

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



Call to Order  
Pledge of Allegiance

1. Consent Agenda
  - Minutes
    - Council Minutes – July 2, 2019
    - HRA – June 12, 2019
    - Telecom Minutes – June 24, 2019
    - EDA – July 8, 2019
    - Planning Commission – July 9, 2019
    - Library Board – July 9, 2019
  - Amplification Permit
    - Relay for Life – BARC – August 3, 2019
    - Night to Unite – Courthouse Square – August 5, 2019
  - Regular Bills
2. Department Heads
3. Proclamation for Years of Service – Al Baloun
4. Airport Layout/Master Plan Presentation
5. 2020 Census Complete Count Committee – Jim Accurso
6. Annexation – Avera
  - Zoning Recommendation
  - Joint Resolution for Orderly Annexation
7. Ambulance – Equipment Purchase
8. Night to Unite Proclamation – August 5, 2019
9. Street Closure Requests
  - Relay for Life – August 3, 2019
  - Night to Unite – August 5, 2019
10. Personnel Items
  - Emergency Management Director Appointment
  - Liquor Store P/T Clerk Hiring Recommendation
  - City Administrator Evaluation (Closed Session)
11. New Business
12. Old Business
13. Council Comments



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

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; Spencer Winzenried, Community Center Director and Mike Haugen, Water/Wastewater Superintendent

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – June 18, 2019
  - EDA – June 7, 2019
  - Planning Commission – June 11, 2019
  - Community Center Commission – June 17, 2019
  - Utility Commission – June 26, 2019
  - Library Board – June 11, 2019
- Exempt Gambling Permit – Windom Youth Hockey Association
- Regular Bills

**Motion by Byam second by Grunig approving the Consent Agenda. Motion carried 4 – 0.**

5. Department Heads:

Spencer Winzenried, Community Center Director, informed the Council that the Community Center Commission approved a referral program. Citizens who refer new rentals or programs brought to the Community Center that would rent at least half of the gym area will be eligible for a referral bonus to be paid after a contract with the new renter is signed.

6. Red Rock Rural Water Agreement:

Jones turned the meeting over to Grunig, as Jones is Executive Director of the Red Rock Rural Water System which presented a conflict of interest on this item. Jones excused himself to the hallway outside of the Council Chamber.

Grunig assumed the chair and gavel.

Mike Haugen, Water/Wastewater Superintendent, presented the Council with background information on this agreement with Red Rock Rural Water. The partnership between RRRWS and the City of Windom dates back to 1998. The most recent agreement expired on December 31, 2018. Terms call for RRRWS to purchase up to 49 million gallons of water in 2019 and up to 65 million gallons annually thereafter and compensation to the City with a fixed monthly use fee and user charge of \$1.96/1,000 gallons. The City has purchased two water lines from RRRWS and built a meter station. The agreement covers the City's repayment to RRRWS for the water lines and RRRWS's repayment to the City for the meter station. The agreement term is from June 1, 2019 through December 31, 2023.

Byam asked if RRRWS pumps their own water. Haugen stated yes, but the City supplements their supply. RRRWS has expanded their customer base and has built a new water treatment plant.

Nelson inquired about the ownership of the water line and who completes the testing of the water. Haugen said that the City delivers water to the metering station, but it is RRRWS's responsibility after it flows through the meter.

Council discussed that RRRWS also provides back up water to the City as well so it is a mutually beneficial partnership. This agreement is consistent with past agreements and is recommended by the Utility Commission and City staff.

**Motion by Byam second by Nelson to approve the Water Purchase Agreement between the City of Windom and Red Rock Rural Water System as presented. Motion carried 4 – 0.**

Nasby left to notify Jones the item was completed. Jones returned and assumed the chair and gavel.

7. Mutual Aid Agreement – Cottonwood County & City of Windom:

Nasby explained that the City of Windom and Cottonwood County need to have a Mutual Aid Agreement in place due to assistance provided during the 2018 flooding. FEMA requires an agreement in order to pay expenses incurred by utilizing Cottonwood County equipment and staff. The Agreement has been reviewed by the City Attorney and County Attorney. The County has approved the Agreement as presented. This Mutual Aid Agreement encompasses public works, fire/emergency services and utility departments, as needed.

**Motion by Byam second by Quade to approve the Mutual Aid Agreement between the City of Windom and Cottonwood County. Motion carried 4 – 0.**

8. Petition for Annexation – Avera Property:

Nasby stated that the City of Windom has received a Petition for Annexation into the City of Windom for Parcel #08-024-2700. This property is located at 41982 US Highway 71. The 6.5 acre property has been recently purchased and the new owners would like to be annexed into the City limits for the purposes of connecting to utilities and building a new clinic.

**Motion by Grunig second by Byam to approve the Petition for Annexation. Motion carried 4 – 0.**

9. Ambulance Replacement – Approve Specs and Advertise for Bids:

Nasby said the Windom Ambulance Service is continuing to receive high call volumes and is in need of replacing Unit #29. This unit has been in service since 2014 and has 145,000 miles on the chassis. The request is to replace the chassis and mount a refurbished box. The Ambulance Fund has reserves to pay for this request.

**Motion by Byam second by Quade to approve the Ambulance Replacement Specifications and Advertise for Bids. Motion carried 4 – 0.**

10. Personnel Items:

Nasby explained that earlier this year a paid on-call EMT was injured in a traffic accident involving the Windom Ambulance. This EMT was off work (covered by Workman's Compensation) and the EMT's employer was allowing the time off work and providing health care coverage. However, due to the extended absence, the employer was no longer able to pay for the person's health insurance coverage. The Personnel Committee discussed the matter and is recommending that the City of Windom establish a policy to compensate paid on-call personnel (Ambulance and Fire) if they lose employer paid health insurance due to an injury that occurs while performing tasks for the Ambulance or Fire Department. This coverage would be limited to the "employer paid" portion of the health benefits lost up to 60 days or \$2,500; whichever is less.

Nelson felt the City has a moral obligation to provide emergency providers this coverage.

Quade asked what would happen if a person does not carry insurance, is the City still responsible to pay that person these monies. Nasby replied the City would help pay the person's Private Health Insurance coverage if they have it in place prior to the accident, but would not pay them if they are uninsured.

**Motion by Byam second by Grunig to approve the Policy for Injured Paid On-Call Employees that are Injured as part of performing their EMT or Firefighter duties. Motion carried 4 – 0.**

Nasby stated that Al Baloun has recently submitted a letter of retirement/resignation. Baloun had been on extended leave to help care for his wife and has made the decision to retire. The Personnel Committee has discussed this matter with him and concluded a payout of his remaining vacation time would be best, so he can retire effective July 3, 2019.

**Motion by Byam second by Nelson to approve the lump sum payout of Al Baloun's vacation time and approve his retirement effective July 3<sup>rd</sup>, 2019. Motion carried 4 – 0.**

11. New Business:

None.

12. Old Business:

None.

13. Wastewater Treatment Facility Improvement Project:

Haugen stated the Contractor on the Wastewater Treatment Facility has submitted a request to extend the Substantial and Final Completion dates due to the delay in signing the Project Notice to Proceed and an extremely wet spring. The new Substantial Completion Date would be September 30, 2020 and the Final Completion Date of December 31, 2020. The Utility Commission is recommending the approval of this Change Order.

**Motion by Grunig second by Nelson to approve Change Order #1 for the Wastewater Treatment Facility Improvements for Gridor Construction. Motion carried 4 – 0.**

Haugen noted the pay request for Gridor Construction includes demolition and labor on the bio-solid tanks, concrete, along with televising and lining of sanitary sewer lines. The Wastewater Department may close some streets short-term to complete the lining portion of the project.

**Motion by Nelson second by Grunig to approve pay request #8 to Gridor Construction, Inc. for \$1,497,049. Motion carried 4 - 0.**

14. Council Comments:

Nelson encouraged citizens to support Fourth of July celebrations and support other communities as well during the holiday.

Grunig noted that there were no Telecom Commission Meeting minutes in the packet, but the Commission voted to transition to Over-The-Top (OTT) Video Service. The current video services will terminate as of June 1, 2020. WindomNet will be contracting OTT service with Southern Fiber Network. The tentative kick-off date for WindomNet customers is September 1, 2019. Information will be distributed to customers in the upcoming weeks. The public information channel (Channel 3) will be part of the OTT Video Service.

Nasby recently returned from the League of Minnesota Cities Conference in Duluth. He was involved in Break-out Sessions which included a presenter from the Minnesota Housing Authority who has family in Windom.

15. Adjournment:

**Mayor Jones adjourned the meeting by unanimous consent at 7:14 p.m.**

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

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

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

June 12, 2019 at 4:00pm

A regular meeting of the Board of Directors was held on June 12, 2019, at the Hillside Manor Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Pam Dobson, Dan Molitor and Tom White and Resident Liaison, Mike Meyer. Also present was: Executive Director, Connie Clausen and Operations Manager, Linda Loewen.

The Regular Board Meeting was called to order at 4:02 pm with the consent agenda approved (McDonald/Dobson) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: None

Old business consisted of:

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1. The Executive Director presented an update on the monthly turnaround rate. For FYE 03/31/20, we've had 4 unit turns at an average rate of 9 days. The Executive Director had no monthly report from the Fee Accountant to review at this time.
  2. An update was given on the Radon Mitigation Project at Hillside Manor. We have received a final pay request in the amount of \$1,229.73. A motion was made to approve and pay the request. (Dobson/Molitor)
  3. An update was given on the HS Parking Lot Project. We have received a 3<sup>rd</sup> pay request from Bolton & Menk in the amount of \$3,985.00. A motion was made to approve and pay the request. (McDonald/Dobson)
  4. The Executive Director presented information from Cutler Financial regarding the proposed change in the group retirement plan. Cutler will be handling the change and it is anticipated to take effect August 1, 2019.
  5. The Executive Director gave an update on the Hillside Manor roof issues after ice dams. The Building Inspector recommends heat tape in the gutters as a prevention measure. Staff has been in touch with Ron's Electric regarding a quote. The Executive Director will bring information to the July board meeting.
  6. The Executive Director gave an update on the 957 River Rd. property. We have received a pay request from Elite Mechanical in regard to the new central air unit and furnace. We have also received the rebate forms in the amount of \$800.00 which will be completed and sent in. A motion was made to approve and pay the request in the amount of \$7,641.53. (Dobson/McDonald)
  7. The Executive Director gave an update on the Tamper Flow Switch Installation. The invoice was paid and Brother's Fire will be coming back to wire the switch on June 25, 2019.
  8. The Executive Director gave an update on the MN Dept. of Labor request regarding the payroll reports for RV Wall project. At this time, we haven't heard a response after the requested information was forwarded.
  9. An Annual staff t-shirt order has been placed.
  10. Staff training was held on May 29, 2019. The topic was Sexual Harassment in the workplace.
  11. The Executive Director gave an update on the Utility Analysis offer from SM Engineering. At this time she is wanting to do a little more research and will bring information to the July board meeting.
  12. The Executive Director gave an update on the RV Parking Lot pitting issues. She has been in touch with Nielsen and they are planning to fix the issue at no charge by this fall.

New Business consisted of:

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1. The Executive Director gave an update for the Jackson HRA. The Sewer Pipe Repair Project started on June 10, 2019. The annual audit for FYE 09/30/18 was just received. Windom maintenance staff has been helping with window repairs at the Hi-Rise. MHFA Inspections will take place June 18, 2019. MN Revenue Recapture audit information has been submitted as requested.
  2. The Executive Director reported on the HS Beautification project. Maintenance has the 3<sup>rd</sup> floor painted and is working on the 2<sup>nd</sup> floor. He will take a break to complete a few other things before completing the 1<sup>st</sup> floor.
  3. The Executive Director presented bid results for Audit Services. After reviewing the bids received, a motion was made to accept the bid from Abdo Eick & Meyers LLP out of Mankato, in the amount of \$5,500.00 for FYE

03/31/19. This is a 5-year contract and the fees will increase as follows: 2020-\$5,600.00, 2021-\$5,700.00, 2022-\$5,800.00 and 2023-\$5,900.00. (McDonald/Molitor)

4. The Executive Director gave an update on the EDA Loan. She met with Drew Hage in regards to the loan agreement. He was requesting a 30 day extension on the payback due to timing of other paperwork that needs to be completed on his end. After some discussion, a motion was made to grant a 30-day extension on the EDA loan that is currently due January 2020. (McDonald/Dobson)
5. The Executive Director gave an update on the RAD Conversion option. At this point it doesn't seem like it's the best option for the WHRA. The Executive Director will continue to do research and update the board to any changes.
6. The Executive Director gave an update on the HUD call regarding the Management Agreement. HUD has verbally stated they will be issuing their opinion on the Management Agreement in the form of a letter which we have not yet received.
7. The Executive Director reported receiving a confirmation letter from HUD regarding the Audit for FYE 3/31/18 with no findings.
8. The Executive Director reports working on the following reports: (Windom) FYE 3/31/19 REAC submission, (Windom & Jackson) Update Environmental Reviews, (Jackson) FYE 09/30/2018 Audit.
9. The Executive Director reported that there was a fire call to HS on May 27, 2019. A tenant called the Fire Department to report it was a false alarm but the siren was still sounding. We have established a better process for this situation with the Windom Fire Department and the HRA maintenance staff.
10. The Executive Director reported that she will be using PTO July 15-26, 2019 for medical reasons.
11. Upcoming board meetings will be July 10<sup>th</sup> (RV) and August 14<sup>th</sup> (HS).

With no further business, the meeting was adjourned at 4:55 pm (McDonald/Dobson).

Linda Jaakola, Chairman

Connie Clausen, Executive Director

**TELECOMMUNICATIONS COMMISSION MEETING  
CITY OF WINDOM COMMUNITY CENTER June 24<sup>th</sup>, 2019**

**I. Call Meeting to Order.** The meeting was called to order by VP Eichstadt at 6:02 PM

**II. Roll Call:**

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

**III. Approval of Minutes from April 29<sup>th</sup>, 2019 meeting**

**Motion by Palm, to approve minutes from the April 29<sup>th</sup>, 2019 meeting. Seconded by Schowalter. Motion approves 3 to 0.**

**IV. Project Updates:**

Dahna reports on the following:

Staff is working on migration of Central Office Loop FD-500 subs to E7-2 system.

Windomnet fiber expansion- Cottonwood Co. Rd 25/Jackson Co. Rd 17- Contractor will be sending service drop pricing. Work to start mid-July.

Windomnet fiber expansion- County Rd 26 – New house being built in the fall. Sub is requesting price for Windomnet services.

Contractor response: *County Rd 26 – Buhler Extension*

*Approx. Total of 1480' not including up to new house location*

*-Plow - 1130' @ \$2.00/ft = \$2260 -Bore - 350' @ \$7.00/ft = \$2450*

*Approx. another 400' of Service drop depending on where house sits at \$2/ft*

*Would waive the mobilization fee \$1,500. (\$935 Savings). This is considering that Windomnet provide all materials.*

Dahna and Telecom staff have researched the engineering and build costs. May be able to pick up additional two residences on Co. Rd 26 and one business location on Hwy 71.

**V. Manager's Report:**

Dahna reports: The CATV bucket truck – Electric and Telecom departments have decided to not repair and will sell the truck and purchase a new cable reel trailer.

Telecom portion of the trailer will be \$1750.

Additional colocation full rack rental was secured by Arvig for the Scott County fiber project going from Minneapolis to Omaha.

**VI. New Business:**

Windomnet fiber expansion - Co Rd 26 – GM would like to proceed with expansion and work out deals with potential new customers to add to the system.

**Consensus of the Committee is to proceed with expansion and work out deals with protentional new customers to add to the system.**

**VII. Old Business:**

-Telecom Committee meeting time- Need to review current meeting day/time. Committee members in attendance feel that current day works, but would like to have input from the absent committee members.

-Cable rates – The Telecom Committee recommendation to raise CATV rates was approved by City Council on May 21, 2019.

- Billing for Services- Increase Late fee for service – Tabled.

Dahna cover that SMBS will not place their SFN system on our network due to contractual limitations. CoWT would have contract with SFN and own the customer.

-Video Service Update – Goal is to reduce OPEX by eliminating the CATV Headend/SA-Cisco system. Dahna covers that the choices are:

1. Go to an over the top internet-based video platform
2. Cessation of video product services and exit the video market.

Committee discusses the future of the video service.

**Motion by Palm to transition to over the top video solutions and close down the headend and RF cable system by June 1<sup>st</sup>, 2020 with the caveat that the equipment and startup is under \$100,000. Seconded by Schowalter. Motion approved 3 – 0.**

**Motion by Palm to partner with SMBS to provide video services feed not to exceed \$5.00 per subscriber, seconded by Schowalter. Motion approved 3 – 0.**

**VIII. Commissioner’s concerns and questions:** Dahna and committee members discuss CoWT expansion areas.

**IX. Set Next Telecom meeting:** July 22<sup>nd</sup>, 2019 at 6:00 pm at the Community Center.

**X. Adjourn:** Meeting adjourned by unanimous consent at 7:43 pm.

\_\_\_\_\_  
Travis Eichstadt, Telecom Committee V President

\_\_\_\_\_  
George Rogotzke, Telecom Committee Secretary

Attest: \_\_\_\_\_  
Jeff Dahna, Telecom General Manager

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
JULY 8, 2019

1. Call to Order: The meeting was called to order by President Betsy Herding at 12:01 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes: June 7, 2019

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on June 7, 2019. Motion carried 4-0.**

4. North Windom Industrial Park – Billboard Update: Director Hage recapped that at the last meeting the Board discussed options for this billboard including contacting Lamar or Avery. EDA Staff talked to various entities including the Chamber and Windomnet. Director Hage said that the EDA is potentially going to partner with Windomnet on a wrap for the billboard in the North Windom Industrial Park (NWIP). Advertising with Windomnet benefits the City and the NWIP by highlighting our fiber network. The cost share will potentially be two-thirds EDA (\$1,460 to \$1,660) and one-third Windomnet (\$733 to \$833). The sign would be two-sided. Troy from Snick’s Signs said that the coloring on the wrap should last at least 5 years. Director Hage displayed various options on the screen. The consensus of the Board was to proceed with the billboard sign as presented and to authorize Director Hage to finalize the arrangements with WindomNet.

5. Market-Rate Apartment Update: Director Hage advised that the site plan for the market-rate apartment building has been submitted for approval by the Building Official and Development Director. The site plan was evaluated for parking, greenspace, and other requirements. The building will be L-shaped. The site plan outlines 45 units. There is a mixture of three bedrooms, two bedrooms, and single apartments. The total greenspace outlined in the site plan is 21,001 sq. ft. The greenspace requirement for 45 units is 15,750 sq. ft. (350 sq. ft. per unit). The site plan outlines 96 parking stalls. This includes 39 garages. (City Code requires 2 parking spaces per unit for a total of 90.) There is a mixture of attached and detached garages. The architect is currently working on the construction plans. They hope to break ground in August and estimate the construction should be completed in 10-12 months.

6. Child Care

A. Child Care Working Group: Director Hage advised that an Employee Attraction and Retention / Child Care Meeting is scheduled for Thursday, August 8<sup>th</sup>, at 7:30 a.m. He reviewed the power point presentation with the Board which focuses on employee attraction and retention and need for child care in the Windom area, etc. Child care is a key component of a healthy Employee Attraction and Retention Model. We will be sending out invitations to businesses in Windom. Rod Byam previously volunteered to serve as an EDA representative in the Child Care Working Group.

7. North Windom Industrial Park

- A. Reimbursement for Expenditures: Director Hage outlined the EDA's expenditures in the North Windom Industrial Park (NWIP) as a match for grants and to develop the infrastructure in the industrial park. A bond was also used to help pay for infrastructure in the NWIP. TIF dollars are being used to repay the bond. A significant portion of the EDA's funds were from the PM RLF which resulted from repayment of a MIF loan by PM Beef. A portion of those funds could be retained by the EDA. However there were strict restrictions on the use of these funds. Installation of certain types of infrastructure was a permitted use of these funds. The EDA is now receiving some reimbursement for past expenditures from tax increment in TIF 1-17. TIF District 1-17 covers Fast Global Solution's side of the NWIP. The plan is to decertify TIF 1-17 by the end of 2019 and no more tax increment will be received from TIF 1-17 after that time.

The funds that are being reimbursed to the EDA from TIF District 1-17 no longer have strict restrictions on their use and can now be utilized by the EDA for projects outside of the NWIP. Funds have been reserved for installation of the monument sign and a backup generator for the lift station in NWIP. The EDA Board discussed possible other uses for the funds including a reserve for future projects. Director Hage briefly outlined a potential new commercial rehab program that could utilize up to \$100,000 of these funds. The program would be administered by the EDA and Building Official. (In the past United Community Action has assisted the EDA with the program.) It was the consensus of the EDA Board that Director Hage prepare parameters for the new commercial rehab program for review by the Board at the August Meeting.

## 8. Cemstone Redevelopment Area

- A. Topographic Survey, Preliminary Engineering & Rendering Design  
 B. NWIP – Block 2, Lot 1 & Lot 2 (Potential Closed Session)  
 (Parcel Nos. 25-556-0060, 25-556-0070, 25-025-0200)

Director Hage briefly updated the Board on the communications with Cemstone. The goal is for Cemstone to construct a new plant in the North Windom Industrial Park and cease its industrial activity in its current location by May 2020. The current location is in an R-2 residential housing district. Cessation of industrial activities in that location will benefit the wellhead protection area, help protect the lake, improve pedestrian safety by the Windom Recreation Area, remove industrial activity from a residential zoning district, etc. Next steps are to authorize preparation of a topographic survey of the property together with preliminary engineering, and a preliminary design. For purposes of outlining the parties' responsibilities in the Development Agreement, we will need better estimates from DGR Engineering. Director Hage reviewed DGR's estimated service fees with the Board.

Director Hage said that because the EDA Board will be discussing negotiations concerning the above parcels, the Board will go into closed session.

Present for Closed Session: Betsy Herding, Rick Clerc, Justin Espenson, Marv Grunig, Drew Hage, Dominic Jones, Steve Nasby, Kathy Hanson, Kevin Stevens, and Mary Hensen.

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

President Herding closed the meeting to the public at 12:31 p.m.

Motion by Commissioner Espenson, seconded by Commissioner Clerc, authorizing the President to re-open the meeting to the public. Motion carried 4-0.

President Herding re-opened the meeting to the public at 1:35 p.m.

**Motion by Commissioner Grunig, seconded by Commissioner Clerc, authorizing the EDA to pay DGR for a topographic survey, preliminary engineering, and preliminary design of the Cemstone property in an amount (not to exceed) \$25,000 contingent on signature by Cemstone's officials on a purchase agreement for lots in the North Windom Industrial Park for the purpose of construction of a new plant on these lots. Motion carried 4-0.**

9. Old Business: Director Hage briefly updated the Board concerning the status of the Shopko property. There are several leads but no definite commitment yet. The property has been added to a statewide list on an Opportunity Zone website.
10. Miscellaneous Information
  - A. EDA Monthly Financial Recap: The Board received a copy of the May 2019 recap.
  - B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the May 2019 Financials provided by Van Binsbergen & Associates.
11. Adjourn: On consensus, President Herding adjourned the meeting at 1:36 p.m.

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

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

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

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:00 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Lorri Cole, Dale Friesen, Carol Hartman, Brett Mattson, Greg Pfeffer, and Council Liaison Mayor Dominic Jones.  
Absent: Ben Derickson and Andy Harries.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen.

3. Approval of Minutes:

**Motion by Commissioner Hartman, seconded by Commissioner Mattson, and carried to approve the Planning Commission Minutes for the meeting held on June 11, 2019. Motion carried 5-0.** (Commissioner Friesen arrived after this vote.)

4. Zoning Recommendation for Avera Annexation: Zoning Admin. Spielman advised that the City has received a request for annexation concerning property Avera recently purchased adjacent to the Windom Area Hospital. (He displayed an aerial map showing the location of the parcel which is approximately 6.57+ acres.) The request is now in the Joint Resolution for Orderly Annexation stage between the City and Great Bend Township. The Township has reviewed the Resolution and the City Council will review the Resolution at its meeting on July 16<sup>th</sup>. As part of that review, the Planning Commission needs to review and make a recommendation concerning the proposed zoning for the parcel to be annexed. Zoning Admin. Spielman reviewed the zoning map with the Commission and highlighted current zoning designations around the new parcel. He advised that he had reviewed the City Code concerning permitted and conditional uses in the various zoning districts and also reviewed the future land use map which was adopted as part of the Comprehensive Plan. Currently the areas around the new parcel (the Hospital and residential homes) are zoned as R-2 Urban 1 & 2 Family. Prior to rezoning in 2003, the Hospital had been zoned as R-B (Residential Business). Under the current City Code, medical clinics and hospitals are not permitted uses in any zoning district other than B-3 which is the Central Business District. These uses are considered conditional uses in R-2 and B-2 (Highway Business) Zoning Districts. The future land use map shows the land between the Sykora Addition and the North Windom Industrial Park (NWIP) as B-2 transitioning to the I-1 in the NWIP. If the property is zoned as R-2, the owner would need to apply for a conditional use permit for the proposed use of the property. The owner plans to maintain the property under one ownership. Avera plans to use the property for offices as an outpatient clinic with no overnight stays and has no plans to subdivide the property or use it for any other purpose. There is no plan to use any of the parcel for residential purposes. In a B-2 Zoning District, office parks and complexes are considered a permitted use. Pursuant to the Minnesota Building Code, the new building would be considered a B occupancy which is for business use. Zoning Admin. Spielman believes that a designation of B-2 for the new parcel would be appropriate. There was a brief discussion of whether the permitted uses in the B-3 Zoning District should be reviewed in the future. There was also a discussion of the zoning for the Hospital and whether in the future an amendment could be made to allow medical clinics and hospitals as permitted uses in a B-2 Zoning District and then rezone the Hospital parcel as B-2. It was decided that topic would be deferred for future discussion.

**Motion by Commissioner Hartman, seconded by Commissioner Friesen, to recommend to the City Council that the parcel owned by Avera which is currently in proceedings for**

**annexation should be zoned as B-2 Highway Business. Motion carried 6-0.**

5. Code Review Discussion: It has been 16 years since the entire zoning (land use) code has been reviewed. Zoning Admin. Spielman recapped with the Commissioners the various City Code sections that have been revised in the past few years. The Commission has been systematically reviewing Code Sections for updating. However, he questioned whether the Commission would have the time to fully review the Code. He believes that it would be advisable to retain an outside firm that has expertise in zoning and has worked with other communities to update their land use codes. The firm would be able to pick out discrepancies and problem areas that should be amended. Any proposed amendments would be reviewed by the Planning Commission and then by the City Council. He is bringing this proposal to the Commission at this time because the City Departments will begin the budgeting process for 2020 in late July and August. As this potential expense would need to be budgeted, he wanted to review the proposal with the Planning Commission to see if there was a consensus for the proposed review. After further discussion concerning the benefits of having the Code reviewed by an outside firm, the following action was taken.

**Motion by Commissioner Pfeffer, seconded by Commissioner Hartman, authorizing Zoning Staff to explore possibilities of hiring an outside firm to review the City's Zoning Code. Motion carried 6-0.**

6. Other Business: Mayor Jones asked the Planning Commission to also consider if there were any other needs or increases in the Building & Zoning budget that they would suggest for 2020. There was a discussion concerning blighted homes and a specific property that would be ideal for multi-family housing such as four-plexes, etc. It was the consensus of the Commissioners that budgeting for the blighted homes program should continue.
7. New Business: Zoning Admin. Spielman advised that the B&Z Office had received an e-mail from Andy Harries relating that they had expanded their business operations in Iowa which is taking up more of his time; and for that reason, he would like to resign from the Planning Commission. Zoning Admin. Spielman has asked that Andy Harries submit a formal letter of resignation as his term does not expire until December 31, 2020. This would allow the Mayor and City Council to appoint a replacement.

Zoning Admin. Spielman displayed a copy of the proposed Application for Right of Way Excavation or Obstruction Permit which has been prepared and is currently being reviewed by the Department Heads. The City Code sets forth requirements for these types of projects and requires a permit for this type of activity. However, the City has not used such a permit since the early 1990's. This new permit would be used mostly by utility providers who are requesting to install underground utilities in the City's right-of-ways. The current Application for sewer and water inspections and excavation in the street would remain in place for use in residential projects. The new application will be reviewed by the Utility Commission and Street Committee. There was a brief discussion concerning the use of fixed fees or per foot fees for the permit. The Mayor advised that the public right-of-way is for public use including the transmission of utilities. The fees charged by a City can cover the City's costs but must be fair and reasonable pursuant to State stipulations. The new applications will probably be filed in the Building & Zoning Office and then forwarded to the appropriate department heads for reviewing and signing of the permits. There will be further discussion regarding fees by the various Commissions and the City Council.

Zoning Admin. Spielman displayed a portion of the new preliminary flood maps from FEMA. There are 5 separate maps that have been sent for review. FEMA is accepting public comments for 30 days regarding clerical errors and non-technical data. The City has worked with SEH previously to incorporate the City's requested changes in the maps. Zoning Admin. Spielman has copies of the maps for review and they are also available online at: [www.fema.gov/preliminaryfloodhazard](http://www.fema.gov/preliminaryfloodhazard) data . He will forward the e-mail to the Commissioners which provides the website information.

Zoning Admin. Spielman advised that the City has been working with SEH and is nearing completion of its masterplan for the airport. Included in the masterplan is a runway extension and cross-wind runway. The City's Airport Zoning Code will need to be updated pursuant to this masterplan. Review of the proposed revisions will come before the Planning Commission prior to the City Council's and County Commissioners' review.

Zoning Admin. Spielman advised that he anticipates there will be a variance application for the next Planning Commission Meeting (Tuesday, August 13<sup>th</sup>) by Avera requesting a variance from off-street parking requirements for the new clinic. He said that Avera has indicated that they have had parking studies done for other clinics (such as in Sioux Falls and Pierre) and were granted variances in other cities. Additional information will be provided for the August Meeting.

8. Planning Commission Comments, Concerns, Suggestions: None.
9. Adjourn: On consensus, the meeting was adjourned at 8:20 p.m.

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Marilyn Wahl, Chairperson

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

Windom Library Board Meeting  
City of Windom Council Chamber

Tuesday, July 9, 2019

5:05 p.m.

1. Call to order: The meeting was called to order by Steve Fresk
2. Roll Call: Members Present: Kathy Hiley, Steve Fresk, Susan Ebeling and Anita Winkel

Members Absent: John Duscher, Terri Jones and Kari Scheitel

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

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

4. Financial Report:

Dawn reviewed the financial report. The budget is on target for the first half of the year. Motion by Kathy Hiley and seconded by Susan Ebeling to approve the Financial Report.

5. Librarian's Report:

Dawn showed the board the proposed window designs for the children's library and asked for our input. The board approved the designs with only a small change to the windows that face the alley.

A letter from the MN Department of Education was read. It was a thank you for submitting the library's annual report.

Dawn reported excellent attendance at the 2 events in June. Wonder Weavers that performed at the Community Center had 52 kids and 11 adults in attendance and Ralph's World at the Winfair gym had about 60 kids plus adults. A bracelet making workshop held today at the Historical Society had 15 attendees.

Summer reading is going well. Lunch Bunch remains popular with 15-20 kids each week. Nancy drew the Cenzanos family's name to win 4 tickets to a Sioux Falls Canaries game.

Dawn launched a Library Book Club in June. So far 15 have signed up and will meet Thursday, July 11 @ 6:30 at River City Eatery. This month the book is "Ordinary Grace" by William Kent Krueger. Members are to bring suggestions for future books.

Carter Squires, the city's summer intern, has been working at the library on Tuesday mornings. He is getting a lot of odd jobs done.

Dan Fossing with Indoff Industries has ordered the new bookshelves. No timeline as to when they will be delivered was given.

Dawn displayed one of the 50 book bags that the Friends of the Windom Library purchased. These bags will have a barcode attached and will be checked out just like a book.

The Windom Library is partnering with the libraries in Mountain Lake and Westbrook to subscribe to the "Book Page" magazine. The Windom Library will have 25 copies on hand for patrons to read reviews of the latest books.

Terry Fredin has not started the bathroom renovation as he got called to work on the restrooms at the Windom Rec Area.

Motion by Kathy Hiley and seconded by Susan Ebeling to approve the librarian's report.

6. Old Business:

See Librarian's Report.

7. New Business:

The family of John Resh has indicated that they would like to donate something to the library in his memory. Dawn is working with his daughter Susan. One idea is to replace the benches outside the front of the library. The family is willing to donate approximately \$400 per bench.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:36 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary



Date of Event

08/05/2019

Location of Event

Courthouse Square 4th Ave

Start Time

05:00 pm

End Time

07:00 pm

Type of Event

Community Event - Night to Unite

Applicant Information

Applicant Name

Anna Smith

Address

303 9th Street  
Windom, Minnesota 56101  
United States  
[Map It](#)

Phone

(507) 831-2752

Federal ID # - FEIN # or SSN #

41-0759873

MN ID #

9332885

Email

[director@windomchamber.com](mailto:director@windomchamber.com)

Would you like a copy of this form?

- Yes

License Fee - None \$0.00

**Recommends**

Approval  Denial

*[Signature]*

Street/Park Superintendent

**Recommends**

Approval  Denial

*[Signature]* #204

Ass. Police Chief

Application  APPROVED  DISAPPROVED this \_\_\_ day of \_\_\_\_\_, 20\_\_.



Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 06282019 - 07122019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
LANCE JACKSON	20190703	07/03/2019	REFUND-PAID JUNE'S UTIL BIL	100-20191	384.15
					<u>384.15</u>
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMMEL LAW OFFICE	20190710	07/10/2019	LEGAL FEES -	100-41110-304	345.00
				<b>Activity 41110 - Mayor &amp; Council Total:</b>	<u>345.00</u>
<b>Activity: 41310 - Administration</b>					
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	100-41310-217	31.13
CLIFTON-LARSON-ALLEN, LLP	2178205	07/09/2019	AUDIT SERVICE	100-41310-301	1,499.95
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	100-41310-321	46.16
STEVE NASBY	20190703	07/03/2019	EXPENSE - LMC ANNUAL CON	100-41310-331	346.84
STEVE NASBY	20190703	07/03/2019	EXPENSE - LMC ANNUAL CON	100-41310-331	5.00
STEVE NASBY	20190703	07/03/2019	EXPENSE - LMC ANNUAL CON	100-41310-334	7.62
STEVE NASBY	20190703	07/03/2019	EXPENSE - LMC ANNUAL CON	100-41310-334	305.18
INTERNAL REVENUE SERVICE	20190709	07/09/2019	ANNUAL PCORI TAXES - 2019	100-41310-480	281.75
				<b>Activity 41310 - Administration Total:</b>	<u>2,523.63</u>
<b>Activity: 41910 - Building &amp; Zoning</b>					
CENTURY BUSINESS PRODUCT	474401	06/11/2019	SUPPLIES #SF7308	100-41910-200	38.92
SCHRAMMEL LAW OFFICE	20190710	07/10/2019	LEGAL FEES -	100-41910-304	1,515.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	100-41910-321	79.62
WINDOM QUICK PRINT	20190625	07/03/2019	SUPPLIES	100-41910-350	419.60
COTTONWOOD CO SOLID WA	1920521	06/12/2019	REFUSE DISPOSAL - MILLER A	100-41910-480	59.40
COTTONWOOD CO SOLID WA	1920526	06/12/2019	REFUSE DISPOSAL - MILLER A	100-41910-480	41.00
COTTONWOOD CO SOLID WA	1920535	06/12/2019	REFUSE DISPOSAL -MILLER AV	100-41910-480	12.43
				<b>Activity 41910 - Building &amp; Zoning Total:</b>	<u>2,165.97</u>
<b>Activity: 41940 - City Hall</b>					
MELISSA PENAS	20190703	07/03/2019	CLEANING	100-41940-406	374.00
SANDRA HERDER	20190703	07/03/2019	CLEANING	100-41940-406	374.00
LAMPERTS YARDS, INC.	39207147	06/04/2019	CREDIT - MAINTENANCE	100-41940-406	-159.89
				<b>Activity 41940 - City Hall Total:</b>	<u>588.11</u>
<b>Activity: 42120 - Crime Control</b>					
VERIZON WIRELESS	190107540A	07/10/2019	SERVICE #190107540 - DONN	100-42120-200	50.00
VERIZON WIRELESS	190107573	07/03/2019	SERVICE #SMS	100-42120-200	50.00
VERIZON WIRELESS	190109324	07/03/2019	SERVICE #SMS	100-42120-200	50.00
VERIZON WIRELESS	190154797	07/03/2019	SERVICE #SMS	100-42120-200	50.00
INDOFF, INC	3254448	06/26/2019	SUPPLIES	100-42120-200	15.90
INDOFF, INC	3255638	06/26/2019	SUPPLIES	100-42120-200	31.09
LOUIS NORELL	20190621	07/10/2019	K-9 TRAINING	100-42120-212	156.00
COTTONWOOD VET CLINIC	204441	07/10/2019	SERVICE - BRUNO	100-42120-305	77.99
ALPHA WIRELESS - MANKATO	696621	07/03/2019	INV #696621 DTD 8-1-18	100-42120-323	108.00
ALPHA WIRELESS - MANKATO	698423	07/10/2019	SERVICE #00681	100-42120-323	108.00
COTTONWOOD CO AUD/TREA	JULY 2019	07/02/2019	DISPATCH SERVICES - PD	100-42120-325	4,441.50
LOUIS NORELL	20190621	07/10/2019	K-9 TRAINING	100-42120-334	6.00
LOUIS NORELL	20190621	07/10/2019	K-9 TRAINING	100-42120-334	105.97
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	100-42120-404	15.57
FORD MOTOR	1678716	07/02/2019	#9482800	100-42120-419	663.95
FLEET SERVICES DIVISION	2019110002	07/02/2019	SERVICE #A00WIN	100-42120-419	1,644.86
BLUE CROSS/BLUE SHIELD	190702089849	07/09/2019	INSURANCE PREM- JULY 2019	100-42120-480	596.50
				<b>Activity 42120 - Crime Control Total:</b>	<u>8,171.33</u>
<b>Activity: 42220 - Fire Fighting</b>					
AMERIPRIDE SERVICES INC.	2801041290	06/26/2019	#280001722 - SERVICE	100-42220-211	31.77
SCHRAMMEL LAW OFFICE	20190710	07/10/2019	LEGAL FEES -	100-42220-304	525.00

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Payment Dates: 06282019 - 07122019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO AUD/TREA	JULY 2019	07/02/2019	DISPATCH SERVICES - FIRE	100-42220-325	42.75
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	100-42220-404	24.91
EMERGENCY APPARATUS MAI	104661	06/26/2019	MAINTENANCE - UNIT 21	100-42220-405	855.56
EMERGENCY APPARATUS MAI	104662	06/26/2019	MAINTENANCE - UNIT 23	100-42220-405	810.97
EMERGENCY APPARATUS MAI	104664	06/26/2019	MAINTENANCE - UNIT 24	100-42220-405	267.43
EMERGENCY APPARATUS MAI	104666	06/26/2019	MAINTENANCE - UNIT 20	100-42220-405	805.41
EMERGENCY APPARATUS MAI	104673	06/26/2019	MAINTENANCE - UNIT 22	100-42220-405	191.03
EMERGENCY APPARATUS MAI	106465	06/26/2019	MAINTENANCE - UNIT 23	100-42220-405	361.59
EMERGENCY APPARATUS MAI	106466	06/26/2019	MAINTENANCE - UNIT 21	100-42220-405	618.46
EMERGENCY APPARATUS MAI	106467	06/26/2019	MAINTENANCE - UNIT 22	100-42220-405	191.03
WINDOM FARM SERVICE	20190629	07/10/2019	REPAIRS	100-42220-405	163.95
<b>Activity 42220 - Fire Fighting Total:</b>					<b>4,889.86</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	204422	07/10/2019	SERVICE	100-42700-300	33.00
<b>Activity 42700 - Animal Control Total:</b>					<b>33.00</b>
<b>Activity: 43100 - Streets</b>					
MILLER SELLNER EQUIP	22938	07/03/2019	MAINTENANCE	100-43100-217	3,715.00
NEWMAN SIGNS, INC	TRFINV012457A	07/10/2019	SUPPLIES	100-43100-217	162.04
M R PAVING & EXCAVATING I	38988	07/03/2019	STREET MAINTENANCE	100-43100-224	6,917.83
COUNTRY PRIDE SERVICE	451498	07/10/2019	MAINTENANCE	100-43100-224	24.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	100-43100-321	44.48
ALPHA WIRELESS - MANKATO	MN-38	07/03/2019	INV #MN-38 DTD 11-29-18	100-43100-323	501.36
RON'S ELECTRIC INC	140261	07/10/2019	SERVICE #28919	100-43100-401	57.50
MARSHALL	12601940 GP	07/10/2019	MAINTENANCE	100-43100-404	276.08
HARRISON TRUCK CENTERS	A05-27392-000	07/10/2019	MAINTENANCE	100-43100-404	262.42
NEWMAN SIGNS, INC	TRFINV012457	07/03/2019	MAINTENANCE	100-43100-404	400.60
RDO EQUIPMENT CO	W13842	07/03/2019	MAINTENANCE	100-43100-404	1,095.01
HARRISON TRUCK CENTERS	#34896 7-2-19	07/09/2019	MAINTENANCE	100-43100-405	47.67
HARRISON TRUCK CENTERS	05-16062-025	07/10/2019	MAINTENANCE	100-43100-405	15.70
HARRISON TRUCK CENTERS	05-24471-000	07/10/2019	MAINTENANCE	100-43100-405	26.32
BLUE CROSS/BLUE SHIELD	190702089849	07/09/2019	INSURANCE PREM-JULY 2019	100-43100-480	596.50
<b>Activity 43100 - Streets Total:</b>					<b>14,142.51</b>
<b>Activity: 45120 - Recreation</b>					
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	100-45120-217	15.57
<b>Activity 45120 - Recreation Total:</b>					<b>15.57</b>
<b>Activity: 45202 - Park Areas</b>					
LAMPERTS YARDS, INC.	39207270	06/04/2019	MAINTENANCE	100-45202-402	29.50
MTI DISTRIBUTING, INC	1213282-00	05/29/2019	RETURN FEE FOR WRONG PA	100-45202-404	15.00
RDO EQUIPMENT CO	W13842	07/03/2019	MAINTENANCE	100-45202-404	1,095.00
MTI DISTRIBUTING, INC	1205078-00	04/09/2019	MAINTENANCE	100-45202-405	67.85
MTI DISTRIBUTING, INC	1214245-00	06/04/2019	MAINTENANCE	100-45202-405	125.12
LAMPERTS YARDS, INC.	3902020 6-25-19	07/03/2019	MAINTENANCE	100-45202-406	180.12
LAMPERTS YARDS, INC.	39207184	06/04/2019	MAINTENANCE	100-45202-406	90.06
W.W. GRAINGER, INC	9217603100	07/10/2019	MAINTENANCE	100-45202-406	165.02
NEWMAN SIGNS, INC	TRFINV012457	07/03/2019	MAINTENANCE	100-45202-406	109.60
NEWMAN SIGNS, INC	TRFINV012457	07/03/2019	MAINTENANCE	100-45202-406	268.84
<b>Activity 45202 - Park Areas Total:</b>					<b>2,146.11</b>
<b>Fund 100 - GENERAL Total:</b>					<b>35,405.24</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	211-45501-217	7.78
MELISSA PENAS	20190703	07/03/2019	CLEANING	211-45501-402	374.00
SANDRA HERDER	20190703	07/03/2019	CLEANING	211-45501-402	374.00
<b>Activity 45501 - Library Total:</b>					<b>755.78</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>755.78</b>
<b>Fund: 225 - AIRPORT</b>					
<b>Activity: 45127 - Airport</b>					
SCHRAMEL LAW OFFICE	20190710	07/10/2019	LEGAL FEES -	225-45127-304	405.00

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Payment Dates: 06282019 - 07122019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SYN-TECH SYSTEMS	191100	07/03/2019	MAINTENANCE #WINAIR3	225-45127-404	1,575.00
				<b>Activity 45127 - Airport Total:</b>	<b>1,980.00</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>1,980.00</b>

**Fund: 230 - POOL**

**Activity: 45124 - Pool**

LEWIS FAMILY DRUG, LLC	236541	07/10/2019	#102826-9 - OPERATING SUPP	230-45124-200	26.38
JCL SOLUTIONS - JANITORS CL	1162945-1	07/03/2019	SUPPLIES	230-45124-211	72.53
HAWKINS, INC	4518810	07/02/2019	CHEMICALS	230-45124-216	631.07
HAWKINS, INC	4523727	07/02/2019	CHEMICALS	230-45124-216	407.42
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	230-45124-217	7.78
VINNIES MINN SNOW	17894	07/10/2019	SERVICE	230-45124-260	326.23
COTTONWOOD CO SOLID WA	1920539	06/12/2019	REFUSE DISPOSAL	230-45124-384	10.00
ELITE MECHANICAL SYSTEMS,	4654	07/02/2019	MAINTENANCE	230-45124-401	65.00
				<b>Activity 45124 - Pool Total:</b>	<b>1,546.41</b>
				<b>Fund 230 - POOL Total:</b>	<b>1,546.41</b>

**Fund: 235 - AMBULANCE**

**Activity: 42153 - Ambulance**

BRITTANY ESPENSON - RIVERS	1048	07/10/2019	SERVICE	235-42153-217	190.00
LEWIS FAMILY DRUG, LLC	56-101067400	07/10/2019	#105865-3 OPERATING SUPPL	235-42153-217	49.99
GALLS, LLC	013000464	07/09/2019	UNIFORMS #3862338	235-42153-218	57.50
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	235-42153-321	108.48
WINDOM FARM SERVICE	20190629	07/10/2019	REPAIRS	235-42153-323	9.30
COTTONWOOD CO AUD/TREA	JULY 2019	07/02/2019	DISPATCH SERVICES - AMBUL	235-42153-325	1,190.25
REAL TIME TRANSLATION, INC	113958	07/10/2019	SERVICE	235-42153-326	34.00
BUCKWHEAT JOHNSON	20190702	07/02/2019	EXPENSE - AMBULANCE	235-42153-334	9.79
DONNA MARCY	20190702	07/02/2019	EXPENSE - AMBULANCE	235-42153-334	47.86
LONDON JOHNSON	20190703	07/03/2019	EXPENSE - AMBULANCE	235-42153-334	62.19
JODI JOHNSON	20190703	07/03/2019	EXPENSE - AMBULANCE	235-42153-334	25.65
KRISTEN PORATH	20190703	07/03/2019	EXPENSE - AMBULANCE	235-42153-334	15.90
HEATHER JANSSEN	20190703	07/03/2019	EXPENSE - AMBULANCE	235-42153-334	72.82
ALPHA WIRELESS - MANKATO	2276-MN	07/09/2019	SERVICE #06799	235-42153-404	72.00
WINDOM FARM SERVICE	20190629	07/10/2019	REPAIRS	235-42153-405	11.51
ARROW MANUFACTURING IN	5163	06/14/2019	MAINTENANCE - UNIT #29	235-42153-405	187.10
AMERIPRIDE SERVICES INC.	2801041290	06/26/2019	#280001722 - SERVICE	235-42153-406	21.18
				<b>Activity 42153 - Ambulance Total:</b>	<b>2,165.52</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>2,165.52</b>

**Fund: 250 - EDA GENERAL**

**Activity: 46520 - EDA**

CENTURY BUSINESS PRODUCT	474401	06/11/2019	SUPPLIES #SF7308	250-46520-200	77.82
SCHRAMMEL LAW OFFICE	20190710	07/10/2019	LEGAL FEES -	250-46520-304	1,665.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	250-46520-321	26.88
FEDERATED RURAL ELECTRIC	#112954 6-28-19	07/02/2019	SERVICE #112954	250-46520-381	14.00
				<b>Activity 46520 - EDA Total:</b>	<b>1,783.70</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>5,143.70</b>
				<b>Activity 49980 - Debt Service</b>	
FULDA CREDIT UNION	20190702	07/02/2019	SPEC BLDG LOAN-JULY 2019 -	250-49980-602	2,378.21
FULDA CREDIT UNION	20190702	07/02/2019	SPEC BLDG LOAN-JULY 2019 -	250-49980-612	981.79
				<b>Activity 49980 - Debt Service Total:</b>	<b>3,360.00</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>5,143.70</b>

**Fund: 254 - NORTH IND PARK**

**Activity: 46520 - EDA**

SOUTH CENTRAL ELECTRIC	#367404 5-31-19	07/03/2019	SERVICE #367404 #26-24-123	254-46520-381	98.70
MICKY MASTERS	20190705	07/10/2019	SERVICE	254-46520-406	420.00
				<b>Activity 46520 - EDA Total:</b>	<b>518.70</b>

## Expense Approval Report

Payment Dates: 06282019 - 07122019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
<b>Activity: 49980 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2013B PROJ-	254-49980-611	775.00	
					<b>Activity 49980 - Debt Service Total:</b>	<b>775.00</b>
					<b>Fund 254 - NORTH IND PARK Total:</b>	<b>1,293.70</b>
<b>Fund: 271 - TIF 1- 18 AG BUILDERS GDF</b>						
<b>Activity: 46530 - TIF Districts</b>						
AG BUILDERS	20190709	07/09/2019	TIF DIST NO 1-18	271-46530-482	5,144.62	
					<b>Activity 46530 - TIF Districts Total:</b>	<b>5,144.62</b>
					<b>Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:</b>	<b>5,144.62</b>
<b>Fund: 274 - TIF 1-19 NWIP II</b>						
<b>Activity: 49980 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2018A -TIF	274-49980-611	15,225.00	
					<b>Activity 49980 - Debt Service Total:</b>	<b>15,225.00</b>
					<b>Fund 274 - TIF 1-19 NWIP II Total:</b>	<b>15,225.00</b>
<b>Fund: 302 - 4TH AVENUE IMPROVEMENT</b>						
<b>Activity: 49980 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2012A PROJ	302-49980-611	523.60	
					<b>Activity 49980 - Debt Service Total:</b>	<b>523.60</b>
					<b>Fund 302 - 4TH AVENUE IMPROVEMENT Total:</b>	<b>523.60</b>
<b>Fund: 303 - 2007 STREET IMPROVEMENT</b>						
<b>Activity: 49980 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2012A PROJ-	303-49980-611	3,050.00	
					<b>Activity 49980 - Debt Service Total:</b>	<b>3,050.00</b>
					<b>Fund 303 - 2007 STREET IMPROVEMENT Total:</b>	<b>3,050.00</b>
<b>Fund: 305 - 2009 STREET IMPROVEMENT</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C REFU	305-39202	-974.55	
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C REFU	305-39202	-1,098.95	
					<b>Activity 49980 - Debt Service Total:</b>	<b>7,150.00</b>
					<b>Fund 305 - 2009 STREET IMPROVEMENT Total:</b>	<b>5,551.50</b>
<b>Activity: 47000 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C ADM	305-47000-480	475.00	
					<b>Activity 47000 - Debt Service Total:</b>	<b>475.00</b>
<b>Activity: 49980 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C REFU	305-49980-611	974.55	
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C REFU	305-49980-611	1,098.95	
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C REFU	305-49980-611	5,076.50	
					<b>Activity 49980 - Debt Service Total:</b>	<b>7,150.00</b>
					<b>Fund 305 - 2009 STREET IMPROVEMENT Total:</b>	<b>5,551.50</b>
<b>Fund: 306 - 2013 STREET IMPROVEMENT</b>						
<b>Activity: 49980 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2013A GEN	306-49980-611	9,459.38	
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2013A GEN	306-49980-611	14,446.88	
					<b>Activity 49980 - Debt Service Total:</b>	<b>23,906.26</b>
					<b>Fund 306 - 2013 STREET IMPROVEMENT Total:</b>	<b>23,906.26</b>
<b>Fund: 307 - 2017 STREET PROJECT</b>						
<b>Activity: 49980 - Debt Service</b>						
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017A STR	307-49980-611	44,097.50	
					<b>Activity 49980 - Debt Service Total:</b>	<b>44,097.50</b>
					<b>Fund 307 - 2017 STREET PROJECT Total:</b>	<b>44,097.50</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>						
<b>Activity: 49950 - Capital Outlay</b>						
FIRE SAFETY USA, INC	123486	06/26/2019	TURNOUT GEAR	401-49950-502	7,372.00	
					<b>Activity 49950 - Capital Outlay Total:</b>	<b>7,372.00</b>
					<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>	<b>7,372.00</b>

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<b>Fund: 406 - PIR</b>					
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2012I PROJ	406-49980-611	156.40
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2013B PROJ-	406-49980-611	1,700.00
<b>Activity 49980 - Debt Service Total:</b>					<b>1,856.40</b>
<b>Fund 406 - PIR Total:</b>					<b>1,856.40</b>
<b>Fund: 601 - WATER</b>					
CORE & MAIN LP	K723770	07/02/2019	SERVICE	601-14200	871.97
					<b>871.97</b>
<b>Activity: 49400 - Water</b>					
HAWKINS, INC	4518807	06/26/2019	CHEMICALS	601-49400-216	2,285.06
HAWKINS, INC	4522875	07/02/2019	CHEMICALS	601-49400-216	2,839.35
MN VALLEY TESTING	979875	06/18/2019	TESTING	601-49400-310	77.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	601-49400-321	96.51
METERING & TECHNOLOGY S	14539	06/26/2019	METER READINGS	601-49400-326	666.67
FEDERATED RURAL ELECTRIC	#112843 6-28-19	07/02/2019	SERVICE #112843	601-49400-381	17.00
WENCK ASSOCIATES, INC.	11903608	07/03/2019	PROJ 0045-01 WINDOM LAN	601-49400-386	3,887.31
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	601-49400-404	31.13
MN RURAL WATER ASSOC	20190619	07/03/2019	MEMBERSHIP: AUG 2019-AU	601-49400-433	250.00
MN DEPT OF HEALTH	#1170006 6-30-19	07/10/2019	WATER SURCHARGE - Q2 #11	601-49400-443	3,309.00
<b>Activity 49400 - Water Total:</b>					<b>13,459.03</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2013A GEN	601-49980-611	10,012.50
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2012A PROJ	601-49980-611	421.60
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2011A PROJ	601-49980-611	4,168.75
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2012A PROJ	601-49980-611	670.80
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017A STRE	601-49980-611	8,875.00
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C REFU	601-49980-720	974.55
<b>Activity 49980 - Debt Service Total:</b>					<b>25,123.20</b>
<b>Fund 601 - WATER Total:</b>					<b>39,454.20</b>
<b>Fund: 602 - SEWER</b>					
AMERICAN ENGINEERING TES	806639	07/01/2019	2018 WWTF IMPROVEMENTS	602-16200	3,552.40
					<b>3,552.40</b>
<b>Activity: 49450 - Sewer</b>					
A & B BUSINESS	IN632545	07/03/2019	SUPPLIES	602-49450-200	54.95
HAWKINS, INC	4518808	06/26/2019	CHEMICALS	602-49450-216	469.50
MN VALLEY TESTING	979586	06/17/2019	TESTING	602-49450-310	158.40
MN VALLEY TESTING	980044	06/18/2019	TESTING	602-49450-310	129.60
MN VALLEY TESTING	980520	06/18/2019	TESTING	602-49450-310	244.80
MN VALLEY TESTING	980726	06/26/2019	TESTING	602-49450-310	158.40
MN VALLEY TESTING	980967	06/26/2019	TESTING	602-49450-310	14.40
MN VALLEY TESTING	981527	06/26/2019	TESTING	602-49450-310	244.80
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	602-49450-321	71.78
METERING & TECHNOLOGY S	14539	06/26/2019	METER READINGS	602-49450-326	666.66
SOUTH CENTRAL ELECTRIC	#367405 5-31-19	07/03/2019	SERVICE #367405 #26-24-125	602-49450-381	101.64
MN ENERGY RESOURCES	20190617	07/03/2019	#0506646838-00001 - HEATIN	602-49450-383	198.64
FAITH WILLARD CLEANING	20190628	07/02/2019	SERVICE	602-49450-404	15.00
FAITH WILLARD CLEANING	20190628	07/02/2019	SERVICE	602-49450-404	45.00
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	602-49450-404	24.91
GDF ENTERPRISES, INC	A15994	07/02/2019	MAINTENANCE	602-49450-404	18.82
JARED KOCH CONSTRUCTION	20190617	07/03/2019	SERVICE -	602-49450-408	905.05
SCOTT VEENKER	25989	07/03/2019	SERVICE -	602-49450-408	6,214.52
SCOTT VEENKER	25992	07/03/2019	SERVICE	602-49450-408	124.76
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2011A ADM	602-49450-480	475.00
<b>Activity 49450 - Sewer Total:</b>					<b>10,336.63</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2012A PROJ	602-49980-611	258.40
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2012A PROJ	602-49980-611	619.20

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BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2011A PROJ	602-49980-611	29,802.50
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2013A GEN	602-49980-611	8,709.38
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017A STRE	602-49980-611	8,255.00
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017C REFU	602-49980-720	1,098.95
				<b>Activity 49980 - Debt Service Total:</b>	<b>48,743.43</b>
				<b>Fund 602 - SEWER Total:</b>	<b>62,632.46</b>

Fund: 604 - ELECTRIC

ELECTRIC FUND	20190701	07/02/2019	CIRCUIT 7	604-16300	9,119.52
ELECTRIC FUND	20190701	07/02/2019	CIRCUIT 6	604-16300	569.97
UTILITIES PLUS ENERGY SERVI	601601	07/03/2019	SUBSTATION #601601	604-16300	3,300.00
CE POWER	821355	07/02/2019	SUBSTATION	604-16300	1,350.00
CE POWER	822340	07/02/2019	SUBSTATION	604-16300	2,850.00
CEMSTONE PRODUCTS CO	C2044981	07/02/2019	CIRCUIT 7	604-16300	248.00
FS3 INC	62578	07/08/2019	TRAILER	604-16440	8,510.00
FS3 INC	62578	07/08/2019	TRAILER	604-39200	-1,400.00
					<b>24,547.49</b>

Activity: 49550 - Electric

JOANNE NELSON	5696-19	07/03/2019	SERVICE - UNIFORMS	604-49550-218	30.00
SCHRAMMEL LAW OFFICE	20190710	07/10/2019	LEGAL FEES -	604-49550-304	120.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	604-49550-321	130.95
METERING & TECHNOLOGY S	14539	06/26/2019	METER READINGS	604-49550-326	666.67
JASON SYKORA	20190707	07/10/2019	EXPENSE - SUPPLIES	604-49550-334	10.59
GARY MEYER - SCANDIA CON	PNTG 19-03	07/03/2019	SERVICE - WINDOM COOLING	604-49550-402	29,500.00
GRUNEWALD FRAME & GLASS	2019-194A	07/10/2019	MAINTENANCE	604-49550-404	40.00
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	604-49550-404	31.13
RAGE INC - CAMPUS CLEANER	04-010848	07/02/2019	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC - CAMPUS CLEANER	04-011778	07/02/2019	SERVICE - POWER PLANT	604-49550-406	34.17
RAGE INC - CAMPUS CLEANER	06-011483	07/02/2019	SERVICE - POWER PLANT	604-49550-406	34.17
JORDAN BUSSA	20190706	07/10/2019	CLEANING	604-49550-406	184.60
ELECTRIC FUND	298	07/02/2019	EL DISTRIBUTION	604-49550-408	4,298.76
LAMPERTS YARDS, INC.	3902020 6-25-19	07/03/2019	MAINTENANCE	604-49550-408	4.40
BANK OF THE WEST - DITCHW	7543 6-28-19	07/09/2019	INV P37170 - MAINT	604-49550-408	163.72
BANK OF THE WEST - DITCHW	7543 6-28-2019	07/09/2019	INV P37090 #WINDO002 - M	604-49550-408	201.82
TANKNOLOGY INC	1361347	07/10/2019	SERVICE	604-49550-410	628.50
ADAM BESCH	20190701	07/01/2019	ENERGY REBATE	604-49550-450	400.00
JOSH & ALEXANDRA ELSTON	20190703	07/03/2019	ENERGY REBATE	604-49550-450	250.00
WINDOM AREA SCHOOLS	20190703	07/03/2019	ENERGY REBATE -	604-49550-450	5,403.55
WINDOM AREA DEVELOPME	20190703	07/03/2019	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
				<b>Activity 49550 - Electric Total:</b>	<b>43,367.20</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>67,914.69</b>

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

AH HERMEL COMPANY	775418	06/17/2019	MERCHANDISE	609-49751-211	67.43
BELLBOY CORP	0072193900	06/26/2019	#313800 - MERCHANDISE	609-49751-251	1,374.00
BELLBOY CORP	0072365500	06/26/2019	#313800 MERCHANDISE	609-49751-251	315.00
BELLBOY CORP	0072831800	06/26/2019	#313800 - CREDIT - MERCHAN	609-49751-251	-220.00
BELLBOY CORP	0072859400	07/02/2019	MERCHANDISE	609-49751-251	237.00
BREAKTHRU BEVERAGE MN	1080984644	06/17/2019	MERCHANDISE	609-49751-251	569.13
JOHNSON BROS.	1311680	06/17/2019	MERCHANDISE	609-49751-251	3,338.49
JOHNSON BROS.	1317348	06/26/2019	MERCHANDISE	609-49751-251	2,188.86
SOUTHERN GLAZER'S OF MN	1834167	06/26/2019	MERCHANDISE	609-49751-251	3,932.01
PHILLIPS WINE & SPIRITS	2569746	06/17/2019	MERCHANDISE	609-49751-251	3,959.00
PHILLIPS WINE & SPIRITS	2573757	06/26/2019	MERCHANDISE	609-49751-251	2,537.53
JOHNSON BROS.	550724	07/03/2019	CREDIT - MERCHANDISE	609-49751-251	-39.91
BEVERAGE WHOLESALERS	066543	07/02/2019	MERCHANDISE	609-49751-252	6,351.76
BEVERAGE WHOLESALERS	067549	07/09/2019	MERCHANDISE	609-49751-252	11,979.50
BEVERAGE WHOLESALERS	068482	07/09/2019	MERCHANDISE	609-49751-252	168.00
DOLL DISTRIBUTING, LLC	106222	07/02/2019	MERCHANDISE	609-49751-252	3,954.05
BREAKTHRU BEVERAGE MN	1080984645	06/17/2019	MERCHANDISE	609-49751-252	122.75

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JOHNSON BROS.	1311682	06/17/2019	MERCHANDISE	609-49751-252	22.99
JOHNSON BROS.	1317350	06/26/2019	MERCHANDISE	609-49751-252	22.99
ARTISAN BEER COMPANY	3351700	06/17/2019	MERCHANDISE	609-49751-252	320.70
ARTISAN BEER COMPANY	3353330	06/26/2019	#156083 - MERCHANDISE	609-49751-252	155.40
DOLL DISTRIBUTING, LLC	921767	06/26/2019	MERCHANDISE	609-49751-252	16,494.20
BELLBOY CORP	0072193900	06/26/2019	#313800 - MERCHANDISE	609-49751-253	252.00
VINO COPIA, INC	0234497-IN	06/12/2019	MERCHANDISE	609-49751-253	88.00
BREAKTHRU BEVERAGE MN	1080984644	06/17/2019	MERCHANDISE	609-49751-253	240.00
JOHNSON BROS.	1311681	06/17/2019	MERCHANDISE	609-49751-253	1,925.40
JOHNSON BROS.	1317349	06/26/2019	MERCHANDISE	609-49751-253	976.33
SOUTHERN GLAZER'S OF MN	1834168	06/26/2019	MERCHANDISE	609-49751-253	477.50
PHILLIPS WINE & SPIRITS	2569747	06/17/2019	MERCHANDISE	609-49751-253	189.25
PHILLIPS WINE & SPIRITS	2573758	06/26/2019	MERCHANDISE	609-49751-253	53.75
WINE MERCHANTS	7238925	06/17/2019	MERCHANDISE	609-49751-253	125.00
BEVERAGE WHOLESALERS	067549	07/09/2019	MERCHANDISE	609-49751-254	-30.00
BREAKTHRU BEVERAGE MN	1080984644	06/17/2019	MERCHANDISE	609-49751-254	30.00
JOHNSON BROS.	1311681	06/17/2019	MERCHANDISE	609-49751-254	37.00
ATLANTIC COCA-COLA	2062408	06/26/2019	MERCHANDISE	609-49751-254	147.80
PBC - PEPSI BEVERAGES COM	25401510	06/12/2019	MERCHANDISE	609-49751-254	448.41
PHILLIPS WINE & SPIRITS	2569747	06/17/2019	MERCHANDISE	609-49751-254	269.40
AH HERMEL COMPANY	776731	06/26/2019	MERCHANDISE	609-49751-254	61.17
DOLL DISTRIBUTING, LLC	921767	06/26/2019	MERCHANDISE	609-49751-254	42.00
AH HERMEL COMPANY	C67734	07/09/2019	CREDIT - MERCHANDISE	609-49751-254	-35.78
AH HERMEL COMPANY	776731	06/26/2019	MERCHANDISE	609-49751-256	88.21
ARCTIC GLACIER U.S.A. INC	1950916302	06/17/2019	MERCHANDISE	609-49751-257	11.10
ARCTIC GLACIER U.S.A. INC	1949917002	06/26/2019	#172363 - MERCHANDISE	609-49751-259	140.00
AH HERMEL COMPANY	776731	06/26/2019	MERCHANDISE	609-49751-261	96.68
BELLBOY CORP	0072193900	06/26/2019	#313800 - MERCHANDISE	609-49751-333	26.00
BELLBOY CORP	0072365500	06/26/2019	#313800 MERCHANDISE	609-49751-333	6.00
BELLBOY CORP	0072831800	06/26/2019	#313800 - CREDIT - MERCHAN	609-49751-333	-2.00
VINO COPIA, INC	0234497-IN	06/12/2019	MERCHANDISE	609-49751-333	2.50
BREAKTHRU BEVERAGE MN	1080984644	06/17/2019	MERCHANDISE	609-49751-333	19.58
JOHNSON BROS.	1311680	06/17/2019	MERCHANDISE	609-49751-333	73.65
JOHNSON BROS.	1311681	06/17/2019	MERCHANDISE	609-49751-333	57.42
JOHNSON BROS.	1317348	06/26/2019	MERCHANDISE	609-49751-333	37.90
JOHNSON BROS.	1317349	06/26/2019	MERCHANDISE	609-49751-333	43.50
SOUTHERN GLAZER'S OF MN	1834166	06/26/2019	MERCHANDISE	609-49751-333	1.02
SOUTHERN GLAZER'S OF MN	1834167	06/26/2019	MERCHANDISE	609-49751-333	64.34
SOUTHERN GLAZER'S OF MN	1834168	06/26/2019	MERCHANDISE	609-49751-333	14.35
ARCTIC GLACIER U.S.A. INC	1949917002	06/26/2019	#172363 - MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	1950916302	06/17/2019	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2569746	06/17/2019	MERCHANDISE	609-49751-333	79.17
PHILLIPS WINE & SPIRITS	2569747	06/17/2019	MERCHANDISE	609-49751-333	26.10
PHILLIPS WINE & SPIRITS	2573757	06/26/2019	MERCHANDISE	609-49751-333	22.19
PHILLIPS WINE & SPIRITS	2573758	06/26/2019	MERCHANDISE	609-49751-333	1.74
JOHNSON BROS.	550724	07/03/2019	CREDIT - MERCHANDISE	609-49751-333	-0.29
WINE MERCHANTS	7238925	06/17/2019	MERCHANDISE	609-49751-333	1.74
AH HERMEL COMPANY	776731	06/26/2019	MERCHANDISE	609-49751-333	4.95
KDOM RADIO	#0229 6-30	07/10/2019	#0229 - ADVERTISING - RIVER	609-49751-340	696.46
WINDOM QUICK PRINT	20190624	07/10/2019	SUPPLIES	609-49751-340	234.00
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	609-49751-404	31.13
				<b>Activity 49751 - Liquor Store Total:</b>	<b>64,927.55</b>
				<b>Fund 609 - LIQUOR STORE Total:</b>	<b>64,927.55</b>
<b>Fund: 614 - TELECOM</b>					
INTERNAL REVENUE SERVICE	20190708	07/09/2019	EXCISE TAX POSTING - JULY 20	614-20201	500.00
INTERNAL REVENUE SERVICE	20190710	07/10/2019	EXCISE TAX POSTING - JUNE -	614-20201	411.54
					<b>911.54</b>
<b>Activity: 49870 - Telecom</b>					
RAGE INC - CAMPUS CLEANER	04-010850	07/03/2019	SERVICE - WINDOM NET	614-49870-200	21.33

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RAGE INC - CAMPUS CLEANER	04-011780	07/03/2019	SERVICE - WINDOM NET	614-49870-200	21.33
RAGE INC - CAMPUS CLEANER	05-011583	07/03/2019	SERVICE - WINDOM NET	614-49870-200	21.33
RAGE INC - CAMPUS CLEANER	06-010377	07/03/2019	SERVICE - WINDOM NET	614-49870-200	21.33
RAGE INC - CAMPUS CLEANER	06-011485	07/03/2019	SERVICE - WINDOM NET	614-49870-200	21.33
ADVANCED SYSTEMS, INC.	685302	06/26/2019	#78328000 SUPPLIES	614-49870-200	52.80
POWER PRODUCT SERVICES, I	124368	07/10/2019	MAINT SUPPLIES	614-49870-227	419.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	614-49870-321	300.44
KDOM RADIO	#0073 6-30	07/10/2019	#0073 ADVERTISING	614-49870-340	100.98
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	614-49870-404	46.69
CENTURY LINK	7242105D-D-19168	07/02/2019	CABS #5142105DD3	614-49870-441	40.87
SHOWTIME NETWORKS INC	11147	06/14/2019	SUBSCRIBER	614-49870-442	274.89
DISPLAY SYSTEMS INTERNATI	18422	07/10/2019	SERVICE	614-49870-442	198.44
NATIONAL CABLE TV COOP	19060562	07/03/2019	SUBSCRIBER	614-49870-442	43,611.13
ARVIG ENTERPRISES, INC	292365	06/26/2019	SERVICE #104725	614-49870-442	468.00
UNIVERSAL SERVICE ADMIN C	UBDI0001049707	07/03/2019	#825807 - 499A CONTRIBUTI	614-49870-443	1,551.53
E-911 - INDEPENDENT EMERG	#0010143 7-1-19	07/10/2019	MONTHLY 911 SERVICE #0010	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10106661	07/10/2019	#17668-1 SPECIAL ACCESS CI	614-49870-445	205.10
HURRICANE ELECTRIC LLC	98312646	07/10/2019	10 GB INTERNET MIN1 MINN	614-49870-447	1,800.00
HURRICANE ELECTRIC LLC	98312646-IN	07/10/2019	10 GB INT NCC OMAHA NE	614-49870-447	2,300.00
SWWC - SOUTHWEST WEST C	60999	06/17/2019	SERVICE #1-1849	614-49870-448	950.00
<b>Activity 49870 - Telecom Total:</b>					<b>52,466.52</b>
<b>Activity: 49960 - Interfund Transfers</b>					
FS3 INC	62578	07/08/2019	TRAILER	614-49960-720	1,400.00
<b>Activity 49960 - Interfund Transfers Total:</b>					<b>1,400.00</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2017B GO E	614-49980-611	11,550.00
<b>Activity 49980 - Debt Service Total:</b>					<b>11,550.00</b>
<b>Fund 614 - TELECOM Total:</b>					<b>66,328.06</b>
<b>Fund: 615 - ARENA</b>					
MN VALLEY TESTING	980734	07/03/2019	ICE SYSTEM PROJECT	615-16300	37.60
					<b>37.60</b>
<b>Activity: 49850 - Arena</b>					
PETERSON FEED COMPANY	23974	06/26/2019	WOOD SHAVING - HORSE SHO	615-49850-217	5,382.00
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	615-49850-217	28.02
LAMPERTS YARDS, INC.	3902020 6-25-19	07/03/2019	MAINTENANCE	615-49850-217	27.66
TIM HOGAN	20190703	07/03/2019	JUNE 2019 BILLING	615-49850-301	5,200.00
SCHRAMMEL LAW OFFICE	20190710	07/10/2019	LEGAL FEES -	615-49850-304	675.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	615-49850-321	58.46
COTTONWOOD CO SOLID WA	1920592	06/14/2019	REFUSE DISPOSAL	615-49850-384	21.50
COTTONWOOD CO SOLID WA	1920596	06/14/2019	REFUSE DISPOSAL	615-49850-384	10.00
COTTONWOOD CO SOLID WA	1920597	06/14/2019	REFUSE DISPOSAL	615-49850-384	9.25
MESSER MACHINE & MFG. CO	J0010887	07/03/2019	MAINTENANCE	615-49850-402	120.00
LAMPERTS YARDS, INC.	3902020 6-25-19	07/03/2019	MAINTENANCE	615-49850-404	49.12
<b>Activity 49850 - Arena Total:</b>					<b>11,581.01</b>
<b>Activity: 49980 - Debt Service</b>					
BOND TRUST SERVICE CORP	20190614	07/09/2019	BOND PAYMENT- 2018A ARE	615-49980-611	16,504.38
<b>Activity 49980 - Debt Service Total:</b>					<b>16,504.38</b>
<b>Fund 615 - ARENA Total:</b>					<b>28,122.99</b>
<b>Fund: 617 - M/P CENTER</b>					
<b>Activity: 49860 - M/P Center</b>					
COLE PAPERS INC.	9556467	07/02/2019	SUPPLIES	617-49860-211	362.26
RAGE INC - CAMPUS CLEANER	04-011779	07/02/2019	SERVICE - COMM CENTER	617-49860-217	59.50
RAGE INC - CAMPUS CLEANER	06-011484	06/26/2019	SERVICE - COMM CENTER	617-49860-217	67.50
PLUNKETT'S PEST CONTROL	6314054	07/10/2019	SERVICE #39219	617-49860-217	393.41
BAUER BUILT	830104395	07/02/2019	SUPPLIES	617-49860-217	433.78
WINDOM TOWING LLC	8882	07/03/2019	SERVICE	617-49860-217	126.96
RIVER BEND LIQUOR	20190703	07/03/2019	COMM CENTER	617-49860-251	419.21
RIVER BEND LIQUOR	20190703	07/03/2019	COMM CENTER	617-49860-252	494.93

Expense Approval Report

Payment Dates: 06282019 - 07122019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RIVER BEND LIQUOR	20190703	07/03/2019	COMM CENTER	617-49860-252	97.16
RIVER BEND LIQUOR	20190703	07/03/2019	COMM CENTER	617-49860-254	46.54
CLIFTON-LARSON-ALLEN, LLP	2178205	07/09/2019	AUDIT SERVICE	617-49860-301	770.00
VERIZON WIRELESS	9832498026A	07/10/2019	TELEPHONE #486357723-000	617-49860-321	40.88
KDOM RADIO	#0563 6-30	07/10/2019	#0563 - ADVERTISING - COM	617-49860-340	192.78
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	388762296	07/03/2019	COPIER LEASE 6/20 - 7/20/19	617-49860-404	15.57
BLUE CROSS/BLUE SHIELD	190702089849	07/09/2019	INSURANCE PREM-JULY 2019	617-49860-480	596.50
				<b>Activity 49860 - M/P Center Total:</b>	<b>4,176.98</b>
				<b>Fund 617 - M/P CENTER Total:</b>	<b>4,176.98</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0001616	07/05/2019	Federal Tax Withholding	700-21701	10,608.39
MN Department of Revenue -	INV0001617	07/05/2019	State Withholding	700-21702	5,387.67
Internal Revenue Service-Payr	INV0001616	07/05/2019	Social Security	700-21703	13,887.90
MN Pera	INV0001613	07/05/2019	PERA	700-21704	777.34
MN Pera	INV0001613	07/05/2019	PERA	700-21704	6,524.68
MN Pera	INV0001613	07/05/2019	PERA	700-21704	13,201.95
MN State Deferred	INV0001614	07/05/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001614	07/05/2019	Deferred Compensation	700-21705	6,577.28
BLUE CROSS/BLUE SHIELD	190702089849	07/09/2019	INSURANCE PREM- JULY 2019	700-21706	50,869.50
MN CHILD SUPPORT PAYMEN	INV0001615	07/05/2019	Child Support Payment	700-21709	113.52
Internal Revenue Service-Payr	INV0001616	07/05/2019	Medicare Withholding	700-21711	3,970.28
FURTHER (Select Account)	39086815	07/02/2019	FLEX SPENDING	700-21712	2,785.80
FURTHER (Select Account)	INV0001612	07/05/2019	HSA Employee Contribution	700-21723	340.23
					<b>115,579.54</b>
				<b>Fund 700 - PAYROLL Total:</b>	<b>115,579.54</b>
				<b>Grand Total:</b>	<b>604,153.70</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	35,405.24
211 - LIBRARY	755.78
225 - AIRPORT	1,980.00
230 - POOL	1,546.41
235 - AMBULANCE	2,165.52
250 - EDA GENERAL	5,143.70
254 - NORTH IND PARK	1,293.70
271 - TIF 1-18 AG BUILDERS GDF	5,144.62
274 - TIF 1-19 NWIP II	15,225.00
302 - 4TH AVENUE IMPROVEMENT	523.60
303 - 2007 STREET IMPROVEMENT	3,050.00
305 - 2009 STREET IMPROVEMENT	5,551.50
306 - 2013 STREET IMPROVEMENT	23,906.26
307 - 2017 STREET PROJECT	44,097.50
401 - GENERAL CAPITAL PROJECTS	7,372.00
406 - PIR	1,856.40
601 - WATER	39,454.20
602 - SEWER	62,632.46
604 - ELECTRIC	67,914.69
609 - LIQUOR STORE	64,927.55
614 - TELECOM	66,328.06
615 - ARENA	28,122.99
617 - M/P CENTER	4,176.98
700 - PAYROLL	115,579.54
<b>Grand Total:</b>	<b>604,153.70</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	384.15
100-41110-304	Legal Fees	345.00
100-41310-217	Other Operating Supplie	31.13
100-41310-301	Auditing & Consulting Se	1,499.95
100-41310-321	Telephone	46.16
100-41310-331	Travel Expense	351.84
100-41310-334	Meals/Lodging	312.80
100-41310-480	Other Miscellaneous	281.75
100-41910-200	Office Supplies	38.92
100-41910-304	Legal Fees	1,515.00
100-41910-321	Telephone	79.62
100-41910-350	Printing & Design	419.60
100-41910-480	Other Miscellaneous	112.83
100-41940-406	Repairs & Maint - Groun	588.11
100-42120-200	Office Supplies	246.99
100-42120-212	Motor Fuels	156.00
100-42120-305	Medical & Dental Fees	77.99
100-42120-323	Radio Units	216.00
100-42120-325	Dispatching	4,441.50
100-42120-334	Meals/Lodging	111.97
100-42120-404	Repairs & Maint - M&E	15.57
100-42120-419	Vehicle Lease	2,308.81
100-42120-480	Other Miscellaneous	596.50
100-42220-211	Cleaning Supplies	31.77
100-42220-304	Legal Fees	525.00
100-42220-325	Dispatching	42.75
100-42220-404	Repairs & Maint - M&E	24.91
100-42220-405	Repairs & Maint - Vehicl	4,265.43
100-42700-300	Charges for Services	33.00

## Account Summary

Account Number	Account Name	Payment Amount
100-43100-217	Other Operating Supplie	3,877.04
100-43100-224	Street Maint Materials	6,941.83
100-43100-321	Telephone	44.48
100-43100-323	Radio Units	501.36
100-43100-401	Repairs & Maint - Buildi	57.50
100-43100-404	Repairs & Maint - M&E	2,034.11
100-43100-405	Repairs & Maint - Vehicl	89.69
100-43100-480	Other Miscellaneous	596.50
100-45120-217	Other Operating Supplie	15.57
100-45202-402	Repairs & Maint - Struct	29.50
100-45202-404	Repairs & Maint - M&E	1,110.00
100-45202-405	Repairs & Maint - Vehicl	192.97
100-45202-406	Repairs & Maint - Groun	813.64
211-45501-217	Other Operating Supplie	7.78
211-45501-402	Repairs & Maint - Struct	748.00
225-45127-304	Legal Fees	405.00
225-45127-404	Repairs & Maint - M&E	1,575.00
230-45124-200	Office Supplies	26.38
230-45124-211	Cleaning Supplies	72.53
230-45124-216	Chemicals and Chemical	1,038.49
230-45124-217	Other Operating Supplie	7.78
230-45124-260	Concessions	326.23
230-45124-384	Refuse Disposal	10.00
230-45124-401	Repairs & Maint - Buildi	65.00
235-42153-217	Other Operating Supplie	239.99
235-42153-218	Uniforms	57.50
235-42153-321	Telephone	108.48
235-42153-323	Radio Units	9.30
235-42153-325	Dispatching	1,190.25
235-42153-326	Data Processing	34.00
235-42153-334	Meals/Lodging	234.21
235-42153-404	Repairs & Maint - M&E	72.00
235-42153-405	Repairs & Maint - Vehicl	198.61
235-42153-406	Repairs & Maint - Groun	21.18
250-46520-200	Office Supplies	77.82
250-46520-304	Legal Fees	1,665.00
250-46520-321	Telephone	26.88
250-46520-381	Electric Utility	14.00
250-49980-602	Other Long-Term Obliga	2,378.21
250-49980-612	Other Interest	981.79
254-46520-381	Electric Utility	98.70
254-46520-406	Repairs & Maint - Groun	420.00
254-49980-611	Bond Interest	775.00
271-46530-482	TIF Payments	5,144.62
274-49980-611	Bond Interest	15,225.00
302-49980-611	Bond Interest	523.60
303-49980-611	Bond Interest	3,050.00
305-39202	Contribution from Enter	-2,073.50
305-47000-480	Other Miscellaneous	475.00
305-49980-611	Bond Interest	7,150.00
306-49980-611	Bond Interest	23,906.26
307-49980-611	Bond Interest	44,097.50
401-49950-502	Capital Outlay - Fire	7,372.00
406-49980-611	Bond Interest	1,856.40
601-14200	Inventory	871.97
601-49400-216	Chemicals and Chemical	5,124.41
601-49400-310	Lab Testing	77.00
601-49400-321	Telephone	96.51

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-326	Data Processing	666.67
601-49400-381	Electric Utility	17.00
601-49400-386	Landfill	3,887.31
601-49400-404	Repairs & Maint - M&E	31.13
601-49400-433	Dues & Subscriptions	250.00
601-49400-443	Intergovernmental Fees	3,309.00
601-49980-611	Bond Interest	24,148.65
601-49980-720	Transfers - Debt Service	974.55
602-16200	Buildings	3,552.40
602-49450-200	Office Supplies	54.95
602-49450-216	Chemicals and Chemical	469.50
602-49450-310	Lab Testing	950.40
602-49450-321	Telephone	71.78
602-49450-326	Data Processing	666.66
602-49450-381	Electric Utility	101.64
602-49450-383	Gas Utility	198.64
602-49450-404	Repairs & Maint - M&E	103.73
602-49450-408	Repairs & Maint - Distrib	7,244.33
602-49450-480	Other Miscellaneous	475.00
602-49980-611	Bond Interest	47,644.48
602-49980-720	Transfers - Debt Service	1,098.95
604-16300	Improvements Other Th	17,437.49
604-16440	Motor Vehicles	8,510.00
604-39200	Interfund Transfers	-1,400.00
604-49550-218	Uniforms	30.00
604-49550-304	Legal Fees	120.00
604-49550-321	Telephone	130.95
604-49550-326	Data Processing	666.67
604-49550-334	Meals/Lodging	10.59
604-49550-402	Repairs & Maint - Struct	29,500.00
604-49550-404	Repairs & Maint - M&E	71.13
604-49550-406	Repairs & Maint - Groun	287.11
604-49550-408	Repairs & Maint - Distrib	4,668.70
604-49550-410	Repairs & Maint - Gener	628.50
604-49550-450	Conservation	6,053.55
604-49550-491	Payments to Other Orga	1,200.00
609-49751-211	Cleaning Supplies	67.43
609-49751-251	Liquor	18,191.11
609-49751-252	Beer	39,592.34
609-49751-253	Wine	4,327.23
609-49751-254	Soft Drinks & Mix	970.00
609-49751-256	Tobacco Products	88.21
609-49751-257	Ice	11.10
609-49751-259	Non-Alcoholic	140.00
609-49751-261	Other Merchandise	96.68
609-49751-333	Freight and Express	481.86
609-49751-340	Advertising & Promotion	930.46
609-49751-404	Repairs & Maint - M&E	31.13
614-20201	Excise Tax Payable	911.54
614-49870-200	Office Supplies	159.45
614-49870-227	Utility System Maint Sup	419.00
614-49870-321	Telephone	300.44
614-49870-340	Advertising & Promotion	100.98
614-49870-404	Repairs & Maint - M&E	46.69
614-49870-441	Transmission Fees	40.87
614-49870-442	Subscriber Fees	44,552.46
614-49870-443	Intergovernmental Fees	1,551.53
614-49870-445	Switch Fees	245.10

**Account Summary**

Account Number	Account Name	Payment Amount
614-49870-447	Internet Expense	4,100.00
614-49870-448	On-Call Support	950.00
614-49960-720	Transfers	1,400.00
614-49980-611	Bond Interest	11,550.00
615-16300	Improvements Other Th	37.60
615-49850-217	Other Operating Supplie	5,437.68
615-49850-301	Auditing & Consulting Se	5,200.00
615-49850-304	Legal Fees	675.00
615-49850-321	Telephone	58.46
615-49850-384	Refuse Disposal	40.75
615-49850-402	Repairs & Maint - Struct	120.00
615-49850-404	Repairs & Maint - M&E	49.12
615-49980-611	Bond Interest	16,504.38
617-49860-211	Cleaning Supplies	362.26
617-49860-217	Other Operating Supplie	1,081.15
617-49860-251	Liquor	419.21
617-49860-252	Beer	592.09
617-49860-254	Soft Drinks & Mix	46.54
617-49860-301	Auditing & Consulting Se	770.00
617-49860-321	Telephone	40.88
617-49860-340	Advertising & Promotion	192.78
617-49860-404	Repairs & Maint - M&E	75.57
617-49860-480	Other Miscellaneous	596.50
700-21701	Federal Withholding	10,608.39
700-21702	State Withholding	5,387.67
700-21703	FICA Tax Withholding	13,887.90
700-21704	PERA Contributions	20,503.97
700-21705	Retirement	7,112.28
700-21706	Medical Insurance	50,869.50
700-21709	Wage Levy	113.52
700-21711	Medicare Tax Withholdi	3,970.28
700-21712	Flex Account	2,785.80
700-21723	HSA Employee Contribu	340.23
	<b>Grand Total:</b>	<b>604,153.70</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	519,379.31
2011AIntSw	29,802.50
2011AIntWa	4,168.75
2012AIntFund302	523.60
2012AIntFund303	3,050.00
2012AIntFund406	156.40
2012AIntSw	877.60
2012AIntWa	1,092.40
2013AIntAssessment	9,459.38
2013AIntStr	14,446.88
2013AIntSw	8,709.38
2013AIntWa	10,012.50
2013BIntEquip	1,700.00
2013BIntNWIP	775.00
	<b>Grand Total:</b>
	<b>604,153.70</b>

LA  
7-12-19

# RESOLUTION #2019-

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO  
AL BALOUN FOR HONORABLE AND DEVOTED PUBLIC SERVICE  
TO THE CITY OF WINDOM, MINNESOTA**

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**WHEREAS**, the City of Windom wishes to express grateful recognition and appreciation to **AL BALOUN** for his untiring and valuable service faithfully rendered to the City of Windom commencing on March 15, 1993 through July 3, 2019.

**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 **AL BALOUN** its expressions of appreciation for serving the City well, and its best wishes for 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 Al Baloun.

Adopted this 16th day of July, 2019.

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Dominic Jones, Mayor

Attest:

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Steven Nasby, City Administrator

# 2020 Census Complete Count Committee

## *Guide*

D-1280(RV)



United States<sup>®</sup>  
**Census**  
Bureau

United States  
**Census**  
2020



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## WHY DO WE TAKE THE CENSUS?

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The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

### **Will the 2020 Census be the same as 2010?**

There are some important changes in 2020:

- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.
- For the first time, you will be able to respond online, by phone, or by mail.
- We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.



# HOW ARE CENSUS DATA USED?

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## **Census data are widely and wisely used.**

Census data are used in many ways. Some examples include:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.



# ARE CENSUS DATA REALLY CONFIDENTIAL?

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**ABSOLUTELY!**

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.



# WHAT ARE COMPLETE COUNT COMMITTEES?

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## **Complete Count Committees**

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

### Tribal and Government Complete Count Committees

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3–5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20–50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful

committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under “What Is the Subcommittee Structure of a CCC?”

### Examples of Tribal and Government Complete Count Committee Strategies

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

### Sample Activities of Tribal and Government Complete Count Committees

#### 2018–2019

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop (see Appendix C) with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

#### January–March 2020

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

#### April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

### Community Complete Count Committees

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

### Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage your community.

### **Sample Activities of Community Complete Count Committees**

#### *2018–2019*

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.

- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

#### *January–March 2020*

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

#### *April 2020*

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn’t respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

#### *May 2020*

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.





## WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

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### **Get Organized RIGHT NOW!**

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.



## WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

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### The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. **The Census Bureau does not manage Complete Count Committees.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have

expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

**Recruiting subcommittee**—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

**Government subcommittee**—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

**Education subcommittee**—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

**Faith-based subcommittee**—Creates and coordinates activities and materials that can be

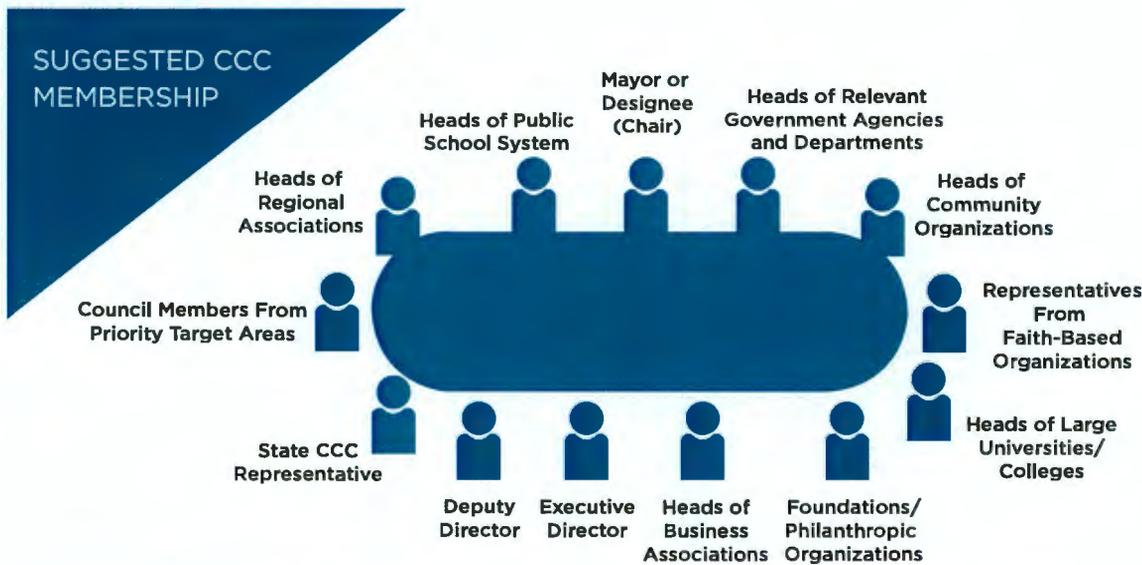
used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

**Media subcommittee**—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

**Community-based organizations subcommittee**—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

**Business subcommittee**—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1.  
**Suggested CCC Membership**



\*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs





## SUMMARY: THE BENEFITS OF COMPLETE COUNT COMMITTEES

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CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.

# APPENDIX A:

## 50 WAYS CENSUS DATA ARE USED

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- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as background for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

# APPENDIX B:

# UNDERSTANDING THE LANGUAGE OF THE 2020 CENSUS

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## GLOSSARY

### The 2020 Census From A to Z

#### A

##### **Address Canvassing**

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

##### **American Community Survey (ACS)**

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

##### **Area Census Office (ACO)**

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

#### C

##### **Census Bureau**

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the

decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

##### **Census Day**

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

##### **Census Information Center (CIC)**

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

##### **Census Solutions Workshop**

A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

**Commitment**

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

**Complete Count Committee (CCC)**

A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

**Confidentiality**

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

**D****Decennial Census**

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

**E****Enumeration**

The process of interviewing people and recording the information on census forms.

**Enumerator**

A Census Bureau employee who collects census information by visiting households during census field operations.

**G****Group Quarters (GQ)**

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group

quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

**H****Hard to Count (HTC)**

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

**Hard to Enumerate (HTE)**

An area for which the environment or population may present difficulties for enumeration.

**Highest Elected Official (HEO)**

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

**Household (HH)**

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

**Housing Unit (HU)**

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

**M****Master Address File (MAF)**

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

## **N**

### **Nonresponse (NR)**

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

### **Nonresponse Followup (NRFU)**

A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

## **P**

### **Partner**

A partner is a group or individual that commits to participate in some way with census activities.

### **Partnership**

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

### **Partnership Specialist**

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

### **Privacy Act**

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

## **R**

### **Regional Census Center (RCC)**

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

### **Regional Office (RO)**

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

### **Respondent**

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

### **Response Outreach Area Mapper (ROAM)**

A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <[www.census.gov/roam](http://www.census.gov/roam)>.

## **S**

### **Self-Response**

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

### **State Data Center (SDC)**

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the

District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

### **Statistics in Schools (SIS)**

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

## **T**

### **Title 13 (U.S. Code)**

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

### **Transitory Locations**

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

## **U**

### **Update Enumerate (UE)**

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

### **Update Leave (UL)**

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

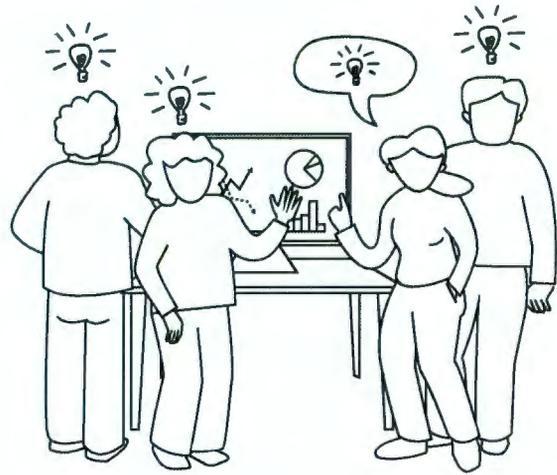
## **V**

### **Value Added**

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.

## What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.



### Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.



### How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one.

The toolkit is available at:  
[www.census.gov/partners](http://www.census.gov/partners).

For more information, please contact us at:  
[census.partners@2020census.gov](mailto:census.partners@2020census.gov).







# CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	<b>ATLANTA</b> Atlanta.rcc.partnership@2020census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	<b>CHICAGO</b> Chicago.rcc.partnership@2020census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	<b>DALLAS</b> Dallas.rcc.partnership@2020census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	<b>LOS ANGELES</b> Los.Angeles.rcc.partnership@2020census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	<b>NEW YORK</b> New.York.rcc.partnership@2020census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	<b>PHILADELPHIA</b> Philadelphia.rcc.partnership@2020census.gov

# ACTION ITEM



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

**TO:** City Council  
**FROM:** Building & Zoning Office  
**DATE:** July 16, 2019 (City Council Meeting Date)  
**RE:** Planning Commission Recommendation – Zoning Designation  
**DEPT:** Development Department  
**CONTACT:** Andrew Spielman, Building & Zoning Official, at 832-8660 or  
[andrew.spielman@windommn.com](mailto:andrew.spielman@windommn.com)

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

Approve the proposed zoning designation of “B-2 Highway Business” for the parcel Avera is requesting for annexation by the City of Windom.

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## **Issue Summary/Background**

Avera has purchased property adjacent to the Windom Area Hospital and is requesting annexation of this property by the City of Windom. The Joint Resolution for Orderly Annexation will come before the City Council at the July 16<sup>th</sup> Meeting. As part of that process, a zoning designation needs to be made for the parcel to be annexed.

At its July 9<sup>th</sup> Meeting, the Planning Commission reviewed zoning in the area of the parcel to be annexed and City Code provisions concerning permitted and conditional uses in the various zoning districts. The Planning Commission also reviewed the future land use map as it relates to proposed zoning in that area.

The Minutes from the Planning Commission’s July 9<sup>th</sup> Meeting set forth the discussion and motion concerning the Planning Commission’s recommendation to designate the zoning (for the parcel to be annexed) as “B-2 Highway Business”.

## **Fiscal Impact**

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There is no fiscal impact for the City for this zoning designation.

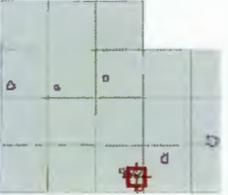
## **Attachments**

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1. Minutes of Planning Commission Meeting – July 9, 2019 – in “Consent Agenda” Section.



**Overview**



**Legend**

- Corporate Limits
- Political Township
- Parcels

<b>Parcel ID</b>	080242700	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	AVERA MCKENNAN
<b>Sec/Twp/Rng</b>	24-105-36	<b>Class</b>	RESIDENTIAL\SINGLE UNIT		ATTN: ACCOUNTS PAYABLE
<b>Property Address</b>	41982 US HWY 71 N	<b>Acreege</b>	6.57		PO BOX 5045
	56101				SIOUX FALLS SD 57117
<b>District</b>	n/a				
<b>Brief Tax Description</b>	TRACT IN S1/2 SW1/4 NE OF TH 71 625				
	<b>(Note: Not to be used on legal documents)</b>				

Date created: 6/25/2019  
 Last Data Uploaded: 6/24/2019 7:11:24 PM

Developed by  **Schneider**  
 GEOSPATIAL

**IN THE MATTER OF THE JOINT  
RESOLUTION OF THE TOWN OF  
GREAT BEND AND THE CITY OF  
WINDOM DESIGNATING AN  
UNINCORPORATED AREA AS IN  
NEED OF ORDERLY ANNEXATION  
AND CONFERRING JURISDICTION  
OVER SAID AREA TO THE MINNESOTA  
OFFICE OF ADMINISTRATIVE HEARINGS/  
MUNICIPAL BOUNDARY ADJUSTMENTS  
AGENCY PURSUANT TO M.S 414.0325**

**JOINT RESOLUTION #2019-  
FOR ORDERLY ANNEXATION**

**INTRODUCED:**

**SECONDED:**

**Aye:**

**Nay:**

**Absent:**

The Township of Great Bend and the City of Windom hereby jointly agree to the following:

1. That the following described area in Great Bend Township is subject to orderly annexation pursuant to Minnesota Statutes 414.0325, and the parties hereto designate this area for orderly annexation, to-wit:

**LAND DESCRIPTION:                      Avera Property 08-024-2700 (41982 US Hwy 71)**

A tract of land in the South Half of the Southwest Quarter (S ½ SW ¼) of Section 24, Township 105 North, Range 36 West of the Fifth Principal Meridian in Cottonwood County, Minnesota, described as follows:

Commencing at the Southwest corner of said Section 24; thence North 89 degrees 38 minutes 20 seconds East along the South line of said Section, a distance of 993.40 feet; thence North 0 degrees 00 minutes 00 seconds East, a distance of 500.38 feet to a point on the centerline of Trunk Highway No. 71; thence North 31 degrees 26 minutes 00 seconds East, a distance of 75.00 feet to a point on the Northerly right-of-way of said highway; thence North 58 degrees 34 minutes 00 seconds West along said right-of-way line, a distance of 198.50 feet to the actual point of beginning of the tract to be described; thence continuing North 58 degrees 34 minutes 00 seconds West along said Northerly right-of-way line, a distance of 87.30 feet to the beginning of a spiral curve concave to the Northeast; thence continuing Northwesterly along said Northerly right-of-way line along said spiral curve, a distance of 171.66 feet, to a point on said Northeasterly right-of-way line, which is 515 feet South of the North line of said South Half of the Southwest Quarter (S ½ SW ¼); thence North 88 degrees 57 minutes 30 seconds East, a distance of 654.24 feet; thence North 43 degrees 47 minutes 35 seconds East, a distance of 174.92 feet; thence South 39 degrees 46 minutes 00 seconds East, a distance of 627.80 feet; thence South 50 degrees 23 minutes 00 seconds West, a distance of 310.00 feet; thence South 7 degrees 16 minutes 41 seconds West, a distance of 161.95 feet to a point on said Northerly right-of-way line; thence Northwesterly along said Northerly right-of-way line along a 2 degree 53 minutes 12 second curve concave to the Southwest, having a radius of 1,984.86 feet, a distance of 507.39 feet; thence North 44 degrees 27 minutes 13 seconds East, a distance of 132.55 feet; thence North 55 degrees 09 minutes 13 seconds West, a distance of 150.16 feet; thence North 63 degrees 05 minutes 30 seconds West, a distance of 283.69 feet; thence South 26 degrees 33 minutes 50 seconds West, a distance of 106.45 feet to a point on said Northerly right-of-way line, said point being the point of beginning, containing 7.10 acres, more or less, excepting therefrom all that part of the following-described real estate, which is located within the above-described 7.10-acre tract:

All that part of the South Half of the Southwest Quarter (S ½ SW ¼) of Section 24, Township 105 North, Range 36 West of the Fifth Principal Meridian in Cottonwood County, Minnesota, described as follows:

Beginning at a point marked by an iron stake on the Northeasterly right-of-way line of Trunk Highway No. 71, which is approximately 114 feet Northwesterly, measured at right angles, from the intersection of the Northwesterly right-of-way line of Trunk Highway No. 60 extended Westerly, and the Northeasterly right-of-way line of Trunk Highway No. 71, being the most Westerly point of the tract conveyed to Lloyd S. Johnson by Warranty Deed recorded in Book 86 of Deeds, Page 130; thence running

- (1) North 7 degrees 16 minutes 41 seconds East on and along the Westerly line of said Lloyd Johnson tract, a distance of 161.95 feet to a point marked by an iron stake; thence running
- (2) North 50 degrees 23 minutes East along a line parallel with the Northwesterly right-of-way line of Trunk Highway No. 60, being the Northwesterly line of said Lloyd Johnson tract, a distance of 314 feet to a point marked by an iron stake on the Southwesterly line of the tract conveyed to Windom Hospital Association by Warranty Deed recorded in File 156, Card 106; thence running
- (3) North 39 degrees 46 minutes West on and along the Southwesterly line of said Windom Hospital Association tract, a distance of 70 feet; thence running
- (4) South 50 degrees 23 minutes West and parallel with the Northwesterly right-of-way line of Trunk Highway No. 60, a distance of 435 feet, more or less, to the point of intersection with the Northeasterly right-of-way line of Trunk Highway No. 71; thence running
- (5) Southeasterly on and along the Northeasterly right-of-way line of Trunk Highway No. 71, a distance of 181 feet, more or less, to the point of beginning.

THE TRACT CONTAINS A TOTAL OF 6.52 ACRES AND IS SUBJECT TO EXISTING EASEMENTS OF RECORD, IF ANY.

2. That the Town Board of the Township of Great Bend and the City Council of the City of Windom, upon passage and adoption of this resolution and upon the acceptance by the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments, confer jurisdiction upon the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments Agency over the various provisions contained in this Agreement.
3. That these certain properties, which abut the City of Windom, are presently urban or suburban in nature or are about to become so. Further, the City of Windom is capable of providing services to this area within a reasonable time, and the annexation is in the best interest of the area proposed for annexation. Therefore, these properties would be immediately annexed to the City of Windom.
4. Upon annexation, the City intends to zone the area as B-2.
5. The Town of Great Bend and the City of Windom agree that no alteration of the stated boundaries of this agreement is appropriate. Furthermore, each party agrees that no consideration by Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments is necessary. Upon receipt of this resolution, passed and adopted by each party, the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments Agency may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of this joint resolution.

Approved by the Town of Great Bend this 8 day of June, 2019.

Town of Great Bend

By: Douglas Hermin  
Town Board Chair

By: Ray Elst  
Town Board Clerk

Approved by the City of Windom this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

City of Windom

By: \_\_\_\_\_  
Dominic Jones, Mayor

ATTEST:

\_\_\_\_\_  
Steve Nasby, City Administrator

## Avera Annexation Township Reimbursement

Parcel #	Taxable Value	Great Bend Township 2019 Tax Amount
08-024-2700	\$ 127,600.00	\$ 105.42
<hr/>		
	\$ 127,600.00	\$ 105.42
Great Bend Tax Rate	0.08866	
City of Windom Tax Rate	0.82845	

### Reimbursement Schedule

2014	Year 1 - 90%	\$	94.88
2015	Year 2 - 70%	\$	73.79
2016	Year 3 - 50%	\$	52.71
2017	Year 4 - 30%	\$	31.63
2018	Year 5 - 10%	\$	10.54
		<u>\$</u>	<u>263.55</u>

### Avera fees

Tax Reimbursement	\$	263.55
Annexation Filing Fee	\$	50.00
	<u>\$</u>	<u>313.55</u>

## ACTION ITEM



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

**TO:** City Council  
**FROM:** Steve Nasby, City Administrator   
**DATE:** July 10, 2019  
**RE:** Purchase of Equipment - Ambulance  
**DEPT:** Ambulance  
**CONTACT:** Tim Hacker: [Tim@windomfarmerservice.com](mailto:Tim@windomfarmerservice.com) Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

---

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

---

Staff recommends that the City Council take the following action:

1. Approve the purchase LUCAS CPR chest compression system.

### **Issue Summary/Background**

---

The Ambulance Director has obtained a quote to replace the last Zoll Auto-pulse, which is approximately 10 years old. Windom Ambulance currently uses these LUCAS chest compression devices in the other two rigs. It would be a benefit to the EMT crew to have all three units the same for training and consistency. Also, the LUCAS is much easier to put on and is the same machine used by Windom Area Health.

### **Fiscal Impact**

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Funds from the Ambulance reserve are to be used for the purchase of this life-saving equipment.

### **Attachments**

---

1. Quote for LUCAS CPR chest compression system.



**Emergency Care**

11811 Willows Road NE  
 P.O. Box 97006  
 Redmond, WA 98073-9706 U.S.A.  
 www.physio-control.com  
 tel 800.442.1142  
 Sales Order fax 800.732.0956  
 Service Plan fax 800.772.3340

To CITY OF WINDOM  
 Attn: Tim Hacker, Director- EMS  
 WINDOM AMBULANCE SERVICE 444 9TH  
 STREET  
 WINDOM, MN 56101  
 (507) 831-2793  
[tim@windomfarmerservice.com](mailto:tim@windomfarmerservice.com)

Quote Number 00179548  
 Revision # 1  
 Created Date 6/12/2019  
 Sales Consultant Jon Dilley  
 9522399823  
[jon.p.dilley@stryker.com](mailto:jon.p.dilley@stryker.com)  
 FOB Redmond, WA  
 Terms All quotes subject to credit approval and the following terms and conditions  
 NET Terms NET 30  
 Expiration Date 9/10/2019

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
11576-000060	LUCAS Battery Desk-Top Charger	1.00	1,235.00	-160.55	1,074.45	1,074.45
11576-000071	LUCAS Power Supply	1.00	391.00	-50.83	340.17	340.17
11576-000080	LUCAS Battery - Dark Grey - Rechargeable LiPo	1.00	755.00	-98.15	656.85	656.85
99576-000063	LUCAS 3, v3.1 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, (2) SUCTION CUPS, (1) RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE. The device can connect wirelessly to the LIFENET System for setup options, post-event report generation and asset management.	1.00	16,190.00	-2,104.70	14,085.30	14,085.30
Trade-in product	Trade in of Zoll AutoPulse towards the purchase of Lucas 3.1	1.00	0.00	0.00	-3,000.00	-3,000.00

Subtotal USD 13,156.77  
 Estimated Tax USD 0.00  
 Estimated Shipping & Handling USD 65.00

Current Sales Tax Rates will be applied at the time of Invoice and tax rate is based on the Ship To location

Grand Total USD 13,221.77

**Pricing Summary Totals**  
 List Price Total USD 18,571.00  
 Total Contract Discounts Amount USD 0.00

Total Discount	USD -2,414.23
Trade In Value	USD -3,000.00
Tax + S&H	USD 65.00

**GRAND TOTAL FOR THIS QUOTE**  
USD 13,221.77

Please provide a company issued Purchase Order that includes Billing and Shipping Address.  
PO must reference payment terms of Net 30 days.

**- OR -**

Required information if no Purchase Order is provided

<b>Billing Address</b> <input type="checkbox"/> same as address on quote	<b>Shipping Address</b> <input type="checkbox"/> same as Billing Address
Account Name _____	Account Name _____
Address _____	Address _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
<b>Accounts Payable Contact Information</b>	
Accounts Payable Contact _____	Accounts Payable Phone Number _____
Accounts Payable Email _____	Customer is Tax Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Authorized Customer Signature</b>	
Name _____	Signature _____
Title _____	Date _____

**Optional information:**

Special Ship to Address \_\_\_\_\_

Comments \_\_\_\_\_

For Multiple End Users, please attach a supporting document with End User name, physical location, product type and quantity

Reference Number JD/11474002/208257

**General Terms for all Products, Services and Subscriptions.**

Physio-Control, Inc. ("Physio") accepts Buyer's order expressly conditioned on Buyer's assent to the terms set forth in this document. Buyer's order and acceptance of any portion of the goods, services or subscriptions shall confirm Buyer's acceptance of these terms. Unless specified otherwise herein, these terms constitute the complete agreement between the parties. Amendments to this document shall be in writing and no prior or subsequent acceptance by Seller of any purchase order, acknowledgment, or other document from Buyer specifying different and/or additional terms shall be effective unless signed by both parties.

**Pricing.** Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services unless Physio receives a copy of a valid exemption certificate prior to delivery. Discounts may not be combined with other special terms, discounts, and/or promotions.

**Payment.** Payment for goods and services shall be subject to approval of credit by Physio. Unless otherwise specified by Physio in writing, the entire payment of an invoice is due thirty (30) days after the invoice date for deliveries in the USA, and sight draft or acceptable (confirmed) irrevocable letter of credit is required for sales outside the USA.

**Minimum Order Quantity.** Physio reserves the right to charge a service fee for any order less than \$200.00.

**Patent Indemnity.** Physio shall indemnify Buyer and hold it harmless from and against all demands, claims, damages, losses, and expenses, arising out of or resulting, from any action by a third party against Buyer that is based on any claim that the services infringe a United States patent, copyright, or trademark, or violate a trade secret or any other proprietary right of any person or entity. Physio's indemnification obligations hereunder will be subject to (i) receiving prompt written notice of the existence of any claim; (ii) being able to, at its option, control the defense and settlement of such claim (provided that, without obtaining the prior written consent of Buyer, Physio will enter into no settlement involving the admission of wrongdoing); and (iii) receiving full cooperation of Buyer in the defense of any claim.

**Limitation of Interest.** Through the purchase of Physio products, services, or subscriptions, Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products or services, and Buyer expressly agrees not to reverse engineer or decompile such products or related software and information.

**Delays.** Physio will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from an event beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio inability to obtain goods from its usual sources.

**Limited Warranty.** Physio warrants its products and services in accordance with the terms of the limited warranties located at <http://www.physio-control.com/Documents/>. The remedies provided under such warranties shall be Buyer's sole and exclusive remedies. Physio makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.**

**Compliance with Confidentiality Laws.** Both parties acknowledge their respective obligations to maintain the security and confidentiality of individually identifiable health information and agree to comply with applicable federal and state health information confidentiality laws.

**Compliance with Law.** The parties agree to comply with any and all laws, rules, regulations, licensing requirements or standards that are now or hereafter promulgated by any local, state, and federal governmental authority/agency or accrediting/administrative body that governs or applies to their respective duties and obligations hereunder.

**Regulatory Requirement for Access to Information.** In the event 42 USC § 1395k(v)(1)(I) is applicable, Physio shall make available to the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of these terms, such books, documents and records as are necessary to certify the nature and extent of the costs of the products and services provided by Physio.

**No Debarment.** Physio represents and warrants that it and its directors, officers, and employees (i) are not excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b(f); (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services; and (iii) are not under investigation which may result in Physio being excluded from participation in such programs.

**Choice of Law.** The rights and obligations of Physio and Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the state where Buyer is located. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorney's fees, shall be reimbursed by the other party.

**Additional Terms for Purchase and Sale of Products.**

In addition to the General Terms above, the following terms apply to all purchases of products from Physio:

**Delivery.** Unless otherwise specified by Physio in writing, delivery shall be FOB Physio point of shipment and title and risk of loss shall pass to Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from Buyer, Physio will obtain transportation on Buyer's behalf and for Buyer's account. Delivery dates are approximate. Freight is pre-paid and added to Buyer's invoice. Products are subject to availability.

**Inspections and Returns.** Within 30 days of receipt of a shipment, Buyer shall notify Physio of any claim for product damage or nonconformity. Physio, at its sole option and discretion, may repair or replace a product to bring it into conformity. Return of any product shall be governed by the Returned Product Policy located at <http://www.physio-control.com/Documents/>. Payment of Physio's invoice is not contingent on immediate correction of nonconformities.

**No Resale.** Buyer agrees that products purchased hereunder will not be resold to third parties and will not be reshipped to any persons or places prohibited by the laws of the United States of America.

## RESOLUTION #2019-

**INTRODUCED:**

**SECONDED:**

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

### WINDOM'S "NIGHT TO UNITE" PROCLAMATION

---

**WHEREAS**, the Minnesota Crime Prevention Association, AAA of Minnesota/Iowa and local law enforcement agencies are sponsoring a unique, nationwide crime, drug and violence awareness program on August 5, 2019, entitled "Night to Unite"; and

**WHEREAS**, the "Night to Unite" provides a unique opportunity for Windom, Minnesota, to join forces with thousands of other communities across the country in promoting cooperative police-community crime prevention efforts; and

**WHEREAS**, the Cottonwood County Youth Task Force, Southwest Crisis Center, and MN Department of Corrections play a vital role in assisting the Windom Police Department and Cottonwood County Sheriff's Department through joint crime, drug and violence prevention efforts in Windom and are supporting "Night to Unite 2019" locally; and

**WHEREAS**, it is essential that all citizens of Windom be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Windom; and

**WHEREAS**, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "Night to Unite" Program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that Monday, August 5, 2019, is designated as "**Night to Unite**" in Windom, Minnesota, and citizens of Windom are encouraged to support and participate in Windom's 13<sup>th</sup> Annual "Night to Unite".

Adopted by the Council this 16th day of July, 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](http://www.windom-mn.com)

**TO:** Steve Nasby and the City Council  
**FROM:** Brian Cooley Street and Parks Superintendent  
**DATE:** July 12, 2019  
**RE:** **Relay for Life**  
**DEPT:** Street Department  
**CONTACT:** [Brian.Cooley@windimn.com](mailto:Brian.Cooley@windimn.com)

---

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

I would like to recommend to the City Council take the following action regarding the closure of Eleventh Street between Fifth and Sixth Avenues. It will be to the north side of the BARQ building. The police chief and I have signed for approval.

---

### **Issue Summary/Background**

The relay, which is typically held in Tegals Park, will be at the BARQ building this year, on Saturday, August 3<sup>rd</sup>. The Street Department will provide and pick up the barricades.

### **Fiscal Impact**

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None.

### **Attachments**

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None.

## ACTION ITEM



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

**TO:** Steve Nasby and the City Council  
**FROM:** Brian Cooley Street and Parks Superintendent  
**DATE:** July 11, 2019  
**RE:** “Night to Unite”  
**DEPT:** Street Department  
**CONTACT:** [Brian.Cooley@windimn.com](mailto:Brian.Cooley@windimn.com)

---

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

I would like to recommend to the City Council take the following action regarding the closure of Forth Avenue between 9<sup>th</sup> and 10<sup>th</sup> streets. The police chief and I have signed for approval.

---

### **Issue Summary/Background**

This section of 4 Avenue will be used for the night to unite celebration. The Street Department will provide and pick up the barricades on August 5.

### **Fiscal Impact**

---

None.

### **Attachments**

---

None.

## ACTION ITEM



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

**TO:** City Council  
**FROM:** Steve Nasby, City Administrator  
**DATE:** July 10, 2019  
**RE:** Appointment of Emergency Management Director  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

---

### Recommendations/Options/Action Requested

---

Mayor Jones recommends that the City Council take the following action:

1. Appoint Dan Ortmann as the City's Emergency Management Director.

---

### Issue Summary/Background

---

As you may know, the Emergency Management Director position has been vacant since January 2017 (with duties temporarily designated to the City Administrator). State statute requires that municipalities have an Emergency Management Director designated. Below is language from the League of Minnesota Cities handbook.

**Minn. Stat. § 12.25, subdivision 1 requires each city to establish a local organization to perform emergency management functions. The local organization assures that the city has an organized approach to responding to emergencies. The key to an organized approach is a pre-established command structure, composed of pre-established personnel with well-defined responsibilities and a common communication system.**

**The local emergency organization may be created by city ordinance. The emergency management organization must have a director appointed by the mayor, who is responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body.**

Following Mr. Ortmann's retirement from the Fire Department, staff and the Mayor have had discussions with him about assuming the City's Emergency Management Director position. With the recent events of flooding in summer 2018 and spring 2019 we feel it is time to re-instate this a separate position.

---

### Fiscal Impact

---

A stipend of \$2,400 is currently budgeted for this position along with some funds for training. Since 2017 these funds have not been expended as duties were performed by existing staff.

---

### Attachments

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1. Emergency Management Director job description
2. Minnesota Statute 12.25

**Emergency Management Director  
City of Windom  
April 24, 2002**

**Job Title:** Emergency Management Director  
**Supervisor:** City Administrator & Mayor  
**Hours Worked:** Part-time

**DESCRIPTION OF WORK:**

**General Purpose of Duties:** Plan and coordinate emergency efforts within the City and assist in providing coordination between the fire and police departments. Works under policy guidance and direction from the City Administrator and the Mayor.

**Essential Duties and Responsibilities:**

Responsible for the development and implementation of emergency management goals, objectives, and priorities. Prepares and updates emergency management plans for the city in coordination with the Cottonwood County plan.

Plans, coordinates, supervises and evaluates overall emergency management efforts in the city.

Coordinates local, state and federal agencies to plan emergency management activities.

Provides public information and explains emergency management programs, procedures and activities.

Assists the City Administrator in the preparation of budget for emergency management activities and ensures that expenditures are consistent with approved budget.

Attends required seminars and educational programs required to achieve certification and completes continuing education programs to maintain certification.

In an emergency implements efforts set forth in the Windom Emergency Operation Plan.

Performs all other duties as directed by the City Administrator or the Mayor.

**KNOWLEDGE, SKILL AND ABILITIES:**

Skill to communicate clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with city departments, outside agencies and the public.

Knowledge in the area of emergency management activities.

General knowledge of City and County law enforcement, fire protection and other public safety agencies.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to act quickly, calmly and decisively in emergency situations.

Ability to evaluate and direct appropriate responses to emergency situations.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: By Council  
Mayor

Approval: 5/07/02  
City Administrator

**12.25 LOCAL ORGANIZATIONS; DIRECTORS, DUTIES.**

Subdivision 1. **Political subdivisions; director, responsibilities.** Each political subdivision shall establish a local organization for emergency management in accordance with the state emergency management program, but no town shall establish a local organization for emergency management without approval of the state director. Each local organization for emergency management must have a director appointed forthwith: in a city by the mayor, in a town by the town board, and for a public corporation organized and existing under sections 473.601 to 473.679 by its governing body. The local director is directly responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body.

Subd. 2. **Counties; director, responsibilities.** (a) Each county emergency management organization must have a director and one or more deputy directors. They must be appointed by the county board.

(b) A county organization for emergency management has jurisdiction throughout the county outside of a city or of a town that has a local emergency management organization.

(c) In addition to the other powers granted by this subdivision, county organizations shall:

(1) coordinate the activities of and may assist in the training of emergency management organizations of political subdivisions throughout the county;

(2) plan for the emergency operations of county government in cooperation with the county attorney, who shall give legal advice to the county organization, and with other appropriate county government officials and private sector representatives;

(3) acquire equipment necessary in connection with these activities; and

(4) expend funds provided by the county board out of general revenue funds for such purposes.

Subd. 3. **Territorial limits.** Each local and county organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized and, in addition, shall conduct these functions outside of its territorial limits as may be required pursuant to sections 12.23, 12.27, and 12.32 or any other applicable law.

Subd. 4. [Repealed, 1979 c 65 s 3]

Subd. 5. **Common organization agreements.** With approval of the state director, two or more political subdivisions may enter into agreements determining the boundaries of the geographic areas of their respective emergency management responsibilities or providing for a common emergency management organization, which for the purposes of this chapter must be a local emergency management organization.

**History:** 1951 c 694 s 205; 1957 c 626 s 1; 1959 c 459 s 1; 1963 c 678 s 2; 1965 c 660 s 2,3; 1973 c 123 art 5 s 7; 1Sp1981 c 4 art 1 s 3; 1996 c 344 s 14

## ACTION ITEM



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Phone: 507-831-6129  
Fax: 507-831-6127  
[www.windom-mn.com](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** John Nelson, Manager, River Bend Liquor  
**DATE:** 07/11/2019  
**RE:** Liquor Store Part-Time Clerk Hiring  
**DEPT:** Liquor Store  
**CONTACT:** John Nelson      [John.Nelson@windomrnn.com](mailto:John.Nelson@windomrnn.com)

---

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

---

I recommend that the City Council approve the hiring of Jamie Anderson as a Part-Time non-union cashier at a starting wage of \$9.86/hr.

### **Issue Summary/Background**

---

On June 20, 2019, an employee resigned as a cashier of River Bend Liquor. Over the next 3 weeks a job posting was placed on River Bend Liquor's Facebook Page, along with the local shopper and citizen newspapers. Upon completion of those ads, four applications were received. On July 9<sup>th</sup>, Jenny Quade and myself completed interviews of those four candidates. After completing interviews, it is our recommendation, to hire Jamie Anderson as a non-union Part-Time Liquor Store Clerk at a wage of \$9.86/hr.

### **Fiscal Impact**

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The fiscal impact of this hiring will be \$0 as this would just be replacing a position already held by an employee of River Bend Liquor.

### **Attachments**

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None