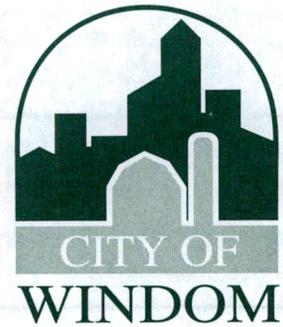


Council Meeting
Tuesday, May 7, 2019
City Council Chambers
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes –April 16, 2019
 - HRA – March 13, 2019
 - Community Center Commission – April 15, 2019
 - Tree Commission – April 17, 2019
 - Economic Development Authority – April 22, 2019
 - Library Board – April 23, 2019
 - Park & Recreation – April 24, 2019
 - Utility Commission – April 24, 2019
- Amplification - June 8, 2019 Island Park – Vickie Schendel Memorial Fun Run
- Temporary Liquor License – Windom Lions Club - Riverfest
- Regular Bills

2. Department Heads

3. Proclamations

- Fire Department – Buckwheat Johnson
- National Hospital Week May 12-18, 2019
- Drinking Water Week May 5-11, 2019

4. Hospital Budget

5. Planning & Zoning - CUP/PUD – Change of Use – 1955 First Avenue

6. Housing

- Housing Needs Input from Major Employers
- Call for Public Hearing – TIF District
- First Reading of Ordinance No 179, 2nd Series – Sale of City Property
- Developer Request for Proposals

7. Community Center – Outside Entertainment Area– Additional Funding

8. Water/Wastewater Departments

- First Amendment to Significant Industrial User Wastewater Treatment Agreement
- Annual Consumer Confidence Report

9. Airport

- Resolution Authorizing Grant Contract for Airport Maintenance
- Authorization to Issue Notice to Proceed – 2019 Hangar Construction Project



10. Ordinance Readings
 - First Reading Ordinance No. 178, 2nd Series – Amendments To The Windom City Charter
 - Second Reading Ordinance No. 177, 2nd Series – Nuisance Ordinance Additions
11. Resolution Approving Lease Purchase Agreement
12. A Resolution Requesting Dedicated Street Funding – LMC Suggested Resolution Adoption
13. Personnel - Hiring
 - Electric Dept.
 - Police
 - Pool/Recreation
14. Contractor Payment – Gridor Construction, Inc. –WWTF Improvement Project #6 - \$1,141,555.00
15. New Business
16. Old Business
17. Council Comments
18. Adjourn

SPECIAL MEETING REMINDER – May 13, 2019 – 4:30 p.m. Board of Appeal and Equalization Meeting

**Regular Council Meeting
City Hall, Council Chamber
April 16, 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; Chelsie Carlson, Finance Director; Jason Sykora, Electric Superintendent; Jeff Dahna, Telecom General Manager; Tim Hogan, Acting Arena/Park & Recreation Director; Drew Hage, Development Director; Mike Haugen, Water/Wastewater Superintendent; Cory Hillishiem, Assistant Police Chief, Andrew Spielman, Building & Zoning Official

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – April 2, 2019
 - Telecom Commission – April 1, 2019
 - EDA – April 8, 2019
 - Planning Commission – April 9, 2019
- Regular Bills

Motion by Nelson second by Grunig approving the Consent Agenda. Motion carried 5 – 0.

5. Department Heads:

Chelsie Carlson, Finance Director, informed that Council that on April 24th, the Administration Office will be closed from 2:00-5:00 PM for staff development. The EDA and Planning/Zoning offices will remain open.

Jason Sykora, Electric Superintendent, gave an overview of the snow/ice storm and the emergency outage on April 11th. The department needed to install a guidewire on one of the main switch poles located by the new substation. The pole was rocking at the top and this proactive measure was to prevent a failure. The outage was necessary to safely attach the guidewire and the availability of the ITC staff. The City distribution system had very minor damages due to the buried lines and continual tree trimming efforts. Sykora mentioned the City's transmission provider stated this Friday/Saturday they will be shutting down a line feeding our power source

and we will have our power re-routed. The City of Windom may have to generate power to keep pressure off of the feed line and may experience power loss. Sykora will give notice to public if an outage is imminent.

Jeff Dahna, Telecom General Manager, told the Council that his department experienced an internet outage due to the power loss on Thursday. A few servers did not come back on-line as quickly as expected. Services were restored by 10:30 AM and they have since re-sequenced servers to remedy the issue. Dahna is looking at an inverter system to replace the battery backups.

6. Public Hearing – Amendments to The Windom City Charter:

Nasby provided an overview of the Amendments. Items noted:

- Clarifying the City of Windom boundaries and territories
- City Council Vacancies and filling an unexpired term
- Mayor Powers and Duties eliminating the command and control of the City Police Force
- Proceedings on Resolutions to be read in full before adoption if requested by Council Majority
- Subordinate Officers eliminating a annual City Engineer Appointment (now selected per project) and Street Superintendent (added to Subordinate Department)
- Charter Effective Date updated

Jones opened the Public Hearing at 6:49 pm.

No comments received.

Jones closed the Public Hearing at 6:50 pm.

Nasby thanked the Charter Commission Members.

7. Telecom – Resolution Transparent Land Services (TLS) Rates:

Dahna explained the Transparent Land Services (TLS) service allows a customer to connect multiple locations to one point. An example would be the City of Windom facilities all come back to one point for backup, etc. The Telecom Commission is recommending a 3% increase in the recurring charge service rates and establishing non-recurring rates to setup new customers.

Council inquired how many customers this effects. Dahna replied 10-12 wholesale accounts are using these services.

Council Member Grunig introduced the Resolution No. 2019-23, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND”, and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Byam, Grunig, Ray, Nelson, and Quade. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Planning & Zoning – Small Cell Wireless Policy:

Andrew Spielman, Building & Zoning Official, and Dahna stated the Minnesota Legislature has passed a law amending the Telecommunications Right-of-Way User Law in compliance with FCC regulations. Small Wireless Facilities are allowed to mount equipment in the City right-of-way or

on City-owned structures allowing the company to extend their wireless services up to 500 feet. The Planning and Zoning Department, Telecom Manager, Electric Superintendent and the City Attorney have reviewed the policy and are recommending adopting the aesthetic requirements and construction criteria. The Small Wireless Facility Aesthetics Policy will be published on the City of Windom website and comply with FCC.

Council agreed that an aesthetic policy will keep Small Cell Providers consistent on appearance and limit their ability to advertise on this equipment. The electric department recommended limiting the number of providers on each pole (power or light) to one as to not jeopardize the structural integrity and allow separate power to their equipment. The application process will flow through the Building and Zoning Office with review from Telecom and Electric Departments. Attachment fees are established by State and Federal Regulations. There is no known interference with existing infrastructure.

Motion by Byam second by Quade to adopt the Small Wireless Facility Aesthetic Requirements and Construction Criteria. Motion carried 5 – 0.

9. First Reading Ordinance No. 177, 2nd Series – Nuisance Ordinance Additions:

Spielman is recommending the Council act on the additions that have been made to the City Nuisance Ordinance. He explained the parking nuisance actions that Council inquired about will need further discussion by both the Planning and Zoning office along with Street and Police Departments. The proposed amendments revise abatement procedures for each complaint, length that a complaint remains open and additional actions that could be taken by the City concerning habitual offenders. A fourth month time frame will be implemented for offenders to remain in compliance. If a property is in violation of the Ordinance before the four months are up, the time period would start at on the new violation date.

Motion by Grunig second by Nelson to approve First Reading Ordinance No. 177, 2nd Series – Nuisance Ordinance Additions. Motion carried 5 – 0.

10. Housing Discussion Items:

DEED Grant –

Drew Hage, Development Director, provided an update on the DEED Grant for the development of the Cemstone redevelopment area. The City of Windom did not get awarded the grant monies. The City ranked high in the potential development area, but lacked in the number of jobs created numbers. Hage said that there is an option for redevelopment grant resubmission, but the current legislative session has no monies in the upcoming legislation.

Hage stated that two developers are in attendance to give their proposed housing developments.

Housing Developer Presentations –

Terry Mick, Mick Construction, greeted the Council. He mentioned that he has been working on a project for Windom since 2016. Mick would like to build a market-rate apartment complex with 42-units on the preferred location of the Community Center overflow parking lot. The reduction of units was needed to accommodate parking requirements. The apartment complex would have amenities that include an exercise room, common room, internet/fiber, elevator, balconies, and 3

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phase power. He would like to start as soon as possible and is expecting a 6-7 month building timeline. Mick has been in construction since 1967. He has constructed 1,300 units. His largest was 115-unit apartment and as small as a 6-unit apartment building. Mick stated that labor force is a challenge so he runs his own job sites. He owns some of his developments, but does sell some to move on to future projects. They offer management staff and security system surveillance.

Hage showed Council a site plan picture and stated that there is a 750' buffer between the nearest home and the proposed location.

Jones expressed that the public is concerned over the market-rate apartment rental cost and questioned the longevity of this requirement. Hage clarified that this was a re-development grant requirement and the term was 15 years.

Grunig asked about the building size and what would it take to be considered successful as it concerns those who live in that area. Mick replied 46-units would be ideal but factors such as rent, taxes, and tenants all have influences in the success rate.

Don Meredith, CEO of Regency Builders, introduced himself to the Council. He has been in business for 25 years building custom homes, patio homes, quad homes and apartment buildings among others. He also has a development company that has been in business for 30 years. Meredith handed out a diagram of previous apartment construction. He is looking at proposing a 42-unit complex in the Community Center overflow lot. The complex would have varying sized apartments and amenities may include a fitness center, community room, elevator, patios, decks, garages and in-unit laundry. They would offer on-site management, maintenance and security camera surveillance. If selected, he proposed a 10 month building period. Meredith also informed the Council that a local investor is also working with him. His company would build and own the complex with local ownership.

Hage explained the site plan picture for Meredith. The building is turned versus the previous contractor but complies with the needed buffer.

Jones inquired about why there was an interest in choosing Windom to build. Meredith replied that a relative had come to Windom to work and could not find a unit to rent. He has reviewed the housing study as well and knows that there is a need.

Council discussed that both developers are looking at market-rate housing. The anticipated rent would be approximately \$700-\$1150 per month with utilities included. Both developers are aware of the elevator specifications that are needed with the apartment complexes proposed. Large employers are looking for housing as current employees drive from out of town to get to work. If the project moves forward, each developer will have to submit proposals for evaluation.

Hage thanked the developers for their time and presentations.

TIF Redevelopment Area –

Hage explained the potential TIF district map and what properties would be included. The proposed TIF area is identical to the DEED grant with the addition of the overflow lot for the Community Center and the 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. As the Cemstone plant is included in this TIF area, it would promote development to residential housing as they are interested in relocating to the North Windom Industrial Park. The EDA department had a closed session at their last meeting to discuss land negotiations with Cemstone, but no action was taken at that time. If a move were to proceed, the estimated timeline would be a year or more.

Byam asked if the Community Center existing parking lot could be included as it will need to be replaced. Hage will follow up with the Ehlers.

Motion by Quade second by Grunig to approve the proposed Redevelopment TIF District mapped area with the inclusion of the Community Center Parking lot if deemed eligible. Motion carried 4 – 0 (Abstain - Nelson).

Multi-Family Housing – Overflow Lot South of Community Center –

Jones encouraged Council to act upon the future use of the City owned property south of the Community Center (Overflow Lot) and give City Staff future direction. This location is the preferred site by private developers as mentioned earlier this evening.

Grunig mentioned availability of the Cemstone property is uncertain. Negotiations are still being discussed with the company and not moving forward would put a development timeline further out on use of the Overflow Lot.

Byam said he is listening to the constituents that elected him and they do not feel that the Overflow Lot is proper building place. This structure will be in town for a long time. He agrees housing is needed in Windom but not in this location. Byam is aware that local manufacturers would like to hire up to 1500 more workers, and housing is an issue.

Ray agreed with Byam. She stated members of the Community Center Board and the voting public has voiced their opinions to her and do not want the development to be placed in the Overflow Lot. The preferred spot is the Cemstone property.

Grunig pointed out that Windom has a benefit unlike surrounding communities. Developers are interested in building here. Both locations are going to have an influx of people and traffic. Grunig would like to see the Overflow Lot be used as it has the least financial impact to the tax payers. An apartment complex can be built in a shorter term at this locale as existing infrastructure is already in place. He encouraged the Council to move forward with the housing proposal for the Overflow Lot. The Cemstone property discussions have went well, however there are no agreements to date as the DEED grant funding was not awarded to Windom.

Motion by Byam second by Ray to table the future use of the Overflow Lot until the Cemstone property is made available. Motion Failed. 2 Ayes - Byam and Ray; 3 Nays - Grunig, Quade and Jones; Abstain - Nelson.

Jones explained that need for housing is now. Major employers have voiced a need and have invested their businesses in the City of Windom. The businesses are the City's tax base and we need to provide for them as well. He feels that there is minimal risk with an apartment building and stresses the importance of a local workforce. Jones will ask large employers to attend the May 7th Council Meeting to help clarify their needs. He has attended EDA meetings addressing the

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housing need, but also understands the opposition that residents have expressed. Several public meetings have been held along with studies/surveys and a top location has been selected. Council has to consider the housing necessity and the ability to grow the community.

Motion by Grunig second by Quade to direct City Staff to facilitate the Ordinance Requirements to utilize the Overflow Parking lot for housing. Motion carried 3 Ayes – Grunig, Quade and Jones; 2 Nays – Byam and Ray; Abstain – Nelson.

11. Personnel Items:

A recommendation has been submitted by the Street Department to hire Travis Janssen (\$11.75/hr) and Noah Kloss (\$11.50/hr) as seasonal workers this spring/summer. Kloss' starting date will be, May 20, 2019. Janssen's starting date would be June 10, 2019.

Motion by Ray second by Nelson to hire Travis Janssen and Noah Kloss for part-time non-union seasonal workers for the 2019 spring/summer seasons. Motion carried 5 – 0.

Motion by Byam second by Ray to hire Seth Jensen for on-call, part-time non-union help for the Community Center at \$12.50/hour. Motion carried 5 – 0.

12. Mayor Appointments – Hospital Board:

Jones would like to re-appoint Laura Fresk to the Hospital Board with the term expiration of April 30, 2022. He also recommends appointing Dan Ortmann to the Hospital Board with the same term end date.

Motion by Byam second by Ray to accept the appointments to the Hospital Board. Motion carried 5 – 0.

Jones thanked Nathan Low for service on the Hospital Board.

13. New Business:

Nasby stated a flyer was handed out to Council. DGR is having an Open House on April 23rd at 5:30 to review the storm water drainage report for the Red leaf Court/18th Avenue areas. He also informed the Council of the Open House being held on April 25th with the Minnesota DOT to review the Highway 60 resurfacing project that will be starting in May. Both events are open for anyone to attend.

Nasby also informed the Council that MN DOT will begin their J-turn work on Highway 60 in Heron Lake on April 29th.

14. Old Business:

None.

15. Council Comments:

Nelson stated the public should reference job postings on the City Website as well as the printed news publications.

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Grunig expressed thanks to the electric line crews in Southwest Minnesota and everyone who assisted them for their work to restore power during the recent ice storm.

Ray mentioned the city-wide cleanup is slated for May 18th.

Nasby requested Council to amend the start time to 6:00 PM for the April 30th City Facilities Tour.

Motion by Ray second by Nelson to amend the start time for the City Facilities Tour on April 30th to 6:00 PM. Motion carried 5 – 0.

Jones inquired if there were any storm damages that needed FEMA reporting. Nasby said no.

16. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:36 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

March 13, 2019 at 4:00pm

A regular meeting of the Board of Directors was held on Wednesday, March 13, 2019, at the Riverview Apartments Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Pam Dobson and Dan Molitor. Also present were: Executive Director, Connie Clausen and Operations Manager, Linda Loewen. Absent: Tom White and Mike Meyer, Resident Liaison.

The Regular Board Meeting was called to order at 4:07 pm with the consent agenda approved (McDonald/Dobson) which included minutes from the previous meeting, the agenda, utility report, balance report and bills report.

Scheduled Guests: None

Old business consisted of:

-
1. An update was given on the monthly turnaround rate. Since April 1, 2018, we've had 35 turnarounds at an average rate of 7.06 days. The Executive Director did not have the current fee accountant report to review.
 2. An update was given on the 957 River Road property. The Executive Director presented the quote from MN Energy for an appliance service contract to cover repairs on appliances including the refrigerator, stove, water heater and furnace. The monthly cost would be \$20.45. After some discussion a motion was made to approve the contract as presented. (Molitor/McDonald). The Executive Director will be working on quotes for installation of a central air system in the house this spring.
 3. An update was given on the long-term radon testing completed at Hillside Manor. We received two bids back for the project. After some discussion, a motion was made to accept the bid from Thor Wiebe home Inspection for installation of a radon mitigation system into unit 101 in the amount of \$2,506.18. (Dobson/McDonald)
 4. An update was given on the HS Parking Lot Project. The Engineers are working on bid packets. We received a pay request in the amount of \$2,000.00 from Bolton & Menk for engineering services to-date on the project. After some discussion, a motion was made to pay the request. (McDonald/Dobson)
 5. An update was given on the Riverview Security Camera Project. We are going to be removing this from the agenda and the Executive Director will work on getting RFP's out for this project.
 6. We have hired a new Part-Time Cleaning/Maintenance person. Her name is Brenda Harder. She will be starting on Friday, March 15, 2019.
 7. An update was given on the Annual Fire Alarm/Sprinkler Inspections that were completed on February 14th. One deficiency was noted regarding no tamper switch on the water control valve at the Riverview building. The cost to correct the deficiency was quoted at \$2,433.00 from Brother's Fire. After some discussion, a motion was made to approve the quote for adding the tamper switch. (Dobson/McDonald)
 8. An update was given on the eLOCCS Approving Official. The Executive Director and the Board Chair are currently working on this.
 9. The Executive Director presented a correction to the bad debts amount to be written off. A motion was made to amend the original amount of bad debt to be written off from \$3,651.45 to to \$3,596.91 which is a slight reduction from the original amount presented at the February board meeting. (Molitor/McDonald)
 10. An update was given on the proposed retirement account change. The Executive Director reported that she was contacted by Cutler Financial after the February board meeting and they feel that there is another option we should review before making the change. After some discussion, a motion was made to withdraw the original motion (resolution #190203) to change the retirement plan currently held with Lincoln Financial to Security Benefit. (Dobson/McDonald) This decision is tabled pending further information from Cutler Financial.
-

New Business consisted of:

1. An update was given for the Jackson HRA. The upgrade to the cable TV system in the Hi-Rise is completed. The maintenance staff is working on window repairs. The Executive Director will be researching grant opportunities for the Geo-Therm repairs at the Hi-Rise. The parking lot project has been put off until 2020 due to cost and funding. The Executive Director will be putting out bids for the Annual Audit next year due to a large increase in cost with our current auditor. Annual Inspections will be starting the week of March 18th and for two weeks. Windom Maintenance Staff will be helping with inspections again this year.
2. The Executive Director reported that REAC has changed their notice period. No further action or discussion needed.
3. The Executive Director presented the Proposed Budget for FY2020. After review, a motion was made to approve the proposed budget as presented. (McDonald/Dobson).
4. The Executive Director reported on recent roof issues at Hillside Manor due to ice dams. Two units are affected and will need minor repair. The building inspector has been contacted to help resolve the issues.
5. The Executive Director presented the annual Fee Accountant contract. The public housing increase will be \$285 per month and we will be adding the non-HUD property reports for \$40 per month.
6. The Executive Director presented an updated Management Agreement. After some discussion a motion was made to approve the Management Agreement as presented with a change to #9 so it reads "their" instead of "his". (Dobson/McDonald)
7. Upcoming Trainings: Working Together Conference will be held April 16th & 17th. Both Linda and Steve will be attending the conference. The Spring MN NAHRO Conference will be held May 22nd-24th. Connie will be attending.
8. The Executive Director reports working on the following reports: (Windom) Annual PHA Plan & supporting documents, Proposed Budget, Employee Reviews, Maintenance Wage Report (Windom & Jackson) Update CFP 5 Year Plan in EPIC.
9. The meeting was closed for contract negotiations at 5:09pm (McDonald/Molitor). The meeting was reopened at 5:19pm (Molitor/McDonald).
10. Upcoming board meetings will be April 10th at HS and May 8th at RV.

With no further business, the meeting was adjourned at 5:20pm (McDonald/Dobson).

Linda Jaakola, Chairman

Connie Clausen, Executive Director

Community Center Commission Minutes
Tuesday April 15, 2019

1. Call to Order: The meeting was called to order by Vice-President Lenny Thiner at 5:35 p.m.

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

3. Approval of Minutes:

Motion by Jim Rosenkranz, seconded by Mitch Voehl to approve the March 19, 2019 Community Center Commission Minutes. Motion carried 3-0.

4. Additions to the agenda:

a. Diane Kruger: 2018 Vendor Show-Thanked WCC Staff, Venders impressed with the facility. She also had suggestions for more events to possibly be held at WCC like a Mystery Dinner Theater and Ruby's Pantry, which is a monthly excess food distribution.

b. Phone system update, Price packages for room rentals, larger venues

5. President's Report:

No Report available

6. Director's Report:

a. i. Pavilion Barrier-Comply with City Code for barrier-discussed fencing and natural vegetation beyond outside structure-discussed donated building fund balance and holding a special meeting to discuss fencing on Monday April 29, 2019.

ii. WCC Director Winzenried shared that extra tables, chairs and a portable sound system had been purchased. WCC Commission discussed rental rate for the outdoor sound system. WCC Commission also discussed additional rental time of building during large events. **Motion by Jim Rosenkranz, seconded by Mitch Voehl to charge \$500.00 fee for usage of building prior to start of package**

- and valid at 6:00am day of event. Motion carried 3-0.** WCC Staff to state to renters that wedding prep items should be removed from rooms after reception.
- b. Senior Room Policy and Internet: Discussion on existing contract with Senior Center and all elements included in space rental. Internet was previously supplied through a grant and funding has elapsed.
 - c. One application for on-call part time help- was hired

7. Resource Management:

Schedule of Events: Was Reviewed

Income & Expense: Was Reviewed

Swag and Backdrop: Reviewed bid for replacing swag and backdrop. **Motion by Mitch Voehl, seconded by Jim Rosenkranz to purchase new swag and backdrop. Motion carried 3-0.**

8. Miscellaneous:

WCC Director Winzenried discussed on creating packages that provide different Levels of usage.

9. Open Forum:

10. Next Meeting:

Monday May 20, 2019 @ 5:30 pm

Adjourn:

Motion by Jim Rosenkranz, seconded by Mitch Voehl, to adjourn the meeting at 7:00 pm. Motion carried 3-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Spencer Winzenried, WCC Director

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

April 17, 2019

1. Call to Order: The meeting was called to order at 5:31 p.m. at the council chambers by Chairperson Steven Fresk.
2. Roll Call:
Commission Present: Joanne Kaiser, Jim Knigge, Deborah Polzin, Steve Fresk
Commission Absent:
Council Liaisons: James Nelson (absent)
Public Present: David Bucklin
3. Approve Minutes of January 16, 2019
Motion made by Jim Knigge, seconded by Joanne Kaiser
4. Treasurer Report: \$2,500 budgeted plus \$1,000 from County Water Plan through Cottonwood Soil & Water conservation District along with technical support.
5. Old Business:
 - a. Tree planting along the Des Moines River and on either side of State Highway 60/71 next to the bridge will commence in May.
 - b. Minnesota Conservation Corps will be available to plant trees this spring but will prioritize their assignments if they should be needed in the threat of a fire or possible flooding.
6. New Business:
 - a. Correction: Purchased 28 potted deciduous trees, not 25.
 - b. As yet, no one in the public sector has purchased any trees.
 - c. Most of the available trees will be planted in city parks. A wind break of evergreens will be designed once the tennis courts find a permanent home.
 - d. A large Dutch Elm has been identified as a hazardous tree at 1045 Prospect. It is mostly dead and could take down power lines when it falls.
7. Open Mike: David Bucklin has noted local spruce and evergreens are susceptible to fungus. The varieties here are northern tree varieties and do not take well to the humid conditions in southwestern Minnesota. Eastern Red Cedar are native to this area and resist fungal diseases.
8. Meeting adjourned at 5.56 pm.

Next Tree Commission Meeting October 2, 2019 at 5:30 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SPECIAL MEETING
APRIL 22, 2019

1. Call to Order: The meeting was called to order by Vice President Rick Clerc at 12:01 p.m.

2. Roll Call & Guest Introductions:

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

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; and Rahn Larson (“Citizen”).

3. TIF District 1-22

A. Discussion

B. Resolution No. 2019-02 - Requesting City Council to Call for Public Hearing

Director Hage reported that on April 16th, the City Council approved the proposed area for a new redevelopment TIF District (No. 1-22). This area includes the Cemstone property, property owned by Brian Bosshart and Dennis Rode situated Northeast of the Cemstone property, the overflow parking lot, the lot where the City’s water plant is situated, that portion of Cottonwood Lake Drive which is adjacent to (and East of) the overflow parking lot and running South to its intersection with County Road 13, and the gravel parking lot and a grassy/gravel drive area adjacent to the City’s water tower located in the Northeast corner of the Windom Recreation Area. A portion of Cottonwood Lake Drive was included in the TIF District to allow for a mill and overlay of that portion if sufficient tax increment is generated in the district. The parking lot in the Windom Recreation Area was also included in the event there is sufficient tax increment to allow for paving of this area. The City Council also authorized Staff to begin the process to establish this new TIF district. There was a discussion as to whether the parking lot south of the Community Center could be included in the TIF District to allow for potential repaving of this lot. Director Hage will verify with Ehlers whether this property would be eligible. If so, the parking lot South of the Community Center will be added to the property list for TIF District 1-22. Director Hage also recapped other discussions from the April 16th City Council Meeting.

The Board received copies of the Schedule of Events for the TIF District prepared by Ehlers & Associates (the EDA’s TIF consultants). Director Hage reviewed the Schedule of Events with the Board which indicates that it is necessary that the EDA request that on May 7th the City Council call for a public hearing. This public hearing will be held on June 18, 2019, to discuss the proposed modification of Development District No. 1 and the establishment of Tax Increment Financing District No. 1-22. There was a discussion concerning the proposed schedule and the proposed Resolution for the Board’s review.

Resolution introduced and motion by Commissioner Grunig, seconded by Commissioner Byam, to adopt EDA Resolution No. 2019-02, entitled “Resolution Requesting the City Council of the City of Windom to Call for a Public Hearing on the Modification of Development District No. 1 and the Establishment of Tax Increment Financing District No. 1-22”.

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Byam, Grunig, Clerc, and Espenson; the following voted against the same: None; and the following

were absent: Commissioner Herding. (The Resolution was adopted.)

4. Riverbluff Estates Subdivision
 - A. Closed Session – Land Negotiation
(Parcel No. 25-688-0220)

Director Hage advised that Lot 2, Block 2 is the last undeveloped lot that the EDA owns in Riverbluff Estates Subdivision and was originally listed for sale for \$10,000. The lot is approximately 68 feet by 126 feet and is a buildable lot.

Motion by Commissioner Espenson, seconded by Commissioner Grunig, authorizing the Board to go into closed session. Motion carried 4-0.

Motion by Commissioner Espenson, seconded by Commissioner Grunig, authorizing the Board to come out of closed session. Motion carried 4-0.

Motion by Commissioner Byam, seconded by Commissioner Espenson, to reduce the sales price for Lot 2, Block 2 of Riverbluff Estates Subdivision to \$7,500. Motion carried 4-0.

5. Adjourn. On consensus, Vice President Clerc adjourned the meeting at 12:25 p.m.

Attest: _____
Drew Hage, EDA Executive Director

Justin Espenson, Secretary-Treasurer

Windom Library Board Meeting
City of Windom Council Chamber

Tuesday, April 23, 2019

5:05 p.m.

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

Kari Scheitel

Members Absent: Susan Ebeling

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

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

4. Financial Report:

Dawn reviewed the financial report. Motion by Steve Fresk and seconded by Anita Winkel to approve the Financial Report.

5. Librarian's Report:

The adult Winter Reading program has ended. Of the 119 people signing up, 80 women and 17 men turned in reading logs. A total of 1,728 books were read. Final plans are being made for the summer reading program and Library Day at the county fair. At library day, the afternoon entertainment will be Kid Power by Rachel and the evening headliner will be the return of Bob and the Beachcombers. This entertainment is paid for through MN Legacy grants.

The summer reading program begins on June 3. Nancy is lining up summer entertainers. She found out that after the summer reading program information had been submitted to the Community Ed summer book, that one of the entertainers was not approved for a Legacy grant. She is looking for a replacement.

Twenty people attended the "Little MN WWII" program at the Community Center on April 3. The program focused on MN towns of less than 100 people and the war casualties that they suffered.

Motion by Terri Jones and seconded by Kathy Hiley to approve the librarian's report.

6. Old Business:

The sitting room (former display case) construction is complete. Dawn will try different arrangements of existing furniture in the space to see what works. Dan Fossing presented Dawn with a quote exceeding \$10,000 for more end caps and shelving to replace the old brown shelving. Dawn had estimated the cost at \$5,000 so this project will be given more thought.

Worthington Glass will be coming in the next few weeks to remeasure the windows in the children's section. A timeline for this project will be discussed.

Dawn has heard nothing from Fredin Construction on when the bathroom remodel will take place.

7. New Business:

A Fine Free Week was held in April. Dawn shared that some libraries are considering doing away with fines all together. The Windom library board will watch if this is successful and possibly discuss the pros and cons in the future.

The Easter egg decorating with Cool Whip was fun and attended by 10 kids and 5 adults.

The City Council will be doing a walk through of the city facilities on April 30. They will be viewing improvements that have been made and what the future building needs are.

A new sump pump has been installed to replace the existing faulty one.

Dawn along with the librarians from Mountain Lake and Westbrook and the current Plum Creek System director will be meeting with the county commissioners seeking increased funding. As prices from the Plum Creek system increase every year, they will request that at a minimum, the county cover the percentage increases.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

Parks & Recreation Commission Minutes

April 24, 2019

5:30 p.m.

Call to Order:

Chairman Jason Kloss opened the meeting at 5:40PM after a full quorum was present.

Roll Call:

Present:	Jason Kloss, Ron Kuecker, Howard Davis, and Jess Smith
Absent:	Josh Schunk, Bryan Joyce, and Marri Harries,
Council Liaisons:	Jenny Quade and Rod Byam (present)
City Staff Present:	Brian Cooley, Street and Park Superintendent

1. Approve Agenda and Minutes:

- a) The agenda was approved unanimous vote, motion by, Ron Kuecker, second by Howard Davis.
- b) Motion to approve the March 13 minutes by Ron Kuecker, seconded by Howard Davis to accept minutes.

2. Tennis court discussion:

- a) After a brief discussion, it they decided to visit the location at Tegals Park first, then the other sites by the soccer field.
- b) Discussion about the Tegals park location centered on that it was on a hill and that there was increased cost due to the extra dirt work that would be involved in leveling the site. In addition, that they felt it was out of place and that there were better uses for that space. The commission agreed unanimously to not chose the location.
- c) The Park Commission then moved to the site west of the soccer field. Brian showed them the location and told them that it could fit in that space and that the soccer field would move east some to accommodate for it. They noticed that the site was somewhat level and to push the dirt to the west to make the hill less steep, instead of hauling it away. Brian informed them there was somethings that his crew could do to help with the cost also. The Commission asked about the evergreen trees in that area. Brian told them that he planned to have them move to the north of the courts. A motion by, Howard Davis and seconded by, Ron Kuecker, to build two tennis court at the location west of the soccer field and to have the City Council chose the options and budget.

3. Open mike discussion:

- a) Brian updated the Commission about discussion regarding the Island Park Cabin. He has been in discussion with the Jackson county historical society, and they are very interested in the possibility of having it moved to their county. They have now been in contact with Sparks Park in Lakefield as a location. I contacted Larry Goldschmidt to get a price for moving the cabin. (I did not have a number at the time of the meeting) On Friday April 26, I received a quote from him after he looked at the building. He estimated the price to be between 12,000 to 15,000 dollars. This is just informational for the Parks Commission and they realize that the City Council has the final decision.
- b) Brian handed out some information for a quote to move the small scoreboard from the softball field to the baseball field in the rec area. The Commission will have discussion about this quote at their next meeting.

- c) He also handed out information regarding the Fairmont Aquatics center regarding operational costs associated with running an operation like the one they have there.

Meeting was adjourned at 6:52 pm.

Next Meeting Wednesday, May 8, 2019 @ 5:30pm Windom City Hall Council Chambers.

Please Note:

The Tennis Court location recommendation will be included on the Council Agenda on May 21, 2019

UTILITY COMMISSION MINUTES
Windom Community Center
April 24, 2019

Call Meeting to Order: The Utility Commission Meeting was called to order at 10:00 a.m.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan and Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Mike Haugen, Water/Wastewater Superintendent; Chelsie Carlson, Finance Director; and Mary Hensen, EDA/B&Z Admin. Asst.

APPROVE MINUTES

Motion by Riordan, seconded by Schwalbach, to approve the March 27, 2019, Minutes. Motion carried 2-0. (Commissioner Francis arrived after this vote.)

NEW BUSINESS

Paperless Billing Account Credit: Finance Director Chelsie Carlson provided a proposal to offer an account credit for customers signing up for "paperless utilities billing". She reported on the cost of printing bills and late notices and the savings that would be generated if more customers used the paperless billing option. She is proposing that the City promote the paperless billing by offering a credit of \$1.25/month if utility customers sign up for paperless billing, sign up for auto payment of their utility bills, and list a primary contact for the City's billing system. There was a discussion as to how the cost for this credit would be split among the utility departments. Finance Director Carlson is proposing that the cost for the credit be divided equally among the utility departments (electric, water, sewer, and telecom). After further discussion, the following action was taken.

Motion by Riordan, seconded by Schwalbach, to approve offering \$1.25 per month billing credit for utility customers who sign up for paperless billing and auto payment of utility bills. Motion carried 2-0. (Commissioner Francis arrived after this vote.)

ELECTRIC ITEMS

Cogeneration Report & Annual Schedules

Distributed Generation and Net Metering Policy

Rules Governing the Interconnection & Small Power Production Facilities

The Commissioners received copies of the 2018 Cogeneration Report, Cogeneration & Small Power Production Rate Schedule for 2019, Policy regarding Distribution Energy Resources & Net Metering, Rules Governing Interconnection, samples of MMUA's interconnection process documents, applications and agreements, etc. Electric Superintendent Sykora reviewed the Cogeneration Report and reviewed provisions of the various documents. He reported that the report is almost identical to last year with updated infrastructure and response time, slight change in charges regarding installation

costs, etc. There is currently one customer participating in cogeneration. Supt. Sykora updated the Commission on the annual process. He advised that adoption of the policy will bring Windom's policy in line with the State's requirements and the policy will automatically update if the State changes any of the requirements. There was a discussion regarding potential interest in cogeneration. It was the consensus to table discussion on a grid connection fee until there is further interest in cogeneration. After further discussion, the following action was taken.

Resolution introduced and motion by Commissioner Riordan, seconded by Commissioner Francis, to adopt Utility Commission Resolution UT No. 4-1-19, entitled "A Resolution Adopting the Windom Municipal Utility Distributed Energy Resource Interconnection Process".

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Schwalbach, Riordan, and Francis; the following voted against the same: None; and the following were absent: None. (The Resolution was adopted.)

Seasonal Help Hiring Recommendation

Supt. Sykora reported that there were 4 applicants following a 2-week ad for the 1,000-hour apprentice program. He reviewed the interview and selection processes and recommends hiring Alex Kjolstad and Jeff Gilbertson as seasonal employees.

Motion by Commissioner Riordan, seconded by Commissioner Francis, to recommend hiring Jeff Gilbertson (to be compensated at the Lineman – Step 1 rate) and Alex Kjolstad (to be compensated at 80% of Lineman – Step 1 rate) as 2019 seasonal employees for the Electric Department. Motion carried 3-0.

CMMPA Power Sales Agreements

Supt. Sykora briefly reviewed the CMMPA information regarding Windom's entitlement share of wind product (wind power). He advised that City Attorney Ron Schramel had reviewed the proposed CMMPA Power Sales Agreements.

Other Electric Items:

Ice Storm Update

Supt. Sykora reported on the ice storm activities and the two electrical outages—one around 4:00 a.m. on Thursday, April 11th, and a planned outage from approximately 12:00 p.m. – 1:30 p.m. that day. The planned outage was to remedy the sway in the switch pole by the substation as preparation to avoid possible other extended outages.

Current Electric Department Activities

Supt. Sykora briefly updated the Commission on current and planned activities including installation of lines for an upgrade for Prime Pork. The Crew is installing new service for the Community Center's outdoor pavilion and a raised pedestal at Island Park and also raising a couple other transformers to place them above future flood events. They are reviewing options for a new sign on the Power House.

WATER/WASTEWATER ITEMS

MPCA – Compliance Evaluation Inspection Report

Water/Wastewater Superintendent Mike Haugen reported that the wastewater facility was inspected by MPCA Compliance Officers on April 8th. He reviewed the communications received from MPCA regarding two 25-year storm events in Windom and the surrounding area in 2018. He also provided a copy of the Certificate of Compliance (Commendation) that was issued to the Windom Wastewater Treatment Plant and its Staff for 2018 by MPCA.

Other Water/Wastewater Items

Supt. Haugen updated the Commission concerning the construction project at the wastewater treatment plant. He advised that the contractor poured the biosolids cover (cap) on April 23rd and hopes to have the tank by June 1st. They have started on the filter building and hope to have that completed by September 1st. He discussed the schedule for hauling out biosolids.

State Senator Weber and Myron Frans, Commissioner of Minnesota Management & Budget, (inspection regarding use of State bond funds) recently took a tour of the new construction.

REGULAR BILLS

There were no regular bills or contractor bills. Supt. Haugen advised that there may be a contractor bill from Gridor Construction coming prior to the May 7th City Council Meeting.

OLD BUSINESS: None.

OTHER NEW BUSINESS

Council Liaison Marv Grunig advised that the City Administrator is working on an RFP concerning the proposed new multi-family apartment building. Liaison Grunig wanted to verify with those present that the City's electric and water/sewer infrastructure on North Redding Avenue was sufficient for this project and also current cost-sharing policies.

Next Meeting Date

Next regularly-scheduled Meeting Date would be Wednesday, May 22nd, at 10:00 a.m. at the Windom City Hall Council Chambers.

ADJOURN

Chairperson Schwalbach adjourned the meeting at 11:06 a.m.

Mike Schwalbach, Chairperson

Attest: _____

Tom Riordan, Commissioner



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event	06/08/2019
Location of Event	Island Park (Tegels Park-alternate location)
Start Time	07:30 am
End Time	11:00 am
Type of Event	Vickie Schendel Memorial Fun Run
Applicant Information	
Applicant Name	Amber Hughes
Address	
2150 Hospital Drive Windom, Minnesota 56101 United States Map It	
Phone	
(507) 831-0671	
Home Phone	
723-7159870	
Cell Phone	
6783331	
Email	
amber.hughes@sanfordhealth.org	
Would you like to buy amplification equipment?	
• Yes	

License Fee - None \$0.00

Recommends

Approval Denial

Street/Park Superintendent

Recommends

Approval Denial

[Signature]

Police Chief

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



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Windom Lions Club		Date organized 1971	Tax exempt number E41-6175799
Address P.O. Box 72		City WINDOM	State Minnesota
		Zip Code 56101	
Name of person making application Vice Pres John W. Howl		Business phone 507-831-2128	Home phone SAME
Date(s) of event Jun 8th + 9th 2019	Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Carrol Wagner - Pres	City Windom	State Minnesota	Zip Code 56101
Organization officer's name Deloy King - Fin Sec	City Windom	State Minnesota	Zip Code 56101
Organization officer's name Todd Schmidt - Treas	City Windom	State Minnesota	Zip Code 56101
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.

Island Park Windom MN
Back up Ane Arena Windom MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

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

City of Windom City of County approving the license	Date Approved June 8 & 9, 2019 Permit Date
\$50.00 Fee Amount	City or County E-mail Address
Date Fee Paid	507-832-8652 City or County Phone Number

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____
 CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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



Windom, MN

Expense Approval Report

By Fund

Payment Dates 04/12/2019 - 04/18/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
CRYSTAL WINDSHIELD REPAIR	20190411	04/11/2019	REFUND - STATEMENT CREDIT	100-20191	16.42
WILFRED METZ	20190411	04/11/2019	REFUND - STATEMENT CREDIT	100-20191	10.64
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	100-20202	18,480.40
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	100-20202	9.60
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	100-20202	7,784.44
					26,301.50
Activity: 41310 - Administration					
INDOFF, INC	3230984	04/09/2019	SUPPLIES	100-41310-200	81.24
PRAIRIE PERSPECTIVES	20190402	04/02/2019	SERVICE	100-41310-308	500.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-41310-321	114.09
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-41310-326	301.37
BLUE CROSS/BLUE SHIELD	190403324681	04/11/2019	INSURANCE PREM- MAY 2019	100-41310-480	596.50
Activity 41310 - Administration Total:					1,593.20
Activity: 41910 - Building & Zoning					
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-41910-321	78.60
MN DEPT OF LABOR & INDUS	20190416	04/16/2019	QUART BLDG PERMIT SURCH	100-41910-443	63.95
Activity 41910 - Building & Zoning Total:					142.55
Activity: 41940 - City Hall					
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-41940-381	461.76
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-41940-382	64.93
MN ENERGY RESOURCES	20190410	04/16/2019	HEATING #0505105084-00001	100-41940-383	630.25
HOMETOWN SANITATION SER	0000322164	04/04/2019	GARBAGE SERVICE - CITY HAL	100-41940-384	89.28
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-41940-385	131.34
ELECTRIC FUND	273	04/16/2019	EL - CITY HALL	100-41940-406	1.82
Activity 41940 - City Hall Total:					1,379.38
Activity: 42120 - Crime Control					
INDOFF, INC	3230989	04/11/2019	SUPPLIES	100-42120-200	52.75
COTTONWOOD CO AUD/TREA	20190412	04/12/2019	DEPUTY ATTORNEY - MAY 201	100-42120-304	3,957.50
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-42120-321	68.89
LEASE FINANCE PARTNERS	#30874QT	04/11/2019	LEASE #30874QT	100-42120-326	1.00
LANGUAGE LINE SERVICES, IN	4540174	04/11/2019	SERVICE #9020909031	100-42120-327	37.03
P.M. REPAIR & DETAILING	8834	04/02/2019	MAINTENANCE - SRO CAR	100-42120-405	45.46
COTTONWOOD CO AUD/TREA	20190412	04/12/2019	RENT - MAY 2019	100-42120-412	1,925.00
BLUE CROSS/BLUE SHIELD	190403324681	04/11/2019	INSURANCE PREM- MAY 2019	100-42120-480	596.50
Activity 42120 - Crime Control Total:					6,684.13
Activity: 42220 - Fire Fighting					
GALLS, LLC	012353022	04/11/2019	UNIFORMS	100-42220-218	303.80
MN WEST COLLEGE	446806	04/12/2019	REGISTRATION - NFPA 1001 C	100-42220-308	5,480.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-42220-321	41.92
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-42220-381	327.86
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-42220-382	14.68
MN ENERGY RESOURCES	20190409B	04/17/2019	HEATING #0616354678-00001	100-42220-383	480.40
HOMETOWN SANITATION SER	0000322197	04/05/2019	GARBAGE SERVICE - EMS BUIL	100-42220-384	44.10
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-42220-385	32.16
Activity 42220 - Fire Fighting Total:					6,724.92
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-42500-381	21.00
Activity 42500 - Civil Defense Total:					21.00
Activity: 43100 - Streets					
MILLER SELLNER EQUIP	#01436 3-25	04/02/2019	MAINTENANCE	100-43100-217	475.64
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-43100-217	70.00

Expense Approval Report

Payment Dates: 04/12/2019 - 04/18/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-43100-321	45.46
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-43100-381	1,321.87
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-43100-381	374.10
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-43100-382	19.71
HOMETOWN SANITATION SER	0000322165	04/09/2019	GARBAGE SERVICE - STREET D	100-43100-384	88.98
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-43100-385	41.59
MILLER SELLNER EQUIP	#01436 3-25	04/02/2019	MAINTENANCE	100-43100-405	97.94
BLUE CROSS/BLUE SHIELD	190403324681	04/11/2019	INSURANCE PREM- MAY 2019	100-43100-480	596.50
BLUE CROSS/BLUE SHIELD	190403324681	04/11/2019	INSURANCE PREM- MAY 2019	100-43100-480	596.50
Activity 43100 - Streets Total:					3,728.29
Activity: 43210 - Sanitation					
INDOFF, INC	3229395	04/02/2019	SUPPLIES	100-43210-480	69.75
Activity 43210 - Sanitation Total:					69.75
Activity: 45202 - Park Areas					
MAC TOOLS	5140189-35	04/09/2019	SMALL TOOLS	100-45202-241	79.99
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-45202-381	461.17
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-45202-382	149.94
HOMETOWN SANITATION SER	0000322166	04/09/2019	GARBAGE SERVICE - SQUARE	100-45202-384	48.99
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	100-45202-385	140.27
Activity 45202 - Park Areas Total:					1,347.03
Fund 100 - GENERAL Total:					47,991.75
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
COLE PAPERS INC.	9529073	03/29/2019	SUPPLIES #84948900	211-45501-211	251.47
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	211-45501-321	31.06
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	211-45501-381	176.67
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	211-45501-382	18.99
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	211-45501-385	39.41
MICROMARKETING, LLC	765423	04/16/2019	BOOKS #9985	211-45501-435	302.48
Activity 45501 - Library Total:					1,023.41
Fund 211 - LIBRARY Total:					1,023.41
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	#886 4-15-19	04/16/2019	SERVICIE #886	225-45127-321	26.60
MN POLLUTION CONTROL AG	10000073895	04/16/2019	#4160 - WINDOM MUNICIPAL	225-45127-406	400.00
Activity 45127 - Airport Total:					426.60
Activity: 49950 - Capital Outlay					
SEH	365413	04/09/2019	PROJ #138969 WINDOM - AIR	225-49950-500	13,880.00
Activity 49950 - Capital Outlay Total:					13,880.00
Fund 225 - AIRPORT Total:					14,306.60
Fund: 230 - POOL					
Activity: 45124 - Pool					
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	230-45124-321	43.16
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	230-45124-381	29.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	230-45124-382	16.66
Activity 45124 - Pool Total:					222.15
Fund 230 - POOL Total:					222.15
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
BOUND TREE MEDICAL, LLC	83150196	04/02/2019	OPERATING SUPPLIES	235-42153-217	470.53
BOUND TREE MEDICAL, LLC	83151384	04/02/2019	OPERATING SUPPLIES	235-42153-217	63.84
BOUND TREE MEDICAL, LLC	83157450	04/05/2019	OPERATING SUPPLIES	235-42153-217	145.08
BOUND TREE MEDICAL, LLC	83157451	04/05/2019	OPERATING SUPPLIES	235-42153-217	409.82
BOUND TREE MEDICAL, LLC	83157452	04/05/2019	OPERATING SUPPLIES	235-42153-217	25.99

Expense Approval Report

Payment Dates: 04/12/2019 - 04/18/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PRAXAIR DISTRIBUTION INC	88584853	04/09/2019	OPERATING SUPPLIES	235-42153-217	238.81
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	235-42153-321	27.94
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	235-42153-381	218.58
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	235-42153-382	9.79
MN ENERGY RESOURCES	20190409B	04/17/2019	HEATING #0616354678-00001	235-42153-383	320.26
HOMETOWN SANITATION SER	0000322197	04/05/2019	GARBAGE SERVICE - EMS BUIL	235-42153-384	29.40
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	235-42153-385	21.44
ALPHA WIRELESS - MANKATO	698143	04/17/2019	SERVICE #00681	235-42153-404	1,089.00
P.M. REPAIR & DETAILING	8830	04/02/2019	MAINTENANCE #27	235-42153-405	93.62
P.M. REPAIR & DETAILING	8831	04/02/2019	MAINTENANCE #29	235-42153-405	68.00
P.M. REPAIR & DETAILING	8857	04/02/2019	MAINTENANCE #28	235-42153-405	172.46
JERRY'S REPAIR	9321	04/16/2019	UNIT #29 - MAINTENANCE	235-42153-405	27.52
MN REVENUE	8026129 Q-1	04/12/2019	MN CARE TAX - Q 1 ESTIMATE	235-42153-460	1,435.00
				Activity 42153 - Ambulance Total:	4,867.08
				Fund 235 - AMBULANCE Total:	4,867.08
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	250-46520-321	78.60
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	250-46520-321	255.78
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	250-46520-381	51.05
				Activity 46520 - EDA Total:	385.43
				Fund 250 - EDA GENERAL Total:	385.43
Fund: 274 - TIF 1-19 NWIP II					
Activity: 46530 - TIF Districts					
EHLERS & ASSOC., INC.	79988	04/16/2019	SERVICE - COMPLIANCE POLIC	274-46530-301	100.00
				Activity 46530 - TIF Districts Total:	100.00
				Fund 274 - TIF 1-19 NWIP II Total:	100.00
Fund: 601 - WATER					
CORE & MAIN LP	K004327	04/12/2019	INVENTORY	601-14200	3,156.34
					3,156.34
Activity: 49400 - Water					
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	601-49400-321	49.82
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	601-49400-326	70.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	601-49400-381	4,581.53
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	601-49400-382	17.21
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	601-49400-385	34.02
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	601-49400-386	50.00
CORE & MAIN LP	K316595	04/12/2019	MAINTENANCE	601-49400-404	432.61
				Activity 49400 - Water Total:	5,235.19
				Fund 601 - WATER Total:	8,391.53
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
HAWKINS, INC	4473390	04/09/2019	CHEMICALS	602-49450-216	1,109.50
RYAN ANDERSON	20190411	04/11/2019	SAFETY BOOTS	602-49450-217	100.00
MN VALLEY TESTING	966374	03/26/2019	TESTING	602-49450-310	144.00
MN VALLEY TESTING	967155	04/02/2019	TESTING	602-49450-310	230.40
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	602-49450-321	171.87
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	602-49450-326	70.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	602-49450-381	15,853.57
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	602-49450-382	541.78
MN ENERGY RESOURCES	20190408	04/16/2019	HEATING #0506646838-00001	602-49450-383	533.88
MN ENERGY RESOURCES	20190410A	04/16/2019	HEATING #0506746718-0001	602-49450-383	19.20
MN ENERGY RESOURCES	20190411	04/16/2019	HEATING #0505923431-00001	602-49450-383	296.79
MN ENERGY RESOURCES	20190411A	04/16/2019	HEATING #0504488160-00001	602-49450-383	60.36
HOMETOWN SANITATION SER	0000322168	04/05/2019	GARBAGE SERVICE - WASTE W	602-49450-384	89.98

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN POLLUTION CONTROL AG	10000069953	04/16/2019	WATER PERMIT ANNUAL FEE-	602-49450-444	5,900.00
				Activity 49450 - Sewer Total:	25,121.33
				Fund 602 - SEWER Total:	25,121.33
Fund: 604 - ELECTRIC					
DAKOTA SUPPLY GROUP	E344920	04/04/2019	INVENTORY	604-14200	36,100.00
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	604-20202	8.60
ELIZABETH MARTIN	20190411	04/11/2019	UTILITY PREPAY - REFUND OF	604-22000	267.77
MELANIE BEAM	20190411	04/11/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
CRAIG ZELINKO	20190411	04/11/2019	UTILITY REFUND- REFUND OF	604-22000	36.66
SANDRA HANSEN	20190411	04/11/2019	REFUND - BALANCE OF UTILIT	604-22000	292.85
HEIDI ONKEN	20190411	04/11/2019	REFUND - BALANCE OF UTILIT	604-22000	62.47
					37,068.35
Activity: 49550 - Electric					
CMP - CENTRAL MUNICIPAL P	6547	04/11/2019	SERVICE #6547 - POWER COS	604-49550-263	121,292.57
CMP - CENTRAL MUNICIPAL P	6547	04/11/2019	SERVICE #6547 - POWER COS	604-49550-263	135,091.64
DEPARTMENT OF ENERGY	BFP8000800319	04/04/2019	POWER COST	604-49550-263	58,879.32
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	604-49550-321	130.20
GOLDEN WEST TECH & INT SO	190310358	04/02/2019	SERVICE #A3786	604-49550-325	44.50
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	604-49550-326	186.03
STEVE NASBY	20190410	04/16/2019	EXPENSE - CMPAS MONTHLY	604-49550-331	154.28
WINDOM QUICK PRINT	20190412	04/16/2019	SUPPLIES	604-49550-350	145.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	604-49550-381	198.46
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	604-49550-382	19.85
MN ENERGY RESOURCES	201904118	04/16/2019	HEATING #0506419706-00001	604-49550-383	147.76
HOMETOWN SANITATION SER	0000322169	04/09/2019	GARBAGE SERVICE - ELECTRIC	604-49550-384	88.98
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	604-49550-385	38.27
RAGE INC - CAMPUS CLEANER	03-011985	04/02/2019	SERVICE - POWER PLANT	604-49550-406	34.17
ELECTRIC FUND	271	04/16/2019	EL - DISTRIBUTION	604-49550-408	1,331.92
ELECTRIC FUND	272	04/16/2019	EL - TRUCK STOCK	604-49550-408	53.00
ELECTRIC FUND	274	04/16/2019	EL - RL REPAIR	604-49550-409	5.28
ELECTRIC FUND	276	04/16/2019	EL - TRANSMISSION	604-49550-413	120.53
CMP - CENTRAL MUNICIPAL P	6547	04/11/2019	SERVICE #6547 - POWER COS	604-49550-450	2,804.35
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	604-49550-460	103.14
				Activity 49550 - Electric Total:	320,869.25
				Fund 604 - ELECTRIC Total:	357,937.60
Fund: 609 - LIQUOR STORE					
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	609-20202	14,802.00
					14,802.00
Activity: 49751 - Liquor Store					
RAGE INC - CAMPUS CLEANER	04-010420	04/09/2019	SERVICE - RIVER BEND LIQ	609-49751-211	48.57
AH HERMEL COMPANY	762530	04/02/2019	MERCHANDISE	609-49751-217	89.49
BREAKTHRU BEVERAGE MN	1080951788	04/09/2019	MERCHANDISE	609-49751-251	1,284.04
BREAKTHRU BEVERAGE MN	1080951788	04/09/2019	MERCHANDISE	609-49751-251	75.00
JOHNSON BROS.	1251545	04/02/2019	MERCHANDISE	609-49751-251	6,639.00
SOUTHERN GLAZER'S OF MN	1801476	04/02/2019	MERCHANDISE	609-49751-251	5,172.96
PHILLIPS WINE & SPIRITS	2527170	04/02/2019	MERCHANDISE	609-49751-251	434.29
PHILLIPS WINE & SPIRITS	2531053	04/09/2019	MERCHANDISE	609-49751-251	1,800.08
PAUSTIS WINE COMPANY	45099	04/02/2019	MERCHANDISE	609-49751-251	131.00
BEVERAGE WHOLESALERS	054167	04/11/2019	MERCHANDISE	609-49751-252	7,935.30
BREAKTHRU BEVERAGE MN	1080951789	04/09/2019	MERCHANDISE	609-49751-252	165.85
LOCHER BROS., INC.	1125187	04/04/2019	MERCHANDISE	609-49751-252	136.55
JOHNSON BROS.	1251547	04/02/2019	MERCHANDISE	609-49751-252	51.20
JOHNSON BROS.	1257216	04/09/2019	MERCHANDISE	609-49751-252	99.79
ARTISAN BEER COMPANY	3335621	04/09/2019	MERCHANDISE	609-49751-252	325.80
DOLL DISTRIBUTING, LLC	645114	04/04/2019	MERCHANDISE	609-49751-252	3,226.00
DOLL DISTRIBUTING, LLC	650238	04/11/2019	MERCHANDISE	609-49751-252	2,468.70
BREAKTHRU BEVERAGE MN	1080951788	04/09/2019	MERCHANDISE	609-49751-253	484.00
JOHNSON BROS.	1251546	04/02/2019	MERCHANDISE	609-49751-253	660.45

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	2531054	04/09/2019	MERCHANDISE	609-49751-253	607.70
PAUSTIS WINE COMPANY	45098	04/02/2019	MERCHANDISE	609-49751-253	638.00
BREAKTHRU BEVERAGE MN	1080951788	04/09/2019	MERCHANDISE	609-49751-254	111.94
ATLANTIC COCA-COLA	1968462	04/09/2019	MERCHANDISE #8373693	609-49751-254	135.80
PHILLIPS WINE & SPIRITS	2531054	04/09/2019	MERCHANDISE	609-49751-254	313.20
JOHNSON BROS.	535696	04/11/2019	CRDIT - MERCHANDISE	609-49751-254	-32.00
DOLL DISTRIBUTING, LLC	645114	04/04/2019	MERCHANDISE	609-49751-254	14.00
DOLL DISTRIBUTING, LLC	650238	04/11/2019	MERCHANDISE	609-49751-254	14.00
AH HERMEL COMPANY	762530	04/02/2019	MERCHANDISE	609-49751-261	96.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	609-49751-321	100.24
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	609-49751-326	650.72
BREAKTHRU BEVERAGE MN	1080951788	04/09/2019	MERCHANDISE	609-49751-333	45.48
JOHNSON BROS.	1251545	04/02/2019	MERCHANDISE	609-49751-333	173.98
JOHNSON BROS.	1251546	04/02/2019	MERCHANDISE	609-49751-333	26.10
SOUTHERN GLAZER'S OF MN	1801476	04/02/2019	MERCHANDISE	609-49751-333	86.88
PHILLIPS WINE & SPIRITS	2527170	04/02/2019	MERCHANDISE	609-49751-333	3.48
PHILLIPS WINE & SPIRITS	2531053	04/09/2019	MERCHANDISE	609-49751-333	26.97
PHILLIPS WINE & SPIRITS	2531054	04/09/2019	MERCHANDISE	609-49751-333	38.29
PAUSTIS WINE COMPANY	45098	04/02/2019	MERCHANDISE	609-49751-333	8.75
PAUSTIS WINE COMPANY	45099	04/02/2019	MERCHANDISE	609-49751-333	1.25
JOHNSON BROS.	535696	04/11/2019	CRDIT - MERCHANDISE	609-49751-333	-1.74
AH HERMEL COMPANY	762530	04/02/2019	MERCHANDISE	609-49751-333	4.95
FORUM COMMUNICATIONS C	1838452	04/11/2019	ADVERTISING - RIVER BEND LI	609-49751-340	60.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	609-49751-381	851.09
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	609-49751-382	19.00
HOMETOWN SANITATION SER	0000322167	04/09/2019	GARBAGE SERVICE - RIVER BE	609-49751-384	149.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	609-49751-385	35.84
JETTER CLEAN, INC - FAIRMO	F11835	04/11/2019	SERVICE	609-49751-409	485.25
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	609-49751-460	8.24
MN DEPT OF EMPLY & ECON	12641121	04/12/2019	#07973084 - PHILIP CENZANO	609-49751-480	1.86

Activity 49751 - Liquor Store Total: 35,902.34

Fund 609 - LIQUOR STORE Total: 50,704.34

Fund: 614 - TELECOM

MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	614-20202	38.56
					38.56

Activity: 49870 - Telecom

AMAZON CAPITAL SERVICES, I	1Y4W-94JN-CYGR	04/16/2019	#A2Q0YJ8ZLN2YT - SUPPLIES	614-49870-200	44.48
RAGE INC - CAMPUS CLEANER	03-011987	04/03/2019	SERVICE - WINDOM NET	614-49870-211	21.33
AMAZON CAPITAL SERVICES, I	1N9R-3QC1-DG9L	04/16/2019	#A2Q0YJ8ZLN2YT - SUPPLIES	614-49870-217	1,154.00
AMAZON CAPITAL SERVICES, I	1N9R-3QC1-DG9L	04/16/2019	#A2Q0YJ8ZLN2YT - CREDIT	614-49870-217	-100.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	614-49870-321	361.28
NEUSTAR, INC.	L-000027915	04/16/2019	#10202 - NUMBER PORTS	614-49870-326	1.25
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	614-49870-381	2,202.86
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	614-49870-382	19.84
MN ENERGY RESOURCES	20190409	04/16/2019	HEATING #0507509833-00001	614-49870-383	126.14
HOMETOWN SANITATION SER	0000322170	04/09/2019	GARBAGE SERVICE - TELECOM	614-49870-384	77.98
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	614-49870-385	38.22
INDEPENDENT COMMUNICAT	03312019	04/16/2019	SUBSCRIBER	614-49870-442	1,967.10
GRAY	036515	04/16/2019	SUBSCRIBER #03316	614-49870-442	3,318.00
MLB NETWORK	119896	04/16/2019	SUBSCRIBER	614-49870-442	433.00
CBS TELEVISION STATIONS	20190331	04/16/2019	SUBSCRIBER	614-49870-442	2,749.20
TEGNA	238872	04/16/2019	SUBSCRIBER	614-49870-442	3,460.20
FOX TELEVISION STATIONS, IN	240113	04/16/2019	SUBSCRIBER	614-49870-442	2,341.56
CONFLUENT TECHNOLOGY GR	56C0173825R	04/16/2019	CATV HEADEND LASER REPAIR	614-49870-442	350.00
TOWER DISTRIBUTION COMP	757822	04/16/2019	SUBSCRIBER	614-49870-442	281.02
FOX SPORTS	P80080	04/16/2019	SUBSCRIBER	614-49870-442	8,521.44
BTN - BIG TEN NETWORK	P85046	04/16/2019	SUBSCRIBER	614-49870-442	1,792.62
ONVOY, LLC dba INTELIGENT	190402008508	04/09/2019	SS7 #001555600262	614-49870-445	1,265.94
ICONECTIV	L-10061086	04/16/2019	#L-201353	614-49870-445	56.66

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GOLDEN WEST TECH & INT SO	190310290	04/03/2019	SERVICE #A3790	614-49870-448	188.16
ONVOY, LLC dba INTELIQUENT	190402009044	04/09/2019	SWITCHING SERVICES #00155	614-49870-451	3,055.69
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	614-49870-460	22.02
				Activity 49870 - Telecom Total:	33,749.99
				Fund 614 - TELECOM Total:	33,788.55

Fund: 615 - ARENA

Activity: 49850 - Arena

WERNER ELECTRIC	S010058383.001	04/17/2019	ARENA-SHOW LIGHT FIXTURE	615-49850-217	342.67
EHLERS & ASSOC., INC.	79988	04/16/2019	SERVICE - COMPLIANCE POLIC	615-49850-301	100.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	615-49850-321	124.66
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	615-49850-326	358.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	615-49850-381	5,395.34
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	615-49850-382	1,123.23
HOMETOWN SANITATION SER	0000322171	04/09/2019	GARBAGE SERVICE - ARENA	615-49850-384	137.00
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	615-49850-385	1,116.86
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	615-49850-460	1,373.00
				Activity 49850 - Arena Total:	10,070.76
				Fund 615 - ARENA Total:	10,070.76

Fund: 617 - M/P CENTER

MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	617-20202	131.32
					131.32

Activity: 49860 - M/P Center

INDOFF, INC	3228331	04/02/2019	SUPPLIES	617-49860-200	17.60
INDOFF, INC	3229982	04/10/2019	SUPPLIES	617-49860-200	6.50
INDOFF, INC	3230969	04/10/2019	SUPPLIES	617-49860-200	29.73
RAGE INC - CAMPUS CLEANER	03-011986	04/02/2019	SERVICE - COMM CENTER	617-49860-211	59.50
ATLANTIC COCA-COLA	542290	04/05/2019	MERCHANDISE	617-49860-259	119.80
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	617-49860-321	113.86
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	617-49860-326	403.33
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	617-49860-381	1,262.74
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	617-49860-382	72.97
MN ENERGY RESOURCES	20190409A	04/16/2019	HEATING #0504542703-00001	617-49860-383	393.91
MN ENERGY RESOURCES	20190411C	04/17/2019	HEATING #0503741572-00001	617-49860-383	859.68
HOMETOWN SANITATION SER	0000322172	04/05/2019	GARBAGE SERVICE - COMM C	617-49860-384	64.99
ELECTRIC FUND	20190412	04/12/2019	MONTHLY UTILITY & TELECO	617-49860-385	147.20
MN REVENUE	20190411	04/12/2019	SALES TAX - MARCH 2019	617-49860-460	196.68
BLUE CROSS/BLUE SHIELD	190403324681	04/11/2019	INSURANCE PREM- MAY 2019	617-49860-480	596.50
				Activity 49860 - M/P Center Total:	4,344.99
				Fund 617 - M/P CENTER Total:	4,476.31

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001580	04/12/2019	Federal Tax Withholding	700-21701	8,759.45
MN Department of Revenue -	INV0001581	04/12/2019	State Withholding	700-21702	4,523.72
Internal Revenue Service-Payr	INV0001580	04/12/2019	Social Security	700-21703	11,949.50
MN Pera	INV0001577	04/12/2019	PERA	700-21704	731.16
MN Pera	INV0001577	04/12/2019	PERA	700-21704	13,415.26
MN Pera	INV0001577	04/12/2019	PERA	700-21704	6,044.09
MN State Deferred	INV0001578	04/12/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001578	04/12/2019	Deferred Compensation	700-21705	6,577.28
BLUE CROSS/BLUE SHIELD	190403324681	04/11/2019	INSURANCE PREM- MAY 2019	700-21706	48,706.50
MN CHILD SUPPORT PAYMEN	INV0001579	04/12/2019	Child Support Payment	700-21709	113.52
Internal Revenue Service-Payr	INV0001580	04/12/2019	Medicare Withholding	700-21711	3,379.10
FURTHER (Select Account)	39001003	04/16/2019	FLEX SPENDING	700-21712	100.20
AFLAC	289197	04/16/2019	INSURANCE - APRIL 2019 AFT	700-21715	320.22
AFLAC	289197	04/16/2019	INSURANCE - APRIL 2019 - PR	700-21716	641.25
MN BENEFIT ASSOCIATION	2019-0059205	04/16/2019	INSURANCE 5-1-19 PRE TAX	700-21717	4.84
MN BENEFIT ASSOCIATION	2019-0059205	04/16/2019	INSURANCE 5-1-19 AFTER TA	700-21719	103.59
MII LIFE	APRIL 2019	04/16/2019	VEBA - APRIL 2019 #A062-102	700-21720	104.17
MII LIFE	APRIL 2019	04/16/2019	VEBA - APRIL 2019 #A062-102	700-21720	11,875.15

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MII LIFE	APRIL 2019	04/16/2019	VEBA - APRIL 2019 #A062-102	700-21722	2,812.54
FURTHER (Select Account)	INV0001576	04/12/2019	HSA Employee Contribution	700-21723	360.23
					<u>121,056.77</u>
				Fund 700 - PAYROLL Total:	121,056.77
				Grand Total:	<u>680,443.61</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	47,991.75
211 - LIBRARY	1,023.41
225 - AIRPORT	14,306.60
230 - POOL	222.15
235 - AMBULANCE	4,867.08
250 - EDA GENERAL	385.43
274 - TIF 1-19 NWIP II	100.00
601 - WATER	8,391.53
602 - SEWER	25,121.33
604 - ELECTRIC	357,937.60
609 - LIQUOR STORE	50,704.34
614 - TELECOM	33,788.55
615 - ARENA	10,070.76
617 - M/P CENTER	4,476.31
700 - PAYROLL	121,056.77
Grand Total:	680,443.61

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	27.06
100-20202	Sales Tax Payable	26,274.44
100-41310-200	Office Supplies	81.24
100-41310-308	Training & Registrations	500.00
100-41310-321	Telephone	114.09
100-41310-326	Data Processing	301.37
100-41310-480	Other Miscellaneous	596.50
100-41910-321	Telephone	78.60
100-41910-443	Intergovernmental Fees	63.95
100-41940-381	Electric Utility	461.76
100-41940-382	Water Utility	64.93
100-41940-383	Gas Utility	630.25
100-41940-384	Refuse Disposal	89.28
100-41940-385	Sewer Utility	131.34
100-41940-406	Repairs & Maint - Groun	1.82
100-42120-200	Office Supplies	52.75
100-42120-304	Legal Fees	3,957.50
100-42120-321	Telephone	68.89
100-42120-326	Data Processing	1.00
100-42120-327	Interpretation Fees	37.03
100-42120-405	Repairs & Maint - Vehicl	45.46
100-42120-412	Rentals - Building	1,925.00
100-42120-480	Other Miscellaneous	596.50
100-42220-218	Uniforms	303.80
100-42220-308	Training & Registrations	5,480.00
100-42220-321	Telephone	41.92
100-42220-381	Electric Utility	327.86
100-42220-382	Water Utility	14.68
100-42220-383	Gas Utility	480.40
100-42220-384	Refuse Disposal	44.10
100-42220-385	Sewer Utility	32.16
100-42500-381	Electric Utility	21.00
100-43100-217	Other Operating Supplie	545.64
100-43100-321	Telephone	45.46
100-43100-381	Electric Utility	1,695.97
100-43100-382	Water Utility	19.71
100-43100-384	Refuse Disposal	88.98
100-43100-385	Sewer Utility	41.59

Account Summary

Account Number	Account Name	Payment Amount
100-43100-405	Repairs & Maint - Vehicl	97.94
100-43100-480	Other Miscellaneous	1,193.00
100-43210-480	Other Miscellaneous	69.75
100-45202-241	Small Tools	79.99
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	461.17
100-45202-382	Water Utility	149.94
100-45202-384	Refuse Disposal	48.99
100-45202-385	Sewer Utility	140.27
211-45501-211	Cleaning Supplies	251.47
211-45501-321	Telephone	31.06
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	176.67
211-45501-382	Water Utility	18.99
211-45501-385	Sewer Utility	39.41
211-45501-435	Books and Pamphlets	302.48
225-45127-321	Telephone	26.60
225-45127-406	Repairs & Maint - Groun	400.00
225-49950-500	Capital Outlay	13,880.00
230-45124-217	Other Operating Supplie	133.33
230-45124-321	Telephone	43.16
230-45124-381	Electric Utility	29.00
230-45124-382	Water Utility	16.66
235-42153-217	Other Operating Supplie	1,354.07
235-42153-321	Telephone	27.94
235-42153-381	Electric Utility	218.58
235-42153-382	Water Utility	9.79
235-42153-383	Gas Utility	320.26
235-42153-384	Refuse Disposal	29.40
235-42153-385	Sewer Utility	21.44
235-42153-404	Repairs & Maint - M&E	1,089.00
235-42153-405	Repairs & Maint - Vehicl	361.60
235-42153-460	Miscellaneous Taxes	1,435.00
250-46520-321	Telephone	334.38
250-46520-381	Electric Utility	51.05
274-46530-301	Auditing & Consulting Se	100.00
601-14200	Inventory	3,156.34
601-49400-321	Telephone	49.82
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	4,581.53
601-49400-382	Water Utility	17.21
601-49400-385	Sewer Utility	34.02
601-49400-386	Landfill	50.00
601-49400-404	Repairs & Maint - M&E	432.61
602-49450-216	Chemicals and Chemical	1,109.50
602-49450-217	Other Operating Supplie	100.00
602-49450-310	Lab Testing	374.40
602-49450-321	Telephone	171.87
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	15,853.57
602-49450-382	Water Utility	541.78
602-49450-383	Gas Utility	910.23
602-49450-384	Refuse Disposal	89.98
602-49450-444	License Fees	5,900.00
604-14200	Inventory	36,100.00
604-20202	Sales Tax Payable	8.60
604-22000	Prepayments	959.75
604-49550-263	Merchandise for Resale -	315,263.53

Account Summary

Account Number	Account Name	Payment Amount
604-49550-321	Telephone	130.20
604-49550-325	Dispatching	44.50
604-49550-326	Data Processing	186.03
604-49550-331	Travel Expense	154.28
604-49550-350	Printing & Design	145.00
604-49550-381	Electric Utility	198.46
604-49550-382	Water Utility	19.85
604-49550-383	Gas Utility	147.76
604-49550-384	Refuse Disposal	88.98
604-49550-385	Sewer Utility	38.27
604-49550-406	Repairs & Maint - Groun	34.17
604-49550-408	Repairs & Maint - Distrib	1,384.92
604-49550-409	Repairs & Maint - Utilitie	5.28
604-49550-413	Repairs & Maint - Trans	120.53
604-49550-450	Conservation	2,804.35
604-49550-460	Miscellaneous Taxes	103.14
609-20202	Sales Tax Payable	14,802.00
609-49751-211	Cleaning Supplies	48.57
609-49751-217	Other Operating Supplie	89.49
609-49751-251	Liquor	15,536.37
609-49751-252	Beer	14,409.19
609-49751-253	Wine	2,390.15
609-49751-254	Soft Drinks & Mix	556.94
609-49751-261	Other Merchandise	96.00
609-49751-321	Telephone	100.24
609-49751-326	Data Processing	650.72
609-49751-333	Freight and Express	414.39
609-49751-340	Advertising & Promotion	60.00
609-49751-381	Electric Utility	851.09
609-49751-382	Water Utility	19.00
609-49751-384	Refuse Disposal	149.00
609-49751-385	Sewer Utility	35.84
609-49751-409	Repairs & Maint - Utilitie	485.25
609-49751-460	Miscellaneous Taxes	8.24
609-49751-480	Other Miscellaneous	1.86
614-20202	Sales Tax Payable	38.56
614-49870-200	Office Supplies	44.48
614-49870-211	Cleaning Supplies	21.33
614-49870-217	Other Operating Supplie	1,054.00
614-49870-321	Telephone	361.28
614-49870-326	Data Processing	1.25
614-49870-381	Electric Utility	2,202.86
614-49870-382	Water Utility	19.84
614-49870-383	Gas Utility	126.14
614-49870-384	Refuse Disposal	77.98
614-49870-385	Sewer Utility	38.22
614-49870-442	Subscriber Fees	25,214.14
614-49870-445	Switch Fees	1,322.60
614-49870-448	On-Call Support	188.16
614-49870-451	Call Completion	3,055.69
614-49870-460	Miscellaneous Taxes	22.02
615-49850-217	Other Operating Supplie	342.67
615-49850-301	Auditing & Consulting Se	100.00
615-49850-321	Telephone	124.66
615-49850-326	Data Processing	358.00
615-49850-381	Electric Utility	5,395.34
615-49850-382	Water Utility	1,123.23
615-49850-384	Refuse Disposal	137.00

Account Summary

Account Number	Account Name	Payment Amount
615-49850-385	Sewer Utility	1,116.86
615-49850-460	Miscellaneous Taxes	1,373.00
617-20202	Sales Tax Payable	131.32
617-49860-200	Office Supplies	53.83
617-49860-211	Cleaning Supplies	59.50
617-49860-259	Non-Alcoholic	119.80
617-49860-321	Telephone	113.86
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,262.74
617-49860-382	Water Utility	72.97
617-49860-383	Gas Utility	1,253.59
617-49860-384	Refuse Disposal	64.99
617-49860-385	Sewer Utility	147.20
617-49860-460	Miscellaneous Taxes	196.68
617-49860-480	Other Miscellaneous	596.50
700-21701	Federal Withholding	8,759.45
700-21702	State Withholding	4,523.72
700-21703	FICA Tax Withholding	11,949.50
700-21704	PERA Contributions	20,190.51
700-21705	Retirement	7,112.28
700-21706	Medical Insurance	48,706.50
700-21709	Wage Levy	113.52
700-21711	Medicare Tax Withholdi	3,379.10
700-21712	Flex Account	100.20
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	641.25
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	103.59
700-21720	VEBA Contributions	11,979.32
700-21722	HSA Contribution	2,812.54
700-21723	HSA Employee Contribu	360.23
	Grand Total:	680,443.61

Project Account Summary

Project Account Key	Payment Amount
None	680,443.61
Grand Total:	680,443.61

CA
4-18-19



Windom, MN

Expense Approval Report

By Fund

Payment Dates 04/19/2019 - 05/03/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MACQUEEN EQUIP. CO.	E00662	04/23/2019	STREET SWEEPER - INTERFUN	100-13100	97,865.50
FABIOLA CERDA	20190503	05/03/2019	REFUND - UTILITES PAID TWIC	100-20191	198.00
					98,063.50
Activity: 41110 - Mayor & Council					
CONVENT. & VISITOR BUREAU	20190423	04/23/2019	LODGING TAX- RED CARPET IN	100-41110-491	199.20
CONVENT. & VISITOR BUREAU	20190423A	04/23/2019	LODGING TAX-GUARDIAN INN	100-41110-491	474.74
CONVENT. & VISITOR BUREAU	20190423C	04/23/2019	LODGING TAX-GUARDIAN INN	100-41110-491	311.98
CONVENT. & VISITOR BUREAU	20190423D	04/23/2019	LODING TAX - AMERIC INN -M	100-41110-491	2,009.53
					Activity 41110 - Mayor & Council Total:
					2,995.45
Activity: 41310 - Administration					
MANTRONICS MAILING SYSTE	42432	04/22/2019	SUPPLIES	100-41310-200	168.50
FURTHER (Select Account)	1344138	04/22/2019	FLEX - ADMIN FEE	100-41310-217	156.25
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	100-41310-321	47.15
TYLER TECHNOLOGIES, INC	025-255643	04/12/2019	ANNUAL SUBSCRIPTION	100-41310-444	3,440.75
PEBBLES MASSAGE & SPA LLC	20190419	04/19/2019	2019 WELLNESS	100-41310-480	110.00
					Activity 41310 - Administration Total:
					3,922.65
Activity: 41910 - Building & Zoning					
CENTURY BUSINESS PRODUCT	466474	04/16/2019	#SF7308 SUPPLIES	100-41910-200	25.62
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	100-41910-321	36.16
INTERNATIONAL CODE COUN	3229606	05/01/2019	MEMBER DUES #0599050	100-41910-433	135.00
					Activity 41910 - Building & Zoning Total:
					196.78
Activity: 41940 - City Hall					
MELISSA PENAS	20190501	05/01/2019	CLEANING	100-41940-406	385.00
SANDRA HERDER	20190501	05/01/2019	CLEANING	100-41940-406	385.00
LAMPERTS YARDS, INC.	3902020 4-25-19	05/01/2019	MAINTENANCE #3902020	100-41940-406	168.47
KULSETH LAWN LANDSCAPE	642	04/16/2019	SERVICE - SNOW REMOVAL	100-41940-406	1,477.50
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	100-41940-460	100.00
					Activity 41940 - City Hall Total:
					2,515.97
Activity: 42120 - Crime Control					
LOUIS NORELL	04-07-19	04/29/2019	K-9 TRAINING	100-42120-212	71.00
LOUIS NORELL	20190414	04/29/2019	K-9 TRAINING	100-42120-212	108.50
LOUIS NORELL	20190418	04/19/2019	EXPENSE - K9 TRAINING	100-42120-212	83.00
LOUIS NORELL	20190419	04/19/2019	EXPENSE - K9 TRAINING	100-42120-212	95.00
ITL PATCH COMPANY, INC	50408	04/19/2019	UNIFORMS # 19-6022	100-42120-218	301.35
WINDOM AREA HEALTH	304608293	04/19/2019	SERVICE #30005319	100-42120-305	80.00
SANFORD LABORATORIES	304697425	04/26/2019	SERVICE #30019313	100-42120-305	372.00
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	100-42120-322	11.55
ALPHA WIRELESS - MANKATO	698142	04/19/2019	SERVICE #00681	100-42120-323	108.00
LEASE FINANCE PARTNERS	#3250 4-19-19	04/26/2019	SERVICE #3250	100-42120-326	136.00
LOUIS NORELL	04-07-19	04/29/2019	K-9 TRAINING	100-42120-334	97.04
LOUIS NORELL	20190414	04/29/2019	K-9 TRAINING	100-42120-334	74.86
LOUIS NORELL	20190418	04/19/2019	EXPENSE - K9 TRAINING	100-42120-334	90.26
LOUIS NORELL	20190419	04/19/2019	EXPENSE - K9 TRAINING	100-42120-334	170.22
CRIME STOPPERS OF MINN	20190419	04/19/2019	WINDOM-LAW ENFORCEMEN	100-42120-340	150.00
WINDOM QUICK PRINT	20190403	04/19/2019	SUPPLIES	100-42120-350	239.35
NORTHERN SAFETY TECHNOL	47983	04/26/2019	MAINTENANCE	100-42120-404	3,298.97
NORTHERN SAFETY TECHNOL	47984	04/29/2019	MAINTENANCE	100-42120-404	3,298.97
LOUIS NORELL	20190414	04/29/2019	K-9 TRAINING	100-42120-405	51.25
WINDOM TOWING LLC	8353	04/19/2019	SERVICE	100-42120-405	81.50
FORD MOTOR CREDIT CO LLC	1655738	04/29/2019	2019 FORD INTERCEPTOR -	100-42120-419	663.95
FLEET SERVICES DIVISION	2019090002	04/26/2019	SERVICE #A00WIN	100-42120-419	2,279.12
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	100-42120-480	10.49

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LOUIS NORELL	04-07-19	04/29/2019	K-9 TRAINING	100-42120-480	7.50
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	100-42120-480	168.78
LOUIS NORELL	20190419	04/19/2019	EXPENSE - K9 TRAINING	100-42120-480	27.92
				Activity 42120 - Crime Control Total:	12,076.58
Activity: 42220 - Fire Fighting					
STAPLES OIL CO	500 / 2747	04/23/2019	FUEL #2747 & #500 - WINDO	100-42220-212	49.03
STAPLES OIL CO	500 / 2747	04/23/2019	FUEL #2747 & #500 - WINDO	100-42220-212	47.00
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	100-42220-215	29.76
MUNICIPAL EMERGENCY SER	IN1325651	04/12/2019	MATERIALS & EQUIPMENT	100-42220-215	420.00
				Activity 42220 - Fire Fighting Total:	545.79
Activity: 42500 - Civil Defense					
AG BUILDERS	6267	04/22/2019	CIVIL DEFENSE SIREN MOTOR	100-42500-381	350.00
				Activity 42500 - Civil Defense Total:	350.00
Activity: 43100 - Streets					
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	100-43100-215	104.97
LAMPERTS YARDS, INC.	3902020 4-25-19	05/01/2019	MAINTENANCE #3902020	100-43100-217	194.05
UNIQUE PAVING MATERIALS C	43858	04/23/2019	#WIN002 STREET MAINTENA	100-43100-224	961.98
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	100-43100-225	161.55
MAC TOOLS	18833	04/23/2019	SMALL TOOLS	100-43100-241	180.38
LEAGUE OF MN CITIES	291522	04/22/2019	REGISTRATION - BRIAN COOLE	100-43100-308	20.00
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	100-43100-321	44.48
MN ENERGY RESOURCES	20190408A	04/22/2019	HEATING #0505064121-00001	100-43100-383	944.01
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	100-43100-401	63.65
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	100-43100-402	490.90
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	100-43100-404	351.97
MICHAEL TODD & COMPANY I	166247	04/23/2019	MAINTENANCE # 3773	100-43100-404	212.81
W.W. GRAINGER, INC	7213A	12/27/2018	CREDIT-PAID TWICE-INVOICE	100-43100-404	-251.47
DICKS WELDING INC	20190401	04/30/2019	REPAIRS / MAINTENANCE	100-43100-405	1,462.82
ADVANCE AUTO PARTS	340272	04/23/2019	MAINTENANCE - UNIT #43	100-43100-405	102.12
W.W. GRAINGER, INC	9150342245	04/30/2019	MAINTENANCE	100-43100-405	186.53
FORCE AMERICA DISTRIBUTIN	IN001-1332462	04/22/2019	MAINTENANCE	100-43100-405	2,779.84
RDO EQUIPMENT CO	W13607	04/29/2019	MAINTENANCE #2363008	100-43100-405	624.00
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	100-43100-460	100.00
				Activity 43100 - Streets Total:	8,734.59
Activity: 43210 - Sanitation					
LEESA ARNDT	20190501	05/01/2019	EXPENSE - SUPPLIES	100-43210-480	4.81
				Activity 43210 - Sanitation Total:	4.81
Activity: 45202 - Park Areas					
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	100-45202-211	-23.23
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	100-45202-211	28.56
LAMPERTS YARDS, INC.	3902020 4-25-19	05/01/2019	MAINTENANCE #3902020	100-45202-217	90.06
HANSON PLUMBING	6041	04/23/2019	MAINTENANCE - BATHROOM	100-45202-402	224.64
W.W. GRAINGER, INC	9150342245	04/30/2019	MAINTENANCE	100-45202-404	50.25
W.W. GRAINGER, INC	9150582063	04/30/2019	MAINTENANCE	100-45202-404	104.96
JOHNSON HARDWARE	20190404	04/19/2019	MAINTENANCE	100-45202-405	10.25
FAST GLOBAL SOLUTIONS, INC	077105	04/23/2019	MAINTENANCE - SAND VOLLE	100-45202-406	92.58
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	100-45202-460	42.00
				Activity 45202 - Park Areas Total:	620.07
				Fund 100 - GENERAL Total:	130,026.19
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
SANDRA HERDER	20190501	05/01/2019	CLEANING	211-45501-402	418.00
MELISSA PENAS	20190501	05/01/2019	CLEANING	211-45501-402	418.00
KULSETH LAWN LANDSCAPE	642	04/16/2019	SERVICE - SNOW REMOVAL	211-45501-406	492.50
MICROMARKETING, LLC	767329	04/25/2019	BOOKS #9985	211-45501-435	217.95

Expense Approval Report

Payment Dates: 04/19/2019 - 05/03/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	211-45501-460	100.00
				Activity 45501 - Library Total:	1,646.45
				Fund 211 - LIBRARY Total:	1,646.45
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #0	225-45127-460	30.00
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #08-012-0500	225-45127-462	1,138.00
				Activity 45127 - Airport Total:	1,168.00
				Fund 225 - AIRPORT Total:	1,168.00
Fund: 230 - POOL					
Activity: 45124 - Pool					
BROWN-NICOLLET COMMUNI	#3058 4-29-19	04/29/2019	LICENSE APP FOR POOLS - 201	230-45124-217	425.00
USA QUATICS, INC.	16628	04/26/2019	TRAINING- CLASS & TEST	230-45124-308	500.00
STEVE NASBY	20190425	04/26/2019	EXPENSE - CERTIFIED POOL O	230-45124-331	181.90
				Activity 45124 - Pool Total:	1,106.90
				Fund 230 - POOL Total:	1,106.90
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	235-42153-321	108.48
EXPERT T BILLING	5622	04/12/2019	SERVICE	235-42153-326	2,380.00
ROBIN SHAW	20190409	04/09/2019	EXPENSE - AMBULANCE	235-42153-334	15.38
MEGAN BRAMSTEDT	20190424	04/24/2019	EXPENSE - AMBULANCE	235-42153-334	143.42
KRISTEN PORATH	20190424	04/24/2019	EXPENSE - AMBULANCE	235-42153-334	29.55
ROBIN SHAW	20190424	04/24/2019	EXPENSE - AMBULANCE	235-42153-334	33.96
TIM HACKER	20190424	04/24/2019	EXPENSE - AMBULANCE	235-42153-334	81.64
JUSTIN HARRINGTON	20190424	04/24/2019	EXPENSE - AMBULANCE	235-42153-334	26.74
LYNNE ELSTON	20190424	04/24/2019	EXPENSE - AMBULANCE	235-42153-334	29.51
DONNA MARCY	20190424	04/24/2019	EXPENSE - AMBULANCE	235-42153-334	9.06
ARROW MANUFACTURING IN	4969	04/29/2019	SERVICE - UNIT #29	235-42153-405	955.00
MOUNTAIN LAKE AUTOMOTI	86389	04/29/2019	SERVICE - UNIT #29	235-42153-405	1,808.36
P.M. REPAIR & DETAILING	8956	04/16/2019	UNIT #29 MAINTENANCE	235-42153-405	93.62
				Activity 42153 - Ambulance Total:	5,714.72
				Fund 235 - AMBULANCE Total:	5,714.72
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
CENTURY BUSINESS PRODUCT	466474	04/16/2019	#SF7308 SUPPLIES	250-46520-200	51.25
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	250-46520-321	26.88
DREW HAGE	20190417	04/22/2019	EXPENSE - MN MARKETING P	250-46520-331	176.32
WINDOM AREA CHAMBER OF	2558	04/24/2019	EDA-ADVERTISING	250-46520-340	50.00
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	250-46520-401	754.38
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0010	250-46520-462	431.57
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0060	250-46520-462	429.18
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	250-46520-462	100.00
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	250-46520-462	28.00
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0070	250-46520-462	206.23
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - 25-839-0075	250-46520-462	11,596.00
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0100	250-46520-462	536.68
				Activity 46520 - EDA Total:	14,386.49
				Fund 250 - EDA GENERAL Total:	14,386.49
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 3-31-19	04/29/2019	SERVICE #367404	254-46520-381	137.58
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0060	254-46520-462	247.82
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0100	254-46520-462	504.32
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0070	254-46520-462	113.77
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0130	254-46520-462	102.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX #25-556-0010	254-46520-462	598.43
				Activity 46520 - EDA Total:	1,703.92
				Fund 254 - NORTH IND PARK Total:	1,703.92
Fund: 274 - TIF 1-19 NWIP II					
Activity: 46530 - TIF Districts					
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	274-46530-462	4,176.00
				Activity 46530 - TIF Districts Total:	4,176.00
				Fund 274 - TIF 1-19 NWIP II Total:	4,176.00
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00233996	04/22/2019	PROJ 369018.00 - 2020 STREE	308-41000-303	876.00
				Activity 41000 - General Government Total:	876.00
				Fund 308 - 2020 STREET PROJECT Total:	876.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
MACQUEEN EQUIP. CO.	E00662	04/23/2019	STREET SWEEPER - INTERFUN	401-23900	-97,865.50
MACQUEEN EQUIP. CO.	E00662	04/23/2019	STREET SWEEPER-GAIN ON D	401-39101	-16,850.00
					-114,715.50
Activity: 49950 - Capital Outlay					
DRIPS, LLC	20190423	04/24/2019	2018 FLOOD - WHY 62 SANDB	401-49950-439	11,640.00
MN DEPT OF ADMINISTRATIO	04201903	04/19/2019	#A00WIN - 9085 2015 FORD P	401-49950-501	10,475.00
MACQUEEN EQUIP. CO.	E00662	04/23/2019	STREET SWEEPER	401-49950-503	204,715.50
DGR ENGINEERING	00233995	04/22/2019	PROJECT 369017.00 - CITY TE	401-49950-504	699.00
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	401-49950-509	134.89
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	401-49950-509	465.20
SCOTT VEENKER	25804	04/23/2019	SPRING FLOODING 2019 - PER	401-49950-509	100.00
R A MUECKESAND & GRAVEL	71574 / 71580	04/23/2019	SAND FOR SANDBAGS-SPRING	401-49950-509	1,134.00
				Activity 49950 - Capital Outlay Total:	229,363.59
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	114,648.09
Fund: 406 - PIR					
Activity: 49950 - Capital Outlay					
DGR ENGINEERING	00233993	04/22/2019	PROJECT 368148.00 - RED LEA	406-49950-500	1,795.00
				Activity 49950 - Capital Outlay Total:	1,795.00
				Fund 406 - PIR Total:	1,795.00
Fund: 601 - WATER					
Activity: 49400 - Water					
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	601-49400-211	25.76
MN VALLEY TESTING	968811	04/12/2019	TESTING	601-49400-310	77.00
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	601-49400-321	96.51
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	POSTAGE	601-49400-322	228.56
HP DATAONE, LLC	20190422	04/22/2019	EXPENSE - 4TH IN 2019	601-49400-326	1,328.13
INNOVATIVE SYSTEMS LLC	42052	04/02/2019	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	PROCESSING	601-49400-326	189.36
INNOVATIVE SYSTEMS LLC	42395	04/04/2019	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	INSERTS	601-49400-350	11.74
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	601-49400-404	16.15
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	601-49400-404	199.62
GDF ENTERPRISES, INC	A15693	05/01/2019	MAINTENANCE	601-49400-404	89.12
CORE & MAIN LP	K421908	04/25/2019	MAINTENANCE #181738	601-49400-404	10.80
CORE & MAIN LP	K334575	04/25/2019	MAINTENANCE	601-49400-408	285.88
TYLER TECHNOLOGIES, INC	025-255643	04/12/2019	ANNUAL SUBSCRIPTION	601-49400-444	2,064.45
				Activity 49400 - Water Total:	5,901.08
				Fund 601 - WATER Total:	5,901.08
Fund: 602 - SEWER					
GRIDOR CONSTRUCITON, INC.	20190404	04/04/2019	WASTEWATER TREATMENT IM	602-16200	510,391.00
					510,391.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Activity: 49450 - Sewer						
O'REILLY AUTOMOTIVE, INC	4425-240519	04/22/2019	SMALL TOOLS	602-49450-241	269.99	
MN VALLEY TESTING	967556	04/05/2019	TESTING	602-49450-310	144.00	
MN VALLEY TESTING	968144	04/09/2019	TESTING	602-49450-310	119.60	
MN VALLEY TESTING	968348	04/09/2019	TESTING	602-49450-310	230.40	
MN VALLEY TESTING	968449	04/09/2019	TESTING	602-49450-310	119.60	
MN VALLEY TESTING	968896	04/12/2019	TESTING	602-49450-310	144.00	
MN VALLEY TESTING	969263	04/16/2019	TESTING	602-49450-310	129.60	
MN VALLEY TESTING	969455	04/16/2019	TESTING	602-49450-310	244.80	
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	602-49450-321	71.78	
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	POSTAGE	602-49450-322	228.55	
HP DATAONE, LLC	20190422	04/22/2019	EXPENSE - 4TH IN 2019	602-49450-326	1,328.12	
INNOVATIVE SYSTEMS LLC	42052	04/02/2019	BILLING SYSTEM MAINTENAN	602-49450-326	760.50	
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	PROCESSING	602-49450-326	189.36	
INNOVATIVE SYSTEMS LLC	42395	04/04/2019	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50	
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	INSERTS	602-49450-350	11.74	
SOUTH CENTRAL ELECTRIC	#367405 3-31-19	05/01/2019	SERVICE #367405 #26-24-125	602-49450-381	131.71	
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	602-49450-404	229.81	
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	602-49450-404	106.00	
GDF ENTERPRISES, INC	A15660	05/01/2019	MAINTENANCE	602-49450-404	70.63	
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	602-49450-408	102.90	
TYLER TECHNOLOGIES, INC	025-255643	04/12/2019	ANNUAL SUBSCRIPTION	602-49450-444	2,064.45	
					Activity 49450 - Sewer Total:	7,215.04
					Fund 602 - SEWER Total:	517,606.04
Fund: 604 - ELECTRIC						
ELECTRIC FUND	105A	04/25/2019	RETURN - EL - INVENTORY	604-14200	1,675.00	
AG BUILDERS	7668	04/30/2019	GENERATOR STRUCTURES	604-16200	5,990.00	
					7,665.00	
Activity: 49550 - Electric						
TRI-STATE POWER SOLUTIONS	1912999023537	04/19/2019	SUPPLIES	604-49550-200	49.81	
W.W. GRAINGER, INC	9040641517	12/31/2018	SUPPLIES #850283136	604-49550-211	117.74	
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	604-49550-241	37.05	
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	604-49550-241	289.86	
MN MUNICIPAL UTILITIES ASS	53299	04/16/2019	REGISTRATION-L. BUTING & L.	604-49550-308	1,750.00	
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	604-49550-321	130.95	
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	604-49550-322	35.74	
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	POSTAGE	604-49550-322	228.56	
HP DATAONE, LLC	20190422	04/22/2019	EXPENSE - 4TH IN 2019	604-49550-326	1,328.12	
INNOVATIVE SYSTEMS LLC	42052	04/02/2019	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00	
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	PROCESSING	604-49550-326	189.36	
INNOVATIVE SYSTEMS LLC	42395	04/04/2019	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90	
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	INSERTS	604-49550-350	11.75	
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	604-49550-402	7.78	
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	604-49550-402	3.81	
DICKS WELDING INC	20190401	04/30/2019	REPAIRS / MAINTENANCE	604-49550-402	436.13	
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	604-49550-406	13.99	
DICKS WELDING INC	20190401	04/30/2019	REPAIRS / MAINTENANCE	604-49550-408	68.60	
ELECTRIC FUND	277	04/25/2019	EL - DISTRIBUTION	604-49550-408	1,751.23	
ELECTRIC FUND	280	04/30/2019	EL - RL REPAIR	604-49550-408	589.00	
ELECTRIC FUND	281	04/30/2019	EL - DISTRIBUTION	604-49550-408	398.06	
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	604-49550-409	49.34	
ZIEGLER, INC.	E8383507	04/16/2019	MAINTENANCE #9696600	604-49550-410	5,792.02	
AMERICAN PUBLIC POWER AS	325632	04/18/2019	DUES #3516	604-49550-433	3,014.81	
TYLER TECHNOLOGIES, INC	025-255643	04/12/2019	ANNUAL SUBSCRIPTION	604-49550-444	2,064.45	
KODY JOHNSON & JIM JOHNS	20190430	04/30/2019	ENERGY REBATE	604-49550-450	150.00	
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	604-49550-460	100.00	
					Activity 49550 - Electric Total:	20,353.06
					Fund 604 - ELECTRIC Total:	28,018.06

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 609 - LIQUOR STORE					
Activity: 49751 - Liquor Store					
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	609-49751-211	30.56
JOHN C NELSON	20190406	04/18/2019	EXPENSE -	609-49751-217	10.02
AH HERMEL COMPANY	764809	04/18/2019	MERCHANDISE	609-49751-217	30.49
JOHNSON BROS.	1257214	04/09/2019	MERCHANDISE	609-49751-251	2,343.47
JOHNSON BROS.	1262444	04/18/2019	MERCHANDISE	609-49751-251	941.13
SOUTHERN GLAZER'S OF MN	1806766	04/18/2019	MERCHANDISE	609-49751-251	3,912.41
PHILLIPS WINE & SPIRITS	2533704	04/23/2019	MERCHANDISE	609-49751-251	237.00
SOUTHERN GLAZER'S OF MN	5040960	04/18/2019	MERCHANDISE	609-49751-251	2,499.75
JOHNSON BROS.	538008	04/22/2019	CREDIT - MERCHANDISE	609-49751-251	-127.00
BEVERAGE WHOLESALERS	055134	04/22/2019	MERCHANDISE	609-49751-252	7,314.39
BEVERAGE WHOLESALERS	055864	04/22/2019	MERCHANDISE	609-49751-252	450.00
BEVERAGE WHOLESALERS	056211	04/29/2019	MERCHANDISE	609-49751-252	8,546.63
DOLL DISTRIBUTING, LLC	655207	04/17/2019	MERCHANDISE	609-49751-252	7,641.60
BEVERAGE WHOLESALERS	732457	04/29/2019	CREDIT - MERCHANDISE	609-49751-252	-450.00
JOHNSON BROS.	1257215	04/09/2019	MERCHANDISE	609-49751-253	890.71
JOHNSON BROS.	1259388	04/11/2019	MERCHANDISE	609-49751-253	34.29
JOHNSON BROS.	1262445	04/18/2019	MERCHANDISE	609-49751-253	727.44
ROUND LAKE VINEYARDS & W	1703	04/04/2019	MERCHANDISE	609-49751-253	612.00
SOUTHERN GLAZER'S OF MN	1806767	04/18/2019	MERCHANDISE	609-49751-253	348.00
INDIAN ISLAND WINERY	2638	04/22/2019	MERCHANDISE	609-49751-253	753.12
JOHNSON BROS.	1259388	04/11/2019	MERCHANDISE	609-49751-254	32.00
ATLANTIC COCA-COLA	1968597	04/22/2019	MERCHANDISE #8373693	609-49751-254	182.88
RED BULL DISTRIBUTION CO, I	K-35148052	04/18/2019	MERCHANDISE	609-49751-254	104.50
AH HERMEL COMPANY	764809	04/18/2019	MERCHANDISE	609-49751-256	175.22
ARCTIC GLACIER U.S.A. INC	1946910302	04/18/2019	MERCHANDISE	609-49751-257	90.60
AH HERMEL COMPANY	764809	04/18/2019	MERCHANDISE	609-49751-261	75.95
JOHNSON BROS.	1257214	04/09/2019	MERCHANDISE	609-49751-333	36.68
JOHNSON BROS.	1257215	04/09/2019	MERCHANDISE	609-49751-333	43.51
JOHNSON BROS.	1262444	04/18/2019	MERCHANDISE	609-49751-333	19.14
JOHNSON BROS.	1262445	04/18/2019	MERCHANDISE	609-49751-333	33.06
SOUTHERN GLAZER'S OF MN	1806765	04/18/2019	MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	1806766	04/18/2019	MERCHANDISE	609-49751-333	53.80
SOUTHERN GLAZER'S OF MN	1806767	04/18/2019	MERCHANDISE	609-49751-333	14.35
PHILLIPS WINE & SPIRITS	2534858	04/10/2019	MERCHANDISE	609-49751-333	1.74
SOUTHERN GLAZER'S OF MN	5040960	04/18/2019	MERCHANDISE	609-49751-333	59.45
JOHNSON BROS.	538008	04/22/2019	CREDIT - MERCHANDISE	609-49751-333	-1.74
AH HERMEL COMPANY	764809	04/18/2019	MERCHANDISE	609-49751-333	4.95
UNIVERSAL PUBLICATIONS	158581	04/23/2019	ADVERTISING	609-49751-340	350.00
MN ENERGY RESOURCES	20190411D	04/22/2019	HEATING #0507314125-00001	609-49751-383	79.51
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	609-49751-406	39.25
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	609-49751-409	371.25
TYLER TECHNOLOGIES, INC	025-255643	04/12/2019	ANNUAL SUBSCRIPTION	609-49751-444	2,064.45
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	609-49751-460	100.00
Activity 49751 - Liquor Store Total:					40,678.61
Fund 609 - LIQUOR STORE Total:					40,678.61

Fund: 614 - TELECOM**Activity: 49870 - Telecom**

ADVANCED SYSTEMS, INC.	674395	04/23/2019	SUPPLIES	614-49870-200	52.55
AMAZON CAPITAL SERVICES, I	16CT-FQQM-JQ1X	05/01/2019	#A2Q0Y18ZLN2YT - SUPPLIES	614-49870-217	85.38
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	614-49870-217	59.99
POWER PRODUCT SERVICES, I	123985	04/23/2019	SERVICE -	614-49870-227	496.00
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	614-49870-227	41.98
FINLEY ENGINEERING	#1 - #07-17796	04/23/2019	INV 1- PROJECT 07-17796 FIB	614-49870-303	254.90
INTERSTATE TRS FUND	82580795061	04/23/2019	#10 OF 12- ASSESSMENT FOR	614-49870-304	269.20
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	614-49870-321	300.44
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	POSTAGE	614-49870-322	228.56
HP DATAONE, LLC	20190422	04/22/2019	EXPENSE - 4TH IN 2019	614-49870-326	1,328.13
INNOVATIVE SYSTEMS LLC	42052	04/02/2019	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	42052	04/02/2019	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	42216	04/03/2019	ACS QUARTERLY 4/1 - 6/30/19	614-49870-326	900.00
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	PROCESSING	614-49870-326	189.36
INNOVATIVE SYSTEMS LLC	42395	04/04/2019	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	42336	04/04/2019	INSERTS	614-49870-350	100.34
DICKS WELDING INC	20190401	04/30/2019	REPAIRS / MAINTENANCE	614-49870-404	96.56
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	614-49870-406	4.69
KULSETH LAWN LANDSCAPE	643	04/16/2019	SERVICE - SNOW REMOVAL -T	614-49870-406	850.00
DISPLAY SYSTEMS INTERNATI	18023	05/01/2019	SERVICE	614-49870-442	198.44
NATIONAL CABLE TV COOP	19040639	04/30/2019	SUBSCRIBER	614-49870-442	44,220.81
SHOWTIME NETWORKS INC	9002731-0319	04/16/2019	SUBSCRIBER	614-49870-442	274.89
UNIVERSAL SERVICE ADMIN C	26H3NU35	04/29/2019	499A CONTRIBUTION	614-49870-443	1,551.53
TYLER TECHNOLOGIES, INC	025-255643	04/12/2019	ANNUAL SUBSCRIPTION	614-49870-444	2,064.45
MANKATO NETWORKS, LLC	388527	04/23/2019	SERVICE #388527	614-49870-447	200.00
SWWC - SOUTHWEST WEST C	60499	04/09/2019	SERVICE	614-49870-448	950.00
CENTURY LINK	507-831-1075-104 4-16-19	04/26/2019	SERVICE #831-1075-104	614-49870-451	73.64
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	614-49870-460	100.00
Activity 49870 - Telecom Total:					59,133.94
Fund 614 - TELECOM Total:					59,133.94

Fund: 615 - ARENA

Activity: 49850 - Arena

SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	615-49850-211	22.60
HEARTLAND PAPER COMPANY	576203-0	04/22/2019	SUPPLIES	615-49850-211	1,368.45
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	615-49850-215	32.99
LAMPERTS YARDS, INC.	3902020 4-25-19	05/01/2019	MAINTENANCE #3902020	615-49850-215	6.87
RUNNINGS SUPPLY, INC	#71920 3-24-19	04/23/2019	MAINTENANCE	615-49850-217	19.75
SCHWALBACH HARDWARE	20190325	04/23/2019	MAINTENANCE	615-49850-217	75.50
JOHNSON HARDWARE	20190404	04/19/2019	MAINTENANCE	615-49850-217	2.10
ELECTRIC FUND	275	04/22/2019	EL - ARENA	615-49850-217	2.10
TIM HOGAN	20190501	05/01/2019	APRIL BILLING	615-49850-301	5,200.00
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	615-49850-321	59.00
MN ENERGY RESOURCES	20190415	04/22/2019	HEATING #0504094426-00001	615-49850-383	1,400.94
LAMPERTS YARDS, INC.	3902020 4-25-19	05/01/2019	MAINTENANCE #3902020	615-49850-402	194.59
Activity 49850 - Arena Total:					8,384.89
Fund 615 - ARENA Total:					8,384.89

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20190423	04/23/2019	COMM CENTER - PETTY CASH	617-10200	2,500.00
SECR REV FUND/CITY OF WD	20190501	05/01/2019	PETTY CASH - COMM CENTER	617-10200	1,000.00
					3,500.00

Activity: 49860 - M/P Center

WINDOM QUICK PRINT	20190402	04/18/2019	SUPPLIES	617-49860-200	89.35
RAGE INC - CAMPUS CLEANER	04-010849	04/16/2019	SERVICE - COMM CENTER	617-49860-211	59.50
RIVER BEND LIQUOR	20190426	04/26/2019	COMM CENTER	617-49860-251	145.00
RIVER BEND LIQUOR	20190426	04/26/2019	COMM CENTER	617-49860-252	-16.99
RIVER BEND LIQUOR	20190429	04/29/2019	MERCHANDISE	617-49860-252	110.96
RIVER BEND LIQUOR	20190429	04/29/2019	MERCHANDISE	617-49860-252	67.26
VERIZON WIRELESS	9828545222	04/29/2019	TELEPHONE #486357723-000	617-49860-321	40.88
SKOLD SPECIALTY CONTRACTI	198085-APR19	04/16/2019	MAINTENANCE	617-49860-402	4,210.53
AMAZON CAPITAL SERVICES, I	1H7Y-JMWF-DRYG	05/01/2019	#A2Q0Y18ZLN2YT - MAINT	617-49860-409	51.99
ELECTRIC FUND	279	04/29/2019	EL - COMM CENTER	617-49860-409	31.01
COTTONWOOD CO AUD/TREA	20190411	04/11/2019	PROPERTY TAX - MAY 2019 #2	617-49860-460	100.00
Activity 49860 - M/P Center Total:					4,889.49
Fund 617 - M/P CENTER Total:					8,389.49

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001586	04/26/2019	Federal Tax Withholding	700-21701	9,259.48
MN Department of Revenue -	INV0001587	04/26/2019	State Withholding	700-21702	4,701.92
Internal Revenue Service-Payr	INV0001586	04/26/2019	Social Security	700-21703	12,110.96
MN Pera	INV0001583	04/26/2019	PERA	700-21704	13,337.88

Expense Approval Report

Payment Dates: 04/19/2019 - 05/03/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0001583	04/26/2019	PERA	700-21704	6,446.32
MN Pera	INV0001583	04/26/2019	PERA	700-21704	1,003.24
MN State Deferred	INV0001584	04/26/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001584	04/26/2019	Deferred Compensation	700-21705	6,577.28
LOCAL UNION #949	20190425	04/25/2019	UNION DUES - APRIL 2019	700-21707	1,808.54
LAW ENFORCEMENT LABOR S	20190425	04/25/2019	POLICE UNION DUES - APRIL 2	700-21708	357.00
MN CHILD SUPPORT PAYMEN	INV0001585	04/26/2019	Child Support Payment	700-21709	113.52
Internal Revenue Service-Payr	INV0001586	04/26/2019	Medicare Withholding	700-21711	3,484.64
FURTHER (Select Account)	39007991	04/23/2019	FLEX SPENDING	700-21712	645.05
FURTHER (Select Account)	39015421	04/30/2019	FLEX SPENDING	700-21712	906.15
FURTHER (Select Account)	INV0001582	04/26/2019	HSA Employee Contribution	700-21723	360.23
					61,647.21
Fund 700 - PAYROLL Total:					61,647.21
Grand Total:					1,007,007.08

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	130,026.19
211 - LIBRARY	1,646.45
225 - AIRPORT	1,168.00
230 - POOL	1,106.90
235 - AMBULANCE	5,714.72
250 - EDA GENERAL	14,386.49
254 - NORTH IND PARK	1,703.92
274 - TIF 1-19 NWIP II	4,176.00
308 - 2020 STREET PROJECT	876.00
401 - GENERAL CAPITAL PROJECTS	114,648.09
406 - PIR	1,795.00
601 - WATER	5,901.08
602 - SEWER	517,606.04
604 - ELECTRIC	28,018.06
609 - LIQUOR STORE	40,678.61
614 - TELECOM	59,133.94
615 - ARENA	8,384.89
617 - M/P CENTER	8,389.49
700 - PAYROLL	61,647.21
Grand Total:	1,007,007.08

Account Summary

Account Number	Account Name	Payment Amount
100-13100	Due From General Equip	97,865.50
100-20191	Unapplied Cash	198.00
100-41110-491	Payments to Other Orga	2,995.45
100-41310-200	Office Supplies	168.50
100-41310-217	Other Operating Supplie	156.25
100-41310-321	Telephone	47.15
100-41310-444	License Fees	3,440.75
100-41310-480	Other Miscellaneous	110.00
100-41910-200	Office Supplies	25.62
100-41910-321	Telephone	36.16
100-41910-433	Dues & Subscriptions	135.00
100-41940-406	Repairs & Maint - Groun	2,415.97
100-41940-460	Miscellaneous Taxes	100.00
100-42120-212	Motor Fuels	357.50
100-42120-218	Uniforms	301.35
100-42120-305	Medical & Dental Fees	452.00
100-42120-322	Postage	11.55
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	136.00
100-42120-334	Meals/Lodging	432.38
100-42120-340	Advertising & Promotion	150.00
100-42120-350	Printing & Design	239.35
100-42120-404	Repairs & Maint - M&E	6,597.94
100-42120-405	Repairs & Maint - Vehicl	132.75
100-42120-419	Vehicle Lease	2,943.07
100-42120-480	Other Miscellaneous	214.69
100-42220-212	Motor Fuels	96.03
100-42220-215	Materials & Equipment	449.76
100-42500-381	Electric Utility	350.00
100-43100-215	Materials & Equipment	104.97
100-43100-217	Other Operating Supplie	194.05
100-43100-224	Street Maint Materials	961.98
100-43100-225	Landscaping Materials	161.55
100-43100-241	Small Tools	180.38

Account Summary

Account Number	Account Name	Payment Amount
100-43100-308	Training & Registrations	20.00
100-43100-321	Telephone	44.48
100-43100-383	Gas Utility	944.01
100-43100-401	Repairs & Maint - Buildi	63.65
100-43100-402	Repairs & Maint - Struct	490.90
100-43100-404	Repairs & Maint - M&E	313.31
100-43100-405	Repairs & Maint - Vehicl	5,155.31
100-43100-460	Miscellaneous Taxes	100.00
100-43210-480	Other Miscellaneous	4.81
100-45202-211	Cleaning Supplies	5.33
100-45202-217	Other Operating Supplie	90.06
100-45202-402	Repairs & Maint - Struct	224.64
100-45202-404	Repairs & Maint - M&E	155.21
100-45202-405	Repairs & Maint - Vehicl	10.25
100-45202-406	Repairs & Maint - Groun	92.58
100-45202-460	Miscellaneous Taxes	42.00
211-45501-402	Repairs & Maint - Struct	836.00
211-45501-406	Repairs & Maint - Groun	492.50
211-45501-435	Books and Pamphlets	217.95
211-45501-460	Miscellaneous Taxes	100.00
225-45127-460	Miscellaneous Taxes	30.00
225-45127-462	Real Estate Taxes	1,138.00
230-45124-217	Other Operating Supplie	425.00
230-45124-308	Training & Registrations	500.00
230-45124-331	Travel Expense	181.90
235-42153-321	Telephone	108.48
235-42153-326	Data Processing	2,380.00
235-42153-334	Meals/Lodging	369.26
235-42153-405	Repairs & Maint - Vehicl	2,856.98
250-46520-200	Office Supplies	51.25
250-46520-321	Telephone	26.88
250-46520-331	Travel Expense	176.32
250-46520-340	Advertising & Promotion	50.00
250-46520-401	Repairs & Maint - Buildi	754.38
250-46520-462	Real Estate Taxes	13,327.66
254-46520-381	Electric Utility	137.58
254-46520-462	Real Estate Taxes	1,566.34
274-46530-462	Real Estate Taxes	4,176.00
308-41000-303	Engineering and Surveyi	876.00
401-23900	Note Payable - Non Curr	-97,865.50
401-39101	Sale of Fixed Assets	-16,850.00
401-49950-439	Special Projects	11,640.00
401-49950-501	Capital Outlay - Police	10,475.00
401-49950-503	Capital Outlay - Streets	204,715.50
401-49950-504	Capital Outlay - Parks	699.00
401-49950-509	Capital Outlay - Administ	1,834.09
406-49950-500	Capital Outlay	1,795.00
601-49400-211	Cleaning Supplies	25.76
601-49400-310	Lab Testing	77.00
601-49400-321	Telephone	96.51
601-49400-322	Postage	228.56
601-49400-326	Data Processing	2,795.49
601-49400-350	Printing & Design	11.74
601-49400-404	Repairs & Maint - M&E	315.69
601-49400-408	Repairs & Maint - Distrib	285.88
601-49400-444	License Fees	2,064.45
602-16200	Buildings	510,391.00
602-49450-241	Small Tools	269.99

Account Summary

Account Number	Account Name	Payment Amount
602-49450-310	Lab Testing	1,132.00
602-49450-321	Telephone	71.78
602-49450-322	Postage	228.55
602-49450-326	Data Processing	2,795.48
602-49450-350	Printing & Design	11.74
602-49450-381	Electric Utility	131.71
602-49450-404	Repairs & Maint - M&E	406.44
602-49450-408	Repairs & Maint - Distrib	102.90
602-49450-444	License Fees	2,064.45
604-14200	Inventory	1,675.00
604-16200	Buildings	5,990.00
604-49550-200	Office Supplies	49.81
604-49550-211	Cleaning Supplies	117.74
604-49550-241	Small Tools	326.91
604-49550-308	Training & Registrations	1,750.00
604-49550-321	Telephone	130.95
604-49550-322	Postage	264.30
604-49550-326	Data Processing	3,262.38
604-49550-350	Printing & Design	11.75
604-49550-402	Repairs & Maint - Struct	447.72
604-49550-406	Repairs & Maint - Groun	13.99
604-49550-408	Repairs & Maint - Distrib	2,806.89
604-49550-409	Repairs & Maint - Utilitie	49.34
604-49550-410	Repairs & Maint - Gener	5,792.02
604-49550-433	Dues & Subscriptions	3,014.81
604-49550-444	License Fees	2,064.45
604-49550-450	Conservation	150.00
604-49550-460	Miscellaneous Taxes	100.00
609-49751-211	Cleaning Supplies	30.56
609-49751-217	Other Operating Supplie	40.51
609-49751-251	Liquor	9,806.76
609-49751-252	Beer	23,502.62
609-49751-253	Wine	3,365.56
609-49751-254	Soft Drinks & Mix	319.38
609-49751-256	Tobacco Products	175.22
609-49751-257	Ice	90.60
609-49751-261	Other Merchandise	75.95
609-49751-333	Freight and Express	266.99
609-49751-340	Advertising & Promotion	350.00
609-49751-383	Gas Utility	79.51
609-49751-406	Repairs & Maint - Groun	39.25
609-49751-409	Repairs & Maint - Utilitie	371.25
609-49751-444	License Fees	2,064.45
609-49751-460	Miscellaneous Taxes	100.00
614-49870-200	Office Supplies	52.55
614-49870-217	Other Operating Supplie	145.37
614-49870-227	Utility System Maint Sup	537.98
614-49870-303	Engineering and Surveyi	254.90
614-49870-304	Legal Fees	269.20
614-49870-321	Telephone	300.44
614-49870-322	Postage	228.56
614-49870-326	Data Processing	6,659.59
614-49870-350	Printing & Design	100.34
614-49870-404	Repairs & Maint - M&E	96.56
614-49870-406	Repairs & Maint - Groun	854.69
614-49870-442	Subscriber Fees	44,694.14
614-49870-443	Intergovernmental Fees	1,551.53
614-49870-444	License Fees	2,064.45

Account Summary

Account Number	Account Name	Payment Amount
614-49870-447	Internet Expense	200.00
614-49870-448	On-Call Support	950.00
614-49870-451	Call Completion	73.64
614-49870-460	Miscellaneous Taxes	100.00
615-49850-211	Cleaning Supplies	1,391.05
615-49850-215	Materials & Equipment	39.86
615-49850-217	Other Operating Supplie	99.45
615-49850-301	Auditing & Consulting Se	5,200.00
615-49850-321	Telephone	59.00
615-49850-383	Gas Utility	1,400.94
615-49850-402	Repairs & Maint - Struct	194.59
617-10200	Petty Cash	3,500.00
617-49860-200	Office Supplies	89.35
617-49860-211	Cleaning Supplies	59.50
617-49860-251	Liquor	145.00
617-49860-252	Beer	161.23
617-49860-321	Telephone	40.88
617-49860-402	Repairs & Maint - Struct	4,210.53
617-49860-409	Repairs & Maint - Utilitie	83.00
617-49860-460	Miscellaneous Taxes	100.00
700-21701	Federal Withholding	9,259.48
700-21702	State Withholding	4,701.92
700-21703	FICA Tax Withholding	12,110.96
700-21704	PERA Contributions	20,787.44
700-21705	Retirement	7,112.28
700-21707	Union Dues	1,808.54
700-21708	PD Union Dues	357.00
700-21709	Wage Levy	113.52
700-21711	Medicare Tax Withholdi	3,484.64
700-21712	Flex Account	1,551.20
700-21723	HSA Employee Contribu	360.23
	Grand Total:	1,007,007.08

Project Account Summary

Project Account Key	Payment Amount
None	1,007,007.08
Grand Total:	1,007,007.08

5-3-19
✱

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**A RESOLUTION EXPRESSING SINCERE APPRECIATION
FOR HONORABLE AND DEVOTED PUBLIC SERVICE AS
A VOLUNTEER FIREMAN FOR THE CITY OF WINDOM, MINNESOTA**

WHEREAS, the City of Windom wishes to express grateful recognition and appreciation to **BUCKWHEAT JOHNSON** for his untiring and valuable service to the City of Windom faithfully rendered as a Fireman for forty years.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community extends to **BUCKWHEAT JOHNSON** its expressions of appreciation for serving the City well as a Fireman, and its best wishes for good health, success and prosperity in the years to come.

2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Buckwheat Johnson.

Adopted this 7th day of May, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

4/15/2019

Ben Derickson
Windom Fire Department Fire Chief

I would like to announce that effective May 1, 2019 at 12:00 a.m. I will be retiring from the Windom Fire Department. After 40 years of serving the city of Windom and surrounding communities, it is time I pass on the reigns to the next generation. It has been an honor to have served the community I grew up in and to have been there for those in need.

Sincerely,

A handwritten signature in blue ink that reads "Buckwheat Johnson". The signature is written in a cursive, flowing style with a large initial "B" and "J".

Buckwheat Johnson

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

2019 NATIONAL HOSPITAL WEEK PROCLAMATION

WHEREAS, National Hospital Week is May 12-18, 2019, “Celebrating Hope and Healing”; and

WHEREAS, individuals all across the country will be celebrating this event; and

WHEREAS, the hard working people who compose our hospitals deserve universal regard and appreciation for keeping our community healthy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that in recognition of this event, the City Council does hereby proclaim the week of May 12-18, 2019, as

NATIONAL HOSPITAL WEEK.

The Mayor and City Council encourage the community members to express their appreciation with a sincere “Thank You” to all the dedicated people who provide the skill, facilities and technologies that make trustworthy, reliable health care possible in our community.

Adopted by the Council this 7th day of May, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

2019 DRINKING WATER WEEK PROCLAMATION

WHEREAS, water is our most valuable natural resource; and

WHEREAS, healthy communities and a vibrant economy rely on safe and reliable drinking water; and

WHEREAS, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, dedicated City Water Operators work every day to operate, maintain, and manage the City of Windom's water system and deserve our gratitude for their tireless efforts to keep our water safe and flowing; and

WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and

WHEREAS, public awareness of the importance of safe tap water is critical to supporting and sustaining this resource; and

WHEREAS, each citizen of our city is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water sources.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of May 5-11, 2019, is proclaimed as Drinking Water Week. All residents are encouraged to help protect our source waters, practice water conservation, and to thank your local Water Operators for ensuring clean safe drinking water for our community.

Adopted by the Council this 7th day of May, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**WINDOM AREA HEALTH
INCOME STATEMENT**

	4/30/2018	Projected 4/30/2019	2020 Budget
REVENUES			
Total patient Revenue	30,957,729	34,292,022	37,690,310
Deduction from Revenue	12,964,300	14,074,032	16,531,150
Other Income	210,786	182,250	174,025
Net Revenue from Operations	18,204,215	20,400,240	21,333,185
EXPENSE			
Employee Salaries	6,816,597	7,193,510	7,819,419
Employee Benefits	2,268,189	2,205,140	2,439,757
Pharmaceuticals	777,705	1,252,781	1,450,000
Supplies	1,039,553	1,323,678	1,336,840
Rents/Utilities	315,418	326,755	327,260
Purchased Services	3,654,482	3,951,626	3,955,903
Purchased Services - Interco	200,274	199,696	208,300
Other Direct Expenses	1,445,555	1,324,609	1,645,769
Provision for Bad Debt	58,570	396,268	200,000
Depreciation	1,333,718	1,366,676	1,468,000
Total Expense	17,910,061	19,540,739	20,851,248
Net from Operations	294,154	859,501	481,936
Non-Operating Income	150,083	99,019	229,500
Non-Operating Expense	(185,819)	196,410	71,500
Net Income (Loss)	630,056	762,110	639,936

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: Building & Zoning Office
DATE: May 7, 2019 (City Council Meeting Date)
RE: Planning Commission Recommendation – CUP/PUD Application
DEPT: Development Department
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or
andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Approve the Conditional Use Permit to allow a planned unit development (“PUD”) on property at 1955 First Avenue and approve the PUD to convert the current single-story buildings into one-bedroom apartments and convert the current office building into a group home, all pursuant to the Application submitted by River Center Properties, LLC and SW Design Build, Inc.

Issue Summary/Background

Conditional Use Permit/PUD:

Applicants: River Center Properties, LLC and SW Design Build, Inc.
Owner: SW Design Build, Inc.
Address of Property: 1955 First Avenue, Windom, MN
Legal Description: 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 of Section 24, Township 105 North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota.
Parcel ID#: 25-622-0010.

The Applicants and Owner are requesting a Conditional Use Permit (“CUP”) to allow a planned unit development in a B-2 Zoning District. They are also requesting a planned unit development (“PUD”) for the property to convert the 32 hotel rooms (in the two single-story buildings) into 32 one-bedroom apartments and to convert the current office (main two-story) building into a group home of some sort. The Planning Commission held a public hearing on this application on April 9, 2019. The Minutes from the April 9th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission’s recommendation to approve this CUP/PUD Application.

Fiscal Impact

There is no fiscal impact for the City.

Attachments

1. Zoning Application for CUP/PUD,
2. E-Mail from Shawn Clow of River Center Properties (dated April 4, 2019) outlining the project,
3. Planning Commission's Public Hearing Notice,
4. Beacon Aerial of the Property,
5. Excerpt of Minutes of Planning Commission Meeting – April 9, 2019.

AWS:mah

CITY OF WINDOM, MINNESOTA

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

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) River Center Properties, LLC
Address 603 South 2nd Street
City Monticello State MN Zip 56001 (Phone: 507 382 3137)

Owner(s): (If other than Applicant) SW Design Build, Inc. GAIL - (507 381-1084)
Name(s) Diane Weick - EMAIL: diane.weick@yahoo.com
Address 1955 1st Ave PO Box 113
City Windom State MN Zip 56101-0113 (Phone: 507 227 0624)

Property Address: Guardian Inn 1955 1st Ave N Windom MN 56101

Legal Description of Property: Lot(s) Block(s) Addition 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 (SW 1/4) of Section 24, Township 105 Parcel No. 25-622-0010
North, Range 36 West of the 5th P.M. in the City of Windom, Cottonwood County, Minnesota.
Existing Use of Property: Hotel Present Zoning: B-2

Action Requested: Conditional Use Permit [X] Variance
Subdivision (Sketch Plat) Preliminary Plat Final Plat
Planned Unit Development (PUD) [X]

Amendment (Text, Rezoning, Comprehensive Plan) - SPECIFY:
Other (Specify) Maintain current office Hotel Lobby / 7 Rooms as hotel occupancy and on ground home for seniors / Veterans / or women's shelter

Description and Reason for Request (Attach Additional Information if necessary and/or required)
Remain all garage spaces + doors + converting them to full kitchen / living room spaces to accommodate transitioning 32 Hotel Rooms, 16 per building (two buildings) into full one bedroom Apt units to create flexible living solutions Hotel Rental / OR Long term

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

Residential living - ground level, Affordable, convenient
[X] Diane Weick [SIGNATURES OF APPLICANT(S)] River Center Properties LLC
Date: 3/21/19 By Shawn Clow

Fee: \$150.00 Paid: Ck. Cred. + Card Date: 3-21-19

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

WINDOM BUILDING & ZONING OFFICIAL:

Owner's Address: SW Design Build, Inc.
220 West Lincoln
Luverne, MN 56156-0811

Andrew Spielman

From: Shawn Clow <rivercenterproperties@yahoo.com>
Sent: Thursday, April 4, 2019 4:17 PM
To: Shawn Clow; Andrew Spielman
Subject: Fw: windom guardian inn

Subject: windom guardian inn

River Center Properties, (and the current ownership of Guardian Inn), would like to formally request a city approval to "expand" the use of the Guardian Inn Hotel to continue the existing hotel license and also be considered as permanent residential housing. Immediately 6/1/19, we would like to convert the existing garage spaces into kitchen/living room areas to pair up with the existing 16 unit rooms in each building. Sixteen units @ two buildings, for a total of 32 one bedroom residential units, that could be offered to the community under our current and very successful motto of "Flexible Living Solutions."

Each new space will have a window, entrance door and p-tech heating and cooling unit framed into the existing garage opening and sided to match current façade designs. Additional parking needed per city guidelines would be utilized within existing spaces that are hard surfaced in direct proximity of each rental entrance. Within each newly converted space we will add a full operational kitchen with full sized appliances and granite tops and a granite island. Simply said, very attractive finishes for all residents.

With this conversion, we can better serve the needs of the rental market, the residents of Windom, by offering affordable housing units at short term stays or long term rentals to those who could be housed within the central business district of Windom with a closer proximity of city amenities of employment, recreational and medical opportunities that can be utilized with ease and of necessitation of limited transportation or other considerations that limit a flexible and feasible work/live environment within the city of Windom.

We believe the third existing structure, the hotel lobby/office, which also houses 7 suites on the 2nd floor currently, could be transformed into a much needed communal housing arrangement to service the community best. Such as a Veterans home with services for 7-10 veterans and or a woman's shelter to house woman and children with temporary housing and or transitional spaces that are safe and secure. We even believe that this space could also include housing possibilities for a smaller Senior living arrangement for those needing minimal supervision and who could access the commercial kitchen/dining and lobby spaces with a more affordable living arrangement then the alternative of them living alone and with limited recourses and higher rental expenses.

Lastly, we believe the existing lot space could support one or two additional structures with 4-6, 2 bedroom market rate apartments in each structure with in the existing property footprint, allowing a variable mix of residential spaces to accommodate the various rental demographics already experiencing limited options for permanent housing within the city of Windom.

I believe current research recently compiled by city staff supports this assumption and to position the new structures within the existing lot space will allow new residents to access employment opportunities within walking distance from their homes.

In conclusion, we are very excited to bring this opportunity within the city limits of Windom with a viable flexible plan of conversion to allow and perpetuate the evolving needs of residential housing. Once again, "flexible living solutions" can be an affordable means to facilitate the population growth of the city of Windom.

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

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
CONDITIONAL USE PERMIT/PLANNED UNIT DEVELOPMENT
(CHANGE OF USE)**

Pursuant to City of Windom, City Code Sections 152.525-152.530, 152.545-152.551, and 152.193(B), notice is hereby given that the Applicant, RIVER CENTER PROPERTIES, LLC of 603 South Second Street, Mankato, Minnesota, and the Owner, SW DESIGN BUILD, INC. of 220 West Lincoln, Luverne, Minnesota, have submitted a zoning application for a planned unit development (PUD). This property is located in a B-2 ("Highway Business") District (City Code Sections 152.110-152.115). PUDs are allowed as a conditional use in a B-2 District. The Applicant and Owner request approval of a PUD to allow a future change in use of the property to multi-family residential units.

The application, map of the area, and information concerning the proposed project are on file in the Building & Zoning Office in City Hall and may be reviewed prior to the Public Hearing.

A public hearing to consider this application will be held before the Planning Commission in the City Council Chambers at City Hall, 444 9th Street, Windom, MN 56101 on the 9th day of April, 2019, at 7:05 p.m.

Those persons wishing to be heard on this application for consideration of a conditional use permit and planned unit development are requested to attend this meeting.

Legally described as follows: 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 ID #: 25-622-0010

Address of the Property: 1955 First Avenue, Windom, MN 56101

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

Published: Cottonwood County Citizen (March 27, 2019)



**CITY OF WINDOM
PLANNING COMMISSION
EXCERPT OF 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,

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.

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: MAY 7, 2019
RE: HOUSING – HOUSING NEED - INPUT FROM MAJOR EMPLOYERS
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. Invite representatives from major employers to share about their businesses, hiring, attracting younger workers, finding places to rent, and housing in general.
-

Issue Summary/Background

The City hosted 4 community meetings to discuss multi-family and single-family housing in Windom. These meetings provided a forum for community members and businesses to provide input. These meetings were also opportunities for community members and businesses to learn more about potential housing projects.

On April 16th, the City Council heard from the two multi-family housing developers who are interested in constructing a market-rate apartment building in Windom. This was an opportunity for the City Council to hear directly from the developers who provided information regarding their businesses, preferred location in Windom for a market-rate apartment, and potential apartment amenities and design. The City Council was also able to ask the developers questions regarding their proposed projects.

To assist the City Council in its consideration of multiple housing projects (that will help to support local business and grow our community), we wanted to furnish a similar opportunity for major employers and businesses in Windom to provide input directly to the City Council.

Fiscal Impact

None

Attachments

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

<https://www.windom-mn.com/multi-family-and-single-family-housing-planning/>

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: MAY 7, 2019
RE: HOUSING – CALL FOR PUBLIC HEARING – 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 action at this meeting:

1. Adopt a Resolution calling for a public hearing to be held on the Modification of Development District No. 1 and the Establishment of Tax Increment Financing District No. 1-22.
-

Issue Summary/Background

The intent of the Redevelopment Project is to redevelop a longtime industrial site into a new housing development. There are numerous amenities adjacent to the Redevelopment Area that include: Cottonwood Lake, Tegels Park, Community Center, and the Windom Recreation Area. This is a top location for a new housing development in Windom.

The draft layout for the potential new housing development includes lakes lots, city lots, country lots (extra deep), duplex lots, and 4-plex lots. The City-owned Overflow Lot south of the Community Center is also included in the Redevelopment Area and can be redeveloped for a market-rate apartment. There is significant interest from private developers in the Redevelopment Area.

There are additional benefits beyond the potential new private investment in housing. The redevelopment will help to create a safer environment for recreation, enhance protections for Windom's wellfield, and enhance water quality protections for Cottonwood Lake.

On April 16th, the City Council approved the proposed area for a new redevelopment TIF District (No. 1-22) covering the Cemstone property, property owned by Brian Bosshart and Dennis Rode situated Northeast of the Cemstone property, the overflow parking lot, the lot where the City's water plant is situated, that portion of Cottonwood Lake Drive which is adjacent to (and East of) the overflow parking lot and running South to its intersection with County Road 13, and the gravel parking lot and a grassy/gravel drive area adjacent to the City's water tower located in the Northeast corner of the Windom Recreation Area. There was a discussion as to whether the paved parking lot south of the Community Center could be included in the TIF District to allow for potential repaving of this lot. It was verified with Ehlers that this property would be eligible. The updated TIF District Map now includes the paved parking lot south of the Community Center.

On April 22nd, the EDA Board adopted a Resolution requesting that the City Council call for a public hearing to be held on the Modification of Development District No. 1 and the Establishment of Tax Increment Financing District No. 1-22. The Schedule of Events provided by Ehlers sets the public hearing date for June 18th. This allows sufficient time for the TIF Plan to be reviewed by the EDA, Planning Commission, County, and School.

A Resolution for the purpose of calling for a public hearing on the proposed new TIF District is attached for your review.

Fiscal Impact

Establishing TIF District 1-22 will allow the EDA to utilize new tax revenue within the TIF District to reimburse the EDA/CITY for eligible redevelopment activities and reimburse a portion of other eligible activities. There are other possible eligible projects that include: a connection trail between the Windom Recreation Area, Community Center, and Tegels Park; a mill and overlay to the section of Cottonwood Lake Drive included in the TIF District; repaving the Community Center's south parking lot; and paving the parking lot at the Windom Recreation Area.

Attachments

1. TIF District 1-22 Map
2. Resolution Calling for Public Hearing
3. TIF District 1-22 Schedule of Events
4. Refer to the City's Website for presentations and other information regarding the multi-family housing meetings:

<https://www.windom-mn.com/multi-family-and-single-family-housing-planning/>

TIF Redevelopment Area
Cemstone District



RESOLUTION # 2019-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

**CITY OF WINDOM
STATE OF MINNESOTA**

RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY OF WINDOM ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-22 ("CEMSTONE DISTRICT") THEREIN, AND THE PROPOSED ADOPTION OF THE TAX INCREMENT FINANCING PLAN THEREFOR

WHEREAS, the City of Windom has received a request from the Economic Development Authority of Windom to consider the establishment of a new redevelopment tax increment financing (TIF) district and to call for a public hearing on said proposed district.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL (the "Council") FOR THE CITY OF WINDOM, MINNESOTA (the "CITY"), AS FOLLOWS:

1. Public Hearing. This Council shall meet on June 18, 2019, at approximately 6:30 p.m., to hold a public hearing on the proposed modification of the Development Program for Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-22 ("Cemstone District"), and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.090 through 469.1082, Sections 469.124 through 469.133, and Sections 469.174 through 469.1794, all inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

2. Notice of Public Hearing, Filing of Program and Plan. City Staff is authorized and directed to work with Ehlers and Associates, Inc. to prepare the modification to the Development Program and the Tax Increment Financing Plan (the "Program and Plan") and to forward documents to the appropriate taxing jurisdictions including Cottonwood County and Independent School District No. 177. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to June 18, 2019, and to place a copy of the Program and Plan on file in the Economic Development Authority's Office at City Hall and to make such copy available for inspection by the public.

ADOPTED this 7th day of May, 2019.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator



Schedule of Events

Windom Economic Development Authority
City of Windom
Cottonwood County, Minnesota

For the proposed Modification to the Development Program
for Development District No. 1 and

the proposed establishment of Tax Increment Financing District No. 22: Cemstone
(a redevelopment district)

Draft as of April 10, 2019

- April 22, 2019 EDA requests the City Council call for public hearing on the proposed Modification to the Development Program for Development District No. 1 and the proposed adoption of a Tax Increment Financing Plan (the "Plans") for the establishment of Tax Increment Financing District No. 22 (the "TIF District").
- April 23, 2019 Project information, property identification numbers, fiscal impacts and maps sent to Ehlers for drafting documentation.
- Ehlers confirms whether building permits have been issued on the property to be included in the TIF District.
- May 3, 2019 Letter received by County Commissioner giving notice of potential housing TIF district (at least 30 days prior to publication of public hearing notice). *[Ehlers will distribute.]*
- By May 6, 2019 Ehlers conducts internal review of Plans.
- May 7, 2019 City Council calls for public hearing on the proposed Plans for the TIF District.
- May 17, 2019 Fiscal/economic implications and County Board review of county road impacts received by School Board Clerk and County Auditor (at least 30 days prior to public hearing). *[Ehlers will distribute.]*
*The County Board, by law, has 45 days to review the TIF Plan to determine if any county roads will be impacted by the development. Because City staff believes that the proposed TIF district will not require unplanned county road improvements, the TIF Plan was not forwarded to the County Board 45 days prior to the public hearing. Please be aware the County Board could claim that tax increment should be used for county roads, even after the public hearing.



- June 3, 2019 Redevelopment qualifications due.
- June 5, 2019 Publication of hearing notice and map in ***the Cottonwood County Citizen*** (at least 10 days but not more than 30 days prior to hearing).
[Ehlers will submit notice, map and instructions. Publication deadline: May 30, 2019.]
- June 10, 2019 EDA considers the Plans and resolution adopting the Plans. *[Packet information provided by May 8, 2019.]*
- EDA considers an Interfund Loan resolution in connection with the TIF District.
- June 11, 2019 Planning Commission meets to review Plans and consider a resolution affirming the Plans conform to the general plans for development and redevelopment of the City as a whole. *[Packet information provided by May 9, 2019.]*
- June 18, 2019 City Council holds public hearing at 6:30 P.M. on the Modification to the Development Program for Development District No. 1 and the proposed establishment of Tax Increment Financing District No. 22 and considers a resolution approving the Plans. *[Ehlers will provide packet information June 12, 2019.]*
- City considers an Interfund Loan resolution in connection with the TIF District.
- June 19, 2019 City may issue building permits.
- Before June 30, 2019 Ehlers files the Plans with the MN Department of Revenue, Office of the State Auditor, and requests certification of the TIF District with the County.

An action under subdivision 1, paragraph (a), contesting the validity of a determination by an authority under section 469.175, subdivision 3, must be commenced within the later of:

- (1) 180 days after the municipality's approval under section 469.175, subdivision 3; or
- (2) 90 days after the request for certification of the district is filed with the county auditor under section 469.177, subdivision 1.

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: April 30, 2019
RE: Disposition of City-owned Property
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

- Vote on the first reading of Ordinance #179, 2nd Series regarding disposition of City-owned Property identified as the Overflow Lot, South of the Community Center. Parcel ID #25-~~839~~-0015

Issue Summary/Background

If the City Council intends to dispose of City-owned property, the Charter (Section 8.02) requires that such sale of property be by ordinance. The action presented is to approve or not approve the first reading of the ordinance enabling the sale of City-owned property. If the first reading is approved a second reading of the ordinance would be scheduled for no sooner than May 21, 2019.

The City-owned parcel is identified as the Overflow Lot, South of the Community Center (Parcel ID #25-~~839~~-0015). Discussion has been held by the City Council previously about the possible use of this property for the development of housing.

Fiscal Impact

Charter (Section 8.02) states that net cash proceeds of any sale of the property shall be used to retire any outstanding debt incurred by the City for acquisition or improvement of the property. Any remaining net proceeds shall be used to finance other improvements in the capital improvement budget or to retire any other bonded indebtedness.

Attachments

1. None

ORDINANCE NO. 179, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
APPROVING THE SALE OF CITY-OWNED REAL ESTATE**

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City of Windom, Minnesota, owns the following described “Real Estate”:

LOT 2, BLOCK 1, WINDOM INDUSTRIAL PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, (“Real Estate”) Parcel #25-839-0015; and

WHEREAS, the City of Windom is seeking responses from private developers to a Request for Proposals for the purpose of constructing a market-rate multi-family housing project on the Real Estate (hereinafter “the Project”); and

WHEREAS, the responses from the private developers (“Respondents”) shall also contain the Respondents’ proposals for the Project and the purchase of this Real Estate; and if approved, will result in a binding contract with the terms and conditions covering the sale of this Real Estate with the City of Windom; and

WHEREAS, Section 8.02, “Sale of Real Property” of the Charter for the City of Windom states: No real property of the City shall be disposed of except by ordinance; and

WHEREAS, the City Council of the City of Windom, after review of the responses to the Request for Proposals and public input, will determine which Respondent’s proposal will be selected for the Project and approve the terms of the sale of the Real Estate to the selected Respondent, which terms shall be in the best interests of the City of Windom and its citizens.

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

THE PROPERTY DESCRIBED AS LOT 2, BLOCK 1, WINDOM INDUSTRIAL PARK SUBDIVISION TO THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, (the “Real Estate”), Parcel #25-839-0015, shall be sold to the private developer whose response to the Request for Proposals is selected for the Project. The name of the private developer submitting the selected proposal and the terms of sale will be incorporated into a Revised Ordinance No. 179, 2nd Series to be submitted to the City Council on May 21, 2019.

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

EFFECTIVE DATE: This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN; and this ordinance shall be in full force and effect immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 21st day of May, 2019.

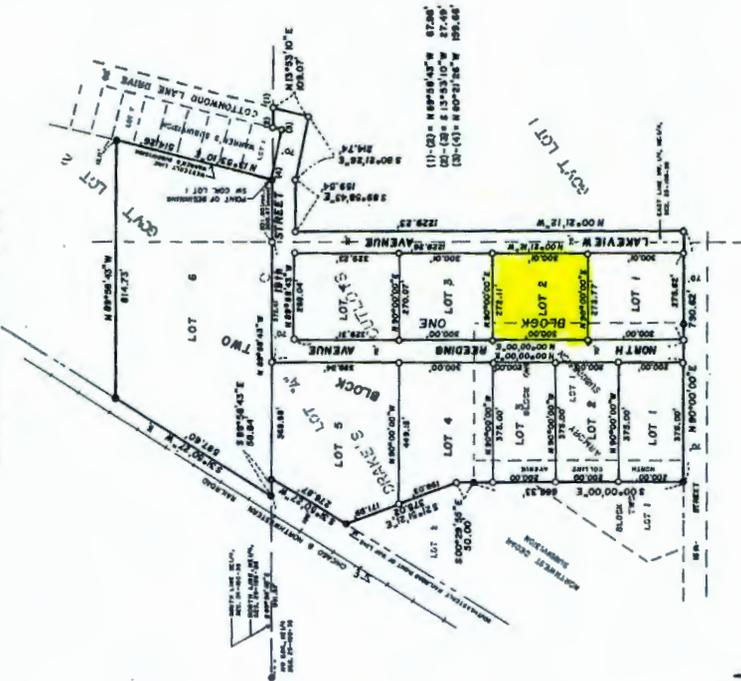
Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: May 7, 2019
2nd Reading: May 21, 2019
Adoption: May 21, 2019
Published: May 29, 2019

PLAT OF WINDOM INDUSTRIAL PARK SUBDIVISION



OFFICE OF THE RECORDER
I hereby certify that this plat was filed and acknowledged in this office for record on the 18th day of
February, 1924, at 10:30 a.m., and was duly recorded in Document Number 21783.

OFFICE OF THE RECORDER
I hereby certify that this plat was filed and acknowledged in this office for record on the 18th day of
February, 1924, at 10:30 a.m., and was duly recorded in Document Number 21783.

BEFORE ME, Notary Public in and for the State of Minnesota, on this 18th day of February, 1924, personally appeared the following named persons, who are the owners of the premises described in the foregoing plat, to-wit: Henry L. Blom, and they acknowledged to me that they executed the foregoing plat for the purposes and consideration therein expressed, and that they are the legal owners of the premises therein described.

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Beacon

Cottonwood County, MN



ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator *SN*
DATE: April 29, 2019
RE: Multi-family Housing Request for Proposals
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve publication of a Request For Proposal (RFP) for the development of real estate.

Issue Summary/Background

If the City Council approves the 1st Reading of an Ordinance to sell City-owned real estate described as the Overflow Lot, South of the Community Center a process will be needed for disposition of the property. As this is a publically owned parcel it is reasonable that a public process also be followed for the disposition.

One option would be for the City to issue an RFP for development of the real estate into housing as it addresses the goal of the City Council to increase the population. At the April 16, 2019 City Council meeting staff was directed by the City Council to draft an RFP. Attached is an RFP for the City Council's consideration. The RFP would be published and made available to the public and interested parties pending City Council action on May 7, 2019. Further actions would include a review and possible selection of a developer by the City Council on May 21, 2019 if a 2nd Reading of an Ordinance to sell City-owned real estate, described as the Overflow Lot, South of the Community Center, was approved.

Fiscal Impact

Staff time for the development of the RFP by City staff and review by the City Attorney.

Attachments

1. Request for Proposals - Private Developer Proposal for the Overflow Lot
Cottonwood Lake Drive and N. Redding Avenue



Request for Proposal: Private Developer for Multi-family Housing
Located on Cottonwood Lake Drive and N. Redding Avenue (Overflow Parking Lot south of the Community Center)

Please Take Note: This document constitutes a Request for Proposal (RFP), and is not a request for professional services. This RFP is not a request for bid or a construction contract, but is related to a transfer of real property. Moreover, any acceptance of a proposal may result in a binding contact between the City of Windom and the proposer, contingent upon certain actions by the City Council related to the creation of a Tax Increment Financing (TIF) District, sale of land, and approval of a Development Agreement.

Notice to Proposers: One signed, hard-copy original sealed proposal, along with an electronic version, will be received at the City Administrator's Office at Windom City Hall. Address proposals to: City Administrator, 444 9th Street, PO Box 38, Windom, MN 56101, on or before the time and date specified below. All proposals shall be enclosed in a sealed envelope and marked on the outside "**Private Developer Proposal for the Overflow Parking Lot**". Electronic proposals will not be accepted without the hard-copy, signed, original.

Private Developer Proposal for the Overflow Lot
Cottonwood Lake Drive and N. Redding Avenue
Proposals Due: 5:00 pm May 16, 2019

Proposals must be made to the City regarding a proposed development on the property, more specifically described herein. The City retains the right to reject proposals as non-responsive, to ask for clarification, to enter into negotiations to discuss cost, scope of work, procedures, and final work product. Acceptance of a proposal does not constitute approval for construction purposes; other normal administrative and legislation procedures and actions may be required including but not limited to zoning, property sale, approval of financing or subsidy, site plan and building permit approval.

Questions should be directed via email to:

Steve Nasby, City Administrator	Steve.Nasby@windommn.com	507-831-6129
Drew Hage, Development Director	Drew.Hage@windommn.com	507-831-6125
Andy Spielman, Building Official	Andrew.Spielman@windommn.com	507-831-6125

Request for Proposal – Table of Contents

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Private Developer Proposal for the Overflow Lot Cottonwood Lake Drive and N. Redding Avenue

Section 1 Background Information

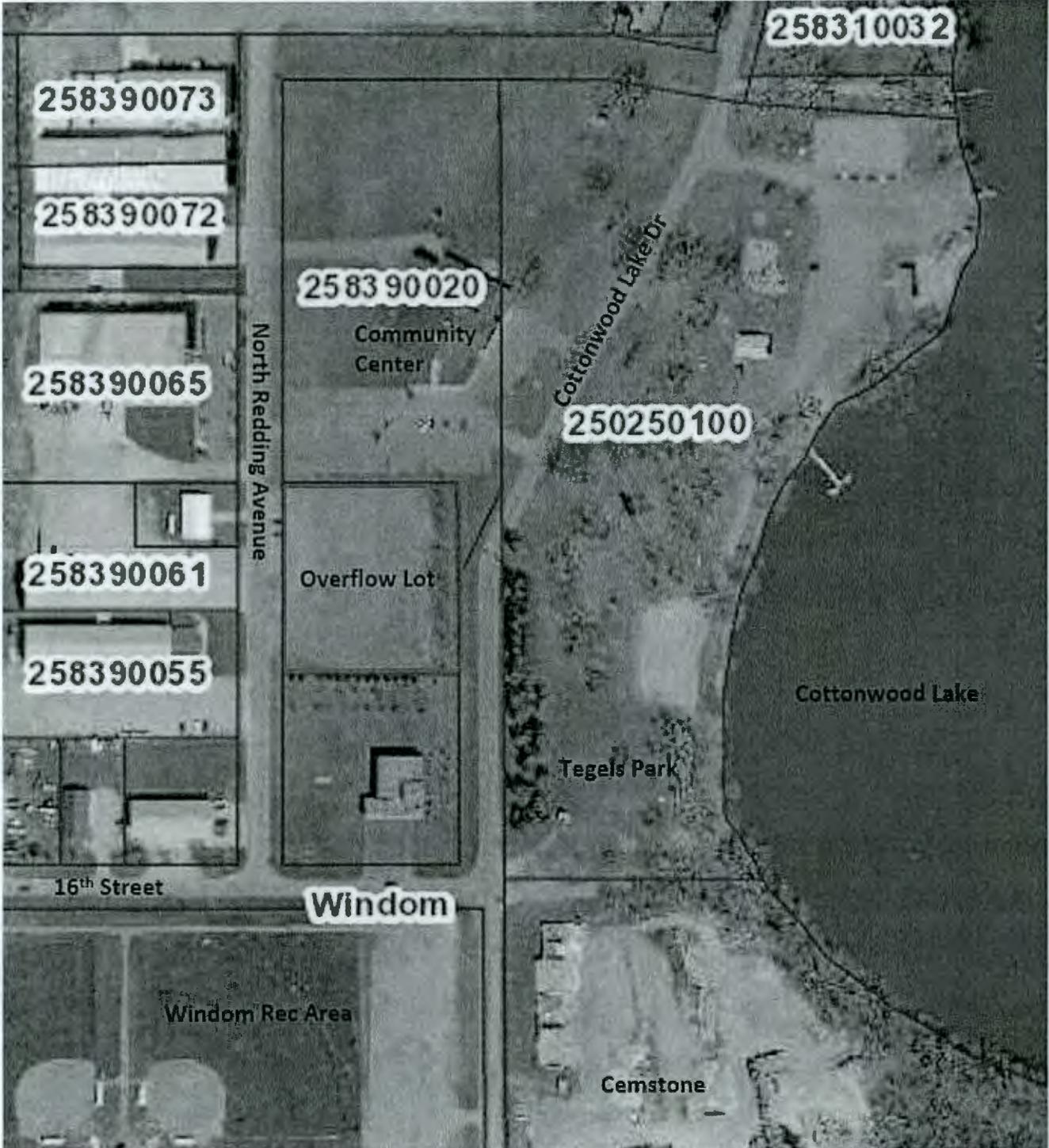
This RFP is directed to private developers and development teams interested in the development of a multi-family housing project (the "Project") south of the Windom Community Center on Cottonwood Lake Drive and N. Redding Avenue. The undeveloped lot is currently used for occasional surface parking by the Windom Community Center (aka Overflow Parking Lot).

Project Goal: increase the supply of market rate rental housing within the community.

The Project site is City-owned property located in the Carl Schneider Industrial Park and is between the City's Water Treatment Plant (south of the Overflow Lot) and Windom Community Center (north of the Overflow Lot) situated on Cottonwood Lake Drive and N. Redding Avenue. (See location map below). The Project site is also located across Cottonwood Lake Drive from Tegel's Park and has a good view of Cottonwood Lake. Industrial\Commercial uses across N. Redding Avenue include warehousing, light manufacturing and office space.

The purpose of this RFP is to solicit proposals from developers and development teams for the development of this property into market rate multi-family housing. The City intends to work toward conveying its property to the selected developer\team. Project goals are consistent with the City's goals and comprehensive plan. Generally these goals are described here in as follows:

- Increasing the supply of market rate rental housing
- Development of underutilized property
- Increase the tax base of the community
- Encouragement of projects that address the housing needs identified in the Housing Study
- Provide a safe, attractive housing option for residents from a variety of age groups
- Grow the population of the community



258390073

258390072

258390065

258390061

258390055

2583 90020

Community Center

Overflow Lot

250250100

258310032

Cottonwood Lake

Tegels Park

Windom

16th Street

Windom Rec Area

Cemstone

North Redding Avenue

Cottonwood Lake Dr

Section 2 About the City of Windom

Overview

Windom, a lively, growing city, is the county seat of Cottonwood County, Minnesota. A transportation hub for the region, Windom is served by U.S. Highway 71 and Minnesota Highway 60. The city has a diverse economy including manufacturing, agriculture, medical and adult care facilities. Windom's historic courthouse square is the focal point for a variety of successful retail businesses. Windom has long been a safe, desirable community with excellent public services, schools, clubs, activities and events, many parks, lakes, a golf course and the Des Moines River.

Location

County: Cottonwood

Region: Southwest Minnesota

Distance from Minneapolis./St. Paul: 135 miles

Distance from Sioux Falls, SD: 85 miles

US Congressional District: 2nd District

www.windom-mn.com

Population

The 2010 population was shown as 4,646, which was an increase of 3.4% from the 2000 census. This population increase is significant in that the population in Cottonwood County and other communities in SW Minnesota (with the exception of Marshall and Worthington) lost population.

Local Economy

Overall, market value in Windom grew by 19.2% over the past year to \$284.3 million in 2017 (S&P Global Ratings). From 2016 through 2018, Windom saw a number of large commercial\industrial projects and a number of expansions. The top three major employers include The Toro Company (700+ employees), Prime Pork (500 employees), Fast Global (150 employees). Other large employers include Windom Area Health, Good Samaritan Society, Windom Area School District and Hy-Vee. Windom has many businesses that support residents and the workforce commuting into the community. As such, Windom is a retail center for Cottonwood County as approximately 75% of all retail sales occur within Windom.

Section 3 Completed Housing Study

A Comprehensive Housing Study was finalized for the City of Windom in 2014 by Viewpoint Consulting Group. The Housing Study identified a need for 130 new housing units in Windom from 2014 to the end of the decade. The Housing Study identified the need for single-family homes, duplexes, quads, and multi-family units to accommodate market-rate housing, seniors, higher-income families, and lower-income families. The Housing Study was completed prior to Fast Global Solution's expansion and the opening of Prime Pork. Prime Pork created 500 new jobs in 2017-2018, which replaced PM Beef which had a previous employment level of 262 when the company ceased operations in 2016. In the years prior to 2016 PM Beef had employment of approximately 400. As such, since the market study was 2014 the housing market has tightened and the demand for units has grown which was confirmed by an updated rental housing market survey and anecdotal evidence from local realtors.

In 2018 an unscientific survey of the employees at the three major employers showed that approximately 65% of their employees live outside of the 56101 zip code. These, and other employers, are anticipating additional hiring but are sometimes restricted due to the unavailability of labor or housing options in the community to attract the needed workforce.

Key Findings

Windom had a population of 4,646 during the 2010 Census. This was up 3.5% from 2000 (+156 people). While this growth is modest, Windom was one of only a few communities in southwest Minnesota to experience growth during the decade.

Windom's population is projected to continue growing modestly, reaching 4,850 in 2020 and 4,950 in 2030. About two-thirds of Windom's workers live outside the community. Thus, there is potential to exceed these projections by enticing just a small portion of these commuters to move into new housing in Windom. There is also the potential to exceed these projections if Windom annexes land out to Fish Lake, where city sewer services have been extended.

Growth of most age groups in Windom is creating demand for a variety of housing types. In particular, younger persons drawn to Windom by employment are creating demand for additional rental housing. The older adult population is growing rapidly as the baby boom generation ages, creating demand for new single-family homes and townhomes.

There is demand for approximately 130 new housing units in Windom from 2014 to the end of the decade (a housing unit is defined as a residence such as a house, apartment, or mobile home). Of that demand, about 30 to 35 units will be for owner-occupied housing and 95 to 100 units will be for rental and senior housing.

Section 4 Detailed Project Description

The Project is envisioned as a building which takes advantage of the close proximity to Cottonwood Lake, Windom Recreational Area and Tegel's Park to provide market rate rental housing opportunities. Responses to this RFP should describe how they are meeting the project goals. General Project goals include:

- Multi-family apartment building
- At Least 30 Units (one or more buildings)
- Quality of architecture and building materials important
- Amenities (e.g. Community room, security system, elevator, garages, exercise room, outdoor area, etc.)
- Market-rate rental housing secured through a land covenant for a minimum of 10 to 15 years
- Pedestrian connections to recreational amenities
- Site Planning to minimize impact to existing uses
- Encouragement for utilization of Windomnet's fiber to the home system (Giga Building)

Zoning

Zoning is currently R-3 for the proposed Project so parcel is not subject to re-zoning. Project will be subject to the applicable restrictions and requirements of the R-3 zoning regulations.

If there are any requests for conditional uses or variances those must be submitted and will be subject to Planning & Zoning Commission review and approval as well as City Council approval.

Infrastructure

The site is currently adjacent to municipal utilities including electric (3 Phase), water, sanitary sewer and telecommunications. Developer will be responsible for connections and service lines to Project site. The infrastructure is sized accordingly to handle multi-family housing.

Status of Site

At present the site is a level gravel, surface parking lot. The City is not aware of any environmental issues at Project site. A Phase I has not been conducted on the property. Proposers are welcome to perform their own Phase I Environmental Assessment prior to the transfer of ownership of the property for the Project.

Section 5 Potential Public Financing Options and Development Agreement

The City of Windom has started the process of creating a Tax Increment Financing (TIF) district in the area surrounding the Project site. The City's goal is to enter into a property transaction and development agreement with a developer\team who will commit to constructing multi-family rental housing units on the Project site. The City is seeking to maximize private investment in the Project. The City does recognize that there may be a funding gap that can be filled by local incentives.

Local incentives from the City are not intended to replace financing from other private sources. They are intended to be flexible resources that may be able to assist in bridging funding gaps that may be created or compounded by local market conditions.

The City will work with the selected developer to analyze specific details about the proposed project and create a financing package that helps to insure a successful project. Potential financial assistance will be based on the project meeting the City's goals for the property, and nature and extent of the financing gap identified between the project costs and the available private equity and debt. In the proposal the developer\team must make a reasonable estimate of the financial need for assistance, based on a preliminary pro forma along with a sources and uses statement for the purposes of developing a Project Proposal.

Potential Financial Assistance

The City also encourages proposers to identify and investigate potential for other financial assistance to reduce the gap the City financial assistance is intended to address. Potential programs include:

- Federal Opportunity Zones – The Proposed site is located in a federally recognized Opportunity Zone
- Tax Increment Financing – The Proposed site will be included in a TIF district. TIF eligible costs may be reimbursed to developer\team as part of a Development Agreement upon the completion of a project and payment of property taxes. TIF cannot be used with Tax Abatement.
- Land – The Proposed site is City-owned property. Disposition of this property will be negotiated by the City Council as part of the selected developer\team. Proposal must state the amount (if any) the developer\team will pay to the City of Windom for purchase of this parcel.
- Energy Conservation Improvement Program – The City of Windom Electric Utility has existing rebate programs for energy efficiency improvements.

Development Agreement

The City will ultimately enter into a Development Agreement with the selected developer\team. The Development Agreement will include terms for the conveyance of the property; security

requirements to ensure Project completion; financial terms associated with property conveyance; TIF or Tax Abatement documents; Project construction; terms regarding the condition of the property prior to conveyance; and any additional terms as may be necessary to ensure compliance with the Project goals as stated herein. The City anticipates providing a clean site and title to the property.

Section 6 Submittal Requirements

All proposals will be reviewed by a staff committee, and constitute authorization for the committee to seek verification of all answers. Proposals will consist of one signed original and an electronic copy of the required information. All proposals must be printed on 8.5 inch by 11 inch paper and shall be enclosed in a sealed envelope and marked on the outside as follows:

<p style="text-align: center;">Private Developer Proposal for the Overflow Lot Cottonwood Lake Drive and N. Redding Avenue</p>

All proposals must comply with the following requirements and be numbered accordingly:

1. Signed letter on the proposer's letterhead indicating an interest in the Private Development of the Overflow Lot.
2. Primary contact person and contact information.
3. Legal name and address of the development entity for this project, including all joint ventures, limited partnerships and limited liability companies. Identification of the legal entity with whom the City of Windom would contract, whether this entity exists currently or would be created for the purpose of this project, and the names and titles of all parties authorized to act on behalf of the proposer.
4. An organizational chart showing members of the proposed development team, including but not limited to the developer, management agency, legal, design professionals, and consultants. Contact information should be provided for each team member.
5. Description of proposer's previous experience, including a brief description of at least two projects where developer/team played a substantial role. The descriptions should include specific role of the proposer and current status of the projects. Sufficient reference contact information should be provided to permit the City to verify the information such as a building official, etc.
6. Financial approval letter or a description of the proposer's financial capacity to obtain acquisition, construction, and permanent financing.
7. A visual description of the proposed Project, including:
 - Concept drawing or schematic;
 - Preliminary site plan
8. Narrative describing the proposer's plan for construction and financing of the Project. This should include:

- (a) Organization and management approach to the Project;
 - (b) General schedule for completion of the Project following property acquisition;
 - (c) Description of a general financing plan including any anticipated or potential financing sources (sources and uses private and public);
 - (d) Description of marketing approach to secure tenants;
 - (e) The proposed purchase price and the explanation of the purchase price for the Project property;
 - (f) The proposed amount and description of financial assistance requested from the City.
 - (g) Identify any unique resources, capabilities or assets which the proposer would bring to this Project.
 - (h) Identify the target rents for the project for the various units (single bedroom, 2 bedroom, and 3 bedroom);
 - (i) Anticipated Project Schedule.
9. A statement relative to whether any of the principals, development entities, or members of the development team have been indicted for or convicted of a felony, and description of any and all litigation involving the principals, development entities, or members of the development team during the past five years (Complete Exhibit B).
10. Proposal submittal signature form (Copy attached as Exhibit A).

6. What is the proposed amount and description of financial assistance requested from the City? (Please describe your financing gap).

7. Identify any unique resources, capabilities or assets which the proposer would bring to this Project:

8. Identify the target rents for the project for the various units (single bedroom, 2 bedroom, and 3 bedroom):

9. Market-rate rental housing secured through a land covenant for a minimum of 10 to 15 years.

Attachment	Check List
Site Plan	
Colored Rendering	
Floor Plans – Or Concept	
Financial Sources and Uses	
Resume of Developer	
Anticipated Project Schedule	
Additional Attachments if Applicable	

Section 7 Reservation and Disclosures

Reservation

Issuance of this RFP does not commit the City of Windom to enter into a Development Agreement, pay any costs incurred in the preparation of a response to this request, or to procure or contract any services or supplies. The City reserves the right to reject any and all proposals and to make recommendations for changes in any proposal submitted, to waive informalities or irregularities, and may, in the process of this recommendation, allow the developer to make such recommended changes in its proposal. The City reserves the right to require additional information from developer, financial or otherwise, and to hold meetings with any developer to review the offer and development proposal, and to waive any of the requirements set forth herein.

The City may, at the conclusion of its review, recommend that the City Council, in conjunction with appropriate legislative process, enter into a Development Agreement with the selected developer.

As an equal opportunity\affirmative action employer, the City prohibits discrimination on the basis of race, creed, color, sex, age, religion, sexual orientation, marital status, disability, or national origin. Minority and women's business enterprises will be afforded full consideration and are encouraged to respond.

Disclosure of Proposal Content

After the deadline for submissions of proposals, the contents of the proposals will be placed in the public domain and open for inspection by the public. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal.

Disposition of Proposals

All proposals become the property of the City and will not be returned to the proposer.

Independent Contractor

The selected developer will act as a separate legal entity and will not be in joint venture, employment or be otherwise affiliated with the City. The developer is responsible for all insurance, salaries, contracts, withholding taxes, social security, unemployment, worker's compensation and other taxes and all other liabilities it incurs in connection with the Project, and shall hold the City harmless from any and all claims for the same.

The submission of a letter of interest and statement of qualifications will not require a fee or deposit. The City shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary or appropriate to determine the ability of a prospective developer to carry out the Project. The City reserves the right to reject any response

where the evidence or information does not satisfy the city that the prospective developer is qualified to carry out the Project, is a person or firm of good reputation or character, or if the developer refuses to cooperate with and assist the City in the making of such investigation.

Section 8 Evaluation Criteria

The Windom City Council will constitute the selection review committee and will evaluate each proposal individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in Section 6, and to any subsequent requests for clarification or additional information made by the City. Proposals must comply with and are subject to all provisions of applicable federal, state, and local laws on development, zoning and building regulations. Proposals failing to comply with the submission requirements or those unresponsive to any part of this solicitation may be disqualified. The City may, at its sole discretion, elect to waive requirements either for all proposals or for a specific proposal.

The criteria against which each proposal will be considered may include the following, as well as other factors considered by the City as appropriate:

1. Compliance with Submittal Requirements, as specified.
2. Developer experience and capabilities.
3. As assessment of how the Project meets the City's goals as identified herein.
4. Market and economic viability of the proposal.
5. Long-term fiscal benefit to the City.
6. Amount of requested financial assistance from the City relative to Project cost.
7. Compliance with all applicable federal, state and local laws, rules, regulations and policies.
8. Project completion by December 1, 2020.

Once the City Council has determined it is at an appropriate stage in its evaluation of proposals, finalist developers may be invited to make oral presentations to the City Council, which may be at a public meeting. The City reserves the right to accept and/or reject proposals without oral presentations.

The City will notify proposers of the acceptance and/or rejection of proposals upon the conclusion of the evaluation process.

Section 9 Non-assignment of Interest

No developer shall assign or transfer to any other person or corporation, any interest in its proposal prior to execution of a Development Agreement without the express written authorization of the City. After execution of a Development Agreement and until the proposed development has been completed, no interest in the contract may be assigned or transferred without the written consent of the City, except as set forth in the Development Agreement.

Exhibit A

Proposal Submittal Signature Form

This proposal is hereby submitted by _____ (name of company, LLC or LP) in response to the City of Windom's Request for Proposal.

**Private Developer Proposal for the Overflow Lot
Cottonwood Lake Drive and N. Redding Avenue**

Signature(s) on this form notify the City of Windom, MN that the following are duly authorized to execute the proposal and required documentation.

Signature Printed Name Date

(Add more signature blocks if needed)

Exhibit B

Listing of Lawsuits or Litigation within the Past Five Years

Lawsuit or Litigation

Status or Outcome

Comments

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: Community Center Commission
DATE: May 1, 2019
RE: Additional Funding for Outside Entertainment Area
DEPT: Community Center
CONTACT: Spencer Winzenried, Community Center Director

Recommendations/Options/Action Requested

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

Provide additional funding of \$10,125 to complete the outdoor entertainment area.

Issue Summary/Background

Additional funding is needed for the outside entertainment area to add fencing, 40 outside chairs, 5 outdoor round tables and a portable sound system.

Fiscal Impact

1. Funding for the \$10,125 to complete the outdoor entertainment area would temporarily be provided through the Community Center "Equipment Replacement" budget. When the Wally Rohlfson Donation with Edward Jones is liquidated (with an approximate value of \$9,400), these funds would be replaced in the "Equipment Replacement" budget.

**FIRST AMENDMENT TO
SIGNIFICANT INDUSTRIAL USER
WASTE WATER TREATMENT AGREEMENT**

Dated: March 5, 2019

BACKGROUND INFORMATION

1. That on October 16, 2018, the City of Windom, Minnesota, (the “City”) and Prime Pork, LLC, a limited liability company (“Prime Pork”) signed a Significant Industrial User Wastewater Treatment Agreement (“SIU Agreement”).
2. That paragraph 5A of the SIU Agreement states that Prime Pork is required to pay the City a maximum “Base Charge” of \$3,964,664.00 for Prime Pork’s share of the costs to upgrade the City’s “Waste Water System”.
3. That the Base Charge of \$3,964,664.00 included, among other things, the interest the City owes on the loan the City took out with Minnesota Public Facilities Authority (“PFA Loan”) to finance the upgrades to the City’s Waste Water System.
4. That when the SIU Agreement was signed, the City and Prime Pork anticipated that the annual interest rate on the PFA Loan was going to be 1.326%.
5. That subsequent to signing the SIU Agreement, the actual annual interest rate for the PFA Loan changed from 1.326% to 1.000%.
6. That the lower interest rate changed Prime Pork’s maximum Base Charge from \$3,964,664.00 to \$3,901,326.00, which is a reduction of \$63,338.00 of the amount Prime Pork owes the City.
7. That the City and Prime Pork wish to amend the SIU Agreement to reflect the aforementioned new maximum Base Charge Prime Pork owes the City, and the new interest rate owed on the PFA Loan.

AMENDMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the City and Prime Pork hereby agree as follows:

1. That paragraph 5A of the SIU Agreement is hereby unconditionally deleted in its entirety, and said paragraph 5A is hereby replaced with the following language:

A. Base Charge. As a Base Charge, Prime Pork shall pay City up to forty percent (40%) of the “Final Net Construction Costs,” but no more than a maximum of Three Million Nine Hundred One Thousand Three Hundred Twenty-six Dollars and NO/cents (\$3,901,326) for the Plant Upgrade. Prime Pork’s payments are based on an accelerated payment schedule of ten years, as set forth in Exhibit A attached to this Agreement. The “Final Net Construction Costs” shall be calculated by totaling City’s out-of-pocket construction costs for the Plant Upgrade such as labor, materials, infrastructure, engineering fees, construction management fees, inspection fees, and interest on the Public Facilities Authority loan that finances the Plant Upgrade, less the sum of all grants City receives for the Plant Upgrade. For purposes of clarity, City has provided documentation that the total post-bid project costs for the Plant Upgrade, including contingencies, equal Eighteen Million Nine Hundred Forty-One Thousand Nine Hundred Seventy-Nine Dollars and NO/cents (\$18,941,979.00) and the two grants for the Plant Upgrade currently are estimated at Nine Million Six Hundred Sixty-Four Thousand One Hundred Forty-Seven Dollars and NO/cents (\$9,644,147.00). The parties have agreed on an interest rate of 1.00% to calculate Prime Pork’s monthly payments, which will be amortized on an accelerated basis over a ten-year term. Specifically, Prime Pork shall pay City a monthly Base Charge of Thirty-Three Thousand Thirty-Nine Dollars and NO/cents (\$33,039.00), which shall be due and payable on the first day of every month beginning November 1, 2018, until Prime Pork has paid a total of Three Million Nine Hundred One Thousand Three Hundred Twenty-six Dollars and

**NO/cents (\$3,901,326) or forty percent (40%) of the Final Net Construction Costs,
whichever is less.**

- 2. That all terms and conditions of this Amendment shall be retroactive to and take effect as of October 16, 2018.**
- 3. That except as herein modified, all other terms and conditions of the SIU Agreement shall remain in full force and effect.**

The undersigned hereby agrees to all the terms and conditions of this First Amendment to Significant Industrial User Waste Water Treatment Agreement.

City of Windom

By: _____
Dominic Jones, its Mayor

By: _____
Steve Nasby, its City Administrator

The undersigned hereby agrees to all the terms and conditions of this First Amendment to Significant Industrial User Waste Water Treatment Agreement.

Prime Pork, LLC

By: Tom Lipil
Its CFO

Windom

2018 DRINKING WATER REPORT

This report contains important information about your drinking water. Have someone translate it for you, or speak with someone who understands it.

Información importante. Si no la entiende, haga que alguien se la traduzca ahora.

Making Safe Drinking Water

Your drinking water comes from a groundwater source: eight wells ranging from 87 to 142 feet deep, that draw water from the Quaternary Buried Unconfined, Quaternary Buried Artesian and Quaternary Water Table aquifers.

Windom works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Mike Haugen, Water & Wastewater Superintendent, at 507-831-6138 or Mike.Haugen@windommn.com if you have questions about Windom's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Windom Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2018.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. In recent years, we found one or more contaminants with levels above the Environmental Protection Agency's limits. We found some other contaminants in small amounts, but they were below the Environmental Protection Agency's limits.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and Testing of Drinking Water in Minnesota](https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **Level 1 Assessment:** A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.
- **Level 2 Assessment:** A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **NA (Not applicable):** Does not apply.
- **NTU (Nephelometric Turbidity Units):** A measure of the cloudiness of the water (turbidity).
- **pCi/l (picocuries per liter):** A measure of radioactivity.
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter ($\mu\text{g/l}$).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID:** Public water system identification.
- **TT (Treatment Technique):** A required process intended to reduce the level of a contaminant in drinking water.

- **Variations and Exemptions:** State or EPA permission not to meet an MCL or a treatment technique under certain conditions.

Monitoring Results – Regulated Substances

LEAD AND COPPER – Tested at customer taps.

Contaminant (Date, if sampled in previous year)	EPA's Action Level	EPA's Ideal Goal (MCLG)	90% of Results Were Less Than	Number of Homes with High Levels	Violation	Typical Sources
Copper (07/31/18)	90% of homes less than 1.3 ppm	0 ppm	1.47 ppm	4 out of 20	YES	Corrosion of household plumbing.
Lead (07/31/18)	90% of homes less than 15 ppb	0 ppb	0 ppb	0 out of 20	NO	Corrosion of household plumbing.

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.

Contaminant (Date, if sampled in previous year)	EPA's Limit (MCL)	EPA's Ideal Goal (MCLG)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Nitrate	10.4 ppm	10 ppm	0.62 ppm	N/A	NO	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.

CONSUMER CONFIDENCE REPORT

CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Limit (MCL or MRDL)	EPA's Ideal Goal (MCLG or MRDLG)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Total Trihalomethanes (TTHMs)	80 ppb	N/A	20.6 ppb	N/A	NO	By-product of drinking water disinfection.
Total Haloacetic Acids (HAA)	60 ppb	N/A	8 ppb	N/A	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	1.16 ppm	0.47 - 1.80 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Limit (MCL)	EPA's Ideal Goal (MCLG)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Fluoride	4.0 ppm	4.0 ppm	0.76 ppm	0.66 - 0.74 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.

Potential Health Effects and Corrective Actions (If Applicable)

Copper: Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's disease should consult their personal doctor.

Copper: We are in exceedance of the action level for copper. Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor. In response to this issue, we performed a corrosion control study and/or have taken actions to make the water less likely to absorb materials such as copper from your plumbing.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

Learn More about Your Drinking Water

Drinking Water Sources

Minnesota's primary drinking water sources are groundwater and surface water. Groundwater is the water found in aquifers beneath the surface of the land. Groundwater supplies 75 percent of Minnesota's drinking water. Surface water is the water in lakes, rivers, and streams above the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water.

Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Windom is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments \(https://www.health.state.mn.us/communities/environment/water/swp/swa\)](https://www.health.state.mn.us/communities/environment/water/swp/swa) or call 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Windom provides high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
 - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>
 - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
 - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
[Environmental Laboratory Accreditation Program \(https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam\)](https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
 The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.

- Read about water treatment units:
[Point-of-Use Water Treatment Units for Lead Reduction](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)
[\(https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html\)](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)

Learn more:

- Visit [Lead in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html)
[\(https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html\)](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html)
- Visit [Basic Information about Lead in Drinking Water](http://www.epa.gov/safewater/lead) (<http://www.epa.gov/safewater/lead>)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791. To learn about how to reduce your contact with lead from sources other than your drinking water, visit [Lead Poisoning Prevention: Common Sources](https://www.health.state.mn.us/communities/environment/lead/sources.html) (<https://www.health.state.mn.us/communities/environment/lead/sources.html>).

Home Water Treatment

The Pros and Cons of Home Water Softening

When considering whether to use a water softener, contact your public water system to find out if you have hard water. Many systems treat for hardness, making water softeners unnecessary.

Water softeners are a water treatment device. They remove water hardness (dissolved calcium and magnesium). Water softeners must be installed and maintained properly to be safe and effective. Learn more at [Home Water Softening](https://www.health.state.mn.us/communities/environment/water/factsheet/softening.html)

[\(https://www.health.state.mn.us/communities/environment/water/factsheet/softening.html\)](https://www.health.state.mn.us/communities/environment/water/factsheet/softening.html).

The benefits of soft water include:

- Increased efficiency for soaps and detergents.
- Reduction in mineral staining on fixtures and in pipes.
- A potential increase in the lifespan of water heaters.

The drawbacks of soft water include:

- Operation and maintenance costs.
- More sodium. People on low-sodium diets should consult a doctor if they plan to regularly consume softened water.
- The production of salt brine as a byproduct. This can have negative effects at wastewater treatment plants and on ecosystems. Reduce the amount of salt brine used or install a salt-free system.

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**RESOLUTION AUTHORIZING EXECUTION OF
MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT CONTRACT
FOR AIRPORT MAINTENANCE AND OPERATION**

WHEREAS, the City of Windom has received notification of the awarding of a grant by the Minnesota Department of Transportation for the purpose of airport maintenance and operation; and

WHEREAS, it is necessary that the City of Windom accept this grant and execute an Agreement with the Minnesota Department of Transportation concerning the terms of the grant.

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

1. That the City of Windom hereby accepts the State of Minnesota Grant Agreement No. 1033568 entitled "Airport Maintenance and Operation Grant Contract" for the Windom Municipal Airport.
2. The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 7th day of May, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution #2017- is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 7th day of May, 2019, as shown by the minutes of the meeting in my possession.

Steve Nasby, City Administrator

Notary Public

My Commission Expires: _____

STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

State Project Number (S.P.): A1701-MO20
State Project Number (S.P.): A1701-MO21

This contract is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of Windom acting through its City Council ("Recipient").

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport ("Airport") in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2020 and State Fiscal Year 2021.
3. Recipient represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

- 1.1. **Effective Date:** This contract will be effective on July 1, 2019, or the date State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Recipient until this contract is fully executed.
- 1.2. **Expiration Date:** This contract will expire on June 30, 2021.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient's Duties

- 2.1. Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2. The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area. The areas around any navigational aids will be mowed and plowed to keep the area clear for access by a vehicle.
- 2.3. If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

- 2.4. If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5. The Recipient will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.
- 2.6. The Recipient will promptly pay all utility bills, including those required for navigational aids.

3. Recipient's Assurances

- 3.1. In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for public aeronautical purposes only for a period of one year from the date the Recipient receives final reimbursement under this contract.
- 3.2. Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.
- 3.3. Recipient will comply with all required grants management policies and procedures set forth through Minnesota Statutes §16B.97, Subd. 4 (a) (1).

4. Third-Party Contracting

- 4.1. Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

- 5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:

- 5.1.1. **Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.
- 5.1.2. **Telecommunication Amount.** State has currently obligated \$0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.
- 5.1.3. **Maintenance and Operation Amount.** State has currently obligated \$22,846 in each State fiscal year to reimburse other eligible costs at 75%.
- 5.1.4. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed \$45,692 (State fiscal years 2020 and 2021).

5.2. Payment.

- 5.2.1. **Invoices.** The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis or as directed by State's Authorized Representative. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:

- On or after October 1, and no later than November 15, for the period July 1 through September 30.
- On or after January 1, and no later than February 15, for the period October 1 through December 31.
- On or after April 1, and no later than May 15, for the period January 1 through March 31.
- On or after July 1, and no later than August 15, for the period April 1 through June 30.

The State may reject costs that the State determines are not eligible maintenance and operations expenses.

- 5.2.2. **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

- 5.2.3. **State's Payment Requirements.** State will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Recipient's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Recipient within ten days of discovering the error. After State receives the corrected invoice, State will pay Recipient within 30 days of receipt of such invoice.
- 5.2.4. **Grant Monitoring Visit and Financial Reconciliation.** If State's total obligation is greater than \$50,000 in section 5.1.4, above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.
- 5.2.5. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

6. Conditions of Payment

- 6.1. All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

7. Authorized Representatives

- 7.1. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title: Jenny Bahneman, Grants Specialist
Address: Office of Aeronautics, 222 East Plato Boulevard
Telephone: (651) 234-7240
E-Mail: jenny.bahneman@state.mn.us

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

- 7.2. **Recipient's Authorized Representative.** Recipient's Authorized Representative will be:

Name/Title: Steve Nasby, City Administrator, City of Windom
Address: 444 - Ninth Street, Post Office Box 38, Windom, MN 56101
Telephone: (507) 831-6129
E-Mail: snasby@windom-mn.com

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

- 8.1. **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 8.2. **Amendments.** An amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 8.3. **Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.
- 8.4. **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other prior understanding regarding this contract, whether written or oral, may be used to bind either party.

9. Indemnification

- 9.1. In the performance of this contract by Recipient, or Recipient's agents or employees, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

- 10.1. Under Minnesota Statutes § 16B.98, Subd.8, the Recipient's books, records, documents, and accounting procedures and practices of Recipient, or other party relevant to this grant contract or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract or receipt and approval of all final reports, whichever is later. Recipient will take timely and appropriate action on all deficiencies identified by an audit.

11. Government Data Practices

- 11.1. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

- 12.1. Recipient certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Recipient's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Governing Law, Jurisdiction and Venue

- 13.1. Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Data Disclosure

- 14.1. Under Minnesota Statutes §270C.65, and other applicable law, Recipient consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in

action requiring Recipient to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15. Termination and Suspension

- 15.1. **Termination by the State.** The State may terminate this contract with or without cause, upon 30 days written notice to the Recipient. Upon termination, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 15.2. **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this contract, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Recipient has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 15.3. **Termination for Insufficient Funding.** The State may immediately terminate this contract if: It does not obtain funding from the Minnesota Legislature; or If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Recipient. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Recipient notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15.4. **Suspension.** The State may immediately suspend this contract in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Recipient during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

16. Discrimination Prohibited by Minnesota Statutes §181.59

- 16.1. Recipient will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

17. Limitation.

- 17.1. Under this contract, the State is only responsible for disbursing funds. Nothing in this contract will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this contract.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.*

Signed: _____

Date: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

*PO staged and to be encumbered with future State fiscal year funds.

RECIPIENT

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

MnDOT OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT

By: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____



MEMORANDUM

TO: Steve Nasby, City Administrator
City of Windom, Minnesota

FROM: Lindsay Reidt, PE

DATE: April 29, 2019

RE: Construction Contract Award Recommendation
SEH No. WINDM 145757 14.00

Project Scope & Funding:

The 2019 Hangar Construction project includes the addition of two hangar units on existing multi-unit hangars (two existing buildings, one new unit per building) at the Windom Municipal Airport. Competitive bids were received on March 14, 2019 and the City Council accepted the bids at the April 2, 2019 Council Meeting. A federal and state grant has been requested from the FAA and MnDOT including the following project costs:

2019 Hangar Construction (APX Construction Group, LLC)	\$ 445,566.96
Construction Administration Engineering (SEH)	\$ 53,000.00
<u>Administration (City of Windom) (estimated)</u>	<u>\$ 5,000.00</u>
TOTAL PROJECT COSTS (APPROX):	\$ 503,566.96

The project is eligible for federal grant (FAA) funding at 90 percent of project costs and a state grant at 5 percent of the project costs. Ultimately, it is expected the local share (City of Windom) for the project will be approximately \$25,178.35. Since the final eligibility determination is made once the grant application is submitted, there may be some changes in the final local share.

2019 Hangar Construction Schedule:

The material for the building has a lead time of 10-14 weeks from the time the building is ordered, which is dependent upon award of the contract. If the contract is not awarded until the grant is received construction completion this season is not likely, and the outcome would include either winter construction (with additional fees) or completion in Spring/Summer 2020.

Since the grant has been requested, receipt of the grant is possible anytime, however, it is typical for grants to be issued in August or early September. The FAA entitlement grants are essentially guaranteed, so there would be minimal risk awarding a contract prior to receipt of the grant. The exposure could be minimized by not allowing construction to begin until after the grant is received, issuing a Notice to Proceed for ordering the building only.

If the contract is awarded and materials are allowed to be order, the proposed schedule would be:

- April/May - Award of contract, Notice to Proceed, & Grant application
- May - Materials ordered
- August or September - Grant reception
- Sept 1- Start construction
- Nov 30th - Substantial completion

SEH RECOMMENDATION:

It is our recommendation that the City of Windom award the 2019 Hangar Construction project to APX Construction Group, LLC. We recommend issuing a Notice to Proceed, including the approval of ordering drawings and materials for the buildings effective immediately and the start of construction at the airport contingent on the award of the grant.

RESOLUTION #2019-21

INTRODUCED: Byam
SECONDED: Nelson
VOTED: Aye: Nelson, Grunig, Byam, Quade and Ray
Nay: None
Absent: None

**A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT
ENTITLED "2019 HANGAR AND TAXILANE CONSTRUCTION PROJECT"**

WHEREAS, pursuant to an advertisement for bids for the project entitled "2019 Hangar and Taxilane Construction Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Base Bid	Alternate #1	Total Bid
APX Construction Group LLC	\$434,999.96	\$10,567.00	\$445,566.96
Salonek Concrete & Construction	\$442,781.00	\$ 7,500.00	\$450,281.00
Sussner Construction, Inc.	\$485,000.00	\$ 7,000.00	\$492,000.00

AND WHEREAS, it appears that the lowest responsible bidder is:

	Base Bid	Alternate #1	Total Bid
APX Construction Group LLC	\$434,999.96	\$10,567.00	\$445,566.96

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

1. Bid award is contingent upon issuance of a Grant Offer of Federal funding from the Federal Aviation Administration and the State of Minnesota Department of Transportation.
2. A "Notice of Award" shall be issued to the above low bidder.
3. The Mayor and City Administrator are hereby authorized and directed to enter into the contract with the above low bidder, in the name of the City of Windom, for the completion of the project entitled "2019 Hangar and Taxilane Construction Project" according to the plans and specifications approved by the City Council and on file in the Office of the City Administrator.
4. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder which shall be retained until the contract has been signed.

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

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

ORDINANCE NO. 178, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, REMOVING CERTAIN EXISTING SECTIONS OF THE CITY CHARTER AND ADOPTING REVISED SECTIONS OF THE CITY CHARTER

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

WHEREAS, the original City Charter was formally adopted March 21, 1949, and the existing City Charter was adopted effective on June 20, 1984, and as amended; and

WHEREAS, in 2019, the Charter Commission, composed of Windom residents appointed by the Windom City Council and Order of Appointment by the Fifth Judicial District Court of Cottonwood County, dated March 21, 2018, researched the existing City Charter and suggested potential revisions to amend the existing Charter; and

WHEREAS, the proposed Windom City Charter Amendments have been posted on the City's website and have also been available for review by the public at the Windom City Office; and

WHEREAS, the City Council called for a public hearing on the proposed amendments to the Windom City Charter for the City Council Meeting to be held on April 16, 2019; and

WHEREAS, the public hearing has been held and all relevant public input has been considered, and the City Council now proceeds to formal action on the proposed amendments to the Windom Charter.

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

Removing in their entirety the existing City Charter Sections 1.02, 2.05, 2.06, 3.08, 5.01, 5.02 and 11.08 and replacing those sections with the following:

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 a vacancy occurs, 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.

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. 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 duly 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. 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, 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.

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

THE EXISTING CITY CHARTER EFFECTIVE ON JUNE 20, 1984, AND AS AMENDED BY THE WINDOM CITY COUNCIL, IS HEREBY AMENDED EFFECTIVE AUGUST 30, 2019.

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. There shall be a 90-day waiting period following adoption of this ordinance and publication of this ordinance, or an approved Title and Summary of this ordinance, which begins May 29, 2019. If no citizen petition opposing the proposed amendments is received during the 90-day waiting period, this ordinance shall become effective on August 30, 2019.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 21st day of May, 2019.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: May 7, 2019
2nd Reading: May 21, 2019
Adoption: May 21, 2019
Published: May 29, 2019
Effective: August 30, 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.

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

RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A LEASE PURCHASE AGREEMENT AND RELATED DOCUMENTS AND CERTIFICATES

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

1. It is hereby found, determined and declared that it is necessary and desirable and in the best interests of the City of Windom (Lessee) to acquire by entering into a Lease-Purchase Agreement dated as of April 1, 2019 and Supplement to Lease-Purchase Agreement dated as of April 1, 2019 (collectively, the Lease) by and between Lessee and SCB Public Finance (Lessor). Such Lease is hereby approved substantially in the form presented to this Council and on file in the office of the City Administrator.

2. The City Administrator of the Lessee is hereby authorized to execute the Lease on behalf of Lessee, and to execute such other certificates and documents as may be necessary and appropriate to effectuate the transactions contemplated by the Lease. The Lease and the related documents may contain such necessary and appropriate variations, omissions and insertions as the City Administrator shall determine to be necessary, and the execution thereof by the City Administrator shall be conclusive evidence of such determination and its approval by this Council.

3. Lessee does not reasonably anticipate that it will issue tax-exempt obligations (not including "private activity bonds" as defined in Section 141 of the Internal Revenue Code of 1986, as amended) in an aggregate amount in excess of \$10 million during the calendar year in which the Lease commences. The Lease is designated as a qualified tax-exempt obligation for purposes of Section 265(b)(c) of the Internal Revenue Code of 1986, as amended, relating to deductibility of interest by financial institutions.

Adopted this 7th day of May, 2019.

Dominic Jones, Mayor

Attest: _____

Steve Nasby, City Administrator

STATE OF MINNESOTA)

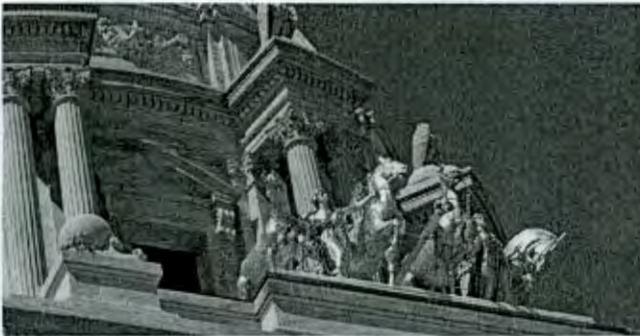
)SS

COUNTY OF COTTONWOOD)

I, the undersigned, being the fully qualified and acting City Administrator of the City of Windom, State of Minnesota, do hereby certify that I have carefully compared the attached resolution adopted at a meeting of the City Council held on the 7th day of May, 2019, with the original thereof on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the adoption of a resolution approving and authorizing the execution of a Lease Purchase Agreement and related documents and certificates.

WITNESS MY HAND officially as such City Administrator this 8th day of May, 2019.

Steve Nasby, City Administrator



LEAGUE OF MINNESOTA CITIES
CITY ISSUE
FACT SHEET

DEDICATED STREET FUNDING FOR ECONOMICALLY COMPETITIVE CITIES



DID YOU KNOW?

For every \$1 spent on maintenance, a road authority saves \$7 in repairs. Preventative maintenance projects can prolong the lifecycle of streets to 50 to 60 years. Without ongoing maintenance, the average life expectancy of local streets is approximately 25 to 30 years.

PROBLEM:

Existing funding mechanisms for city street maintenance and reconstruction are inadequate. The bulk of city streets are not eligible for Municipal State Aid (MSA). Nearly 84 percent of city streets are funded only with property taxes and special assessments. Special assessments can be onerous to property owners and are difficult to implement in some cities.

Just as the state has fallen behind in making transportation investments, some cities faced with budget challenges have made the difficult decision to divert volatile property tax revenue to urgent needs such as public safety, water quality, and cost participation in state and county highway projects. Unfortunately, deferring maintenance results in more expensive projects later.

This maintenance requires a reliable dedicated funding source to support the mobility and economic vitality of our communities.

LEAGUE-SUPPORTED SOLUTION:

- HF 1288/SF 1269: \$10 surcharge on license tab fees and motor vehicle title transfers, which raises \$57 million annually to be split between the existing Small Cities Assistance Account and a new Larger Cities Assistance Account.
- HF 1095/SF 1271: Authority for cities to establish street improvement districts to fund street maintenance, construction, and reconstruction.
- HF 846/SF 1228: Creation of a Local Cost-Share Assistance Account within the Local Road Improvement Program to provide grants to local governments to help with the local share of some trunk highway projects.

FOR MORE INFORMATION:

Anne Finn

Intergovernmental Relations Asst. Director

Phone: (651) 281-1263

Email: afinn@lmc.org

www.lmc.org/citystreetfacts



RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

A RESOLUTION REQUESTING COMPREHENSIVE ROAD AND TRANSIT FUNDING

WHEREAS, all Minnesota communities benefit from a sound, efficient, and adequately funded transportation system that offers diverse modes of travel; and

WHEREAS, the integrity of Minnesota's transportation infrastructure is dependent upon long-term planning and ongoing maintenance, both of which require dedicated and sustainable revenue sources; and

WHEREAS, current funding for road, bridges, and transit systems across all government levels in Minnesota is inadequate, and this under-investment diminishes quality of life for Minnesota residents and hinders Minnesota's progress as a national business, economic, and civic leader; and

WHEREAS, Minnesota's transportation system is failing to meet the capacity needs necessary to sustain population growth and promote economic development; and

WHEREAS, many rural road are not built to modern safety standards and are not meeting the needs of industries that depend on the ability to transport heavy loads; and

WHEREAS, insufficient state funding has delayed regionally significant road construction and reconstruction projects across Minnesota; and

WHEREAS, transportation infrastructure maintenance and improvement costs significantly contribute to rising property taxes; and

WHEREAS, for every one dollar spent on maintenance, a road authority – and therefore taxpayers – save seven dollars in repairs; and

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles – or 16 percent – are owned and maintained by Minnesota's 853 cities; and

WHEREAS, almost 85 percent of all municipal streets are not eligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars, but have benefitted from the creation of the Small Cities Assistance Account; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city – large or small – is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies to meet growing demands for street improvements and maintenance.

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

1. The Council requests that the Minnesota Legislature pass and Governor Tim Walz sign a comprehensive and balanced transportation funding package that increases funding for transportation.

2. The Council defines a comprehensive and balanced transportation funding package as an initiative that permanently increases dedicated funding for state and local road and transit systems in Greater Minnesota and the Metropolitan Area.

3. The Council requests an omnibus transportation funding bill that provides additional dedicated state funding for city streets, including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

Adopted by the Council this 7th day of May, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: Jason Sykora, Electric Superintendent
DATE: May 2, 2019
RE: Hiring Recommendation for Seasonal Temporary Lineworker
DEPT: Electric
CONTACT: Jason Sykora 832-8662

Recommendations/Options/Action Requested

The Utility Commission and Staff recommend that the City Council approve the hiring of Jeff Gilbertson as a Seasonal Temporary Lineworker at the IBEW Union Lineman Grade, Step 1 - \$25.52 per hour.

Issue Summary/Background

On April 4, 2019, an ad was placed to hire two Seasonal Temporary Lineworkers. Five applications were received and I have interviewed three of the qualified applicants. One of the applicants was a former employee, Jeff Gilbertson. Gilbertson retired from the Electric Department earlier this year and is interested in Seasonal employment. The Commission and I believe hiring Gilbertson would be a great benefit to the City. His knowledge and experience will be very useful and provide assistance with training our two new apprentices.

The Utility Commission discussed the interview and selection process and agreed with the recommendation to hire Jeff Gilbertson and Alex Kjolstad.

Unfortunately, Alex contacted me on May 1st and informed me that he had accepted a fulltime position. I contacted the other remaining qualified applicants and found they have also found other employment.

We are currently running another ad to hire an additional Seasonal Temporary Lineworker.

Fiscal Impact

The cost for two Seasonal Temporary Lineworkers was included in the 2019 budget.

Attachments

1. None

ACTION ITEM



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

TO: City Council
FROM: Scott Peterson, Chief of Police
DATE: May 7, 2019
RE: Part-time Vacancy
DEPT: Police
CONTACT: Scott Peterson, Chief of Police- speterson@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. The Windom Police Department recommends that Adam Watkins be hired for the vacant part-time officer position and that he would start at the LELS Union 1st year wage rate. We ask that his first day of work be Wednesday, May 8, 2019.

Issue Summary/Background

Adam Watkins is currently a jailer with the Nobles County Sheriff's Office in Worthington. He is a graduate of Minnesota West and is originally from Mountain Lake.

Fiscal Impact

This position has been budgeted for in 2019.

Attachments

We feel that Adam will be a fine addition to the Windom Police Department

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: Tim Hogan, Recreation Director
DATE: May 7, 2019
RE: Seasonal Part Time
DEPT: Pool and Recreation
CONTACT: Tim Hogan 507-822-0514 (e-mail- winarena@windomnet.com)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the rehiring of the following Recreation and Pool employees for 2019:

Pool

Sophia Nelson	Londyn Espenson	Kaitlyn Lohse	Cameron Alm
Holly Wolf	Olivia Smith	Jordyn Alm	Emily Steen
Elaina Tade	Sydney Paulson	Carter Squires	Meadow Espenson
Shelby Erickson	Rachel Wolf	Gracie Bucher	Zachary Squires
Jadyn Wormstadt	Gabi Stenzel	Leah Bennett	

Recreation

Hunter Walklin	Connor Slette	Sam Doornebos	Austin Doorenbos
Reegen Elder	Kendyl Sammons	Noah Kloss	

Issue Summary/Background

The above list of employees will be rehired by the pool and recreation department after satisfactory performance in the Summer 2018.

Fiscal Impact

Money is budgeted to pay the wages of seasonal employees of the pool and recreation.



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

April 30, 2019

Via Email

City of Windom
444 9th Street
PO Box 38
Windom, MN 56101-0038

RE: Payment Request No. 6
Wastewater Treatment Facility Improvements
Windom, Minnesota
Project No. T22.113672

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 6 from Gridor Constr., Inc. for the work completed to date for the construction of the Wastewater Treatment Facility Improvements. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$1,141,555.00 to Gridor Constr., Inc. Please sign the first page of the application, forward copy along with the payment to Gridor Constr., Inc., a copy to Steve Moline, Bolton & Menk, and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
Division 1									
1.001	Mobilization Insurance and Bonds	\$450,000	\$450,000			\$450,000	100.0%	\$0	
1.001	Allowances	\$421,000	\$20,777			\$20,777	4.9%	\$400,223	
Subtotal for	Division 1	\$871,000	\$470,777			\$470,777	54.1%	\$400,223	

\$470,777

check

\$470,777

Division 2									
2.001	Erosion Control / Silt Fence	\$30,000	\$21,000	5.00%	\$1,500	\$22,500	75.0%	\$7,500	
2.002	Clear and Grub Site	\$35,000	\$24,500	5.00%	\$1,750	\$26,250	75.0%	\$8,750	
2.003	Fine Grade and Restore Site	\$300,000				\$0	0.0%	\$300,000	
2.004	Demo Labor and Material	\$420,000	\$21,000	20.00%	\$84,000	\$105,000	25.0%	\$315,000	
2.005	General Excavation	\$400,000	\$200,000	10.00%	\$40,000	\$240,000	60.0%	\$160,000	
2.006	General Backfill Materials	\$250,000		20.00%	\$50,000	\$50,000	20.0%	\$200,000	
2.007	Pipe Lining - Alt #1	\$1,270,000				\$0	0.0%	\$1,270,000	
2.008	Pipe Lining - Alt #2	\$330,000				\$0	0.0%	\$330,000	
2.009	Fencing	\$20,000	\$3,000			\$3,000	15.0%	\$17,000	
2.010	Landscaping and Seedings	\$25,000				\$0	0.0%	\$25,000	
2.011	Roads, Walks and Curbs	\$175,000				\$0	0.0%	\$175,000	
2.012	Site Utilities - Labor & Equipment	\$315,000	\$15,750	5.00%	\$15,750	\$31,500	10.0%	\$283,500	
2.013	Site Utilities - Material	\$425,000	\$12,750	5.00%	\$21,250	\$346,312	89.5%	\$44,688	
2.014	Manholes - Labor/ Equipment & Material	\$40,000				\$18,762	46.9%	\$21,238	
Subtotal for	Division 2	\$4,035,000	\$298,000.00		\$214,250	\$365,074	\$877,324	21.74%	\$3,157,676

check

\$298,000

Check

\$877,324

Division 3									
3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000	\$585,000	15.00%	\$270,000	\$855,000	47.5%	\$945,000	
3.002	Rebar Materials	\$530,000	\$233,200	15.00%	\$79,500	\$350,128	66.1%	\$179,872	
3.003	Rebar Install	\$230,000	\$92,000	10.00%	\$23,000	\$115,000	50.0%	\$115,000	
3.004	Precast Concrete / Hollowcore	\$60,000				\$0	0.0%	\$60,000	
Subtotal for	Division 3	\$2,620,000	\$910,200.00		\$372,500	\$37,428	\$1,320,128	50.39%	\$1,299,872

check

\$910,200

Check

\$1,320,128

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
4.001	Masonry	\$360,000				\$0	0.0%	\$360,000	
Subtotal for	Division 4	\$360,000	\$0.00		\$0	\$0	0.00%	\$360,000	
	check				Check	\$0			
5.001	Misc Metals - Materials	\$240,000			\$91,870	\$91,870	38.3%	\$148,130	
5.002	Misc Metals - Labor	\$60,000		2.00%	\$1,200	\$1,200	2.0%	\$58,800	
5.003	Hatches	\$20,000		100.00%	\$20,000	\$20,000	100.0%	\$0	
Subtotal for	Division 5	\$320,000	\$0.00	\$21,200	\$91,870	\$113,070	35.33%	\$206,930	
	check				Check	\$113,070			
6.001	Carpentry	\$10,000				\$0	0.0%	\$10,000	
Subtotal for	Division 6	\$10,000	\$0.00		\$0	\$0	0.00%	\$10,000	
	check				Check	\$0			
7.001	Dampproofing	\$30,000				\$0	0.0%	\$30,000	
7.002	Insulation / Vapor Barriers	\$35,000				\$0	0.0%	\$35,000	
7.003	Roof System	\$70,000				\$0	0.0%	\$70,000	
7.004	Caulking	\$15,000				\$0	0.0%	\$15,000	
Subtotal for	Division 7	\$150,000	\$0.00		\$0	\$0	0.00%	\$150,000	
	check				Check	\$0			
8.001	Hollow Metal Doors Frames and Hardware	\$35,000				\$0	0.0%	\$35,000	
8.002	Overhead Doors	\$15,000				\$0	0.0%	\$15,000	
Subtotal for	Division 8	\$50,000	\$0.00		\$0	\$0	0.00%	\$50,000	
	check				Check	\$0			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
9.001	Painting - Headworks	\$100,000				\$0	0.0%	\$100,000	
9.002	Painting - Anaerobic / Anoxic Basins	\$70,000				\$0	0.0%	\$70,000	
9.003	Painting - Rapid Mix Tank	\$35,000				\$0	0.0%	\$35,000	
9.004	Painting - Aeration Tanks 1-3	\$110,000				\$0	0.0%	\$110,000	
9.005	Painting - Clarifiers 1 & 2	\$35,000				\$0	0.0%	\$35,000	
9.006	Painting - Control Building	\$40,000				\$0	0.0%	\$40,000	
9.007	Painting - Filter Building	\$25,000				\$0	0.0%	\$25,000	
9.008	Painting - Chlorine / Post Aeration	\$50,000				\$0	0.0%	\$50,000	
9.009	Painting - Sludge Building / Biosolids	\$65,000				\$0	0.0%	\$65,000	
Subtotal for	Division 9	\$530,000	\$0.00	\$0	\$0	\$0	0.00%	\$530,000	
		check			Check	\$0			
10.001	Specialties	\$5,000				\$0	0.0%	\$5,000	
Subtotal for	Division 10	\$5,000	\$0.00	\$0	\$0	\$0	0.00%	\$5,000	
		check			Check	\$0			
11.001	Horizontal End Suction Pumps	\$80,000				\$0	0.0%	\$80,000	
11.002	Chemical Feed Equipment	\$230,000				\$0	0.0%	\$230,000	
11.003	Hydraulic Gates	\$55,000				\$0	0.0%	\$55,000	
11.004	Submersible Pumps	\$50,000			\$33,024	\$33,024	66.0%	\$16,976	
11.005	Recess Vortex Pumps	\$110,000				\$0	0.0%	\$110,000	
11.006	Rotary Lobe Pumps	\$75,000			\$62,986	\$62,986	84.0%	\$12,014	
11.007	Grit Removal Equipment	\$160,000				\$0	0.0%	\$160,000	
11.008	Fine Screen	\$275,000				\$0	0.0%	\$275,000	
11.009	Clarifier Equipment	\$250,000				\$0	0.0%	\$250,000	
11.010	Blowers	\$375,000				\$0	0.0%	\$375,000	
11.011	Fine Bubble Aeration	\$100,000				\$0	0.0%	\$100,000	
11.012	Sludge Heat Exchanger	\$40,000				\$0	0.0%	\$40,000	
11.013	Course Bubble Aeration	\$40,000				\$0	0.0%	\$40,000	
11.014	Rapid Mixers	\$40,000				\$0	0.0%	\$40,000	
11.015	Submersible Mixers	\$50,000				\$0	0.0%	\$50,000	
11.016	Biosolids Tank Mixers	\$75,000			\$64,700	\$64,700	86.3%	\$10,300	
11.017	Lab Equipment	\$10,000				\$0	0.0%	\$10,000	
11.018	Samplers	\$20,000				\$0	0.0%	\$20,000	
Subtotal for	Division 11	\$2,035,000	\$0.00	\$0	\$160,710	\$160,710	7.90%	\$1,874,290	
		check							

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period						
				Percent						Amount
Division 12										
12.001	Furnishings	\$3,200					\$0	0.0%	\$3,200	
Subtotal for	Division 12	\$3,200	\$0.00		\$0	\$0	\$0	0.00%	\$3,200	
		check				Check	\$0			
Division 13										
13.001	Disc Filters	\$730,000				\$51,349	\$51,349	7.0%	\$678,651	
13.001	FRP Wiers and Baffles	\$30,000					\$0	0.0%	\$30,000	
Subtotal for	Division 13	\$760,000	\$0.00		\$0	\$51,349	\$51,349	6.76%	\$708,651	
		check				Check	\$51,349			
Division 14										
14.001	Davit Hoists	\$7,000					\$0	0.0%	\$7,000	
Subtotal for	Division 14	\$7,000	\$0.00		\$0	\$0	\$0	0.00%	\$7,000	
		check				Check	\$0			
Division 15										
15.001	Int. DIP & FTGS - Material	\$850,000	\$17,000	2.00%	\$17,000	\$175,026	\$209,026	24.6%	\$640,974	
15.002	Int. DIP & FTGS - Labor	\$150,000	\$3,000	2.00%	\$3,000		\$6,000	4.0%	\$144,000	
15.003	Valves	\$500,000				\$347,953	\$347,953	69.6%	\$152,047	
15.004	Misc Process Pipe - Material	\$50,000					\$0	0.0%	\$50,000	
15.005	Misc Process Pipe - Labor	\$30,000					\$0	0.0%	\$30,000	
15.006	Mechanical Insulation	\$32,000					\$0	0.0%	\$32,000	
15.007	Pre-treatment Plumbing / HVAC	\$250,000					\$0	0.0%	\$250,000	
15.008	Sludge Building Plumbing /HVAC	\$50,000					\$0	0.0%	\$50,000	
15.009	Filter Building Plumbing / HVAC	\$50,000					\$0	0.0%	\$50,000	
15.010	Control Building Plumbing / HVAC	\$50,000					\$0	0.0%	\$50,000	
15.011	Insulation	\$50,000					\$0	0.0%	\$50,000	
15.012	Temp Controls	\$80,000					\$0	0.0%	\$80,000	
Subtotal for	Division 15	\$2,142,000	\$20,000.00		\$20,000	\$522,979	\$562,979	26.28%	\$1,579,021	
		check	\$20,000			Check	\$562,979			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
16.001	Electrical GC's	\$30,000	\$2,100	7.00%	\$2,100	\$4,200	14.0%	\$25,800	
16.002	Basic Materials	\$100,000	\$7,000	2.00%	\$2,000	\$9,000	9.0%	\$91,000	
16.003	Conduit and Fittings	\$250,000		1.00%	\$2,500	\$22,500	9.0%	\$227,500	
16.004	Wire and Cable	\$210,000				\$88,000	41.9%	\$122,000	
16.005	Outlet Boxes	\$10,000				\$0	0.0%	\$10,000	
16.006	Pull and Junction Boxes	\$15,000				\$0	0.0%	\$15,000	
16.007	Wiring Devices	\$10,000				\$0	0.0%	\$10,000	
16.008	Electrical Motors	\$15,000				\$0	0.0%	\$15,000	
16.009	Disconnects	\$60,000				\$0	0.0%	\$60,000	
16.010	Grounding	\$10,000				\$0	0.0%	\$10,000	
16.011	Transformers	\$20,000				\$0	0.0%	\$20,000	
16.012	Panelboards	\$25,000				\$0	0.0%	\$25,000	
16.013	MCC's	\$410,000				\$0	0.0%	\$410,000	
16.014	Transfer Switches	\$50,000				\$0	0.0%	\$50,000	
16.015	Lighting	\$100,000	\$65,000	5.00%	\$5,000	\$70,000	70.0%	\$30,000	
16.016	Generator	\$160,000				\$0	0.0%	\$160,000	
16.017	Electrical Resistance Heating	\$25,000				\$0	0.0%	\$25,000	
16.018	Software	\$135,000				\$0	0.0%	\$135,000	
16.019	Control Panels	\$670,000				\$0	0.0%	\$670,000	
16.020	Fiber Optics	\$20,000				\$0	0.0%	\$20,000	
16.021	DO Analyzers	\$50,000				\$0	0.0%	\$50,000	
16.022	Nitrate Analyzers	\$60,000				\$0	0.0%	\$60,000	
16.023	Ammonia Analyzers	\$35,000				\$0	0.0%	\$35,000	
16.024	Phosphorus Analyzers	\$35,000				\$0	0.0%	\$35,000	
16.025	LEL Gas Monitoring	\$15,000				\$0	0.0%	\$15,000	
16.026	Cable Junction Boxes	\$35,000				\$0	0.0%	\$35,000	
16.027	Control Stations	\$15,000				\$0	0.0%	\$15,000	
16.028	Instrumentation	\$115,000				\$0	0.0%	\$115,000	
16.029	Coordination Study	\$15,000				\$0	0.0%	\$15,000	
Subtotal for Division 16		\$2,700,100	\$74,100.00		\$11,600	\$108,000	\$193,700	7.17%	\$2,506,300
		check	\$74,100			Check	\$193,700		
Grand Total		\$16,598,100	\$1,773,077		\$639,550	\$1,337,410	3,750,037	22.59%	\$12,848,163

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 6
Period Ending: 4/30/2019

Grand Totals		\$16,598,200							
1.001	Mobilization Insurance and Bonds	\$450,000							
1.001	Allowances	\$421,000							
Subtotal for	Division 1	\$871,000							

2.001	Erosion Control / Silt Fence	\$30,000							
2.002	Clear and Grub Site	\$35,000							
2.003	Fine Grade and Restore Site	\$300,000							
2.004	Demo Labor and Material	\$420,000							
2.005	General Excavation	\$400,000							
2.006	General Backfill Materials	\$250,000							
2.007	Pipe Lining - Alt #1	\$1,270,000							
2.008	Pipe Lining - Alt #2	\$330,000							
2.009	Fencing	\$20,000							
2.010	Landscaping and Seedings	\$25,000							
2.011	Roads, Walks and Curbs	\$175,000							
2.012	Site Utilities - Labor & Equipment	\$315,000							
2.013	Site Utilities - Material	\$425,000	\$309,675	\$36,637	Core and Main	\$346,312			\$346,312
2.014	Manholes - Labor/ Equipment & Material	\$40,000		\$18,762	Hancock	\$18,762			\$18,762
Subtotal for	Division 2	\$4,035,000	\$309,675	\$55,399		\$365,074	\$0	\$0	\$0

3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000							
3.002	Rebar Materials	\$530,000	\$122,050	\$26,305	Rebar Fab	\$148,355	\$75,927	\$35,000	\$110,927
3.003	Rebar Install	\$230,000							
3.004	Precast Concrete / Hollowcore	\$60,000							
Subtotal for	Division 3	\$2,620,000	\$122,050	\$26,305		\$148,355	\$75,927	\$35,000	\$110,927

4.001	Masonry	\$360,000							
Subtotal for	Division 4	\$360,000	\$0	\$0		\$0	\$0	\$0	\$0

5.001	Misc Metals - Materials	\$240,000	\$21,260	\$70,610	Heckard Machine	\$91,870			\$91,870
5.002	Misc Metals - Labor	\$60,000							
5.003	Parties	\$20,000	\$14,716			\$14,716	\$14,716		\$14,716
Subtotal for	Division 5	\$320,000	\$36,976	\$70,610		\$106,586	\$0	\$14,716	\$116,586

6.001	Carpentry	\$10,000							
Subtotal for	Division 6	\$10,000	\$0	\$0		\$0	\$0	\$0	\$0

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 6
Period Ending: 4/30/2019

7.001	Dampproofing	\$30,000									
7.002	Insulation / Vapor Barriers	\$35,000									
7.003	Roof System	\$70,000									
7.004	Caulking	\$15,000									
Subtotal for	Division 7	\$150,000	\$0								

8.001	Hollow Metal Doors Frames and Hardware	\$35,000									
8.002	Overhead Doors	\$15,000									
Subtotal for	Division 8	\$50,000	\$0								

9.001	Painting - Headworks	\$100,000									
9.002	Painting - Anerobix / Anoxic Basins	\$70,000									
9.003	Painting - Rapid Mix Tank	\$35,000									
9.004	Painting - Aeration Tanks 1-3	\$110,000									
9.005	Painting - Clarifiers 1 & 2	\$35,000									
9.006	Painting - Control Building	\$40,000									
9.007	Painting - Filter Building	\$25,000									
9.008	Painting - Chlorine / Post Aeratoion	\$50,000									
9.009	Painting - Sludge Building / Biosolids	\$65,000									
Subtotal for	Division 9	\$530,000	\$0								

10.001	Specialties	\$5,000									
Subtotal for	Division 10	\$5,000	\$0								

11.001	Horizontal End Suction Pumps	\$80,000									
11.002	Chemical Feed Equipment	\$230,000									
11.003	Hydraulic Gates	\$55,000									
11.004	Submersible Pumps	\$50,000	\$33,024			\$33,024					\$33,024
11.005	Recess Vortex Pumps	\$110,000									
11.006	Rotary Lobe Pumps	\$75,000	\$62,986			\$62,986					\$62,986
11.007	Grit Removal Equipment	\$160,000									
11.008	Fine Screen	\$275,000									
11.009	Clarifier Equipment	\$250,000									
11.010	Blowers	\$375,000									
11.011	Fine Bubble Aeration	\$100,000									
11.012	Sludge Heat Exchanger	\$40,000									
11.013	Course Bubble Aeration	\$40,000									
11.014	Rapid Mixers	\$40,000									
11.015	Submersible Mixers	\$50,000									
11.016	Biosolids Tank Mixers	\$75,000	\$64,700			\$64,700					\$64,700
11.017	Lab Equipment	\$10,000									
11.018	Samplers	\$20,000									
Subtotal for	Division 11	\$2,035,000	\$160,710	\$0	\$160,710	\$0	\$0	\$0	\$0	\$0	\$160,710

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 6
Period Ending: 4/30/2019

[Redacted]									
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12.001	Furnishings	\$3,200								
Subtotal for	Division 12	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

13.001	Disc Filters	\$730,000		\$51,349	Kruger	\$51,349				\$51,349
13.001	FRP Wiers and Baffles	\$30,000								
Subtotal for	Division 13	\$760,000	\$0	\$51,349		\$51,349	\$0	\$0	\$0	\$51,349

14.001	Dravit Hoists	\$7,000								
Subtotal for	Division 14	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

15.001	Int. DIP & FTGS - Material	\$850,000	\$155,735	\$19,291	Core and Main	\$175,026				\$175,026
15.002	Int. DIP & FTGS - Labor	\$150,000								
15.003	Valves	\$500,000	\$127,186	\$220,767	Vesco	\$347,953				\$347,953
15.004	Misc Process Pipe - Material	\$50,000								
15.005	Misc Process Pipe - Labor	\$30,000								
15.006	Mechanical Insulation	\$32,000								
15.007	Pre-treatment Plumbing / HVAC	\$250,000								
15.008	Sludge Building Plumbing /HVAC	\$50,000								
15.009	Filter Building Plumbing / HVAC	\$50,000								
15.010	Control Building Plumbing / HVAC	\$50,000								
15.011	Insulation	\$50,000								
15.012	Temp Controls	\$80,000								
Subtotal for	Division 15	\$2,142,000	\$282,921	\$240,058		\$522,979	\$0	\$0	\$0	\$522,979

16.001	Electrical GC's	\$30,000								
16.002	Basic Materials	\$100,000								
16.003	Conduit and Fittings	\$250,000		\$20,000	Meier	\$20,000				\$20,000
16.004	Wire and Cable	\$210,000		\$88,000	Meier	\$88,000				\$88,000
16.005	Outlet Boxes	\$10,000								
16.006	Pull and Junction Boxes	\$15,000								
16.007	Wiring Devices	\$10,000								
16.008	Electrical Motors	\$15,000								
16.009	Disconnects	\$60,000								
16.010	Grounding	\$10,000								
16.011	Transformers	\$20,000								
16.012	Panelboards	\$25,000								
16.013	MCC's	\$410,000								
16.014	Transfer Switches	\$50,000								
16.015	Lighting	\$100,000								
16.016	Generator	\$160,000								
16.017	Electrical Resistance Heating	\$25,000								

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. **6**
Period Ending: **4/30/2019**

Pay Item No.	Item Description - Part Name	Estimated Value	Inventory Stored To Date	New Storage This Month	Location/Description for New Storage	Total Stored to Date	Quantity stored to date	Received this month	Total received to date	Quantity remaining in Storage
16.018	Software	\$135,000								
16.019	Control Panels	\$670,000								
16.020	Fiber Optics	\$20,000								
16.021	DO Analyzers	\$50,000								
16.022	Nitrate Analyzers	\$60,000								
16.023	Ammonia Analyzers	\$35,000								
16.024	Phosphorus Analyzers	\$35,000								
16.025	LEL Gas Monitoring	\$15,000								
16.026	Cable Junction Boxes	\$35,000								
16.027	Control Stations	\$15,000								
16.028	Instrumentation	\$115,000								
16.029	Coordination Study	\$15,000								
Subtotal for	Division 16	\$2,700,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0

Grand Totals **\$16,598,200** **\$911,332** **\$443,721** **\$1,355,053** **\$75,927** **\$49,716** **\$125,643** **\$1,229,410**