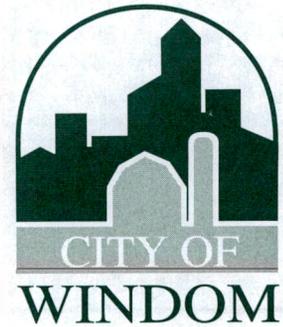


Council Meeting
Tuesday, April 16, 2019
City Council Chambers
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes –April 2, 2019
 - Telecom Commission – April 1, 2019
 - EDA – April 8, 2019
 - Planning Commission – April 9, 2019
 - Regular Bills
2. Department Heads
3. Public Hearing –Amendments to The Windom City Charter
4. Telecom - Resolution Transparent Land Services (TLS) Rates
5. Planning & Zoning
 - Small Cell Wireless Policy
6. First Reading Ordinance No. 177, 2nd Series – Nuisance Ordinance Additions
7. Housing
 - Redevelopment Grant Update
 - Housing Developer Presentations
 - TIF Redevelopment Area
 - Multi-Family Housing – Overflow Lot South of Community Center
8. Personnel Items
 - Street Seasonal Positions
 - Community Center On-Call Help
9. Mayor Appointments - Hospital Board
10. New Business
11. Old Business
12. Council Comments
13. Adjourn

SPECIAL MEETING REMINDER – April 30, 2019 at 6:30 p.m. – City Facilities Tour



**Regular Council Meeting
City Hall, Council Chamber
April 2, 2019
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

Council Present: Mayor Dominic Jones, JoAnn Ray, Marv Grunig, Rod Byam, Jenny Quade and James Nelson

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Spencer Winzenried, Community Center Director; Tim Hogan, Acting Arena/Park & Recreation Director; Drew Hage, Development Director; Dawn Aamot, Library Director; Brian Cooley, Street Superintendent; Mike Haugen, Water/Wastewater Superintendent and Jeff Dahna, Windomnet Mgr.

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – March 19, 2019
 - Community Center Commission – March 19, 2019
 - Utility Commission – March 27, 2019
- Regular Bills

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

5. Department Heads:

Spencer Winzenried, Community Center Director, introduced himself to the Council. He is working with Community Center Staff on orientation of the building, processes and procedures.

Tim Hogan, Acting Arena/Park & Recreation Director, introduced himself to the Council. Hogan stated that the Arena is in transition from the Ice Season to the Horse Show Season. Hogan is looking at changing the flooring at the Arena in the summer to help remedy the horses' footing. Council thanked Hogan for his efforts and leadership during the recent flood event.

Drew Hage, Development Director, mentioned that the bike recycling program will be held again this year with the Kiwanis Club. Any bike donations can be dropped off at the BARC Center.

6. Proclamation National Library Week:

Council Member Ray introduced the Resolution No. 2019-19, entitled “2019 NATIONAL LIBRARY WEEK PROCLAMATION”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Byam, Quade, Ray, and Nelson. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Dawn Aamot, Library Director, stated that National Library Week is April 7-April 13, 2019 and the theme is “Libraries Equal Strong Communities”. The Library will be hosting a Little Minnesota and WWII program on April 3rd at the Community Center at 10:00 am. Presenters will be focusing on stories from 140 soldiers from Minnesota’s smallest towns. During National Library Week they are offering fine free returns on overdue books and spring-time story-time. Families can also sign up to have a year fine-free services. Aamot presented stats on how many articles the library carries on-hand and electronically. The Library hosted 76 events in the last year and currently making daycare visits.

Byam stated that the Library is a great way to educate and explore other information resources. Jones mentioned that not all towns have a library and this is an amenity provided by the citizens of Windom.

Grunig asked what the average monthly fines the Library collects. Aamot replied \$245.

7. Proclamation 2019 Flood Assistance Appreciation for Volunteers and Donations:

Council Member Ray introduced the Resolution No. 2019-20, entitled “PROCLAMATION 2019 FLOOD ASSISTANCE APPRECIATION”, and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Ray, Nelson, Grunig, Byam, and Quade. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Grunig extended appreciation to the citizens and Windom Area High School students for their help sandbagging. Ray also acknowledged the 30 Mountain Lake students that helped sandbag on Friday.

8. DEED Redevelopment Grant & Housing Need:

Hage approached the Council and stated the DEED Redevelopment Grant awards have not yet been announced. He is expecting an answer this week. These monies would help develop the Cemstone area into housing. He has been in contact with developers wanting to invest in Windom.

Jones inquired about the recent Enterprise MN Focus Group meeting that Hage attended. Hage replied that this meeting was held in Jackson with several Windom businesses included, representing a job count of over 1,500. Housing was a priority to this Focus Group so these businesses have the potential to grow their workforce.

9. Resolution 2019 Airport Hangar & Taxilane Bid Award:

Nasby reviewed the Hangar and Taxilane Project. He stated that there is a need to extend the 2 4-bay hangars to add one additional hangar on each building. Last year’s bids came in over the engineer’s estimates, so the project was not awarded and postponed until 2019. The project was

recently re-bid and the City received 3 bids. The Airport Commission is seeking approval for the lowest airport hangar construction bid of \$445,566.96 to APX Construction for the base project and Alternate #1. There will also be costs of \$53,000 incurred from Short Elliott Henderson (SEH) for professional services and \$5,000 for City Administration fees in relation to the project. The project is to be funded 90% from FAA, 5% State of Minnesota, and 5% the City of Windom.

Grunig asked about the funding sources, that the SEH agreement is based on receiving grant dollars. Nasby replied that the FAA funds are already in our account and State funds are dispersed after July 1.

Byam asked if there is a need for the hangars. Nasby stated that there is currently a waiting list.

Council Member Byam introduced the Resolution No. 2019-21, entitled "A RESOLUTION AW ARD ING THE CONTRACT FOR THE PROJECT ENTITLED "2019 HANGAR AND TAXILANE CONSTRUCTION PROJECT"" , and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Nelson, Grunig, Byam, Quade, and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Motion by Grunig second by Ray to approve the SEH Engineering Agreement for the 2019 Hangar and Taxilane Construction Project. Motion carried 5 – 0.

10. Post Issuance Debt Compliance Policy & Resolution:

Nasby explained that the Securities and Exchange Commission along with the IRS have changed some regulations and requirements to Cities that issue General Obligation Bonds. As such, the City of Windom needs to update its Post Issuance Debt Compliance Policy to adopt these changes. Ehlers & Associates assists the City of Windom with debt compliance activities and reports on the City's behalf.

Council Member Ray introduced the Resolution No. 2019-22, entitled "A RESOLUTION ADOPTING POST-ISSUANCE DEBT COMPLIANCE POLICY FOR TAX-EXEMPT AND TAX-ADVANTAGED GOVERNMENTAL BONDS", and moved its adoption. The resolution was seconded by Byam and on roll call vote: Yes: Quade, Ray, Nelson, Grunig, and Byam. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

11. Second Reading Ordinance #176 2nd Series-Dance Ordinance Revision:

Motion by Byam second by Quade to approve the Second Reading of Ordinance #176 2nd Series. Motion carried 5 - 0.

12. Tennis/Pickleball Court Discussion:

Jones said the Tennis/Pickleball Court Discussion was postponed from the last Council Meeting in regards to the potential site picked by the Park and Recreation Commission. He clarified that the intent is to have the Council review the recommended site and other prospective options.

Council discussed options #3 and #4 on the proposed site list. This location is near the Veteran's Memorial at the Windom Rec Area. The budgeted funds for the Courts are \$200,000. Other locations posed concern for cost and long-term benefit. Tegel's Park was looked at for the new courts; however it was also a potential area for a campground. The American Legion

Preliminary

Members/Veterans sent correspondence to the Council opposing a Memorial move. Council would like to approach them and suggest moving it to Lohman's Park along the Highway 60/71 and add to the present Memorial regardless of where the Tennis/Pickleball Courts are placed.

Jones suggested he meet with the American Legion/Veterans first, have the potential locations staked out and conduct a walk-through of these locations with the Park and Recreation Commission. He noted additional research needs to be completed.

Motion by Ray second by Quade to refer the Tennis/Pickleball Courts location back to the Park & Recreation Commission. Motion carried 5 – 0.

Jones noted that he will attend the next Park & Recreation Commission meeting to discuss the Council's thoughts on the project.

Brian Cooley, Street Superintendent, noted that he has leftover materials and trees ordered to help offset some of the court costs.

13. Hiring Recommendation – Street/Park Department:

Cooley is requesting the City re-hire Kenneth Derickson as a seasonal worker this spring/summer.

Motion by Ray second by Nelson to hire Kenneth Derickson for a part-time non-union seasonal worker for the 2019 spring/summer seasons. Motion carried 5 – 0.

14. Mayor Appointments – Hospital Board:

Jones tabled any action until the April 16th Council Meeting. He has an additional appointment to make to the Board and would like to have discussions with the Hospital CEO and the Chairman of the Hospital Board regarding these appointments.

15. New Business:

Nasby suggested a City Tour of Facilities for the Council. The tour will be held on April 30th, starting at 6:30 pm.

16. Old Business:

Jones stressed that a Joint Government Meeting needs to be set with the County and School entities.

17. Contractor Payment – Gridor Construction, Inc. – WWTF Improvement Project #5 - \$510,391.00:

Mike Haugen, Water/Wastewater Superintendent, provided a brief update on the WWTP. The project is on schedule and they are currently working on the bio solid tanks. The contracting crew has doubled in staff so significant progress will be made.

Motion by Byam second by Grunig to approve pay request #5 to Gridor Construction, Inc. for \$510,391. Motion carried 5 - 0.

Preliminary

18. Council Comments:

Quade mentioned that the Citywide Cleanup is May 18th and encouraged residents to begin cleaning up their yards and homes. She also noted that the Compost Site has moved and it is now free to use. The official open date is yet to be determined.

Byam thanked all the volunteers and donations on the flooding event.

Grunig expressed appreciation to Tim Hogan for helping coordinate sandbagging efforts at the Arena.

Jones voiced thanks to the community for volunteering with the flooding event. He also recognized Ben Derickson, Fire Chief, for being the Incident Commander for the event.

19. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:52 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

TELECOM COMMISSION MEETING
April 1st, 2019 at 6:00pm
CITY OF WINDOM COUNCIL CHAMBERS WINDOM, MN 56101

I. Call to Order – Eichstadt calls meeting to order at 6:08 PM

II. Roll Call:

President:	Kent Kelly <i>Absent</i>	City Staff:	Steve Nasby
Vice President:	Travis Eichstadt	City Staff:	Jeff Dahna
Secretary:	George Rogotzke	Media	Dirk Abraham
Commissioner:	Mike Schowalter <i>Absent</i>		
Commissioner:	JD Palm		
Council Liaison:	Jenny Quade		
Council Liaison:	Marv Grunig		

III. Approve Minutes February 25th, 2019

JD Palm makes motion to approve minutes Rogotzke seconds. Motion approved 3-0.

IV. SMBS Liaison report None

V. Project Updates

Windom fiber expansion – Cottonwood CO. Rd 25/Jackson Co. Rd 17 with the weather change Windomnet staff will continue to work on drops once frost is out and spliced.

VI. Manager's Report

Phone service outage -Zayo/Onvoy-Inteliquent voice network element failed in the POP Hut by high school. ZayoTech came out and got it going. Perkins Creek fiber optic cable cutover was done on Feb. 26th. Waiting for water to go down to remove retired fiber cable and inner duct from creek. Street Dept. Superintendent reported to Dahna that 31 inches of bank had eroded off with the floods, so it was nice to get it cutover. Telecom purchased a used electric capstan winch, trailer hitch mount, sheave and new tripod hoist to assist in fiber optic drop installs for \$2,147.90. Electric Dept will also use.

CATV Headend Cooling System- The HVAC economizer is non-functional resulting in techs having to manually adjust air dampeners. Staff responds during office hours, but mostly it alarms during afterhours so overtime must be paid to fix. It may cost \$1000 to get the economizer functionality back. Committee recommendation to fix economizer and not waste tech time and pay overtime to fix.

Arvig will rent a full rack from us for 5 years.

Customer counts

Video – 911 Internet – 1486 Phone - 994

VII. New Business

TLS Pricing prices weren't set until 2017 so now trying to get everyone caught up on new pricing as old terms expire. Would like to raise 2017 rates by 3%

Rogotzke motion to approve and recommend to City Council to increase TLS rate as recommended by Telecom General Manager. Seconded by JD Palm. Motion approved 3-0.

Windomnet service area needs to be increased for voice services. Olsen- Thielen, (consulting form) recommends adding the entire Cottonwood County along with additional Jackson County areas as the cost is the same to add a small area or large area.

JD Palm motion to approve and recommend Telecom GM to proceed with expanding Service Area into Jackson County and all of Cottonwood County. Rogotzke Seconds. Motion approved 3-0.

VIII. Old Business

Windomnet Expansion – Windomnet Service request – Telecom GM contacted Finley Engineering for an estimated cost to extend fiber optic services to the cottonwood county landfill.

Set next meeting April 29th, 2019

Meeting adjourned by unanimous consent at 7:19 PM April 1st, 2019

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 8, 2019

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

2. Roll Call & Guest Introductions:

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

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; Mayor Dominic Jones, City Administrator Steve Nasby, Kevin Stevens, Co. Comm. Liaison; Shawn Clow (“River Center Properties”), and Rahn Larson (“Citizen”).

3. Approval of Minutes: March 11, 2019

Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on March 11, 2019. Motion carried 4-0. (Commissioner Espenson arrived after this vote.)

4. Housing Redevelopment Project: Director Hage advised that Shawn Clow with River Center Properties would like to present on his potential project to invest in the Guardian Inn property and convert the space into a flexible stay property. Shawn Clow was in attendance at the meeting and provided information about his potential project and his company, River Center Properties. Shawn has been in the property business for approximately 20 years. He owns a number of commercial and residential properties, apartments, condos, and hotels in the Mankato area and also has properties in his hometown of Fairmont.

Shawn learned about the Windom Guardian Inn through a listing service. He thought that site would work well for his flexible stay model. River Center Properties has a purchase option on the property until June 1, 2019. River Center would like to provide some solutions for the hotel owners and the community. He spoke about extended stay and flexible housing solutions. This includes stays for one night, 3 months, 6 months, annual leases and everything in-between.

Shawn and the owner of the Guardian Inn property submitted an application to the Building & Zoning Office for a conditional use permit and a planned unit development for a change of use on the property. The property is in the B-2 Highway Business District and requires a conditional use permit and planned unit development for the project. A public hearing on this application will be held before the Planning Commission on Tuesday evening, April 9th.

The development plan is to convert the garages on the property into kitchens and living rooms and create one-bedroom apartments in the single-story buildings. He said they would retain the façade of the buildings, add color, and spruce up the buildings. His plans are to convert one building this summer and still operate the property as a hotel and then open up the one-bedroom, ground-level apartments. Some units will be furnished for use as extended stay rentals and some unfurnished units will be rented as apartment units.

The development plan for the main 2-story building is some type of group home. There are 7 hotel rooms on the second level of the main 2-story building. The plan is to research various options for the main building as he wants to find out what type of group home the community needs. The main 2-story building will be some type of flexible housing or hotel stay.

There was a discussion concerning the occupancy of the hotel. Mr. Clow feels they can provide some affordable housing and long-term housing. He said there are a number of red flags regarding the property he would like to address such as marketing.

There was a discussion regarding Windom's need for the third hotel, housing types, location, highway commercial use, potential uses, housing need, and the number of units. The Developer's plan is to operate the property as a hotel until the end of the year. He plans to remodel one of the buildings first and evaluate before starting on another building. The purpose of the Planned Unit Development is to ensure that the remodel can be completed if needed.

5. Grocery Store Study: Director Hage said the grocery store study by Perkins Marketing was completed in 2010 and indicated that Windom could support 50,000 square feet of grocery store space. The grocery store project has been and is a top priority for the EDA. Director Hage advised that he had been communicating with Kamin Realty which is the company that owns both the Shopko and Hy-Vee properties. Kamin Realty and the EDA are actively marketing the Shopko property.
6. Child Care: Director Hage recapped that the child care study has been completed by First Children's Finance. Meetings have been held with businesses regarding the need for child care and entities in the community that have space available. The next step in the process is to gather information from the child care providers. Director Hage reported that the EDA is planning a Child Care Provider Appreciation Night on May 9th from 5:30 p.m. to 7:00 p.m. The event would be held at River City Eatery. The event includes a free meal for child care providers (provided by the SW Initiative Foundation), an opportunity to thank providers for their years of service, discuss issues regarding child care in Windom, discuss options for increasing the supply of child care slots in Windom, and doors prizes for the attendees. Director Hage advised that if any EDA Commissioner wishes to attend this event, he/she is welcome. City Administrator Nasby recommended inviting Senator Bill Weber as he has been very active on the child care issue.
7. Manufacturers Focus Group: Director Hage attended a manufacturing focus group in Jackson on March 26th led by Enterprise Minnesota. The overall consensus is that manufacturing is doing very well in our area but housing is a top issue along with workforce and child care. Representatives from Toro, Prime Pork, Fast Global Solutions, Ag Builders, and Kozy Heat attended the meeting. The Windom businesses represented at the focus group meeting employ over 1,500 people. Director Hage recapped information received from these businesses. The message that housing is needed to help local and area businesses grow and attract younger workers was stressed.
8. Cemstone Redevelopment Area
 - A. Redevelopment Grant – Update: Director Hage reported that the City did not receive the grant. There were 12 applicants. Our project does not create very many jobs as construction jobs do not count in the total. He has a call in to the DEED reps. for more information. He outlined the next steps in this project including the possibility that the EDA will need to schedule a special meeting to move ahead with the process to establish a new TIF district for the redevelopment area.

Mayor Jones said that he thinks the project is able to go ahead without the grant. He wants the City Council to make a decision on the overflow lot on April 16th. He doesn't want our community to lose the opportunity.

B. Lot Size Discussion: Director Hage displayed a copy of a map of the Cemstone area with a new street design. The street has changed and there are 4-plexes and duplexes on the lot where the apartment building could be constructed. He reiterated that we need multi-family to help support infrastructure in any single-family development if you want the project to cash flow without general fund dollars.

C. Closed Session – Land Negotiation NWIP

1) 250250200, 250250201, 255560060 & 255560070

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

Motion by Commissioner Clerc, seconded by Commissioner Byam, authorizing the Board to come out of closed session. Motion carried 5-0.

It was the Board's consensus that Director Hage should continue with negotiations with the Developer regarding these NWIP lots.

9. River Bend Center – Lease Extension: The EDA's lease with Pro Shed covering the property south of the River Bend Liquor Store will terminate on April 30th. Pro Shed has requested an extension of the lease for another year on the same terms and conditions. The rent was \$400 per month. To date, there have been no issues with Pro Shed's rental and use of the property.

Motion by Commissioner Espenson, seconded by Commissioner Clerc, to extend the Lease of the EDA's River Bend Center property south of the liquor store with Pro Shed on the same terms as the existing lease. Motion carried 5-0.

10. EDA'S Spec Building Property – NW Corner – New Use: Director Hage reported that the Street Department will be using the northwest corner of the EDA's Spec Building property as the new compost site. The site will be open 24 hours/day for 7 days/week and is to be used only for disposal of leaves and grass clippings. This year there will be no charge for a compost pass. The site will not be monitored. However, the Street Superintendent has indicated that if there are any problems with people dumping garbage and other prohibited items on the site, that the site will be closed. Director Hage indicated that this area is not buildable. The EDA was contacted by the Street Department concerning this use. He contacted a representative of Fast Global Solutions to verify whether they would have any concerns about this use as they are the company currently leasing the Spec Building. If there are any problems with the Spec Building, Fast's equipment or outdoor storage, or if garbage or prohibited materials are dumped at the site, the site will be closed.

Director Hage said that the Street Department's plan is to place large concrete blocks to delineate the compost area. The Board's consensus was that it is okay to try the compost site in that area for the time being.

11. New Business: Director Hage distributed copies of the flyer he has prepared outlining the various revolving loan funds that are available to assist Windom businesses. This is the flyer that he gives to business prospects and that is available at the local banks and the Chamber Office. This spring he plans to visit local businesses and provide them with a copy of this flyer also.
12. Old Business: In response to a question, Director Hage updated the Board on the status of the current SCDP owner-occupied housing rehab program for the target area on the East Hill. Currently there are

no funds available for commercial rehab.

13. Miscellaneous Information

A. EDA Monthly Financial Recap: The Board received copies of the EDA's Account Activity through February 28, 2019.

B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the February 2019 Financials provided by Van Binsbergen & Associates.

14. Adjourn: On consensus, President Herding adjourned the meeting at 1:21 p.m.

Attest: _____
Drew Hage, EDA Executive Director

Justin Espenson, Secretary-Treasurer

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
APRIL 9, 2019**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:01 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Ben Derickson, Lorri Cole, Dale Friesen, Carol Hartman, Brett Mattson, and Greg Pfeffer.

Absent: Andy Harries.

Also Present: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen, Mayor Dominic Jones, Jeff Dahna, Drew Hage, Shawn Clow, Jorge Lopez, and Marty Walgenbach; Public: Diane Kruger, Ken Fast, Bob Messer, Denise Francis, Dave Fjeld (Citizen), Dona Purrington,

3. Approval of Minutes:

Motion by Commissioner Hartman, seconded by Commissioner Pfeffer, to approve the Minutes of the Planning Commission Meeting held on February 2, 2019. Motion carried 7-0.

4. Public Hearing – 7:05 P.M.: Zoning Application – River Center Properties, LLC & SW Design Build, Inc. – 1955 First Avenue (Conditional Use Permit – Planned Unit Development): Chairperson Wahl opened the public hearing at 7:05 p.m. The Commissioners had received copies of the Application submitted by the Developer (River Center Properties) and the Owner (SW Design Build), notice of hearing, Beacon aerial of the property, and e-mail from Shawn Clow (River Center) outlining the general concept plan. (Background: River Center Properties has an option to purchase the property by June 1, 2019. The LLC wants to verify that this change of use will be allowed prior to finalizing the purchase of the property.)

Zoning Admin. Spielman advised that this is the public hearing concerning the Conditional Use Permit (“CUP”) and Planned Unit Development (“PUD”) Application submitted by River Center Properties, LLC of Mankato (as Developer) concerning property at 1955 First Avenue. Diane Weick signed the application on behalf of the property owner, SW Design Build, Inc. The property is located in the B-2 “Highway Business District”. Representatives of the Applicant are present and are asking for a conditional use permit to allow a planned unit development in the B-2 District. Their proposal is to convert the property from its current use as a hotel to multi-family residential units. Multi-family is not listed as a permitted or conditional use in the B-2 “Highway Business District” and would require approval as a planned unit development. Zoning Admin. Spielman consulted with the City Attorney to verify that this is the correct type of application for the proposed change of use.

Chairperson Wahl asked if the Applicants wished to comment. Shawn Clow of River Center Properties, LLC said that they are looking to offer flexible living solutions and longer-term housing options. He feels that there is a market for one-bedroom apartments that could be used as rental housing and for extended hotel stays. He thinks that AmericInn will do well in this community but feels that the Guardian Inn is struggling since the opening of the new hotel. He said that he has 20+ years’ experience in housing. Other information provided by Mr. Clow: Through the years demographics in communities have changed and people’s lives change. He wants to provide flexible housing solutions and have options to help the property stay viable and feasible. The plan is to convert the garage on each single-story unit into a kitchen and living area. The current hotel rooms in the two single-story buildings would be converted into 32 one-bedroom apartments. He believes that renters will appreciate the one-level design and the convenience of these apartments to work locations, shopping, and the hospital in Windom. His plan is to continue to operate the facility as a hotel at least through the end of the year. After purchase of the property, he would convert the units in one of the single-story buildings into one-bedroom apartments that could be used as longer-term rentals or for extended stays for hotel guests. He talked about how travelers appreciate the opportunity for a kitchen, etc. and has been told by various people that the Guardian Inn buildings do not look like a hotel but instead look like townhomes. He said people traveling on the highway don’t realize that this is a hotel because of the limited signage and lighting. He would be working with the staff that is in place at the Guardian Inn to improve the marketing of the hotel this year. He advised that most hotel occupancies drop down the end of the year, so he would probably start conversion of the second single-story building then. His plan is to use the two-story main building (which contains a main floor office, lobby, and meeting room,

and 7 hotel units on the second floor) into a communal group home for whatever use the community feels is needed, such as a veterans' home, women's shelter, senior housing, daycare on first floor, etc. He related examples of projects he owns in Mankato and Fairmont.

Chairperson Wahl opened up the meeting for public comments. Comments and questions and answers from the public included the following from Diane Kruger, Dona Purrington, Ken Fast, Bob Messer, and Denise Francis. Is there any restriction currently on how long a person can stay in a motel? Response: That is defined by the State of Minnesota through the Department of Health and is typically up to 30 days. If the garages were converted into kitchens and living areas, could the units remain as hotel units? Response: Yes. However, the conversion is quite expensive and there is a need for one-bedroom apartments in Windom. There was a discussion of the size of the converted units. (Zoning Admin. Spielman displayed the original floorplan of the Guardian Inn on the screen which shows the dimensions of the rooms.) Each of the single-story buildings already has a common area where the utilities are located. Washers and dryers for use by the renters could be installed in these areas.

There was a discussion concerning what the Developer considers as market rate. He indicated that in this community the market rental rate and Section 8 rental rate are similar. Some of the audience disputed that statement. There were questions as to the use of the main building as a group home. He indicated that an outside group (such as a non-profit organization) would manage that building. Some members of the public spoke in opposition to the conversion as they felt that there wasn't sufficient detail in the plan, that Windom needs 3 hotels, the conversion might affect their property values, the noise created by an adjacent business may affect residents of the apartments; properties along the highway corridor in that area have spent money to upgrade their properties and keep them looking good; after 18 years, the Guardian Inn property needs updating; any Section 8 housing has to comply with government regulations; Mr. Clow indicated that some of his Section 8 tenants are actually better tenants because of all the government regulations.

Commissioner Hartman expressed her opposition to conversion of the main building into a women's shelter because of its proximity to the highway and it is not a secluded site. She also felt that the proposals in the application were too vague and did not provide enough detail. Commissioner Wahl felt that because of the lack of an elevator, the main building would not be a good site for a veterans' home. Mr. Clow said that the specific use of the main building would be determined by the needs of the community. Zoning Admin. Spielman advised that the specific use in the main building (other than use for multi-family housing) would not be a point of review by the Planning Commission.

In response to questions, Mr. Clow said that their other properties are clean, safe, and drug-free properties. They do not allow junk/stuff to be sitting outside (other than bikes, grills, and vehicles). In response to a question, Mr. Clow said they did go through the conditional use process in Mankato. In response to a question, Mr. Clow indicated that the buildings are not sprinklered.

A question was raised as to how this property will be taxed. Zoning Admin. Spielman advised that the taxes would be handled by the County. Mr. Clow advised that they are not asking for any financial assistance from the City.

There was a discussion concerning the parking outside the units and the width of the driveways. Zoning Admin. Spielman advised that he would suggest a condition that a minimum of two parking spaces per unit be maintained.

Marty Walgenbach, part owner of Guaranteed Electric Service, Inc. and WW Communications in Mankato, is a partner in this project. He explained that the units River Center Properties has in Mankato are some of the nicest on Riverfront Drive. The properties are well-kept and clean. He talked about his use of extended-stay units for his workers. He and Mr. Clow said that the garages at the Guardian Inn are small for today's vehicles. They also spoke about the issues with those garages this winter as the doors were stuck open, pipes were frozen, etc. Jorge Lopez from APX Construction Group of Mankato was also in attendance at the meeting. He previously was employed by the Southwest Minnesota Housing Partnership of Slayton and was in charge of their construction and rehabilitation projects for 15 years. He is a consultant for River Center Properties.

Mr. Clow believes that River Center Properties is offering a solution for the current owners to sell the property without having the property go into foreclosure or deterioration. Mr. Clow said that they have a new franchise that they have named "Hotel Homes" because it's both a hotel and a home. They want to work together with the City and have the flexibility to offer different long-term living solutions in Windom.

There being no further comments from the public, Chairperson Wahl closed the public hearing at 8:02 p.m. and opened up the meeting for the Planning Commission's discussion.

Zoning Admin. Spielman stated that he had been contacted by adjacent property owners who think the project will lower property values. One thought the Guardian Inn would do fine as a hotel under better management. One expressed concern that the project will turn into blight and that it won't be successful as an apartment project. Property owners along the corridor said that the project might devalue the property values and go downhill. He read an e-mail he received opposing the project for similar reasons.

In response to a question, Zoning Admin. Spielman advised that this application was submitted with a "General Concept Plan" pursuant to the planned unit development section of the City Code. The Developer has no plans to change the footprint of the buildings and there is sufficient driveway access. If the City Council approves the conditional use permit and the planned unit development, the next stage would be the development stage in which the detail for the units would be set out. The property owners would need to move forward with the development stage within six months.

In response to a question, Zoning Admin. Spielman said that the site provides sufficient parking areas for the 32 one-bedroom units and group home and there is sufficient green space for the apartments pursuant to City Code. He spoke with the Electrical Superintendent and the Water/Wastewater Superintendent. The conversion of the units to one-bedroom apartments will not overburden the public utilities serving the property. Any questions regarding driveway widths to allow for access by emergency vehicles, fire walls, etc. would be addressed at the time of the issuance of a building permit for the remodeling project. The project would have to meet building and fire code requirements.

There was a discussion of the timeframe required in conditional use permits. Zoning Admin. Spielman said this is governed by state statute. The applicants are required to begin construction within one year after the granting of a conditional use permit. The conditional use permit would remain in effect as long as the project operates under the uses approved in the planned unit development and would transfer from one owner to another owner as long as the property continues under the same use.

Motion by Commissioner Derickson, seconded by Commissioner Cole, to recommend City Council approval of the conditional use permit to allow a planned unit development on the property at 1955 First Avenue. Motion carried: Ayes – 4, Nays – 2 (Commissioners Friesen and Pfeffer), Abstain – 1 (Commissioner Hartman).

Zoning Admin. Spielman advised that the next recommendation would be an action specifically for the proposed project of conversion of hotel units in the two single-story hotel buildings into 32 one-bedroom apartment units and conversion of the main building into a 7-room group home.

Commissioner Friesen felt that the application was too vague and he would like to see more detail. He related experiences his son had regarding parking at the Guardian Inn. After further discussion, the following action was taken.

Motion by Commissioner Derickson, seconded by Commissioner Cole, to recommend City Council approval of the planned unit development to convert the 32 hotel rooms (in the single-story buildings) into 32 one-bedroom apartments and convert the current office (main two-story) building into a group home of some sort. The property is located at 1955 First Avenue and is described as: Lot 1 and all that part of Lot 2 in Block 1 of Pamida Subdivision which lies West of the East line of the Southwest Quarter (SW1/4) of Section 24, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-622-0010).

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

Findings of Fact for Conditional Use Permit and Planned Unit Development:

- (1) As stated in the narrative herein.
- (2) The proposed use will not be detrimental to the integrity of the B-2 Zoning District.
- (3) The proposed use is not in conflict with the City's comprehensive plan.
- (4) The proposed use will not unreasonably harm the public health, safety and welfare, create a nuisance, or create unreasonable congestion injurious to nearby properties.
- (5) The proposed use does not interfere with the creation of a beneficial environment within its own property boundaries and on adjoining properties.
- (6) The proposed use will not interfere with the provision of a reasonable economic benefit to the community.
- (7) The provisions for interrelationship between the proposed development and contiguous and non-contiguous adjacent properties will not adversely affect pedestrian and vehicular movement and will not adversely affect the buffering of the service facilities and parking areas.
- (8) The proposed project can be accommodated with existing public utilities and services and will not overburden the City's service capacity.

Motion carried: Ayes – 4, Nays – 3 (Commissioners Hartman, Pfeffer and Friesen).

Chairperson Wahl stated that the Planning Commission makes recommendations and the City Council will make the final decision on this application at its meeting on April 16th. She recommended that the representatives from River Center Properties attend the City Council Meeting. Mr. Clow indicated that he is scheduled for hip surgery this Friday. He would prefer to have the item placed on the City Council Agenda for the May 7th Meeting. There was a discussion concerning the 60-day rule and the filing date of the application. There would be sufficient time to place this item on the May 7th Agenda. It was the consensus of the Commissioners to agree to this request.

5. Public Nuisance

A. Preliminary Review of Additional Provisions: Zoning Admin. Spielman provided the background for the City Council's request that the Planning Commission review the public nuisance ordinance. The request dealt specifically with current procedures regarding length of time a complaint is open and habitual offenders. He reviewed the two proposed additions to the ordinance which will extend the time that a valid complaint is open and provides other options for the City concerning habitual offenders. The proposed additions have been reviewed by the City Attorney. After further discussion, the following action was taken.

Motion by Commissioner Friesen, seconded by Commissioner Pfeffer, to recommend that the City Council approve the proposed additions to and re-lettering in Section 90.07 of the City Code as written. Motion carried 7-0.

6. Small Wireless Facilities

A. Review of Proposed New Policy: Zoning Admin. Spielman advised that the City needs to adopt a procedure concerning small wireless facilities by April 15th. Jeff Dahna, Telecom Manager, provided the background for the proposed policy. The FCC has adopted a ruling that a wireless carrier can come into town and increase their capacity by installing devices on light poles, etc. Cities cannot block them. However, cities can adopt stipulations regarding aesthetics and to make sure that the installations are

safe. Due to the FCC ruling, Cities must have a policy in place by next week. Typically these small wireless devices have to be installed every 500 feet and maintain line of sight. The League of Minnesota Cities ("LMC") said that cities need to have some control over these installations through land use. The Minnesota Legislature passed legislation. However, the FCC made its ruling (order) which overruled the legislation and indicated that the devices can be mounted on existing light poles or the company can put in a new pole. The FCC's order is being challenged in the Courts. However, the LMC is recommending that cities comply with the order. Cities need to have a policy in place by April 15th which can be adopted as a policy or by ordinance. Telecom Manager Dahna and Zoning Admin. Spielman reviewed sample policies from the Cities of Rochester and Northfield and LMC examples and prepared a proposed policy. The policy has also been reviewed by the Electrical Superintendent and the City Attorney. The Electrical Superintendent requested the use of a chambered pole to segregate power lines and communication cables. The pole needs to be sturdy enough to handle the load of the equipment and also withstand wind load. The Commissioners received a copy of the proposed policy and suggested revisions as approved by the City Staff and City Attorney.

Motion by Commissioner Hartman, seconded by Commissioner Friesen, to recommend City Council approval of the Small Wireless Facility Aesthetic Requirements and Construction Criteria as presented. Motion carried 7-0.

7. Other Business/Reports & Unfinished Business: In response to a question concerning the status of the Cemstone property (which project had been introduced to the Planning Commission at the last meeting), there was a brief update regarding the results of the grant application and future items that could come before the City Council.
8. New Business: Zoning Admin. Spielman advised that he had received a request by a property owner to install a pre-built 18' X 20' metal building on his residential property in Windom. Zoning Admin. Spielman displayed pictures supplied by the property owner. The proposed shed is not constructed of new material and does not meet the design criteria as set forth in the City Code. There was a discussion concerning the property owner's options including installing a new building that does comply with City Code or filing an application for a variance. Zoning Admin. Spielman will relay the information to the property owner.
9. Planning Commission Comments, Concerns, Suggestions: Chairperson Wahl advised that the next Planning Commission Meeting is scheduled for May 14th.
10. Adjourn: By consensus, Chairperson Wahl adjourned the meeting at 9:25 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator



Windom, MN

Expense Approval Report

By Fund

Payment Dates 03/29/2019 - 04/11/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
ADVANTAGE COLLECTION PR	#3796 4-1-19	04/04/2019	SERVICE #3796	100-34202	150.00
					150.00
Activity: 41110 - Mayor & Council					
SCHRAMEL LAW OFFICE	20190409	04/09/2019	LEGAL FEES	100-41110-304	285.00
US BANK	#8263	04/03/2019	CREDIT CARD - HOLIDAY INN L	100-41110-334	297.15
BEIM CONSULTING	1804	04/09/2019	SERVICE	100-41110-350	1,317.47
					Activity 41110 - Mayor & Council Total: 1,899.62
Activity: 41310 - Administration					
NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	100-41310-133	80.00
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	100-41310-217	31.13
CLIFTON-LARSON-ALLEN, LLP	2068451	04/04/2019	AUDIT SERVICE -	100-41310-301	117.98
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	100-41310-321	46.16
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-41310-322	0.61
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-41310-322	0.61
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-41310-322	3.05
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-41310-322	3.05
US BANK	#8263	04/03/2019	CREDIT CARD - CRASH PLAN P	100-41310-326	10.00
STEVE NASBY	20190403	04/09/2019	EXPENSE - MCMA COMMITTE	100-41310-331	172.84
STEVE NASBY	20190404	04/09/2019	EXPENSE - LMCITY LOSS CONT	100-41310-331	38.91
US BANK	#8263	04/03/2019	CREDIT CARD -CLIFFTON LAW	100-41310-480	100.00
					Activity 41310 - Administration Total: 604.34
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	100-41910-133	24.00
INDOFF, INC	3222354	03/19/2019	SUPPLIES	100-41910-200	38.50
INDOFF, INC	3223126	03/19/2019	SUPPLIES	100-41910-200	53.87
WEX BANK	58478450	04/09/2019	FUEL - MARCH 2019 - P/Z	100-41910-212	64.68
SCHRAMEL LAW OFFICE	20190409	04/09/2019	LEGAL FEES	100-41910-304	255.00
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	100-41910-321	36.16
WINDOM TOWING LLC	7931	04/05/2019	SERVICE	100-41910-405	153.38
					Activity 41910 - Building & Zoning Total: 625.59
Activity: 41940 - City Hall					
MELISSA PENAS	20190402	04/02/2019	SERVICE - CLEANING	100-41940-406	418.00
SANDRA HERDER	20190402	04/02/2019	CLEANING	100-41940-406	418.00
					Activity 41940 - City Hall Total: 836.00
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	100-42120-133	160.00
INDOFF, INC	3223128	03/21/2019	SUPPLIES	100-42120-200	43.90
WEX BANK	58478450	04/09/2019	FUEL - POLICE	100-42120-212	1,455.25
WEX BANK	58478450	04/09/2019	FUEL CREDIT - POLICE	100-42120-212	-42.34
US BANK	#8263	04/03/2019	CREDIT CARD - QUARTERMASS	100-42120-218	58.77
COTTONWOOD VET CLINIC	200123	04/04/2019	K-9	100-42120-305	27.48
COTTONWOOD VET CLINIC	200466	04/04/2019	K-9	100-42120-305	36.00
COTTONWOOD VET CLINIC	200533	04/04/2019	K-9	100-42120-305	36.00
COTTONWOOD VET CLINIC	RETURNS	04/04/2019	CREDIT - RETURNS	100-42120-305	-6.00
COTTONWOOD VET CLINIC	RETURNS	04/04/2019	CREDIT - RETURNS	100-42120-305	-7.77
COTTONWOOD VET CLINIC	RETURNS	04/04/2019	CREDIT - RETURNS	100-42120-305	-22.50
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	6.85
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	4.39
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	4.39
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	4.39
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	18.09
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	0.60

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Payment Dates: 03/29/2019 - 04/11/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	8.07
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	6.85
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-42120-322	7.35
US BANK	#8263	04/03/2019	CREDIT CARD - EASY ID NAME	100-42120-350	34.00
GRAFIX SHOPPE	126540	03/29/2019	PROJECT #20190321SRD003	100-42120-350	80.75
LEAGUE OF MN CITIES INS TR	#1000955 4-1-19	04/04/2019	AGREEMENT #1000955 #1394	100-42120-364	154.62
US BANK	#8263	04/03/2019	CREDIT CARD - HOGUE SHOTG	100-42120-404	96.61
SUNSET LAW ENFORCEMENT,	0002817-IN	04/02/2019	MAINTENANCE	100-42120-404	57.72
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	100-42120-404	15.57
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	100-42120-405	25.98
SCOTT HILL	6755-12	04/05/2019	SERVICE	100-42120-480	35.00

Activity 42120 - Crime Control Total: 2,300.02

Activity: 42220 - Fire Fighting

PCM-G GLOBAL GOV/EDUCATI	B04593060101	04/02/2019	PRINTERS #0165815531	100-42220-200	257.27
AMERIPRIDE SERVICES INC.	2801009107	04/02/2019	#280001722 SERVICE	100-42220-211	31.77
WEX BANK	58478450	04/09/2019	FUEL - FIRE	100-42220-212	72.17
US BANK	#8263	04/03/2019	CREDIT CARD - GALLS	100-42220-218	42.07
GALLS, LLC	012223366	04/02/2019	UNIFORMS	100-42220-218	49.99
GALLS, LLC	012237363	04/02/2019	UNIFORMS	100-42220-218	49.99
GALLS, LLC	012287558	04/02/2019	UNIFORMS	100-42220-218	75.73
GALLS, LLC	012287560	04/02/2019	UNIFORMS	100-42220-218	75.73
GALLS, LLC	012287562	04/02/2019	UNIFORMS	100-42220-218	75.73
GALLS, LLC	012287564	04/02/2019	UNIFORMS	100-42220-218	75.73
GALLS, LLC	012287565	04/02/2019	UNIFORMS	100-42220-218	75.73
GALLS, LLC	012287566	04/02/2019	UNIFORMS	100-42220-218	75.73
GALLS, LLC	012287567	04/02/2019	UNIFORMS	100-42220-218	75.73
GALLS, LLC	012287569	04/02/2019	UNIFORMS	100-42220-218	75.73
MN WEST COLLEGE	00242686	04/02/2019	#00242686 - WINDOM FIRE	100-42220-308	325.00
US BANK	#8263	04/03/2019	CREDIT CARD - RUNNINGS -M	100-42220-404	80.05
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	100-42220-404	24.91
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	100-42220-405	239.08
JOHNSON'S AUTO SERVICE	033600	04/02/2019	MAINTENANCE	100-42220-405	4,093.91
WINDOM FARM SERVICE	20190331	04/09/2019	MAINTENANCE - REPAIRS -	100-42220-405	437.85
US BANK	#8263	04/03/2019	CREDIT CARD - FIRE RELIEF PU	100-42220-480	723.50

Activity 42220 - Fire Fighting Total: 7,033.40

Activity: 42700 - Animal Control

COTTONWOOD VET CLINIC	200297	04/04/2019	SERVICE	100-42700-300	12.00
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Activity 42700 - Animal Control Total: 12.00

Activity: 43100 - Streets

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	100-43100-133	80.00
WEX BANK	58478450	04/09/2019	FUEL - STREET CREDIT	100-43100-212	-42.34
WEX BANK	58478450	04/09/2019	FUEL - STREET	100-43100-212	4,483.56
LOCATORS & SUPPLIES, INC	0274095-IN	04/02/2019	SUPPLIES	100-43100-217	117.00
MASTERS STONE & LANDSCA	20190302	04/09/2019	SERVICE - SNOW REMOVAL	100-43100-217	712.50
SCOTT VEENKER	25769	04/02/2019	SERVICE	100-43100-217	3,080.00
RED ROCK QUARRY INC	27057	03/21/2019	OPERATING SUPPLIES	100-43100-217	126.74
RED ROCK QUARRY INC	27153	04/02/2019	OPERATING SUPPLIES	100-43100-217	425.53
COUNTRY PRIDE SERVICE	#970744 3-31	04/09/2019	MAINTENANCE	100-43100-224	1.65
COUNTRY PRIDE SERVICE	#970744 3-31	04/09/2019	MAINTENANCE	100-43100-224	66.00
UNIQUE PAVING MATERIALS C	43060	04/09/2019	STREET MAINT MATERIALS	100-43100-224	995.44
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	100-43100-241	227.97
MAC TOOLS	18462	04/02/2019	SUPPLIES	100-43100-241	465.46
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	100-43100-321	44.49
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-43100-322	8.30
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	100-43100-322	4.53
STEVE NASBY	20190404	04/09/2019	EXPENSE - LMCITY LOSS CONT	100-43100-331	38.91
LAMPERTS YARDS, INC.	20190325	03/29/2019	#3902020 - MAINTENANCE	100-43100-401	5.49
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	100-43100-404	86.33
LOCATORS & SUPPLIES, INC	0273893-IN	03/26/2019	MAINTENANCE	100-43100-404	221.84

Expense Approval Report

Payment Dates: 03/29/2019 - 04/11/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GMS INDUSTRIAL SUPPLIES, I	048007	04/09/2019	MAINTENANCE #3922	100-43100-404	264.03
TERMINAL SUPPLY CO.	14378-01	04/02/2019	MAINTENANCE	100-43100-404	62.91
WINDOM TOWING LLC	7944	04/09/2019	SERVICE	100-43100-404	573.49
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	100-43100-405	279.56
JOHNSON HARDWARE	10113	04/02/2019	MAINTENANCE	100-43100-405	2.49
WINDOM FARM SERVICE	20190331	04/09/2019	MAINTENANCE - REPAIRS - U	100-43100-405	13.20
WINDOM FARM SERVICE	20190331	04/09/2019	MAINTENANCE - REPAIRS - U	100-43100-405	31.15
WINDOM FARM SERVICE	20190331	04/09/2019	MAINTENANCE - REPAIRS - U	100-43100-405	177.54
MACQUEEN EQUIP. CO.	P18341	03/26/2019	MAINTENANCE	100-43100-405	235.86
Activity 43100 - Streets Total:					12,789.63

Activity: 45120 - Recreation

TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	100-45120-217	15.57
WINDOM AREA GIRLS FASTPIT	20180810	08/13/2018	CONCESSIONS PAYABLE TO W	100-45120-260	226.50
CITIZEN PUBLISHING CO	20190331	04/02/2019	ADVERTISING	100-45120-340	129.32
Activity 45120 - Recreation Total:					371.39

Activity: 45202 - Park Areas

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	100-45202-133	16.00
WEX BANK	58478450	04/09/2019	FUEL - PARK	100-45202-212	55.97
CITIZEN PUBLISHING CO	20190331	04/02/2019	ADVERTISING	100-45202-340	129.32
LAMPERTS YARDS, INC.	20190325	03/29/2019	#3902020 - MAINTENANCE	100-45202-402	34.22
SANFORD LABORATORIES	304555247	04/04/2019	#70000675	100-45202-480	42.01
SANFORD HEALTH OCCUPATIO	464990	04/05/2019	SERVICE #WINDCC	100-45202-480	25.00
Activity 45202 - Park Areas Total:					302.52

Fund 100 - GENERAL Total: 26,924.51**Fund: 211 - LIBRARY****Activity: 45501 - Library**

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	211-45501-133	16.00
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	211-45501-200	2.14
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	211-45501-200	2.40
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	211-45501-200	3.21
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	211-45501-200	4.26
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	211-45501-200	8.51
PLUM CREEK LIBRARY	IV25139	04/09/2019	SUPPLIES	211-45501-200	141.00
PLUM CREEK LIBRARY	IV25146	04/09/2019	SUPPLIES	211-45501-200	40.82
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	211-45501-217	7.78
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	211-45501-322	17.95
US BANK	#8263	04/03/2019	CREDIT CARD - SCHWALBACH	211-45501-402	51.27
MELISSA PENAS	20190402	04/02/2019	SERVICE - CLEANING	211-45501-402	418.00
SANDRA HERDER	20190402	04/02/2019	CLEANING	211-45501-402	418.00
MN GARDENER	#213642 4-9-19	04/09/2019	#213642 SUBSCRIPTION	211-45501-433	19.95
US BANK	#8263	04/03/2019	CREDIT CARD - HEARST MAGA	211-45501-433	39.97
US BANK	#8263	04/03/2019	CREDIT CARD - COUNTRY GAR	211-45501-433	19.97
US BANK	#8263	04/03/2019	CREDIT CARD - AMAZON BOO	211-45501-435	215.59
US BANK	#8263	04/03/2019	CREDIT CARD - AMAZON BOO	211-45501-435	5.99
US BANK	#8263	04/03/2019	CREDIT CARD - AMAZON BOO	211-45501-435	4.98
US BANK	#8263	04/03/2019	CREDIT CARD - AMAZON BOO	211-45501-435	5.98
US BANK	#8263	04/03/2019	CREDIT CARD - AMAZON BOO	211-45501-435	4.98
INGRAM INDUSTRIES	39457855	04/09/2019	BOOKS	211-45501-435	1,880.27
MICROMARKETING, LLC	758181	04/03/2019	BOOS #455195	211-45501-435	177.49
CLIFTON-LARSON-ALLEN, LLP	2068451	04/04/2019	AUDIT SERVICE -	211-45501-480	770.00
Activity 45501 - Library Total:					4,276.51

Fund 211 - LIBRARY Total: 4,276.51**Fund: 225 - AIRPORT****Activity: 45127 - Airport**

RED ROCK RURAL WATER	20190404	04/04/2019	SERVICE-	225-45127-200	27.00
RED ROCK RURAL WATER	20190404	04/04/2019	SERVICE	225-45127-200	2.00
SOUTH CENTRAL ELECTRIC	#367400 2-28-19	04/02/2019	#367400 #26-12-112-04	225-45127-321	1,044.00
SOUTH CENTRAL ELECTRIC	#367403 2-28-19	04/02/2019	#367403 #26-12-116-14 - SE	225-45127-321	456.24

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CLIFTON-LARSON-ALLEN, LLP	2068451	04/04/2019	AUDIT SERVICE -	225-45127-480	770.00
				Activity 45127 - Airport Total:	2,299.24
				Fund 225 - AIRPORT Total:	2,299.24

Fund: 230 - POOL

Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	230-45124-217	7.79
KDOM RADIO	#0951 3-31-19	04/04/2019	#0951 ADVERTISING	230-45124-340	178.50
CITIZEN PUBLISHING CO	20190331	04/02/2019	ADVERTISING	230-45124-350	129.32
CLIFTON-LARSON-ALLEN, LLP	2068451	04/04/2019	AUDIT SERVICE -	230-45124-480	770.00
				Activity 45124 - Pool Total:	1,085.61
				Fund 230 - POOL Total:	1,085.61

Fund: 235 - AMBULANCE

DEPT OF HUMAN SERVICES	00000535677	04/05/2019	SERVICE #CITYOFWI00001	235-33436	4,884.14
DAVID HOITSMA	20190329	03/29/2019	REFUND - AMBULANCE OVER	235-34205	200.00
					5,084.14

Activity: 42153 - Ambulance

PCM-G GLOBAL GOV/EDUCATI	804593060101	04/02/2019	PRINTERS #0165815531	235-42153-200	257.28
WEX BANK	58478450	04/09/2019	FUEL CREDIT - AMBULANCE	235-42153-212	-42.34
WEX BANK	58478450	04/09/2019	FUEL - AMBULANCE	235-42153-212	2,422.73
US BANK	#8263	04/03/2019	CREDIT CARD - AMAZON REST	235-42153-217	104.16
BRITTANY ESPENSON - RIVERS	1004	04/04/2019	SERVICE	235-42153-217	250.00
LEWIS FAMILY DRUG, LLC	178547	04/09/2019	OPERATING SUPPLIES	235-42153-217	16.99
LEWIS FAMILY DRUG, LLC	56-099443000	04/09/2019	OPERATING SUPPLIES	235-42153-217	397.66
LEWIS FAMILY DRUG, LLC	56-099479400	04/09/2019	OPERATING SUPPLIES	235-42153-217	323.02
BOUND TREE MEDICAL, LLC	83148830	03/29/2019	OPERATING SUPPLIES	235-42153-217	279.99
WINDOM AREA HEALTH	734-0024-03-31-19-0024	04/09/2019	NURSING SERVICE	235-42153-312	4,151.88
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	235-42153-321	108.48
DONNA MARCY	20190409	04/09/2019	EXPENSE - AMBULANCE	235-42153-334	37.17
KIM POWERS	20190409	04/09/2019	EXPENSE - AMBULANCE	235-42153-334	25.25
JIM AXFORD	20190409	04/09/2019	EXPENSE - AMBULANCE	235-42153-334	14.87
JUSTIN HARRINGTON	20190409	04/09/2019	EXPENSE - AMBULANCE	235-42153-334	49.27
BUCKWHEAT JOHNSON	201904092019	04/09/2019	EXPENSE - AMBULANCE	235-42153-334	19.33
JOHNSON'S AUTO SERVICE	033200	04/02/2019	SERVICE #29	235-42153-405	2,012.64
WINDOM FARM SERVICE	20190331	04/09/2019	MAINTENANCE - REPAIRS - U	235-42153-405	458.94
GRAHAM TIRE CO	8560282	04/04/2019	SERVICE #29	235-42153-405	79.95
GRAHAM TIRE CO	8560600	03/29/2019	MAINTENANCE UNIT #29	235-42153-405	237.78
GRAHAM TIRE CO	8561140	04/02/2019	MAINT #28	235-42153-405	502.08
AMERIPRIDE SERVICES INC.	2801009107	04/02/2019	#280001722 SERVICE	235-42153-406	21.18
				Activity 42153 - Ambulance Total:	11,728.21
				Fund 235 - AMBULANCE Total:	16,812.45

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	250-46520-133	24.00
INDOFF, INC	3223126	03/19/2019	SUPPLIES	250-46520-200	53.86
CLIFTON-LARSON-ALLEN, LLP	2068451	04/04/2019	AUDIT SERVICE -	250-46520-301	1,330.00
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	250-46520-321	26.93
CITIZEN PUBLISHING CO	20190331	04/02/2019	ADVERTISING	250-46520-340	184.30
CITIZEN PUBLISHING CO	20190331	04/02/2019	ADVERTISING	250-46520-350	79.50
FEDERATED RURAL ELECTRIC	#112954 3-28-19	04/02/2019	#112954 SERVICE	250-46520-381	14.00
US BANK	#8263	04/03/2019	CREDIT CARD - GODFATHERS	250-46520-438	27.98
				Activity 46520 - EDA Total:	1,740.57

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20190409	04/09/2019	SPEC BLDG LOAN - APRIL 2019	250-49980-602	2,316.31
FULDA CREDIT UNION	20190409	04/09/2019	SPEC BLDG LOAN - APRIL 2019	250-49980-612	1,043.69
				Activity 49980 - Debt Service Total:	3,360.00
				Fund 250 - EDA GENERAL Total:	5,100.57

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 2-28-19	04/02/2019	#367404 #26-24-123-04	254-46520-381	150.54
				Activity 46520 - EDA Total:	150.54
				Fund 254 - NORTH IND PARK Total:	150.54
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00233731	03/29/2019	2020 STREET IMPROVEMENTS	308-41000-303	1,460.00
				Activity 41000 - General Government Total:	1,460.00
				Fund 308 - 2020 STREET PROJECT Total:	1,460.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
US BANK	#8263	04/03/2019	CREDIT CARD - LEERBURG.CO	401-49950-501	357.48
FIRE SAFETY USA, INC	121155	04/05/2019	TURN OUT GEAR	401-49950-502	840.00
FIRE SAFETY USA, INC	121276	04/05/2019	TURN OUT GEAR	401-49950-502	8,370.00
DGR ENGINEERING	00233736	03/29/2019	TENNIS COURTS - PROJECT 36	401-49950-504	2,357.00
SVOBODA EXCAVATING, INC	00008490	04/02/2019	SERVICE	401-49950-509	448.88
LAMPERTS YARDS, INC.	20190325	03/29/2019	#3902020 - MAINTENANCE	401-49950-509	44.00
SCOTT VEENKER	25790	04/02/2019	SERVICE	401-49950-509	2,266.70
TONY'S BACKHOE & GRADING	732688	04/03/2019	SERVICE - FLOODING PREPARA	401-49950-509	495.00
				Activity 49950 - Capital Outlay Total:	15,179.06
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	15,179.06
Fund: 601 - WATER					
Activity: 49400 - Water					
NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	601-49400-133	32.00
US BANK	#8263	04/03/2019	CREDIT CARD - SCHELL FUEL	601-49400-212	36.32
WEX BANK	58478450	04/09/2019	FUEL - WATER	601-49400-212	188.99
HAWKINS, INC	4460957	03/26/2019	CHEMICALS	601-49400-216	3,544.84
MN VALLEY TESTING	964900	03/15/2019	TESTING	601-49400-310	77.00
GOPHER STATE ONE CALL	9030831	04/03/2019	LOCATES	601-49400-321	2.36
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	601-49400-321	96.68
HP DATAONE, LLC	#3 - 2019	04/02/2019	SERVICE #3 - 2019	601-49400-326	1,328.13
US BANK	#8263	04/03/2019	CREDIT CARD - COURTYARD L	601-49400-334	510.21
US BANK	#8263	04/03/2019	CREDIT CARD - COURTYARD L	601-49400-334	523.74
US BANK	#8263	04/03/2019	CREDIT CARD - A & W FOOD	601-49400-334	22.37
FEDERATED RURAL ELECTRIC	#112843 02282019	03/05/2019	SERVICE #112843	601-49400-381	56.00
FEDERATED RURAL ELECTRIC	#112843 10-28-18	11/05/2018	SERVICE #112843	601-49400-381	-202.00
FEDERATED RURAL ELECTRIC	#112843 11-28-18	12/05/2018	SERVICE #112743	601-49400-381	41.86
FEDERATED RURAL ELECTRIC	#112843 12-28-18	12/31/2018	SERVICE #112843	601-49400-381	35.00
FEDERATED RURAL ELECTRIC	#112843 1-28-19	02/06/2019	SERVICE #112843	601-49400-381	49.00
FEDERATED RURAL ELECTRIC	#112843 3-28-19	04/02/2019	#112843 SERVICE	601-49400-381	22.00
FEDERATED RURAL ELECTRIC	#112843 11-28-18	04/03/2019	#112843 (DEC) S/BE \$42.00. E	601-49400-381	0.14
FEDERATED RURAL ELECTRIC	#112843 3-28	04/03/2019	#112843 42.00-22.00=20.00	601-49400-381	20.00
MN ENERGY RESOURCES	20190318A	03/26/2019	HEATING #0505923431-00001	601-49400-383	877.29
WENCK ASSOCIATES, INC.	11901282	04/03/2019	LANDFILL #0045-00	601-49400-386	3,814.97
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	601-49400-404	31.13
DEFRIES COLLISION CENTER	12914	04/09/2019	MAINTENANCE	601-49400-405	177.75
ADVANTAGE COLLECTION PR	#3796 4-1-19	04/04/2019	SERVICE #3796	601-49400-432	38.11
MN DEPT OF HEALTH	#1170006 4-9-19	04/09/2019	WATER SERVICE CONNECT FE	601-49400-443	3,263.00
US BANK	#8263	04/03/2019	CREDIT CARD - MN DNR PER	601-49400-444	1,480.61
				Activity 49400 - Water Total:	16,067.50
				Fund 601 - WATER Total:	16,067.50
Fund: 602 - SEWER					
FRYBERGER, BUCHANAN, SMI	#12336-32-CJV	04/02/2019	SERVICE	602-16200	8,400.00
BOLTON & MENK, INC.	0229642	03/29/2019	WINDOM/WWTF IMPROVEM	602-16200	34,962.30
BOLTON & MENK, INC.	0230900	03/29/2019	WINDOM/WWTF IMPROVEM	602-16200	28,337.50
					71,699.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49450 - Sewer					
NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	602-49450-133	64.00
WEX BANK	58478450	04/09/2019	FUEL - SEWER	602-49450-212	432.25
HAWKINS, INC	4460937	03/26/2019	CHEMICALS	602-49450-216	290.50
SCHRAMMEL LAW OFFICE	20190409	04/09/2019	LEGAL FEES	602-49450-304	541.00
MN VALLEY TESTING	964751	03/15/2019	TESTING	602-49450-310	230.40
MN VALLEY TESTING	965227	03/19/2019	TESTING	602-49450-310	230.40
MN VALLEY TESTING	965230	03/19/2019	TESTING	602-49450-310	14.40
MN VALLEY TESTING	965381	03/21/2019	TESTING	602-49450-310	144.00
MN VALLEY TESTING	965536	03/21/2019	TESTING	602-49450-310	129.60
MN VALLEY TESTING	966073	04/02/2019	TESTING	602-49450-310	230.40
GOPHER STATE ONE CALL	9030831	04/03/2019	LOCATES	602-49450-321	2.36
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	602-49450-321	71.83
HP DATAONE, LLC	#3 - 2019	04/02/2019	SERVICE #3 - 2019	602-49450-326	1,328.12
SOUTH CENTRAL ELECTRIC	#367405 2-28-19	04/02/2019	#367405 #26-24-125-04	602-49450-381	133.93
MN ENERGY RESOURCES	201903188	03/26/2019	HEATING #0504488160-00001	602-49450-383	97.28
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	602-49450-404	52.98
US BANK	#8263	04/03/2019	CREDIT CARD -MAGIKIST SUP	602-49450-404	269.30
US BANK	#8263	04/03/2019	CREDIT CARD - MOTION INDU	602-49450-404	175.40
DUANE W. NIELSEN COMPAN	11885	03/29/2019	MAINTENANCE	602-49450-404	669.75
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	602-49450-404	24.91
HIGLEY FORD	87995	04/05/2019	MAINTENANCE - UNIT 65	602-49450-405	1,136.42
ADVANTAGE COLLECTION PR	#3796 4-1-19	04/04/2019	SERVICE #3796	602-49450-432	38.11
SANFORD LABORATORIES	304555247	04/04/2019	#70000675	602-49450-480	42.01
Activity 49450 - Sewer Total:					6,349.35
Fund 602 - SEWER Total:					78,049.15

Fund: 604 - ELECTRIC

RESCO	740406-00	03/18/2019	INVENTORY	604-14200	520.00
BORDER STATES	917385865	03/29/2019	#5189 INVENTORY	604-14200	301.60
ELITE MECHANICAL SYSTEMS,	4465	04/09/2019	GEN ROOM HEAT-	604-16200	6,829.59
MARSH USA INC	20190402	04/02/2019	CIRCUIT 7 -PROJ 051918 /FOL	604-16300	2,000.00
US BANK	#8263	04/03/2019	CREDIT CARD - HUSKY LINERS	604-16440	207.66
US BANK	#8263	04/03/2019	CREDIT CARD - CRYSTEEL - LE	604-16440	52.20
US BANK	#8263	04/03/2019	CREDIT CARD - NORTHERN TO	604-16440	1,577.97
US BANK	#8263	04/03/2019	CREDIT CARD - CRYSTEEL LIGH	604-16440	544.28
					12,033.30

Activity: 49550 - Electric

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	604-49550-133	96.00
US BANK	#8263	04/03/2019	CREDIT CARD - CITIZEN SUBSC	604-49550-200	81.00
COUNTRY PRIDE SERVICE	#970744 3-31	04/09/2019	MAINTENANCE	604-49550-212	72.00
WEX BANK	58478450	04/09/2019	FUEL - ELECTRIC	604-49550-212	462.49
US BANK	#8263	04/03/2019	CREDIT CARD - MENARDS SUP	604-49550-241	149.15
UTILITIES PLUS ENERGY SERVI	601472	04/03/2019	SUBSTATION - #601472	604-49550-303	2,970.00
UTILITIES PLUS ENERGY SERVI	601550	04/03/2019	SUBSTATION #601550	604-49550-303	900.00
MN MUNICIPAL UTILITIES ASS	53084	03/26/2019	REGISTRATION-PRESTON ROS	604-49550-308	225.00
SKARSHAUG TESTING LAB	234020	03/19/2019	SERVICE	604-49550-310	720.33
GOPHER STATE ONE CALL	9030831	04/03/2019	LOCATES	604-49550-321	2.36
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	604-49550-321	131.11
HP DATAONE, LLC	#3 - 2019	04/02/2019	SERVICE #3 - 2019	604-49550-326	1,328.12
MN ENERGY RESOURCES	20190318C	03/26/2019	HEATING #0506419706-00001	604-49550-383	935.80
US BANK	#8263	04/03/2019	CREDIT CARD - MENARDS SUP	604-49550-402	296.19
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	604-49550-404	31.13
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	604-49550-405	348.00
JORDAN BUSSA	008	04/02/2019	CLEANING	604-49550-406	184.60
RAGE INC - CAMPUS CLEANER	03-010895	03/19/2019	SERVICE - POWER PLANT	604-49550-406	34.17
SOLOMON CORPORATION	318604	04/03/2019	MAINTENANCE - #139234	604-49550-408	655.66
AMERICAN ENGINEERING TES	905850	04/04/2019	SERVICE #WINO21 #14-20103	604-49550-410	1,716.47
ADVANTAGE COLLECTION PR	#3796 4-1-19	04/04/2019	SERVICE #3796	604-49550-432	38.10
MN POLLUTION CONTROL AG	10000068127	04/04/2019	AIR ANNUAL FEE #103 #1000	604-49550-433	25.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LORI KNUDSON	20190402	04/02/2019	ENERGY REBATE	604-49550-450	150.00
MISSOURI RIVER ENERGY SER	SM00000005201	04/02/2019	CONSERVATION	604-49550-450	5,757.60
MISSOURI RIVER ENERGY SER	SM00000005204	04/02/2019	CONSERVATION	604-49550-450	2,462.60
WINDOM AREA DEVELOPME	20190409	04/09/2019	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	20,972.88
				Fund 604 - ELECTRIC Total:	33,006.18

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	609-49751-133	32.00
AGC NETWORKS, INC.	9100008174	04/02/2019	SUPPLIES	609-49751-200	1,556.93
RAGE INC - CAMPUS CLEANER	03-011477	03/26/2019	SERVICE - RIVER BEND LIQ	609-49751-211	50.17
INDOFF, INC	3223123	03/21/2019	SUPPLIES	609-49751-217	101.54
AH HERMEL COMPANY	760143	03/18/2019	MERCHANDISE	609-49751-217	80.88
BELLBOY CORP	0068810600	03/26/2019	MERCHANDISE	609-49751-251	1,124.88
BREAKTHRU BEVERAGE MN	1080941989	03/18/2019	MERCHANDISE	609-49751-251	100.00
BREAKTHRU BEVERAGE MN	1080945237	03/26/2019	MERCHANDISE	609-49751-251	2,665.05
JOHNSON BROS.	1241092	03/18/2019	MERCHANDISE	609-49751-251	3,900.07
JOHNSON BROS.	1246182	03/26/2019	MERCHANDISE	609-49751-251	2,667.90
SOUTHERN GLAZER'S OF MN	1796087	03/18/2019	MERCHANDISE	609-49751-251	9,745.02
SOUTHERN GLAZER'S OF MN	1796088	03/18/2019	MERCHANDISE	609-49751-251	78.57
SOUTHERN GLAZER'S OF MN	1798673	03/26/2019	MERCHANDISE	609-49751-251	10.17
SOUTHERN GLAZER'S OF MN	1798674	03/26/2019	MERCHANDISE	609-49751-251	649.45
PHILLIPS WINE & SPIRITS	2519729	03/18/2019	MERCHANDISE	609-49751-251	237.00
PHILLIPS WINE & SPIRITS	2523470	03/26/2019	MERCHANDISE	609-49751-251	2,486.95
PHILLIPS WINE & SPIRITS	325068	04/02/2019	CREDIT - MERCHANDISE	609-49751-251	-197.80
JOHNSON BROS.	534424	04/02/2019	CREDIT - MERCHANDISE	609-49751-251	-269.09
BEVERAGE WHOLESALERS	053068	04/04/2019	MERCHANDISE	609-49751-252	8,228.35
JOHNSON BROS.	1241094	03/18/2019	MERCHANDISE	609-49751-252	45.98
JOHNSON BROS.	1246184	03/26/2019	MERCHANDISE	609-49751-252	22.99
ARTISAN BEER COMPANY	3332452	03/26/2019	MERCHANDISE	609-49751-252	73.80
JOHNSON BROS.	534359	04/02/2019	CREDIT - MERCHANDISE	609-49751-252	-3.84
DOLL DISTRIBUTING, LLC	635248	03/26/2019	MERCHANDISE	609-49751-252	3,834.40
DOLL DISTRIBUTING, LLC	639046	03/29/2019	MERCHANDISE	609-49751-252	405.30
DOLL DISTRIBUTING, LLC	640102	04/02/2019	MERCHANDISE	609-49751-252	19,086.10
DOLL DISTRIBUTING, LLC	641183	04/02/2019	CREDIT - MERCHANDISE	609-49751-252	-18.90
BEVERAGE WHOLESALERS	732450	04/02/2019	MERCHANDISE	609-49751-252	3,426.62
BREAKTHRU BEVERAGE MN	1080945237	03/26/2019	MERCHANDISE	609-49751-253	104.00
JOHNSON BROS.	1241093	03/18/2019	MERCHANDISE	609-49751-253	540.25
JOHNSON BROS.	1246183	03/26/2019	MERCHANDISE	609-49751-253	2,409.87
SOUTHERN GLAZER'S OF MN	1798675	03/26/2019	MERCHANDISE	609-49751-253	216.00
PHILLIPS WINE & SPIRITS	2523471	03/26/2019	MERCHANDISE	609-49751-253	1,482.00
JOHNSON BROS.	534358	04/02/2019	CREDIT - MERCHANDISE	609-49751-253	-68.00
JOHNSON BROS.	534425	04/02/2019	CREDIT - MERCHANDISE	609-49751-253	-409.07
BREAKTHRU BEVERAGE MN	1080941989	03/18/2019	MERCHANDISE	609-49751-254	22.00
BREAKTHRU BEVERAGE MN	1080945237	03/26/2019	MERCHANDISE	609-49751-254	30.00
JOHNSON BROS.	1241093	03/18/2019	MERCHANDISE	609-49751-254	101.00
JOHNSON BROS.	1246183	03/26/2019	MERCHANDISE	609-49751-254	64.00
ATLANTIC COCA-COLA	1943525	03/21/2019	MERCHANDISE	609-49751-254	139.70
PHILLIPS WINE & SPIRITS	2523471	03/26/2019	MERCHANDISE	609-49751-254	51.50
JOHNSON BROS.	534425	04/02/2019	CREDIT - MERCHANDISE	609-49751-254	-32.00
DOLL DISTRIBUTING, LLC	640102	04/02/2019	MERCHANDISE	609-49751-254	14.00
BEVERAGE WHOLESALERS	732450	04/02/2019	MERCHANDISE	609-49751-254	47.00
AH HERMEL COMPANY	760143	03/18/2019	MERCHANDISE	609-49751-254	85.56
RED BULL DISTRIBUTION CO, I	K-35147796	03/18/2019	MERCHANDISE	609-49751-254	288.70
AH HERMEL COMPANY	760143	03/18/2019	MERCHANDISE	609-49751-256	87.61
ARCTIC GLACIER U.S.A. INC	1948907202	03/15/2019	MERCHANDISE	609-49751-257	65.88
ARCTIC GLACIER U.S.A. INC	1948908602	03/29/2019	MERCHANDISE	609-49751-257	82.26
AH HERMEL COMPANY	760143	03/18/2019	MERCHANDISE	609-49751-261	10.72
US BANK	#8263	04/03/2019	CREDIT CARD - SKILLPATH REG	609-49751-308	299.00
BELLBOY CORP	0068810600	03/26/2019	MERCHANDISE	609-49751-333	30.00

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Payment Dates: 03/29/2019 - 04/11/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN	1080941989	03/18/2019	MERCHANDISE	609-49751-333	9.25
BREAKTHRU BEVERAGE MN	1080945237	03/26/2019	MERCHANDISE	609-49751-333	37.62
JOHNSON BROS.	1241092	03/18/2019	MERCHANDISE	609-49751-333	69.60
JOHNSON BROS.	1241093	03/18/2019	MERCHANDISE	609-49751-333	26.10
JOHNSON BROS.	1246182	03/26/2019	MERCHANDISE	609-49751-333	69.88
JOHNSON BROS.	1246183	03/26/2019	MERCHANDISE	609-49751-333	68.96
SOUTHERN GLAZER'S OF MN	1796086	03/18/2019	MERCHANDISE	609-49751-333	0.34
SOUTHERN GLAZER'S OF MN	1796087	03/18/2019	MERCHANDISE	609-49751-333	185.72
SOUTHERN GLAZER'S OF MN	1796088	03/18/2019	MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	1798672	03/26/2019	MERCHANDISE	609-49751-333	2.72
SOUTHERN GLAZER'S OF MN	1798673	03/26/2019	MERCHANDISE	609-49751-333	0.17
SOUTHERN GLAZER'S OF MN	1798674	03/26/2019	MERCHANDISE	609-49751-333	10.25
SOUTHERN GLAZER'S OF MN	1798675	03/26/2019	MERCHANDISE	609-49751-333	14.35
ARCTIC GLACIER U.S.A. INC	1948907202	03/15/2019	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	1948908602	03/29/2019	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2519729	03/18/2019	MERCHANDISE	609-49751-333	1.74
PHILLIPS WINE & SPIRITS	2523470	03/26/2019	MERCHANDISE	609-49751-333	35.37
PHILLIPS WINE & SPIRITS	2523471	03/26/2019	MERCHANDISE	609-49751-333	66.11
PHILLIPS WINE & SPIRITS	325068	04/02/2019	CREDIT - MERCHANDISE	609-49751-333	-1.74
JOHNSON BROS.	534358	04/02/2019	CREDIT - MERCHANDISE	609-49751-333	-1.74
JOHNSON BROS.	534424	04/02/2019	CREDIT - MERCHANDISE	609-49751-333	-3.78
JOHNSON BROS.	534425	04/02/2019	CREDIT - MERCHANDISE	609-49751-333	-22.62
AH HERMEL COMPANY	760143	03/18/2019	MERCHANDISE	609-49751-333	4.95
KDOM RADIO	#0229 3-31-19	04/09/2019	ADVERTISING #0229	609-49751-340	850.17
CITIZEN PUBLISHING CO	20190331	04/02/2019	ADVERTISING	609-49751-340	887.80
INDOFF, INC	3222950	03/21/2019	SUPPLIES	609-49751-340	606.83
LEAGUE OF MN CITIES INS TR	#1000955 4-1-19	04/04/2019	AGREEMENT #1000955 #1394	609-49751-364	134.37
MN ENERGY RESOURCES	20190318	03/26/2019	HEATING #0507314125-00001	609-49751-383	191.92
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	609-49751-404	31.13
Activity 49751 - Liquor Store Total:					69,061.99
Fund 609 - LIQUOR STORE Total:					69,061.99

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20190408	04/09/2019	EXCISE TAX POSTING-FINAL M	614-20201	409.48
INTERNAL REVENUE SERVICE	20190409	04/09/2019	EXCISE TAX POSTING - APRIL 2	614-20201	500.00
MN 9-1-1 PROGRAM	20190409	04/09/2019	911 SERVICE - MARCH 2019	614-20206	1,205.20
Activity 49870 - Telecom					2,114.68

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	614-49870-133	80.00
US BANK	#8263	04/03/2019	CREDIT CARD - HY VEE	614-49870-200	46.48
AMAZON CAPITAL SERVICES, I	1FNJ-GNHR-H91X	04/03/2019	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-200	23.39
ADVANCED SYSTEMS, INC.	668745	03/26/2019	SUPPLIES	614-49870-200	52.55
RAGE INC - CAMPUS CLEANER	03-010897	03/18/2019	SERVICE - WINDOM NET	614-49870-211	21.33
WEX BANK	58478450	04/09/2019	FUEL - TELECOM	614-49870-212	173.14
AMAZON CAPITAL SERVICES, I	16CD-JFKR-GND4	04/03/2019	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-217	32.99
AMAZON CAPITAL SERVICES, I	1HXJ-WCTT-JQTL	04/03/2019	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-217	77.40
US BANK	#8263	04/03/2019	CREDIT CARD - ESALASUCD FU	614-49870-227	353.55
AMAZON CAPITAL SERVICES, I	1JNV-PCFP-9G6H	04/09/2019	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-227	13.95
AMAZON CAPITAL SERVICES, I	1XNH-4T99-YWMR	04/03/2019	#A2QOYJ8ZNZN2YT - MAINT	614-49870-227	99.95
US BANK	#8263	04/03/2019	CREDIT CARD - WESTCOST 1C	614-49870-240	390.09
US BANK	#8263	04/03/2019	CREDIT CARD - RECLAIM SWIV	614-49870-240	261.05
US BANK	#8263	04/03/2019	CREDIT CARD - FRED PRYOR R	614-49870-308	158.69
GOPHER STATE ONE CALL	9030831	04/03/2019	LOCATES	614-49870-321	2.37
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	614-49870-321	300.88
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	614-49870-322	1.15
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	614-49870-322	1.15
SECR REV FUND/CITY OF WD	20190409	04/09/2019	PETTY CASH	614-49870-322	1.15
HP DATAONE, LLC	#3 - 2019	04/02/2019	SERVICE #3 - 2019	614-49870-326	1,328.13
KDOM RADIO	#0073 3-31-19	04/09/2019	ADVERTISING #0073	614-49870-340	100.98
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	614-49870-404	46.68

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AUTO VALU	#3400540	04/03/2019	#3400540 MAINTENANCE	614-49870-405	96.58
SCOTT COUNTY TREASURER	IN24036	04/03/2019	MEMBERSHIP DUES - 2019 #5	614-49870-433	1,500.00
CENTURY LINK	7242105D-D-19076	04/03/2019	SERVICE #5142105DD3 - CABS	614-49870-441	47.75
DISPLAY SYSTEMS INTERNATI	17815	04/03/2019	SERVICE #3142012	614-49870-442	198.44
NATIONAL CABLE TV COOP	19030602	03/29/2019	SUBSCRIBER	614-49870-442	45,056.74
SHOWTIME NETWORKS INC	9002731-0219	03/18/2019	SUBSCRIBER	614-49870-442	263.13
E-911 - INDEPENDENT EMERG	#10143 4-1-19	04/09/2019	SERVICE #10143 #100-0141	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10100936	04/03/2019	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
CONSOLIDATED CALL CENTER	13342	04/03/2019	DA / OPERATOR ASSISTANCE 2	614-49870-445	131.83
ZAYO GROUP, LLC	#027696 4-1-19	04/09/2019	#027696 TRANSPORT	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	388499	04/10/2019	SERVICE	614-49870-447	911.89
HURRICANE ELECTRIC LLC	98304476-IN	04/03/2019	10 GB INTERNET NCC OMAHA	614-49870-447	2,300.00
HURRICANE ELECTRIC LLC	98304476-IN	04/03/2019	10 GB INTERNET MINN1 MINN	614-49870-447	1,800.00
ICEWARP, INC.	COW-LR2019	04/03/2019	#20190327JD LICENSE RENEW	614-49870-447	1,271.26
ARIN-AMERICAN REGISTRY FO	SI331453	04/03/2019	SERVICE #CW-4 - ANNUAL FEE	614-49870-447	2,000.00
US BANK	#8263	04/03/2019	CREDIT CARD - DREAMHOST	614-49870-448	139.00
JEREMY ROLFES	20190410	04/10/2019	EXPENSE - INTERNET -FEB &	614-49870-448	54.94
SWWC - SOUTHWEST WEST C	60131	03/06/2019	SERVICE - #1-1849	614-49870-448	950.00
ZAYO GROUP, LLC	#114184-002376 4-1	04/09/2019	TRANSPORT - 4/1 - 4/30 #114	614-49870-451	730.22
SANFORD LABORATORIES	304555247	04/04/2019	#70000675	614-49870-480	42.01

Activity 49870 - Telecom Total: 63,255.94

Fund 614 - TELECOM Total: 65,370.62

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	615-49850-133	32.00
WEX BANK	58478450	04/09/2019	FUEL - ARENA	615-49850-212	212.34
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	615-49850-217	28.02
TIM HOGAN	20190401	04/02/2019	SERVICE	615-49850-301	5,200.00
SCHRAMMEL LAW OFFICE	20190409	04/09/2019	LEGAL FEES	615-49850-304	915.00
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	615-49850-321	58.53
MN ENERGY RESOURCES	20190319	03/26/2019	HEATING #0504094426-00001	615-49850-383	2,255.00
CULLIGAN	#15261 3-29-19	04/09/2019	SERVICE #15261	615-49850-402	428.25

Activity 49850 - Arena Total: 9,129.14

Fund 615 - ARENA Total: 9,129.14

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20190402	04/02/2019	COMM CENTER EVENT	617-10200	1,500.00
SECR REV FUND/CITY OF WD	20190410	04/10/2019	PETTY CASH - EVENT	617-10200	1,500.00

3,000.00

Activity: 49860 - M/P Center

NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	617-49860-133	16.00
US BANK	#8263	04/03/2019	CREDIT CARD - SHOPKO	617-49860-200	32.05
RAGE INC - CAMPUS CLEANER	03-010083	04/10/2019	SERVICE - COMM CENTER	617-49860-211	59.50
WEX BANK	58478450	04/09/2019	FUEL - MARCH 2019 - MP	617-49860-212	7.86
US BANK	#8263	04/03/2019	CREDIT CARD - HY VEE	617-49860-254	85.61
VERIZON WIRELESS	9826559054	04/02/2019	SERVICE	617-49860-321	40.93
KDOM RADIO	#0563 3-31-19	04/05/2019	ADVERTISING #0563	617-49860-340	192.78
NEW CENTURY PRESS	300277453	04/02/2019	ADVERTISING #1341	617-49860-340	84.00
MN ENERGY RESOURCES	20190318D	03/26/2019	HEATING #0503741572-00001	617-49860-383	1,859.07
US BANK	#8263	04/03/2019	CREDIT CARD - HERC - U LIFT	617-49860-404	66.14
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	381313451	04/03/2019	COPIER LEASE 3/20 - 4/20/19	617-49860-404	15.57
WERNER ELECTRIC	S010046066.001	04/03/2019	COMM CENTER FIXTURE	617-49860-404	88.47
RAGE INC - CAMPUS CLEANER	03-010896	03/19/2019	SERVICE - COMM CENTER	617-49860-406	59.50

Activity 49860 - M/P Center Total: 2,667.48

Fund 617 - M/P CENTER Total: 5,667.48

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001574	03/29/2019	Federal Tax Withholding	700-21701	9,850.21
MN Department of Revenue -	INV0001575	03/29/2019	State Withholding	700-21702	5,062.33

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Internal Revenue Service-Payr	INV0001574	03/29/2019	Social Security	700-21703	12,447.64
MN Pera	INV0001571	03/29/2019	PERA	700-21704	13,752.69
MN Pera	INV0001571	03/29/2019	PERA	700-21704	6,237.39
MN Pera	INV0001571	03/29/2019	PERA	700-21704	1,010.22
MN State Deferred	INV0001572	03/29/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001572	03/29/2019	Deferred Compensation	700-21705	5,935.28
MN CHILD SUPPORT PAYMEN	INV0001573	03/29/2019	Child Support Payment	700-21709	113.52
Internal Revenue Service-Payr	INV0001574	03/29/2019	Medicare Withholding	700-21711	3,666.56
FURTHER (Select Account)	38982829	04/02/2019	FLEX SPENDING	700-21712	1,505.23
FURTHER (Select Account)	38993622	04/09/2019	FLEX SPENDING	700-21712	146.33
NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	700-21718	16.00
NCPERS MINNESOTA	#844600042019	04/02/2019	INSURANCE #844600 - APRIL	700-21718	16.00
FURTHER (Select Account)	INV0001570	03/29/2019	HSA Employee Contribution	700-21723	360.23
					60,654.63
Fund 700 - PAYROLL Total:					60,654.63
Grand Total:					410,295.18

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	26,924.51
211 - LIBRARY	4,276.51
225 - AIRPORT	2,299.24
230 - POOL	1,085.61
235 - AMBULANCE	16,812.45
250 - EDA GENERAL	5,100.57
254 - NORTH IND PARK	150.54
308 - 2020 STREET PROJECT	1,460.00
401 - GENERAL CAPITAL PROJECTS	15,179.06
601 - WATER	16,067.50
602 - SEWER	78,049.15
604 - ELECTRIC	33,006.18
609 - LIQUOR STORE	69,061.99
614 - TELECOM	65,370.62
615 - ARENA	9,129.14
617 - M/P CENTER	5,667.48
700 - PAYROLL	60,654.63
Grand Total:	410,295.18

Account Summary

Account Number	Account Name	Payment Amount
100-34202	Fire Protection Services -	150.00
100-41110-304	Legal Fees	285.00
100-41110-334	Meals/Lodging	297.15
100-41110-350	Printing & Design	1,317.47
100-41310-133	Employer Paid Insurance	80.00
100-41310-217	Other Operating Supplie	31.13
100-41310-301	Auditing & Consulting Se	117.98
100-41310-321	Telephone	46.16
100-41310-322	Postage	7.32
100-41310-326	Data Processing	10.00
100-41310-331	Travel Expense	211.75
100-41310-480	Other Miscellaneous	100.00
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	92.37
100-41910-212	Motor Fuels	64.68
100-41910-304	Legal Fees	255.00
100-41910-321	Telephone	36.16
100-41910-405	Repairs & Maint - Vehicl	153.38
100-41940-406	Repairs & Maint - Groun	836.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	43.90
100-42120-212	Motor Fuels	1,412.91
100-42120-218	Uniforms	58.77
100-42120-305	Medical & Dental Fees	63.21
100-42120-322	Postage	60.98
100-42120-350	Printing & Design	114.75
100-42120-364	Insurance - Worker's Co	154.62
100-42120-404	Repairs & Maint - M&E	169.90
100-42120-405	Repairs & Maint - Vehicl	25.98
100-42120-480	Other Miscellaneous	35.00
100-42220-200	Office Supplies	257.27
100-42220-211	Cleaning Supplies	31.77
100-42220-212	Motor Fuels	72.17
100-42220-218	Uniforms	747.89
100-42220-308	Training & Registrations	325.00
100-42220-404	Repairs & Maint - M&E	104.96

Account Summary

Account Number	Account Name	Payment Amount
100-42220-405	Repairs & Maint - Vehicl	4,770.84
100-42220-480	Other Miscellaneous	723.50
100-42700-300	Charges for Services	12.00
100-43100-133	Employer Paid Insurance	80.00
100-43100-212	Motor Fuels	4,441.22
100-43100-217	Other Operating Supplie	4,461.77
100-43100-224	Street Maint Materials	1,063.09
100-43100-241	Small Tools	693.43
100-43100-321	Telephone	44.49
100-43100-322	Postage	12.83
100-43100-331	Travel Expense	38.91
100-43100-401	Repairs & Maint - Buildi	5.49
100-43100-404	Repairs & Maint - M&E	1,208.60
100-43100-405	Repairs & Maint - Vehicl	739.80
100-45120-217	Other Operating Supplie	15.57
100-45120-260	Concessions	226.50
100-45120-340	Advertising & Promotion	129.32
100-45202-133	Employer Paid Insurance	16.00
100-45202-212	Motor Fuels	55.97
100-45202-340	Advertising & Promotion	129.32
100-45202-402	Repairs & Maint - Struct	34.22
100-45202-480	Other Miscellaneous	67.01
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	202.34
211-45501-217	Other Operating Supplie	7.78
211-45501-322	Postage	17.95
211-45501-402	Repairs & Maint - Struct	887.27
211-45501-433	Dues & Subscriptions	79.89
211-45501-435	Books and Pamphlets	2,295.28
211-45501-480	Other Miscellaneous	770.00
225-45127-200	Office Supplies	29.00
225-45127-321	Telephone	1,500.24
225-45127-480	Other Miscellaneous	770.00
230-45124-217	Other Operating Supplie	7.79
230-45124-340	Advertising & Promotion	178.50
230-45124-350	Printing & Design	129.32
230-45124-480	Other Miscellaneous	770.00
235-33436	Reimbursements	4,884.14
235-34205	Ambulance Revenues -	200.00
235-42153-200	Office Supplies	257.28
235-42153-212	Motor Fuels	2,380.39
235-42153-217	Other Operating Supplie	1,371.82
235-42153-312	Nursing	4,151.88
235-42153-321	Telephone	108.48
235-42153-334	Meals/Lodging	145.89
235-42153-405	Repairs & Maint - Vehicl	3,291.39
235-42153-406	Repairs & Maint - Groun	21.18
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	53.86
250-46520-301	Auditing & Consulting Se	1,330.00
250-46520-321	Telephone	26.93
250-46520-340	Advertising & Promotion	184.30
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	14.00
250-46520-438	Meeting Expense	27.98
250-49980-602	Other Long-Term Obliga	2,316.31
250-49980-612	Other Interest	1,043.69
254-46520-381	Electric Utility	150.54

Account Summary

Account Number	Account Name	Payment Amount
308-41000-303	Engineering and Surveyi	1,460.00
401-49950-501	Capital Outlay - Police	357.48
401-49950-502	Capital Outlay - Fire	9,210.00
401-49950-504	Capital Outlay - Parks	2,357.00
401-49950-509	Capital Outlay - Administ	3,254.58
601-49400-133	Employer Paid Insurance	32.00
601-49400-212	Motor Fuels	225.31
601-49400-216	Chemicals and Chemical	3,544.84
601-49400-310	Lab Testing	77.00
601-49400-321	Telephone	99.04
601-49400-326	Data Processing	1,328.13
601-49400-334	Meals/Lodging	1,056.32
601-49400-381	Electric Utility	22.00
601-49400-383	Gas Utility	877.29
601-49400-386	Landfill	3,814.97
601-49400-404	Repairs & Maint - M&E	31.13
601-49400-405	Repairs & Maint - Vehicl	177.75
601-49400-432	Uncollectible	38.11
601-49400-443	Intergovernmental Fees	3,263.00
601-49400-444	License Fees	1,480.61
602-16200	Buildings	71,699.80
602-49450-133	Employer Paid Insurance	64.00
602-49450-212	Motor Fuels	432.25
602-49450-216	Chemicals and Chemical	290.50
602-49450-304	Legal Fees	541.00
602-49450-310	Lab Testing	979.20
602-49450-321	Telephone	74.19
602-49450-326	Data Processing	1,328.12
602-49450-381	Electric Utility	133.93
602-49450-383	Gas Utility	97.28
602-49450-404	Repairs & Maint - M&E	1,192.34
602-49450-405	Repairs & Maint - Vehicl	1,136.42
602-49450-432	Uncollectible	38.11
602-49450-480	Other Miscellaneous	42.01
604-14200	Inventory	821.60
604-16200	Buildings	6,829.59
604-16300	Improvements Other Th	2,000.00
604-16440	Motor Vehicles	2,382.11
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	81.00
604-49550-212	Motor Fuels	534.49
604-49550-241	Small Tools	149.15
604-49550-303	Engineering and Surveyi	3,870.00
604-49550-308	Training & Registrations	225.00
604-49550-310	Lab Testing	720.33
604-49550-321	Telephone	133.47
604-49550-326	Data Processing	1,328.12
604-49550-383	Gas Utility	935.80
604-49550-402	Repairs & Maint - Struct	296.19
604-49550-404	Repairs & Maint - M&E	31.13
604-49550-405	Repairs & Maint - Vehicl	348.00
604-49550-406	Repairs & Maint - Groun	218.77
604-49550-408	Repairs & Maint - Distrib	655.66
604-49550-410	Repairs & Maint - Gener	1,716.47
604-49550-432	Uncollectible	38.10
604-49550-433	Dues & Subscriptions	25.00
604-49550-450	Conservation	8,370.20
604-49550-491	Payments to Other Orga	1,200.00

Account Summary

Account Number	Account Name	Payment Amount
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	1,556.93
609-49751-211	Cleaning Supplies	50.17
609-49751-217	Other Operating Supplie	182.42
609-49751-251	Liquor	23,198.17
609-49751-252	Beer	35,100.80
609-49751-253	Wine	4,275.05
609-49751-254	Soft Drinks & Mix	811.46
609-49751-256	Tobacco Products	87.61
609-49751-257	Ice	148.14
609-49751-261	Other Merchandise	10.72
609-49751-308	Training & Registrations	299.00
609-49751-333	Freight and Express	607.30
609-49751-340	Advertising & Promotion	2,344.80
609-49751-364	Insurance - Worker's Co	134.37
609-49751-383	Gas Utility	191.92
609-49751-404	Repairs & Maint - M&E	31.13
614-20201	Excise Tax Payable	909.48
614-20206	911 TAP & TACIP Fees Cl	1,205.20
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	122.42
614-49870-211	Cleaning Supplies	21.33
614-49870-212	Motor Fuels	173.14
614-49870-217	Other Operating Supplie	110.39
614-49870-227	Utility System Maint Sup	467.45
614-49870-240	Equipment	651.14
614-49870-308	Training & Registrations	158.69
614-49870-321	Telephone	303.25
614-49870-322	Postage	3.45
614-49870-326	Data Processing	1,328.13
614-49870-340	Advertising & Promotion	100.98
614-49870-404	Repairs & Maint - M&E	46.68
614-49870-405	Repairs & Maint - Vehicl	96.58
614-49870-433	Dues & Subscriptions	1,500.00
614-49870-441	Transmission Fees	47.75
614-49870-442	Subscriber Fees	45,518.31
614-49870-445	Switch Fees	376.93
614-49870-447	Internet Expense	10,233.15
614-49870-448	On-Call Support	1,143.94
614-49870-451	Call Completion	730.22
614-49870-480	Other Miscellaneous	42.01
615-49850-133	Employer Paid Insurance	32.00
615-49850-212	Motor Fuels	212.34
615-49850-217	Other Operating Supplie	28.02
615-49850-301	Auditing & Consulting Se	5,200.00
615-49850-304	Legal Fees	915.00
615-49850-321	Telephone	58.53
615-49850-383	Gas Utility	2,255.00
615-49850-402	Repairs & Maint - Struct	428.25
617-10200	Petty Cash	3,000.00
617-49860-133	Employer Paid Insurance	16.00
617-49860-200	Office Supplies	32.05
617-49860-211	Cleaning Supplies	59.50
617-49860-212	Motor Fuels	7.86
617-49860-254	Soft Drinks & Mix	85.61
617-49860-321	Telephone	40.93
617-49860-340	Advertising & Promotion	276.78
617-49860-383	Gas Utility	1,859.07

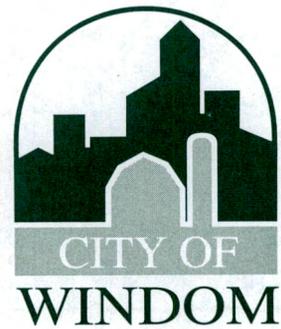
Account Summary

Account Number	Account Name	Payment Amount
617-49860-404	Repairs & Maint - M&E	230.18
617-49860-406	Repairs & Maint - Groun	59.50
700-21701	Federal Withholding	9,850.21
700-21702	State Withholding	5,062.33
700-21703	FICA Tax Withholding	12,447.64
700-21704	PERA Contributions	21,000.30
700-21705	Retirement	6,470.28
700-21709	Wage Levy	113.52
700-21711	Medicare Tax Withholdi	3,666.56
700-21712	Flex Account	1,651.56
700-21718	Individual Insurance-NC	32.00
700-21723	HSA Employee Contribu	360.23
	Grand Total:	410,295.18

Project Account Summary

Project Account Key	Payment Amount
None	410,295.18
Grand Total:	410,295.18

4-10-19
 ✱



NOTICE OF PUBLIC HEARING

Amendments to the Windom City Charter

Notice is hereby given that the City Council of Windom, Minnesota, will meet in the Council Chambers of the City Hall, 444 9th Street, at 6:30 p.m. on Tuesday, April 16, 2019, to consider proposed amendments to the Windom City Charter.

The proposed Charter Amendments include revisions to Section 1.02, 2.05, 2.06, 3.08, 5.01, 5.02 and 11.08. The complete text of the proposed amendments is available for review at the City Office at 444 9th Street or on the City website at www.windom-mn.com. Individuals wishing to be heard with reference to the proposed Windom City Charter Amendments are invited to present oral or written comments at the hearing.

Steve Nasby, City Administrator

Published April 3 & 10, 2019



Charter Section 1.02 – Boundaries and City Territory

BOUNDARIES: The territory encompassed by the present boundaries of the City of Windom is as follows: Part of the Northeast Quarter of Section 21, part of the Northwest Quarter of Section 22, part of the East Half of Section 22, part of the South Half of Section 23, part of the Southwest Quarter of Section 13, part of the Northwest Quarter of Section 24, part of the Southwest Quarter of Section 24, part of the East Half of Section 24, all of Section 25, the East Half of Section 26, part of the Northwest Quarter of Section 26, part of the Southwest Quarter of Section 26, part of the Northeast Quarter of Section 35, most of the North Half of Section 36, and part of the South Half of Section 36, all in Township 105 North, Range 36 West of the 5th P.M.; and part of the West Half of Section 19, and part of the Northwest Quarter of Section 31, all in Township 105 North, Range 35 West of the 5th P.M. in Cottonwood County, Minnesota.

Charter Section 2.05 - City Council Vacancies

VACANCIES: An elected office becomes vacant when the person elected or appointed thereto dies before taking office or fails to qualify, or the incumbent dies, resigns in writing filed with the City Administrator, is convicted of a felony, ceases to reside in the City, or is adjudged incompetent by a Court of competent jurisdiction. In each case the council shall by resolution declare the vacancy to exist.

~~If the a~~ vacancy occurs ~~one year or less before the expiration of the term of that elective office~~ the mayor shall nominate and the council shall affirm and shall forthwith appoint an eligible person to fill the vacancy for the remainder of the unexpired term **until the next general election.**

~~If the vacancy occurs more than before the expiration of the term of the elective office the council shall forthwith order a special election to fill such vacancy to be held within 150 days of the resolution declaring the vacancy.~~

Charter Section 2.06 - Mayor Powers and Duties

THE MAYOR, POWERS AND DUTIES: The mayor shall be the presiding officer of the council; except that the council member elected at large shall serve as president in the mayor's absence, and as acting mayor in case of the mayor's disability preventing performance of duties or in the case of the mayor's absence from the City. The mayor shall be the chief executive officer of the City ~~and shall have command and control of its police force.~~ The mayor shall exercise all powers and perform all duties conferred and imposed upon that office by this charter, the ordinances of the City and the constitution and statutes of the State of Minnesota.

In the event of a vacancy in the office of mayor, whether by death, resignation or any other cause, the council forthwith shall order a special election to fill the vacancy for the unexpired term; provided that if such vacancy occurs less than six (6) months from the expiration of; the term of said mayor, then no special election shall be held; but the duties of said mayor shall rest upon and be discharged by the council member elected at large serving as president pro tempore

of said council as full and to all intents and purposes as if said president pro tempore were the duty elected and qualified mayor.

If a vacancy exists in the office of mayor and council member at large, then the remaining council members shall elect from themselves a chair to conduct the meeting and said person shall retain their voting rights.

Charter Section 3.08 - Proceedings on Resolutions

PROCEEDINGS ON RESOLUTIONS: Every resolution may be presented in writing. **and read in full before adoption, unless the reading is dispensed with by unanimous consent. Resolution shall be read in full before adoption, if requested by a majority of the council.**

Charter Section 5.01 - Subordinate Officers

SUBORDINATE OFFICERS: There shall be a City Administrator, a Deputy City Administrator, a City Attorney, **a City Engineer, a Street Superintendent** and other subordinate officers as are designated in this charter or as the council may create, each of whom shall be appointed by the mayor and whose appointment shall be confirmed by the council and shall perform such duties as are required of them by the council. The duties of the various officers may be altered or combined as the council may see fit.

Charter Section 5.02 - Subordinate Departments

DEPARTMENTS: The City of Windom shall have the following departments: Fire, Planning, Police, **Street** and Utilities; and the Council may create, in addition, such other departments, boards, commissions, bureaus for the administration of the City's affairs as may seem necessary. The Council from time to time may define, alter or combine the powers and organization of departments, boards, commissions or bureaus.

11.08 Effective Date of Charter

This charter becomes effective on **August 30, 2019** and as amended.

RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED: Aye:

 Nay:

 Absent:

RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND

WHEREAS, City Code Section 3.02 authorizes the City Council to establish rates and charges for municipal utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

WHEREAS, the City Council periodically establishes rates and fees for municipal utilities; and

WHEREAS, the Windom Telecommunications Commission recommends to the Windom City Council to change the monthly rate for Telecommunications services; and

WHEREAS, it is in the best interests of the City of Windom and its citizens to operate the city enterprise funds in a cost-effective manner.

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

Adopt the rates effective June 1, 2019 for Transparent Land Services (TLS) offered by WindomNet as set forth below.

<i>2019 Pricing for TLS services</i>			<i>Discount 2%</i>	<i>Discount 4%</i>	
Service Level		Monthly	3yr MRC	5yr MRC	NRC
10	MB	\$105.06	\$102.96	\$100.86	\$266.77
20	MB	\$164.39	\$164.39	\$157.81	\$280.11
30	MB	\$277.48	\$271.93	\$266.38	\$294.12
50	MB	\$371.32	\$363.89	\$356.47	\$308.81
100	MB	\$503.67	\$493.60	\$483.52	\$324.26
200	MB	\$902.28	\$884.23	\$866.19	\$340.48
250	MB	\$1,107.25	\$1,085.11	\$1,062.96	\$357.49
500	MB	\$1,987.90	\$1,948.14	\$1,908.38	\$375.37
1000	MB	\$3,450.50	\$3,381.49	\$3,312.48	\$394.14
Expedite Fee		\$350.00			

*Rates exclude current contracted term rates

Adopted this 16th day of April, 2019.

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: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: APRIL 16, 2019
RE: SMALL WIRELESS FACILITY AESTHETICS POLICY
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

The Planning Commission and City Staff recommend the Council adopt the Small Wireless Facility Aesthetics Requirements and Construction Criteria Policy.

Issue Summary/Background

In 2017, Minnesota passed a law amending the Telecommunications Right-of-Way User Law. The amendment cleared up confusion as to whether wireless providers are treated the same as other telecommunications right-of-way users and gave cities some local control of wireless facilities installed in the city right-of-way or on city-owned structures. An FCC order addressing the deployment of small wireless facilities became effective on January 14, 2019. The FCC order preempts some local control over small wireless facilities but does allow cities to adopt and publish aesthetic standards applicable to small wireless facilities. The FCC order does not require the city to pass an ordinance. The adoption of a policy by the City Council will meet the requirements of the FCC order. The policy must be adopted and published by April 15, 2019, or the city may lose the ability to impose aesthetic standards.

The proposed Policy has been approved by the Telecom Manager, Electrical Superintendent, and City Attorney. League of MN Cities Attorneys have said that if the policy is listed on the agenda by April 15th for the Council's approval, it would comply with the FCC order. The Council's agenda will be posted and published on the City's website prior to April 15th. Each City can determine how to publish its aesthetic requirements. The League has advised that most cities are publishing their aesthetic requirements on their city's website.

Fiscal Impact

There will be no fiscal impact to the City.

Attachments

1. Small Wireless Facility Aesthetic Requirements and Construction Criteria Policy.
2. Small Cell Technology Handout (*for informational purposes*).

CITY OF WINDOM, MINNESTOTA

PUBLIC RIGHT-OF-WAY POLICY

Small Wireless Facility Aesthetic Requirements and Construction Criteria

The installation or attachment of an antenna or other wireless communications equipment utilizing small cell technology (the "wireless equipment") to poles in the City Of Windom or City-owned facilities shall be subject to the criteria set forth below. In some cases, the existing pole may require replacement with a new combination pole that can accommodate the equipment proposed to be attached and the street light luminaire, signal head/mast arm or other appurtenances (the "replacement pole"). If an existing pole is proposed to be utilized for attachment, detailed engineering calculations shall be submitted by a Licensed Professional Engineer showing that the pole can accommodate the additional loads.

A. Application Process:

1. The small wireless facility operator or contractor/installer shall submit a permit application(s) to the Windom Building & Zoning Office detailing the type of equipment to be installed, specs regarding weight and size of equipment, photo of cabinet and other equipment to be attached or placed in the City's right-of-way, and proposed locations for installation of the equipment. The City may request additional information if deemed necessary.
2. Any fees for the permit application shall be set by resolution of the Windom City Council.

B. Pole Criteria:

1. Specific Criteria:
 - a. Only one installation per pole on a first-come, first-served basis is permitted.
 - b. If wireless equipment is to be installed on a City-owned street light pole, the operator, at its expense, shall replace the existing street light pole with a chambered pole to segregate wireless and utility services. The specs of the proposed pole shall be approved by the Windom Electrical Department.
 - c. The wireless equipment is not permitted to protrude more than five (5) feet above the streetlight luminaire or mast arm itself.
 - d. The mounting height of the luminaire on the streetlight pole shall be no more than thirty-five (35) feet.
 - e. The mast arm length of a replacement pole shall match the existing streetlight pole being replaced.
 - f. The color and surface treatment of the replacement pole shall match the surrounding area poles. Pole heights shall be the same as all surrounding poles of the same use.
 - g. No Company signs are permitted to be placed on a pole, including a replacement pole, except to the extent required by local, state or federal laws or regulations.
 - h. All pole-attached wireless equipment must be a minimum of ten (10) feet above the sidewalk elevation.

- i. All ground-based wireless equipment including, but not limited to, equipment cabinets or power pedestals shall be placed at the back of the right-of-way whenever possible.
- j. All pole-mounted equipment shall match the color of the pole or replacement pole.
- k. For each individual pole type or style used to support the wireless equipment, one spare replacement pole shall be provided by the small wireless facility operator to the City at the end of the project so that the pole can be replaced promptly in case of a knockdown.
- l. All plans shall be signed and sealed by a Professional Civil and Electrical Engineer.
- m. All other details in the City Of Windom Street Light Design Standards and Engineering Standards shall apply.
- n. The replacement pole and the wireless equipment attached to the pole shall not increase the diameter of the existing pole that is replaced by more than sixty (60) percent, not to exceed eight (8) inches total, or increase the height of the existing pole by more than ten (10) percent, not to exceed four (4) feet. The distance from the edge of the pole to the street or sidewalk shall meet all setback requirements per the City's Engineering Standards.
- o. Antenna shall be limited to snug-mount, canister-mount, and concealed antennas and mounted no more than six (6) inches off the pole.
- p. All cables or wires for the attached wireless equipment shall be located inside the pole except where such cables or wires attach to the ports in the antenna.
- q. When wireless equipment is attached to a replacement pole, the primary purpose of the pole shall remain as a pole structure supporting a streetlight luminaire, signal mast arms/heads, or power facilities and related fixtures as originally established within the City right-of-way.

C. Equipment Cabinets:

- 1. Equipment cabinet locations shall comply with the height and development standards of the underlying zoning district.
- 2. Cooling Fans: In residential areas, the small wireless facility operator shall use a passive cooling system. In the event that a fan is needed, the small wireless facility operator shall use a cooling fan with a low noise profile.
- 3. The associated equipment will be reviewed by the City for each location and will be screened wherever the same can be screened in a commercially reasonable manner.
- 4. No more than one equipment cabinet and/or power pedestal shall be located at and serve any one pole site.

D. Above-Ground Utility Structures:

- 1. When requesting above-ground structures greater than twenty-four (24) inches in height, they must meet the following criteria and the following information must be submitted:

- a. Evidence or documentation that where the above-ground structure is over thirty-six (36) inches in height, given its proposed location, the structure will comply or be in compliance with applicable City Of Windom Zoning Ordinances.
- b. City will provide documentation that identifies a potential site for replacement within a neighborhood. (The site will be selected on the basis of aesthetics and technical/engineering restrictions.)
- c. Evidence that the structure shall be placed on the same side of the right-of-way as refuse containers or utility poles. (The structure shall not block trash truck access and alley access.)
- d. Verification of sight-triangle compliance.
- e. Three (3) photographs of the proposed structure, one (1) at ninety (90) degrees, the other two (2) at forty-five (45) degrees on either side of the proposed location. (Identify the location of the proposed structure, mark the location with white tape, use an orange traffic cone, etc.)
- f. Evidence or documentation of the dimension of the structure.
- g. Evidence or documentation that the structure shall not exceed thirty-six (36) inches in height in front of the front yard of a residential home.
- h. Information as to the specifications of the structure, if available.

E. Signage/Lights/Logos/Decals:

1. Signage: The small wireless facility operator shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small cell facility that is visible to the public. Signage required under this section shall not exceed four (4) inches by six (6) inches, unless otherwise required by law (e.g. RF ground notification signs) or the City. If no cabinet exists, the signage shall be placed at the base of the pole.
2. Lights: New small wireless facilities and wireless support structures shall not be illuminated, except in accord with state or federal regulations, or unless illumination is integral to the camouflaging strategy such as design intended to look like a street light pole.
3. Logos/Decals: The small wireless facility operator shall remove or paint over unnecessary equipment manufacturer decals. The color shall match or shall be as approved by the City. Small wireless facilities and wireless support structures shall not include advertisements and may only display information required by a federal, state or local agency. The small wireless facility operator shall utilize the smallest and lowest visibility radio frequency (RF) warning sticker required by government or electric utility regulations. Placement of the RF sticker shall be as close to the antenna as possible.

Small Cell Technology

What is small cell technology?

As wireless data usage continues to escalate, providers must find new and innovative ways to keep up with consumer demand for more speed and data capacity. One way to address the capacity crunch is by deploying “small cells,” a type of wireless technology for broadband infrastructure. Various federal, state and local laws define small cell differently. Generally, “small cell” refers to both the smaller coverage area of the wireless signal, and the smaller

size of the infrastructure. Small cell installations generally cover much smaller geographic areas — measured in hundreds of feet — than the traditional macrocell towers that can cover miles in each direction. The antennas are much

smaller than those deployed at macrocell sites, and are often attached to buildings, rooftops and structures in public rights-of-way (ROW), including utility and light poles and other street furniture.⁴ Pole- or ground-mounted equipment accompanying the antenna may also be needed and can be as big as a large refrigerator. This equipment may be in the ROW, or on other public or private property.

These facilities help to complement or stretch macrocell coverage and add capacity in high demand areas.⁵ Small cell infrastructure is typically deployed to alleviate capacity constraints where crowds gather or to cover targeted areas, including public squares and spaces, downtown pedestrian areas, parks, office buildings, campuses, or stadiums and arenas.



Macrocell vs. Small Cell:

Although they serve different purposes, macrocell and small cell technologies complement each other.

Macrocell: Traditional macrocell towers have a coverage area that spans several miles. They're hard to miss, although their signal degrades towards the edge of their coverage areas.



Small Cell: Small cell technology is much more discreet, mounted on existing structures like rooftops and utility poles. Sometimes, they are accompanied by refrigerator-sized equipment. Because small cells only supply a few hundred feet of coverage, they are best suited for dense areas like downtowns.

ACTION ITEM



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

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: APRIL 16, 2019
RE: PROPOSED ORDINANCE – “NUISANCE ORDINANCE ADDITIONS”
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

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

1. Review and approve the first reading of **Ordinance No. 177, 2nd Series** which includes additions to Section 90.07 (“Abatement Procedure”) of the City Code.
-

Issue Summary/Background

The City Council requested that the Planning Commission review the public nuisance ordinance (Chapter 90) regarding abatement procedures and specifically length of time a complaint remains open and additional actions that could be taken by the city concerning habitual (“repeat”) offenders.

The proposed additions were reviewed by the City Attorney and have been presented to the Planning Commission for review. At its meeting on April 9th, the Commission recommended approval by the City Council.

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Ordinance No. 177, 2nd Series.

ORDINANCE NO. 177, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
AMENDING CITY CODE CHAPTER 90

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City Council adopted Ordinance No. 118, 2nd Series on March 19, 2002, (effective date April 1, 2002) which Ordinance added "Chapter 13 Public Nuisance" to the City Code for the City of Windom; and

WHEREAS, thereafter the City Council adopted ordinances to modify the provisions of the public nuisance ordinance including Ordinance No. 130, 2nd Series (April 2008); Ordinance No. 138, 2nd Series (October 2012) which codified the City Code and renumbered the public nuisance ordinance as Chapter 90; Ordinance No. 143, 2nd Series (August 2013); and Ordinance No. 151, 2nd Series (October 2015); and

WHEREAS, there are two new additions to Chapter 90 which the Planning Commission has recommended to the City Council; and

WHEREAS, it is in the best interests of the citizens of Windom that Chapter 90 be amended as set forth herein.

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

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY ADDING THE FOLLOWING SUBSECTIONS IN SECTION 90.07 "ABATEMENT PROCEDURE" AND RE-LETTERING ONE SUBSECTION:

NUISANCES; HEALTH AND SAFETY

§ 90.07 ABATEMENT PROCEDURE.

(G) *Length of Time Complaint Remains Open.* If a signed written complaint form is received and an inspection reveals that there are valid public nuisance violations on the property referred to in the complaint form, that complaint shall remain open for the period of four (4) months from the date that the violations are remedied and the property comes into compliance with City Code. During that period, the City will make periodic inspections and take follow-up action as required without the need for the submission of another signed written complaint form.

(H) *Habitual Offenders.* There are properties for which the City may receive more than one complaint per year or may receive complaints in consecutive years. The City will follow the procedures as set forth in Section 90.07. However, at the City's sole and exclusive discretion, criminal misdemeanor charges may also be filed and other judicial remedies may be pursued as allowed by law.

The existing subsection of (G) "*Violation a misdemeanor*" will be re-lettered to (I).

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

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

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 7th day of May, 2019.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: April 16, 2019
2nd Reading: May 7, 2019
Adoption: May 7, 2019
Published: May 15, 2019

MEMORANDUM



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

TO: City Council
FROM: City Administrator *Joe*
DATE: April 11, 2019
RE: Housing Discussion Items

On the agenda there are a number of items related to the on-going discussions related to the Cemstone project, DEED redevelopment grant, creation of a TIF redevelopment district, use of the overflow parking lot south of the Community Center and the multi-family (apartment) developers that are interested in doing a project in Windom. To help guide the City Council through the discussion this memorandum lays out the steps in the process, provides a brief overview and notes the decision points for the City Council.

Redevelopment Grant Update

The City Council authorized staff to apply for a Department of Employment and Economic Development (DEED) grant to assist with demolition costs related to redeveloping the Cemstone site. This grant was not awarded. **No decision from the City Council is needed at this time related to the DEED grant.** Should the City Council want to re-apply for that funding that decision would be made at a later date.

Multi-family Housing (Apartments) Developer Presentations

Over the past two years the EDA has worked with a private developer that is interested in building multi-family (apartments) housing in Windom. Recently a second investment group has also expressed interest in developing this type of project as well. At the City Council meeting these two development groups will be making presentations as to their interest in Windom. **No decision will be needed from the City Council related to these housing presentations.** This is intended as an informational opportunity.

TIF Housing\Redevelopment Area

The City Council previously voted to designate an area that included the Cemstone property and overflow parking lot south of the Community Center as a redevelopment area for the DEED grant application. **If the City Council intends to continue with the development of housing in this area the City Council will need to direct staff to begin preparation of the TIF paperwork and designate the property(ies) to be included in the proposed TIF district.**

Multi-family Housing (Apartments) – Use of the Overflow Parking Lot South of the Community Center

Discussion has been held with the City Council, public and Community Center Commission related to the potential use of the overflow lot for housing development. The Community Center Commission is on record as being in opposition to development of the property. Whether or not the overflow lot is included in a proposed TIF district does not automatically make it available for development so specific City Council action will be needed. **As City owned property the City Council has the final authority to maintain the overflow parking lot property for City use(s) or designate it for sale\development. A decision regarding this property is necessary to guide the future development of housing in this area.** Only if the City Council decides to sell the property the process will continue and include creation of an ordinance, which would be up for consideration at City Council meetings on May 7, 2019 (first reading) and May 21, 2019 (second reading).

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: APRIL 16, 2019
RE: HOUSING - DEED REDEVELOPMENT GRANT
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 action at this meeting:

1. Discuss the DEED Redevelopment Grant. (Windom was not awarded a grant to assist with redevelopment.)
-

Issue Summary/Background

The Windom EDA applied for a DEED Redevelopment Grant to help fund demolition and redevelopment activities in the Redevelopment Area around Cemstone. The grant was not awarded. The Redevelopment Area included the 34-acre Cemstone property, Bosshart's property along the south side of Cottonwood Lake, the right-of-way along Cottonwood Lake Drive from the Community Center to County Road 13, the City-owned property south of the Community Center (Overflow Lot), the water treatment property, and the northeast gravel parking lot in the Windom Recreation Area. Redevelopment activities include demolition, site work, infrastructure work, paving, sidewalks, footings, and below-ground improvements. Please see attached map.

There were 12 applications for the DEED Redevelopment Grant along with multiple applications for a DEED Redevelopment Loan. The grant was scored on redevelopment potential, planned investment, job creation, and other criteria. Our redevelopment potential and planned investment in year one were strong. Our jobs created did not score well, since construction jobs do not count in the total. The market-rate apartment was only creating 1.5 new jobs, and we were retaining the existing jobs at Cemstone.

New tax revenue from the market-rate apartment will be able to help fund redevelopment activities. During the four Housing Input Meetings, we discussed the potential tax revenue and how multi-family housing will help to fund infrastructure for a new development that also includes single-family housing. It is very difficult to fund a new single-family development without general fund tax dollars or multi-family development.

Our goal has been to fund a new housing development that can support itself, so no general fund dollars are needed. This is possible when multi-family development is included. The more projects and

investment that can be included the Redevelopment Area, the easier it will be to fill the funding gap left by the absence of the grant award.

The City Council will be discussing next steps for the Redevelopment Area. This discussion will include the City-owned property south of the Community Center (Overflow Lot). All potential projects will be considered by the City Council.

Solicitations for applications for the DEED Redevelopment Grant are typically in the spring and fall. DEED Staff is unsure if there is going to be funding for the next solicitation period. There is no existing legislation that includes funding for the DEED Redevelopment Program. Funding for this program has not been consistent.

Fiscal Impact

The cost for the residential development will depend on which site is selected. These costs will be split with potential developers as additional information is received and agreements considered.

The total potential new investment in housing depends on what site is selected and the number of units and lots. Should these housing units be developed, there will be an increase in property taxes generated and a positive impact to the local economy.

Attachments

1. Refer to the City's Website for presentations and other information regarding the multi-family housing meetings:

<https://www.windom-mn.com/communitymeetings/>



Proposed Redevelopment Area

April 2, 2019

The Honorable Dominic Jones
Mayor, City of Windom
444 9th St. - PO Box 38
Windom, MN 56101-0038

RE: Redevelopment Grant Program
Project: Cemstone Redevelopment

Dear Mayor Jones:

The Department of Employment and Economic Development has completed its review of the 12 applications for the Redevelopment Grant Program received on February 1, 2019. We are not able to offer you a grant at this time because your project did not score within the funding range and competition for the grant funds was very high due to the limited amount of funds available.

If you would like to discuss your application, or other funding programs that may be applicable to your project, please call me at 651-259-7451.

Sincerely,



Kristin Lukes, Director
Brownfields and Redevelopment Unit

C: Drew Hage

Economic Development Division

1st National Bank Building ■ 332 Minnesota Street ■ E200 ■ Saint Paul, MN 55101-1351
651-259-7432 PHONE ■ 800-657-3858 TOLL FREE ■ 651-296-5287 Fax ■ www.mn.gov/deed

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: APRIL 16, 2019
RE: HOUSING – DEVELOPER PRESENTATIONS
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 at this meeting:

1. Discuss potential locations for the market-rate apartment building.
 2. Ask the two developers who are interested in the market- rate apartment building to present an overview of their potential projects to the City Council.
-

Issue Summary/Background

There are two developers interested in constructing the market-rate apartment building. Both developers are planning to attend the April 16th City Council Meeting. They would like an opportunity to present their projects to the City Council. Each developer has expressed an interest in moving forwarding with the project in June or July of 2019.

Housing Developer Presentation

- Provide information regarding their business, experience as a developer, number of units they have built, where apartments have built and their interest in Windom.
- Identify preferred location(s) and the number of units proposed.
- Highlight the benefits of a preferred location in Windom.
- Describe apartment amenities: community room, workout room, elevator, outdoor patio, etc.
- Highlight the building design, information regarding the units and curb appeal.
- Discuss potential timeline (start in June or July and construction timeline).
- Answer questions from the City Council.

Fiscal Impact

The market- rate apartment building is a privately-funded project. The total potential new investment in housing depends on what site is selected and the number of units constructed. The estimated potential build cost for the market-rate apartment building will be around \$5 million. Should these housing units be developed, there will be significant property taxes generated from the project and a positive impact to the local economy.

As you will recall, there is an existing five-year tax abatement program available for any new housing projects in Windom. This includes single family, duplexes, quads, and multi-family housing. An incentive package for the potential market- rate apartment building will be similar to the provisions of the existing residential tax abatement program and may also include some land cost considerations.

Attachments

1. Refer to the City's Website for presentations and other information regarding the multi-family housing meetings:

<https://www.windom-mn.com/communitymeetings/>

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: APRIL 16, 2019
RE: HOUSING – REDEVELOPMENT TIF DISTRICT
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 at this meeting:

1. Review the redevelopment area that was identified in the application for the DEED Redevelopment Grant. See attached map.
 2. Confirm property(ies) to be included in the Redevelopment TIF District.
-

Issue Summary/Background

The Redevelopment Area that was identified in the application for the DEED Redevelopment Grant included the 34-acre Cemstone property, the Bosshart property along the south side of Cottonwood Lake, the right-of-way along Cottonwood Lake Drive from the Community Center to County Road 13, the City-owned property south of the Community Center (Overflow Lot), the water treatment property, and the northeast gravel parking lot in the Windom Recreation Area. Including these properties in the proposed Redevelopment TIF District will allow new investment and new tax revenue from the TIF District to help fund eligible improvements within the TIF District. These improvements include demolition, site work, infrastructure work, paving, sidewalks, footings and below-ground improvements.

The total potential new investment in the Redevelopment TIF District depends on what properties are included in the district. If the City-owned property south of the Community Center (Overflow Lot) is able to be developed, the scope of the project is larger which increases the potential investment and tax revenue.

The various options that were discussed at the Housing Input Meetings included potential locations for development and potential construction of a market rate apartment building, 4-plexes, duplexes, and single-family homes. The original draft layout plan for Cemstone included a lot for the apartment building, duplexes, and single-family homes. If the City-owned property south of the Community Center (Overflow Lot) is utilized, the draft concept plan for Cemstone may be modified to include: 4-unit townhomes, duplexes, and single-family homes.

The timing of the demolition and redevelopment activities on the 34-acre Cemstone property depend on scope of the Redevelopment TIF District, potential tax revenue from the Redevelopment TIF District, the developer's share in the demolition, redevelopment activities, and infrastructure; and developer input.

Fiscal Impact

The goal is fund a new housing development that can support itself, so no general fund dollars are needed. This is possible when multi-family development is included.

The market-rate apartment building is a privately-funded project. There are also developers interested in constructing 4-unit townhomes. The properties included in the Redevelopment TIF District will impact the potential investment and tax revenue.

Attachments

1. Refer to the City's Website for presentations and other information regarding the multi-family housing meetings:

<https://www.windom-mn.com/communitymeetings/>



Proposed TIF Redevelopment Area

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: APRIL 16, 2019
RE: HOUSING – CITY OWNED PROPERTY SOUTH OF THE
COMMUNITY CENTER (OVERFLOW LOT)
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 action at this meeting:

1. Discuss future use of the City owned property south of the Community Center (Overflow Lot)
-

Issue Summary/Background

The City hosted four community meetings to identify potential locations for the market rate apartment building and compared these locations based on specific criteria. The criteria included: buffer distance between existing single-family housing and the proposed multi-family housing (new market rate apartment building), impact on traffic, development costs and amenities. The goal of the Housing Input Meetings was to find a location(s) that works for both the developer interests and the community.

The potential locations for the market rate apartment were identified at the first Housing Input Meeting and through data obtained through an on-line survey. The City owned property south of the Community Center (Overflow Lot) was one of the sites identified by community members. This location is also the preferred location by the private developers.

The City has been working with one of the two multi-family housing developer since 2016. Both developers have provided input regarding various sites. At the April 16th City Council meeting, the developers will be sharing their thoughts and rationale about regarding their preferred location.

Attachments

1. Refer to the City's Website for presentations and other information regarding the multi-family housing meetings:

<https://www.windom-mn.com/communitymeetings/>

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: Steve Nasby and the City Council
FROM: Brian Cooley, Street and Parks Superintendent
DATE: April 10, 2019
RE: **2019 Seasonal Hire**
DEPT: Street & Parks Department
CONTACT: Brian.Cooley@windimn.com

Recommendations/Options/Action Requested

I would like to recommend to the City Council to hire Travis Janssen and Noah Kloss as seasonal workers for this spring and summer. Noah's starting date will be, May 20, 2019. Travis's starting date would be June 10, 2019.

Issue Summary/Background

Travis has worked for the Street and Parks Department for several years now and this will be Noah's first year. They both have extensive knowledge in baseball and softball field prep. With these two applicants, this will conclude hiring seasonal positions with the Street & Parks Department.

Fiscal Impact

The Street and Parks Department Has three seasonal workers budgeted for 2019. Travis's starting wage will be \$11.75 per hour, because of longevity in the position. Noah's will be 11.50 per hour since it is his first year.

Attachments

None

ACTION ITEM



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

TO: City Council
FROM: Spencer Winzenried, Community Center Director
DATE: 4/4/19
RE: Community Center Part-Time On-Call Help Hiring
DEPT: Community Center
CONTACT: Spencer Winzenried Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council approve the hiring of Seth Jensen as On-Call Help at the Non-Union part-time new hire rate \$12.50.

Issue Summary/Background

The Community Center is in need of temporary staffing for upcoming events. The hours for this position will not be consistent and will be called in as needed. Interviews were conducted and the position was extended to Seth Jensen.

Fiscal Impact

As part of the annual budgeting process the City Council had allocated funding for the part-time On-Call Help positions.

Attachments

1. None