estimates so will be re-bid in early 2019.
Building - Rental Housing Ordinance & Implementation						Ordinance adopted and rental inspections underway.
Building - Blighted Properties						\$10,000 budgeted for 2018 and one home being demolished. One other hazardous properties notice has been issued.
Building - Fence Ordinance						Will review Fence ordinance along with other "housekeeping" code changes in 2019.
Building - Outdoor Liquor Ordinance						Outdoor Liquor ordinance adopted along with sidewalk café ordinance. License renewals in 219 will incorporate these items.
Building - Code Review and Revisions						Identified minor ordinance corrections that will be addressed when code is codified in 2019.
EDA - Multi-family Housing						Contacted developers willing to build. Lack of available land or sites for development.
EDA - Commercial & Industrial Property Inventory						
EDA - Highway 60 Commercial Lots						Plans and cost estimates completed. BDPI grant in Dec 2017 not awarded for work in 2018.
EDA - NWIP Phase II - Land Purchase						
EDA - Infill Development						LaCanne Subdivision has 3 new homes that started construction Fall 2018.
EDA - Attract new store or Expand Grocery Store						
EDA - Data Center						Information available on certified sites. Attended a data storage conference with the State of Minnesota.
Electric - Transmission System Study						Meeting with engineers to get professional services scope and prices.
Electric - Substation Project Completion						Project completed with minor punch-list items (Nov 2018)
Library - Customer Service Excellence						
Library - Community Partnerships						Library day at the Fair, promotion of year-around reading with the School District and plans for book clubs.
Library - Physically Adaptable Space for All						Provide interactive children's space, explore a dedicated meeting room and research funding options .
Office - Implement Max Galaxy Software for Recreation						
Office - Auto Provisioning System for Voice & Data						Worked on best set-up methods. Limited by number of giga centers installed in the system.
Office - Back up Staff Training for Billing System						
Parks - Island Park Improvements & Grant						Plans and cost estimates completed & soil borings completed. State grant was denied.
Parks - Island Park Restroom						Working with Baseball Assn and School District.
Parks - Tennis/Pickleball Courts						Additional sites being looked at due to flood and poor soil conditions at Island Park.
Community Center - Outdoor Event Venue						Outside venue constructed, concrete floor completed and wiring for electric underway.
Police - BCA Investigation Certificate						
Police - K-9 Unit						Obtain dog early 2019 and anticipated operational unit by July 2019.
Police - Bike Patrol						
Police - MILO Public Interactions						
Police - SRO Practioner Certificate						
Streets - Street Condition Survey						Working with DGR Engineering to update study and convert existing data into a digital form.
Streets - Winter Street Parking Policy						Draft of updated policy\ordinance completed. Doing review with Street Committee.
Streets - Sidewalk Evaluations						Planning underway for a review of all sidewalks in summer 2019.
Telecom - New Housing Construction Fee Reduction						
Telecom - Website Upgrade						
Telecom - NOC Building Security						
Telecom - Continuing Education						
Water - Commercial Water Agreements						
Wastewater - Upgrading Park Restrooms						
Wastewater - Future Expansions for Growth						
Wastewater - Significant Industrial User Agreements						SIU for Prime Pork completed. Others underway (Dec 2018)

SMART Goal Planning Form – Administration
Enhance Social Media Announcements (Carryover from 2018)

Specific – Work to enact recommendations of the Gustavus Adolphus College marketing project. Set up additional City of Windom page(s) on social media platforms or improve existing pages to inform current residents and provide information to prospective residents.

Measurement/Assessment – Minimum goal of at least five postings per department per month. Inclusion of images is key to build on perception of the community by people not living in Windom.

Attainable/Achieve – Some staff training will be needed to establish social media presence and “how to”.

Relevant – The expected result is the positive promotion of the community through social media to expand the reach of information to existing and prospective citizens.

Timed – Goal will be to be achieved monthly.

SMART Goal Planning Form – Administration
Increase Management Team Knowledge of City Services\Facilities

Specific – Have each Department Head discuss what their job duties are and the service delivery their department provides to the citizens of Windom.

Measurement/Assessment – Each Department Head to do one presentation to the group once a year, within the regularly scheduled Department Head meetings.

Attainable/Achieve – Each department head will be provided time (approximately 15-30 minutes) to present information and facilitate discussion or questions.

Relevant – As City employees, especially management, we are often asked by members of the public about activities in other Departments. To provide an informed answer or referral will improve public information but also perception of work done in various City departments.

Timed – Goal will be to be achieved monthly.

SMART Goal Planning Form -- Airport Master Plan

Specific – Finish the FAA required 20-year Master Plan.

Measurement/Assessment – Completion of the master plan with submission to FAA and MN DOT for review and approval.

Attainable/Achieve – Federal and State funds will cover 95% of the project cost and City funds are budgeted to complete the project.

Relevant – No additional improvements at the Windom Airport may be undertaken prior to the completion and approval of the Master Plan. So the airport cannot grow to meet the needs of the community.

Timed – Completion of the study by July 2018 with review and approval by FAA and MN DOT by January 2019.

SMART Goal Planning Form – Airport Hanger Construction

Specific – Start construction on two additional hangers as extensions onto the two 2006 hanger buildings.

Measurement/Assessment – Completion of two hanger bays.

Attainable/Achieve – Federal and State funds will fund 75% or more of the construction project with monies available after July 2018.

Relevant – There is a waiting list at the Windom Airport for hanger spaces that serve local businesses and private pilots.

Timed – Construction to start Fall 2018 with completion by May 2019.

2019 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL (1-3 Years) - NO. 1
Rental Housing Ordinance – Implementation

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Continue implementation of licensing and inspections of rental housing properties in the City of Windom.

(Background: In 2017, the City Council adopted a rental housing ordinance. The implementation plan includes dividing the City into 3 zones for purposes of licensing and inspections of rental properties over the next 3 years. Properties in Zone 1 were inspected and licensed in 2018.)

Methods/Plan/Steps:

Review the rental properties in Zone 2 in 2019. Schedule rental inspections for properties located in Zone 2.

Attainable/Resources Available:

The City has a database listing rental housing properties which will be updated. The Building and Zoning Official will be in contact with property owners in Zone 2 to bring rental properties into compliance with the new rental housing ordinance.

Result(s) Expected/Measurement:

License and inspect all rental housing properties in Zone 2. Work towards 100% compliance.

Timeframe:

License and inspect all rental housing properties in the Zone 2 in 2019.

Goal approved by Planning Commission on November 13, 2018.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 2

Demolition of Blighted Properties – Implementation

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Demolition of blighted properties in the City of Windom.

(Background: In 2017, the City Council budgeted \$10,000 for the demolition of blighted properties in 2018. One demolition took place in 2018. After that property is sold, the proceeds can be used to demo another property in 2019.)

Methods/Plan/Steps:

Program Steps: The property owner(s) would convey the property to the City free and clear of all liens; the City would pay for demolition and site remediation; the City would sell the property; or the property may be used for low income housing by the HRA. Contact property owners of blighted properties to see if they would be willing to participate in the demolition program. Contact demolition companies to provide estimates for demolition and site remediation of a specified blighted property.

Monitor all phases of the program.

Attainable/Resources Available:

The Development Department has compiled a list of blighted properties. The lot sale from the 2018 demolition will allow for the demolition and site remediation of one blighted residential property in 2019.

Result(s) Expected/Measurement:

Demolition and site remediation of one blighted residential property in 2019. Sell the property and revolve the funds to pay for demolition and site remediation of another blighted property in 2020. Funding will depend on the marketability of the remediated property and any budgeting of additional funds by the City Council.

Timeframe:

It is anticipated that one blighted property can be addressed every year.

Goal approved by Planning Commission on November 13, 2018.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 3

Fence Ordinance Review & Revision

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Review the provisions of the Windom City Code that relate to fences and provide recommendations to the Planning Commission and City Council concerning a proposed ordinance modifying specific sections of the City Code.

Methods/Plan/Steps:

The Building & Zoning Office will review the specific sections of the City Code that relate to fences with the Planning Commission to determine appropriate modifications to these sections. A proposed ordinance would be drafted pursuant to recommendations from the Planning Commission, reviewed by the City Attorney, resubmitted to the Planning Commission if necessary, and then submitted to the City Council for review and approval.

Attainable/Resources Available:

The Planning Commission plans to conduct this review during 2019. As questions arise, Staff will review appropriate Minnesota State Building Code provisions and Minnesota Statutes and will be in contact with the City Attorney's Office for clarification.

Result(s) Expected/Measurement:

Adoption of an ordinance modifying specific sections of the Windom City Code that relate to fences.

Timeframe:

Submit a proposed updated fence ordinance, following review by the Planning Commission and City Attorney, to the City Council for discussion in 2019.

Goal approved by Planning Commission on November 13, 2018.

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) - NO. 4

Building and Zoning Fees

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

Review the fees charged by the Building & Zoning Office and provide recommendations to the Planning Commission and City Council concerning Building Permit Fees, Zoning Fees and other fees associated with the Development Department.

(Background: Current Building Permit fees were established in 2002. Minor changes to the City fee schedule were made in 2018.)

Methods/Plan/Steps:

The Building & Zoning Office will review the current fee schedule with the Planning Commission to determine appropriate modifications or additions. Proposed changes will be presented to the Planning Commission for review and then submitted to the City Council for approval.

Attainable/Resources Available:

The Building & Zoning Office will review the fee schedules of other cities to determine what services are offered and the fees associated with each type of service.

Result(s) Expected/Measurement:

Amend the current fee schedule to include changes approved by the Planning Commission and City Council.

Timeframe:

Submit proposed fee schedule, following review by the Planning Commission, to the City Council for discussion in 2019.

Goal approved by Planning Commission on November 13, 2018.

BUILDING & ZONING - LONG-TERM GOAL (1-5 Years) - NO. 1
Code Review & Revision as Needed

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY PRIDE: A
positive image and reputation developed by a progressive and active community.

Specific:

As circumstances and situations change, regulations and policies should be reviewed and updated. Periodic review of ordinances is recommended.

Methods/Plan/Steps:

One of the goals of the Development Department is to encourage development in Windom. When reviewing ordinances, codes, and policies, Staff should continuously be evaluating the development process to make it easier while ensuring adequate controls and maintaining compliance with local, state, and federal regulations.

Attainable/Resources Available:

There are opportunities for Staff to participate in continuing education training and conferences on zoning issues and the review of new model ordinances. As new model ordinances are proposed, our local ordinances need to be evaluated to determine whether they should be updated. Outdated ordinances should also be revised.

As questions arise, Staff will refer to Minnesota Statutes and will be in contact with the City Attorney's Office for clarification.

Result(s) Expected/Measurement:

Adoption of ordinances, codes, and policies that encourage development while ensuring adequate controls and maintaining compliance with local, state, and federal regulations.

Timeframe:

Continuously

Goal approved by Planning Commission on November 13, 2018.

2019 S.M.A.R.T. Goal Planning Form

COMMUNITY CENTER - SHORT-TERM GOAL (1-3 Years) - NO. 1
Address Shortage of Personnel.

CATEGORY: CITY COUNCIL GOAL – STRATEGY III: ORGANIZATIONAL CULTURE: Provide high quality public services.

Specific:

Hire a new Community Center Director to replace Brad Bussa who retired in 2018. Create a “temporary pool of part-time employees” who are “on call” and can assist with set-up, maintenance, and event staffing needs at the Community Center.

(Background: The loss of the Community Center Director and one additional full-time Staff member have created a shortage in staffing at the Community Center.)

Methods/Plan/Steps:

The job description for the new Community Center Director has been prepared and the City Council has authorized the City Administrator to advertise for this position. City Staff, Personnel Committee Members, and one or two members of the Community Center Commission will review the applications, conduct interviews, and submit a recommendation to the City Council. The City will continue to advertise for part-time employees to assist with maintenance and staffing of events at the Community Center. (The Community Center Commission has requested that the Director be specific to the Community Center and not shared with another City department.)

Attainable/Resources Available:

The City is moving forward with steps to address the personnel shortage at the Community Center and has ads currently running in the Citizen and Shopper.

Result(s) Expected/Measurement:

The anticipated results are the hiring of a new Community Center Director in January with an anticipated start date by February 2019 and the hiring of qualified part-time “on-call” employees to supplement the existing staff at the Community Center.

Timeframe:

The time frame is within the first two months of 2019.

Goal approved by Community Center Commission on November 20, 2018.

COMMUNITY CENTER - SHORT-TERM GOAL (1-2 Years) - NO. 2
Work with Police Department and City Attorney to delineate exterior areas to comply with requirements for sales/service of alcohol.

CATEGORY: CITY COUNCIL GOALS – STRATEGY III: ORGANIZATIONAL CULTURE: Provide high quality public services.

Specific:

Work with the Police Department and City Attorney to delineate exterior areas of the Community Center where alcohol can be served to the public during events.

Methods/Plan/Steps:

Communicate with the Police Department and City Attorney to provide sufficient information for them to research the issue.

Attainable/Resources Available:

The Police Department and City Attorney are familiar with laws, regulations, and policies regulating the sales and service of alcohol.

Result(s) Expected/Measurement:

A determination of requirements and areas where alcohol can be served on the Community Center grounds.

Timeframe:

It is anticipated that the answers to these questions will be forthcoming in January 2019.

Goal approved by Community Center Commission on November 20, 2018.

COMMUNITY CENTER - SHORT-TERM GOAL (1-3 Years) - NO. 3
Maintain and Upgrade the Community Center Facilities and Equipment.

CATEGORY: CITY COUNCIL GOAL – STRATEGY IV: PUBLIC FACILITIES:
Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific:

Prepare an Appliance Replacement Plan, research and acquire replacement and other new equipment for the Community Center and exterior areas of the facility, and complete maintenance activities.

Methods/Plan/Steps:

Take an inventory of existing equipment and develop an Appliance Replacement Plan based on usage and estimated useful life of the equipment. Purchase and install a new backdrop, swag, scoreboard covers, 2 portable bars, 1 refrigerator, 30 chairs, and 6 round tables, and poly picnic tables for the exterior area. Paint and update wallcoverings in the Community Center. Install gutters on the north side of the building and fencing in the exterior “wedding garden” area. Explore grant opportunities for a landscape sprinkler system.

Attainable/Resources Available:

Many of these items are included in the budgeting for the Community Center. Donations have also been received in the past for some of these items.

Result(s) Expected/Measurement:

The anticipated results are preparation of an Appliance Replacement Plan; the addition of necessary equipment; additional improvements and outfitting of the Out Door Entertainment Area; and updating/ “freshening up” of the interior walls of the Community Center.

Timeframe:

The anticipated timeframe is to begin these activities in January and continue throughout the year.

Goal approved by Community Center Commission on November 20, 2018.

COMMUNITY CENTER - SHORT-TERM GOAL (1-3 Years) - NO. 4
Increase Marketing of Community Center Facilities.

CATEGORY: CITY COUNCIL GOAL – STRATEGY III: ORGANIZATIONAL CULTURE: Provide high quality public services.

Specific:

Increase marketing of the Community Center facilities through a new website, the media (including social media), signage, and interaction with civic groups.

Methods/Plan/Steps:

Establish a separate website for the Community Center and appropriate links, update the radio ad, investigate opportunities for highway signage, maintain a Facebook page, engage in more activities to interact with civic and community groups, and donate \$250 to the Windom Sober Cab.

Attainable/Resources Available:

A new Community Center Director will be able to lead the efforts on marketing of the Community Center. The new Director and Commission Members can also interact with civic and community groups.

Result(s) Expected/Measurement:

This is an ongoing goal. Realization of this goal includes more exposure for the Community Center resulting in booking of more events at the Community Center.

Timeframe:

The anticipated timeframe is to begin these activities in January and continue throughout the year.

Goal approved by Community Center Commission on November 20, 2018.

2019 S.M.A.R.T. Goal Planning Form

EDA – SHORT-TERM GOAL-Medium Priority (from 2018)

Multi-Family Housing

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. Note: The availability of options for single-family and multi-family housing assists the workforce.

Specific:

Continue to work with multi-family housing developers to facilitate the development of multi-family units for workforce housing and senior housing. Have a location finalized for the 46-unit market rate apartment by March 2019.

(Background: The EDA secured a signed Purchase Agreement with a multi-family housing developer on December 1, 2016, to construct a 46-unit market-rate apartment building. Anticipated completion of the apartment building was 2017. However, sale of the land for this project was not approved by the City Council. This multi-family housing developer is still interested in building in Windom.)

Methods/Plan/Steps:

Work with multi-family housing developers and community members in selection of potential new locations. Host 3 to 4 community meetings between November 20, 2018, and March 2019.

Attainable/Resources Available:

In 2014 a housing study was completed and the report has been and will continue to be supplied to potential developers.

The housing study identified the need for approximately 130 new housing units in Windom from 2014 to the end of the decade. Of the demand, roughly 95 to 100 units will be for rental and senior housing. The Housing Study was completed prior to Fast Global Solutions' expansion and Prime Pork creating 500 jobs.

Result(s) Expected/Measurement:

To present a potential housing development/redevelopment project to the EDA Board and City Council for approval by March of 2019.

Timeframe:

Have approval for a site for the 46-unit apartment building by the end of March 2019.

Goal approved by EDA Board of Commissioners on December 7, 2018.

EDA – SHORT-TERM GOAL-High Priority (from 2018)
Maintain Commercial & Industrial Property Inventory

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Maintain an inventory of available commercial and industrial properties on the EDA's website and other searchable websites.

Methods/Plan/Steps:

Work with property owners to improve the marketing of available lots in Windom. Add properties on LOIS and LoopNet.

Attainable/Resources Available:

The EDA already maintains an inventory of available properties. The process includes posting the list and periodically verifying that the list is up-to-date.

Result(s) Expected/Measurement:

Commercial and industrial properties in Windom will receive more online exposure.

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on December 7, 2018.

EDA – SHORT-TERM GOAL Medium Priority (from 2018)

Infill Development

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Encourage infill development within the City.

Methods/Plan/Steps:

Identify vacant or underutilized properties and work with property owners to develop these properties. Infrastructure is extremely expensive, so infill development should be encouraged before new greenfield developments are pursued.

Attainable/Resources Available:

The EDA has created a list of potential properties for development. The EDA will contact property owners concerning potential development/redevelopment of their properties, assist with marketing efforts, and help facilitate communications between potential developers and property owners.

Result(s) Expected/Measurement:

Promotion and sale of available lots situated in close proximity to existing infrastructure for development/redevelopment.

Timeframe:

Continuous

Goal approved by EDA Board of Commissioners on December 7, 2018.

Grocery Store Project

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to pursue an additional grocery store in Windom.

(Background: Hy-Vee acquired the lease for the downtown Sunshine Foods' location. Thereafter, the lease for the existing Hy-Vee grocery store was terminated and that property was sold to O'Reilly's. This resulted in a 30% loss of retail food space. Customers experienced the effect immediately with the loss of product variety and the realization that the resulting store was too small to serve all of their needs. Lack of sufficient parking spaces and long checkout lines are serious issues at the Hy-Vee in Windom. Opportunity: Windom's trade area has the population base and potential to support a second "in-town" supermarket.)

Methods/Plan/Steps:

The EDA will continue to share information from the market study with grocery store chains. The EDA will continue to investigate potential site(s) and share this information with grocery store chains.

Attainable/Resources Available:

A Grocery Store Market Study was completed by Perkins Marketing Company in 2010.

There is a potential site contiguous with the existing Shopko Hometown building. Shopko leases the property and the property owner has indicated that a grocery store would be a compatible match with Shopko on the property.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new grocery store option in Windom. This proposal might be in the form of an additional grocery store or the construction of a new larger store by Hy-Vee.

Timeframe:

To bring potential projects to the EDA Board by the end of 2019 with anticipated construction of a new grocery store within the next 5 years.

Goal approved by EDA Board of Commissioners on December 7, 2018.

EDA – LONG-TERM GOAL- High Priority (from 2018)

East Highway 60 Development – Commercial Lots

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

Increase the availability of commercial lots along Highway 60 in Windom by developing the East Highway 60 corridor between Runnings and Windom Wash and redeveloping other underutilized commercial lots along this corridor.

Methods/Plan/Steps:

Work with property owners to develop/redevelop lots; research funding opportunities for installation of infrastructure (street, water, sewer, storm sewer, telecommunications) between Runnings and Windom Wash's private drive; submit applications for grants and other funding sources for installation of infrastructure; if funding is received, construct a street between Runnings and Windom Wash's private drive; and facilitate negotiations between the owners of the truck wash and the City for acquisition of the private drive.

Attainable/Resources Available:

There are websites available for marketing of available lots and the EDA will work with property owners to market lots. The City applied for a TEDI grant in 2017 to construct the street between Runnings and Windom Wash's private drive. This grant was not awarded. The TEDI/TED grant was not available in 2018, however, the EDA has other funding options which can be pursued (BDPI).

Result(s) Expected/Measurement:

Construct street in the East Highway 60 Development if we receive funding.

Acquire Private Drive/Street: If we receive funding for construction of new street which would connect to the private drive.

Timeframe:

2019 - 2022

Goal approved by EDA Board of Commissioners on December 7, 2018.

EDA – LONG-TERM (2-5 Years) GOAL- Medium Priority (from 2018)

Data Center Project

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to pursue a small to medium-sized data center to be situated in the designated location in the North Windom Industrial Park.

Methods/Plan/Steps:

The EDA obtained Preferred Site Designation for a data center in 2014 and will continue to market information gained in the data center site assessment process. The EDA will work with site selectors to pursue data center prospects and also contact data center companies in the Midwest that are considering expansion locations.

Attainable/Resources Available:

EDA staff attended a data center conference in Chicago on August 28th, 2018. The EDA has been working with potential data center developers who have worked on small to middle scale data centers. DEED also assists with marketing our Shovel Ready Data Center Site.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal from a data center to locate in Windom.

Timeframe:

Attract a data center to Windom in the next 5 years.

Goal approved by EDA Board of Commissioners on December 7, 2018.

EDA – LONG-TERM (2-5 Years) GOAL-High to New
Large Truck Stop & Travel Center

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to pursue a Large Truck Stop & Travel Center in Windom.

Background: Windom is located along Minnesota Highway 60 which (Fall 2018) provides a 4-lane connection between Minneapolis – St. Paul, Minnesota, and Omaha, Nebraska. This location offers excellent shipping routes and connectivity to national shipping networks. Highway 60 is driving growth in Windom. Overall, market value in **Windom grew by 19.2% over the past year to \$284.3 million** in 2017 (S&P Global Ratings).

In 2015, the average daily traffic volume along Highway 60/71 Windom was 12,100. In 2018, the average daily traffic volume along Highway 60/71 Windom was 13,500. A large truck stop and travel center would help Windom grow and attract additional businesses to our community. In 2018, a distribution company had Windom on a short list for a new warehousing and distribution hub, but Windom was not selected because we did not have a truck stop. The closest truck stops along the Highway 60 network are Worthington to the south and Mankato to the north. With electronic logs, the gaps between large truck stops are shrinking.

Methods/Plan/Steps:

The EDA will continue to share information regarding our average daily traffic volume and the Highway 60 network with developers.

Attainable/Resources Available:

A Truck Stop and Travel Center Study could be pursued.

Result(s) Expected/Measurement:

To present to the EDA Board a proposal concerning a new Truck Stop and Travel Center in Windom. This proposal might be in the form of an expansion to an existing service station or the construction of a new Truck Stop and Travel Center.

Timeframe:

To bring potential projects to the EDA Board with anticipated construction of a new Truck Stop and Travel Center within the next 5 years.

Goal approved by EDA Board of Commissioners on December 7, 2018.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Complete Street Light energy sustainability project.

Measurement/Assessment – All street lights in town will be changed to LED.

Attainable/Achieve – Lights have been quoted and will be ordered in early 2019. Crew will install lights on warmer winter days. Funds are within Electric Department budget.

Relevant – Significant energy savings, lower maintenance, and more light output.

Timed – Complete by December 2019.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific –Electric infrastructure ID system.

Measurement/Assessment – Labeling will be placed on outside of equipment to include what circuit, where it is fed from, and where it feeds too.

Attainable/Achieve – Staff will work on during winter months. Little cost for the labeling supplies.

Relevant –
Allow workers to have a better system for tracing out the distribution system. Will also help with identifying where a piece of equipment is located.

Timed – Circuit 8 completed by December 2019. Goal would be to complete one circuit per year. We have seven circuits.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Improve Circuit 6 reliability.

Measurement/Assessment – Circuit 7 will be able to carry circuit 6 entire load, if existing circuit 6 lines are down. Circuit 7 wire and equipment will be upgraded from 200 amp to 400 amp.

Attainable/Achieve – Crew will work on throughout the summer. Quotes for materials have been received. Proper funding is in the Electric Department budget.

Relevant – Provide a redundant power source for Circuit 6. Circuit 6 is our main Industrial Circuit. Providing power to Windom Area Hospital and Prime Pork.

Timed – Completion by December 2019.

SMART Goal Planning Form – Electric Department
City Council Goal-setting

Specific – Engage an engineer to inspect and study the two transmission lines providing power to the City of Windom.

Measurement/Assessment – A report on the condition and plan of action (if needed) will be completed and presented to the Windom Public Utility Commission.

Attainable/Achieve – Funds available in the Electric Department 2019 budget to engage an engineering firm or consultant to perform the work.

Relevant – The transmission lines into Windom were constructed in 1965 and 1974. These two transmission lines provide all of the power and are redundant sources to avoid power failure. Reliable power is necessary for business, industry and to keep\ attract people into our community.

Timed – Inspection\Study to be completed by December 31, 2019.

Smart Goal Windom Public Library 2019

Goal I

Specific - The Windom Library will provide a flexible and adaptable physical space that is accessible to all residents.

Measurement/Assessment – Address space concerns. Investigate options for a dedicated meeting room and seek funding for this project. Provide interactive children’s spaces that encourage a love of learning and exploration. The library wants to provide a comfortable and user friendly space for tweens and teens at the library and encourage this group to use the library.

Attainable/Achieve – The improvements and space concerns will be researched and funded through the Friends of the Library, Capital Funds, and grant monies available. Volunteers and community groups will be asked to assist in the space renovations.

Relevant – The result will be a more inviting, welcoming and safe space. The library should reflect what the city of Windom can offer to anyone who walks in the library.

Timed – This goal is attainable in the year 2019.

Smart Goal Windom Public Library 2019

Goal 2

Specific - Establish the Library as a Community Center Connection for all.

Measurement/Assessment - Make the Library essential to the community and provide what the community wants and needs outside of the structured walls of the Library. Engage the community in their wants and needs.

Attainable/Achieve - Explore the possibility of outreach of Library materials and services to different locations in the community. Use community and partner space creatively to fulfill the plan. Example: Provide books and materials to the Senior Citizen Center. Provide training to use the Plum Creek Library card catalog to download Ebooks and Eaudios and search for library materials.

Relevant - Community members have better awareness of Library services and opportunities. The Library staff will participate in creating and implementing services, programs and materials to the community.

Timed – This goal is attainable in the year 2019.

SMART Goal Planning Form – Liquor – Revise Inventory Tracking Process

Specific – WHO? WHAT?

The Liquor store has determined that there is a need for better inventory management.

Measurement/Assessment – HOW?

Management and staff will be responsible for performing periodic inventory counts through the store on a monthly basis. Counts will be done by based on sub department set up in the POS system.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

There is no cost to the liquor store for this update unless extra hours are needed by employees to complete.

Relevant – EXPECTED RESULT?

This update should allow for frequent checks of store inventory levels, verifying correct inventory levels throughout the year. This will also help prevent a complete inventory count at year end to verify current inventory levels with Auditors.

Timed – WHEN?

Scheduled for January 2019, requires continued monitoring for future months and years.

SMART Goal Planning Form – LIQUOR STORE – Exterior Aesthetics

Specific – WHO? WHAT?

The liquor store has identified a need to update its current landscaping and appearance to traffic on Highway 60/71.

Measurement/Assessment – HOW?

In the spring of 2019, the liquor store will work with local landscape companies and employees of River Bend to improve the look of the store by cleaning up the landscape around River Bend Liquor by adding rocks and cleaning up dead and overgrown bushes. Throughout the season monitor and address nuisance weed growth.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

The liquor store will request bids for landscape improvement. The Liquor Store will also set dates to go along with the Parks departments mowing schedule to trim weeks around the building and apply weed spray to nuisance weeds.

Relevant – EXPECTED RESULT?

The result will be a better overall perception of the liquor store, and invite passersby to stop and visit the store on their way through Windom.

Timed – WHEN?

This item will be worked on throughout the summer of 2019 and completed by the end of summer 2019.

SMART Goal Planning Form – New or Remodeled Liquor Store

Specific – WHO? WHAT?

To expand our current foot print by either adding on to the current store or by building a new store of 7,500 to 10,000 sq ft. somewhere directly off of MN State Hwy 60 and US Highway 71

Measurement/Assessment – HOW?

A new larger store would create opportunities to carry new products, and set up larger displays of products creating additional sales due to impulse buying. Stores tend to have an increase in sales due to a new building.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Estimates would be around \$2,000,000, which would include \$500,000 of cash reserves and a \$1,500,000 revenue bond which would be paid for through increase in sales.

Relevant – EXPECTED RESULT?

Expanding or Building a larger store would allow for more space for beer, which amounts for over 50% of our annual sales. Also would allow for adequate space for floor displays, which would help to increase the chance of drawing additional impulse buys.

Timed – WHEN?

The goal would be to open a new store or expand upon our store by May 1, 2021.

2019 Annual Goals

SMART Goal Planning Form – Office/Finance – Reduce the Volume of Utility/Windomnet Bills Printed and Mailed to Customers

Specific – **WHO? WHAT?**

City Hall Staff will create and execute a plan to promote online webuser accounts for Utility/Windomnet customers as well as encourage customers to sign up for Web Only bills.

Measurement/Assessment – **HOW?**

Success will be measured by increased number of Web Only bills and reduced printing and mailing of bills. Currently there are 403 active web users and 91 that receive Web only bills.

Attainable/Achieve – **REASONABLE/RESOURCES AVAILABLE?**

Employee staff time during normal working hours will be needed to complete this goal. Additional funds may be used for promotional materials and advertising but will be covered through operational budgets.

Relevant – **EXPECTED RESULT?**

Accomplishing this goal will utilize additional billing system functionality and provided added convenience for customers. Increased Web Only billing will also reduce monthly bill printing and mailing costs for the City.

Timed – **WHEN?**

City Staff will create a plan and execute by mid-year 2019. Progress will be measured during Q4 of 2019.

SMART Goal Planning Form – Increase Usage of Wellness/Healthcare Programs available with BCBS Health Plan

Specific – **WHO? WHAT?**

The Finance Director will work with Union Representatives to disburse informational material regarding wellness/healthcare programs available with BCBS health plan and also provide assistance to plan members wishing to take advantage of available programs.

Measurement/Assessment – **HOW?**

Success will be measured by employee participation in educational programs, wellness activities, and other discount and VEBA incentives available through BCBS.

Attainable/Achieve – **REASONABLE/RESOURCES AVAILABLE?**

City Staff time during normal business hours will be needed for disbursing information and providing assistance to plan members. Minimal printing and mailing expense may be incurred to promote available programs.

Relevant – **EXPECTED RESULT?**

Employees and plan members take full advantage of BCBS programs funded with premium dollars and get more benefit from the healthcare plan. Programs are designed to control healthcare costs and reduce risk of chronic illness.

Timed – **WHEN?**

Information for available programs will be disbursed during Q1 of 2019. The Finance Director will work with plan members throughout 2019 as needed to promote new programs and provide assistance with utilization of available programs.

SMART Goal Planning Form – Office/Finance – Backup Coverage of Billing Processes (Continuation from 2018)

Specific – **WHO? WHAT?**

Finance Director will work with Billing Independent Contractor and Office Staff to have backup coverage for billing processes.

Measurement/Assessment – **HOW?**

The achievement of this goal will be determined by the availability of billing process documentation and the ability of Office Staff to independently complete monthly billing processes.

Attainable/Achieve – **REASONABLE/RESOURCES AVAILABLE?**

City Hall Office Staff time will be needed along with Independent Contractor time to complete this goal.

Relevant – **EXPECTED RESULT?**

City Hall will have the ability to provide backup coverage for monthly Utility and Telecom billing processes if needed.

Timed – **WHEN?**

Documentation of the billing processes using the new billing system will continue through Q1 of 2019. City Staff will review and test adequacy of documentation during Q2 and Q3 of 2019.

SMART Goal Planning Form – Parks
New Island Park Restroom

Specific – Demolition of existing restroom by baseball\football field and reconstruction of a new facility

Measurement/Assessment – Completion of the new facility.

Attainable/Achieve – Funds amounting to \$100,000 are committed in the City's 2019 budget and two grants are pending. Estimated cost is from \$135,000 to \$183,000.

Relevant – Improve health and sanitary conditions at Island Park and for all of the users of the baseball field, football field, campers and general public using the park.

Timed – If funds are available, construction in association with the Windom Baseball Association could begin in 2019.

SMART Goal Planning Form – Parks
New Tennis\Pickleball Courts

Specific – Two new Tennis\Pickleball Courts.

Measurement/Assessment – Construction and completion of new courts.

Attainable/Achieve – Funds amounting to \$200,000 have been budgeted for this project. The Parks & Recreation Commission identified Island Park as the preferred site, but the soil borings showed poor conditions and the site flooded in 2018. As such, the Parks & Recreation Commission is re-thinking the site.

Relevant – Replacement of recreational facilities for the community as currently there are no tennis courts or outdoor pickleball courts. Having recreational facilities for the public improves health and community aesthetics.

Timed – Once a site is selected the courts will need to be designed and bid. Project could be scheduled for Fall 2019 construction.

SMART Goal Planning Form – Police Dept. – Integrated Training

Specific – In 2018, the Minnesota POST Board mandated that officers receive training in conflict resolution, mental health understanding and bias training. Our agency has instructors trained to deliver these new trainings. Our goal is to integrate these new trainings into our annual use of force instruction.

Measurement/Assessment – We will measure this goal by whether it is completed.

Attainable/Achieve – We have the instructors for both use of force and the new mandated trainings on staff.

Relevant – The new training objectives are relevant to what law enforcement has been encouraged to adopt by society. By coupling them with use of force training, it will allow the officer to use both verbal and physical skills in dealing with confrontation.

Timed – This goal will be completed by December 2019.

SMART Goal Planning Form – Police Dept. – Website Update

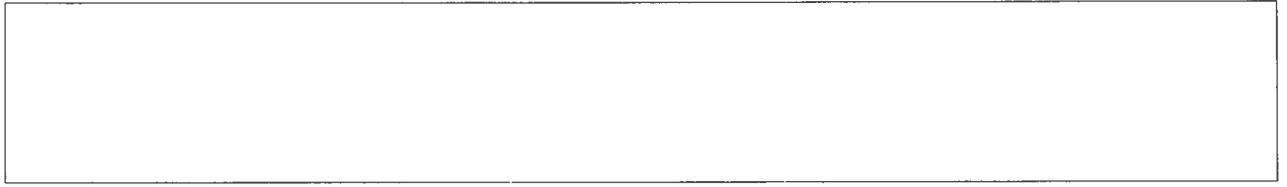
Specific – The Windom Police Department will be updating its website in 2019 to provide the public with current information on programs that our agency provides. We will also provide an updated photo for the citizens to see.

Measurement/Assessment – We will measure this goal by whether it is completed.

Attainable/Achieve – We have budgetary resources available for implementation.

Relevant – The Windom Police Department website provides our residents, as well as the rest of the world a view into what our agency is about. It is important to have current information, as we showcase what programs and services we provide.

Timed – This goal should be completed by the end of 2019.



SMART Goal Planning Form – Police Dept. K-9 Implementation

Specific – The Windom Police Department is on schedule to purchase a police dog from McDonough K-9 in February. Officer Louis Norell will be attending training at their site beginning in March. After training is completed, it is our expectation that the dog will be fully operational by July 1.

Measurement/Assessment – We will measure this goal by whether it is completed.

Attainable/Achieve – This goal is achievable and we are on pace to complete it.

Relevant – Windom Police Officers have done a great job at conducting drug interdiction stops within the community. Having a K-9 gives us one more tool in combating illegal drugs.

Timed – This goal will be completed by July 1, 2019.

SMART Goal Planning Form – Streets
Evaluation of Sidewalk Conditions

Specific – Have City staff to complete a visual evaluation of sidewalk conditions.

Measurement/Assessment – Visual assessment will be completed in 2019.

Attainable/Achieve – Staff will be able to complete in-house.

Relevant – Pedestrian transportation and accessibility are key to having a safe, healthy community. Identifying missing sidewalk, sidewalks in poor condition and developing a plan to address deficiencies will benefit the community.

Timed – Survey will be completed in early 2019 and a plan for a 2020 sidewalk project will be scoped along with a feasibility study.

SMART Goal Planning Form – Streets
Winter Storm – Emergency Parking Plan

Specific – Present an updated Snow Emergency Plan to City Council.

Measurement/Assessment – Updated plan presented to City Council by February 2019.

Attainable/Achieve – Staff will be able to complete in-house. Drafts done in 2018.

Relevant – Improve efficiency and quality of snow plowing by having Snow Emergency declared to remove vehicles from the streets.

Timed – Pending City Council action. Planned for 1st quarter 2019.

SMART Goal Planning Form – Streets
Evaluation of Street Conditions and Underground Infrastructure

Specific – Have DGR Engineering work with staff to complete a performance based evaluation of street conditions and combine that information with water, sanitary sewer and storm water infrastructure age and condition.

Measurement/Assessment – Study will be completed.

Attainable/Achieve – Funds are budgeted to do the work and DGR has already started the project with staff in 2018.

Relevant – To prioritize City street construction or reconstruction and use funding efficiently, a comprehensive plan is needed to address the needs of the City streets in a systematic format based on quantifiable data.

Timed – Study will be completed in early 2019 and a plan for the 2020 Street project will be scoped along with a feasibility study.

SMART Goal Planning Form – Telecommunications Department –
Employee Continuing Education 2019

Specific – The Telecommunication Department staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – The Telecommunication Department employees will be given specific questions or goals to be met from the training and be asked to give a report to the group during a staff meeting.

Attainable/Achieve – We have a number of available training resources available from several of our equipment vendors (Calix and MetaSwitch), Minnesota Telecom Alliance and other sources.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed – The goal would be to have each employee attend one training event or class every other year.

SMART Goal Planning Form – Telecommunications Department – 2019
Council's 5K by 2020 Support

Specific – The Telecommunication's Department General Manger and Telecommunications Committee have determined that Telecommunications Department will support the Council's 5K by 2020 Initiative by capping the standard new single residence house construction cost to \$1,000.00 per each new construction, which is far below the estimated actual cost. Telecommunications Department will improve customer experience by increasing Broadband system capacities, Video services and improved Wi-Fi experience.

Measurement/Assessment – The measurement of these efforts will be based off the of the new housing numbers and additional broadband customers.

Attainable/Achieve – The Telecommunications Department will work with other city departments to achieve the Council's 5K by 2020 goal.

Relevant – This goal is to encourage population growth of the City of Windom.

Timed – The objective would be to work on this goal throughout 2019.

SMART Goal Planning Form – Telecommunications Department – Internet
Acceptable Use Policy Update 2019

Specific – The Telecommunications Manager, staff and Telecommunications Committee will work to update the Acceptable Use Policy (AUP) for internet services. All professional ISPs should have an Acceptable Use Policy document.

Measurement/Assessment – Acceptable Use Policy can be cited when issues with problematic internet customers arise.

Attainable/Achieve – Time and effort on behalf of the Telecommunications Manager, staff and Telecommunications Committee is needed to research and develop an applicable acceptable use policy. Acceptable Use Policy will need to be vetted through City Attorney's office and may incur costs.

Relevant – To protect Windomnet from legal challenges from problem customers. Spammers specifically seek out hosts with badly-written or no Acceptable Use Policy's because it means they can abuse our network and threaten us when we try to get rid of them.

Timed – The goal would be to start working on this in the first quarter 2019 and have it in place in the second quarter 2019 or prior.

SMART Goal Planning Form – Telecommunications Department – Website 2019

Specific – The Telecom Department has identified a goal to inform the public of current service offerings, changes, and updates.

Measurement/Assessment – The Telecom Department will update the current website, Windomnet.com, to reflect current services, changes, and updates, as well as new and enhanced services.

Attainable/Achieve – Any changes to service offering or rate changes will be updated by Telecom staff as they occur. The website will be reviewed by the Telecom manager quarterly thereafter to ensure the information is accurate.

Relevant – An updated Windomnet.com website will allow the public to research information without having to contact City Hall. There would also be a link to the City's new website to allow for bill viewing, subscriber's packages and payments.

Timed – Any changes to service offerings or rate changes will be updated at least quarterly.

SMART Goal Planning Form – Water & Wastewater Department

Specific – WHO? WHAT?

Support EDA with any future expansions in the city.

Measurement/Assessment – HOW?

By increased growth.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Based on available capacity.

Relevant – EXPECTED RESULT?

To generate future expansion for the City of Windom

Timed – WHEN?

2018 and beyond.

SMART Goal Planning Form – Water Department

Specific – WHO? WHAT?

Tegels Park Well houses renovation.

Measurement/Assessment – HOW?

Water & Wastewater staff

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Reside and Reroofing.

Relevant – EXPECTED RESULT?

Modernize well houses

Timed – WHEN?

Fall 2019

SMART Goal Planning Form – Water & Wastewater

Specific – WHO? WHAT?

Island Park Baseball Restrooms and sewer main.

Measurement/Assessment – HOW?

Assist Park and Rec., Baseball Ass. and Engineers.

Attainable/Achieve – REASONABLE/RESOURCES AVAILABLE?

Connect to existing sewer main

Relevant – EXPECTED RESULT?

Modernize restrooms

Timed – WHEN?

Fall 2019

RESOLUTION #2018-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
BRYAN JOYCE FOR FOUR YEARS OF FAITHFUL SERVICE TO THE
CITY OF WINDOM**

WHEREAS, the City of Windom wishes to express grateful recognition to Bryan Joyce for outstanding public service faithfully rendered to the City of Windom as Council Member from January 1, 2015, to December 31, 2018; and

WHEREAS, the City also wishes to express recognition of his splendid abilities, of his time, and unselfish efforts; and

WHEREAS, **BRYAN JOYCE** has rendered faithful and efficient service to this community as a public official and leader of civic affairs.

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

1. That this City Council, on behalf of its members, the City officials and the employees of the City of Windom and the citizens of this community, extends to Bryan Joyce its humble expressions of esteem for serving the City well, and its best wishes for good health, success and prosperity.
2. That a copy of this resolution be spread on the official minutes of the City Council of the City of Windom and a copy presented to Bryan Joyce.

Adopted this 18th day of December, 2018.

Dominic Jones, Mayor

Attest: _____

Steve Nasby, City Administrator

RESOLUTION #2018-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
JAYESUN SHERMAN FOR TWO YEARS OF FAITHFUL SERVICE TO
THE CITY OF WINDOM**

WHEREAS, the City of Windom wishes to express grateful recognition to Jayesun Sherman for outstanding public service faithfully rendered to the City of Windom as Council Member from March 21, 2017, to December 31, 2018; and

WHEREAS, the City also wishes to express recognition of his splendid abilities, of his time, and unselfish efforts; and

WHEREAS, JAYESUN SHERMAN has rendered faithful and efficient service to this community as a public official and leader of civic affairs.

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

1. That this City Council, on behalf of its members, the City officials and the employees of the City of Windom and the citizens of this community, extends to Jayesun Sherman its humble expressions of esteem for serving the City well, and its best wishes for good health, success and prosperity.
2. That a copy of this resolution be spread on the official minutes of the City Council of the City of Windom and a copy presented to Jayesun Sherman.

Adopted this 18th day of December, 2018.

Dominic Jones, Mayor

Attest: _____

Steve Nasby, City Administrator



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

Contract Invoice

Invoice#: 18-005S-009 R

Date: 10/30/2018

License:

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

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

Due Date: 11/29/2018

Terms: 30DY

Order# N16085

Description	Amount
Progress Billing #9	63,720.00

Substation

604-16300

Jason Ahora

12-13-18

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

Thank you for your prompt payment!

Sales Tax:	0.00
Invoice Total:	63,720.00
Retention:	3,186.00
Amount Paid:	0.00
Amount Due	60,534.00



Conductor Power LLC

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

Progress Billing

Application: 9

Period: 10/30/2018

License:

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

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

Client PO#: Project: N16085

Application For Payment On Contract

Original Contract.....	<u>1,576,521.00</u>
Net Change by Change Orders.....	<u>-85,210.00</u>
Contract Sum to Date.....	<u>1,491,311.00</u>
Total Complete to Date.....	<u>1,491,311.00</u>
Total Retained.....	<u>74,565.55</u>
Total Earned Less Retained.....	<u>1,416,745.45</u>
Less Previous Billings.....	<u>1,356,211.45</u>
Current Payment Due.....	<u>60,534.00</u>
Balance on Contract.....	<u>0.00</u>

Contractor's Certification of Work

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

Contractor: _____

Date: 12-13-18

APPROVED

[Signature]

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

Thank you for your prompt payment.

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

Application No.: 9
 Application Date: 11/1/2018
 Period To: 10/31/2018
 Contractor's PO No.:

Windom CP - 05 S

Item No.	Description of Work	No. of Units	Labor	Materials	Labor & Materials	Work From Prev. Applications	Labor This Period	Materials This Period	Total Completed	% (G) divided by (C)	Balance to Finish (C - G)	Retainage 5%
1	General Conditions, Mobilization, Demobilization	1	\$ 9,919.00	\$ -	\$ 9,919.00	\$ 9,919.00			\$ 9,919.00	100.0%	\$ -	\$ 495.95
2	Demolition	1	\$ 28,171.00	\$ -	\$ 28,171.00	\$ 7,000.00	\$ 21,171.00		\$ 28,171.00	100.0%	\$ -	\$ 1,408.55
3	Sitework	1	\$ 161,100.00	\$ 107,400.00	\$ 268,500.00	\$ 268,500.00	\$ -		\$ 268,500.00	100.0%	\$ -	\$ 13,425.00
4	Concrete	1	\$ 95,006.00	\$ 34,316.00	\$ 129,322.00	\$ 129,322.00	\$ -		\$ 129,322.00	100.0%	\$ -	\$ 6,486.10
5	Below Grade Grounding	1	\$ 6,480.00	\$ 2,391.00	\$ 8,871.00	\$ 8,871.00	\$ -		\$ 8,871.00	100.0%	\$ -	\$ 443.55
6	Above Grade Grounding	1	\$ 2,380.00	\$ 2,727.00	\$ 5,107.00	\$ 5,107.00	\$ -		\$ 5,107.00	100.0%	\$ -	\$ 255.35
7	Fence Grounding	1	\$ 4,348.00	\$ 963.00	\$ 5,311.00	\$ 963.00	\$ 4,348.00		\$ 5,311.00	100.0%	\$ -	\$ 265.55
8	Below Grade Conduit	1	\$ 12,929.00	\$ 8,723.00	\$ 21,652.00	\$ 21,652.00	\$ -		\$ 21,652.00	100.0%	\$ -	\$ 1,082.60
9	LV Power & Control Cable	1	\$ 13,183.00	\$ 78,142.00	\$ 91,325.00	\$ 91,325.00	\$ -		\$ 91,325.00	100.0%	\$ -	\$ 4,566.25
10	LV Power & Control Cable Terminations	1	\$ 9,358.00	\$ 1,637.00	\$ 10,995.00	\$ 10,995.00	\$ -		\$ 10,995.00	100.0%	\$ -	\$ 549.75
11	MV Power Cable	1	\$ 38,661.00	\$ 145,453.00	\$ 184,114.00	\$ 184,114.00	\$ -		\$ 184,114.00	100.0%	\$ -	\$ 9,205.70
12	MV Power Cable Terminations	1	\$ 59,913.00	\$ 74,124.00	\$ 134,037.00	\$ 134,037.00	\$ -		\$ 134,037.00	100.0%	\$ -	\$ 6,701.85
13	Grounding Platforms	1	\$ 99.00	\$ 797.00	\$ 896.00	\$ 896.00	\$ -		\$ 896.00	100.0%	\$ -	\$ 44.80
14	High Voltage Equipment	1	\$ 10,713.00	\$ 664.00	\$ 11,377.00	\$ 11,377.00	\$ -		\$ 11,377.00	100.0%	\$ -	\$ 568.85
15	Electrical Bus System	1	\$ 10,082.00	\$ 8,056.00	\$ 18,138.00	\$ 18,138.00	\$ -		\$ 18,138.00	100.0%	\$ -	\$ 906.90
16	Control Building	1	\$ 44,582.00	\$ 288,945.00	\$ 333,527.00	\$ 333,527.00	\$ -		\$ 333,527.00	100.0%	\$ -	\$ 16,676.35
17	Battery System	1	\$ 8,332.00	\$ 36,989.00	\$ 45,321.00	\$ 45,321.00	\$ -		\$ 45,321.00	100.0%	\$ -	\$ 2,266.05
18	Control Panel Modifications	1	\$ 57,731.00	\$ 108,962.00	\$ 166,693.00	\$ 166,693.00	\$ -		\$ 166,693.00	100.0%	\$ -	\$ 8,334.65
19	Testing & Commissioning	1	\$ 103,245.00	\$ -	\$ 103,245.00	\$ 65,044.00	\$ 38,201.00		\$ 103,245.00	100.0%	\$ -	\$ 5,162.25
Totals			\$676,232.00	\$900,289.00	\$1,576,521.00	\$1,512,801.00	\$83,720.00	\$0.00	\$1,576,521.00	\$19.00	\$0.00	\$78,826.05
Change Orders/Alternates												
1	COR #1 - Delete Shoring, curb & gutter and paving	1	\$ (63,745.00)	\$ (21,465.00)	\$ (85,210.00)	\$ (85,210.00)			\$ (85,210.00)	100.0%	\$ -	\$ (4,280.50)
									\$ -	#DIV/0!	\$ -	
									\$ -	#DIV/0!	\$ -	
									\$ -	#DIV/0!	\$ -	
Total of all Change Orders			\$ (63,745.00)	\$ (21,465.00)	\$ (85,210.00)	\$ (85,210.00)	\$ -	\$ -	\$ (85,210.00)	100.0%	\$ -	\$ (4,280.50)
Adjusted Contract Amount Totals			\$612,487.00	\$878,824.00	\$1,491,311.00	\$1,427,591.00	\$83,720.00	\$0.00	\$1,491,311.00	100.0%	\$0.00	\$74,545.55