

Council Meeting
Tuesday, August 20, 2019
City Council Chambers
6:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – August 6, 2019
 - HRA – June 12 & July 10, 2019
 - EDA – August 12, 2019
 - Library Board – August 13, 2019
 - Planning Commission – August 13, 2019
 - License Applications
 - Amplification Permit – Morales - Tegels Park
 - Exempt Gambling Permit – St. Francis Xavier Catholic Church
 - Regular Bills
2. Department Heads
3. CGMC – Coalition of Greater MN Cities Presentation
4. Electric Superintendent Recommendation – Domestic Abuse Awareness Month
5. Planning Commission Recommendation – Variance Application – 41982 US Hwy 71
6. Nuisance Clean-up Funding
7. Park & Recreation Commission Recommendation – Tennis Courts
 - Approve Plans and Specs
 - Resolution Calling for Bids
8. Telecom Presentation – Future of Video Services
9. 2020 Street Project – DGR Engineering Task Order Agreement
10. State Airport Improvement Grant Agreement - Resolution
11. Personnel Item
 - Utility Billing Hiring Recommendation
12. New Business
13. Old Business
 - Census Complete Count Committee
 - K-9 Visit
14. Council Comments
15. Adjourn



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

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Jeff Dahna, Telecom Manager; Chelsie Carlson, Finance Director; Brian Cooley, Street Superintendent; Jason Sykora, Electric Superintendent; Drew Hage, Development Director; Mike Haugen, Water/Wastewater Superintendent; Scott Peterson, Police Chief; Tim Hacker, Ambulance Director; Carter Squires, Intern

3. Pledge of Allegiance

4. Amendment to Agenda:

Mayor Jones would like to add Minnesota Department of Transportation Resolution for Trunk Hwy 60 Corridor Study Resolution under New Business.

Motion by Grunig second by Quade to approve an Amended Agenda. Motion carried 5 –0.

5. Consent Agenda:

- Minutes
 - Council Minutes – July 16, 2019
 - Park & Recreation Commission – July 10, 2019
 - Telecom Minutes – July 22, 2019
 - Utility Commission – July 24, 2019
- License Applications
 - Exempt Gambling Permit – Cottonwood County Pheasants Forever
 - Authorization to Dispense Intoxicating Liquor – Cottonwood Co Fair
 - Amplification Permit – Higginbotham – 780 Plum Ave
- Regular Bills

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

6. Department Heads:

Jeff Dahna, Telecom Manager, provided an update on the WindomNet Video service. Dahna plans to present an implementation timeline and pricing at the August 20th Council Meeting.

Drew Hage, Development Director, informed Council that on Thursday August 8, there will be a Child Care meeting at the BARC library for businesses/employers from 7:45-8:45 AM. They will be focusing on employee attraction and retention, with daycare being one of those facets. They will be gathering more information from those who will attend. Invites were mailed to Chamber members, businesses and daycare providers.

7. 2020 Street Project:

Brian Cooley, Street Superintendent, Mike Haugen, Water/Wastewater Superintendent, and Dan VanScapen, DGR Engineers, presented an overview of documents outlining the proposed 2020 Street Project. VanScapen noted that topography and soil sampling would need to be completed prior to the feasibility study completion. He is hoping to finalize design in January/February of 2020 to bid in March. Areas of the project include:

- Highland Rd, Des Moines Dr, Fairview Ave and Verona Ave areas would include 4" bituminous road reconstruction with curb & gutter, valley gutters, sanitary and water main replacement and storm sewer/intake replacement
- Reconfiguring the intersection change at Des Moines Dr and Highland Rd to a 90° turn in efforts to reduce confusion of who would have the right of way traffic
- 14th Street Hwy 60/71 to 6th Avenue is proposed to have 4" bituminous reconstruction between existing curb & gutter (with some minor curb & gutter replacement), valley gutters, sanitary and water main replacement (in the far East block only) and stubbing the water main into terrace for future water needs
- 14th Street and 5th Avenue storm sewer reconstruction due to a collapsed line
- Arena Parking Lot reconstruction with sewer main replacement with insulation (possible FEMA funding eligible due to staging area for sandbagging efforts)
- Street Shop Parking Lot replacement with a possible addition (listed as an alternate)
- 6th Ave South (shared ownership/cost with adjacent township) 1.5" bituminous overlay with tapering edges
- 18th Ave/Red Leaf Court storm sewer drainage improvements have proposed installation of 54" drainage piping to deter water from entering into adjacent homes based on a 10 year storm design
- 16th Street overlay of 3" bituminous from Hwy 60/71 to Cottonwood Lake Dr with no utility changes or railroad crossing right-of-way improvements

Grunig asked for clarification on why 10th Street where it converts to River Road was not included in the 2020 Street Project. Cooley responded that this area would need full depth reconstruction along with utility and catch basin replacement. The estimated cost for this segment was significant for the area needing work.

VanScapen further explained that there are water table issues and the cross section needs of gravel, rock, fabric and base to maintain a stable underlayment for a paved surface was expensive for an approximate 120' area that needed to be patched due to a frost boil.

Jones asked if the reconstruction costs could be covered for this segment due to the frost boils by FEMA funding. Nasby replied that the intention is to ask for the monies to fix that frost boil.

Cooley explained that several areas of the proposed project require full reconstruction due to old utilities and deteriorated asphalt. A simple overlay is not cost effective.

Council discussed adding a possible trail connection from New Vision Co-op to the Windom Recreation Area, removing the Street Shop parking lot from the proposal, and bidding the 18th Ave/Red Leaf Court storm sewer drainage improvements as an alternate.

Council Member Byam introduced the Resolution No. 2019-46, entitled "RESOLUTION ORDERING PREPARATION OF REPORT ON 2020 STREET IMPROVEMENT PROJECT" with removing the Street Shop Parking lot and Bidding 18th Ave/Red Leaf Court Storm Sewer as an Alternate and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Ray, Nelson, Quade, Byam, and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. Adele Plaza Subdivision Storm Water Repair:

Hage, Huagen, and Cooley approached the Council and stated that they had met recently with Runnings management in regards to a collapsed drainage tile where they have trucks loading and unloading freight. A storm sewer line runs adjacent to the Runnings property into a City-owned storm sewer retention pond. Repair cost for the 100-150' section is estimated to be \$15,000 - \$20,000 and would be shared with Runnings.

Motion by Byam second by Nelson to approve City Staff to negotiate with Runnings to cost share the Adele Plaza Subdivision Storm Water Repair up to \$20,000 from General Fund Reserve funds. Motion carried 5 – 0.

9. Single Audit – Federal Procurement Compliance Policy:

Chelsie Carlson, Finance Director, and Carter Squires, Intern, explained the need to approve a Federal Procurement Compliance Policy. Squires stated that the Wastewater Treatment Plant Improvement project was awarded Federal Funding dollars over the Single Audit Threshold limit. As such, the City of Windom was directed to adopt a policy to establish guidelines that provide a fair and honest system for the use of these funds. This policy has been reviewed and approved by the City of Windom's Auditors and the League of Minnesota Cities.

Motion by Grunig second by Byam to approve the Federal Procurement Compliance Policy as presented. Motion carried 5 – 0.

10. Ambulance Bid Award:

Tim Hacker, Ambulance Director, is recommending Council approval for the Ambulance Replacement Bid for Unit 29 in the amount of \$193,825. Only one bid was received. The bid includes replacement of the Ambulance chassis and to mount a reconditioned box to the chassis.

The company will be keeping the old ambulance box for the Windom Ambulance for a future ambulance replacement. The Ambulance Fund has monies in reserve for this purchase.

Council Member Byam introduced the Resolution No. 2019-47, entitled "A RESOLUTION AWARDING THE CONTRACT FOR THE "AMBULANCE REPLACEMENT PROJECT"" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Nelson, Quade, Byam, Grunig, and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

11. CMMPA Purchase of Fixed Dispatch Energy Agreement:

Jason Sykora, Electric Superintendent, clarified that Fixed Dispatch Energy is a wind shaped product that the Electric Department is required to have in renewable energy products. This purchase agreement guarantees specific quantities be scheduled and provided to the City of Windom at a fixed price of \$31.00 per megawatt from January 1, 2021 through December 31, 2035. Sykora stated that contracting helps maintain stable rates for its customers.

Motion by Ray second by Grunig to approve the Power Sales Agreement between the City of Windom and Central Minnesota Municipal Power Agency for the purchase of Fixed Dispatch Energy. Motion carried 5 – 0.

12. Telecom – Resolution Transparent LAN Services (TLS) Rates:

Dahna has identified a need correct an error on the previously approved TLS rate sheet for 20 Mb service and add a column to provide a 25 Mb service. The Telecom Commission has reviewed the rates and is recommending Council approval.

Council Member Grunig introduced the Resolution No. 2019-48, entitled "RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Byam, Grunig, Nelson, Quade, and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

13. Airport Grant Agreement Resolution:

Nasby briefly explained that the presented Airport Grant Agreement is for construction of additions to the existing hangar buildings at the Windom Airport. The project has been bid and the City of Windom was waiting for the grant dollars from the MN Department of Transportation. The City of Windom's cost for the project is 5%.

Council Member Ray introduced the Resolution No. 2019-49, entitled "AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENTS FOR CONSTRUCTION OF ADDITIONS TO THE AIRPORT HANGAR BUILDINGS" and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Quade, Byam, Grunig, Ray, and Nelson. No: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

14. Personnel Items:

Supervisory Pay Plan Revision – Pay Equity Compliance:

Preliminary

Nasby stated that the City did not pass its Pay Equity reporting to the State of Minnesota which was submitted in January. Upon research, it was found that both the City and Windom Area Health (report is submitted jointly) had each made changes to their pay plans. Staff from the City of Windom and Windom Area Health have both agreed to re-set their steps on their respective pay scales. Nasby noted that the City's Supervisory salary range would remain the same, but the suggested change would add a "Step 4" into the Supervisory Plan at the 18-month mark.

Motion by Byam second by Quade to approve the Supervisory Pay Plan Revision as Presented. Motion carried 5 – 0.

Recreation Director Position:

The City Council has accepted Al Baloun's resignation at a previous Council meeting. As such, the Personnel Committee is recommending the City of Windom advertise for this position. Upon filling this position, the City of Windom would then terminate the Contract for Services Agreement with the current Independent Contractor.

Motion by Grunig second by Quade to approve advertising for a Recreation Director. Motion carried 5 – 0.

Utility Billing Position:

Carlson explained that the City's Utility Billing has been performed by an Independent Contractor for several years. The Contractor has informed City Staff that they will not seeking to renew their contract in January. The City has taken steps to improve technology, billing practices and processes. Carlson has asked the Personnel Committee to post this position internally to fill the vacant union position of Utility Billing/System Analyst. By filling the position internally, it would allow greater flexibility with internal functions and staffing.

Motion by Ray second by Quade to approve an internal posting for a Utility Billing/System Analyst. Motion carried 5 – 0.

Street/Park Maintenance Hiring Recommendation:

Ray said the Street Department has a vacancy due to a recent tragic event. She and Street Committee Staff have conducted interviews and is recommending the Council hire Brian Johnson to fill this vacancy at Step 6 on the pay scale due to his experience.

Cooley elaborated that Johnson has a Class B license, truck and loader experience and is mechanically inclined. He has also performed snow removal with tractors, loaders and skid steers.

Motion by Ray second by Grunig to approve hiring Brian Johnson as a Street/Park Maintenance worker at Step 6 on the Union pay scale. Motion carried 5 – 0.

15. New Business:

Nasby explained that MN DOT has requested the City of Windom enter into a contract with them to complete a Corridor Study of Trunk Highway 60. The City has budgeted \$30,000 to this project. The City has set aside \$17,500 previously for this project. The Council would have to decide to budget the remaining funds in the 2020 budget or use monies from the General Reserve Fund.

Council Member Grunig introduced the Resolution No. 2019-50, entitled “AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION CONTRACT FOR TRUNK HWY 60 CORRIDOR STUDY” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Grunig, Byam, Quade, Ray, and Nelson. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

16. Old Business:

City Administrator Evaluation:

Jones said the City Administrator Evaluation was completed at the previous Council meeting in a closed session. He had a very favorable review and Council is looking forward to working on some new goals with him.

Night to Unite:

Due to inclement weather, Windom’s Night to Unite was postponed to August 12th. Staff is recommending approval for the amended Street closure request and amplification permit.

Motion by Quade second by Ray to go close 4th Avenue between 9th and 10th Streets for the Night to Unite event on August 12th. Motion carried 5 - 0.

Motion by Ray second by Quade to approve the amplification permit for the Night to Unite event on August 12th. Motion carried 5 - 0.

17. Wastewater Treatment Facility Improvement Project:

Haugen briefed the Council on the progress of the Wastewater Treatment Facility Improvement Project. He noted pipe lining, painting, and some treatment facility equipment has been completed. The Utility Commission and Project Engineer is recommending approval of payment.

Motion by Ray second by Nelson to approve the Pay Request #9 for Gridor Construction in the amount of \$1,824,094. Motion carried 5 - 0.

Haugen mentioned that 1st Avenue sewer lining project is underway. He informed Council and residents that the week of August 13th, they will be closing 6th Street (Cottonwood County #17) by the railroad crossing for approximately 7-10 days to complete the needed sewer lining in that area. Traffic will be detoured by signs.

18. Council Comments:

Quade encouraged citizens to attend the Night to Unite rescheduled event on August 12th from 5-7 PM on the downtown square.

Byam encouraged citizens to turn Right at intersections if needed to help reduce traffic backup due to the projects and road construction areas.

Nelson noted several bicyclists have been seen running stop signs. He encouraged them to obey traffic laws.

Preliminary

Grunig thanked the Street Department and those whom assisted in the tree branch pick up.

Ray reiterated appreciation to the Street Department. She noted they hauled 134 loads of tree debris to the landfill.

Jones remarked that the Hwy 60/71 project was long, but extended gratitude to MN DOT for completing the project quickly.

19. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:35 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 3rd 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 3rd floor painted and is working on the 2nd floor. He will take a break to complete a few other things before completing the 1st 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 10th (RV) and August 14th (HS).

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

Linda Jaakola, Chairman

Connie Clausen, Executive Director

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

July 10, 2019 at 4:00pm

A regular meeting of the Board of Directors was held on July 10, 2019 at the Riverview Apartments Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Dan Molitor and Tom White. Also present was: Executive Director, Connie Clausen and Operations Manager, Linda Loewen. Absent were Board Member Pam Dobson and Resident Liaison, Mike Meyer.

The Regular Board Meeting was called to order at 4:04 pm with the consent agenda approved (McDonald/White) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: None

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate. Since 04/01/19, we've had 6 unit turns at an average rate of 7.17 days. The Executive Director presented the April monthly report from the Fee Accountant.
2. The Executive Director gave an update on the HS Roof Issues: Steve is working with Ron's Electric for a quote breakdown in regard to the heat tape. Steve will be caulking around the AC boxes before fall.
3. The Executive Director gave an update on the Tamper Flow Switch Installation. Brother's Fire was here and found that our panel needs to be updated prior to wiring it in. A quote to update the panel software has been requested from Brother's Fire and Grinnell.
4. The Executive Director gave an update on the Utility Analysis offer from SM Engineering. After some discussion, a motion was made to have the Executive Director gather more information and table this until the August board meeting. (White/McDonald)
5. The Executive Director gave an update on the EDA Loan. The loan extension documents are currently in process with the Windom EDA.
6. The Executive Director gave an update on the HS Beautification: Maintenance has completed the painting on 2nd and 3rd floor and is taking a break to work on a few things at RV and will continue the 1st floor this fall.

New Business consisted of:

1. The Executive Director gave an update for the Jackson HRA. The Sewer Pipe Repair Project is completed. The annual audit for FYE 09/30/18 is completed. MHFA Inspections took place June 18th. They inspected 10 units and all were in full compliance. MN Revenue Recapture audit has minor changes that needed to be made. We are waiting for approval of these changes from MN Revenue Recapture.
2. The Executive Director presented a 4th Pay Request from Bolton & Menk for the HS Parking Lot in the amount of \$2,037.00 for the bidding documents. A motion was made to approve and pay the request. (White/Molitor)
3. The Executive Director reported that we received our PHAS score for FYE 3/31/2019. The Windom HRA has been designated as a high performer with a score of 93/100.
4. The Executive Director reported that the FYE 3/31/2019 audit has started.
5. The Executive Director presented information in regard to changing our current MEI (Elevator) Contract for HS. We currently have what is called a "C" contract which covers no labor and/or parts. With the age of our elevator and recent issues we've had, if we up our contract to an "A" contract like we currently have at RV, it would be \$44.82/month more than what we are currently paying and would include labor and/or most parts. After some discussion, a motion was made to upgrade the MEI contract from a "C" to an "A" with the increased monthly cost for a total of \$182.50/month. (Molitor/McDonald)
6. The Operations Manager presented information on the outstanding Special Projects loans. We currently have 3 outstanding loans with a total balance of \$3,030.62.

7. The Executive Director reports working on the following reports: (Windom) FYE 3/31/19 REAC submission was completed on 6/14/2019, (Windom & Jackson) Update Environmental Reviews, (Jackson) FYE 09/30/2018 Audit was submitted on 6/20/2019, Annual Rental Info Update to City of Jackson, FYE 9/30/2019 Year-End docs, proposed budget, etc., MN Revenue Recapture corrections, HUD 4710 Maintenance Wage Determination.
8. The Executive Director reported that she will be using PTO July 15-26, 2019 for medical reasons.
9. The Executive Director asked to change the date of the September board meeting due to MN NAHRO Fall Conference which will be held 9/11-9/13. A motion was made to change the meeting to September 18th. (McDonald/Molitor)
10. Upcoming board meetings will be August 14th (HS) and September 18th (RV).
11. Board Member Tom White made a recommendation that we put the \$125,000.00 that was borrowed to the Windom EDA, back into the city for their use. After some discussion, it was decided that the Executive Director would do some research into the HRA's restriction of funds, etc. and will bring it back to the August meeting.

With no further business, the meeting was adjourned at 5:35 pm (Molitor/McDonald).

Linda Jaakola, Chairman

Connie Clausen, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
AUGUST 12, 2019

1. Call to Order: The meeting was called to order by Vice President Rick Clerc at 11:59 a.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Rick Clerc, Marv Grunig, and Rod Byam.

Absent: Betsy Herding and Justin Espenson.

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

3. Approval of Minutes: July 8, 2019

Motion by Commissioner Byam, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on July 8, 2019. Motion carried 3-0.

4. Connecting Entrepreneurial Communities Conference: The University of Minnesota Extension is sponsoring a two-day conference in Waseca on September 5th and 6th entitled “Connecting Entrepreneurial Communities Conference”. The conference will expand on the concept of “entrepreneurial communities” and highlight communities that are actively supporting entrepreneurs. The presenters recommend that a team (such as an EDA Director and two EDA Commissioners) attend the conference. The registration fee for the conference is \$100 per person. There was a discussion as to whether the Commissioners felt this conference would be beneficial for Windom. The Commissioners will consider whether they would like to attend and EDA Staff can reconnect with them (prior to the registration deadline).

5. CoStar and Loopnet: Director Hage reviewed the avenues for marketing commercial property in Windom. This includes CoStar, LOIS through the State, advertisements, and on our website. We also have used Loopnet in the past.

CoStar and Loopnet are owned by the same company, but their offerings are different. CoStar is free for the EDA to list commercial properties, but only paid subscribers through CoStar can see the listings. Most commercial real estate companies are paid subscribers to CoStar. We currently have our listings on CoStar. Director Hage indicated that over the last 90 days, there were 8,016 views of the EDA’s listings.

Loopnet is available to everyone online, but you have to pay for your listings. This targets a larger group. To list on Loopnet, the EDA has to become a paid subscriber.

As a paid subscriber, the EDA would also have access to the viewer information on CoStar. Staff will be able to view a list of the companies or individuals who viewed our listings and follow-up. The cost of a premium listing is \$69.00 per month and the EDA could rotate the properties to display a different property each month. The subscription is on a monthly basis, so the EDA could choose not to renew if Staff feels that the subscription is no longer beneficial. After further discussion, the following action was taken.

Kamin has its own listing for the Shopko property on CoStar.

Motion by Commissioner Byam, seconded by Commissioner Grunig, to authorize the EDA to subscribe to Loopnet for a premium listing of \$69.00 per month for 4 months and then re-evaluation the subscription. Motion carried 3-0.

6. Employee Recruitment & Retention – Child Care: On August 8th, the EDA and Chamber held a meeting with representatives from local businesses concerning the value of child care for employee recruitment and retention. Director Hage briefly reviewed the PowerPoint presentation with the Board. Factors in employee recruitment and retention include salary, benefits, housing, amenities, and child care.

In our service area there is a shortage of 269 child care slots. Child Care is one of the fastest growing economic development issues facing Southwest Minnesota. The availability of child care is affecting our ability to attract and retain workers.

One of the goals of our planning around child care is attract more people to the child care field in Windom. The objectives to achieve our goal will be determined by the community and working groups that are going to be formed.

7. EDA Commercial Rehab Program: At the July 8th Meeting, the EDA discussed options for use of the funds that the EDA received as reimbursement for past expenditures in the North Windom Industrial Park. The Board requested that Director Hage prepare proposed parameters for an “in-house” commercial rehab program for review by the Board at the August meeting. The Board received a copy of the details for the proposed “Windom EDA Commercial Rehab Program” in the packet. The Board reviewed the program parameters.

Motion by Commissioner Byam, seconded by Commissioner Grunig, to authorize the EDA to offer a Commercial Rehab Program for local businesses and to approve the guidelines for the EDA’s Commercial Rehab Program as presented. Motion carried 3-0.

8. Reimbursement for Expenditures – North Windom Industrial Park: Some of these funds have been allocated for the monument sign and the backup generator in NWIP and the Commercial Rehab Program. At this time, the EDA will retain the balance of these funds for future projects. Director Hage said that the Commissioners can contact him with future project ideas.
9. 17TH Street Lot Discussion: Director Hage reiterated that there is a shortage of available shovel ready lots for the construction of new homes in Windom. New lots in a new subdivision will require significant investment by the City in acquiring the land, constructing the street, and installing the utilities. We would like to encourage infill as an option to encourage new residential builds and increase efficiencies for the existing streets and utilities we have.

Director Hage has contacted School Superintendent Wayne Wormstadt about the potential of developing 300 feet of property along 17th Street in the Environmental Learning Center across from the new elementary school. These lots are in a desirable location and are shovel ready.

Director Hage provided information regarding the updated floodplain map. The potential development would focus on 300 feet of frontage along 17th Street that is not in the floodway. There would be approximately 425’ to the west of these lots that would provide access to the Environmental Learning Center and the trail. There would be approximately 290 feet to the east that would remain school property for the Environmental Learning Center. If the School is interested, Director Hage is

proposing is to buy the 300 feet by 190 feet of property from the School, so the EDA can market the lots.

Commissioners asked about the location of these lots in relation to the entrances to the school, the history of this land and whether there are any restrictions on the sale of this property by the School, etc. Further research will need to be done concerning this question. Superintendent Wormstadt said that he just learned of this proposal last week and that the School Board would be discussing this matter for the first time at its meeting scheduled for Monday evening.

10. Cemstone Redevelopment Area

A. Topographic Survey, Preliminary Engineering & Rendering Design

B. NWIP – Block 2, Lots 1 & 2; 25-025-0200 (Closed Session – Land Negotiations)

Director Hage gave a brief overview of the status of the project, potential grants for establishing prairie, wellhead protection, and drinking water protection, and potential grant applications seeking partial funding from DEED for demolition and Minnesota Housing Programs. The EDA will be discussing negotiations concerning the above parcels and will need to go into closed session.

Present for Closed Session: Rick Clerc, Marv Grunig, Rod Byam, Kathy Hanson, Kevin Stevens, Drew Hage, Steve Nasby, and Mary Hensen.

Motion by Commissioner Grunig, seconded by Commissioner Byam, authorizing the Board to go into closed session. Motion carried 3-0.

Vice President Clerc closed the meeting to the public at 12:46 p.m.

Motion by Commissioner Grunig, seconded by Commissioner Byam, authorizing the President to re-open the meeting to the public. Motion carried 3-0.

Vice President Clerc re-opened the meeting to the public at 1:16 p.m.

The EDA discussed next steps for the Cemstone Redevelopment Project. The EDA has rough estimates from DGR Engineering for the redevelopment activities. Better estimates regarding the engineering, grading, street, and layout are needed to better understand the total costs of the project. There was a discussion regarding the next steps that include topography, preliminary engineering, and a rendering.

Motion by Commissioner Grunig, seconded by Commissioner Byam, (*revising the motion approved by Board at the July 8, 2019, Meeting, to remove the contingency*) to authorize 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. Motion carried 3-0.

11. Old Business: In answer to questions by Commissioners, Director Hage reported to the Board that the closing on the apartment building was held last week. The Contract for Private Redevelopment provides that construction must commence by December 15, 2019, with a completion date of on or before December 31, 2020. The Developer is actively bidding the project, has sent the plans to the State for plumbing review, and plans to break ground this fall.

Kamin Realty is actively marketing the Shopko property. They have some leads, but no commitment at this time regarding the former Shopko building.

The wetland delineation for the City-owned property between Shopko and Guardian Inn is completed. Director Hage is researching options to develop the front 200 feet and the back 200 feet of this City-owned property. The water retention area in the middle will be retained by the City and expanded as part of a potential project. Access to the water retention from the backage road will also be retained.

12. Miscellaneous Information

- A. EDA Monthly Financial Recap: The Board received a copy of the June 2019 recap.
- B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the June 2019 Financials provided by Van Binsbergen & Associates.
- C. TIF Disclosure Statement (Year Ended 12-31-18): Each August 1st the EDA/City are required to file annual reports with the Minnesota State Auditor’s Office for the active tax increment financing (TIF) districts. The EDA’s TIF Consultants (Ehlers) file these reports on our behalf. Copies of the annual TIF reports are also provided to the Cottonwood County Auditor. An Annual Disclosure Statement (which is a brief summary of the financial activity in each open TIF District for the previous year) is published in the Citizen newspaper on or before August 15th each year. Copies of this Disclosure Statement are also provided to the County and School Board. The Commissioners received a copy of the Disclosure Statement for reference.

13. Adjourn: On consensus, Vice President Clerc adjourned the meeting at 1:25 p.m.

Attest: _____
 Drew Hage, EDA Executive Director

 Rick Clerc, Vice President

Windom Library Board Meeting
City of Windom Council Chamber
Tuesday, August 13, 2019
5:05 p.m.

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

Members Absent: Susan Ebeling

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

Motion by Steve Fresk and seconded by Terri Jones to approve the agenda and the amended minutes.

4. Financial Report:

Dawn reviewed the financial report and explained how she reports expenses. Some fixed expenses are paid automatically by the city and Dawn reports to our board the invoices she handles. The budget is on target for the first half of the year. Motion by Kathy Hiley and seconded by Kari Scheitel to approve the Financial Report.

5. Librarian's Report:

The library sponsored Book Club was held on July 11 at River City Eatery with 12 women in attendance. Attendees had supper and discussed William Kent Krueger's "Ordinary Grace". The next meeting will be on August 22 at River City Eatery. The next book selection is "Shelter in Place" by Nora Roberts.

The Summer Reading Program finished up at the end of July. There were 52 dedicated participants during the summer program.

Library Day at the Fair is this Thursday, Aug. 15. Kid Power with Rachel will be at 1:30pm in the South Commercial Building with tie-dying and games to follow. Bob and the Beachcombers will perform at 6:30pm in the arena. Westbrook and Mountain Lake are sending people to assist with the activities scheduled for the day. All the events are paid for by the MN Legacy Funds.

The bathroom project has not started. Terry Fredin promises that he will get to it.

Worthington Glass has replaced a couple of windows and removed one on the south side to determine if the framing is adequate. He will be able to work with the existing framing.

The heating and cooling unit on the west side of the children's library has been removed by the electrical guys. It was taken to the powerhouse and will be sold as surplus equipment.

A couple of young ladies, aged 12-13, held a bracelet class with 8 kids participating. Bracelets were made from beads and rubber bands. They also took orders for bracelets.

Motion by Anita Winkel and seconded by Steve Fresk to approve the librarian's report.

6. Old Business:

Dawn asked for input on the sample tiles that Terry Fredin left for the bathroom project. The board expressed their opinion.

7. New Business:

Dawn will be meeting with Steve and Chelsey to work on a preliminary 2020 budget. She will ask for Capital Outlay dollars for new public computers. They will be replacing ones with old unsupported operating systems. She has purchased 3 in 2019 and went through Windomnet to purchase them.

Dawn shared that people have been asking about Fine Free Fridays that were suspended earlier in the year. St. Paul libraries no longer have fines for overdue items. The question was raised as to what would be the incentive to return items if there is no fine? Jackson Library has certain periods where patrons have to come in personally and ask to have their fines cleared. After discussion, in September the Windom Library will post a sign saying, "Ask me about fine forgiveness" and see how that goes.

Board members drew 5 names who will receive \$1 off a milk shake coupon donated by the Cottonwood Dairy Association that can be redeemed at the county fair. Entry bowls were placed in the adult and children's sections. Five children's names were drawn earlier.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:44 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
AUGUST 13, 2019**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:02 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: Zoning Admin. Andy Spielman, Admin. Asst. Mary Hensen, Jacob Bunde, Damian Greble, and Paul Gohman.

3. Welcome New Commissioner: Jared Baloun: Chairperson Wahl welcomed Jared Baloun as a new Planning Commissioner to fill the remainder of Andy Harries' term. (Mr. Harries resigned due to business commitments.)

4. Oath of Office: Jared Baloun took the oath of office.

5. Approval of Minutes:

Motion by Commissioner Hartman, seconded by Commissioner Pfeffer, to approve the Planning Commission Minutes for the meeting held on July 9, 2019. Motion carried 6-0-1. (Commissioner Baloun abstained.)

6. Public Hearing

A. 7:05 P.M.: Zoning Application – Avera Medical Group (Avera McKennan) – 41982 US Highway 71 (Variance – Off-Street Parking Spaces): Chairperson Wahl opened the public hearing at 7:05 p.m. The Commissioners had received copies of the public hearing notice, application, aerial of the property, copy of survey of property; letter from engineer dated July 23, 2019, explaining the parking studies conducted by Avera; recap of data from parking studies of three clinics in Sioux Falls, and site plan. Zoning Admin. Spielman advised that this is the public hearing concerning the application submitted by Avera Medical Group (Avera McKennan) requesting a variance of the number of required off-street parking spaces for the new clinic to be constructed in Windom. The proposed building is 12,000+ square feet. The City Code requires 112 parking spaces for this project. Avera is proposing 50 spaces. That number of parking spaces would be very comparable to the number of parking spaces our Code requires for offices and professional buildings (which is 1 space per 200 square feet of building space). The property is zoned as B-2 "Highway Business" District. The Applicant submitted a site plan. Zoning Admin. Spielman displayed a revised version of the site plan. In the packet there was a letter from the engineer explaining use of the clinic, number of staff, and anticipated number of patients, together with a parking study of three Sioux Falls Avera Clinics.

Jacob Bunde, one of Avera's inhouse architects, and Damian Greble, Civil Engineer, were present on behalf of Avera. Mr. Bunde said they typically design parking lots for an average day at a clinic. He said that the number of parking spaces proposed for the Windom Clinic is less than the Sioux Falls comparables because the volume of patients per day is lower in Windom. They are estimating that there would be 29 staff members (if all were present at one time such as for an "all staff" meeting). He said that very rarely happens. Typically there are 9.75 patients per hour based on maximum volumes. He said that the maximum volume and maximum staff would equal 50.

In response to questions by the Planning Commissioners, Mr. Bunde said: Typical Staffing: Currently the Clinic is occupying 4 pods. They hope to grow the clinic to 6 pods and have designed for that growth. A "pod" is comprised of 3 exam rooms per each doctor. The parking plan incorporates sufficient spaces for future growth to 6 pods. He said that typically there are 3 doctors onsite at one time. Each doctor has a nurse and a PFR. (A "PFR" is a person who schedules appointments, etc.) Staff also includes a lab tech, rad. tech., 2 receptionists, and maybe 1 maintenance staff person (depending on whether they do in-house maintenance or contract that out). There would be 18 total staff members if all 4 doctors are at the clinic at the same time. They hope to have growth up to 29. They are planning for the possibility of having

some specialists come to the clinic and they would be included in the 29 total. One of the special services would be the mobile unit which comes once a month. The mobile unit can see a maximum of 18 patients per day. There is no pharmacy in the building. He was not able to answer a question concerning whether the clinic would be combining some services with the Hospital as he said that there is a Vice President for Avera who has been in talks with the Hospital. He is not aware of any decisions on those matters yet. He responded to a question about future expansion of the clinic. He said that there is room for future expansion. However, at this time, they haven't decided which way they would expand.

Mr. Bunde said that the current grade of the property is in the double digits. Avera prefers not to have a grade over 5% on a driveway because of winter weather conditions. They prefer a grade of no more than 3% in areas where the patients and staff would be walking across a parking lot. The parking area will be relatively flat and they are working on decreasing the grade of the driveway.

Mr. Greble said that it's his understanding that the turning radius for a mobile unit is a minimum of 50 feet. Mr. Bunde said that the mobile units try to come in early in the morning while the parking lot is relatively empty. They back in to their spot and then are able to drive out when they leave.

They are working on costs concerning the grade to allow for potential expansion of the parking area in the future if there is an expansion of the clinic.

There is a retaining wall proposed for the property. (Fire Code requires that all points of the building must be within 300 feet of a hose connection.) Currently there are no plans for vehicles to go around the building. The Fire Marshal has asked for a level area around the building to run fire hoses and they are incorporating that into their plan.

Chairperson Wahl asked if anyone from the public had any questions. Paul Gohman was present and said that he is a neighbor of the property. His question was where the clinic is going to be built on the site. Mr. Bunde showed him the location on the site plan. Mr. Bunde said that they want to locate about halfway up the hill for the following reasons: access for their patients, marketability off the highway, and cost reasons for not going further up because of the grade. He said that they will plant trees on the parcel to replace the trees they need to remove for the clinic and parking area. Mr. Gohman indicated that he assumed that the clinic was going to be constructed in the northwest pasture area and there is a lot of water that accumulates there. After learning the proposed location of the clinic and parking area, he said that he was okay with that location and had no objections.

Chairperson Wahl closed the public hearing at 7:29 p.m. and referred the matter to the Planning Commissioners for discussion. In response to a question, Zoning Admin. Spielman advised that variances are site specific and project specific and should not create precedents. He said that one thing to consider is the unique circumstances on this property. There are practical difficulties with the significant grade on the property. The elevation is approximately 1,370 feet at the intersection of Highway 71 and Hospital Drive and there is approximately 20 feet in grade difference as you go up on the property. Financial difficulties should not be considered in the granting of a variance. The grade does create some hardship in their design for the site. He briefly referred to the proposed retaining wall to be constructed on the site. He said that there are unique characteristics with this property and practical difficulties in creating additional parking. He believes that based on the parking studies, the proposed number of parking spaces (50) would be close to in line with our Code for professional offices. He reviewed other factors for the Planning Commission to consider in recommending the granting of a variance including that the variance is in harmony with the general purposes and intent of the City ordinance, the variance is consistent with the comprehensive plan, and the variance will not alter the essential character of the locality.

In response to a question, Zoning Administrator said that the City would not be setting a precedent as anyone else would also need to go through the same application process. There is unique topography on this site.

Zoning Administrator Spielman said that pursuant to Statute, the City is required to publish notice of the public hearing on a zoning application and send a copy of the public hearing notice to property owners within 350 feet of the property which is the subject of the Application. Commissioner Jared Baloun is a neighboring property owner and has abstained from participation in the discussion and will be abstaining from the vote.

Motion by Commissioner Hartman, seconded by Commissioner Friesen, and carried to recommend to the City Council the approval of the variance application submitted by Avera Medical Group (Avera McKennan) to reduce the required off-street parking spaces for the new clinic from 112 to 50 spaces as requested by the Applicants. The property is located at 41982 US Highway 71, Windom, Minnesota, and is briefly described as: A tract of land in the South Half of the Southwest Quarter of Section 24, Township 105 North, Range 36 West of the 5th P.M. situated Northeast of Trunk Highway 71 in the City of Windom, Cottonwood County, Minnesota, containing approximately 6.52 acres, more or less. (Parcel No. 08-024-2700).

(Note: The property owners have requested annexation of this property by the City of Windom and those proceedings have been approved by the Township Board and the Windom City Council. The State is currently reviewing the documents.)

Findings of Fact for Variance:

1. As stated in the narrative herein.
2. The Applicants propose to use the property in a reasonable manner.
3. The variance is in harmony with the general purposes and intent of this ordinance.
4. The variance is consistent with the comprehensive plan.
5. The variance will not alter the essential character of the locality.

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

Motion was declared carried 6-0-1. (Commissioner Baloun abstained.)

Zoning Admin. Spielman advised that this recommendation will come before the City Council next Tuesday at 6:30 p.m. for a final vote on the variance application.

7. **Right of Way Permit – Fee Recommendation:** Zoning Admin. Spielman advised that the City Code provides for a right of way permit and there was such a permit in the early 1990's. Over the years, the application and permit were modified to the current "Excavate in the Street" application which requires a \$300 deposit. The plan is to retain this form for use for residential applications. The new application for a right of way permit had been developed by Staff and vetted through Staff and was designed for commercial users. The Commissioners received copies of the Permit Application, fee comparisons for other cities, and proposed fee schedule for Windom in the packet. Zoning Admin. Spielman said that he is looking for a recommendation from the Planning Commission concerning the proposed fee schedule for this type of permit. There was a discussion by one of the City Commissions concerning a "per block" fee. However, Staff believes that there would be some difficulty because the length of blocks vary in Windom and we do not have a standard definition for the length of a block. Staff from the various departments are recommending a per foot fee. They believe that if you travel 400 feet, you will most likely cross an intersection which is the reason for the base permit fee to cover the first 400 feet. He reviewed the fee schedules from the various cities with the Commission. A permit would be valid for 180 days. The applicant could apply for an extension of another 180 days for an additional fee of \$35. There is a delay penalty to ensure that projects are completed in a timely manner and the street and/or boulevard is restored after an installation is completed.

Proposed Right of Way Permit Fees – ROW Obstruction or Excavation

Permit Fee: \$50.00 (covers first 400 feet) (Permit valid for 180 days.)
Plus \$10 for every 100 feet beyond the first 400 feet.

Permit Extension (additional 180 days): \$35.00

Delay Penalty: \$35 + \$15/day for excavations or obstructions outside of a street surface.
\$35 + \$25/day for excavations or obstructions in the street.

(“Delay Penalty” would be applied if the project continued or restoration of the street and/or boulevard had not been completed within 180 days and a Permit Extension had not been obtained or the project exceeded the permit extension.)

The Planning Commission’s recommendation will then proceed to the Utility Commission for review and then to the City Council for approval. In response to a question, Zoning Administrator Spielman said that the City Code provides that this permit requirement does not apply to the City or its subcontractors (Section 95.07). He believes that there will be a limited number of these permits. The Commissioners discussed the proposal. One Commissioner highlighted the fact that because the lengths of the block in the City vary, it would be a better option to use the per foot fee.

Motion by Commissioner Baloun, seconded by Commissioner Hartman, to approve the fee schedule for Right of Way Permits as proposed. Motion carried 7-0.

8. Educational Opportunity: Zoning Admin. Spielman advised that the educational opportunity includes information from the League of Minnesota Cities (“LMC”) and webinar offerings by LMC. He referred Commissioners to the LMC site which contains a significant amount of information on land use. A copy of the LMC Information Memo entitled “Zoning Decisions” was included in the packet. This Memo provides specific information concerning variances, conditional use permits, etc. He provided a brief overview of the contents of the memo and said he plans to include LMC Memos in the packets periodically. Other educational opportunities offered by LMC include virtual webinars. Currently he has registered for one of the webinars which can be viewed at each individual’s own pace (start and stop). After viewing the webinar, he will make a recommendation concerning the webinar for Commissioners who are interested. The \$30 registration fee would be paid by the City and Commissioners could come to City Hall to view the webinar here.
9. Unfinished Business: There was a brief discussion on the need to request additional funding for blighted properties and also to add a new line item for “nuisance cleanup” in the 2020 Budget.
10. New Business: Zoning Admin. Spielman advised that it appears there will be a public hearing on a variance application at the September Meeting concerning the size of a proposed storage building and possibly the height of the building. The next meeting is scheduled for September 10th.
11. Planning Commission Comments, Concerns, Suggestions: There was a brief discussion of the zoning of the hospital property since the new clinic is zoned as B-2. Zoning Admin. Spielman advised that a Code review would be in order prior to further discussion on those matters. Pursuant to questions, Zoning Admin. Spielman explained the current zoning and potential future land use along Highway 71 going north out of Windom. He also advised that at this time, Avera has no plans to develop any other areas on their parcel.

As a follow-up note, Commissioner Baloun advised that there is drainage from Gove’s property that comes over the Northwest corner of Avera’s property and sometimes even over Highway 71.

12. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 8:13 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Francis Xavier Catholic Church Previous Gambling Permit Number: X-17001-18-011

Minnesota Tax ID Number, if any: 8504415 Federal Employer ID Number (FEIN), if any: 41-0762922

Mailing Address: P.O. Box 39

City: Windom State: Mn Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Father Pratap Reddy Salibindla

CEO Daytime Phone: 507-226-4536 CEO Email: triparishpriestjuly2018@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): stfxavier@windomnet.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis Xavier Catholic Church

Physical Address (do not use P.O. box): 532 17th Street

Check one:
 City: Windom Zip: 56101 County: Cottonwood
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 29, 2019

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: S. Pratap Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Father Pratap Reddy Salibindia

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 08012019 - 08162019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
JOE HARVEY	20190807	08/07/2019	STATEMENT CREDIT #47104-3	100-20191	37.62
					<u>37.62</u>
Activity: 41110 - Mayor & Council					
COTTONWOOD CO AUD/TREA	20190806	08/06/2019	DEED TAX - PROPERTY CLOSIN	100-41110-304	247.50
COTTONWOOD CO RECORDER	20190806	08/06/2019	RECORDING FEES - CLOSING C	100-41110-304	138.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - SITEGROUND	100-41110-326	660.38
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - THINGS REME	100-41110-434	315.50
			Activity 41110 - Mayor & Council Total:		<u>1,361.38</u>
Activity: 41310 - Administration					
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - SPLASH ID SOF	100-41310-200	19.99
INDOFF, INC	3268397	07/22/2019	SUPPLIES	100-41310-200	193.99
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - CITY OFF	100-41310-322	408.06
US BANK	#8263 07222019	08/07/2019	CRASH PLAN PRO/SITE	100-41310-326	10.00
AMAZON CAPITAL SERVICES, I	1FNM-N1KW-KWNG	08/06/2019	WELLNESS BP MONITOR	100-41310-480	34.96
WINDOM POOL	20190807	08/07/2019	2019 WELLNESS - POOL EVEN	100-41310-480	22.50
			Activity 41310 - Administration Total:		<u>689.50</u>
Activity: 41910 - Building & Zoning					
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-41910-200	15.77
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - P & Z	100-41910-322	27.83
			Activity 41910 - Building & Zoning Total:		<u>43.60</u>
Activity: 41940 - City Hall					
LAMPERTS YARDS, INC.	20190725	08/06/2019	MAINTENANCE	100-41940-406	219.89
MELISSA PENAS	20190801	08/06/2019	CLEANING SERVICE	100-41940-406	429.00
SANDRA HERDER	20190801	08/06/2019	CLEANING SERVICE	100-41940-406	429.00
			Activity 41940 - City Hall Total:		<u>1,077.89</u>
Activity: 42120 - Crime Control					
INDOFF, INC	3268401	08/06/2019	OFFICE SUPPLIES	100-42120-200	50.05
WEX BANK	60496915	08/14/2019	FUEL - POLICE	100-42120-212	1,649.93
WEX BANK	60496915	08/14/2019	FUEL CREDIT - POLICE	100-42120-212	-21.59
VET'S WHOA N'GO	637810	08/14/2019	FUEL	100-42120-212	25.60
PRO ACTION SAFETY & SALES	14990	08/14/2019	UNIFORMS	100-42120-218	1,103.60
COTTONWOOD VET CLINIC	205801	08/13/2019	BRUNO	100-42120-305	77.99
COTTONWOOD VET CLINIC	206477	08/13/2019	BRUNO	100-42120-305	70.80
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 -	100-42120-322	1.92
MIKE'S LLC	326	08/06/2019	SERVICE	100-42120-323	214.69
LEASE FINANCE PARTNERS	20190719	08/06/2019	VEHICLE CAMERA LEASE	100-42120-326	136.00
SHI INTERNATIONAL CORP	B10251310	08/06/2019	SUPPLIES - THINK PAD	100-42120-326	1,479.00
GRAFIX SHOPPE	128650	08/06/2019	VEHICLE DECALS -SERVICE	100-42120-350	589.75
WINDOM QUICK PRINT	20190731	08/14/2019	SUPPLIES	100-42120-350	64.90
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - CRIME SCENE	100-42120-404	117.95
E & C GRAPHICS INC	20473	08/06/2019	SERVICE	100-42120-404	200.00
AXON ENTERPRISE, INC	SI-1602469	08/13/2019	MAINTENANCE	100-42120-404	608.00
CRYSTAL WINDSHIELD REPAIR	1559	08/06/2019	SERVICE	100-42120-405	65.00
WINDOM TOWING LLC	9072	08/06/2019	SERVICE	100-42120-405	25.00
FORD MOTOR CREDIT CO LLC	1684255	08/06/2019	VEHICLE LEASE - 1684255	100-42120-419	663.95
FLEET SERVICES DIVISION	2019120002	08/06/2019	VEHICLE LEASE PAYMENT	100-42120-419	1,591.80
BLUE CROSS/BLUE SHIELD	190802345732	08/13/2019	INSURANCE PREM- SEPT 2019	100-42120-480	596.50
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	100-42120-480	9.98
			Activity 42120 - Crime Control Total:		<u>9,320.82</u>
Activity: 42220 - Fire Fighting					
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	100-42220-200	19.77

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US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FIMATAPE OFF	100-42220-211	12.99
WEX BANK	60496915	08/14/2019	FUEL - FIRE	100-42220-212	266.57
O'REILLY AUTOMOTIVE, INC	#1510318 7-28-19	08/14/2019	MAINTENANCE	100-42220-215	20.94
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - BATTERY JUNC	100-42220-215	54.72
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	100-42220-215	476.25
MN FIRE SERVICE CERTIFICATI	7035	08/06/2019	FIRE CERTIFICATION FEE	100-42220-308	50.00
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - FIRE	100-42220-322	5.43
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - BATTERY JUNC	100-42220-404	72.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - EREPLACEMEN	100-42220-404	172.49
Activity 42220 - Fire Fighting Total:					1,151.16
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	206384	08/13/2019	SERVICE	100-42700-300	12.00
COTTONWOOD VET CLINIC	206409	08/13/2019	SERVICE	100-42700-300	36.00
Activity 42700 - Animal Control Total:					48.00
Activity: 43100 - Streets					
WEX BANK	60496915	08/14/2019	FUEL - STREET	100-43100-212	2,330.86
WEX BANK	60496915	08/14/2019	FUEL - STREET CREDIT	100-43100-212	-21.58
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-43100-241	179.97
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - STREET	100-43100-322	5.72
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-43100-404	134.13
GMS INDUSTRIAL SUPPLIES, I	051597	08/14/2019	#3922 MAINTENANCE	100-43100-404	86.70
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	100-43100-404	41.99
NCI - NORTH CENTRAL INT'L I	120774	08/14/2019	#87000 - MAINTENANCE	100-43100-405	1,163.92
MILLER SELLNER EQUIP	20190724	08/06/2019	MAINTENANCE	100-43100-405	228.51
MIDSTATES EQUIPMENT & SU	219197	08/14/2019	MAINTENANCE	100-43100-405	110.08
FOX BROTHERS OF SANBORN,	509709	08/06/2019	MAINTENANCE - REPAIRS	100-43100-405	230.46
JOHNSON HARDWARE	9263	08/06/2019	MAINTENANCE	100-43100-405	10.29
GDF ENTERPRISES, INC	A16252	08/14/2019	CURB CUT NWIP -DRAINAGE	100-43100-406	375.00
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	100-43100-409	36.99
BLUE CROSS/BLUE SHIELD	190802345732	08/13/2019	INSURANCE PREM- SEPT 2019	100-43100-480	596.50
SANFORD LABORATORIES	305674978	08/06/2019	DRUG TESTING SERVICES	100-43100-480	42.01
SANFORD HEALTH OCCUPATIO	491760	08/14/2019	SERVICE #491760	100-43100-480	25.00
SANFORD HEALTH OCCUPATIO	491760	08/14/2019	SERVICE #491760	100-43100-480	25.00
Activity 43100 - Streets Total:					5,601.55
Activity: 45120 - Recreation					
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - RECREAT	100-45120-217	0.48
SAM DOORENBOS	20190814	08/14/2019	SERVICE - UMPIRE	100-45120-217	25.00
HUNTER WALKIN	20190814	08/14/2019	SERVICE - UMPIRE	100-45120-217	50.00
NOAH KLOSS	20190814	08/14/2019	SERVICE - UMPIRE	100-45120-217	300.00
ZACH SQUIRES	20190814	08/14/2019	SERVICE - UMPIRE	100-45120-217	100.00
Activity 45120 - Recreation Total:					475.48
Activity: 45202 - Park Areas					
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-45202-211	17.92
COUNTRY PRIDE SERVICE	20190731	08/06/2019	MAINTENANCE - FUEL	100-45202-212	712.42
WEX BANK	60496915	08/14/2019	FUEL - PARK	100-45202-212	577.45
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-45202-216	36.99
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-45202-404	28.66
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	100-45202-404	41.94
FREEDOM SECURITY & SURVE	P 42	08/14/2019	#A6129 - SERVICE	100-45202-404	915.00
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-45202-405	49.98
MILLER SELLNER EQUIP	20190724	08/06/2019	MAINTENANCE	100-45202-405	71.05
WINDOM TOWING LLC	9098	08/06/2019	MAINTENANCE - REPAIRS	100-45202-405	36.61
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	100-45202-406	214.29
LAMPERTS YARDS, INC.	20190725	08/06/2019	MAINTENANCE	100-45202-406	90.06
Activity 45202 - Park Areas Total:					2,792.37
Fund 100 - GENERAL Total:					22,599.37

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Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NANCY SAJBAN	20190814	08/14/2019	EXPENSE - CAMP READ ALOT	211-45501-331	132.90
SANDRA HERDER	20190801	08/06/2019	CLEANING SERVICE	211-45501-402	418.00
MELISSA PENAS	20190801	08/06/2019	CLEANING SERVICE	211-45501-402	418.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD -ARCHITECHUR	211-45501-433	49.99
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - SPORTS ILLUSTRATED	211-45501-433	34.95
INGRAM INDUSTRIES	#2004243 8-1-19	08/14/2019	BOOKS #2004243	211-45501-435	1,563.90
MICROMARKETING, LLC	780313	08/06/2019	BOOKS	211-45501-435	39.99
Activity 45501 - Library Total:					2,657.73
Fund 211 - LIBRARY Total:					2,657.73
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
RED ROCK RURAL WATER	106026 7-1-19	08/06/2019	WATER SERVICE	225-45127-200	29.00
RED ROCK RURAL WATER	106026 7-1-19	08/06/2019	WATER SERVICE - LATE FEE	225-45127-200	10.00
RED ROCK RURAL WATER	106026 7-1-19	08/06/2019	WATER SERVICE - METER FEE	225-45127-200	2.00
RED ROCK RURAL WATER	20190801	08/06/2019	WATER SERVICE	225-45127-200	28.40
RED ROCK RURAL WATER	20190801	08/06/2019	WATER SERVICE - METER FEE	225-45127-200	2.00
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - AIRPORT	225-45127-217	16.63
BEST OIL COMPANY	28533	08/14/2019	#208134 - JET A	225-45127-264	5,516.60
SOUTH CENTRAL ELECTRIC	#367400 6-30-19	08/14/2019	SERVICE #367400 #26-12-112	225-45127-381	158.00
SOUTH CENTRAL ELECTRIC	#367403 6-30-19	08/14/2019	SERVICE #367403 #26-12-116	225-45127-381	136.03
Activity 45127 - Airport Total:					5,898.66
Fund 225 - AIRPORT Total:					5,898.66
Fund: 230 - POOL					
Activity: 45124 - Pool					
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	230-45124-200	27.55
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	230-45124-217	14.99
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	230-45124-217	75.94
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	230-45124-260	48.31
ATLANTIC COCA-COLA	597640	08/13/2019	MERCHANDISE	230-45124-260	178.70
AH HERMEL COMPANY	773614	08/13/2019	MERCHANDISE	230-45124-260	396.13
AH HERMEL COMPANY	774868	08/13/2019	MERCHANDISE	230-45124-260	91.13
AH HERMEL COMPANY	776210	08/13/2019	MERCHANDISE	230-45124-260	204.76
AH HERMEL COMPANY	776489	08/13/2019	MERCHANDISE	230-45124-260	98.00
AH HERMEL COMPANY	777263	08/13/2019	MERCHANDISE	230-45124-260	369.20
AH HERMEL COMPANY	778985	08/13/2019	MERCHANDISE	230-45124-260	317.54
AH HERMEL COMPANY	779501	08/13/2019	MERCHANDISE	230-45124-260	44.50
AH HERMEL COMPANY	780696	08/13/2019	MERCHANDISE	230-45124-260	795.49
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - POOL	230-45124-322	1.44
KDOM RADIO	#0789 7-31-19	08/14/2019	ADVERTISING #0789	230-45124-340	198.00
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	230-45124-401	-4.48
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	230-45124-402	1,080.18
NEGEN CONSTRUCTION LLC	20190814	08/14/2019	SERVICE - WINDOM POOL	230-45124-402	581.25
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	230-45124-404	11.17
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	230-45124-404	42.98
FREEDOM SECURITY & SURVE	P 42	08/14/2019	#A6129 - SERVICE	230-45124-404	830.00
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	230-45124-480	19.90
Activity 45124 - Pool Total:					5,422.68
Fund 230 - POOL Total:					5,422.68
Fund: 235 - AMBULANCE					
STRYKER MEDICAL	2729918	07/29/2019	LUCAS - TRADE IN VALUE OF	235-39101	-3,000.00
					-3,000.00
Activity: 42153 - Ambulance					
WEX BANK	60496915	08/14/2019	FUEL CREDIT - AMBULANCE	235-42153-212	-21.59
WEX BANK	60496915	08/14/2019	FUEL - AMBULANCE	235-42153-212	1,990.56
PRAXAIR DISTRIBUTION INC	#71709956 7-23-19	07/26/2019	#71709956 OPERATING SUPP	235-42153-217	172.55
JUSTIN HARRINGTON	20190814	08/14/2019	EXPENSE - AMBULANCE	235-42153-217	26.72

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEWIS FAMILY DRUG, LLC	56-101897900	08/14/2019	OPERATING SUPPLIES	235-42153-217	630.18
WINDOM AREA HEALTH	734-0024-07-19-0024	08/14/2019	NURSING STAFF - AMBULANC	235-42153-312	2,461.21
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - AMBULA	235-42153-322	2.21
REAL TIME TRANSLATION, INC	114049	08/06/2019	MONTHLY ACCESS FEE	235-42153-327	34.00
JUSTIN HARRINGTON	20190814	08/14/2019	EXPENSE - AMBULANCE	235-42153-334	6.46
MEGAN BRAMSTEDT	20190814	08/14/2019	EXPENSE - AMBULANCE	235-42153-334	27.03
KIM POWERS	20190814	08/14/2019	EXPENSE - AMBULANCE	235-42153-334	53.31
KRISTEN PORATH	20190814	08/14/2019	EXPENSE - AMBULANCE	235-42153-334	47.90
JODI JOHNSON	20190814	08/14/2019	EXPENSE - AMBULANCE	235-42153-334	11.66
O'REILLY AUTOMOTIVE, INC	#1510318 7-28-19	08/14/2019	MAINTENANCE	235-42153-405	157.86
P.M. REPAIR & DETAILING	10058	08/06/2019	REPAIRS - MAINTENANCE-UN	235-42153-405	94.77
HIGLEY FORD	128061	08/06/2019	MAINTENANCE	235-42153-405	64.10
P.M. REPAIR & DETAILING	9823	08/06/2019	REPAIRS - UNIT #29	235-42153-405	197.09
Activity 42153 - Ambulance Total:					5,956.02

Activity: 49950 - Capital Outlay

ARROW MANUFACTURING IN	20190723	08/13/2019	2020 FORD 4X4 DIESEL CHASS	235-49950-500	37,674.80
ARROW MANUFACTURING IN	20190723	08/13/2019	2020 FORD 4X4 DIESEL CHASS	235-49950-500	39,855.20
STRYKER MEDICAL	2729918	07/29/2019	LUCAS	235-49950-500	16,221.77
Activity 49950 - Capital Outlay Total:					93,751.77
Fund 235 - AMBULANCE Total:					96,707.79

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

US BANK	#8263 07222019	08/07/2019	CREDIT CARD - APPLE AP FOR	250-46520-200	4.26
EHLERS & ASSOC., INC.	80680	08/06/2019	CONSULTING SERVICES	250-46520-301	857.50
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - EDA OF MN -RE	250-46520-308	-100.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - PARTNERS IN	250-46520-308	-30.00
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - EDA	250-46520-322	42.58
DREW HAGE	20190731	08/06/2019	TRAVEL EXPENSES	250-46520-331	84.10
FEDERATED RURAL ELECTRIC	#112954 7-28-19	08/06/2019	ELECTRIC SERVICE	250-46520-381	14.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - GODFATHERS	250-46520-438	22.65
WCEC INC	88147	08/14/2019	CEMSTONE PHASE I ENV ASSE	250-46520-439	1,500.00
Activity 46520 - EDA Total:					2,395.09

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20190808	08/14/2019	SPEC BLDG LOAN -AUG 2019 -	250-49980-602	2,355.38
FULDA CREDIT UNION	20190808	08/14/2019	SPEC BLDG LOAN -AUG 2019 -	250-49980-612	1,004.62
Activity 49980 - Debt Service Total:					3,360.00
Fund 250 - EDA GENERAL Total:					5,751.59

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	#367404 6-30-19	08/06/2019	ELECTRIC SERVICE	254-46520-381	91.33
MICKY MASTERS	20190802	08/14/2019	SERVICE	254-46520-406	420.00
GDF ENTERPRISES, INC	A16252	08/14/2019	CURB CUT NWIP -DRAINAGE	254-46520-406	375.00
Activity 46520 - EDA Total:					886.33

Activity: 49950 - Capital Outlay

SMALL TOWN MODERN	102	08/06/2019	SERVICE - NORTH WINDOM I	254-49950-500	7,000.00
DAKOTA SUPPLY GROUP	E845520	08/06/2019	NWIP MONUMENT SIGN	254-49950-500	181.58
WERNER ELECTRIC	S010119148.001	08/06/2019	NWIP MONUMENT SIGN	254-49950-500	202.32
Activity 49950 - Capital Outlay Total:					7,383.90
Fund 254 - NORTH IND PARK Total:					8,270.23

Fund: 301 - 2003 IMPROVEMENT BOND

Activity: 47000 - Debt Service

EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	301-47000-480	380.00
Activity 47000 - Debt Service Total:					380.00
Fund 301 - 2003 IMPROVEMENT BOND Total:					380.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Fund: 302 - 4TH AVENUE IMPROVEMENT						
Activity: 47000 - Debt Service						
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	302-47000-480	380.00	
					Activity 47000 - Debt Service Total:	380.00
					Fund 302 - 4TH AVENUE IMPROVEMENT Total:	380.00
Fund: 305 - 2009 STREET IMPROVEMENT						
Activity: 47000 - Debt Service						
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	305-47000-480	380.00	
					Activity 47000 - Debt Service Total:	380.00
					Fund 305 - 2009 STREET IMPROVEMENT Total:	380.00
Fund: 306 - 2013 STREET IMPROVEMENT						
Activity: 41000 - General Government						
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	306-41000-480	380.00	
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	306-41000-480	380.00	
					Activity 41000 - General Government Total:	760.00
					Fund 306 - 2013 STREET IMPROVEMENT Total:	760.00
Fund: 307 - 2017 STREET PROJECT						
Activity: 41000 - General Government						
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	307-41000-480	380.00	
					Activity 41000 - General Government Total:	380.00
					Fund 307 - 2017 STREET PROJECT Total:	380.00
Fund: 401 - GENERAL CAPITAL PROJECTS						
WINDOM TOWING LLC	20190510	08/14/2019	WINDOM PD-#19050422	401-35201	101.53	
					Activity 49950 - Capital Outlay	
COTTONWOOD CO SOLID WA	1921909	08/14/2019	2019 WINDSTORM	401-49950-505	1,230.00	
SCOTT VEENKER	26079	08/14/2019	SERVICE - FLOOD OF 2019	401-49950-509	14,000.00	
					Activity 49950 - Capital Outlay Total:	15,230.00
					Fund 401 - GENERAL CAPITAL PROJECTS Total:	15,331.53
Fund: 601 - WATER						
MILBANK WINWATER WORKS	157933 00	08/07/2019	ITRON - MACHINERY & EQUIP	601-16400	4,287.82	
MILBANK WINWATER WORKS	157933 01	08/07/2019	ITRON - MACHINERY & EQUIP	601-16400	2,049.61	
					Activity 49400 - Water	
WEX BANK	60496915	08/14/2019	FUEL - WATER	601-49400-212	328.41	
HAWKINS, INC	4546757	08/06/2019	CHEMICAL SUPPLIES	601-49400-216	4,416.53	
O'REILLY AUTOMOTIVE, INC	#1510318 7-28-19	08/14/2019	MAINTENANCE	601-49400-241	4.72	
MN VALLEY TESTING	985204	07/18/2019	TESTING	601-49400-310	77.00	
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	601-49400-322	11.60	
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - WATER	601-49400-322	1.59	
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - WATER	601-49400-322	62.27	
FEDERATED RURAL ELECTRIC	112843 072819	08/06/2019	ELECTRIC SERVICE	601-49400-381	16.00	
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	601-49400-404	7.14	
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - HACH CHEMIC	601-49400-404	612.24	
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	601-49400-404	76.50	
FAITH WILLARD CLEANING	20190811	08/14/2019	SERVICE	601-49400-404	15.00	
SVOBODA EXCAVATING, INC	00008745	08/14/2019	MAINTENANCE	601-49400-408	1,157.50	
ADVANTAGE COLLECTION PR	#3796 8-1-19	08/06/2019	FEE FOR COLLECTIONS	601-49400-432	26.16	
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	601-49400-480	190.00	
					Activity 49400 - Water Total:	7,002.66
					Fund 601 - WATER Total:	13,340.09
Fund: 602 - SEWER						
CORE & MAIN LP	K850959	08/14/2019	INVENTORY	602-14200	1,588.90	
AMERICAN ENGINEERING TES	806696	07/26/2019	SERVICE #WIN021	602-16200	5,663.60	
					Activity 49400 - Water Total:	7,252.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49450 - Sewer					
A & B BUSINESS	IN642118	08/06/2019	OFFICE SUPPLIES - CONTRACT	602-49450-200	54.95
WEX BANK	60496915	08/14/2019	FUEL - SEWER	602-49450-212	127.10
HAWKINS, INC	4546761	08/06/2019	CHEMICAL SUPPLIES	602-49450-216	424.50
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	602-49450-241	92.28
MN VALLEY TESTING	985468	07/22/2019	TESTING	602-49450-310	129.60
MN VALLEY TESTING	985979	07/25/2019	TESTING	602-49450-310	244.80
MN VALLEY TESTING	986380	07/25/2019	TESTING	602-49450-310	158.40
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - SEWER	602-49450-322	62.27
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - POSTAGE	602-49450-322	3.03
O'REILLY AUTOMOTIVE, INC	#1510318 7-28-19	08/14/2019	MAINTENANCE	602-49450-404	74.98
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	602-49450-404	249.62
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - HACH CHEMIC	602-49450-404	313.52
DICKS WELDING INC	20190731	08/14/2019	REPAIRS / MAINTENANCE	602-49450-404	26.98
FAITH WILLARD CLEANING	20190811	08/14/2019	SERVICE	602-49450-404	30.00
P.M. REPAIR & DETAILING	10059	08/06/2019	REPAIRS	602-49450-405	16.25
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - USA BLUEBOO	602-49450-408	613.28
MID-AMERICAN RESEARCH C	0671767-IN	08/14/2019	MAINTENANCE	602-49450-408	1,562.56
WENNER HOLDINGS LLC	2851	08/14/2019	MAINTENANCE	602-49450-408	2,900.00
CORE & MAIN LP	K850959	08/14/2019	MAINTENANCE -	602-49450-408	373.79
ADVANTAGE COLLECTION PR	#3796 8-1-19	08/06/2019	FEE FOR COLLECTIONS	602-49450-432	26.16
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	602-49450-480	190.00
Activity 49450 - Sewer Total:					7,674.07

Fund 602 - SEWER Total: 14,926.57**Fund: 604 - ELECTRIC**

ELECTRIC FUND	20190811	08/14/2019	CAPITAL LABOR - RIVER RD	604-16300	17,099.10
CE POWER	822723	08/13/2019	SUBSTATION	604-16300	1,200.00
IRBY ELECTRICAL DISTRIBUTO	5011427862.003	07/25/2019	CIRCUIT 7	604-16300	1,897.76
					20,196.86

Activity: 49550 - Electric

OFFICE DEPOT	353332091001	08/06/2019	OFFICE SUPPLIES	604-49550-200	73.68
OFFICE DEPOT	353333396001	08/06/2019	OFFICE SUPPLIES	604-49550-200	67.53
WEX BANK	60496915	08/14/2019	FUEL - ELECTRIC	604-49550-212	1,077.61
VET'S WHOA N'GO	6294400	08/14/2019	FUEL	604-49550-212	97.49
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	604-49550-217	95.99
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FAST GLOBAL	604-49550-217	38.43
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - CRYSTEEL HYD	604-49550-217	757.60
JORDAN BUSSA	012	08/06/2019	CLEANING SERVICE	604-49550-217	184.60
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	604-49550-217	22.99
DICKS WELDING INC	20190731	08/14/2019	REPAIRS / MAINTENANCE	604-49550-217	85.00
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	604-49550-218	64.99
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FRANKS SHOE	604-49550-218	157.30
BORDER STATES	918192036	08/06/2019	UNIFORMS	604-49550-218	312.71
BORDER STATES	918192037	08/06/2019	UNIFORMS	604-49550-218	353.55
BORDER STATES	918262640	08/13/2019	UNIFORMS	604-49550-218	215.29
BORDER STATES	918262641	08/13/2019	CREDIT - UNIFORMS	604-49550-218	-70.71
AMAZON CAPITAL SERVICES, I	13N7-94PF-XKYY	08/06/2019	MAINTENANCE - REPAIRS	604-49550-241	79.10
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - ELECTRIC	604-49550-322	62.27
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - ELECTRIC	604-49550-322	11.34
GOLDEN WEST TECH & INT SO	190710342	08/06/2019	SERVICE	604-49550-325	134.80
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - BREEZY POINT	604-49550-334	467.00
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	604-49550-402	35.96
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	604-49550-404	146.66
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	604-49550-404	15.98
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	604-49550-405	115.98
HIGLEY FORD	128046	08/06/2019	MAINTENANCE	604-49550-405	120.45
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	604-49550-408	83.01
ELECTRIC FUND	303	08/06/2019	EL - DISTRIBUTION - INVENTO	604-49550-408	369.79
ELECTRIC FUND	304	08/06/2019	EL INVENTORY USED	604-49550-408	281.26

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ADVANTAGE COLLECTION PR	#3796 8-1-19	08/06/2019	FEE FOR COLLECTIONS	604-49550-432	26.16
JEFF TABER	20190802	08/06/2019	ENERGY REBATE	604-49550-450	600.00
JOSEPH & BARB LACANNE	20190802	08/06/2019	ENERGY REBATE	604-49550-450	375.00
JOEL BORDEWYK	20190802	08/06/2019	ENERGY REBATE	604-49550-450	150.00
JOSH & ALEXANDRA ELSTON	20190802	08/06/2019	ENERGY REBATE	604-49550-450	150.00
JUDY HINTZE	20190802	08/06/2019	ENERGY REBATE	604-49550-450	150.00
TODD THOMPSON	20190802	08/06/2019	ENERGY REBATE	604-49550-450	600.00
HOUSING & REDEVELOPMEN	20190802	08/06/2019	ENERGY REBATE - 957 RIVER R	604-49550-450	300.00
JOSEPH & BARB LACANNE	20190802A	08/06/2019	ENERGY REBATE	604-49550-450	85.00
SANFORD LABORATORIES	305674978	08/06/2019	DRUG TESTING SERVICES	604-49550-480	42.01
DAKOTA SUPPLY GROUP	E549794	07/23/2019	EQUIPMENT - TRANSFORMER	604-49550-480	20,465.00
WINDOM AREA DEVELOPME	20190814	08/14/2019	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	29,600.82
				Fund 604 - ELECTRIC Total:	49,797.68

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

RAGE INC - CAMPUS CLEANER	4921	08/06/2019	CLEANING SERVICE	609-49751-211	48.51
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	609-49751-217	3.69
BELLBOY CORP	0076733500	07/22/2019	MERCHANDISE	609-49751-251	2,282.68
BELLBOY CORP	0078246800	07/26/2019	MERCHANDISE	609-49751-251	355.20
BREAKTHRU BEVERAGE MN	1081004437	07/25/2019	MERCHANDISE	609-49751-251	2,127.15
JOHNSON BROS.	1339005	07/22/2019	MERCHANDISE	609-49751-251	1,049.60
JOHNSON BROS.	1344347	07/25/2019	MERCHANDISE	609-49751-251	1,987.25
SOUTHERN GLAZER'S OF MN	1844411	07/22/2019	MERCHANDISE	609-49751-251	8,871.14
BREAKTHRU BEVERAGE MN	2080242415	08/13/2019	CREDIT - MERCHANDISE	609-49751-251	-1,259.10
PHILLIPS WINE & SPIRITS	2589076	07/22/2019	MERCHANDISE	609-49751-251	736.29
PHILLIPS WINE & SPIRITS	2592902	07/25/2019	MERCHANDISE	609-49751-251	1,160.60
JOHNSON BROS.	558252	08/06/2019	MERCHANDISE - RETURN	609-49751-251	-238.00
JOHNSON BROS.	559854	08/14/2019	CREDIT - MERCHANDISE	609-49751-251	-101.90
BEVERAGE WHOLESALERS	072392	08/06/2019	MERCHANDISE	609-49751-252	9,868.63
BEVERAGE WHOLESALERS	073541	08/13/2019	MERCHANDISE	609-49751-252	4,835.95
BEVERAGE WHOLESALERS	074318	08/13/2019	MERCHANDISE	609-49751-252	265.00
BREAKTHRU BEVERAGE MN	1081004438	07/25/2019	MERCHANDISE	609-49751-252	122.75
LOCHER BROS., INC.	1136862	07/26/2019	MERCHANDISE	609-49751-252	326.40
DOLL DISTRIBUTING, LLC	124470	07/25/2019	CREDIT - MERCHANDISE	609-49751-252	-253.50
DOLL DISTRIBUTING, LLC	126558	07/25/2019	MERCHANDISE	609-49751-252	12,724.00
DOLL DISTRIBUTING, LLC	127692	07/26/2019	MERCHANDISE	609-49751-252	324.80
DOLL DISTRIBUTING, LLC	131623	08/06/2019	MERCHANDISE	609-49751-252	8,515.45
DOLL DISTRIBUTING, LLC	133869	08/06/2019	MERCHANDISE	609-49751-252	198.80
DOLL DISTRIBUTING, LLC	134114	08/06/2019	MERCHANDISE	609-49751-252	262.00
JOHNSON BROS.	1344349	07/25/2019	MERCHANDISE	609-49751-252	122.78
ARTISAN BEER COMPANY	3359517	07/22/2019	MERCHANDISE	609-49751-252	193.95
BELLBOY CORP	0076733500	07/22/2019	MERCHANDISE	609-49751-253	252.00
BREAKTHRU BEVERAGE MN	1081004437	07/25/2019	MERCHANDISE	609-49751-253	152.00
JOHNSON BROS.	1339006	07/22/2019	MERCHANDISE	609-49751-253	640.82
JOHNSON BROS.	1344348	07/25/2019	MERCHANDISE	609-49751-253	3,600.44
SOUTHERN GLAZER'S OF MN	1844412	07/22/2019	MERCHANDISE	609-49751-253	345.71
PHILLIPS WINE & SPIRITS	2589077	07/22/2019	MERCHANDISE	609-49751-253	326.00
PHILLIPS WINE & SPIRITS	2592903	07/25/2019	MERCHANDISE	609-49751-253	907.25
JOHNSON BROS.	559855	08/14/2019	CREDIT - MERCHANDISE	609-49751-253	-120.00
BREAKTHRU BEVERAGE MN	1081004437	07/25/2019	MERCHANDISE	609-49751-254	112.00
BREAKTHRU BEVERAGE MN	1081004437	07/25/2019	MERCHANDISE	609-49751-254	21.98
JOHNSON BROS.	1339006	07/22/2019	MERCHANDISE	609-49751-254	73.00
ATLANTIC COCA-COLA	211001	08/06/2019	MERCHANDISE	609-49751-254	196.80
PHILLIPS WINE & SPIRITS	2592903	07/25/2019	MERCHANDISE	609-49751-254	23.50
ARCTIC GLACIER U.S.A. INC	1950920503	07/25/2019	MERCHANDISE	609-49751-257	181.15
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - HY VEE SUPPLI	609-49751-261	40.08
BELLBOY CORP	0099821000	07/22/2019	MERCHANDISE	609-49751-261	74.00
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - LIQUOR	609-49751-322	2.88
BELLBOY CORP	0076733500	07/22/2019	MERCHANDISE	609-49751-333	30.68

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BELLBOY CORP	0078246800	07/26/2019	MERCHANDISE	609-49751-333	32.99
BELLBOY CORP	0099821000	07/22/2019	MERCHANDISE	609-49751-333	4.50
BREAKTHRU BEVERAGE MN	1081004437	07/25/2019	MERCHANDISE	609-49751-333	36.23
JOHNSON BROS.	1339005	07/22/2019	MERCHANDISE	609-49751-333	12.98
JOHNSON BROS.	1339006	07/22/2019	MERCHANDISE	609-49751-333	26.10
JOHNSON BROS.	1344347	07/25/2019	MERCHANDISE	609-49751-333	30.75
JOHNSON BROS.	1344348	07/25/2019	MERCHANDISE	609-49751-333	74.82
SOUTHERN GLAZER'S OF MN	1844411	07/22/2019	MERCHANDISE	609-49751-333	193.34
SOUTHERN GLAZER'S OF MN	1844412	07/22/2019	MERCHANDISE	609-49751-333	12.30
ARCTIC GLACIER U.S.A. INC	1950920503	07/25/2019	MERCHANDISE	609-49751-333	1.00
BREAKTHRU BEVERAGE MN	2080242415	08/13/2019	CREDIT - MERCHANDISE	609-49751-333	-22.20
PHILLIPS WINE & SPIRITS	2589076	07/22/2019	MERCHANDISE	609-49751-333	8.70
PHILLIPS WINE & SPIRITS	2589077	07/22/2019	MERCHANDISE	609-49751-333	10.44
PHILLIPS WINE & SPIRITS	2592902	07/25/2019	MERCHANDISE	609-49751-333	14.22
PHILLIPS WINE & SPIRITS	2592903	07/25/2019	MERCHANDISE	609-49751-333	33.06
JOHNSON BROS.	558252	08/06/2019	MERCHANDISE - RETURN FREI	609-49751-333	-1.74
JOHNSON BROS.	559854	08/14/2019	CREDIT - MERCHANDISE	609-49751-333	-0.87
JOHNSON BROS.	559855	08/14/2019	CREDIT - MERCHANDISE	609-49751-333	-3.48
KDOM RADIO	20190731	08/06/2019	ADVERTISING	609-49751-340	1,173.82
FREEDOM SECURITY & SURVE	P 42	08/14/2019	#A6129 - SERVICE	609-49751-404	265.00
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	609-49751-409	205.94
MN MUNICIPAL BEVERAGE AS	JULY 2019	08/14/2019	ANNUAL DUES	609-49751-433	1,700.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - RUNNINGS CO	609-49751-480	111.10
Activity 49751 - Liquor Store Total:					65,309.41
Fund 609 - LIQUOR STORE Total:					65,309.41

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20190814	08/14/2019	EXCISE TAX POSTING -AUG 20	614-20201	500.00
INTERNAL REVENUE SERVICE	20190813	08/14/2019	EXCISE TAX POSTING-FINAL JU	614-20202	401.28
MN 9-1-1 PROGRAM	20190814	08/14/2019	911 SERVICE -AUG 2019	614-20206	1,266.24
Activity 49870 - Telecom					2,167.52

WEX BANK	60496915	08/14/2019	FUEL - TELECOM	614-49870-212	323.33
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - DAWNCO SUP	614-49870-227	367.00
BLACKBURN MFG. CO.	0599382-IN	07/29/2019	SERVICE #0006967	614-49870-227	115.97
AMAZON CAPITAL SERVICES, I	16RV-JG34-9Y7F	08/06/2019	SUPPLIES	614-49870-227	6.99
AMAZON CAPITAL SERVICES, I	1XCM-7V1D-YCVN	08/14/2019	#A2Q0YJ8ZN2YT - SUPPLIES	614-49870-227	49.98
AMAZON CAPITAL SERVICES, I	1XR1-CHC3-NRNR	08/06/2019	MAINTENANCE	614-49870-227	23.88
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	614-49870-227	55.74
AMAZON CAPITAL SERVICES, I	1FTP-YQH6-C913	08/06/2019	MAINTENANCE - SUPPLIES	614-49870-241	50.80
AMAZON CAPITAL SERVICES, I	1RGC-K9TD-1HHV	08/06/2019	MAINTENANCE - TOOLS	614-49870-241	68.55
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - TELECOM	614-49870-322	62.28
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - TELECO	614-49870-322	210.98
NEUSTAR, INC.	L-0000029010	08/14/2019	#10202 #L-0000029010	614-49870-326	1.25
KDOM RADIO	20190731A	08/06/2019	ADVERTISING - WINDOMNET	614-49870-340	100.98
DISPLAY SYSTEMS INTERNATI	18618	08/06/2019	SUBSCRIBER FEES	614-49870-442	198.44
NATIONAL CABLE TV COOP	19070123	07/31/2019	SUBSCRIBER FEES	614-49870-442	7.88
NATIONAL CABLE TV COOP	19070682	07/31/2019	SUBSCRIBER FEES	614-49870-442	42,974.68
ARVIG ENTERPRISES, INC	293481	08/06/2019	SUBSCRIBER FEES	614-49870-442	463.75
WOODSTOCK COMMUNICATI	10108640	08/06/2019	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
ONVOY, LLC dba INTELIGUENT	190802008508	08/06/2019	SS7	614-49870-445	1,244.28
E-911 - INDEPENDENT EMERG	20190801	08/06/2019	MONTHLY 911 SERVICE	614-49870-445	40.00
MANKATO NETWORKS, LLC	388663	08/06/2019	NETWORK CONSULTING	614-49870-447	92.50
MANKATO NETWORKS, LLC	388668	08/14/2019	SERVICE	614-49870-447	976.39
HURRICANE ELECTRIC LLC	98315411-IN	08/06/2019	10 GB INTERNET NCC OMAHA	614-49870-447	2,300.00
HURRICANE ELECTRIC LLC	98315411-IN.1	08/06/2019	10 GB INTERNET MIN1 MINN	614-49870-447	1,800.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - DREAMHOST	614-49870-448	139.00
GOLDEN WEST TECH & INT SO	190710275	08/06/2019	AFTER HOURS SERVICE	614-49870-448	149.95
JEREMY ROLFES	20190814	08/14/2019	EXPENSE - INTERNET SUPPOR	614-49870-448	54.94
SWWC - SOUTHWEST WEST C	61400	07/10/2019	SERVICE #1-1849	614-49870-448	950.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ONVOY, LLC dba INTELIGENT	190802009045	08/06/2019	SWITCHING SERVICE	614-49870-451	2,766.74
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	614-49870-480	380.00
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	614-49870-480	380.00
				Activity 49870 - Telecom Total:	56,561.38
				Fund 614 - TELECOM Total:	58,728.90

Fund: 615 - ARENA

Activity: 49850 - Arena

RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	615-49850-211	51.57
WEX BANK	60496915	08/14/2019	FUEL - ARENA	615-49850-212	190.56
RUNNINGS SUPPLY, INC	#71920 7-24-19	08/14/2019	MAINTENANCE	615-49850-215	34.62
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	615-49850-215	4.99
COTTONWOOD VET CLINIC	206911	08/14/2019	ARENA -HORSE SHOW	615-49850-217	120.00
TIM HOGAN	20190801	08/06/2019	CONTRACT SERVICES	615-49850-301	5,200.00
SCHWALBACH HARDWARE	20190725	08/14/2019	MAINTENANCE	615-49850-402	45.94
ELECTRIC FUND	305	08/14/2019	EL - ARENA	615-49850-402	12.34
ELITE MECHANICAL SYSTEMS,	4755	08/06/2019	SERVICE CALL - REPAIRS	615-49850-402	142.44
LAMPERTS YARDS, INC.	20190725	08/06/2019	MAINTENANCE	615-49850-404	48.79
DICKS WELDING INC	20190731	08/14/2019	REPAIRS / MAINTENANCE	615-49850-406	125.42
BLUE CROSS/BLUE SHIELD	190802345732	08/13/2019	INSURANCE PREM- SEPT 2019	615-49850-480	596.50
WAYNE ALINK	20190802	08/06/2019	DAMAGE REIMBURSEMENT F	615-49850-480	300.00
EHLERS & ASSOC., INC.	80975	08/14/2019	2019 CONTINUING DISCLOSU	615-49850-480	380.00
				Activity 49850 - Arena Total:	7,253.17
				Fund 615 - ARENA Total:	7,253.17

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20190806	08/06/2019	PETTY CASH	617-10200	1,700.00
SECR REV FUND/CITY OF WD	20190814	08/14/2019	PETTY CASH - COMM CENTER	617-10200	1,700.00
					3,400.00

Activity: 49860 - M/P Center

US BANK	#8263 07222019	08/07/2019	CREDIT CARD -AMAZON SUPP	617-49860-211	66.55
WEX BANK	60496915	08/14/2019	FUEL - JULY 2019- MP	617-49860-212	63.19
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - SCHWALBACH	617-49860-217	6.78
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - RUNNINGS SU	617-49860-217	9.61
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - HY VEE	617-49860-254	21.33
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - HY VEE	617-49860-254	14.98
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - HY-VEE	617-49860-254	42.10
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - HY VEE	617-49860-254	8.04
CMRS - TMS #256704	20190813	08/14/2019	POSTAGE #256704 - M/P	617-49860-322	8.79
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - MN RECREATI	617-49860-331	360.00
KDOM RADIO	#0563 7-31-19	08/14/2019	#0563 ADVERTISING	617-49860-340	192.78
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FACEBOOK AD	617-49860-340	75.92
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FACEBOOK AD	617-49860-340	50.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FACEBOOK AD	617-49860-340	35.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FACEBOOK AD	617-49860-340	25.00
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - FACEBOOK AD	617-49860-340	11.51
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - SCHWALBACH	617-49860-402	51.36
SCHWICKERT'S TECTA AMERIC	S510052410	08/06/2019	BUILDING MAINTENANCE	617-49860-402	939.84
SCHWICKERT'S TECTA AMERIC	S510052856	08/14/2019	MAINTENANCE	617-49860-402	801.00
GDF ENTERPRISES, INC	A16310	08/06/2019	SERVICE	617-49860-404	12.50
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - RUNNING SUP	617-49860-406	21.99
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - RUNNINGS SU	617-49860-406	21.99
US BANK	#8263 07222019	08/07/2019	CREDIT CARD - AMAZON PRI	617-49860-480	12.99
BLUE CROSS/BLUE SHIELD	190802345732	08/13/2019	INSURANCE PREM- SEPT 2019	617-49860-480	596.50
				Activity 49860 - M/P Center Total:	3,449.75
				Fund 617 - M/P CENTER Total:	6,849.75

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001628	08/02/2019	Federal Tax Withholding	700-21701	10,254.49
Internal Revenue Service-Payr	INV0001634	08/16/2019	Federal Tax Withholding	700-21701	9,391.82
MN Department of Revenue -	INV0001629	08/02/2019	State Withholding	700-21702	5,291.97

Expense Approval Report

Payment Dates: 08012019 - 08162019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Department of Revenue -	INV0001635	08/16/2019	State Withholding	700-21702	4,862.90
Internal Revenue Service-Payr	INV0001628	08/02/2019	Social Security	700-21703	14,006.18
Internal Revenue Service-Payr	INV0001634	08/16/2019	Social Security	700-21703	13,148.50
MN Pera	INV0001625	08/02/2019	PERA	700-21704	6,309.20
MN Pera	INV0001625	08/02/2019	PERA	700-21704	786.26
MN Pera	INV0001625	08/02/2019	PERA	700-21704	13,563.02
MN Pera	INV0001631	08/16/2019	PERA	700-21704	6,085.91
MN Pera	INV0001631	08/16/2019	PERA	700-21704	13,057.67
MN Pera	INV0001631	08/16/2019	PERA	700-21704	703.20
MN State Deferred	INV0001626	08/02/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001626	08/02/2019	Deferred Compensation	700-21705	6,577.28
MN State Deferred	INV0001632	08/16/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001632	08/16/2019	Deferred Compensation	700-21705	6,577.28
BLUE CROSS/BLUE SHIELD	190802345732	08/13/2019	INSURANCE PREM- SEPT 2019	700-21706	51,243.00
LOCAL UNION #949	20190814	08/14/2019	UNION DUES - AUG 2019	700-21707	1,696.68
LAW ENFORCEMENT LABOR S	20190814	08/14/2019	POLICE UNION DUES - AUG 20	700-21708	387.05
MN CHILD SUPPORT PAYMEN	INV0001627	08/02/2019	Child Support Payment	700-21709	113.52
Internal Revenue Service-Payr	INV0001628	08/02/2019	Medicare Withholding	700-21711	3,880.66
Internal Revenue Service-Payr	INV0001634	08/16/2019	Medicare Withholding	700-21711	3,664.16
FURTHER (Select Account)	39124935	08/06/2019	FLEX SPENDING	700-21712	311.88
FURTHER (Select Account)	39134982	08/14/2019	FLEX SPENDING	700-21712	359.81
MII LIFE	20190814	08/14/2019	VEBA	700-21720	104.17
MII LIFE	20190814	08/14/2019	VEBA	700-21720	11,458.48
MII LIFE	20190814	08/14/2019	HSA	700-21722	2,395.87
FURTHER (Select Account)	INV0001624	08/02/2019	HSA Employee Contribution	700-21723	340.23
FURTHER (Select Account)	INV0001630	08/16/2019	HSA Employee Contribution	700-21723	140.23
					187,781.42
Fund 700 - PAYROLL Total:					187,781.42
Grand Total:					568,910.07

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	22,599.37
211 - LIBRARY	2,657.73
225 - AIRPORT	5,898.66
230 - POOL	5,422.68
235 - AMBULANCE	96,707.79
250 - EDA GENERAL	5,755.09
254 - NORTH IND PARK	8,270.23
301 - 2003 IMPROVEMENT BOND	380.00
302 - 4TH AVENUE IMPROVEMENT	380.00
305 - 2009 STREET IMPROVEMENT	380.00
306 - 2013 STREET IMPROVEMENT	760.00
307 - 2017 STREET PROJECT	380.00
401 - GENERAL CAPITAL PROJECTS	15,331.53
601 - WATER	13,340.09
602 - SEWER	14,926.57
604 - ELECTRIC	49,797.68
609 - LIQUOR STORE	65,309.41
614 - TELECOM	58,728.90
615 - ARENA	7,253.17
617 - M/P CENTER	6,849.75
700 - PAYROLL	187,781.42
Grand Total:	568,910.07

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	37.62
100-41110-304	Legal Fees	385.50
100-41110-326	Data Processing	660.38
100-41110-434	Employee Appreciation	315.50
100-41310-200	Office Supplies	213.98
100-41310-322	Postage	408.06
100-41310-326	Data Processing	10.00
100-41310-480	Other Miscellaneous	57.46
100-41910-200	Office Supplies	15.77
100-41910-322	Postage	27.83
100-41940-406	Repairs & Maint - Groun	1,077.89
100-42120-200	Office Supplies	50.05
100-42120-212	Motor Fuels	1,653.94
100-42120-218	Uniforms	1,103.60
100-42120-305	Medical & Dental Fees	148.79
100-42120-322	Postage	1.92
100-42120-323	Radio Units	214.69
100-42120-326	Data Processing	1,615.00
100-42120-350	Printing & Design	654.65
100-42120-404	Repairs & Maint - M&E	925.95
100-42120-405	Repairs & Maint - Vehicl	90.00
100-42120-419	Vehicle Lease	2,255.75
100-42120-480	Other Miscellaneous	606.48
100-42220-200	Office Supplies	19.77
100-42220-211	Cleaning Supplies	12.99
100-42220-212	Motor Fuels	266.57
100-42220-215	Materials & Equipment	551.91
100-42220-308	Training & Registrations	50.00
100-42220-322	Postage	5.43
100-42220-404	Repairs & Maint - M&E	244.49
100-42700-300	Charges for Services	48.00
100-43100-212	Motor Fuels	2,309.28

Account Summary

Account Number	Account Name	Payment Amount
100-43100-241	Small Tools	179.97
100-43100-322	Postage	5.72
100-43100-404	Repairs & Maint - M&E	262.82
100-43100-405	Repairs & Maint - Vehicl	1,743.26
100-43100-406	Repairs & Maint - Groun	375.00
100-43100-409	Repairs & Maint - Utilitie	36.99
100-43100-480	Other Miscellaneous	688.51
100-45120-217	Other Operating Supplie	475.48
100-45202-211	Cleaning Supplies	17.92
100-45202-212	Motor Fuels	1,289.87
100-45202-216	Chemicals and Chemical	36.99
100-45202-404	Repairs & Maint - M&E	985.60
100-45202-405	Repairs & Maint - Vehicl	157.64
100-45202-406	Repairs & Maint - Groun	304.35
211-45501-331	Travel Expense	132.90
211-45501-402	Repairs & Maint - Struct	836.00
211-45501-433	Dues & Subscriptions	84.94
211-45501-435	Books and Pamphlets	1,603.89
225-45127-200	Office Supplies	71.40
225-45127-217	Other Operating Supplie	16.63
225-45127-264	Merchandise For Resale	5,516.60
225-45127-381	Electric Utility	294.03
230-45124-200	Office Supplies	27.55
230-45124-217	Other Operating Supplie	90.93
230-45124-260	Concessions	2,543.76
230-45124-322	Postage	1.44
230-45124-340	Advertising & Promotion	198.00
230-45124-401	Repairs & Maint - Buildi	-4.48
230-45124-402	Repairs & Maint - Struct	1,661.43
230-45124-404	Repairs & Maint - M&E	884.15
230-45124-480	Other Miscellaneous	19.90
235-39101	Sale of Fixed Assets	-3,000.00
235-42153-212	Motor Fuels	1,968.97
235-42153-217	Other Operating Supplie	829.45
235-42153-312	Nursing	2,461.21
235-42153-322	Postage	2.21
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	146.36
235-42153-405	Repairs & Maint - Vehicl	513.82
235-49950-500	Capital Outlay	93,751.77
250-46520-200	Office Supplies	4.26
250-46520-301	Auditing & Consulting Se	857.50
250-46520-308	Training & Registrations	-130.00
250-46520-322	Postage	42.58
250-46520-331	Travel Expense	84.10
250-46520-381	Electric Utility	14.00
250-46520-438	Meeting Expense	22.65
250-46520-439	Special Projects	1,500.00
250-49980-602	Other Long-Term Obliga	2,355.38
250-49980-612	Other Interest	1,004.62
254-46520-381	Electric Utility	91.33
254-46520-406	Repairs & Maint - Groun	795.00
254-49950-500	Capital Outlay	7,383.90
301-47000-480	Other Miscellaneous	380.00
302-47000-480	Other Miscellaneous	380.00
305-47000-480	Other Miscellaneous	380.00
306-41000-480	Other Miscellaneous	760.00
307-41000-480	Other Miscellaneous	380.00

Account Summary

Account Number	Account Name	Payment Amount
401-35201	Police Forfeits	101.53
401-49950-505	Capital Outlay - Civil Def	1,230.00
401-49950-509	Capital Outlay - Administ	14,000.00
601-16400	Machinery & Equipment	6,337.43
601-49400-212	Motor Fuels	328.41
601-49400-216	Chemicals and Chemical	4,416.53
601-49400-241	Small Tools	4.72
601-49400-310	Lab Testing	77.00
601-49400-322	Postage	75.46
601-49400-381	Electric Utility	16.00
601-49400-404	Repairs & Maint - M&E	710.88
601-49400-408	Repairs & Maint - Distrib	1,157.50
601-49400-432	Uncollectible	26.16
601-49400-480	Other Miscellaneous	190.00
602-14200	Inventory	1,588.90
602-16200	Buildings	5,663.60
602-49450-200	Office Supplies	54.95
602-49450-212	Motor Fuels	127.10
602-49450-216	Chemicals and Chemical	424.50
602-49450-241	Small Tools	92.28
602-49450-310	Lab Testing	532.80
602-49450-322	Postage	65.30
602-49450-404	Repairs & Maint - M&E	695.10
602-49450-405	Repairs & Maint - Vehicl	16.25
602-49450-408	Repairs & Maint - Distrib	5,449.63
602-49450-432	Uncollectible	26.16
602-49450-480	Other Miscellaneous	190.00
604-16300	Improvements Other Th	20,196.86
604-49550-200	Office Supplies	141.21
604-49550-212	Motor Fuels	1,175.10
604-49550-217	Other Operating Supplie	1,184.61
604-49550-218	Uniforms	1,033.13
604-49550-241	Small Tools	79.10
604-49550-322	Postage	73.61
604-49550-325	Dispatching	134.80
604-49550-334	Meals/Lodging	467.00
604-49550-402	Repairs & Maint - Struct	35.96
604-49550-404	Repairs & Maint - M&E	162.64
604-49550-405	Repairs & Maint - Vehicl	236.43
604-49550-408	Repairs & Maint - Distrib	734.06
604-49550-432	Uncollectible	26.16
604-49550-450	Conservation	2,410.00
604-49550-480	Other Miscellaneous	20,507.01
604-49550-491	Payments to Other Orga	1,200.00
609-49751-211	Cleaning Supplies	48.51
609-49751-217	Other Operating Supplie	3.69
609-49751-251	Liquor	16,970.91
609-49751-252	Beer	37,507.01
609-49751-253	Wine	6,104.22
609-49751-254	Soft Drinks & Mix	427.28
609-49751-257	Ice	181.15
609-49751-261	Other Merchandise	114.08
609-49751-322	Postage	2.88
609-49751-333	Freight and Express	493.82
609-49751-340	Advertising & Promotion	1,173.82
609-49751-404	Repairs & Maint - M&E	265.00
609-49751-409	Repairs & Maint - Utilitie	205.94
609-49751-433	Dues & Subscriptions	1,700.00

Account Summary

Account Number	Account Name	Payment Amount
609-49751-480	Other Miscellaneous	111.10
614-20201	Excise Tax Payable	500.00
614-20202	Sales Tax Payable	401.28
614-20206	911 TAP & TACIP Fees CI	1,266.24
614-49870-212	Motor Fuels	323.33
614-49870-227	Utility System Maint Sup	619.56
614-49870-241	Small Tools	119.35
614-49870-322	Postage	273.26
614-49870-326	Data Processing	1.25
614-49870-340	Advertising & Promotion	100.98
614-49870-442	Subscriber Fees	43,644.75
614-49870-445	Switch Fees	1,489.38
614-49870-447	Internet Expense	5,168.89
614-49870-448	On-Call Support	1,293.89
614-49870-451	Call Completion	2,766.74
614-49870-480	Other Miscellaneous	760.00
615-49850-211	Cleaning Supplies	51.57
615-49850-212	Motor Fuels	190.56
615-49850-215	Materials & Equipment	39.61
615-49850-217	Other Operating Supplie	120.00
615-49850-301	Auditing & Consulting Se	5,200.00
615-49850-402	Repairs & Maint - Struct	200.72
615-49850-404	Repairs & Maint - M&E	48.79
615-49850-406	Repairs & Maint - Groun	125.42
615-49850-480	Other Miscellaneous	1,276.50
617-10200	Petty Cash	3,400.00
617-49860-211	Cleaning Supplies	66.55
617-49860-212	Motor Fuels	63.19
617-49860-217	Other Operating Supplie	16.39
617-49860-254	Soft Drinks & Mix	86.45
617-49860-322	Postage	8.79
617-49860-331	Travel Expense	360.00
617-49860-340	Advertising & Promotion	390.21
617-49860-402	Repairs & Maint - Struct	1,792.20
617-49860-404	Repairs & Maint - M&E	12.50
617-49860-406	Repairs & Maint - Groun	43.98
617-49860-480	Other Miscellaneous	609.49
700-21701	Federal Withholding	19,646.31
700-21702	State Withholding	10,154.87
700-21703	FICA Tax Withholding	27,154.68
700-21704	PERA Contributions	40,505.26
700-21705	Retirement	14,224.56
700-21706	Medical Insurance	51,243.00
700-21707	Union Dues	1,696.68
700-21708	PD Union Dues	387.05
700-21709	Wage Levy	113.52
700-21711	Medicare Tax Withholdi	7,544.82
700-21712	Flex Account	671.69
700-21720	VEBA Contributions	11,562.65
700-21722	HSA Contribution	2,395.87
700-21723	HSA Employee Contribu	480.46
	Grand Total:	568,910.07

Project Account Summary

Project Account Key	Payment Amount
None	568,910.07
Grand Total:	568,910.07

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8-15-19

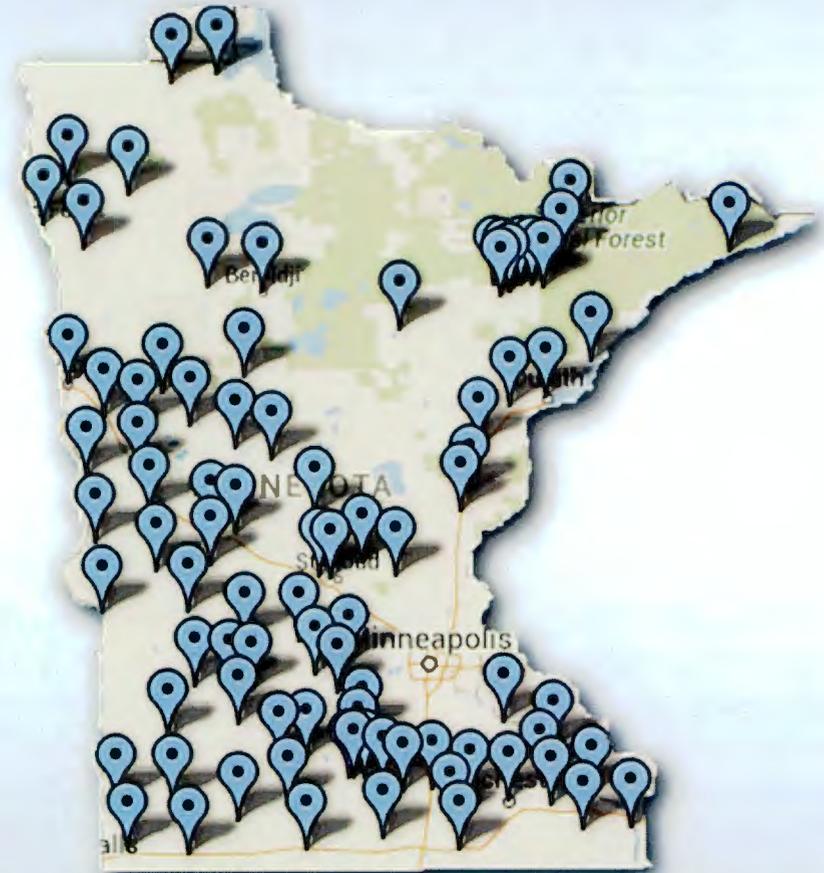


2019 City Visit and Legislative Update

WINDOM
AUGUST 20, 2019
MARTY SEIFERT

CGMC Represents 97 Cities Across the State

- LGA/Property Taxes
- Economic Development
- Annexation and Land Use
- Transportation
- Environmental Regulation



New Governor & Divided Legislature Shape Session

- DFL Governor from Greater Minnesota
- Suburban-dominated DFL House
- Senate remains in GOP control
- Only divided legislature in country
- Public desires transparency,
bipartisanship and an end to acrimony



Competing Visions Color Budget & Tax Debate

- Bipartisan agreement that budget surplus is unreliable: (\$1.5B in Nov, \$1B by Feb)
- DFL's view: revenue problem
 - Propose gas tax increase and extension of provider tax
- GOP's view: spending problem
 - Propose spending and tax cuts

This tension drives discourse
and negotiations



CGMC Strategy & Goals

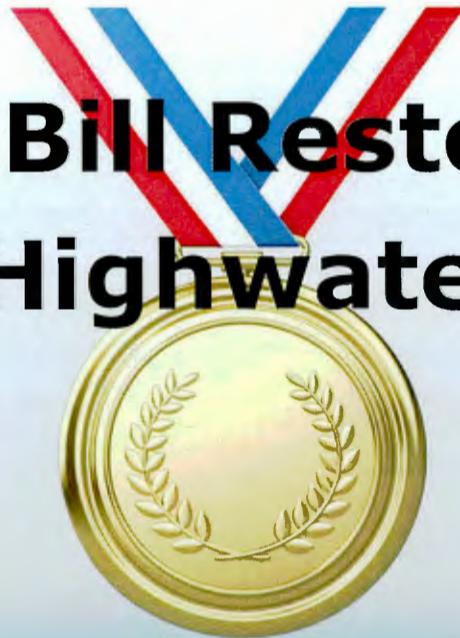
- Restore Local Government Aid to 2002 levels
- Bonding Bill:
 - Fully fund wastewater programs
 - Child care capital grants
 - Economic development (BDPI)
- Child care grants for training and business development
- Comprehensive transportation package



Reaching for the Gold: LGA Restored to 2002 Level!

- LGA funding hit highwater mark in 2002 at \$564M, cut to \$425M by 2012
- CGMC has relentlessly pursued reversing the decline

**2019 Tax Bill Restores LGA to
2002 Highwater Mark!**



Success Was Not Certain

Opportunities:

- + Responding to CGMC advocacy, Gov. Walz champions \$30M increase
- + House Tax Chair Paul Marquart is longtime LGA champion

Challenges:

- Senate Tax Chair hostile to LGA
- New DFL legislators seek other forms of property tax relief (renter and homeowner property tax refunds)

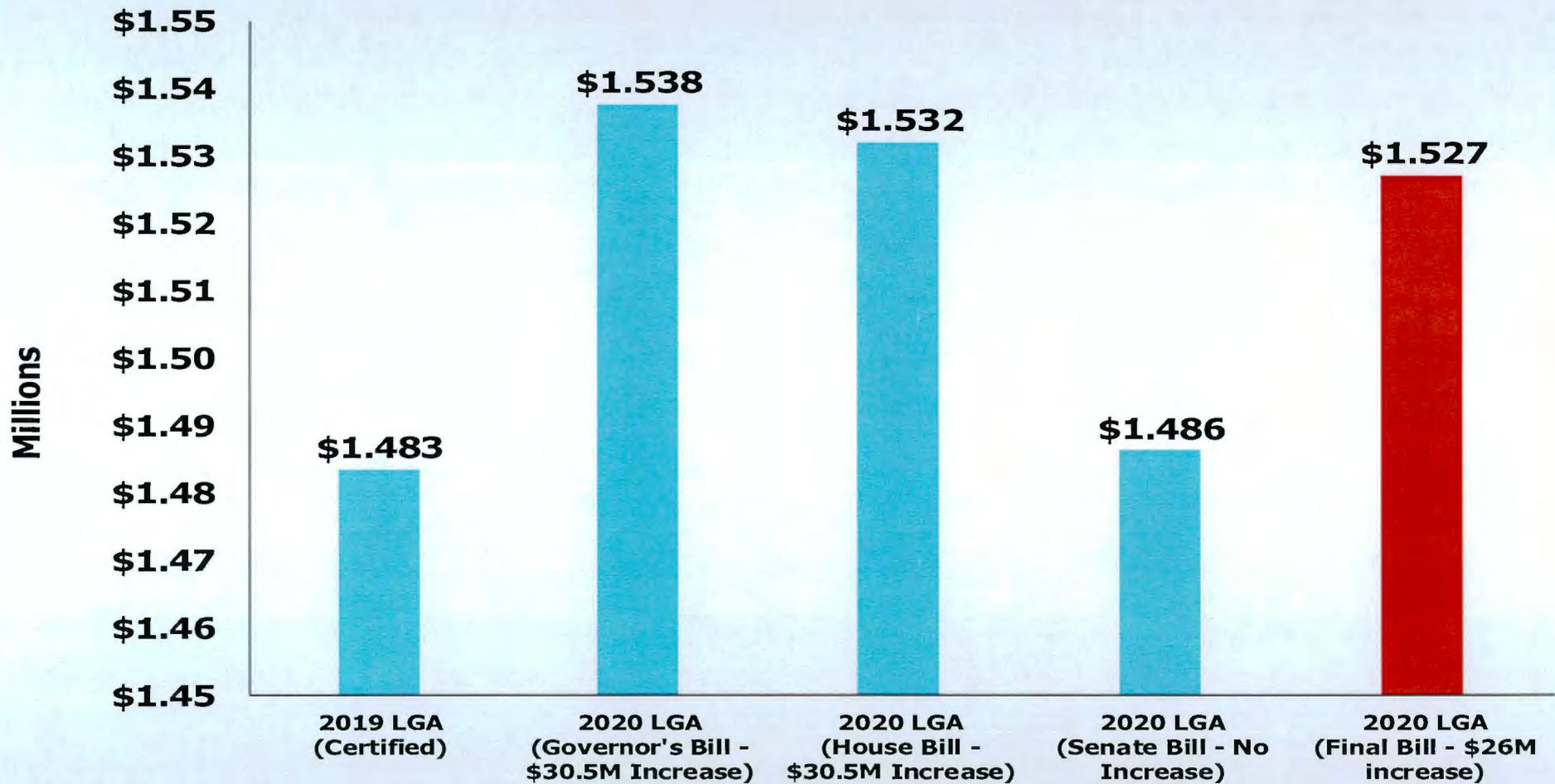


Relentless Advocacy Leads to Victory

- CGMC proposes \$30.5M increase
- Statewide guest column and press conferences with media
- Multiple action alerts and high member engagement
- Lobbyists took nothing for granted and met repeatedly with key legislators
- **RESULT: LGA RESTORED! \$30 million increase!**



LGA Proposals Impact for Windom



LGA statewide appropriation will increase additional \$4M in 2021.



Looking Forward: CGMC's Work Continues

- LGA increased to 2002 level but inflation not included
- Economic downturns happen. LGA often a target for cuts
- Rise of suburban legislators means LGA may not be a priority in future
- Formula updates will be discussed before and during 2020 session

**CGMC remains committed to
preserving and strengthening LGA!**



Child Care Crisis in Greater Minnesota

- 35,000 child care slot shortage
- Shortage hampers economic growth
 - Employers can't hire or retain workers
 - Families leave our communities



CGMC Child Care Policy Framework

- \$3M for the six Initiative Foundations
 - Provide training and business assistance to providers
 - Facilitate community planning
 - Engage the private sector
 - Recruit providers to participate in quality programs
- \$10M in a new facilities grant program
 - Grants up to \$500,000 with a 50% community match to build or expand child care facilities



CGMC Leads Advocacy Effort

- Built coalition of business leaders and child care advocates
- Extensive media effort leads to widespread coverage and editorial endorsements
- Multiple legislative hearings
- Grassroots organizing equals dozens of contacts with Governor and legislative leaders



Advocacy Pays Off!

- \$750,000 for the Initiative Foundations
- \$750,000 for the DEED Childcare Grant Program
 - 60% must be awarded in Greater MN
- \$10M in failed House bonding proposal

CGMC elevated child care crisis to high-priority issue, laying groundwork for future success.



Other Economic Development Wins

- \$1.8M for Greater Minnesota Business Development Public Infrastructure Grant Program (BDPI)
- \$40M for Border to Border Broadband Development Program
- \$1.3M for Job Training Incentive Program
- New \$750k Airport Infrastructure Renewal (AIR) grants



Funding Mechanism Stalls Clean Water Money

- 2018 bonding bill included \$123M for wastewater infrastructure
 - \$58.6M backed by new Environment & Natural Resource Trust Fund (ENRTF) bonds
- Lawsuits stops sale of ENRTF bonds, halting multiple CGMC member projects
- CGMC demands: “Resolve lawsuit or replace bonds”
- Media efforts, including Star Tribune column, capture statewide attention



CGMC Seeks Comprehensive PFA Funding Solution

- CGMC bill: \$128M for Public Facilities Authority (PFA) programs
 - \$56.8M for bonds stuck in lawsuit
 - Remainder to cover additional 2019 needs
- CGMC full court press at Legislature, in media
- Governor and Legislature agree to fix 2018 problem in March



CGMC Seeks Comprehensive PFA Funding Solution

- CGMC continues push for remaining \$67M
- Funds included in House proposal, but bonding bill fails to gain traction



2019 Session: Fertile Ground for CGMC's Transportation Goals?

CGMC Goal - Comprehensive transportation package that includes:

- \$50M for city streets
 - \$25M for cities over 5,000
 - \$25M permanent funding for cities under 5,000
- At least \$200M bonding for Corridors of Commerce
 - Continue \$25M/year in cash



House and Senate Bills Reflect Differing Approaches

- House Bill
 - Increases in gas tax, tab fees and sales tax
 - Permanent funding for small cities
 - Over \$50M/year for larger cities
 - \$300M bonding for Corridors of Commerce
- Senate Bill
 - No new investment
 - Cut \$25M/year for Corridors of Commerce
 - \$250k for small cities in 2020, \$500k in 2021
 - Average city would receive \$350 in 2020



Final Deal = Opportunity Lost

- No comprehensive package
 - GOP drew red line on tax/fee increases
 - DFL concedes in exchange for health care provider tax
- Silver linings for CGMC
 - Advocacy fends off Corridors of Commerce cut
 - Historic city streets investment passes in House

On transportation, 2019 session defined by bold proposals and little willingness to compromise



Lessons Learned From 2019 Session and Looking Ahead



Lessons Learned

- Success requires persistence
- Suburban-led House DFL
 - Willing to invest money in critical programs
 - Less likely to support Greater Minnesota-specific programs
- Senate GOP
 - Less interested in new spending
 - More willing to support Greater Minnesota specific solutions
- Engaging Governor Walz crucial for success



Looking Ahead to 2020

- Potential discussion of LGA formula changes
- Large bonding bill will be major focus
 - Child care
 - PFA wastewater/water funding
 - BDPI and other economic development initiatives
- Comprehensive transportation solution still needed
- Election year. CGMC will educate candidates and public on our issues
- Work begins now to prepare for successful session



Upcoming CGMC Events

- Summer Conference: July 24-26
in Bemidji
- Fall Conference: Nov. 14-15 in
Alexandria
- Legislative Action Day:
March 11, 2020



THANK YOU!

www.greatermncities.org



ACTION ITEM



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

TO: City Council
FROM: Jason Sykora Electric Superintendent
DATE: 8-8-19
RE: Placement of bows on light poles
DEPT: Electric
CONTACT: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Allow Southwest Crisis Center to attach purple bows to the light poles around the square for Domestic Abuse Awareness month.
-

Issue Summary/Background

The Southwest Crisis Center would like to raise Awareness of Domestic abuse by placing purple bows on the light poles around the downtown square. The Southwest Crisis Center staff would put the bows up in October, which is Domestic Abuse Awareness month. Their staff would then take them down at the end of October. The bows will be similar size to the yellow bows that were put up to support the troops.

Fiscal Impact

There is no financial cost to the City. The installation and removal will be done by the Crisis Center.

Attachments

1. None

ACTION ITEM



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

TO: City Council
FROM: Building & Zoning Office
DATE: August 20, 2019 (City Council Meeting Date)
RE: Planning Commission Recommendation – Variance Application
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Approve the Variance Application by Avera Medical Group (Avera McKennan) to allow the reduction of the required off-street parking spaces from 112 to 50 spaces for the new medical clinic to be constructed on property at 41982 US Highway 71.

Issue Summary/Background

Variance Application:

Applicant/Owner: Avera Medical Group (Avera McKennan)

Address of Property: 41982 US Highway 71, Windom, MN

Legal Description: A tract of land in the South Half of the Southwest Quarter of Section 24, Township 105 North, Range 36 West of the 5th P.M. situated Northeast of Trunk Highway 71 in the City of Windom, Cottonwood County, Minnesota, containing approximately 6.52 acres, more or less. (abbreviated description)

Parcel ID#: 08-024-2700

The Applicant/Owner is requesting a variance to allow a reduction of the required off-street parking spaces from 112 to 50 spaces for the new medical clinic to be constructed on the property. The Planning Commission held a public hearing on this application on August 13, 2019. The Minutes from the August 13th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Variance Application.

Fiscal Impact

There is no fiscal impact for the City.

Attachments

1. Zoning Application for Variance,
2. Planning Commission's Public Hearing Notice,
3. Beacon Aerial of the Property,
4. Copy of Survey of Property,
5. Letter from Engineer dated July 23, 2019;
6. Recap of data from parking studies of 3 clinics in Sioux Falls;
7. Site Plan.

CITY OF WINDOM, MINNESOTA
444 9th Street
Windom, MN 56101
507-831-6125

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) DAMIAN GREBCE
Address 300 N DAKOTA AVE #114
City SIoux FALLS State SD Zip 57104 (Phone: 605 339-7215)

Owner(s): (If other than Applicant)
Name(s) Avera Medical Group - Shannon Gerhardt
Address 1325 South Cliff Ave, PO Box 5045
City Sioux Falls State SD Zip 57117 (Phone: 605-322-7927)

Property Address: 41982 US HIGHWAY 71, WINDOM, MN 56101

Legal Description of Property: Lot(s) _____ Block(s) _____ Addition _____

SEE ATTACHED Parcel No. 08-024-2700
(If metes and bounds, attach description.)
Existing Use of Property: RESIDENTIAL When annexation is approved zoning will be:
Present Zoning: B-2.

Action Requested: Conditional Use Permit _____ Variance PARKING
Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____
Planned Unit Development (PUD) _____
Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____
Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and/or required)
PROVIDE PARKING RATIO BASED ON NUMBER OF PROVIDERS + STAFF FROM PAST PARKING STUDIES.

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

X [Signature] X [Signature]
[SIGNATURES OF APPLICANT(S)]
Date: 7/23/2019

Fee: \$150.00 Paid: Ck. Credit Card Date: 7/25/2019

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 25th day of July, 2019.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]

Legal Description - Avera Medical Group - New Clinic

EXHIBIT "A"

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 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

Legal Description - Avera Medical Group - New Clinic - Page Two

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.

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

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
VARIANCE APPLICATION – OFF-STREET PARKING SPACES**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.565-152.568, notice is hereby given that the Applicant and Owner, AVERA MCKENNAN of Sioux Falls, South Dakota, has submitted a zoning application for a variance for property located in a B-2 District. The Applicant requests a variance to allow the reduction of the required off-street parking spaces for a new office complex (medical clinic) to be constructed on the property (City Code Section 152.493). The lot area, setbacks, proposed parking areas, and proposed placement of the new building are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

A public hearing to consider this application will be held before the Planning Commission in the **City Hall Council Chambers, 444 Ninth Street, Windom, MN 56101 on Tuesday, August 13, 2019, at 7:05 p.m.**

Those persons wishing to be heard on this application for consideration of a variance are requested to be at this meeting. The application materials may be reviewed in the Building & Zoning Office at City Hall prior to the Public Hearing.

Legally described as follows: A tract of land in the South Half of the Southwest Quarter of Section 24, Township 105 North, Range 36 West of the 5th P.M. situated Northeast of Trunk Highway 71 in the City of Windom, Cottonwood County, Minnesota, containing approximately 6.52 acres, more or less. (Abbreviated Description)

Parcel ID #: 08-024-2700 (Note: New Parcel No. will be assigned after annexation of parcel.)

Address of the Property is: 41982 U.S. Highway 71 North, Windom, MN 56101

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

Published: Cottonwood County Citizen (July 31, 2019)



Parcel ID	080242700	Alternate ID	n/a	Owner Address	AVERA MCKENNAN
Sec/Twp/Rng	24-105-36	Class	RESIDENTIAL\ SINGLE UNIT		ATTN: ACCOUNTS PAYABLE
Property Address	41982 US HWY 71 N	Acreage	6.25		PO BOX 5045
	56101				SIOUX FALLS SD 57117
District	n/a				
Brief Tax Description	TRACT IN S1/2 SW1/4 NE OF TH 71 6.25				
	(Note: Not to be used on legal documents)				

Date created: 8/1/2019
 Last Data Uploaded: 7/31/2019 7:08:41 PM



July 23, 2019

Andrew Spielman
Building & Zoning Official; Fire Marshal
City of Windom
444 9th Street, Windom, MN 56101

RE: Avera Windom Clinic – Parking Reduction
41982 US Highway 71, Windom, MN 56101

Dear Mr. Spielman,

Health care delivery has changed for Avera clinics over the past 10 years to maximize patient time with their care providers. The average square foot per provider has substantially increased from what it was in the early 2000's.

Current zoning defines a ratio of three parking space per 300 sf regardless of care provider numbers. The number of providers is what will determine how many patients are at the facility, not the size of the building.

The proposed Windom clinic will see 60 patients a day plus 18 mobile patients. This is a total of 78 patients a day. For an 8 hour period this is 9.75 patients / hour. The maximum number of staff for the proposed clinic is 29. Based on this information the number of stalls needed is 29 staff + 10 patients = 39 stalls. **The clinic plans to provide 50 stalls.**

The attached information is a parking study of three Avera clinics in Sioux Falls. The reference Case Study Project B located at 69th & Western Avenue is the closest and the most relevant comparison to the proposed new project at 41982 US Highway 71, Windom, MN 56101. This parking study shows that the actual parking needed for a clinic is in the range of one parking space per 300 sf.

Please let me know of any questions.

Sincerely,
EHRHART GRIFFIN & ASSOCIATES

Damian Greble, P.E., R.L.S.
SD191119

Windom Clinic

Hospital Dr and MN 71 Hwy 12,440 gsf

41st and Greenwood

:Case Study Reference Project A

built in 2001

Building Area 10,850 gsf
 Parking Spaces Provided 63
 Exam/Procedure Rms 21
 Number of staff 9 at peak
 Number of Providers 6 at peak
 Peak Parking/GSF 1 to 221.43

older style of Clinic design

Date	8 a.m.	9 a.m.	10 a.m.	11 a.m.	Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	Peak Parking Count
7/29/2015	18	31	40	41	16	20	34	29	25	24	41
7/30/2015	21	31	47	48	32	34	41	39	41	32	48
7/31/2015	9	34	37	40	25	17	32	31	26	27	40
8/3/2015	8	43	49	49	34	33	43	46	47	23	49
8/4/2015	6	30	49	44	29	20	33	36	33	31	49

69th and Western

:Case Study Reference Project B

built in 2007

Building Area 18,163 gsf
 Parking Spaces Provided 128
 Exam/Procedure Rms 24
 Number of staff 18 at peak
 Number of Providers 8 at peak
 Peak Parking/GSF 1 to 271.09

Date	8 a.m.	9 a.m.	10 a.m.	11 a.m.	Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	Peak Parking Count
7/29/2015	31	52	61	65	50	36	48	47	35	32	65
7/30/2015	21	31	47	48	32	34	41	39	41	32	48
7/31/2015	9	34	37	40	25	17	32	31	26	27	40
8/3/2015	19	41	55	53	40	51	42	48	46	32	55
8/4/2015	31	56	63	67	54	36	51	48	45	36	67
8/5/2015	30	48	53	52	42	36	54	48	44	35	54

Avera 69th and Cliff

:Case Study Reference Project C

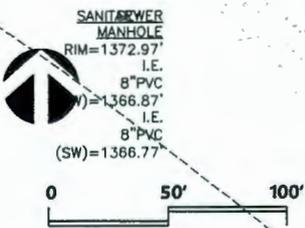
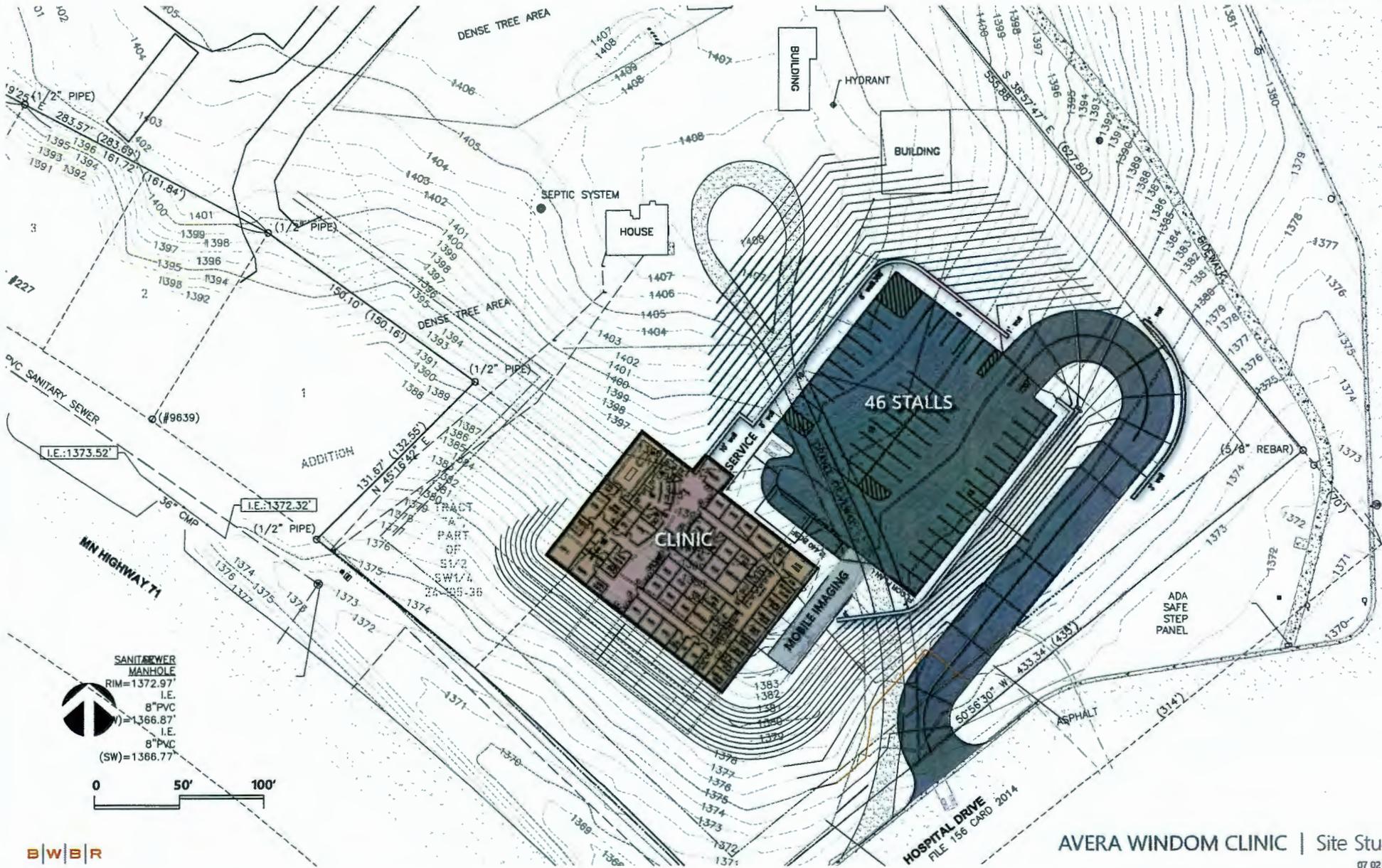
built in 2013; CURRENT MODEL of care

Building Area 47,874 gsf
 Parking Spaces Provided 232
 Exam/Procedure Rms 72
 Number of staff 33 at peak
 Number of Providers 9 at peak
 Peak Parking/GSF 1 to 327.90

adjusted for full occupancy and current model of Clinic design

Date	8 a.m.	9 a.m.	10 a.m.	11 a.m.	Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	Peak Parking Count
7/29/2015	30	41	64	68	44	55	63	62	67	33	68
7/30/2015	19	58	72	72	45	44	63	63	58	40	72
7/31/2015	22	53	53	62	48	38	50	54	48	25	62
8/3/2015	29	69	73	64	46	44	70	70	57	40	73
8/4/2015	24	56	62	61	57	34	40	48	51	48	62

REVISED site diagram



ACTION ITEM



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

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: AUGUST 20, 2019
RE: FUNDING NUISANCE ABATEMENT OF TWO PROPERTIES
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Building and Zoning Staff recommends that the City Council take the following actions: 1) Allow City Staff and/or private contractors to abate the nuisances on two properties owned by Marcus Netsch. 2) Use General Fund reserves to pay for all costs associated with the nuisance abatement.

Issue Summary/Background

Property Addresses: 678 Collins Avenue & 1132 Miller Avenue

The City has received multiple nuisance complaints for two properties owned by Marcus Netsch. Marcus was given notice of the nuisance violations with letters in April and May of 2019. In June, Marcus was served a Summons from the City Attorney stating he had 20 days to respond. After the 20 days had expired, a court date was scheduled for August 14, 2019. On August 14, 2019, Judge Christina Wietzema signed a Judgment requiring Marcus Netsch to comply with all City of Windom Ordinances relating to nuisances and inoperable/junk vehicles. The Judgment states that Marcus has until 5 p.m. on August 31, 2019, to comply. The Judgment also authorizes the City of Windom to enter both properties to remove all nuisance items and inoperable/junk vehicles that remain on the property after August 31, 2019.

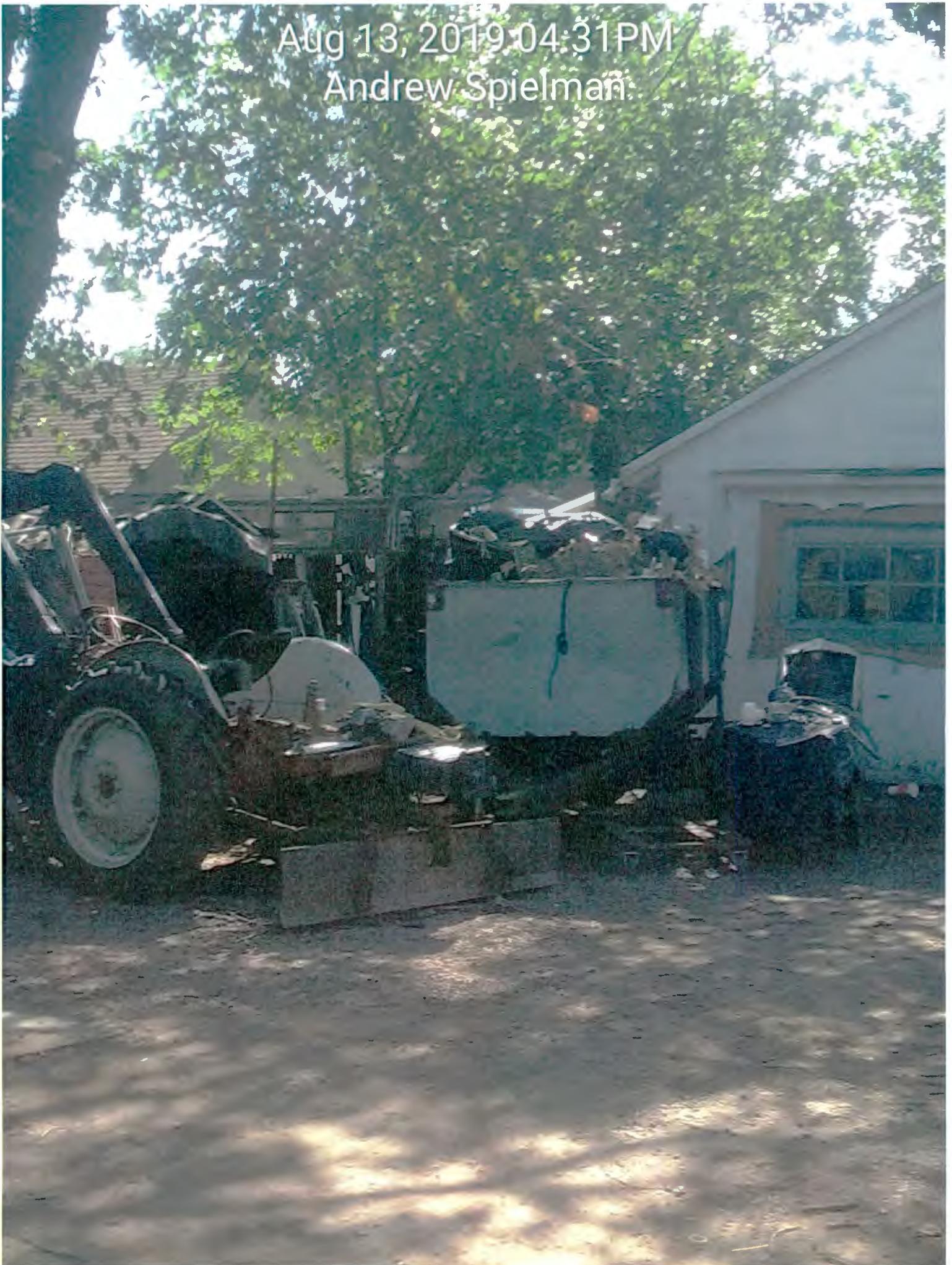
Fiscal Impact

Staff is obtaining a verbal estimate from a private contractor and an estimate of City Staff time and equipment necessary to abate the nuisances at both properties. These estimates should be available at Tuesday's Meeting. Legal fees to date total \$930. Funds are not available in the Building and Zoning Department budget, so Staff is recommending the use of General Fund reserves. The property owner will be invoiced all costs associated with the nuisance abatement and all legal fees. If not paid, the costs can be assessed on the property taxes of both properties.

Attachments

- 1) Photos of the properties.
- 2) Copy of the Court Order.

Aug 13, 2019 04:31PM
Andrew Spielman



Aug 13, 2019 10:36AM
Andrew Spielman



Aug 13, 2019 10:37AM
Andrew Spielman



Aug 13, 2019 04:27PM
Andrew Spielman



STATE OF MINNESOTA
COUNTY OF COTTONWOOD

IN DISTRICT COURT
FIFTH JUDICIAL DISTRICT
Case Type: 14 (other Civil)
Court File No.: 17-CV-19-351

Assigned to Judge Christina M. Wietzema

City of Windom, Minnesota

vs. Petitioner,

Marcus Shea Netsch,
Respondent.

**FINDINGS OF FACT, CONCLUSIONS
OF LAW, ORDER FOR JUDGMENT
AND JUDGMENT**

The above-entitled matter came before Judge Christina M. Wietzema on August 14, 2019. Petitioner appeared through its attorney, Ronald J. Schramel, whose address is 910 Fourth Avenue, PO Box 505, Windom, Minnesota, 56101. Respondent did not appear, and no one appeared on behalf of Respondent. After considering the evidence submitted by Petitioner, and based upon all the files, records, and proceedings herein, the Court hereby makes the following:

FINDINGS OF FACT

1.

That the City of Windom, Minnesota is a home rule charter city under the laws of the State of Minnesota.

2.

That Respondent owns the following described real estate which is located in the City of Windom ("**Collins Avenue Property**"):

Legal Description: Lot 5 in Block 6 of Hutton & Collins' Subdivision in the City of Windom, Cottonwood County, Minnesota.

Property Address: 678 Collins Avenue
Windom, MN 56101

Property Tax ID Number: 25-352-0430

3.

That Respondent also owns the following described real estate which is located in the City of Windom ("Miller Avenue Property"):

Legal Description: Lot 3 except the West 144 feet thereof in Block 27 in the East Addition in the Village (now City) of Windom in Cottonwood County, Minnesota.

Property Address: 1132 Miller Avenue
Windom, MN 56101

Property Tax ID Number: 25-821-0120

4.

That City of Windom Ordinance Section 90.04(J) states that the following are declared to be a public nuisance:

"Accumulations in the open of discarded or disused items including, but not limited to, machinery, household appliances, household furniture and flooring, consumer electronics (i.e. computer equipment, cell phones, TVs, other audio and/or visual equipment), any materials not designed for outdoor use, motor vehicle bodies or parts, tires, batteries, unused and/or discarded construction materials; accumulations of any materials in a manner conducive to the harboring of rats, mice, snakes or vermin; or the rank growth of vegetation among the items so accumulated; or accumulations in a manner creating fire, health or safety hazards;"

5.

That City of Windom Ordinance Section 90.55 (B) (1) states as follows:

"All vehicles on property within the city limits shall be currently licensed and in running order (operable condition) or properly licensed and stored as a collector vehicle. No person in charge or control of any property within the city, whether as owner, tenant, occupant, lessee or otherwise, shall allow any partially dismantled, non-operating, wrecked, junked or discarded vehicle to remain on the property longer than 96 hours."

6.

That the City of Windom has received numerous complaints concerning the accumulation of miscellaneous junk items on Respondent's Collins Avenue Property.

7.

That on May 20, 2019, Andrew W. Spielman, who is the City of Windom's Building and Zoning Official, mailed Respondent a letter which informed him that he had until June 17, 2019 to remove the motor vehicle parts, wheels, tires, plastic items, piping, old wooden fencing, scrap wood, furniture, stereo, chains, cables, miscellaneous items of junk stored on a trailer, metal piping, scrap iron, scrap metal, and unlicensed or inoperable motor vehicles (collectively "**Collins Avenue Nuisance Items**") which are located on Respondent's Collins Avenue Property. This letter informed Respondent that the Collins Avenue Nuisance Items pose a health hazard because of their potential for housing vermin and creating habitat for termites.

8.

That in the letter Andrew W. Spielman mailed to Respondent on May 20, 2019, Respondent was informed that rather than removing the Collins Avenue Nuisance Items by June 17, 2019, Respondent had the right to request a hearing before the City of Windom Nuisance Board to determine if Respondent was in violation of the City of Windom's Ordinances. Respondent had until June 17, 2019 to request a hearing.

9.

That Respondent never requested a hearing before the Windom Nuisance Board.

10.

That as of August 13, 2019 Respondent had not removed the Collins Avenue Nuisance Items from his Collins Avenue Property.

11.

That the Collins Avenue Nuisance Items on Respondent's Collins Avenue Property violate Windom City Code Section 90.04 (J) and Section 90.55 (B) (1).

12.

That the City of Windom has received numerous complaints concerning the accumulation of miscellaneous junk items on Respondent's Miller Avenue Property.

13.

That on April 3, 2019, Andrew W. Spielman mailed Respondent a letter which informed him that he had until April 22, 2019 to remove the old lumber, fencing materials, cardboard, packaging materials, discarded construction materials, plastic containers, tarps, metal items, vehicle parts, tires, trailer full of junk items, and all other junk and garbage items

(collectively “Miller Avenue Nuisance Items”) from his Miller Avenue Property. This letter also informed Respondent that there are cut wires on the front of the house that are a hazard and needed to be taken care of properly or removed. This letter further informed Respondent that these accumulations posed a health hazard because of their potential for housing vermin.

14.

That on May 17, 2019, Andrew W. Spielman mailed Respondent another letter that stated he had inspected the Miller Avenue Property on May 15, 2019 and this inspection showed that Respondent had not abated any of the Miller Avenue Nuisance items, and in fact the Respondent placed additional nuisance items on his Miller Avenue Property. These additional items included appliances, pallets, furniture, a trailer stacked with hay, tractors, and an unlicensed Volkswagen motor vehicle.

15.

That in the letter Andrew W. Spielman mailed to Respondent on April 3, 2019, Respondent was informed that rather than removing the Miller Avenue Nuisance Items by April 22, 2019, Respondent had a right to request a hearing before the Windom Nuisance Board to determine if Respondent was in violation of the City of Windom’s Ordinances. Respondent had until April 22, 2019 to request a hearing

16.

That Respondent never requested a hearing before the Windom’s Nuisance Board.

17.

That as of August 13, 2019, Respondent had not removed the Miller Avenue Nuisance Items from his Miller Avenue Property.

18.

That the Miller Nuisance Items on Respondent’s Miller Avenue Property violate Windom City Code Section 90.04 (J) and Section 90.55 (B) (1).

19.

That the Summons and Petition in this matter were personally served on Respondent on June 24, 2019.

20.

That pursuant to Minnesota Rule of Civil Procedure 12.01, Respondent had 20 calendar days after he was personally served with the Summons and Petition on June 24, 2019 to answer or otherwise defend against the allegations contained in the Petition.

21.

That Respondent's time to answer or otherwise defend against the allegations contained in the Petition expired at midnight on July 15, 2019.

22.

That Respondent has not served an Answer upon Petitioner, no Answer or pleading has been filed with the Cottonwood County, Minnesota District Court, and Respondent has not otherwise defended this action in any manner.

23.

That because Respondent did not answer or otherwise defend this action within the time allowed by Minnesota law, Respondent is in default.

24.

That because Respondent is in default, Petitioner is entitled to a Judgment for the relief Petitioner requested in its Petition.

CONCLUSIONS OF LAW

1. That the Cottonwood County, Minnesota, District Court is the proper court of jurisdiction and venue to decide this matter.
2. That Respondent is in default because he did not serve or file an Answer to the Petition which was duly served on him, and Respondent has not otherwise defended this action in any manner within the time allowed by Minnesota law.
3. That Respondent shall fully comply with all City of Windom Ordinances which relate to public nuisances and junk/inoperable vehicles by 5:00 p.m. on August 31, 2019.

4. That the City of Windom and/or its agents and contractors shall have the right to enter the Collins Avenue Property and the Miller Avenue Property to abate all public nuisances and junk/inoperable motor vehicles located on both properties if Respondent fails to fully abate the public nuisances and junk/inoperable vehicles by 5:00 p.m. on August 31, 2019.
5. That the City of Windom is hereby granted the authority to abate any public nuisance and junk/inoperable motor vehicles located on both the Collins Avenue Property and Miller Avenue Property from September 1, 2019 through August 31, 2021 without having to bring any further legal proceedings against Respondent to have him comply with Windom City Ordinances which relate to public nuisances and junk/inoperable motor vehicles.
6. That the City of Windom is hereby awarded all of its attorney fees, costs and disbursements it incurred to bring this action.
7. That pursuant to Minnesota Statute 429.101 Subd. 1 (3) and City of Windom Ordinance Section 90.07 (D) the City of Windom is hereby granted the authority to assess both Respondent's Collins Avenue Property and Miller Avenue Property for all costs the City incurs to abate the public nuisances and junk/inoperable vehicles located on both properties, and for all attorney fees, court costs, and other disbursements the City incurred to bring this action.

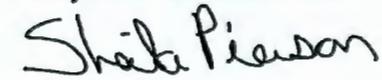
THERE BEING NO JUST REASON FOR DELAY, LET JUDGMENT BE ENTERED ACCORDINGLY.

 Wietzema, Christina (Judge)
Aug 14 2019
Christina M. Wietzema
Judge of District Court

JUDGMENT

I hereby certify that the above Findings of Fact and Conclusions of Law constitute the Judgment in this case.

Scott Kelly,
Cottonwood County Court Administrator


By: Aug 14 2019 11:37 AM
Deputy Clerk

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS
FOR THE "TENNIS COURTS IMPROVEMENT PROJECT"**

WHEREAS, City Engineer DGR Engineering has prepared plans and specifications for the proposed "Tennis Courts Improvement Project" and has presented such plans and specifications to the Council for approval.

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

1. Such plans and specifications, which are made a part hereof by reference as if fully set forth herein, are hereby approved and shall be filed in the office of the City Clerk/Administrator.
2. The City Clerk/Administrator shall prepare an advertisement for bids for the making of such improvements, pursuant to the approved plans and specifications, and cause such advertisement to be published in the official paper.
3. Bids will be received and accepted by the City Clerk/Administrator until 11:00 a.m. on September 10, 2019. At said time, the bids will be publicly opened by the City Clerk/Administrator and City Engineer in the City Hall Council Chambers. Bids will then be tabulated and will thereafter be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. The bid for such improvements will be awarded on or before October 1, 2019, at the City Council Meeting scheduled for 6:30 p.m.

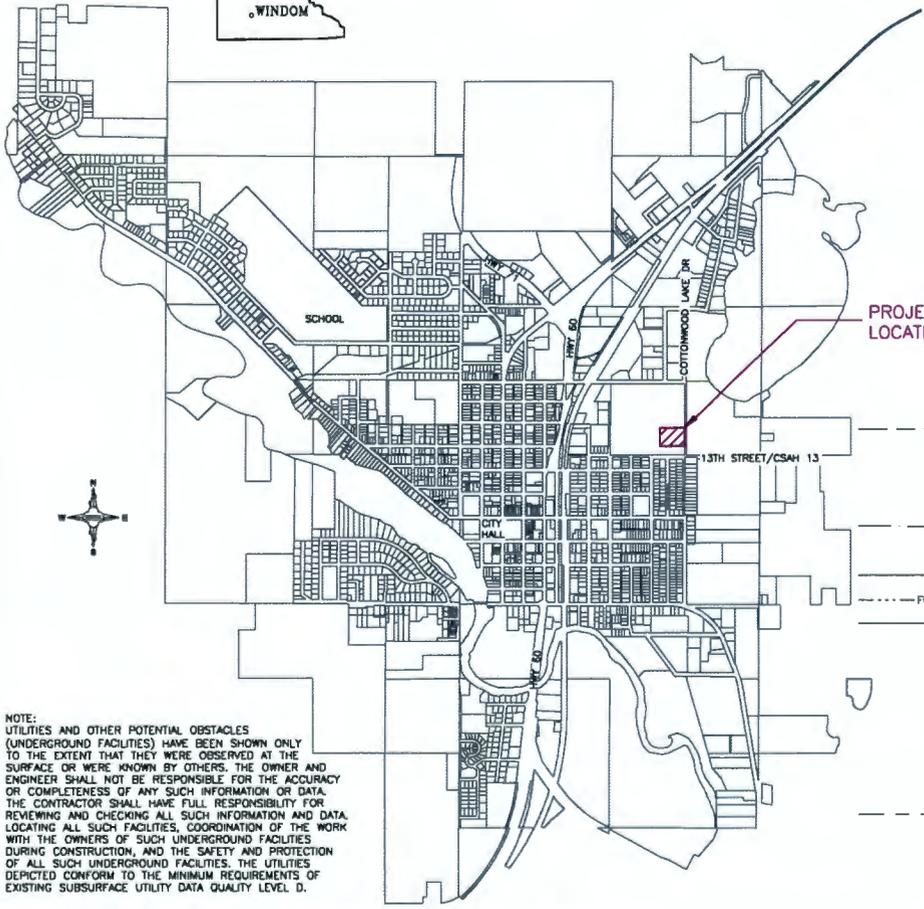
Adopted by the Council this 20th day of August, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

Plot Date: 8/2/2019 11:19:47 AM

LEGION PARK TENNIS COURTS WINDOM, MINNESOTA



INDEX

SHEET	DESCRIPTION
A.01	TITLE SHEET
B.01	QUANTITIES/CONSTRUCTION NOTES
C.01	CONSTRUCTION DETAILS
D.01	SITE PLAN
D.02	TENNIS COURT SITE PLAN

REVIEW DRAFT
NOT FOR CONSTRUCTION
8-12-19

LEGEND

- SA --- EXISTING SANITARY SEWER MAIN
- ⊙ SANITARY SEWER MANHOLE
- ☆ LIGHT POLE
- ⊞ ELECTRIC POWER BOX / TRANSFORMER
- UGE --- BURIED ELECTRIC POWER
- ⊞ TELEPHONE PEDESTAL
- T --- BURIED TELEPHONE LINES
- FD --- BURIED FIBRE OPTIC LINE IN CONDUIT
- G --- BURIED GAS LINE
- 25 ⊙ LOCATION OF EXISTING SOIL BORING
- 🌳 DECIDUOUS TREE
- 🌲 CONIFEROUS TREE
- 🌿 SHRUB OR BUSH
- ACC ASPHALT SURFACE
- PCC CONCRETE SURFACE
- ⊞ WATER VALVE
- W --- EX. BURIED WATER LINE
- ⊞ YARD HYDRANT
- ⊞ FIRE HYDRANT

CALL BEFORE YOU DIG!
1-800-252-1166
GOPHER STATE ONE CALL
This time and every time.
811 Know what's below
Call before you dig.

NOTE:
UTILITIES AND OTHER POTENTIAL OBSTACLES (UNDERGROUND FACILITIES) HAVE BEEN SHOWN ONLY TO THE EXTENT THAT THEY WERE OBSERVED AT THE SURFACE OR WERE KNOWN BY OTHERS. THE OWNER AND ENGINEER SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ANY SUCH INFORMATION OR DATA. THE CONTRACTOR SHALL HAVE FULL RESPONSIBILITY FOR REVIEWING AND CHECKING ALL SUCH INFORMATION AND DATA, LOCATING ALL SUCH FACILITIES, COORDINATION OF THE WORK WITH THE OWNERS OF SUCH UNDERGROUND FACILITIES DURING CONSTRUCTION, AND THE SAFETY AND PROTECTION OF ALL SUCH UNDERGROUND FACILITIES. THE UTILITIES DEPICTED CONFORM TO THE MINIMUM REQUIREMENTS OF EXISTING SUBSURFACE UTILITY DATA QUALITY LEVEL D.



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

BY: _____ DATE: 8/1/2019
DANIEL L. VAN SCHEPEN, P.E. LICENSE NO. 45596
MY LICENSE RENEWAL DATE IS JUNE 30, 2020
PAGES OR SHEETS COVERED BY THIS SEAL: ALL

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Daniel L. Van Schepen, P.E.
DATE: 8/1/2019 REG. NO. 45596



Project Manager: DLV
Designer: BMH
Project Number: 369017
Phone: (712) 472-2531

LEGION PARK TENNIS COURTS
WINDOM, MINNESOTA

TITLE SHEET

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Tennis Court Paving Improvements
STATEMENT OF ESTIMATED QUANTITIES

Item No.	Total No. of Estimated Units	Item Description	No. of Record Units
1.	1,630 sq. yd.	12" Subgrade Preparation	
2.	300 cu. yd.	Excavation and Embankment (On-site)	
3.	1,515 sq. yd.	5" PCC Pavement*	
4.	1,515 sq. yd.	PCC Reinforcement (1'x1')	
5.	1,630 sq. yd.	Class 5 Granular Subbase	
6.	464 lin. ft.	10' Chain Link Fencing	
7.	3 ea.	Chain Link Gate	
8.	486 lin. ft.	4" HDPE Subdrain	
9.	1 ea.	CMP Subdrain Outlet	
10.	2 ea.	Tennis Court Net Assembly	
11.	1,630 sq. yd.	Court Surfacing and Marking	
12.	200 lin. ft.	Silt Fence	
13.	400 cu. yd.	Topsoil Stripping, Stockpiling, and Spreading	
14.	0.5 ac.	Seeding, Fertilizing, and Mulching	
15.	1 L.S.	Stabilized Construction Entrance	
16.	1 L.S.	Traffic Control	
17.	1 L.S.	Mobilization	
A.1	1 L.S.	Deduct for single Court Surfacing Color	

SUBGRADE PREPARATION— COMPACT THE TOP 12" OF SUBGRADE TO 98% OF STANDARD PROCTOR DENSITY WITH MOISTURE CONTENT -3% TO -2% OF OPTIMUM. SUBGRADE PREPARATION SHALL EXTEND TO 2' BEYOND THE EDGE OF PAVEMENT. ITEM INCLUDES INDEPENDENT TESTING COSTS. AFTER PASSING COMPACTION TESTING, THE CONTRACTOR WILL BE REQUIRED TO COMPLETE A TEST ROLL OF 3 PASSES OF EACH CROSS SECTION OF THE PROJECT WITH A MAXIMUM LEGALLY LOADED SINGLE AXLE DUMP TRUCK. PASSES SHALL BE CONDUCTED AT LESS THAN 5 MPH AND RESULT IN NO DEFORMATION OF THE GRADE OF 1" OR GREATER. FAILING AREAS SHALL BE RECONDITIONED UNTIL PASSING. ALL TESTING AND REWORK NECESSARY ARE INCIDENTAL TO THE BID ITEM.

COMMON EXCAVATION— THE CONTRACTOR SHALL RETAIN ALL EXCAVATED EMBANKMENT MATERIAL UNTIL ALL GRADING AND SUBGRADE PREPARATION IS COMPLETE. THE CONTRACTOR WILL NOT BE COMPENSATED TWICE FOR REMOVING MATERIAL FROM THE SITE THAT IS SUBSEQUENTLY RETURNED TO THE SITE. THE CONTRACTOR IS RESPONSIBLE FOR DISPOSING OF ANY EXCESS MATERIAL. THE COST FOR DISPOSING OF MATERIAL OR PLACING EMBANKMENT ON SITE SHALL BE INCIDENTAL. ALL GRADING, SALVAGING, HAULING, STORAGE, AND INSTALLATION COSTS SHALL BE INCIDENTAL TO COMMON EXCAVATION. ITEM SHALL BE PAID PLAN QUANTITY UNLESS ADDITIONAL WORK IS REQUESTED BY THE OWNER OR ENGINEER. ITEM INCLUDES INDEPENDENT TESTING AND PROOF ROLLING COSTS AS SPECIFIED.

5" PCC PAVEMENT—TYPICAL TENNIS COURT THICKNESS SHALL BE 5". PCC SHALL BE MNDOT 3F52 (CLASS A COARSE AGGREGATE). DO NOT APPLY CURING COMPOUND TO NEW PAVED SURFACES. CONTRACTOR SHALL INSTALL SUPPORT PAVEMENT BENEATH NET LINE. JOINT PRIOR TO PAVING (SEE SPECIFICATIONS, INCIDENTAL). CONTRACTOR MAY PAVE ONE CONTINUOUS POUR TO AVOID NET LINE JOINT. ANY NON CONFORMING WORK SHALL BE REMOVED AND REPLACED AT CONTRACTOR'S EXPENSE. ALL CONSTRUCTION JOINTS SHALL BE SAW CUT 1/2 THE DEPTH OF PAVEMENT. OVERLAP REINFORCEMENT 30" AT LAP POINTS AND AT CONSTRUCTION JOINTS TO ENSURE A CONTINUOUSLY REINFORCED SLAB. SEE DETAIL SHEET FOR PAVING DETAILS. ALL JOINTS SHALL BE CAREFULLY SEALED WITH MASTERSEAL ELASTOMERIC SEALANT, SL-1 OR EQUAL AS RECOMMENDED BY THE SURFACE MARKING MANUFACTURER. ALL PAVEMENT SHALL BE OVER 10 mm VAPOR BARRIER AS DETAILED, COST INCIDENTAL. CONTROL JOINTS (ONLY IF NEEDED) SHALL BE 3/4" EXPANSION JOINT MATERIAL EXTENDING TO THE BOTTOM OF THE PAVEMENT AND TO 1/2" BELOW THE SURFACE. EDGE PAVEMENT WITH 1/2" RADIUS EDGING TOOL.

CONCRETE SURFACE FINISH ROUGHNESS SHALL BE INSTALLED ACCORDING TO THE SURFACING CONTRACTOR'S SPECIFICATIONS. THE PCC CONTRACTOR AND SURFACING CONTRACTOR SHALL COORDINATE EQUIPMENT AND METHOD PRIOR TO THE PRECONSTRUCTION MEETING SO THE INFORMATION CAN BE SHARED PRIOR TO THE BEGINNING OF CONCRETE WORK.

AGGREGATE BASE CLASS 5- SHALL BE COMPACTED TO 100% OF STANDARD PROCTOR DENSITY WITH MOISTURE CONTENT -0 TO +4% OF OPTIMUM. MATERIAL SHALL BE PROCESSED, SHIPPED AND INSTALLED ACCORDING TO MNDOT SPECIFICATION 2211 FOR CLASS 5 MATERIAL. THIS ITEM WILL BE PAID TO THE CONTRACTOR BY SY BASIS ON FURNISHING, SPREADING AND COMPACTING THE AGGREGATE BASE.

SEEDING, FERTILIZING & HYDROMULCHING— INSTALL URBAN SEED MIX AT A RATE OF 175 LB/AC, INSTALL 13-13-13 FERTILIZER AT A RATE OF 700 LB/AC. PREPARE SEED BED AS SPECIFIED, REMOVE ALL DEBRIS AND GRANULAR MATERIAL BEFORE SEED INSTALLATION, COST INCIDENTAL TO THE SEEDING BID ITEM. HYDROMULCHING TO BE INSTALLED AS SPECIFIED AND RECOMMENDED BY THE MANUFACTURER, INCLUDING COMPLETE COVER OF ALL DISTURBED AREAS. ALL SEEDING NECESSARY DUE TO CONTRACTOR'S STAGING AREAS SHALL BE COMPLETED AS SPECIFIED BUT WILL NOT BE MEASURED FOR PAYMENT UNLESS ADDITIONAL PROJECT WORK IS REQUESTED BY THE OWNER/ENGINEER. SEEDING STAGING SHALL BE COMPLETED AS PROJECT SEGMENTS ARE COMPLETED, ADDITIONAL COSTS OF MOBILIZATION ARE INCIDENTAL TO THIS PROJECT AND THE SWPPP. SEED SHALL BE SALT AND SHADE RESISTANT AS INDICATED ON THE PLANS.

TRAFFIC CONTROL— ALL TRAFFIC CONTROL DEVICES SHALL CONFORM AND BE INSTALLED IN ACCORDANCE TO THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD) AND PART VI, "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS", THE "GUIDE TO ESTABLISHING SPEED IN HIGHWAY WORK ZONES", THE MINNESOTA FLAGGING HANDBOOK, THE PROVISIONS ON MNDOT 1404 AND 1710, THE MINNESOTA STANDARD SIGNS MANUAL, PARTS I AND II, THE "TRAFFIC ENGINEERING MANUAL", THE TRAFFIC CONTROL LAYOUTS IN THE PLAN, AND THE SPECIAL PROVISIONS. ACCESS SHALL BE MAINTAINED TO ADJACENT RESIDENCES AS MUCH AS POSSIBLE. EMERGENCY ROUTES SHALL BE COORDINATED WITH THE CITY (POLICE AND FIRE DEPARTMENT) DURING CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY MAINTAIN TRAFFIC CONTROL DEVICES WHEN CALLED BY ENGINEER OR OWNER. FAILURE TO DO SO WILL RESULT IN A \$100 PENALTY PER DAY THE TRAFFIC CONTROL DEVICE IS NOT MAINTAINED. DO NOT DAMAGE TREES, DRIVEWAYS, SIDEWALKS AND MINIMIZE DAMAGE TO EXISTING TURF. TURF DAMAGED DUE TO TRAFFIC CONTROL WILL BE RESTORED TO PRECONSTRUCTION CONDITIONS AS PART OF THIS BID ITEM. DO NOT LEAVE EXCAVATION MATERIAL ON ADJACENT STREETS OVERNIGHT OR ON WEEKENDS. TRAFFIC SHALL BE TEMPORARILY RESTORED BY EACH DAY'S END THROUGH EACH INTERSECTION AND ADJACENT TO EACH RESIDENCE (IN THE DRIVEWAY WHEN POSSIBLE).

MOBILIZATION— THE CONTRACTOR SHALL COMPLETE THE ENTIRE PROJECT BY THE CONTRACT COMPLETION/MILESTONE DATE(S). CONTRACTOR SHALL COORDINATE AND COOPERATE ON WORK OF OTHER CONTRACTORS ADJACENT TO THIS PROJECT (IE UTILITY OWNERS). THIS ITEM SHALL INCLUDE COSTS AS DEFINED IN THE PLANS AS WELL AS IN MNDOT 2021. ALL PROJECT PAYMENT ITEMS WILL BE COMPLETED AS BID ACCORDING TO THE PLANS AND SPECIFICATIONS. ALL REFERENCES TO MNDOT STANDARD SPECIFICATIONS ARE IN REGARD TO MATERIALS AND CONSTRUCTION METHOD ONLY. CONTRACTOR SHALL BID WORK ACCORDING TO THE BID TABULATION, PLANS AND CONTRACT SPECIFICATIONS. THE CONTRACTOR IS EXPECTED TO MAINTAIN CONTINUOUS WORKING OPERATIONS. OWNER PREFERENCE IS THE GRADING AND STABILIZATION WORK OCCUR FALL 2019, WITH REMAINING WORK TO BE COMPLETED IN THE THE SPRING OF 2020.

SWPPP MANAGEMENT— CONTRACTOR SHALL USE THE APPROPRIATE EROSION CONTROL METHODS/DEVICES INCLUDED IN THE CONTRACT TO PREVENT CONTAMINANTS FROM LEAVING THE SITE AND ENTERING THE STORM SEWER SYSTEM. THESE DEVICES ARE TO BE INSTALLED AND MAINTAINED FOR THE DURATION OF THE PROJECT AND REMOVED ONCE VEGETATION IS 70% STABILIZED. CONTRACTOR WILL BE RESPONSIBLE FOR SUBMITTING AND PAYING FOR THE MPCA STORM WATER PERMIT (IF NECESSARY) AND FOLLOWING ITS RECOMMENDATIONS. ALL COSTS INCLUDED IN THE EROSION CONTROL BID ITEMS.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Date: 8/1/2019 REG. NO. 45596



Project Manager: DLV
 Designer: BMH
 Project Number: 369017
 Phone: (712) 472-2531

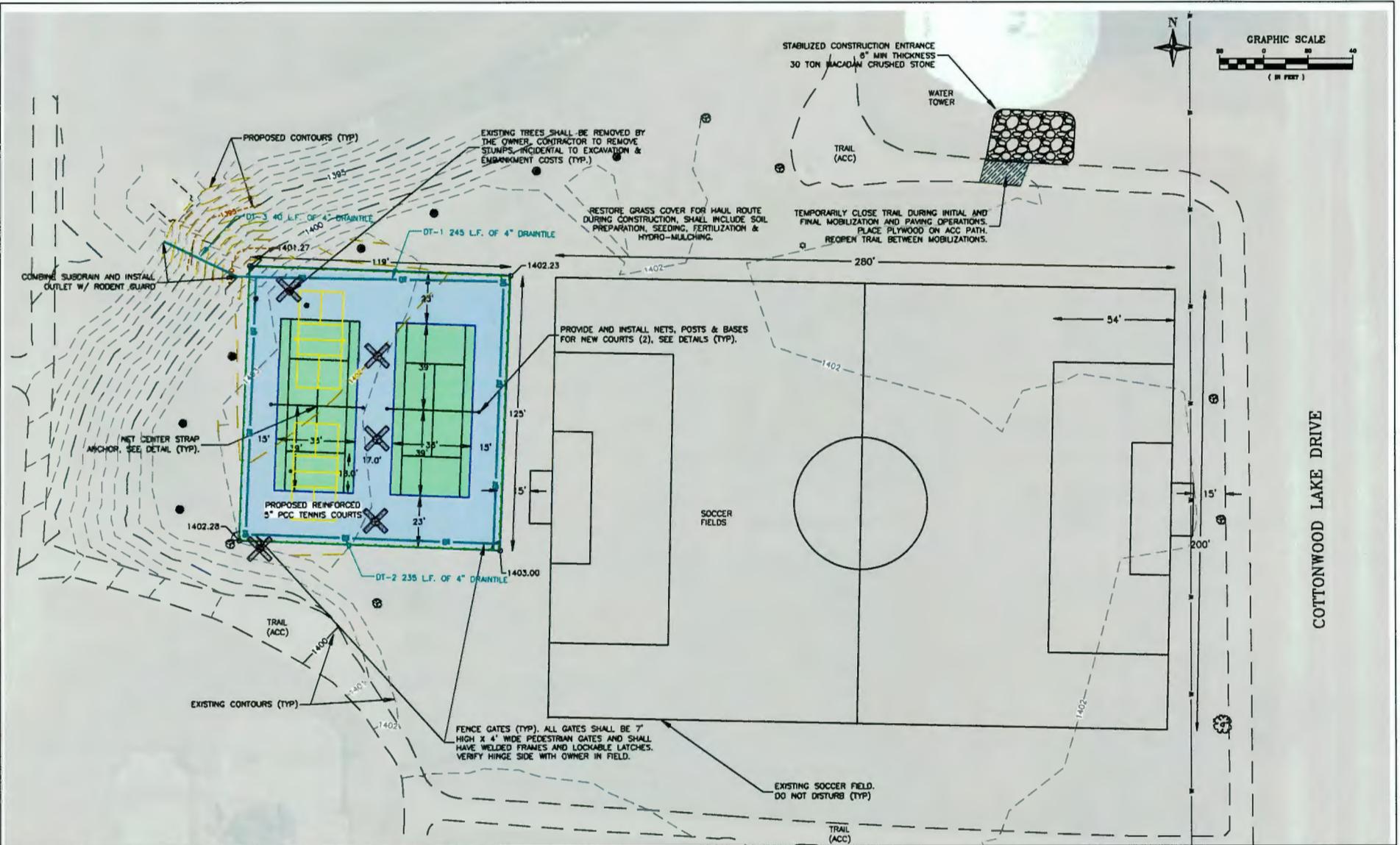
LEGION PARK TENNIS COURTS
 WINDOM, MINNESOTA

QUANTITIES/CONSTRUCTION NOTES

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REV	DATE	DESCRIPTION



Project Manager: DLV
 Designer: BMH
 Project Number: 369017
 Phone: (712) 472-2531

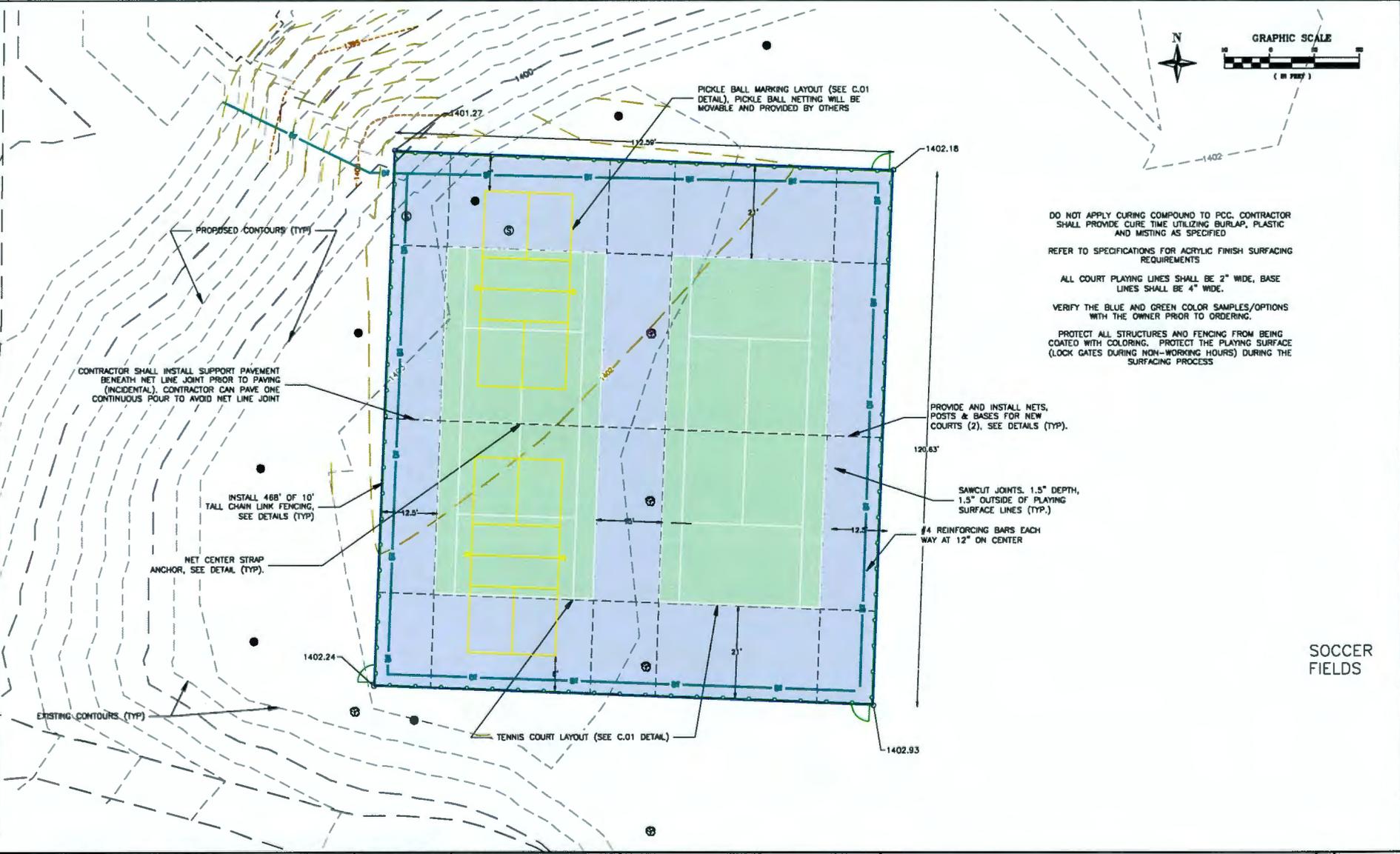
**LEGION PARK TENNIS COURTS
 WINDOM, MINNESOTA**

SITE PLAN

**SHEET
 D.01**

Plot Date: 8/22/2019 11:11:06 AM

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel L. Van Schepen, P.E.
 DATE: 8/8/2019 REG. NO. 43598



Project Manager: DLV
 Designer: BMEH
 Project Number: 369017
 Phone: (712) 472-2331

LEGION PARK TENNIS COURTS
 WINDOM, MINNESOTA

SITE PLAN TENNIS COURT

SHEET
 D.02

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator 
DATE: August 12, 2019
RE: 2020 Street Project Engineering Costs
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve Task Order with DGR Engineering for the proposed 2020 Street Project.

Issue Summary/Background

DGR Engineer has submitted the attached is the task order agreement for the upcoming 2020 Street Project utilizing the scope approved by City Council at the August 6, 2019 meeting. At present, this task order includes the 18th Avenue\Red Leaf Court Storm Sewer even though this may be separated in bidding at some point.

The percentage of construction cost of 11-12% proved to be a good estimate for the 2017 Street Project so this was used to estimate the 2020 project fees. This amount was reflected in the cost estimates provided to the City Council for budgeting. Actual costs will be billed at an hourly basis. The combined larger project will hopefully lend to efficiencies that will result in a lower overall cost depending on the timing of all of the project elements.

Fiscal Impact

Engineering costs for the 2020 Street Project, if approved by the City Council, would be covered through the issuance of bonds in early 2020. Should the project not move forward any engineering costs incurred would need to be paid through the General Fund.

Attachments

1. DGR Engineering Task Order for the proposed 2020 Street Project.

EXHIBIT A TASK ORDER

Task Order No. 03-004-369018

Effective Date: August 20, 2019

Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: The City of Windom, Mn (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 3rd day of January, 2017.

TASK ORDER PROJECT NAME: 2020 Street Improvements, Windom, Mn

TASK ORDER PROJECT DESCRIPTION: Street and Utility Improvements for the streets included in the City 2020 infrastructure Improvement Plan

DGR CONTACT PERSON: Dan Van Schepen

CLIENT CONTACT PERSON: Steve Nasby, City Administrator
Brian Cooley, Street Superintendent

SCOPE OF WORK:

Topographic survey, street assessments, design, contract administration, staking and project observation as requested by the City for the project scope approved by Council, 8-6-2019 (see project scope documents).

Topographical Survey

Set horizontal and vertical control to be used for the staking of the improvements and to collect horizontal and vertical data of the existing features (paved surfaces, utility structures, surface of ground, etc.) to be used to design the proposed improvements. Contact utility companies that may have buried or overhead utilities within the construction limits for a utility locate.

Design, Plans & Special Provisions

Attend a project initiation/planning meetings with the City of Windom to review the proposed improvements. Prepare preliminary construction plans and special provisions for submittal to the City of Windom for review. Prepare final construction plans and special provisions to include:

- Evaluate existing slopes & widths and design the proposed improvements to blend into the existing streets to the greatest extent possible.
- Design storm sewer, determine the sizing of sewer pipe and structures.
- Design new street pavement for each of the street included in the scope according to the soil report prepared by the soils engineer for this project.
- Determine street grades to accommodate existing driveways.
- Prepare street assessments for the property owners adjacent the project improvements and present calculation methods and answer questions at Public Hearing for street assessments.
- Preparation of quantities for the proposed improvements for the Owner to obtain bids for construction.

- Prepare special provisions and construction details for the proposed improvements.
- Design sanitary sewer and water main improvements and incorporate them into the project plans.
- If requested, attend a public hearing to review the project and answer questions from the public and/or the City Council.
- The Engineer shall provide the Owner with a record sets of plans and specifications and copies as requested for staff construction purposes. The Engineer will assist the Owner in preparing bid forms for receiving bids on the various units of construction, construction agreement and bonds. Assist with the Bid Letting and preparation of contract documents after Project Award.

Assist the Owner with making arrangements for a subsurface investigation of the soils on the project. The contract for the subsurface investigation would be directly with the Owner. DGR Engineering will assist with selecting locations for the soil exploration.

Schedule: Design in September through January with final plans completed to facilitate a Bid Letting date tentatively planned for March-April 2020.

Construction Services

Construction Staking

Perform staking for construction of the proposed storm sewer and street paving improvements. The staking needs will vary depending on the Contractor's needs.

Construction Administration

The Engineer will assist the Owner in receiving bids on the various units of construction, construction agreement and bonds. The Engineer will assist the Owner in the award of construction contracts and the preparation of contract documents with the successful Contractor. Assist the Owner with project administration as required and includes review meetings or conferences with affected parties.

During construction, the Engineer will recommend the Owner retain the services of a Materials Testing Firm to perform the necessary tests for utility trench backfill materials, subgrade compaction and paving materials. The cost associated with the Materials Testing Firm is not included in this Agreement.

Construction Observation

The DGR Construction Observer will keep a record or log of the Contractor's construction activities including notes on the nature and cost of any extra work or change orders during construction. The Observer will obtain measurements required to determine the work completed by the Contractor for purposes of Progress Payments. Maintain daily quantity records and work reports including an electronic file containing project documentation. DGR Engineering will also address questions that arise as needed and/or requested.

Following completion of the project, DGR Engineering will revise the project plans to reflect changes during construction. These drawings would become record drawings for the project. The record drawing information is to be provided by the Contractor.

Construction Observation and Staking costs can and will vary due to several factors including the weather, contractor work performance and pace of construction.

FEE ARRANGEMENT: All services – Billed at Current Hourly Rates with an estimated fee of \$540,000.00

Estimated Service Fees

Topographic Survey- \$20,000
Preliminary Design- \$20,000
Street Assessments- \$30,000
Design- \$150,000
Construction Staking- \$40,000
Construction Administration- \$80,000
Construction Observation- \$200,000

SPECIAL TERMS AND CONDITIONS: None

<u>The City of Windom, Mn</u> (Client)	<u>DeWild Grant Reckert and Associates Company</u> <u>d/b/a DGR Engineering</u> (Consultant)
By: _____	By: <u></u> Gary T. Kurth, P.E.
Title: _____ (Authorized signature and Title)	Title: <u>Vice President</u> (Authorized signature and Title)
Address: <u>444 9th Street</u>	Address: <u>1302 South Union Street</u>
City: <u>Windom, Mn 56101</u>	City: <u>Rock Rapids, IA 51246</u>
Date: <u>8-20-19</u>	Date: <u>8-12-19</u>

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF
TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

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

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

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

1. That the City of Windom hereby accepts the State of Minnesota Grant Agreement No. 1035160 entitled "Grant Agreement for Airport Improvement Excluding Land Acquisition" for State Project No. A1701-39 at the Windom Municipal Airport.
2. The Mayor and City Administrator are hereby authorized to execute this agreement and any amendments on behalf of the City of Windom.

Adopted by the Council this 20th day of August, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution #2019-__ is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 20th day of August, 2019, as shown by the minutes of the meeting in my possession.

Steve Nasby, City Administrator

Notary Public

My Commission Expires: _____

**GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
 EXCLUDING LAND ACQUISITION**

This Agreement is by and between the State of Minnesota acting through its Commissioner of Transportation (“State”), and the City of Windom (“Recipient”).

WHEREAS, the Recipient desires the financial assistance of the State for an airport improvement project (“Project”) as described in Article 2 below; and

WHEREAS, the State is authorized by Minnesota Statutes Sections 360.015 (subdivisions 13 & 14) and 360.305 to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, or maintenance of airports and other air navigation facilities; and

WHEREAS, the Recipient has provided the State with the plans, specifications, and a detailed description of the airport improvement Project.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Recipient and the State, and will remain in effect until 12/31/2024.
2. The following table provides a description of the Project and shows a cost participation breakdown for each item of work:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
T-Hangar Addition Construction	90%	5%	5%

3. The Project costs will not exceed \$503,567.00. The proportionate shares of the Project costs are: Federal: Committed \$453,210.00; State: \$25,178.50, and Recipient: \$25,178.50. This project is not expected to be completed this fiscal year. Any additional funds are not committed by the state and are only available after being made so by the U.S. government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement, and furnished all necessary records.
4. The Recipient will designate a registered engineer (the “Project Engineer”) to oversee the Project work. If, with the State’s approval, the Recipient elects not to have such services performed by a registered engineer, then the Recipient will designate another responsible person to oversee such work, and any references herein to the “Project Engineer” will apply to such responsible person.
5. The Recipient will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State’s Office of Aeronautics and are incorporated into this Agreement by reference. Any changes in the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Recipient, the Project Engineer, and the contractor. Change orders must be submitted to the State. Subject to the availability of funds the State may prepare an amendment to this Agreement to reimburse the Recipient for the allowable costs of qualifying change orders.
6. The Recipient will make payments to its contractor on a work-progress basis. The Recipient will submit requests for reimbursement of certified costs to the State on state-approved forms. The State will reimburse the Recipient for the state and federal shares of the approved Project costs.
 - a. At regular intervals, the Recipient or the Project Engineer will prepare a partial estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). Partial estimates must be completed no later than one month after the work covered by the estimate is completed. The Project Engineer and the contractor must certify that each partial estimate is true and correct, and that the costs have not been included on a previous estimate.

- b. Following certification of the partial estimate, the Recipient will make partial payments to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - c. Following certification of the partial estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A copy of the partial estimate must be included with the Recipient's request for payment. Reimbursement requests and partial estimates should not be submitted if they cover a period in which there was no progress on the Project.
 - d. Upon completion of the Project(s), the Recipient will prepare a final estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). The final estimate must be certified by the Recipient, Project Engineer and the contractor.
 - e. Following certification of the final estimate, the Recipient will make final payment to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - f. Following certification of the final estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A request for final payment must be submitted to the State along with those project records required by the State.
7. For a Project which involves the purchase of equipment, the Recipient will be reimbursed by the State in one lump sum after the Recipient: (1) has acquired both possession and unencumbered title to the equipment; and (2) has presented proof of payment to the State, and (3) a certificate that the equipment is not defective and is in good working order. The Recipient will keep such equipment, properly stored, in good repair, and will not use the equipment for any purpose other than airport operations.
 8. If the Project involves force-account work or project donations, the Recipient must obtain the written approval of the State and Federal Aviation Administration (FAA). Force-account work performed or project donations received without written approval by the State will not be reimbursed under this Agreement. Force-account work must be done in accordance with the schedule of prices and terms established by the Recipient and approved by the State.
 9. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (g) (1), the Recipient will operate its airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Recipient receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. The Recipient will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property, which is purchased or improved with State aid funds without prior written approval from the State. If the State approves such transfer or change in use, the Recipient must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.
 10. This Agreement may be terminated by the Recipient or State at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the Recipient as set forth in this Agreement. In the event of such a termination, the Recipient will be entitled to reimbursement for eligible expenses incurred for work satisfactorily performed on the Project up to the date of termination. The State may immediately terminate this Agreement if it does not receive sufficient funding from the Minnesota Legislature or other funding source, or such funding is not provided at a level sufficient to allow for the continuation of the work covered by this Agreement. In the event of such termination, the Recipient will be reimbursed for work satisfactorily performed up to the effective date of such termination to the extent that funds are available. In the event of any complete or partial state government shutdown due to a failure to have a budget approved at the required time, the State may suspend this Agreement, upon notice to the Recipient, until such government shutdown ends, and the Recipient assumes the risk of non-payment for work performed during such shutdown.
 11. Pursuant to Minnesota Rules 8800.2500, the Recipient certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Recipient has the legal authority to engage in the Project as proposed.
 12. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the Recipient will maintain such records and provide such information, at the request of the State, so as to permit the Department of Transportation, the Legislative Auditor, or the State Auditor to examine those books, records, and accounting procedures and practices of the Recipient relevant to this Agreement for a minimum of six years after the expiration of this Agreement.

13. The Recipient will save, defend, and hold the State harmless from any claims, liabilities, or damages including, but not limited to, its costs and attorneys' fees arising out of the Project which is the subject of this Agreement.
14. The Recipient will not utilize any state or federal financial assistance received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Recipient from utilizing these funds to pay any party who might be disqualified or debarred after the Recipient's contract award on this Project.
15. All contracts for materials, supplies, or construction performed under this Agreement will comply with the equal employment opportunity requirements of Minnesota Statutes Section 181.59.
16. The amount of this Agreement is limited to the dollar amounts as defined in Article 3 above. Any cost incurred above the amount obligated by the State is done without any guarantee that these costs will be reimbursed in any way. A change to this Agreement will be effective only if it is reduced to writing and is executed by the same parties who executed this Agreement, or their successors in office.
17. For projects that include consultant services, the Recipient and its consultant will conduct the services in accordance with the work plan indicated in the Recipient's contract for consultant services, which shall be on file with the State's Office of Aeronautics. The work plan is incorporated into this Agreement by reference. The Recipient will confer on a regular basis with the State to coordinate the design and development of the services.
18. The parties must comply with the Minnesota Government Data Practices Act, as it relates to all data provided to or by a party pursuant to this Agreement.
19. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
20. For projects including federal funding, the Recipient must comply with applicable regulations, including, but not limited to, Title 14 Code of Federal Regulations, subchapter I, part 151; and Minnesota Rules Chapter 8800. The Catalog of Federal Domestic Assistance (CFDA) number for the federal Airport Improvement Program is 20.106.
21. For all projects, the Recipient must comply, and require its contractors and consultants to comply, with all federal and state laws, rules, and regulations applicable to the work. The Recipient must advertise, let, and award any contracts for the project in accordance with applicable laws. The State may withhold payment for services performed in violation of applicable laws.
22. Under this Agreement, the State is only responsible for receiving and disbursing federal and state funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: _____

Date: _____

SWIFT Purchase Order: _____

Recipient

Recipient certifies that the appropriate person(s) have executed the Agreement on behalf of the Recipient as required by applicable resolutions, charter provisions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Commissioner, Minnesota Department of Transportation

By: _____
Director, Office of Aeronautics

Date: _____

Mn/DOT Contract Management

as to form & execution

By: _____

Date: _____

ACTION ITEM



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

TO: City Council
FROM: Chelsie Carlson, Finance Director
DATE: 8/14/2019
RE: Utility Billing/System Analyst
DEPT: Finance/Office
CONTACT: Chelsie Carlson, Finance Director/Controller at Chelsie.Carlson@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action for information technology, data processing, and operation of utility billing systems.

1. Hire Leesa Arndt for Utility Billing/System Analyst position effective 8/21/2019 starting at Step 4 with potential advancement to Step 5 upon a favorable 6 months' review.
-

Issue Summary/Background

Council previously approved the internal posting for the Utility Billing/Systems Analyst position to replace the third party contract position for Utility Billing Services. The Utility Billing/Systems Analyst position was posted internally from 8/7/19 until 8/13/2019. One internal application was received for this position.

Leesa Arndt applied for an internal transfer and Telecom Manager Jeff Dahna and I interviewed her for the position. Leesa has been in her Customer Service Administrative position with the City of Windom since 6/12/2006. During her employment, she has worked with several City of Windom processes and systems. Leesa was closely involved with the implementation of the current billing system and recently she has learned portions of the billing processes in a backup capacity. Staff believes Leesa's previous experience has prepared her for the additional responsibilities of this position. Staff also sees value in being able to provide an opportunity for an internal advancement.

Due to the internal transfer there will be a future need for additional staffing to back-fill Leesa's current Customer Service position.

Fiscal Impact

Completing billing systems internally instead of outsourcing and re-configuring City Hall staffing could potentially result in cost savings of over \$20,000 annually.

Attachments

1. None