

Council Meeting
Wednesday, January 2, 2019
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Oath of Office (Quade & Nelson)
2. Appointment of City Administrator
3. Appointment of Street & Park Superintendent
4. Appointment of City Attorney
5. Designation of Financial Institutions
6. Designation of Official Newspaper
7. Consent Agenda
 - Minutes
 - Council Minutes – December 18, 2018
 - Street Committee – December 19, 2018
 - Utility Commission – December 19, 2018
 - Park & Recreation Commission – December 19, 2018
 - Regular Bills
8. Department Heads
9. Resolutions Accepting Donations
 - Island Park Comfort Station – Kyle Chester, Minnesota Energy Resources
 - Police Department K-9 Unit – In Memory of Keith Carey
10. Ordinance Readings
 - Second Reading Ordinance No. 173, 2nd Series – Enacting and Adopting a Codified Supplement
 - Second Reading Ordinance No. 174, 2nd Series – Comprehensive Plan
 - Title & Summary Publication - Ordinance No. 174, 2nd Series – Comprehensive Plan
11. Council Discussions
 - Coffee with the Council
 - Council Meeting Dates and Time
12. 2019 Mayor Appointments & Reappointments
13. New Business
14. Old Business
15. Council Comments
16. Adjourn



ACTION ITEM



CITY OF WINDOM
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TO: City Council
FROM: Steve Nasby, City Administrator *JS*
DATE: December 26, 2018
RE: Appointment of City Officials and Designation of Financial Institutions and Newspaper
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Appoint and designate City officials, financial institutions and the official newspaper as shown.

Issue Summary/Background

The first City Council meeting of the year is primarily an organizational meeting. As such, there are appointments for City officers as required by the City Charter and designations required by State statute. To assist the City Council with these tasks the following is a listing of the current City officers and official designations of Financial Institutions and Newspaper.

City Administrator\Clerk and Assistant City Administrator\Clerk
City Administrator – Steve Nasby

Streets & Parks Superintendent
Brian Cooley

City Attorney
City Attorney – Ron Schramel

Financial Institutions
Bank of the West
Bank Midwest
United Prairie Bank
Fulda Credit Union
4M Fund
Multi-Bank Securities

Official Newspaper
Cottonwood County Citizen

Fiscal Impact

Continuation of budgeted, professional services with contracted employees (City Attorney and City Administrator). Maintenance of existing accounts with financial institutions and local newspaper as required by statute.

Attachments

1. None

**Regular Council Meeting
City Hall, Council Chamber
December 18, 2018
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones.

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Jeff Dahna, Telecom Operations Manager; Andy Spielman, Building & Zoning Official; Scott Peterson, Police Chief; Drew Hage, Development Director; Brian Cooley, Street/Park Superintendent; and John Nelson, Liquor Store Manager

Pledge of Allegiance

- 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

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

3. Department Heads:

John Nelson, Liquor Store Manager, presented to Joann Kaiser (with Cottonwood County Animal Rescue) donations that were received from a promotion that was conducted with Miller Lite and MMBA to collect supplies and donations for the local animal rescue. MMBA held a drawing to award ten \$200 donations. Windom was a recipient of a \$200 donation from MMBA. Joann Kaiser thanked the Community, the City of Windom and the Windom Police Department. In the last five years fifty-three dogs and one hundred twenty-nine cats have been adopted through Cottonwood County Animal Rescue.

Jeff Dahna, Telecom Operations Manager, said testing will be conducted on 10 gig circuit located in Minneapolis. There have been prime time channels issues from the Minneapolis feed. Video traffic cannot be moved to another feed and channels will be impacted with the testing from 9 am – 1 p.m. Notifications have been sent out through Facebook, website and media. Dahna said the

extension of services along County Road 17/25 is completed and several new customers have been connected and additional signs for the service have been received.

4. Windom Youth Hockey Association Donation – Arena Locker Rooms:

Tim Mellstrom, President, and Brent Staples, Building Committee Chair of the Windom Youth Hockey Association presented a donation for the new locker room addition. The construction and equipment costs of the new addition totaled \$482,367. Staples said the project was a joint effort and took three years to complete. The project completed a 4,500 sq. ft. addition and equipment for the addition to the arena. WYHA is finalizing the donor and sponsor recognition list and the list should be completed in the next 60 days. Staples said all aspects of the project are a success story. Staples recognized all the work that was completed by all the volunteers throughout the community. Staples thanked the City for the leadership and contributions to the project. Mayor Jones thanked the Hockey Association members and Brent Staples for their work and contributions to make the project a success.

Council member Sherman introduced the Resolution No. 2018-90, entitled “AUTHORIZATION TO ACCEPT DONATION FROM WINDOM YOUTH HOCKEY ASSOCIATION FOR THE WINDOM ARENA”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Joyce, Byam, Grunig, Ray and Sherman. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

5. Public Hearing -Comprehensive Plan:

Drew Hage, Development Director, reviewed the information that was presented at the previous meeting regarding the Public meetings that were held and the planning process that was completed to develop the plan.

Jones opened the meeting for Public Comment at 7:49 PM.

No comments were received.

Jones closed the Public Comment input portion at 7:50 PM.

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

Jameson Palm shared with the Council his concerns with the Ordinance Minor Changes that are being proposed. Specifically the redefinition of “Front Yards” as applied to corner lots – “All yards that front a public street shall be considered front yards”. He noted with the new definitions the shed he put in his back yard this summer would no longer be allowed. He also shared with the Council data he had observed including 105 accessory buildings on residential properties that would have been non-compliant for front yard setbacks. There are also 280 homes that also do not meet the setback requirements. He was concerned with infill lots that would not be compliant for building new housing due to the setback requirements. Palm also questioned if streets that are platted but have never been constructed, whether the adjoining lots are also subject to the proposed definitions.

7. Second Reading Ordinance No. 172, 2nd Series – Minor City Code Revisions:

Andy Spielman, Building & Zoning Official, provided information regarding clarification to the proposed changes to City Code regarding corner lot definitions. The changes were made to implement the intent of the existing City Code. Infill lots and existing corner lots that are already built out would follow the average varying setbacks for new construction. This provides uniformity within the existing neighborhood. Eighty percent of the homes in the older neighborhoods do not meet the current side yard setbacks. That is why the average varying setbacks exist to address the nonconforming structures. All existing structures are grandfathered in. The Council discussed a separate setback requirement for corner lots, front lots and side lots. After Council discussion, the following motion was made.

Motion by Ray second by Sherman to approve the Second Reading of Ordinance No. 172, 2nd Series. Motion carried 4 – 1 (Byam).

8. First Reading Ordinance No. 173, 2nd Series – Enacting and Adopting a Codified Supplement:

The codification for 2018 Ordinances has been completed and the codifications must be adopted by Ordinance.

Motion by Joyce second by Grunig to approve the First Reading of Ordinance No. 173, 2nd Series. Motion carried 5 - 0.

9. First Reading Ordinance No. 174, 2nd Series – Comprehensive Plan:

Hage reviewed the process to adopt the Comprehensive Plan and the purpose and use of the plan. Once adopted the plan will be the legal basis for zoning. The plan is considered a 10-year plan.

Motion by Grunig second by Sherman to approve the First Reading of Ordinance No. 174, 2nd Series. Motion carried 5 - 0.

10. 2019 City Budget:

Council member Grunig introduced the Resolution No. 2018 -91 entitled “A RESOLUTION APPROVING THE 2018 TAX LEVY, COLLECTABLE IN 2019”, and moved its adoption. The resolution was seconded by Sherman and on roll call vote: Yes: Byam, Grunig, Ray, Sherman and Joyce. No: None. Absent: None. Resolution passed 5 -0.

Motion by Byam second by Sherman to approve the 2019 Budget as presented on December 4, 2018. Motion carried 5 – 0.

Nasby provided a project update and review of Capital Improvement Projects. The report outlined the projects that have been completed and the current status of the projects. The list of projects was included in a Memorandum that was compiled by Councilmember Grunig in May 2017. The report also includes new projects that have been added since the initial memo was submitted. The projects included the Arena, Single and Multi-Family Housing, Library, Swimming Pool, Re-purpose of the Old Fire Hall, Community Center, Airport, Liquor Store, Public Works, Park and Recreation, Telecom, City Hall, Tennis Courts, New Wastewater Treatment Plan, Electric Dept. Substation, East Hwy 60 Sewer Main Replacement, WTP Filter Replacement, and NWIP Expansion.

11. 2018 Budget Amendments:

A list of proposed 2018 budget adjustments was submitted for formal adoption by the City Council.

Motion by Sherman second by Ray to approve the 2018 Budget Amendments as presented. Motion carried 5 – 0.

12. Personnel:

Brian Cooley, Street & Park Superintendent, recommended that the Council approve hiring a Street and Park Foreman. He requested that the position be advertised internally. Nasby noted that no net increasing of staffing in the Department will be requested.

Motion by Grunig second by Ray to approve internal posting for the Street and Park Foreman position. Motion carried 5 – 0.

Due to a recent extended personal leave of the Arena Manager and to maintain management operations at the Arena an agreement for contracted services between the City and Aaron Walkin was submitted for Council review and approval. Walkin was interviewed by City Staff, Council and Commission members and they agreed to make the recommendation to contract with Walkin for the interim position. The cost for the position has not been budgeted for 2019 and is estimated to be \$31,000 for six months or \$62,000 for twelve months. Funding for the temporary position will be covered by reserves or savings from other department budgets.

Motion by Byam second by Sherman to approve the Temporary Arena Management Agreement pending review by the City Attorney. Motion carried 5 – 0.

John Nelson, Liquor Store Manager, requested that the Council hire Steve Reimnitz for the part-time Liquor Store Clerk at the new 2019 minimum wage rate of \$9.86 per hour.

Motion by Ray second by Grunig to approve hiring Steve Reimnitz for the part-time Liquor Store Clerk position at \$9.86 per hour. Motion carried 5 – 0.

13. Disposition of Surplus Equipment:

The Arena studio rink boards were replaced and several sections of the boards are considered salvageable. The value of the sections is estimated to be less than \$1,000.

Motion by Grunig second by Sherman to declare the studio rink boards as surplus equipment and approve the sale of the items via negotiated sale. Motion carried 5 – 0.

The Street Department has replaced the 2005 Chevrolet ¾ ton truck with a new skid loader. The pickup has mechanical issues and it has been determined that the cost to repair would exceed the value of the truck.

Motion by Grunig second by Sherman to declare the 2005 Chevrolet ¾ ton truck as surplus equipment and approve the sale of the items via on-line auction. Motion carried 5 – 0.

14. Lutheran Social Services 2019 Site Agreement:

Nasby reviewed the services and agreement for 2019 with Lutheran Social Services.

Motion by Byam second by Sherman to approve the Lutheran Social Services 2019 Site Agreement. Motion carried 5 – 0.

15. 2018 Dashboard Report & 2019 Smart Goals:

Nasby presented to the Council for review the 2018 Dashboard Smart Goal Reports and the City Departments' new 2019 Smart Goals.

16. Resolutions of Appreciation:

Council member Byam introduced the Resolution No. 2018 -92, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO BRYAN JOYCE FOR FOUR YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM”, and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes, Grunig, Ray, Sherman, Joyce and Byam. No: None. Absent: None. Resolution passed 5 -0.

Council member Joyce introduced the Resolution No. 2018 -93, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO JAYESUN SHERMAN FOR TWO YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes, Ray, Sherman, Joyce, Byam and Grunig. No: None. Absent: None. Resolution passed 5 -0.

17. Contractor Payment – Conductor Power, LLC – Substation – Pay Request #9:

Motion by Ray second by Grunig to approve Pay Request #9 in the amount of \$60,534.00 for Conductor Power, LLC for the Substation Project. Motion carried 5 - 0.

18. New Business:

None.

19. Old Business:

None.

20. Council Comments:

Grunig thanked Sherman and Joyce for their service to the Community as Councilmembers.

Byam thanked Sherman and Joyce and is glad he can call them friends. Said drivers need to take a right turn when trying to enter Hwy 60 and to watch for trucks at the stoplight. Some trucks are not stopping for yellow or red lights.

Nasby thanked Sherman and Joyce for their services. MnDOT will be pushing the Hwy 62 project to 2020-2023. They would like to have the Corridor Study completed before the project proceeds.

Preliminary

Joyce reviewed projects and accomplishments during his term as a Councilmember. He also discussed future challenges and needs of the Community. Thanks to current and former Council members, staff and family. Merry Christmas & Happy New Year to the Community!

Sherman discussed the pool issue and need for a location for youth to hangout. The Hwy 60 ceremony was very nice and very moving. Hwy 60 will be a great benefit to the community. Sherman stated that he will be running for Congress in the near future. Sherman thanked Council members, staff and family. Merry Christmas to Windom Citizens.

Jones – Thanked the Community for watching the Council meetings this past year he wished citizens a Merry Christmas and Happy New Year.

21. Adjournment:

Motion by Joyce second by Sherman to adjourn at 9:32 p.m. Motion carried 5 - 0.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

STREET COMMITTEE MEETING MINUTES

December 19, 2018

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

Roll Call:

Members Present: Joan Ray, Jayesun Sherman, and Brian Cooley

Members Absent: None

City Staff Present: Justin Crowell

1. Snow Emergency Policy:

- a) The Street Committee reviewed a proposed snow emergency policy written by the Street Superintendent. It was decided to add to the policy that the minimum amount of snow to call a snow emergency would be 2 inches. It also need a few other grammar corrections made. The Street Committee also agreed that it be kept as simple as we can, so we don't cause confusion for the public. I will make the corrections to the policy and schedule another commission meeting.

2. Museum Snow Removal:

- a) After the last snow storm the parking lot to the north side was full of cars and we had to pile snow in a different location, which caused concerns for the museum that when it doors melts it could run into the museum. We promptly removed it, sighting their concern, the next day with our skid-loader. That area to the north has always been considered a City owned parking lot.
- b) In order to make sure that we are not moving more snow than just the Cities snow I went and talked to Andy Spielman, Building and Zoning Director for the City of Windom about the lot lines and who owns what property.
- c) After doing some research we discovered that only a 20 ft. alley to the north of the museum is our reasonability and 5 ft. of that is taken up by a building to the north, which leaves only 15 ft. to plow. The parking lot in question is actually owned by the museum and not the City, therefore it is not our responsibility to plow, also to the south that parking lot has always been plowed by the City. We do not plow any other right-of-ways in any other part of the City. That too is also the museums responsibility. Brian stated that he doesn't want to plow snow in other properties not owned by the city, because of time and liability. It would not be good practice to plow other properties within the City. We are also not for hire, there are private business that will do that.
- d) The Committee advised Brian to talk to the County Coordinator about the snow plowing.

3. New equipment:

- a) Brian told the Street Committee members that the new skid-loader and snow plow had arrived and asked if they wanted to look It over.

The meeting was adjourned at 5:10pm.

UTILITY COMMISSION MINUTES
Windom City Hall, Council Chamber
December 19, 2018

Call Meeting to Order: The Utility Commission meeting was called to order at 10:07 a.m.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan (Arrived Late), Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present Mike Haugen, Water\Wastewater Superintendent; Glenn Lund, Jason Sykora, Electric Superintendent, Chelsie Carlson, Finance Director;

APPROVE MINUTES

Motion by Francis second by Schwalbach to approve the November 28, 2018 minutes. Motion carried 2-0.

NEW BUSINESS

RE-DEVELOPMENT GRANT

Drew Hage, Economic Development Director, discussed with Commission a redevelopment grant available through DEED. There is \$1M available for Greater Minnesota projects and applications are due by February 1, 2019. The City is looking at five possible locations for housing developments that would qualify for the grant:

- Cemstone Redevelopment – Cottonwood Lake Drive
- Kruse Development – 18th Avenue
- Schmalz park – 6th Avenue South
- Drake Avenue Redevelopment – 5th Street
- Overflow Parking Lot – Cottonwood Lake Drive

The grant requires a 50% match and the hope is that a project could be completed without using General Fund dollars. Hage would like the Commission to think about what type of contribution they would be willing to support for a future redevelopment housing project.

WATER\WASTEWATER ITEMS

OTHER WATER/WASTEWATER

Wenck Sampling Report:

The Commission was provided the analytical results from the summer and fall 2018 sampling events for the former Windom Municipal Dump.

Due to the vinyl chloride's presence and variability at MW-5A, Wenck recommended that the City continue groundwater pumping operations for RW-A and RW-B. Pumping is recommended to be in effect from May to November on an annual basis until vinyl chloride concentrations in MW-5A (or other wells where vinyl chloride is detected) are consistently detected below the laboratory method detection limit. Groundwater monitoring will continue as presented in the 2019 Sampling Plan and the presence of vinyl chloride will continue to be closely monitored.

Other Items:

Haugen reported 5 applications have been received for the Water/Wastewater Operator position. Applications are being accepted until Monday December 24th. Francis will meet with Staff next week to review the applications.

Haugen informed the Commission Gridor would like to rent property from Quiring and Haugen for pipe storage during the WWTP Improvement Project. Schwalbach indicated documentation should be maintained at City Hall regarding the agreement.

Haugen is still in negotiations with Red Rock Rural Water for their Water Purchase Agreement.

Lund is working on requirements for winter hauling and testing of biosolids. The equipment for testing has been purchased and he is working on getting land approved. It would most likely be February before any hauling is done. Lund also reported the purchase of an additional probe to perform internal chloride testing so levels could be closely monitored.

Haugen invited Commission members to recurring construction meeting with Gridor held the 3rd Tuesday of every month at 1:30pm.

ELECTRIC ITEMS

REPAIR SUBSTATION TRANSFORMER

Sykora provided the Commission a quote from Utilities Plus for inspection and repair of transformer LTC of \$7,500.00 and purchase and installation of Rapid Pressure Rise Relay of \$3,540.00.

Schwalbach inquired regarding the statement on the quote referencing UPES terms and conditions and form UP41700. These items were not included with the quote so Sykora will request them from Utilities Plus prior to Commission approving the quote.

OTHER ELECTRIC ITEMS

The Commission reviewed a quote from Scandia Consulting for painting of plants cooling tower structure for \$30,500. The Commission would like more information on containment during the project and also if downtime will be incurred during the project.

Two quotes were presented for replacement of unit 30 during 2019. Purchasing the unit locally from Higley was only slightly higher than buying the unit on the state contract. The local purchase would not incur additional travel costs so the Commission recommends purchasing the unit locally.

Motion by Riordan, seconded by Francis, to approve Unit 30 purchase from Higley Ford for \$31,137. Motion carried 3-0.

Sykora informed the Commission Prime Pork would like to negotiate their electric rate. Sykora is going to provide Prime Pork with a copy of the current rate study. The Commission was not in favor of having a separate rate for one industrial user and believes our rates are competitive. Schwalbach suggested Sykora provide a file to Prime Pork showing their meter history during peak periods.

REGULAR BILLS

Haugen presented Wenck Landfill bill for 11/30/2018 for \$2,532.45.

Sykora commented on the Conductor Power bill presented for payment. The bill presented is for work completed only. The retainage is being held due to a sub-contractor dispute on payment as well as an unresolved building leak. Additionally there are change orders that have not been finalized and billed.

Motion by Riordan, seconded by Francis, to pay the bills as presented. Motion carried 3-0.

NEW BUSINESS

Next meeting will be January 16, 2018.

OLD BUSINESS

Sykora reported the Arena exterior outlet has been locked and there is now a sign at Tegals park to prevent electric car charging.

ADJOURN

Schwalbach adjourned the meeting at 11:40 a.m.

Mike Schwalbach, Chairperson

Attest: _____

Steve Nasby, City Administrator

Parks & Recreation Commission
Windom City Hall
December 19, 2018
5:30 p.m.

Call to Order:

The meeting was called to order by Vice Chairperson Jess Smith at 5:30 PM. Jason Kloss arrived at 5:48 p.m. and presided over the rest of the meeting.

Roll Call:

Present: Jason Kloss (arrived at 5:48pm), Ron Kuecker, Dana Anderson, Howard Davis, Josh Schunk, and Jess Smith

Absent: Mari Harries

Council Liaisons: Bryan Joyce (arrived at 5:47pm) and Rod Byam (present)

City Staff Present: Brian Cooley, Street and Park Superintendent

1. Approve Agenda:

- a) The agenda was approved by unanimous vote, motion by, Ron Kuecker, second by Howard Davis.
- b) The minutes for the November 14th meeting were approved by unanimous vote, motion by Dana Anderson, second by Josh Schunk.

2. Tennis Court Discussion:

- a) Brian informed the Park & Rec Commission that he and the City Administrator had a meeting with Wayne Wormstadt, Windom Area School Superintendent, regarding the possibility of the tennis courts being located at the school Environmental Center. The school requested that if this location is selected, a bathroom is included as part of the project.
- b) Brian brought up concerns in using this location due of the cost for the addition of a bathroom which would include electrical, water and sewer. Funding for the additional cost for a bathroom is not included in the budget for the tennis courts. After much discussion, the Park and Rec Commission agreed to look at other locations.
- c) Brian suggested the south gravel parking lot in the park at Cottonwood Lake as a site that could be used with much less cost and the location already has a bathroom. Brian will get some estimates to construct the tennis courts in that location and will provide the information at the next meeting.

3. Discussion Regarding the Cabin at Island Park:

- a) Brian informed the Commission that the cabin foundation at Island Park is cracked and the building is leaning to the Northeast. He noticed that the foundation got worse after this year's flooding. He also informed them that the interior wood is rotting and the walls are warping.
- b) The Park and Rec Committee suggested that Brian reach out to the Historical Society or any other organization that may be able to help fundraise to complete repairs to the cabin. Brian will bring more information back to the next meeting.

4. Street and Park Superintendent's Report:

- a) Brian informed the Commission that this winter the Street Department will be removing the bathrooms at Island Park. He also told them that in 2019, there were plans to relocate the camper dump station. The Commission does not want it located in Island Park. A motion was made by Ron Kuecker, seconded by Josh Schunk, to move the dump station from Island Park to a different location. The motion passed unanimously.
- b) It was also mentioned that many of the Baseball players have observed that a lot of people who use the dump station but don't pay.
- c) Brian informed the Commission that except for the cabin foundation all of the flood repairs have been completed at Island Park.
- d) Brian asked the Commission to vote on whether they want to turn the north field at Island Park into a dog park. After some discussion a motion was made by Ron Kuecker and seconded by Jason Kloss to leave it as a soft ball field, replace the fence surrounding the field, and to fill all of the spots that have sunk over the years. The motion passed unanimously.
- e) Brian informed them that there will be some repairs to a few of the park bathrooms in 2019. Repairs will include updated fixtures, ADA compliance, and new more durable stalls. Also many of the bathrooms will have exterior repairs.

5. Open Mike Discussion:

- a) Jason Kloss informed the Park and Rec Commission that an agreement has been completed to contract for services with Aaron Walkin to provide interim management services for the Arena and Recreation Department. Aaron Walkin will maintain operations at the Arena and continue existing recreation programs and oversight of the swimming pool. Brian noted that on December 11, 2018, a discussion was conducted by the Mayor, Council Member Grunig, Jason Kloss, Parks & Recreation Commission Chair and Brian. Upon conclusion of this discussion a recommendation was made to the City Council to approve a contract with Mr. Walkin for interim Arena and Recreation Management services.
- b) Interim operations and management help was immediately needed. On, December 3, 2018 a letter was received from Al Baloun, Recreation Director, requesting an extended leave to attend to personal matters with no definite return date. Baloun may be away from his position for up to nine months or longer. Depending on his situation, Mr. Baloun may be able to assist with the transition.
- c) This is a temporary situation while Baloun is on a leave of absence. Baloun is still an employee of the City of Windom. These expenses were not budgeted for 2019. The City will incur an additional expense to the Arena budget. The cost of hiring additional services is estimated to be \$28,800 (for six months) to \$57,600 (for a year).

6. Bryan Joyce:

- a) All of the Commission members expressed to Bryan their gratitude for his leadership while serving on this committee and wished him well in the future.
- b) Bryan stated that he is hoping to fill a seat on the Park and Rec Commission in January. He stated that he would like to see some of the things that he helped get started completed.

Adjourned by Unanimous Consent at 7:08 pm.

Next Meeting Wednesday, January 9th, 2019 @ 5:30pm Windom City Hall Council Chambers.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 12/14/2018 - 12/28/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
BRENDA SCHROEDER	20181218	12/19/2018	REFUND - STATEMENT CREDIT	100-20191	52.00
NATHAN GLIDDEN	20181218	12/19/2018	REFUND - STATEMENT CREDIT	100-20191	71.12
SASHA NELSON	20181219	12/19/2018	REFUND - STATEMENT CREDIT	100-20191	6.10
BRENDA SCHROEDER	20181219	12/19/2018	REFUND - UTILITY PREPAYME	100-20191	300.00
JESSICA KNAKMUHS	20181219	12/19/2018	REFUND - STATEMENT CREDIT	100-20191	8.67
KEVIN DEFRIES	20181219	12/19/2018	REFUND - STATEMENT CREDIT	100-20191	40.20
MARV & BONNIE BOTTIN	20181219	12/19/2018	REFUND - STATEMENT CREDIT	100-20191	2.37
NATHAN GLIDDEN	20181219	12/19/2018	REFUND - UTILITY PREPAYME	100-20191	300.00
RICH HOFFMAN	20181219	12/19/2018	REFUND-STMT CREDIT #4813	100-20191	94.05
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	100-20202	8,051.90
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	100-20202	18,685.92
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	100-20202	5.15
WINDOM AREA HOSPITAL	20181226	12/26/2018	STATE OF MN + PERA AID	100-33430	7,002.00
					34,619.48
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	20181130	12/11/2018	ADVERTISING	100-41110-350	75.00
CITIZEN PUBLISHING CO	20181130	12/11/2018	ADVERTISING	100-41110-350	398.40
CONVENT. & VISITOR BUREAU	AMERICINN 12-26	12/26/2018	LODGING TAX - AMERIC INN	100-41110-491	2,304.63
CONVENT. & VISITOR BUREAU	GUARDIAN 12-26	12/26/2018	LODGING TAX - GUARDIAN IN	100-41110-491	618.10
CONVENT. & VISITOR BUREAU	RED CARPET 12-26	12/26/2018	LODGING TAX - RED CARPET I	100-41110-491	317.15
					Activity 41110 - Mayor & Council Total: 3,713.28
Activity: 41310 - Administration					
INDOFF, INC	3186807	12/11/2018	SUPPLIES	100-41310-200	1.79
SELECTACCOUNT	1304758	12/21/2018	ADMIN FEE	100-41310-217	155.25
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-41310-321	110.95
SECR REV FUND/CITY OF WD	20181226	12/26/2018	PETTY CASH - DEC 2018	100-41310-322	0.59
SECR REV FUND/CITY OF WD	20181226	12/26/2018	PETTY CASH - DEC 2018	100-41310-322	1.15
SECR REV FUND/CITY OF WD	20181226	12/26/2018	PETTY CASH - DEC 2018	100-41310-322	3.75
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-41310-326	290.10
					Activity 41310 - Administration Total: 563.58
Activity: 41910 - Building & Zoning					
WINDOM QUICK PRINT	2561	12/26/2018	SERVICE	100-41910-200	44.85
INDOFF, INC	3186806	12/18/2018	SUPPLIES	100-41910-200	2.55
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-41910-321	89.62
					Activity 41910 - Building & Zoning Total: 137.02
Activity: 41940 - City Hall					
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-41940-381	460.29
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-41940-382	56.89
MN ENERGY RESOURCES	20121211B	12/18/2018	#0505105084-00001	100-41940-383	919.21
HOMETOWN SANITATION SER	0000309143	12/06/2018	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-41940-385	116.40
					Activity 41940 - City Hall Total: 1,637.83
Activity: 42120 - Crime Control					
INDOFF, INC	3183458	12/06/2018	SUPPLIES	100-42120-200	78.18
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-42120-321	68.79
VERIZON WIRELESS	9819859938	12/18/2018	#986701203-00001 SERVICE F	100-42120-321	114.08
SECR REV FUND/CITY OF WD	20181226	12/26/2018	PETTY CASH - DEC 2018	100-42120-322	6.70
SECR REV FUND/CITY OF WD	20181226	12/26/2018	PETTY CASH - DEC 2018	100-42120-322	3.75
SECR REV FUND/CITY OF WD	20181226	12/26/2018	PETTY CASH - DEC 2018	100-42120-322	3.50
ALPHA WIRELESS - MANKATO	697772	12/14/2018	SERVICE #00681	100-42120-323	108.00
DAVID HUSE	20181219	12/21/2018	EXPENSE - MCTC	100-42120-334	34.10
BRANDON THONGVIVONG	20181219	12/21/2018	EXPENSE - MCTC DRUG INTER	100-42120-334	30.93

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WINDOM STREET DEPARTME	20181217	12/21/2018	POLICE DEPT #104	100-42120-405	27.81
Activity 42120 - Crime Control Total:					475.84
Activity: 42220 - Fire Fighting					
AMERIPRIDE SERVICES INC.	2800965923	12/11/2018	SERVICE -	100-42220-211	27.83
HEIMAN FIRE EQUIP. CO	0873955-IN	12/18/2018	UNIFORMS	100-42220-218	76.00
MN STATE FIRE CHIEFS ASSOC	20181219	12/19/2018	2019 FIRE CHIEF MEMBERSHI	100-42220-308	93.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-42220-321	42.00
VERIZON WIRELESS	9819859938	12/18/2018	#986701203-00001 SERVICE F	100-42220-321	18.50
VERIZON WIRELESS	9819859938	12/18/2018	#986701203-00001 SERVICE F	100-42220-326	10.02
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-42220-381	288.80
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-42220-382	13.24
MN ENERGY RESOURCES	20181210	12/18/2018	#0616354678-00001	100-42220-383	794.72
HOMETOWN SANITATION SER	0000309180	12/05/2018	GARBAGE SERVICE - EMS BUIL	100-42220-384	41.99
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-42220-385	28.76
WINDOM STREET DEPARTME	105	12/26/2018	SERVICE	100-42220-405	72.69
WINDOM STREET DEPARTME	107	12/26/2018	SERVICE -	100-42220-405	119.53
WINDOM STREET DEPARTME	20181220	12/21/2018	WINDOM FIRE DEPT #105	100-42220-405	72.69
Activity 42220 - Fire Fighting Total:					1,699.77
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-42500-381	31.50
Activity 42500 - Civil Defense Total:					31.50
Activity: 43100 - Streets					
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-43100-217	70.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-43100-321	45.53
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-43100-381	307.31
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-43100-381	3,033.60
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-43100-382	19.69
MN ENERGY RESOURCES	20181207	12/18/2018	#0505064121-00001	100-43100-383	1,071.12
HOMETOWN SANITATION SER	0000309144	12/06/2018	GARBAGE SERVICE - STREET D	100-43100-384	84.73
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-43100-385	40.94
SOUTHERN MN INSPECTION C	13613	12/27/2018	MAINTENANCE	100-43100-401	542.50
HANSON PLUMBING	5716	12/18/2018	MAINTENANCE	100-43100-402	325.18
LOCATORS & SUPPLIES, INC	0271973-IN	12/06/2018	MAINTENANCE	100-43100-404	251.76
MATHESON	18704274	12/06/2018	MAINTENANCE	100-43100-404	99.17
WINDOM TOWING LLC	2475	12/18/2018	SERVICE	100-43100-404	88.00
W.W. GRAINGER, INC	9022672738	12/18/2018	MAINTENANCE	100-43100-404	22.68
RDO EQUIPMENT CO	P76931	12/18/2018	MAINTENANCE - UNIT 47	100-43100-404	2,346.00
JOEY VOUGHT	1235	12/18/2018	MAINTENANCE - BLOWER REP	100-43100-405	374.05
FOX BROTHERS OF SANBORN,	498844	12/21/2018	MAINTENANCE - UNIT #42	100-43100-405	51.63
BAUER BUILT	830098770	12/18/2018	UNIT 65 - TIRES	100-43100-405	688.62
BAUER BUILT	830098771	12/18/2018	UNIT 44 - TIRES	100-43100-405	1,374.04
ZIEGLER, INC.	PC630102565	12/26/2018	SERVICE - UNIT 48 #9696600	100-43100-405	56.98
ZIEGLER, INC.	PC630102566	12/26/2018	MAINTENANCE- UNIT 48	100-43100-405	10.22
MACQUEEN EQUIP. CO.	W03395A	12/18/2018	MAINTENANCE	100-43100-405	1,672.00
MASTERS STONE & LANDSCA	20181204	12/18/2018	SERVICE - CITY OF WINDOM	100-43100-407	522.50
SCOTT VEENKER	25523	12/18/2018	SERVICE -	100-43100-407	660.00
Activity 43100 - Streets Total:					13,758.25
Activity: 45202 - Park Areas					
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-45202-381	447.47
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-45202-382	173.42
HOMETOWN SANITATION SER	0000309145	12/06/2018	GARBAGE SERVICE - SQUARE	100-45202-384	46.12
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	100-45202-385	161.39
JOHNSON HARDWARE	10006 - STREET	12/18/2018	MAINTENANCE	100-45202-404	169.99
JOHNSON HARDWARE	7836 STREET	12/18/2018	MAINTENANCE	100-45202-404	124.40
JOHNSON HARDWARE	8943	12/18/2018	MAINTENANCE	100-45202-404	818.99

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BROWN-NICOLLET COMMUNI	#3061 12-18-18	12/18/2018	LICENSE #3061 - RECREATION	100-45202-444	176.60
				Activity 45202 - Park Areas Total:	2,585.05
				Fund 100 - GENERAL Total:	59,221.60

Fund: 211 - LIBRARY

Activity: 45501 - Library

ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	211-45501-321	29.18
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	211-45501-381	191.37
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	211-45501-382	18.46
MN ENERGY RESOURCES	20181210B	12/26/2018	#0504542703-00001	211-45501-383	674.31
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	211-45501-385	37.31
O'MALLEY'S STORAGE AND RE	481	12/26/2018	MAINTENANCE	211-45501-406	90.00
				Activity 45501 - Library Total:	1,243.96
				Fund 211 - LIBRARY Total:	1,243.96

Fund: 225 - AIRPORT

Activity: 45127 - Airport

SOUTHWEST MN BROADBAN	#886 507-831-6120	12/18/2018	SERVICE #886 507-831-6120	225-45127-321	26.69
O'DAY EQUIPMENT, LLC	INV107979	12/11/2018	MAINTENANCE #0871501	225-45127-404	311.06
				Activity 45127 - Airport Total:	337.75
				Fund 225 - AIRPORT Total:	337.75

Fund: 230 - POOL

Activity: 45124 - Pool

ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	230-45124-381	29.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	230-45124-382	16.34
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	230-45124-385	31.05
				Activity 45124 - Pool Total:	209.72
				Fund 230 - POOL Total:	209.72

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

BOUND TREE MEDICAL, LLC	83046185	12/12/2018	OPERATING SUPPLIES	235-42153-217	161.77
PRAXAIR DISTRIBUTION INC	86405681	12/11/2018	OPERATING SUPPLIES #71709	235-42153-217	282.51
MEMSA	20181218	12/18/2018	MEMSA CONF 2018 - WINDO	235-42153-308	1,550.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	235-42153-321	28.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	235-42153-321	17.46
VERIZON WIRELESS	9819859938	12/18/2018	#986701203-00001 SERVICE F	235-42153-321	115.56
BUCKWHEAT JOHNSON	20181218	12/18/2018	EXPENSE - AMBULANCE	235-42153-334	10.04
TIM HACKER	20181218	12/18/2018	EXPENSE - AMBULANCE	235-42153-334	25.79
JUSTIN HARRINGTON	20181218	12/18/2018	EXPENSE - AMBULANCE	235-42153-334	131.66
JOHN MEYER	20181218	12/18/2018	EXPENSE - AMBULANCE	235-42153-334	17.73
DONNA MARCY	20181218	12/18/2018	EXPENSE - AMBULANCE	235-42153-334	15.79
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	235-42153-381	192.54
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	235-42153-382	8.82
MN ENERGY RESOURCES	20181210	12/18/2018	#0616354678-00001	235-42153-383	529.82
HOMETOWN SANITATION SER	0000309180	12/05/2018	GARBAGE SERVICE - EMS BUIL	235-42153-384	28.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	235-42153-385	19.18
P.M. REPAIR & DETAILING	8096	12/06/2018	SERVICE - UNIT #29	235-42153-405	93.34
AMERIPRIDE SERVICES INC.	2800965923	12/11/2018	SERVICE -	235-42153-406	18.56
				Activity 42153 - Ambulance Total:	3,246.57
				Fund 235 - AMBULANCE Total:	3,246.57

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

INDOFF, INC	3186806	12/18/2018	SUPPLIES	250-46520-200	2.54
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	250-46520-321	89.62
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	250-46520-321	255.94
CITIZEN PUBLISHING CO	20181130	12/11/2018	ADVERTISING	250-46520-340	80.00
CITIZEN PUBLISHING CO	20181130	12/11/2018	ADVERTISING	250-46520-350	79.50

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ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	250-46520-381	50.18
				Activity 46520 - EDA Total:	557.78
Activity: 49980 - Debt Service					
MATHIOWETZ CONSTRUCTIO	2274	12/06/2018	CEMSTONE AGREEMENT	250-49980-602	60,000.00
				Activity 49980 - Debt Service Total:	60,000.00
				Fund 250 - EDA GENERAL Total:	60,557.78
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 11-30-18	12/26/2018	SERVICE #367404 #26-24-123	254-46520-381	147.81
				Activity 46520 - EDA Total:	147.81
				Fund 254 - NORTH IND PARK Total:	147.81
Fund: 265 - TIF 1-8 DOWNTOWN					
EDA	20181218	12/18/2018	TIF DIST 1-8 CO #15	265-20702	3,284.53
					3,284.53
				Fund 265 - TIF 1-8 DOWNTOWN Total:	3,284.53
Fund: 266 - TIF 1-10 RUNNINGS					
Activity: 46530 - TIF Districts					
J & R PARTNERSHIP	20181218	12/18/2018	TIF - DIST 1-10 CO #16	266-46530-482	19,373.84
				Activity 46530 - TIF Districts Total:	19,373.84
				Fund 266 - TIF 1-10 RUNNINGS Total:	19,373.84
Fund: 268 - TIF 1-12 PM WINDOM/PRIME PORK					
Activity: 46530 - TIF Districts					
PRIME PORK	20181218	12/18/2018	TIF PAYMENT - DIST 1-12 CO #	268-46530-482	130,154.95
				Activity 46530 - TIF Districts Total:	130,154.95
				Fund 268 - TIF 1-12 PM WINDOM/PRIME PORK Total:	130,154.95
Fund: 269 - TIF 1-14 SPEC BLDG II					
EDA	20181217	12/18/2018	TIF DIST 1-14 CO #25 - SPEC B	269-20702	7,258.22
					7,258.22
				Fund 269 - TIF 1-14 SPEC BLDG II Total:	7,258.22
Fund: 270 - TIF 1-16 GDF DISTRICT					
Activity: 46530 - TIF Districts					
GDF PROPERTIES LLC	20181218	12/18/2018	TIF - DIST 1-16 CO #30	270-46530-482	5,158.28
				Activity 46530 - TIF Districts Total:	5,158.28
				Fund 270 - TIF 1-16 GDF DISTRICT Total:	5,158.28
Fund: 271 - TIF 1- 18 AG BUILDERS GDF					
Activity: 46530 - TIF Districts					
AG BUILDERS	20181218	12/18/2018	TIF DIST NO 1-18 CO #34	271-46530-482	5,483.60
				Activity 46530 - TIF Districts Total:	5,483.60
				Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:	5,483.60
Fund: 274 - TIF 1-19 NWIP II					
Activity: 46530 - TIF Districts					
TORO	20181218	12/18/2018	TIF PAYMENT - DIST 1-19 - NW	274-46530-482	29,458.86
				Activity 46530 - TIF Districts Total:	29,458.86
				Fund 274 - TIF 1-19 NWIP II Total:	29,458.86
Fund: 275 - TIF 1-15 FULDA AREA CREDIT UNION					
Activity: 46530 - TIF Districts					
FULDA CREDIT UNION	20181218	12/18/2018	TIF DIST 1-15	275-46530-482	12,951.04
				Activity 46530 - TIF Districts Total:	12,951.04
				Fund 275 - TIF 1-15 FULDA AREA CREDIT UNION Total:	12,951.04

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Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SCOTT VEENKER	25527	12/18/2018	SERVICE - 14 24T ST	401-49950-506	12,119.14
Activity 49950 - Capital Outlay Total:					12,119.14
Fund 401 - GENERAL CAPITAL PROJECTS Total:					12,119.14
Fund: 601 - WATER					
Activity: 49400 - Water					
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	601-49400-321	49.96
GOPHER STATE ONE CALL	8110822	12/11/2018	LOCATES	601-49400-321	18.56
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	POSTAGE	601-49400-322	27.05
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	POSTAGE	601-49400-322	229.96
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	601-49400-326	70.00
HP DATAONE, LLC	20181226	12/26/2018	12TH PAYMENT - 2018	601-49400-326	1,328.13
INNOVATIVE SYSTEMS LLC	40167	12/06/2018	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	40352	12/06/2018	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INVOICE PROCESSING	601-49400-326	191.12
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INSERTS	601-49400-350	13.02
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	601-49400-381	4,000.21
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	601-49400-382	18.73
MN ENERGY RESOURCES	20181212	12/18/2018	#0505923421-00001	601-49400-383	898.18
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	601-49400-385	31.05
WENCK ASSOCIATES, INC.	11808515	12/21/2018	WINDOM LANDFILL	601-49400-386	2,532.45
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	601-49400-386	209.13
Activity 49400 - Water Total:					10,895.55
Fund 601 - WATER Total:					10,895.55
Fund: 602 - SEWER					
GRIDOR CONSTRUCITON, INC.	20181226	12/26/2018	WASTEWATER TREATMT FACIL	602-16200	566,277.00
					566,277.00
Activity: 49450 - Sewer					
MN VALLEY TESTING	949976	11/30/2018	TESTING	602-49450-310	227.20
MN VALLEY TESTING	950129	11/30/2018	TESTING	602-49450-310	144.00
MN VALLEY TESTING	950905	12/06/2018	TESTING	602-49450-310	227.20
MN VALLEY TESTING	951300	12/06/2018	TESTING	602-49450-310	124.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	602-49450-321	152.45
GOPHER STATE ONE CALL	8110822	12/11/2018	LOCATES	602-49450-321	18.56
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	POSTAGE	602-49450-322	229.94
HP DATAONE, LLC	20181226	12/26/2018	12TH PAYMENT - 2018	602-49450-326	1,328.12
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	602-49450-326	90.32
INNOVATIVE SYSTEMS LLC	40167	12/06/2018	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	40352	12/06/2018	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INVOICE PROCESSING	602-49450-326	191.12
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INSERTS	602-49450-350	13.02
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	602-49450-381	14,342.68
SOUTH CENTRAL ELECTRIC	367405 11-30-18	12/27/2018	SERVICE #367405 #26-24-125	602-49450-381	102.18
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	602-49450-382	341.26
MN ENERGY RESOURCES	20121212A	12/18/2018	#0504488160-00001	602-49450-383	103.63
MN ENERGY RESOURCES	20181207A	12/18/2018	#0506646838-00001	602-49450-383	1,638.87
MN ENERGY RESOURCES	20181211	12/18/2018	#0506746718-00001	602-49450-383	19.20
HOMETOWN SANITATION SER	0000309147	12/06/2018	GARBAGE SERVICE - WASTE	602-49450-384	85.04
DELL EMC	10283182046	12/27/2018	MAINTENANCE -	602-49450-404	1,181.16
GRAYBAR ELECTRIC CO	9307345723	12/27/2018	MAINTENANCE #0000112613	602-49450-404	248.88
Activity 49450 - Sewer Total:					22,086.83
Fund 602 - SEWER Total:					588,363.83
Fund: 604 - ELECTRIC					
MBS - MULTI-BANK SECURITIE	20181213	12/18/2018	ACH FUNDS TO MBS	604-10400	489,086.27
DAKOTA SUPPLY GROUP	E5292613	12/04/2018	INVENTORY	604-14200	1,285.00
CONDUCTOR POWER LLC	20181219	12/19/2018	SUBSTATION	604-16300	60,534.00
IRBY ELECTRICAL DISTRIBUTO	5011034716.001	12/06/2018	NEW CONSTRUCTION-CIP - CI	604-16300	24,138.80

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MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	604-20202	24.08
VITO GIARRUSSO	20181219	12/19/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
SARA MIESEN	20181219	12/19/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
TAYLOR MISCHKE	20181219	12/19/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
VICTORIA CANO	20181219	12/19/2018	REFUND -BALANCE OF UTILIT	604-22000	220.40
ERIC CAMPBELL	20181219	12/19/2018	REFUND-BALANCE OF UTILITY	604-22000	12.28
RICK GROSS	20181219	12/19/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
MARISSA KRAMER	20181219	12/19/2018	REFUND - BALANCE OF UTILIT	604-22000	166.50
GILMER RAMOS	20181219	12/19/2018	REFUND - BALANCE OF UTILIT	604-22000	201.47
ELIAS M SOTO	20181219	12/19/2018	REFUND - BALANCE OF UTILIT	604-22000	165.43
BRADLEY CHESTER	20181219	12/19/2018	REFUND - BALANCE OF UTILIT	604-22000	243.74
IKE & MEGAN POHLMAN	20181219	12/19/2018	REFUND - UTILITY PREPAYME	604-22000	300.00
					577,577.97

Activity: 49550 - Electric

OFFICE DEPOT	242337722001	12/11/2018	SUPPLIES #90701746	604-49550-200	434.41
OFFICE DEPOT	247333259001	12/26/2018	SUPPLIES	604-49550-200	383.87
OFFICE DEPOT	247335977001	12/26/2018	SUPPLIES	604-49550-200	79.79
AMAZON CAPITAL SERVICES, I	1HKP-YRC7-DDMH	12/26/2018	#A2QOYJ8ZN2YT - SUPPLIES	604-49550-217	26.25
CMP - CENTRAL MUNICIPAL P	6464	12/11/2018	POWER COST - CIP	604-49550-263	2,501.13
CMP - CENTRAL MUNICIPAL P	6464	12/11/2018	POWER COST - ENERGY	604-49550-263	145,194.61
CMP - CENTRAL MUNICIPAL P	6464	12/11/2018	POWER COST - TRANSMISSIO	604-49550-263	126,058.92
DEPARTMENT OF ENERGY	BFPB000801118	12/11/2018	POWER COST	604-49550-263	62,644.65
SKARSHAUG TESTING LAB	231708	12/11/2018	TESTING	604-49550-310	428.80
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	604-49550-321	106.40
GOPHER STATE ONE CALL	8110822	12/11/2018	LOCATES	604-49550-321	18.56
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	POSTAGE	604-49550-322	27.05
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	POSTAGE	604-49550-322	229.96
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	604-49550-326	210.15
HP DATAONE, LLC	20181226	12/26/2018	12TH PAYMENT - 2018	604-49550-326	1,328.12
INNOVATIVE SYSTEMS LLC	40167	12/06/2018	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	40352	12/06/2018	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INVOICE PROCESSING	604-49550-326	191.12
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INSERTS	604-49550-350	13.02
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	604-49550-381	215.33
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	604-49550-382	20.74
MN ENERGY RESOURCES	20181212C	12/26/2018	#0506419706-00001	604-49550-383	629.13
HOMETOWN SANITATION SER	0000309148	12/05/2018	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	604-49550-385	40.19
RAGE INC - CAMPUS CLEANER	12-010370	12/11/2018	SERVICE - WINDOM POWER P	604-49550-402	34.17
CONSTRUCTION PRODUCTS &	597961	12/26/2018	SERVICE #3811	604-49550-402	67.50
GDF ENTERPRISES, INC	A14976	12/18/2018	MAINTENANCE	604-49550-405	307.56
DAKOTA SUPPLY GROUP	E381629	12/11/2018	ELECTRIC METERING	604-49550-408	2,640.00
UTILITIES PLUS ENERGY SERVI	601323	12/06/2018	SERVICE	604-49550-411	923.00
RIVER CITY EATERY	20181218	12/18/2018	ENERGY REBATE	604-49550-450	317.91
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	604-49550-460	38.10
MELVIN DUERKSEN, CONTRAC	20181212	12/26/2018	SERVICE - FOR LEGACY POWE	604-49550-480	790.00
					Activity 49550 - Electric Total: 347,730.09
					Fund 604 - ELECTRIC Total: 925,308.06

Fund: 609 - LIQUOR STORE

MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	609-20202	16,426.00
					16,426.00

Activity: 49751 - Liquor Store

INDOFF, INC	3184690	12/18/2018	SUPPLIES	609-49751-200	77.59
RAGE INC - CAMPUS CLEANER	11-011954	12/04/2018	SERVICE - RIVER BEND LIQ	609-49751-211	48.57
AH HERMEL COMPANY	745029	12/11/2018	MERCHANDISE	609-49751-217	53.94
BELLBOY CORP	0067192200	11/30/2018	MERCHANDISE	609-49751-251	1,368.98
BELLBOY CORP	0067394800	12/18/2018	CREDIT -MERCHANDISE	609-49751-251	-270.00
BREAKTHRU BEVERAGE MN	1080894287	12/04/2018	MERCHANDISE	609-49751-251	1,791.44
JOHNSON BROS.	1162419	12/06/2018	MERCHANDISE	609-49751-251	3,275.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	1168318	12/11/2018	MERCHANDISE	609-49751-251	1,741.44
SOUTHERN GLAZER'S OF MN	1758150	12/06/2018	MERCHANDISE	609-49751-251	3,259.43
SOUTHERN GLAZER'S OF MN	1760889	12/11/2018	MERCHANDISE	609-49751-251	2,480.02
PHILLIPS WINE & SPIRITS	2464153	12/06/2018	MERCHANDISE	609-49751-251	1,837.30
PHILLIPS WINE & SPIRITS	2464154	12/06/2018	MERCHANDISE	609-49751-251	35.35
JOHNSON BROS.	515033	12/26/2018	CREDIT - MERCHANDISE	609-49751-251	-162.00
BEVERAGE WHOLESALERS	037338	12/18/2018	MERCHANDISE	609-49751-252	6,327.85
BEVERAGE WHOLESALERS	038399	12/26/2018	MERCHANDISE	609-49751-252	11,241.29
BREAKTHRU BEVERAGE MN	1080894288	12/04/2018	MERCHANDISE	609-49751-252	96.90
JOHNSON BROS.	1168320	12/11/2018	MERCHANDISE	609-49751-252	22.99
ARTISAN BEER COMPANY	3308374	12/04/2018	MERCHANDISE	609-49751-252	52.70
ARTISAN BEER COMPANY	3309975	12/11/2018	MERCHANDISE	609-49751-252	219.35
DOLL DISTRIBUTING, LLC	569984	12/06/2018	MERCHANDISE	609-49751-252	5,506.70
DOLL DISTRIBUTING, LLC	574177	12/18/2018	CREDIT -MERCHANDISE	609-49751-252	-540.80
DOLL DISTRIBUTING, LLC	574203	12/18/2018	MERCHANDISE	609-49751-252	7,428.30
DOLL DISTRIBUTING, LLC	578503	12/26/2018	CREDIT - MERCHANDISE	609-49751-252	-96.60
BELLBOY CORP	0066597000	11/30/2018	MERCHANDISE	609-49751-253	104.00
BELLBOY CORP	0067192200	11/30/2018	MERCHANDISE	609-49751-253	80.00
BREAKTHRU BEVERAGE MN	1080894287	12/04/2018	MERCHANDISE	609-49751-253	392.00
JOHNSON BROS.	1162420	12/06/2018	MERCHANDISE	609-49751-253	1,902.14
JOHNSON BROS.	1168319	12/11/2018	MERCHANDISE	609-49751-253	855.59
SOUTHERN GLAZER'S OF MN	1758151	12/06/2018	MERCHANDISE	609-49751-253	626.00
MILLNER HERITAGE VINEYARD	20181226	12/26/2018	MERCHANDISE	609-49751-253	345.00
INDIAN ISLAND WINERY	2404	12/18/2018	MERCHANDISE	609-49751-253	137.76
PHILLIPS WINE & SPIRITS	2464154	12/06/2018	MERCHANDISE	609-49751-253	1,093.50
PHILLIPS WINE & SPIRITS	313486	12/18/2018	CREDIT - MERCHANDISE	609-49751-253	-48.00
CHANKASKA CREEK	315733	12/26/2018	MERCHANDISE	609-49751-253	168.00
PAUSTIS WINE COMPANY	33300	12/06/2018	MERCHANDISE	609-49751-253	400.00
PAUSTIS WINE COMPANY	33501	12/06/2018	MERCHANDISE	609-49751-253	662.00
SOUTHERN GLAZER'S OF MN	5036148	12/11/2018	MERCHANDISE	609-49751-253	108.00
JOHNSON BROS.	515034	12/26/2018	CREDIT - MERCHANDISE	609-49751-253	-82.75
WINE MERCHANTS	7211368	12/06/2018	MERCHANDISE	609-49751-253	125.00
BREAKTHRU BEVERAGE MN	1080894287	12/04/2018	MERCHANDISE	609-49751-254	30.00
ATLANTIC COCA-COLA	1840127	12/14/2018	MERCHANDISE	609-49751-254	73.60
ATLANTIC COCA-COLA	1840190	12/26/2018	MERCHANDISE	609-49751-254	50.60
AH HERMEL COMPANY	745029	12/11/2018	MERCHANDISE	609-49751-254	14.01
RED BULL DISTRIBUTION CO, I	K-35146881	12/18/2018	MERCHANDISE	609-49751-254	140.85
RED BULL DISTRIBUTION CO, I	K-35146882	12/18/2018	CREDIT - MERCHANDISE	609-49751-254	-19.75
AH HERMEL COMPANY	745029	12/11/2018	MERCHANDISE	609-49751-256	86.37
DOLL DISTRIBUTING, LLC	569984	12/06/2018	MERCHANDISE	609-49751-261	24.00
AH HERMEL COMPANY	745029	12/11/2018	MERCHANDISE	609-49751-261	10.50
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	609-49751-321	101.28
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	609-49751-326	650.72
BELLBOY CORP	0066597000	11/30/2018	MERCHANDISE	609-49751-333	2.00
BELLBOY CORP	0067192200	11/30/2018	MERCHANDISE	609-49751-333	38.00
BREAKTHRU BEVERAGE MN	1080894287	12/04/2018	MERCHANDISE	609-49751-333	35.16
JOHNSON BROS.	1162419	12/06/2018	MERCHANDISE	609-49751-333	64.57
JOHNSON BROS.	1162420	12/06/2018	MERCHANDISE	609-49751-333	40.60
JOHNSON BROS.	1168318	12/11/2018	MERCHANDISE	609-49751-333	36.77
JOHNSON BROS.	1168319	12/11/2018	MERCHANDISE	609-49751-333	34.80
SOUTHERN GLAZER'S OF MN	1758150	12/06/2018	MERCHANDISE	609-49751-333	55.35
SOUTHERN GLAZER'S OF MN	1758151	12/06/2018	MERCHANDISE	609-49751-333	18.45
SOUTHERN GLAZER'S OF MN	1760889	12/11/2018	MERCHANDISE	609-49751-333	43.46
MILLNER HERITAGE VINEYARD	20181226	12/26/2018	MERCHANDISE	609-49751-333	6.00
PHILLIPS WINE & SPIRITS	2464153	12/06/2018	MERCHANDISE	609-49751-333	28.28
PHILLIPS WINE & SPIRITS	2464154	12/06/2018	MERCHANDISE	609-49751-333	35.67
PHILLIPS WINE & SPIRITS	313486	12/18/2018	CREDIT - MERCHANDISE	609-49751-333	-1.74
PAUSTIS WINE COMPANY	33300	12/06/2018	MERCHANDISE	609-49751-333	7.00
PAUSTIS WINE COMPANY	33501	12/06/2018	MERCHANDISE	609-49751-333	8.75
SOUTHERN GLAZER'S OF MN	5036148	12/11/2018	MERCHANDISE	609-49751-333	6.15

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	515033	12/26/2018	CREDIT - MERCHANDISE	609-49751-333	-1.74
JOHNSON BROS.	515034	12/26/2018	CREDIT - MERCHANDISE	609-49751-333	-1.74
WINE MERCHANTS	7211368	12/06/2018	MERCHANDISE	609-49751-333	1.74
AH HERMEL COMPANY	745029	12/11/2018	MERCHANDISE	609-49751-333	4.95
KDOM RADIO	#0229 11-30-18	12/18/2018	#0229 - RIVER BEND LIQUOR -	609-49751-340	1,025.71
KKOJ - KUXX	#101449 411-30-18	12/18/2018	#101449 - RIVER BEND LIQUO	609-49751-340	204.75
CITIZEN PUBLISHING CO	20181130	12/11/2018	ADVERTISING	609-49751-340	1,068.80
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	609-49751-381	873.76
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	609-49751-382	21.96
MN ENERGY RESOURCES	20181212B	12/26/2018	#0507314125-00001	609-49751-383	180.41
HOMETOWN SANITATION SER	0000309146	12/06/2018	GARBAGE SERVICE - RIVER BE	609-49751-384	139.00
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	609-49751-385	31.05
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	609-49751-460	1.79

Activity 49751 - Liquor Store Total: 57,836.37

Fund 609 - LIQUOR STORE Total: 74,262.37

Fund: 614 - TELECOM

eNETWORK SUPPLY LLC	17051	12/12/2018	CORE UPGRADE- SPARE GPON	614-16400	6,520.44
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	614-20202	24.10
					6,544.54

Activity: 49870 - Telecom

RAGE INC - CAMPUS CLEANER	11-010614	12/27/2018	SERVICE - WINDOM NET	614-49870-211	21.33
RAGE INC - CAMPUS CLEANER	12-010372	12/12/2018	SERVICE - WINDOM NET	614-49870-211	21.33
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	614-49870-321	374.77
GOPHER STATE ONE CALL	8110822	12/11/2018	LOCATES	614-49870-321	18.57
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	POSTAGE	614-49870-322	27.05
HP DATAONE, LLC	20181226	12/26/2018	12TH PAYMENT - 2018	614-49870-326	1,328.13
INNOVATIVE SYSTEMS LLC	40167	12/06/2018	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	40167	12/06/2018	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	40352	12/06/2018	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INVOICE PROCESSING	614-49870-326	191.12
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	POSTAGE	614-49870-326	148.81
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INSERTS	614-49870-350	13.02
INNOVATIVE SYSTEMS LLC	40464	12/06/2018	INSERTS	614-49870-350	218.65
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	614-49870-381	2,229.26
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	614-49870-382	19.34
MN ENERGY RESOURCES	20181210A	12/19/2018	#0507509833-00001	614-49870-383	193.26
HOMETOWN SANITATION SER	0000309149	12/05/2018	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	614-49870-385	36.31
ELITE MECHANICAL SYSTEMS,	4136	12/19/2018	MAINTENANCE - NOC BLDG A	614-49870-404	246.00
CENTURY LINK	470143	12/18/2018	#MN COWM-72 DIRECTORY L	614-49870-441	161.36
FOX TELEVISION STATIONS, IN	140011	12/21/2018	SUBSCRIBER	614-49870-442	2,196.00
TEGNA	1480-1057	12/21/2018	SUBSCRIBER	614-49870-442	3,074.40
NEXSTAR BROADCASTING GR	1690-1137	12/21/2018	SUBSCRIBER	614-49870-442	3,031.95
CBS TELEVISION STATIONS	20181130	12/21/2018	SUBSCRIBER	614-49870-442	2,635.20
INDEPENDENT COMMUNIATI	20181130	12/21/2018	SUBSCRIBER	614-49870-442	1,614.52
UNITED COMMUNICATIONS C	20181130	12/21/2018	SUBSCRIBER	614-49870-442	2,631.00
TOWER DISTRIBUTION COMP	726091	12/21/2018	SUBSCRIBER	614-49870-442	278.30
FOX SPORTS	P20728	12/21/2018	SUBSCRIBER	614-49870-442	8,135.04
BTN - BIG TEN NETWORK	P24073	12/21/2018	SUBSCRIBER	614-49870-442	1,846.44
UNIVERSAL SERVICE ADMIN C	UBDI0001017737	12/26/2018	499A CONTRIBUTION #82580	614-49870-443	1,560.60
CONSOLIDATED CALL CENTER	12526	12/04/2018	DA / OPERATOR ASSISTANCE 1	614-49870-445	126.80
ICONECTIV	L-10045113	12/11/2018	LNP SERVICE #L-201353	614-49870-445	57.19
MANKATO NETWORKS, LLC	388386	12/26/2018	SERVICE	614-49870-447	200.00
MANKATO NETWORKS, LLC	388387	12/26/2018	SERVICE	614-49870-447	6,472.83
HURRICANE ELECTRIC LLC	98293603-IN	12/26/2018	10 GB INT NCC-OMAHA NE	614-49870-447	2,300.00
HURRICANE ELECTRIC LLC	98293603-INA	12/26/2018	10 GB INT-MIN1 MPLS	614-49870-447	1,800.00
JEREMY ROLFES	20181219	12/19/2018	INTERNET SUPPORT - SEPT-OC	614-49870-448	78.92
CENTURY LINK	507-831-1075-104 12-16-18	12/27/2018	SERVICE #507-831-1074-104	614-49870-451	73.84

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MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	614-49870-460	2.96
				Activity 49870 - Telecom Total:	47,680.32
				Fund 614 - TELECOM Total:	54,224.86

Fund: 615 - ARENA

Activity: 49850 - Arena

ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	615-49850-321	124.32
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	615-49850-326	358.00
CITIZEN PUBLISHING CO	20181130	12/11/2018	ADVERTISING	615-49850-340	260.15
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	615-49850-381	5,418.94
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	615-49850-382	2,090.96
MN ENERGY RESOURCES	20181213	12/18/2018	#0504094426-00001	615-49850-383	2,113.58
HOMETOWN SANITATION SER	0000309150	12/06/2018	GARBAGE SERVICE - ARENA	615-49850-384	130.88
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	615-49850-385	1,879.13
LAMPERTS YARDS, INC.	39203323	12/27/2018	MAINTENANCE	615-49850-402	161.04
ELITE MECHANICAL SYSTEMS,	4132	12/18/2018	MAINTENANCE	615-49850-402	117.00
POWER & TEL	6575464-00	12/12/2018	LOCKER ROOM ADDITION	615-49850-402	94.05
FREDIN CONSTRUCTION/CABI	ARENA 12-16-18	12/26/2018	REMODEL HALLWAY CEILING	615-49850-402	17,574.51
FREDIN CONSTRUCTION/CABI	ARENA 12-16-18	12/26/2018	CEILING TILES IN ARCHERY RO	615-49850-402	140.00
FREDIN CONSTRUCTION/CABI	ARENA 12-16-18	12/26/2018	CUT & INSTALL GLASS IN ARE	615-49850-402	70.00
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	615-49850-460	51.00
				Activity 49850 - Arena Total:	30,583.56
				Fund 615 - ARENA Total:	30,583.56

Fund: 617 - M/P CENTER

MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	617-20202	50.19
					50.19

Activity: 49860 - M/P Center

ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	617-49860-321	115.82
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	617-49860-326	403.33
CITIZEN PUBLISHING CO	20181130	12/11/2018	ADVERTISING	617-49860-340	260.15
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	617-49860-381	1,274.01
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	617-49860-382	137.93
MN ENERGY RESOURCES	20181212A	12/26/2018	#0503741572-00001	617-49860-383	1,760.77
HOMETOWN SANITATION SER	0000309151	12/06/2018	GARBAGE SERVICE - COMM C	617-49860-384	103.03
ELECTRIC FUND	20181226	12/26/2018	MONTHLY UTILITY & TELECO	617-49860-385	93.15
ELITE MECHANICAL SYSTEMS,	4087	12/12/2018	MAINTENANCE	617-49860-402	1,958.43
RAGE INC - CAMPUS CLEANER	12-010371	12/12/2018	SERVICE - COMM CENTER	617-49860-406	59.50
MN REVENUE	20181218	12/18/2018	SALES TAX - NOV 2018	617-49860-460	382.81
				Activity 49860 - M/P Center Total:	6,548.93
				Fund 617 - M/P CENTER Total:	6,599.12

Fund: 651 - RIVERLBUFF TOWNHOMES

Activity: 46520 - EDA

VAN BINSBERGEN	20181218	12/18/2018	LEAGUE OF MN CITIES - DIVID	651-46520-480	383.45
				Activity 46520 - EDA Total:	383.45
				Fund 651 - RIVERLBUFF TOWNHOMES Total:	383.45

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001527	12/21/2018	Federal Tax Withholding	700-21701	9,133.16
MN Department of Revenue -	INV0001526	12/21/2018	State Withholding	700-21702	4,485.77
Internal Revenue Service-Payr	INV0001528	12/21/2018	Social Security	700-21703	11,685.98
MN Pera	INV0001520	12/21/2018	PERA	700-21704	12,957.50
MN Pera	INV0001521	12/21/2018	PERA	700-21704	5,714.54
MN Pera	INV0001522	12/21/2018	PERA	700-21704	729.26
MN State Deferred	INV0001523	12/21/2018	Deferred Compensation	700-21705	4,544.11
MN State Deferred	INV0001524	12/21/2018	Deferred Roth	700-21705	535.00
Internal Revenue Service-Payr	INV0001525	12/21/2018	Medicare Withholding	700-21711	3,316.54
SELECTACCOUNT	38876382	12/26/2018	FLEX SPENDING	700-21712	150.63
AFLAC	594206	12/18/2018	INSURANCE - DEC 2018- AFTE	700-21715	320.22
AFLAC	594206	12/18/2018	INSURANCE - DEC 2018 - PRE	700-21716	519.06

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MN BENEFIT ASSOCIATION	2018-0046310	12/18/2018	INSURANCE 1/1/19 PRE TAX	700-21717	4.84
MN BENEFIT ASSOCIATION	2018-0046310	12/18/2018	INSURANCE 1/1/19 - AFTER T	700-21719	99.27
MII LIFE	20181217	12/18/2018	VEBA - DEC 2018	700-21720	7,000.00
					<u>61,195.88</u>
				Fund 700 - PAYROLL Total:	61,195.88
				Grand Total:	<u>2,102,024.33</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	59,221.60
211 - LIBRARY	1,243.96
225 - AIRPORT	337.75
230 - POOL	209.72
235 - AMBULANCE	3,246.57
250 - EDA GENERAL	60,557.78
254 - NORTH IND PARK	147.81
265 - TIF 1-8 DOWNTOWN	3,284.53
266 - TIF 1-10 RUNNINGS	19,373.84
268 - TIF 1-12 PM WINDOM/PRIME PORK	130,154.95
269 - TIF 1-14 SPEC BLDG II	7,258.22
270 - TIF 1-16 GDF DISTRICT	5,158.28
271 - TIF 1- 18 AG BUILDERS GDF	5,483.60
274 - TIF 1-19 NWIP II	29,458.86
275 - TIF 1-15 FULDA AREA CREDIT UNION	12,951.04
401 - GENERAL CAPITAL PROJECTS	12,119.14
601 - WATER	10,895.55
602 - SEWER	588,363.83
604 - ELECTRIC	925,308.06
609 - LIQUOR STORE	74,262.37
614 - TELECOM	54,224.86
615 - ARENA	30,583.56
617 - M/P CENTER	6,599.12
651 - RIVERLBUFF TOWNHOMES	383.45
700 - PAYROLL	61,195.88
Grand Total:	2,102,024.33

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	874.51
100-20202	Sales Tax Payable	26,742.97
100-33430	Other State Grants and	7,002.00
100-41110-350	Printing & Design	473.40
100-41110-491	Payments to Other Orga	3,239.88
100-41310-200	Office Supplies	1.79
100-41310-217	Other Operating Supplie	155.25
100-41310-321	Telephone	110.95
100-41310-322	Postage	5.49
100-41310-326	Data Processing	290.10
100-41910-200	Office Supplies	47.40
100-41910-321	Telephone	89.62
100-41940-381	Electric Utility	460.29
100-41940-382	Water Utility	56.89
100-41940-383	Gas Utility	919.21
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	116.40
100-42120-200	Office Supplies	78.18
100-42120-321	Telephone	182.87
100-42120-322	Postage	13.95
100-42120-323	Radio Units	108.00
100-42120-334	Meals/Lodging	65.03
100-42120-405	Repairs & Maint - Vehicl	27.81
100-42220-211	Cleaning Supplies	27.83
100-42220-218	Uniforms	76.00
100-42220-308	Training & Registrations	93.00
100-42220-321	Telephone	60.50
100-42220-326	Data Processing	10.02

Account Summary

Account Number	Account Name	Payment Amount
100-42220-381	Electric Utility	288.80
100-42220-382	Water Utility	13.24
100-42220-383	Gas Utility	794.72
100-42220-384	Refuse Disposal	41.99
100-42220-385	Sewer Utility	28.76
100-42220-405	Repairs & Maint - Vehicl	264.91
100-42500-381	Electric Utility	31.50
100-43100-217	Other Operating Supplie	70.00
100-43100-321	Telephone	45.53
100-43100-381	Electric Utility	3,340.91
100-43100-382	Water Utility	19.69
100-43100-383	Gas Utility	1,071.12
100-43100-384	Refuse Disposal	84.73
100-43100-385	Sewer Utility	40.94
100-43100-401	Repairs & Maint - Buildi	542.50
100-43100-402	Repairs & Maint - Struct	325.18
100-43100-404	Repairs & Maint - M&E	2,807.61
100-43100-405	Repairs & Maint - Vehicl	4,227.54
100-43100-407	Repairs & Maint - Seal C	1,182.50
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	447.47
100-45202-382	Water Utility	173.42
100-45202-384	Refuse Disposal	46.12
100-45202-385	Sewer Utility	161.39
100-45202-404	Repairs & Maint - M&E	1,113.38
100-45202-444	License Fees	176.60
211-45501-321	Telephone	29.18
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	191.37
211-45501-382	Water Utility	18.46
211-45501-383	Gas Utility	674.31
211-45501-385	Sewer Utility	37.31
211-45501-406	Repairs & Maint - Groun	90.00
225-45127-321	Telephone	26.69
225-45127-404	Repairs & Maint - M&E	311.06
230-45124-217	Other Operating Supplie	133.33
230-45124-381	Electric Utility	29.00
230-45124-382	Water Utility	16.34
230-45124-385	Sewer Utility	31.05
235-42153-217	Other Operating Supplie	444.28
235-42153-308	Training & Registrations	1,550.00
235-42153-321	Telephone	161.02
235-42153-334	Meals/Lodging	201.01
235-42153-381	Electric Utility	192.54
235-42153-382	Water Utility	8.82
235-42153-383	Gas Utility	529.82
235-42153-384	Refuse Disposal	28.00
235-42153-385	Sewer Utility	19.18
235-42153-405	Repairs & Maint - Vehicl	93.34
235-42153-406	Repairs & Maint - Groun	18.56
250-46520-200	Office Supplies	2.54
250-46520-321	Telephone	345.56
250-46520-340	Advertising & Promotion	80.00
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	50.18
250-49980-602	Other Long-Term Obliga	60,000.00
254-46520-381	Electric Utility	147.81
265-20702	Due to EDA Fund	3,284.53

Account Summary

Account Number	Account Name	Payment Amount
266-46530-482	TIF Payments	19,373.84
268-46530-482	TIF Payments	130,154.95
269-20702	Due to EDA Fund	7,258.22
270-46530-482	TIF Payments	5,158.28
271-46530-482	TIF Payments	5,483.60
274-46530-482	TIF Payments	29,458.86
275-46530-482	TIF Payments	12,951.04
401-49950-506	Capital Outlay - Building	12,119.14
601-49400-321	Telephone	68.52
601-49400-322	Postage	257.01
601-49400-326	Data Processing	2,867.25
601-49400-350	Printing & Design	13.02
601-49400-381	Electric Utility	4,000.21
601-49400-382	Water Utility	18.73
601-49400-383	Gas Utility	898.18
601-49400-385	Sewer Utility	31.05
601-49400-386	Landfill	2,741.58
602-16200	Buildings	566,277.00
602-49450-310	Lab Testing	722.40
602-49450-321	Telephone	171.01
602-49450-322	Postage	229.94
602-49450-326	Data Processing	2,887.56
602-49450-350	Printing & Design	13.02
602-49450-381	Electric Utility	14,444.86
602-49450-382	Water Utility	341.26
602-49450-383	Gas Utility	1,761.70
602-49450-384	Refuse Disposal	85.04
602-49450-404	Repairs & Maint - M&E	1,430.04
604-10400	Investments - Current	489,086.27
604-14200	Inventory	1,285.00
604-16300	Improvements Other Th	84,672.80
604-20202	Sales Tax Payable	24.08
604-22000	Prepayments	2,509.82
604-49550-200	Office Supplies	898.07
604-49550-217	Other Operating Supplie	26.25
604-49550-263	Merchandise for Resale -	336,399.31
604-49550-310	Lab Testing	428.80
604-49550-321	Telephone	124.96
604-49550-322	Postage	257.01
604-49550-326	Data Processing	3,474.29
604-49550-350	Printing & Design	13.02
604-49550-381	Electric Utility	215.33
604-49550-382	Water Utility	20.74
604-49550-383	Gas Utility	629.13
604-49550-384	Refuse Disposal	84.75
604-49550-385	Sewer Utility	40.19
604-49550-402	Repairs & Maint - Struct	101.67
604-49550-405	Repairs & Maint - Vehicl	307.56
604-49550-408	Repairs & Maint - Distrib	2,640.00
604-49550-411	Repairs & Maint - Sub St	923.00
604-49550-450	Conservation	317.91
604-49550-460	Miscellaneous Taxes	38.10
604-49550-480	Other Miscellaneous	790.00
609-20202	Sales Tax Payable	16,426.00
609-49751-200	Office Supplies	77.59
609-49751-211	Cleaning Supplies	48.57
609-49751-217	Other Operating Supplie	53.94
609-49751-251	Liquor	15,357.46

Account Summary

Account Number	Account Name	Payment Amount
609-49751-252	Beer	30,258.68
609-49751-253	Wine	6,868.24
609-49751-254	Soft Drinks & Mix	289.31
609-49751-256	Tobacco Products	86.37
609-49751-261	Other Merchandise	34.50
609-49751-321	Telephone	101.28
609-49751-326	Data Processing	650.72
609-49751-333	Freight and Express	462.48
609-49751-340	Advertising & Promotion	2,299.26
609-49751-381	Electric Utility	873.76
609-49751-382	Water Utility	21.96
609-49751-383	Gas Utility	180.41
609-49751-384	Refuse Disposal	139.00
609-49751-385	Sewer Utility	31.05
609-49751-460	Miscellaneous Taxes	1.79
614-16400	Machinery & Equipment	6,520.44
614-20202	Sales Tax Payable	24.10
614-49870-211	Cleaning Supplies	42.66
614-49870-321	Telephone	393.34
614-49870-322	Postage	27.05
614-49870-326	Data Processing	5,910.16
614-49870-350	Printing & Design	231.67
614-49870-381	Electric Utility	2,229.26
614-49870-382	Water Utility	19.34
614-49870-383	Gas Utility	193.26
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	36.31
614-49870-404	Repairs & Maint - M&E	246.00
614-49870-441	Transmission Fees	161.36
614-49870-442	Subscriber Fees	25,442.85
614-49870-443	Intergovernmental Fees	1,560.60
614-49870-445	Switch Fees	183.99
614-49870-447	Internet Expense	10,772.83
614-49870-448	On-Call Support	78.92
614-49870-451	Call Completion	73.84
614-49870-460	Miscellaneous Taxes	2.96
615-49850-321	Telephone	124.32
615-49850-326	Data Processing	358.00
615-49850-340	Advertising & Promotion	260.15
615-49850-381	Electric Utility	5,418.94
615-49850-382	Water Utility	2,090.96
615-49850-383	Gas Utility	2,113.58
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	1,879.13
615-49850-402	Repairs & Maint - Struct	18,156.60
615-49850-460	Miscellaneous Taxes	51.00
617-20202	Sales Tax Payable	50.19
617-49860-321	Telephone	115.82
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	260.15
617-49860-381	Electric Utility	1,274.01
617-49860-382	Water Utility	137.93
617-49860-383	Gas Utility	1,760.77
617-49860-384	Refuse Disposal	103.03
617-49860-385	Sewer Utility	93.15
617-49860-402	Repairs & Maint - Struct	1,958.43
617-49860-406	Repairs & Maint - Groun	59.50
617-49860-460	Miscellaneous Taxes	382.81

Account Summary

Account Number	Account Name	Payment Amount
651-46520-480	Other Miscellaneous	383.45
700-21701	Federal Withholding	9,133.16
700-21702	State Withholding	4,485.77
700-21703	FICA Tax Withholding	11,685.98
700-21704	PERA Contributions	19,401.30
700-21705	Retirement	5,079.11
700-21711	Medicare Tax Withholdi	3,316.54
700-21712	Flex Account	150.63
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	519.06
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	99.27
700-21720	VEBA Contributions	7,000.00
	Grand Total:	2,102,024.33

Project Account Summary

Project Account Key	Payment Amount
None	2,102,024.33
Grand Total:	2,102,024.33

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
MINNESOTA ENERGY RESOURCES FOR THE
ISLAND PARK COMFORT STATION**

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, Minnesota Energy Resources is a supporter of the City of Windom; and

WHEREAS, the City of Windom has received a donation of \$12,500.00 from Minnesota Energy Resources; and

WHEREAS, Minnesota Energy Resources designated the donation is to be used for the construction of a comfort station in Island Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$12,500.00 offered by Minnesota Energy Resources.

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

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION
IN MEMORY OF KEITH CAREY FOR THE
WINDOM POLICE DEPARTMENT K-9 UNIT**

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, Keith Carey supported the community including the Windom Police Department and promoted local philanthropy in Southwest Minnesota; and

WHEREAS, the Windom Police Department has received from the American Legion Windom Post No. 206 a memorial donation in memory of Keith Carey in the amount of \$250.00; and

WHEREAS, the donation has been designated for the Windom Police Department's new K-9 Unit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$250.00 to be used for the Windom Police Department K-9 Unit.

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

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

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: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: JANUARY 2, 2019
RE: ORDINANCE No. 174, 2nd SERIES – 2ND READING & TITLE & SUMMARY (For Publication)
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

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

1. Approve the second reading of **Ordinance No. 174, 2nd Series** adopting a Revised Comprehensive Plan with Active Living Component and Future Land Use Map.
 2. Approve the proposed “**Title and Summary of Ordinance No. 174, 2nd Series**” for publication, in lieu of publishing the entire ordinance, by at least a 4/5 vote of the Council.
-

Issue Summary/Background

1. The proposed revised Comprehensive Plan and Future Land Use Map were posted on the City’s website and copies were available for review by the public at the EDA/Building & Zoning Office beginning in late November 2018. On December 4, 2018, the City Council called for a public hearing on the proposed revisions to the Comprehensive Plan and Future Land Use Map. At the City Council Meeting on December 18th, the City Council held a public hearing and then approved the first reading of Ordinance No. 174, 2nd Series. The second reading and proposed adoption of the ordinance are scheduled for the City Council Meeting to be held on January 2, 2019. (A copy of the Ordinance is attached.) If the second reading is approved by the City Council, the new ordinance would become effective as of the publication date on January 9, 2019.
2. Due to the cost for publication of lengthy ordinances, there is a provision in State Law which allows cities to publish a title and summary of an ordinance. A proposed Title and Summary has been prepared and reviewed by the City Attorney. Pursuant to State law, the Council needs to (1) **approve the text of the summary and (2) determine that it clearly informs the public of the intent and effect of the ordinance.** *Approval of the Title and Summary requires a 4/5 vote of the Council.*
3. In lieu of publication of the Future Land Use Map, copies will be available for review on the City’s website and at the EDA/Building & Zoning Office in City Hall.

Fiscal Impact

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

Attachments

1. Ordinance No. 174, 2nd Series
2. Title and Summary of Ordinance No. 174, 2nd Series
3. Links: Revised Comprehensive Plan with Active Living Component & Future Land Use Map.

DH:mh

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

TITLE AND SUMMARY
OF
ORDINANCE NO. 174, 2ND SERIES

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

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN:

To repeal the existing Comprehensive Plan and Future Land Use Map that were formally adopted by the City Council on May 15, 1979, and to adopt a revised Comprehensive Plan with Active Living Component and Future Land Use Map. Said 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

together with the Future Land Use Map.

ORDINANCE NO. 174, 2ND SERIES:

1st Reading: Windom City Council Meeting – December 18, 2018
2nd Reading: Windom City Council Meeting – January 2, 2019
Adoption: January 2, 2019
Publication: January 9, 2019
Effective Date: January 9, 2019

NOTICE: A COPY OF THE TEXT OF ORDINANCE NO. 174, 2ND SERIES AND COPIES OF THE COMPREHENSIVE PLAN AND THE FUTURE LAND USE MAP ARE AVAILABLE ON THE CITY'S WEBSITE AT www.windom-mn.com OR PRINTED COPIES ARE AVAILABLE FOR INSPECTION BY ANY PERSON AT:

EDA Office
Windom City Hall
444 9th Street
Windom, MN 56101

During regular office hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.)

A COPY OF THE TEXT OF ORDINANCE NO. 174, 2ND SERIES IS ALSO AVAILABLE AT:

Windom Public Library
904 Fourth Avenue
Windom, MN 56101

During regular library hours: Monday – 9:00 a.m. to 7:00 p.m.
Tuesday through Friday – 9:00 a.m. to 5:30 p.m.
Saturday – 9:00 a.m. to 1:00 p.m.

This “Title and Summary” approved for publication by the Windom City Council on January 2, 2019.

CITY OF WINDOM
By Dominic Jones, Mayor

Attest: Steven Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator
DATE: December 26, 2018
RE: 2019 Coffee with Council
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve or cancel Coffee with City Council for 2019.

Issue Summary/Background

For the last three years the City Council had done a monthly Coffee with Council, on the 2nd Saturday of the month, which is hosted by local businesses. Last year this was expanded to include members of the School Board. This activity has been discussed as received by some Council members, but there are a few times where attendance by the public has been minimal or non-existent.

Staff is requesting City Council action to discuss continuation of the program prior to arrangements being made with the local businesses.

Fiscal Impact

Monthly advertisements for Coffee with Council events are \$350 annually plus minimal staff time to review and place the advertisements.

Attachments

1. Draft 2019 Coffee with Council schedule

2019 Coffee with Council Schedule

January 12	Byam and Grunig	McDonald's
February 9	Nelson and Jones	Hy-Vee
March 9	Quade and Ray	River City Eatery
April 13	Byam and Nelson	Hardee's
May 11	Jones and Ray	McDonald's
June 9	Quade and Grunig	Hy-Vee
July 14	Byam and Jones	Hardee's
August 11	Ray and Nelson	River City Eatery
September 8	Grunig and Quade	Windom Golf Club
October 13	Byam and Nelson	McDonald's
November 10	Ray and Jones	River City Eatery
December 8	Grunig and Quade	Hy-Vee

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 26, 2018
RE: Meeting Date\Time of the City Council
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 members discuss the date (day of the week) and time that City Council is to meet and then direct staff to prepare an ordinance if the day or meeting time is changed.

Issue Summary/Background

There has been interest from the City Council to review their meeting times. In researching this issue, the current meeting schedule has been in place since Ordinance #218 was published on January 26, 1967. Ordinance #218 amended an earlier ordinance (#212) that had been in place since February 1966.

The City Charter, Section 3.01, states that the City Council shall meet bi-monthly with one meeting in the first half of the month and the second meeting in the second half of the month. The Charter permits the City Council to set their own meeting time by ordinance.

Windom City Code, Section 31.02, states that the City Council shall meet the first and third Tuesdays of each month at 7:30 p.m.

Should the City Council wish to change their meeting date (day of the week) or time it will require an ordinance revision. Ordinances require two readings and then publication. The timeframe for a change to take effect would be as follows **if action is taken** by the City Council at the January 2, 2019 meeting.

January 2	City Council sets new meeting time and directs staff to prepare an ordinance revision
January 15	1 st Reading of Ordinance
February 5	2 nd Reading of Ordinance
February 13	Publication in Official Newspaper
February 19	Second City Council meeting in February under new date\time (if approved)

Fiscal Impact

Change of meeting date or times will have no fiscal impact.

Attachments

1. City Charter – Section 3.01
2. Windom City Code – Section 31.02

In the absence of the City Administrator, or during the City Administrator's disability, the Deputy City Administrator shall have all the powers, rights and privileges of the City Administrator as set forth above and shall perform all of the duties imposed and granted.

Sec. 2.09, OATH OF OFFICE: Every officer of the city before entering upon the duties of office shall take and subscribe an oath of office in substantially the following form:

" I do solemnly swear (or affirm) to support the Constitution of the United States, and of the State of Minnesota, and the charter and ordinances of the City of Windom, and to faithfully discharge the duties devolving upon me as _____ of the City of Windom, to the best of my judgment and ability."

Sec. 2.10, SALARIES: The mayor and council members shall receive such compensation as shall be recommended on or before January 1 of each even numbered year by this Charter Commission or its successor commission, as approved and fixed by the council in accordance with law. In the event said commission shall make no salary recommendation, the mayor and council members shall receive such compensation as is fixed by the council in accordance with law.

The City Administrator and all subordinate officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

Sec. 2.11, OFFICIAL BONDS: The City Administrator and such other officers or employees as may be specified by ordinance shall each, before entering upon the duties of their respective office or employment, give a corporate surety bond to the City as security for the faithful performance of their official duties and the safekeeping of the public funds. Such bonds shall be in such form and amount as the council determines and may be either individual or blanket bonds at the discretion of the council. They shall be approved by the city council and filed with the City Administrator. The provisions of state laws relating to official bonds not consistent with this charter shall be complied with. The premiums on such bonds shall be paid by the City.

Sec. 2.12, INVESTIGATION OF CITY AFFAIRS: The council may make investigations into the affairs of the City and the conduct of any City department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony and require the production of evidence. The council shall provide for an audit of the City's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time the council may provide for an examination or audit of the accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

CHAPTER III Council and Legislation

Sec. 3.01, COUNCIL MEETING AND QUORUM: Regular meetings of the council of said City shall be held semimonthly. The first such meeting shall be held in the first half of the month and the second meeting in the second half of the month at the time designated from time to time by ordinance. A majority of said council shall constitute a quorum, but a smaller number may meet and adjourn from time to time as consistent with Minnesota Statutes. The mayor or any two members of the council may call special meetings of the council upon at least seventy-two (72) hours notice to each member in such reasonable public notice as may be described by council rule in compliance with the laws of Minnesota. To the extent provided by law, all meetings of the council and its committee shall be public; and any citizen shall have access to the minutes and records of the council at all reasonable times.

§ 31.02 COUNCIL MEETINGS; TIME AND PLACE.

Regular meetings of the Council shall be held in the Council Chambers on the first and third Tuesdays of each month at 7:30 p.m. Special and adjourned meetings shall also be held in the Council Chambers. In the event that any regular meeting falls on a holiday, then the meeting shall be held on the next day at the same time.

(Prior Code, § 2.02)

§ 31.03 SPECIAL MEETINGS.

Special meetings, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, may be called by the Mayor or by any two members of the Council by a writing filed with the City Administrator. Notice of a special meeting shall be given by the City Administrator to each member of the Council by mailing a copy of the filing to all members and also to each person who has filed a written request with the Council for notice of special meetings. The mailed notice shall be mailed or delivered by personal service at least three days prior to the time stated therein for the special meeting. Written request to the Council for notice of special meetings shall expire on June 30 of each calendar year. At least 60 days prior to the termination date, the City Administrator shall send written notice to each person appearing on the expiring list notifying him or her of the time and method for submitting renewal requests for notice of special meetings. As an alternative to mailing or personal service of notice of special meetings on all persons who have filed a written request for notice of the meetings, the city may publish the notice once, at least three days before the meeting in the official newspaper. This provision will not waive the obligation of the city to give written notice of special meetings to all journalists, radio stations and television stations who have filed a written request for notice with the Council. Special meetings may be held without prior written notice when all Council members are present at the meeting or consent thereto in writing. The consent shall be filed with the City Administrator prior to the beginning of the meeting. Any special meeting attended by all Council members shall be a valid meeting for the transaction of any business that may come before the meeting. Meetings of the Council which are adjourned from time to time shall not be subject to the foregoing notice requirements; nor shall special meetings which, in the judgment of the Council, require immediate consideration to meet an emergency, require the notice, but may be called by telephone communication or other expeditious means.

(Prior Code, § 2.03) (Ord. 6, 2nd Series, eff. 4-27-1995)

SPECIAL ELECTIONS**§ 31.10 DEFINITIONS.**

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

2019 City Council Meeting Schedule

Meetings held at City Hall, Council Chamber
444 9th Street
Windom, MN

7:30 pm	January 2, 2019 (NOTE: This is a Wednesday – cannot meet on Jan 1)
7:30 pm	January 15, 2019
7:30 pm	February 5, 2018
7:30 pm	February 19, 2018
7:30 pm	March 5, 2018
7:30 pm	March 19, 2018
7:30 pm	April 2, 2018
7:30 pm	April 16, 2018
7:30 pm	May 7, 2018
4:30 pm	May 13, 2018 (Board of Review Meeting - TENTATIVE)
7:30 pm	May 21, 2018
7:30 pm	June 4, 2018
7:30 pm	June 18, 2018
7:30 pm	July 2, 2018
7:30 PM	July 16, 2018
7:30 pm	August 6, 2018
7:30 pm	August 20, 2018
7:30 pm	September 3, 2018
7:30 pm	September 17, 2018
7:30 pm	October 1, 2018
7:30 pm	October 15, 2018
7:30 pm	November 5, 2018
7:30 pm	November 19, 2018
7:00 pm	December 3, 2018 (Note Time Change)
7:30 pm	December 17, 2018

**** City Council packets are available at www.windom-mn.com****