

Council Meeting
Tuesday, September 17, 2019
City Council Chambers
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – September 3, 2019
 - Telecom Commission – August 26, 2019
 - Street Committee – August 29, 2019
 - EDA – August 26 & September 9, 2019
 - Library Board – September 10, 2019
 - Park & Recreation Commission – September 11, 2019
 - Regular Bills
2. Department Heads
3. Resolution Bid Award – Windom Recreation Area Tennis Courts Project
4. Set Preliminary 2020 Budget Levy
5. Establish 2020 Budget Hearing Dates
 - 6:00 p.m. – December 3, 2019
 - Adoption of 2020 Budget Levy – December 17, 2019
6. Second Reading Ordinance #180, 2nd Series – Amending Chapter 73 – Snow Emergencies
7. Hazard Mitigation Assistance Grant Authorization Agreement Resolution
8. New Business
9. Old Business
10. Contractor Change Order
 - Airport Hangar and Taxilane Construction - APX Construction Group LLC #1 – \$7,590.00
11. Council Comments
12. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
September 3, 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, Jenny Quade, Rod Byam and James Nelson

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Brian Cooley, Street Superintendent; Spencer Winzenried, Community Center Director; Scott Peterson, Police Chief; Louis Norell, Police Officer; Bruno, Police K-9

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
 - Council Minutes – August 20, 2019
 - Park & Recreation Commission – August 14, 2019
 - Community Center Commission – August 19, 2019
 - Utility Commission – August 28, 2019
- Regular Bills

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

5. Department Heads:

None.

6. 2018 – 2019 Windom Area Health Annual Audit Report:

Korey Boelter, CPA for CliftonLarsonAllen, LLP, along with Kim Armstrong, Windom Area Hospital CFO, and Shelby Medina, Windom Area Hospital CEO presented the Council with the Annual Audit for the hospital. The following points were noted:

- Adoption of GASB 75, post-employment benefits
- Unmodified opinion, which is the best opinion
- Asset statement shows growth and long term debt has decreased
- Net position increased to \$19.19 million from \$17.8 in 2017
- Operating Revenues increased \$1.7 million in the last year
- Expenses have increased \$1.4 million in the last year

Preliminary

- Profit of \$805,000 before audit adjustments
- Operating margin has increased to 2.3% from 0.8% in the previous year's audit
- Cash on hand days are 258, which is higher than most facilities, but lower than Gold Standard Hospitals
- Low debt to capitalization ratio
- Average age of facility is 9.9 years, the same as Gold Standard

Jones inquired about the cash flow of the new wound care service line. Medina replied the service line attracts variety of payer mix clients, allowing better reimbursement for services. Adding additional service lines helps the hospital generate revenue, along with focusing on the expenses.

Byam asked if the hospital would consider an urgent care clinic. Medina stated she had been in discussions, but no definitive decisions have been made to provide this service. She would like to see a partnership with the other facilities in town to offer this service.

Byam suggested the hospital look at offering dialysis services. Medina said that this service would involve more capital expenses for an outpatient procedure. She also pointed out that home dialysis has become more popular recently.

Grunig questioned if internal controls were examined to assist with risk management. Boelter mentioned that this was examined and there could be improvements with these controls; however other processes for disbursements, revenue, and payroll cycles, no weaknesses were discovered.

Council's overall impression that the hospital is doing well and the improvements they are making to gain patients is working to increase their overall revenue.

7. First Reading Ordinance #180, 2nd Series – Amending Chapter 73 – Snow Emergencies:

Brian Cooley, Street Superintendent, explained the history of the parking issues and their relation to the snow removal needs of the City. Cooley stated that when vehicles that did not move, or parked in the same spots, snow became hard and compact. The Street Department would like to clean the street thoroughly and in order to do so, is requesting a change to the Snow Emergency Parking. Cooley contacted other communities and modelled this proposal after theirs with input from the Street Committee.

Council discussed that the previous policy had the ability to tow vehicles. The towing ability currently has to abide by state law. The City of Windom has a 36-hour policy where the vehicle has to move; State statute only allows towing to begin after 48-hours. The current Snow Emergency Parking is cited as odd/even parking. Implementing a specific time frame where all vehicles are to be off of City Streets in a Snow Emergency is common in the upper Midwest and is supported by Chief Peterson. This proposal would allow a Snow Emergency to be declared for 24-hours, limiting the parking on streets, and allow vehicles to be towed lawfully, so snow removal can be thorough. If implemented, the public will be educated and made aware of the changes. After a period of time, the educational warnings will transition into citations. When calling an Emergency, they discussed waiting until the snow event begins, and not "forecasted." The downtown business district has limited overnight parking currently, so the Street Department will assess removal with current staffing or contracted services. Apartment owners in the Business District may have to assist tenants to find off-street parking.

Motion by Byam second by Nelson approving the First Reading Ordinance #180, 2nd Series – Amending Chapter 73 – Snow Emergencies. Motion carried 5 – 0.

8. Revised Pay Equity Compliance Report:

Nasby reviewed the Pay Equity Report. He noted the City of Windom added a step back into the Supervisory Pay Scale and Windom Area Health removed some steps from one of their pay plans. After the needed adjustments, Denise Nichols ran a preliminary review using the State of Minnesota Management and Budget Department’s web-based reporting program and the four tests are now in compliance. Nasby is recommending Council approve the revised Pay Equity Report.

Motion by Byam second by Ray approving the Revised Pay Equity Compliance Report. Motion carried 5 – 0.

9. Annual Firefighters Relief Association Report:

Nasby stated the Fire Relief Association is required to submit an Annual Pension Plan Report to the State Auditor as they are a stand-alone entity; audited separate from the City of Windom. If there are any shorted funds, the City of Windom is responsible to pay those balances. The Relief Board files the report to the State of Minnesota to receive Fire Aid Dollars. The Department shows an increase in Active Member Liabilities. Their assets include dividends, interest, cash, bonds, fire and state aid. Conclusively, Nasby noted their projected assets are \$976,585 and accrued liability of \$858,554; netting an \$118,031 surplus. Nasby along with the Fire Relief Association Committee is requesting Council approve the report for State Submission.

Motion by Byam second by Nelson approving 2019 Annual Firefighters Relief Association Report to be submitted to the State of Minnesota. Motion carried 5 – 0.

10. New Business:

Council scheduled themselves to hold the 2020 Budget Workshop on October 30, 2019 at 4:30 PM in the City Council Chambers.

11. Old Business:

Scott Peterson, Police Chief and Louis Norell, Police Officer introduced Bruno to the Council. Bruno is the Police K-9 that has recently completed training with Officer Norell in drug searches, apprehensions, and tracking. Bruno has seen 4 calls in the last month and will be shared with neighboring departments, as requested. Norell noted if Bruno is “on-duty.” he cautioned everyone to refrain from petting the K-9. Bruno is trained to protect and care for his handler.

12. Contractor Payments:

Motion by Grunig second by Ray to approve the Pay Request #10 for Gridor Construction in the amount of \$1,576,646 for the Wastewater Treatment Facility Improvement Project. Motion carried 5 - 0.

Motion by Nelson second by Grunig to approve the Pay Request #1 for APX Construction Group LLC in the amount of \$95,218.63 for the Airport Hangar and Taxi lane Construction Project. Motion carried 5 - 0.

Preliminary

13. Council Comments:

Grunig asked how the Island Park Ballfield held up after the high school football game. Cooley answered that he heard it held up well.

Ray noted that School staff were used to monitor areas of Island Park at the recent game to keep the public out of fenced off areas.

Nasby mentioned annual CMPAS meeting is scheduled for October 10th in Mankato. He invited the Council Members to attend.

Jones extended Congratulations to Senator Weber on his Legislator of Distinction Award from the League of Minnesota Cities.

14. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:02 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COMMUNITY CENTER August 26th, 2019**

I. Call Meeting to Order. The meeting was called to order by Kent Kelly at 6:05 PM

II. Roll Call:

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

III. Approve minutes July 22nd, 2019

Motion by Palm, to approve minutes from the July 22nd, 2019 meeting. Seconded by Rogotzke. Motion approves 4 to 0.

IV. Project Updates: Dahna reports staff continues to work on migration of Central Office Loop. Windomnet fiber expansion- contractor has placed fiber duct and Windomnet staff has installed fiber optic cable and installing premise equipment for services. Kraus-Anderson construction trailer service drop installed and service started. 100% of the cost for the service drop will be billed.

VI. Manager's Report: Dahna presented at last council meeting about using new video product which will ripple out to all pricing business and residential. Working with Chelsie on pricing and bundling.

VII. New Business:

Big Ten Network and RTC renewal – Fully Executed

FOX Sports North Global Amendment – Fully Executed

Viacom Affiliation Agreement - NCTC has completed an amendment renewing and extending the term of the 2014 NCTC – Viacom Affiliation Agreement that expires on September 30, 2019 (“2019 Viacom Agreement”) for a 5-year period, through September 2024. Viacom service includes MTV, Nickelodean, VH1, TV Land, CMT, Comedy Central, BET, Paramount and multiple digital services. NCTC has been negotiating an early renewal with Viacom. The Terms include: 1. An overall rate reduction, 2 no new carriage obligations; and 3 delete and migration rights on a limited basis for certain digital services. With the early opt in option our rates for the core services will be 15% less than they are now and the digital services rates will be around 60% less. Must opt in by September 20, 2019 to receive early opt-in bonus.

Motion by Palm, to renew Viacom agreement. Seconded by Schowalter. Motion approves 4 to 0.

VIII. Old Business:

Video Service Update – Jeff has been working with SFN and the SW Stream Channel Line-up handout. Still working on Sioux Falls DMA Locals. SFN will send pricing and an initial discussion of what the necessary equipment costs involved for the new system. EDA board billboard got design back got a final design as long as graphics get cleaned up. No finished-up date.

STREET COMMISSION MEETING MINUTES
August 29, 2019 at the Council Chambers in City Hall

Call to Order: At 4:30 p.m. In the Council Chambers, Windom City Hall.

Roll Call:

Commission Present: Council members, Joan Ray and Jenny Quade
Commission Absent: None
City Staff Present: Steve Nasby, City Administrator, Brian Cooley, Street/Parks Superintendent, and Justin Crowell, Street/Parks Foreman

1. Approve or amend the Agenda.

2. Approve or amend the minutes.

3. Discuss the 2020 Street tentative time line

A. A TENTATIVE project timeline is as follows, as our plan is to bid the project with the proposed 2020 Street Project.

1. Street Committee has recommended Option A (resident's choice) completed
2. Utility Commission met July 24th and recommended moving forward. completed
3. 2020 Street Project Scope and Storm water Project scheduled to be presented to the Council on August 20. completed
4. City Council will act to undertake feasibility study (Aug 20 scheduled). Completed
5. Feasibility Study done by. (Sept - Oct)
6. City Council directs staff to proceed or not. (Sept - Oct)
7. Letters to residents that would have assessments. (October – November)
8. Public Hearing and Council action to proceed modify or stop. (Nov – Dec)
9. Design completed. (Jan – Feb 2020)
10. Bids solicited. (Feb 2020)

4. Review side walk inspection:

- A. Brian Cooley presented an updated version from the previously approved 2005 sidewalk inspection program for review.
- B. Commission members reviewed it and recommended some changes. They recommended putting it in a more orderly fashion so it is easier to follow, also to change from doing it by precincts, to doing it by wards instead.
- C. He will make the correction and email a new version.

5. Discussion regarding storm water and the MS4 program:

- A. Brian Cooley Wanted to make the commission aware that when our City reaches 5,000-population point that will put us in the MS4 storm water category.
- B. All owners or operators of MS4s are required to satisfy the requirements of the MS4 General Permit.
- C. The MS4 General Permit requires the MS4 operator or owner to create a Storm water Pollution Prevention Program with six important components:
 1. Public education and outreach, which includes teaching citizens about better storm water Management.
 2. Public participation: Include citizens in solving storm water pollution from getting in tour local Rivers, lakes and streams.

3. A plan to detect and eliminate illicit discharges to the storm sewer system (like chemical chemical dumping and wastewater connections)
4. Construction-site runoff controls
5. Post-construction runoff controls
6. Pollution prevention and municipal "good housekeeping" measures, like inspecting and maintaining infrastructure, covering salt piles, and street sweeping.

6. Information regarding GIS systems for our utilities throughout our city.

- A. Brian Cooley informed the committee about some of the work that he has been doing with DGR engineering firm, updating the mapping of the storm sewer systems throughout the city, and developing a street condition map and updating it once a year. Commission members are in support of utilizing the technology to our advantage to help all of the departments. Brian informed them that we have millions of dollars invested in our cities infrastructure, and this will help to protect it.
- B. Brian Cooley showed the commission members that he is currently working on updating some of the material and maps that by DGR has completed.

7. The Cottonwood County Historical Society parking lot and snow removal:

- A. The society contacted the Street/Parks Superintendent I an email regarding us doing their snow removal in 2019 and 2020 winter.
- B. He informed them that it is private property and only the alley south of Zieske's Land Surveying is still an alley that we are obligated to plow.
- C. It was the consensus of the Street Committee that City employees not plow properties that are not the owned by the City as we are not a business, and be done by private business that do snow removal.

8. Old business:

- A. Brian informed the committee that he made one correction to the snow parking policy requested by the Windom Police Chief, Scott Pederson. It will go before the City Council for its first reading on September 3rd.

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SPECIAL MEETING
AUGUST 26, 2019

1. Call to Order: The special meeting was called to order by President Betsy Herding at 4:29 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Cemstone Redevelopment Area

A. Wellhead Protection Grant – MDH

B. Conservation Grant – DNR

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

Director Hage advised that there is an opportunity to pursue two grants for conservation and wellhead protection in the pit at Cemstone. The first grant is a Source Water Protection Implementation Grant with the Minnesota Department of Health (MDH) that will assist with the purchase of the 10 acres of land in the pit for conservation and natural prairie. The second grant is an Expedited Conservation Projects Grant through the Department of Natural Resources (DNR) for tree removal, grading, and seeding in the pit to create a nice rolling slope and establish a natural prairie. DNR has advised that they can prepare a specific prairie grass mix for use in sand and gravel which will also inhibit the growth of invasive species.

The Source Water Protection Implementation Grant is \$10,000. The potential purchase price for the 10-acre pit (@ \$5,000/acre) is \$50,000. There is no match requirement for this grant. However the EDA will need to spend an additional \$40,000 to buy the 10 acres. The grant application period is open from September 3rd to September 30th. This grant is first-come first-serve, so it is advisable that we submit an application as soon as possible (preferably the week of September 2nd).

The Expedited Conservation Projects Grant is \$50,000 with a \$5,000 match. The grant application deadlines are September 16th, November 18th, and January 21st. This grant is first-come first-serve and Director Hage advised that he would like to apply on September 16th or November 18th. A requirement of this grant is that the public entity must own the property.

Director Hage said that there is value in the proposed project for wellhead protection and lake protection, and we have a Letter of Support from the Cottonwood County Soil and Water Conservation District (SWCD) for the project. Cemstone would still be able to operate its plant as this project only covers the pit area. The 10 acres does not include the banks.

Director Hage reiterated that doing reclamation work in the pit for wellhead protection does not commit the EDA to the entire redevelopment project. Director Hage reviewed options available for reimbursing the EDA for the expenses in this project. He advised that he will also be discussing this proposal with the Utility Commission on August 28th. The EDA will be discussing negotiations concerning the above parcels and the pit area and will need to go into closed session.

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

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

President Herding closed the meeting to the public at 4:41 p.m.

Motion by Commissioner Byam, seconded by Commissioner Grunig, authorizing the President to re-open the meeting to the public. Motion carried 5-0.

President Herding re-opened the meeting to the public at 5:05 p.m.

Director Hage summarized the discussions in closed session. The EDA discussed the total for purchase of the NWIP lots and the purchase of the pit on the Cemstone property.

Motion by Commissioner Grunig, seconded by Commissioner Byam, to authorize the EDA to submit an application to the Minnesota Department of Health for the wellhead protection grant for the Cemstone pit area. Motion carried 5-0.

Motion by Commissioner Grunig, seconded by Commissioner Byam, to authorize the EDA to submit an application to the Minnesota Department of Natural Resources for the conservation grant for the Cemstone pit area. Motion carried 5-0.

Motion by Commissioner Byam, seconded by Commissioner Grunig, to authorize the EDA to move forward on the purchase of the 10-acre pit area from Cemstone for a price not to exceed \$50,000 if the EDA receives the grants from the Minnesota Department of Health and the Minnesota Department of Natural Resources because it is in the City's best interests for wellhead protection. Motion carried 5-0.

Motion by Commissioner Byam, seconded by Commissioner Grunig, to modify the foregoing motion to state that the purchase of the 10-acre pit area from Cemstone is also contingent on the EDA obtaining access to the pit area from Cemstone. Motion carried 5-0.

4. Adjourn: On consensus, President Herding adjourned the meeting at 5:10 p.m.

Attest: _____
Drew Hage, EDA Executive Director

Justin Espenson, Secretary

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SEPTEMBER 9, 2019

1. Call to Order: The meeting was called to order by Vice President Rick Clerc at 12:02 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes: August 12, 2019 & August 26, 2019

Motion by Commissioner Byam, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meetings held on August 12, 2019, and August 26, 2019. Motion carried 4-0.

4. New Career Force Platform: Director Hage advised that the Department of Employment and Economic Development is rolling out a new job posting platform. This will replace and consolidate the previous Workforce Centers to create a single unified “CareerForce” platform. This will leverage technology to create a 1-stop shop for hiring, posting open positions, and talent attraction and retention. Other resources are also available for employees. There will be an Open House to learn more about the new platform on September 19th. This is a new tool that is free for businesses and will help to support all businesses when they are involved in the hiring process. The Board had received a copy of an attachment that provided a brief overview of the new platform.

5. S.M.A.R.T. Goals: The Board reviewed the 2019 S.M.A.R.T. goals and discussed the proposed 2020 goals which include the continuation of some 2019 goals and the addition of several new goals for 2020. The Board can forward any other suggested new goals to the EDA Director. Based on today’s discussion and any other suggestions received by the EDA, the final draft of 2020 S.M.A.R.T. Goals will be presented to the Board for review and approval at the October 14th Meeting.

6. EDA Billboard (By Hospital): Director Hage reported that the new wrap has been installed on the EDA’s billboard by the hospital and he displayed a picture of the billboard. The new wrap was paid for by the Convention and Visitor Bureau. There was room on the billboard for the Riverfest wrap to remain below the CVB wrap.

7. Employee Recruitment & Retention – Child Care: Director Hage updated the Board concerning the progress on the child care discussion. Staff is developing committees to focus on specific elements of child care in Windom. Potential Child Care Committees include: Child Care Provider Recruitment & Retention, Facility Evaluation, Existing Child Care Committee (Evening Meetings), and possible other committees such as Financing & Fundraising, Legislative, and other committees as needed.

8. EDA Commercial Rehab Program

A. Program Guidelines – Discussion: The Board discussed the program guidelines and possible revisions to clarify the maximum award in the program.

Motion by Commissioner Espenson, seconded by Commissioner Byam, to revise the EDA’s Commercial Rehab Guidelines to read as follows: “The maximum amount of funds which can be loaned to a commercial business under this program is: \$10,000 for one parcel per calendar year which is the maximum per commercial property owner per year (whether the property owner is an individual, two or more individuals, partnership, limited liability corporation, for-

profit corporation, or non-profit corporation).” Motion carried 4-0. (Commissioner Herding was absent.)

B. Application: 936 Fourth Avenue: Director Hage advised that Dale and Kim Friesen have submitted a Commercial Rehab Application for their commercial property addressed as 936 Fourth Avenue. The proposed project includes removal of the marble tile and replacing it with another exterior finish, replacing the rear gutter, stucco repair, replacing the front display windows with insulated E Glass, insulating the front exterior of the building, HVAC update, new furnace(s) and A/C unit(s), and lighting upgrades. The owners will provide \$5,000+ in equity for the project in addition to their requests to the EDA for a \$5,000 repayable loan and a \$5,000 forgivable loan. EDA Staff has reviewed the application and required submittals and determined that the application is complete. The Board received and reviewed a copy of the Application form.

Motion by Commissioner Byam, seconded by Commissioner Grunig, to approve the commercial rehab application submitted by Dale and Kim Friesen, covering the commercial property at 936 Fourth Avenue, for a loan of up to \$10,000 from the EDA’s Commercial Rehab Program. Motion carried 4-0. (Commissioner Herding was absent.)

C. Application: 938 Fourth Avenue: Pursuant to the revision of the guidelines for the EDA’s Commercial Rehab Program, Director Hage will advise the Applicants that the application for their property addressed as 938 Fourth Avenue can be re-submitted in 2020.

9. Reclamation Plan – South Cottonwood Lake: Director Hage advised that a formal reclamation plan will be a valuable component in grant applications regarding the South Cottonwood Lake Addition (Cemstone Redevelopment Project). The Board reviewed the proposed reclamation plan.

Motion by Commissioner Grunig, seconded by Commissioner Byam, to approve the “Reclamation Plan South Cottonwood Lake” as presented. Motion carried 4-0. (Commissioner Herding was absent.)

10. Cemstone Redevelopment Area

A. Grant Updates: Director Hage reported that Cemstone will be providing a letter of support for the various grants which would help fund the redevelopment project. DGR Engineering is working on the topographic survey, preliminary engineering, and rendering. Director Hage said that he applied for the MDH Grant the first week of September. It is anticipated that the EDA will be notified concerning the results of the grant application within 30 to 60 days. He will also be providing a presentation to the Bingham Lake City Council at their meeting tonight. (Because Bingham Lake receives its water from Windom, they can also submit an application on behalf of this project.)

11. Miscellaneous Information

A. EDA Monthly Financial Recap: The Board received a copy of the July 2019 recap.

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

12. Adjourn: On consensus, Vice President Clerc adjourned the meeting at 1:26 p.m.

Attest: _____
Drew Hage, EDA Executive Director

Justin Espenson, Secretary

Windom Library Board Meeting

Tuesday, September 10, 2019, 5:05 pm

1. The meeting was called to order by John Duscher.
2. Roll Call: Members present: John Duscher, Steve Fresk, Terri Jones, Anita Winkel, and Susan Ebeling
Members absent: Kathy Hiley, and Kari Scheitel
City Council Member present: Jim Nelson

3. Agenda and Minutes

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

4. Financial Report: Dawn presented the board with a detailed financial report this month. She reported that we are on track with our budget, and have 42% of the year's budget remaining for the remainder of the year. Thanks to Dawn for this report. Motion by Anita and seconded by Sue to approve the report.

5. Librarian's Report:

There was a good turnout for Library Day at the Cottonwood County Fair. Approximately 65 kids attended and enjoyed the afternoon program by Rachael Kroog. Bob and the Beachcombers were the evenings entertainment, and about 300 people attended the show. Leis were handed out to 200 of the attendees, and wristbands and coupons for milkshakes were also given. Legacy funds were used for both of the programs.

Dawn contacted Terry Fredin about the bathroom remodel, but he has not responded yet.

The windows in the Children's Library have been installed and look great.

The windows will be professionally washed this Fall. Next project for the Children's Library is painting.

Nancy starts her Daycare visits next week. She currently visits 6 daycares in town.

September is Library card sign-up month. New cards, or replacement cards will be provided.

There will be an antiques appraisal program on September 24th from 5-8 pm at the Community Center. There are 40 slots available. The Friends of the Library will possibly provide refreshments.

Benches outside the library-Dawn is currently looking at Bedford Tech in Worthington per Brian Cooley's recommendation.

The Plum Creek Library System continues to search for a new director.

The West Central Association of Realtors awarded our library a grant after recommendation by EXIT Realty. The amount of the grant is not known at this time. Thanks EXIT Realty!

Dawn will be writing SMART goals for next year. The board was asked to pass along any recommendations for goals.

6. Old Business

There was no old business

7. New Business

October is Teentober month. There are \$100 grants available from Prairieland to use for a teen program. Motion by Terri Jones, seconded by Anita Winkel to have Dawn apply for this grant.

8. Meeting was adjourned at 5:35

Parks & Recreation Commission Minutes
September 11, 2019
5:30 p.m.

Call to Order:

Jess Smith opened the meeting at 5:33 PM after a full quorum was present.

Roll Call:

Present:	Howard Davis, Bryan Joyce, Jess Smith, Jason Kloss, Josh Schunk and Ron Kuecker
Absent:	None
Council Liaisons:	Jenny Quade (present) and Rod Byam (absent)
City Staff Present:	Brian Cooley, Street/Park Superintendent and Tim Hogan, Interim Recreation Director

1. Approve Agenda and Minutes:

- a) The Commission amended the agenda to move the dog park discussion to the first item. Motion by Bryan Joyce, second by Ron Kuecker and approved by unanimous vote.
- b) The minutes from the August 14 meeting were approved by unanimous vote. Motion by Ron Kuecker, seconded by Bryan Joyce to the accept minutes.

2. Discussion about the of the dog park:

- a) Ron Kuecker requested that an option for an additional placement\location, to reflect on a discussion from a previous meeting. Brian said he will do some research and talk to the EDA Director.
- b) Brian mentioned that he has 6 – 50 foot long, and 6 foot height chain-link fence rolls and an assortment of poles to use reduce cost.
- c) The commission had a unanimous consent to make a final decision regarding the dog park at the October 9 meeting.

3. Review the tennis court bids:

- a) The Commission reviewed and discussed the bids for the construction of the tennis courts.
- b) Motion by Ron Kuecker, to recommend that the Windom City Council accept the low bid from Empire Building Construction of Sioux Falls, SD for \$174,194.86. Seconded by Bryan Joyce, and approved by unanimous vote.

4. Update from Tim Hogan, Interim Recreation Director:

- a) Tim talked about some of the maintenance items that he has done to the pool and some repairs for this fall yet. He will have some concrete work and replace the doors this fall before winter. He also had Schwalbach's plumbing replace all of the bathroom faucets and replace some of the toilets.
- b) Tim and the Arena staff have started removing the sand and clay from the concrete floor in preparation for making ice. He is hoping to have ice done in mid-October.

5. Update from Brian Cooley, Street and Parks Superintendent:

- a) Brian said that he put in his budget to hire another parks employee, as directed and a C.I.P. request for \$35,000 bathroom and building repairs. He also added to the C.I.P. \$30,000 dollars for general park repairs, also as directed.
- b) Brian updated the commission about how and why the north softball field is sinking. In some spots it has sank about 22 inches while the rest of it varies from 18 to 16 inches and since that is about where the water table is it cannot drain until the river goes down. The water that is in that field can no longer drain because it is lower than the previous catch basin and culverts that were put in in 1995. The 24" plastic culvert that went from that catch basin then into the river and it is washed away at the end. Built over the culverts location is the pitcher's cage, and more than likely damaged by the poles that went into the soil

right on top of it. The fill is mostly old street debris and junk iron underneath that have voids and because of the high water table the soil is very unstable.

- c) Brian handed out his 2020 SMART goals for the parks commission to review:

(Old Goal) Continue to work with the Commission to complete the dog Park. The process is 50% completed. *So far the commission has, approve building one and locating it in Island Park, north of the pool and just east of the shelter.*

(Old Goal) Work on getting the tennis courts completed. 75% completed, see time line below:

<i>Parks & Recreation Commission approval</i>	<i>August-14</i>
<i>City Council approval of plans & specs & call for bids</i>	<i>August-20</i>
<i>Open Bids</i>	<i>September-10</i>
<i>Parks & Recreation Commission recommends</i>	<i>September-11</i>
<i>City Council packets due</i>	<i>September-13</i>
<i>City Council Bid Award</i>	<i>September-17</i>

(New Goal) Start work on a 10-year park improvement plan, and working with the Parks Commission to achieve it. This goal is 25% or less completed. *I am doing historical and present park research and will continue with the goal more this winter.*

(New Goal) Inspect all parks for ADA deficiencies in the Parks and make a plan to address them. *Mason and I inspected the all of the parks last fall and found many problems with all of our parks.*

(New Goal) Work on updating, our Adopt a Park Program and to get the rest of the parks adopted by the public. This Goal is 50% complete. *I am researching for updated information and I will update the previous version of the policy.*

6. New Business:

- a) Brian mentioned that he sent everyone the comprehensive plan. He wanted everyone to read it so we can discuss the future of our parks system.

7. Old business:

None

8. Open mike discussion:

- a) Josh Schunk mentioned that the chains that hold up the speakers look like they are in poor condition and suggested that someone should look at them.

Meeting adjourned at 6:56 pm.

Next Meeting Wednesday, October 9, 2019 at 5:30pm in Windom City Hall, Council Chambers



Windom, MN

Expense Approval Report

By Fund

Payment Dates 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
MBS - MULTI-BANK SECURITIE	20190823	08/28/2019	ACH FUNDS TO MBS	100-10400	148,000.00
					148,000.00
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	100-41110-350	222.20
RIVER CITY EATERY	20190827	08/28/2019	8-22-19 - CITY OF WINDOM-E	100-41110-434	663.69
WINDOM COMMUNITY CENT	R201989	08/28/2019	EMPLOYEE APPRECIATION EV	100-41110-434	77.00
Activity 41110 - Mayor & Council Total:					962.89
Activity: 41310 - Administration					
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	100-41310-133	80.00
INDOFF, INC	3274905	08/14/2019	SUPPLIES	100-41310-200	95.39
INDOFF, INC	3277545	08/20/2019	SUPPLIES	100-41310-200	24.71
INDOFF, INC	3280178	08/27/2019	SUPPLIES	100-41310-200	26.39
INDOFF, INC	3281792	09/03/2019	SUPPLIES	100-41310-200	162.45
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	100-41310-200	23.99
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-41310-321	103.62
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	100-41310-321	46.16
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-41310-326	304.52
STEVE NASBY	20190821	09/04/2019	EXPENSE - LMC POLICY COM	100-41310-331	174.00
MN CITY/COUNTY MANAGEM	20190828	08/28/2019	MEMBERSHIP - ANNUAL DUE	100-41310-433	141.76
COTTONWOOD CO ASSESSOR	BEACON 8-19 TO 8-20	08/27/2019	BEACON SUBSCRIPTION-AUG	100-41310-433	50.00
Activity 41310 - Administration Total:					1,232.99
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	100-41910-133	24.00
INDOFF, INC	3277536	08/20/2019	SUPPLIES	100-41910-200	13.94
INDOFF, INC	3281793	09/03/2019	SUPPLIES	100-41910-200	21.45
CENTURY BUSINESS PRODUCT	481887	08/13/2019	SUPPLIES	100-41910-200	30.33
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	100-41910-200	23.99
LEAGUE OF MN CITIES	297322	08/28/2019	REGISTRATION-ANDY SPIELM	100-41910-308	30.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-41910-321	73.61
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	100-41910-321	66.38
COTTONWOOD CO ASSESSOR	BEACON 8-19 TO 8-20	08/27/2019	BEACON SUBSCRIPTION-AUG	100-41910-443	50.00
Activity 41910 - Building & Zoning Total:					333.70
Activity: 41940 - City Hall					
COLE PAPERS INC.	9574711	08/27/2019	SUPPLIES	100-41940-211	62.39
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-41940-381	546.86
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-41940-382	63.75
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-41940-385	128.23
SANDRA HERDER	20190904	09/04/2019	SERVICE - CLEANING	100-41940-406	429.00
MELISSA PENAS	20190904	09/04/2019	CLEANING	100-41940-406	429.00
ELECTRIC FUND	311	09/04/2019	EL - CITY HALL	100-41940-409	1.82
Activity 41940 - City Hall Total:					1,661.05
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	100-42120-133	144.00
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	100-42120-200	99.99
INDOFF, INC	3274906	08/16/2019	SUPPLIES	100-42120-200	39.51
INDOFF, INC	3277396	08/27/2019	SUPPLIES	100-42120-200	32.45
INDOFF, INC	3280166	09/03/2019	SUPPLIES	100-42120-200	83.87
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	100-42120-200	23.99
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-42120-321	69.68
LEASE FINANCE PARTNERS	#3250 8-21-19	09/03/2019	#3250 LEASE	100-42120-326	136.00
NORTHERN SAFETY TECHNOL	48660	08/14/2019	SERVICE	100-42120-326	118.65
SHI INTERNATIONAL CORP	B10406000	08/16/2019	SERVICE	100-42120-326	30.00

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GRAFIX SHOPPE	128990	08/27/2019	SERVICE	100-42120-350	140.49
WINDOM AUTO VALU	#3400540 8-25-19	09/04/2019	MAINTENANCE #3400540	100-42120-405	61.46
LUND'S BODY SHOP	4687	08/28/2019	SERVICE - REPAIR UNIT 17-B	100-42120-405	694.19
GRAHAM TIRE CO	8571244	08/27/2019	MAINTENANCE	100-42120-405	584.00
WINDOM TOWING LLC	9244	08/28/2019	SERVICE	100-42120-405	132.00
WINDOM TOWING LLC	9295	09/04/2019	SERVICE	100-42120-405	104.00
FORD MOTOR CREDIT CO LLC	1690958	09/03/2019	#9482800 - LEASE	100-42120-419	663.95
SCB PUBLIC FINANCE	40049-01/5-60 8-14-19	09/03/2019	LEASE #40049-01/5-60 - PAY	100-42120-419	1,054.07
SCB PUBLIC FINANCE	40049-01/5-60 9-14-19	09/03/2019	LEASE #40049-01/5-60 PAYM	100-42120-419	1,054.07
Activity 42120 - Crime Control Total:					5,266.37
Activity: 42220 - Fire Fighting					
INDOFF, INC	3277543	08/27/2019	SUPPLIES	100-42220-200	52.68
INDOFF, INC	3277544	08/27/2019	SUPPLIES	100-42220-200	39.53
COTTONWOOD CO ASSESSOR	BEACON 8-19 TO 8-20	08/27/2019	BEACON SUBSCRIPTION-AUG	100-42220-200	50.00
AMERIPRIDE SERVICES INC.	2801062683	08/16/2019	SERVICE #280001722	100-42220-211	34.83
MUNICIPAL EMERGENCY SER	IN1364902	08/16/2019	MATERIALS & EQUIPMENT	100-42220-215	382.91
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-42220-321	42.35
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-42220-381	315.19
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-42220-382	12.26
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-42220-385	26.26
JOHNSON HARDWARE	10298	08/28/2019	MAINTENANCE	100-42220-405	128.09
Activity 42220 - Fire Fighting Total:					1,084.10
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-42500-381	31.29
Activity 42500 - Civil Defense Total:					31.29
Activity: 43100 - Streets					
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	100-43100-133	64.00
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	100-43100-200	23.99
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-43100-217	70.00
CONTINENTAL RESEACH CORP	480768-CRC-1	08/27/2019	MAINTENANCE	100-43100-224	316.21
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	100-43100-241	33.99
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-43100-321	45.82
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	100-43100-321	44.53
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-43100-381	248.70
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-43100-381	954.50
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-43100-382	19.73
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-43100-385	41.64
SCHWICKERT'S TECTA AMERIC	5510053296	08/28/2019	MAINTENANCE	100-43100-401	1,211.00
SCHWICKERT'S TECTA AMERIC	5510053297	08/28/2019	MAINTENANCE	100-43100-401	792.00
DGR ENGINEERING	00235888	08/27/2019	MAINTENANCE	100-43100-404	1,848.00
MICHAEL TODD & COMPANY I	167807	08/14/2019	MAINTENANCE	100-43100-404	597.80
WINDOM AUTO VALU	#3400540 8-25-19	09/04/2019	MAINTENANCE #3400540	100-43100-405	277.75
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	100-43100-405	76.89
COTTONWOOD CO ASSESSOR	BEACON 8-19 TO 8-20	08/27/2019	BEACON SUBSCRIPTION-AUG	100-43100-480	50.00
Activity 43100 - Streets Total:					6,716.55
Activity: 45120 - Recreation					
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	100-45120-200	23.99
WINDOM AREA SCHOOL -VO	20190828	08/28/2019	REFFING PLAYOFF - SAND VOL	100-45120-217	300.00
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	100-45120-340	165.40
Activity 45120 - Recreation Total:					489.39
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	100-45202-133	16.00
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	100-45202-200	23.99
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	100-45202-211	26.66
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-45202-381	699.41
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-45202-382	687.81
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	100-45202-385	183.15
WINDOM AUTO VALU	#3400540 8-25-19	09/04/2019	MAINTENANCE #3400540	100-45202-405	52.01

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	100-45202-405	31.03
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	100-45202-406	62.80
				Activity 45202 - Park Areas Total:	2,249.53
				Fund 100 - GENERAL Total:	168,027.86

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	211-45501-133	16.00
DEMCO	6666581	09/03/2019	SUPPLIES	211-45501-200	288.11
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	211-45501-321	28.29
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	211-45501-381	455.36
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	211-45501-382	19.42
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	211-45501-385	40.70
SANDRA HERDER	20190904	09/04/2019	SERVICE - CLEANING	211-45501-402	440.00
MELISSA PENAS	20190904	09/04/2019	CLEANING	211-45501-402	440.00
				Activity 45501 - Library Total:	1,931.21

Activity: 49950 - Capital Outlay

DELL EMC	10331915402	08/27/2019	#44046203 #511644410	211-49950-500	2,435.92
				Activity 49950 - Capital Outlay Total:	2,435.92
				Fund 211 - LIBRARY Total:	4,367.13

Fund: 225 - AIRPORT

Activity: 45127 - Airport

BEST OIL COMPANY	29272	09/03/2019	FUEL - FOR SALE - JET A	225-45127-264	9,233.00
SOUTH CENTRAL ELECTRIC	#367400 7-31-19	09/03/2019	SERVICE #367400 #26-12-112	225-45127-381	161.00
SOUTH CENTRAL ELECTRIC	#367403 7-31-19	09/03/2019	SERVICE #367403 #26-12-116	225-45127-381	140.64
				Activity 45127 - Airport Total:	9,534.64

Activity: 49950 - Capital Outlay

APX CONSTRUCTION GROUP L	20190904	09/04/2019	AIRPORT HANGAR - TAXILANE	225-49950-500	95,218.63
				Activity 49950 - Capital Outlay Total:	95,218.63
				Fund 225 - AIRPORT Total:	104,753.27

Fund: 230 - POOL

Activity: 45124 - Pool

ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	230-45124-217	250.83
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	230-45124-321	64.72
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	230-45124-350	165.40
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	230-45124-381	1,103.02
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	230-45124-382	1,164.29
MN ENERGY RESOURCES	20190809B	08/28/2019	HEATING #0504917677-00005	230-45124-383	730.29
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	230-45124-385	43.16
				Activity 45124 - Pool Total:	3,521.71
				Fund 230 - POOL Total:	3,521.71

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

INDOFF, INC	3277543	08/27/2019	SUPPLIES	235-42153-200	35.12
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	235-42153-200	23.99
BRITTANY ESPENSON - RIVERS	1063	08/14/2019	SERVICE #1063	235-42153-217	180.00
BOUND TREE MEDICAL, LLC	83315356	08/27/2019	OPERATING SUPPLIES	235-42153-217	381.69
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	235-42153-321	28.23
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	235-42153-321	108.48
EXPERT T BILLING	6067	08/16/2019	SERVICE	235-42153-326	1,848.00
REAL TIME TRANSLATION, INC	114134	09/04/2019	SERVICE	235-42153-327	41.30
TIM HACKER	20190815	08/16/2019	EXPENSE - TRAVEL #27 MAINT	235-42153-331	107.42
HEATHER JANSSEN	20190827	08/27/2019	EXPENSE - AMBULANCE	235-42153-334	21.89
BUCKWHEAT JOHNSON	20190827	08/27/2019	EXPENSE - AMBULANCE	235-42153-334	24.77
DONNA MARCY	20190827	08/27/2019	EXPENSE - AMBULANCE	235-42153-334	31.72
JUSTIN HARRINGTON	20190828	08/28/2019	EXPENSE - AMBULANCE	235-42153-334	5.70
KIM POWERS	20190828	08/28/2019	EXPENSE - AMBULANCE	235-42153-334	59.07

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KRISTEN PORATH	20190828	08/28/2019	EXPENSE - AMBULANCE	235-42153-334	117.38
TIM HACKER	20190828	08/28/2019	EXPENSE - AMBULANCE	235-42153-334	54.86
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	235-42153-381	210.13
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	235-42153-382	8.17
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	235-42153-385	17.50
AMERIPRIDE SERVICES INC.	2801062683	08/16/2019	SERVICE #280001722	235-42153-406	23.21
MEMSA	20190828	08/28/2019	WINDOM AMBULANCE SERVI	235-42153-435	250.00
Activity 42153 - Ambulance Total:					3,578.63
Fund 235 - AMBULANCE Total:					3,578.63
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	250-46520-133	24.00
INDOFF, INC	3277536	08/20/2019	SUPPLIES	250-46520-200	13.93
INDOFF, INC	3281793	09/03/2019	SUPPLIES	250-46520-200	21.45
CENTURY BUSINESS PRODUCT	481887	08/13/2019	SUPPLIES	250-46520-200	60.67
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	250-46520-200	23.99
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	250-46520-321	256.54
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	250-46520-321	73.61
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	250-46520-321	27.12
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	250-46520-340	369.80
EC MEDIA	275	09/04/2019	SERVICE	250-46520-340	26.97
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	250-46520-350	79.50
FEDERATED RURAL ELECTRIC	#112954 8-28-19	09/03/2019	SERVICE #112954	250-46520-381	14.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	250-46520-381	46.90
DREW HAGE	20190826	08/27/2019	EXPENSE - BUSINESS MTG WI	250-46520-438	20.79
COTTONWOOD CO ASSESSOR	BEACON 8-19 TO 8-20	08/27/2019	BEACON SUBSCRIPTION-AUG	250-46520-443	50.00
Activity 46520 - EDA Total:					1,109.27
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20190903	09/03/2019	SPEC BLDG LOAN - SEPT 2019	250-49980-602	2,365.18
FULDA CREDIT UNION	20190903	09/03/2019	SPEC BLDG LOAN - SEPT 2019	250-49980-612	1,004.62
Activity 49980 - Debt Service Total:					3,369.80
Fund 250 - EDA GENERAL Total:					4,479.07
Fund: 253 - EDA RIVERBLUFF ESTATES					
Activity: 46520 - EDA					
DOUG'S LAWN & LANDSCAPI	65316	08/13/2019	SERVICE	253-46520-406	86.57
Activity 46520 - EDA Total:					86.57
Fund 253 - EDA RIVERBLUFF ESTATES Total:					86.57
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 7-31-19	09/04/2019	SERVICE #367404 #26-24-123	254-46520-381	95.85
Activity 46520 - EDA Total:					95.85
Fund 254 - NORTH IND PARK Total:					95.85
Fund: 277 - TIF 1-22 CEMSTONE					
Activity: 46530 - TIF Districts					
DGR ENGINEERING	00236139	08/27/2019	SOUTH COTTONWOOD LAKE	277-46530-592	949.00
Activity 46530 - TIF Districts Total:					949.00
Fund 277 - TIF 1-22 CEMSTONE Total:					949.00
Fund: 308 - 2020 STREET PROJECT					
Activity: 41000 - General Government					
DGR ENGINEERING	00235890	08/27/2019	2020 STREET IMPROVEMENTS	308-41000-303	2,620.00
Activity 41000 - General Government Total:					2,620.00
Fund 308 - 2020 STREET PROJECT Total:					2,620.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
COTTONWOOD CO PUBLIC W	20190828	08/28/2019	COTTONWOOD CO MUTUAL	401-11506	23,492.13
					23,492.13

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49950 - Capital Outlay					
SEH	371483	08/28/2019	PROJ #145812 - FEMA FLOOD	401-49950-500	1,015.78
DGR ENGINEERING	00235889	08/27/2019	CITY TENNIS COURT	401-49950-504	2,842.50
FREDIN CONSTRUCTION/CABI	20190827	08/27/2019	RESTROOM UPGRADE	401-49950-504	12,927.03
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	401-49950-504	126.10
BEDFORD TECHNOLOGY LLC	62983	08/19/2019	PARK - BENCHES	401-49950-504	2,304.00
BEDFORD TECHNOLOGY LLC	63006	09/03/2019	PLAYGROUND EQUIPMENT	401-49950-504	315.00
KOLANDER TREE SERVICE	2193	09/04/2019	SERVICE - 1029 COLLINS AVE-	401-49950-505	750.00
Activity 49950 - Capital Outlay Total:					20,280.41
Fund 401 - GENERAL CAPITAL PROJECTS Total:					43,772.54

Fund: 601 - WATER

Activity: 49400 - Water

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	601-49400-133	32.00
INDOFF, INC	3281792	09/03/2019	SUPPLIES	601-49400-200	81.21
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	601-49400-200	23.99
HAWKINS, INC	4561854	08/27/2019	CHEMICALS	601-49400-216	569.50
MN VALLEY TESTING	990130	08/16/2019	TESTING	601-49400-310	77.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	601-49400-321	50.54
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	601-49400-321	97.34
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	601-49400-322	11.41
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	601-49400-326	70.00
HP DATAONE, LLC	33	08/27/2019	#8 IN 2019	601-49400-326	1,328.13
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	601-49400-381	5,494.71
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	601-49400-382	17.14
MN ENERGY RESOURCES	20190812B	08/28/2019	HEATING #0505923431-00001	601-49400-383	458.34
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	601-49400-385	33.82
WENCK ASSOCIATES, INC.	11905221	09/04/2019	WINDOM LANDFILL	601-49400-386	1,490.42
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	601-49400-386	1,014.91
Activity 49400 - Water Total:					10,850.46
Fund 601 - WATER Total:					10,850.46

Fund: 602 - SEWER

BOLTON & MENK, INC.	0236913	09/03/2019	WINDOM-WWTF IMPROVEM	602-16200	43,160.40
GRIDOR CONSTRUCTION, INC.	20190814	08/14/2019	WASTEWATER TREATMENT FA	602-16200	1,824,094.00
					1,867,254.40

Activity: 49450 - Sewer

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	602-49450-133	64.00
INDOFF, INC	3281792	09/03/2019	SUPPLIES	602-49450-200	81.21
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	602-49450-200	23.99
HAWKINS, INC	4561855	08/27/2019	CHEMICALS	602-49450-216	784.50
MN VALLEY TESTING	988452	08/06/2019	TESTING	602-49450-310	244.80
MN VALLEY TESTING	988492	08/06/2019	TESTING	602-49450-310	244.80
MN VALLEY TESTING	988534	08/06/2019	TESTING	602-49450-310	158.40
MN VALLEY TESTING	989352	08/14/2019	TESTING	602-49450-310	216.00
MN VALLEY TESTING	989704	08/16/2019	TESTING	602-49450-310	158.40
MN VALLEY TESTING	989706	08/16/2019	TESTING	602-49450-310	129.60
MN VALLEY TESTING	990744	08/28/2019	TESTING	602-49450-310	158.40
MN VALLEY TESTING	990811	08/28/2019	TESTING	602-49450-310	192.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	602-49450-321	174.46
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	602-49450-321	72.05
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	602-49450-326	70.00
HP DATAONE, LLC	33	08/27/2019	#8 IN 2019	602-49450-326	1,328.12
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	602-49450-381	12,917.56
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	602-49450-382	542.64
MN ENERGY RESOURCES	20190812D	08/28/2019	HEATING #0504488160-00001	602-49450-383	19.44
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	602-49450-404	217.19
DUANE W. NIELSEN COMPAN	11953	09/03/2019	SERVICE	602-49450-404	668.45
ERIC'S ELECTRIC MOTOR REPA	53502	09/04/2019	MAINTENANCE	602-49450-404	127.60
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	602-49450-405	9.99

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GRAHAM TIRE CO	8569722	08/14/2019	MAINTENANCE	602-49450-405	195.04
				Activity 49450 - Sewer Total:	18,798.64
				Fund 602 - SEWER Total:	1,886,053.04

Fund: 604 - ELECTRIC

GRAYBAR ELECTRIC CO	6840	08/16/2019	SO#368587954 DEL DOC #80	604-14200	1,511.11
BORDER STATES	918410506	09/03/2019	INVENTORY	604-14200	91.50
ELECTRIC FUND	20190827	08/27/2019	CAP LABOR - CIRCUIT 7	604-16300	18,429.03
ELECTRIC FUND	312	08/28/2019	EL-CONSTRUCTION NEW #1	604-16300	7,847.52
ELECTRIC FUND	313	09/03/2019	EL - CITY HALL	604-16300	27,659.29
DAKOTA SUPPLY GROUP	E825526	08/16/2019	CIRCUIT 7	604-16300	1,032.40
					56,570.85

Activity: 49550 - Electric

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	604-49550-133	96.00
INDOFF, INC	3281792	09/03/2019	SUPPLIES	604-49550-200	81.21
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	604-49550-200	23.99
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	604-49550-217	71.08
JORDAN BUSSA	013	09/04/2019	SERVICE - CLEANING AUG 201	604-49550-217	184.60
RAGE INC - CAMPUS CLEANER	6070	08/27/2019	SERVICE - WINDOM POWER P	604-49550-217	34.13
RAGE INC - CAMPUS CLEANER	6826	09/03/2019	SERVICE - WINDOM POWER P	604-49550-217	34.13
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	604-49550-218	10.94
BORDER STATES	918320115	08/27/2019	UNIFORMS	604-49550-218	76.01
BORDER STATES	918320116	08/27/2019	UNIFORMS	604-49550-218	105.98
BORDER STATES	918380187	08/28/2019	UNIFORMS	604-49550-218	196.20
CMP - CENTRAL MUNICIPAL P	6621	08/13/2019	POWER COST - TRANSMISSIO	604-49550-263	154,495.25
CMP - CENTRAL MUNICIPAL P	6621	08/13/2019	POWER COST - ENERGY	604-49550-263	137,661.05
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	604-49550-321	131.72
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	604-49550-321	132.74
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	604-49550-326	191.37
HP DATAONE, LLC	33	08/27/2019	#8 IN 2019	604-49550-326	1,328.12
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	604-49550-333	46.65
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	604-49550-381	129.14
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	604-49550-382	25.08
MN ENERGY RESOURCES	20190812A	08/28/2019	HEATING #0506419706-00001	604-49550-383	45.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	604-49550-385	52.31
LAMPERTS YARDS, INC.	#3902020 8-25-19	08/28/2019	MAINTENANCE #3902020	604-49550-402	216.56
ADVANCE AUTO PARTS	#091380 9-2-19	09/04/2019	MAINTENANCE	604-49550-404	4.04
WINDOM AUTO VALU	#3400540 8-25-19	09/04/2019	MAINTENANCE #3400540	604-49550-404	16.05
FORKLIFTS OF MINNESOTA, IN	0157203050	08/14/2019	MAINTENANCE	604-49550-404	152.30
RDO EQUIPMENT CO	P81812	09/04/2019	MAINTENANCE	604-49550-404	418.81
RDO EQUIPMENT CO	P81860	08/14/2019	CREDIT - MAINTENANCE	604-49550-404	-7.14
WINDOM AUTO VALU	#3400540 8-25-19	09/04/2019	MAINTENANCE #3400540	604-49550-405	15.47
ALTEC INDUSTRIES, INC.	50456555	09/03/2019	MAINTENANCE	604-49550-405	540.50
ALTEC INDUSTRIES, INC.	50457527	09/03/2019	MAINTENANCE	604-49550-405	917.36
ELECTRIC FUND	308	08/28/2019	EL - DISTRIBUTION	604-49550-408	103.84
ELECTRIC FUND	309	08/28/2019	EL - DISTRIBUTION	604-49550-408	227.40
ELECTRIC FUND	310	08/28/2019	EL - TRUCK STOCK	604-49550-408	38.63
CEMSTONE PRODUCTS CO	C2073832	08/27/2019	MAINTENANCE	604-49550-408	248.00
DGR ENGINEERING	00236135	08/27/2019	69 KV TRANSMISSION ROUTE	604-49550-413	204.00
COTTONWOOD CO ASSESSOR	BEACON 8-19 TO 8-20	08/27/2019	BEACON SUBSCRIPTION-AUG	604-49550-433	50.00
CMP - CENTRAL MUNICIPAL P	6621	08/13/2019	POWER COST -	604-49550-450	2,804.35
MN MUNICIPAL UTILITIES ASS	53856	09/04/2019	POWER DELIVERY PROG: CON	604-49550-480	841.00
DAKOTA SUPPLY GROUP	E943650	08/27/2019	FAIR BOARD-FIX LIGHT FIXTUR	604-49550-480	90.79
				Activity 49550 - Electric Total:	302,034.66
				Fund 604 - ELECTRIC Total:	358,605.51

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	609-49751-133	32.00
INDOFF, INC	3281792	09/03/2019	SUPPLIES	609-49751-200	81.21
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	609-49751-200	23.99

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RAGE INC - CAMPUS CLEANER	5684	08/14/2019	SERVICE - RIVER BEND LIQUO	609-49751-211	48.51
RAGE INC - CAMPUS CLEANER	6450	09/03/2019	SERVICE - RIVER BEND LIQUO	609-49751-211	52.52
AH HERMEL COMPANY	785633	08/14/2019	MERCHANDISE	609-49751-217	96.53
AH HERMEL COMPANY	788078	09/03/2019	MERCHANDISE	609-49751-217	30.49
BELLBOY CORP	0080237600	08/27/2019	MERCHANDISE	609-49751-251	3,543.18
VINOCOPIA, INC	0237998-IN	08/05/2019	MERCHANDISE	609-49751-251	269.19
BREAKTHRU BEVERAGE MN	1081011214	08/13/2019	MERCHANDISE	609-49751-251	2,285.09
BREAKTHRU BEVERAGE MN	1081017659	08/27/2019	MERCHANDISE	609-49751-251	1,681.32
JOHNSON BROS.	1355371	08/14/2019	MERCHANDISE	609-49751-251	1,706.33
JOHNSON BROS.	1360781	08/16/2019	MERCHANDISE	609-49751-251	865.43
SOUTHERN GLAZER'S OF MN	1852425	08/14/2019	MERCHANDISE	609-49751-251	416.50
SOUTHERN GLAZER'S OF MN	1855041	08/16/2019	MERCHANDISE	609-49751-251	1,585.67
PHILLIPS WINE & SPIRITS	2600758	08/14/2019	MERCHANDISE	609-49751-251	4,804.43
PHILLIPS WINE & SPIRITS	2604795	08/16/2019	MERCHANDISE	609-49751-251	2,203.00
PHILLIPS WINE & SPIRITS	340483	08/28/2019	CREDIT - MERCHANDISE	609-49751-251	-150.00
JOHNSON BROS.	561209	08/27/2019	CREDIT - MERCHANDISE	609-49751-251	-101.90
BEVERAGE WHOLESALERS	075825	08/27/2019	MERCHANDISE	609-49751-252	13,358.05
BEVERAGE WHOLESALERS	076978	09/03/2019	MERCHANDISE	609-49751-252	6,869.99
BREAKTHRU BEVERAGE MN	1081011215	08/13/2019	MERCHANDISE	609-49751-252	122.75
JOHNSON BROS.	1355373	08/14/2019	MERCHANDISE	609-49751-252	22.99
DOLL DISTRIBUTING, LLC	141654	08/16/2019	MERCHANDISE	609-49751-252	6,538.77
DOLL DISTRIBUTING, LLC	143829	08/16/2019	MERCHANDISE	609-49751-252	179.00
DOLL DISTRIBUTING, LLC	146654	08/27/2019	MERCHANDISE	609-49751-252	5,471.60
ARTISAN BEER COMPANY	3365757	08/16/2019	MERCHANDISE	609-49751-252	462.50
ARTISAN BEER COMPANY	3367272	08/27/2019	MERCHANDISE	609-49751-252	28.80
ARTISAN BEER COMPANY	3368831	09/03/2019	MERCHANDISE	609-49751-252	139.50
BELLBOY CORP	0080237600	08/27/2019	MERCHANDISE	609-49751-253	232.00
VINOCOPIA, INC	0237998-IN	08/05/2019	MERCHANDISE	609-49751-253	56.00
BEVERAGE WHOLESALERS	076978	09/03/2019	MERCHANDISE	609-49751-253	209.48
BREAKTHRU BEVERAGE MN	1081011214	08/13/2019	MERCHANDISE	609-49751-253	288.00
BREAKTHRU BEVERAGE MN	1081017659	08/27/2019	MERCHANDISE	609-49751-253	120.00
JOHNSON BROS.	1355372	08/14/2019	MERCHANDISE	609-49751-253	2,784.11
JOHNSON BROS.	1360782	08/16/2019	MERCHANDISE	609-49751-253	247.90
PHILLIPS WINE & SPIRITS	2600759	08/14/2019	MERCHANDISE	609-49751-253	706.80
PHILLIPS WINE & SPIRITS	2604796	08/16/2019	MERCHANDISE	609-49751-253	95.15
WINE MERCHANTS	7246760	08/14/2019	MERCHANDISE	609-49751-253	125.00
BREAKTHRU BEVERAGE MN	1081011214	08/13/2019	MERCHANDISE	609-49751-254	44.00
BREAKTHRU BEVERAGE MN	1081017659	08/27/2019	MERCHANDISE	609-49751-254	117.98
JOHNSON BROS.	1360782	08/16/2019	MERCHANDISE	609-49751-254	74.00
DOLL DISTRIBUTING, LLC	141654	08/16/2019	MERCHANDISE	609-49751-254	28.00
DOLL DISTRIBUTING, LLC	146654	08/27/2019	MERCHANDISE	609-49751-254	28.00
ATLANTIC COCA-COLA	2110133	08/16/2019	MERCHANDISE	609-49751-254	157.94
ATLANTIC COCA-COLA	2130656	09/03/2019	MERCHANDISE	609-49751-254	166.90
PHILLIPS WINE & SPIRITS	2604796	08/16/2019	MERCHANDISE	609-49751-254	47.00
AH HERMEL COMPANY	785633	08/14/2019	MERCHANDISE	609-49751-254	18.33
AH HERMEL COMPANY	788078	09/03/2019	MERCHANDISE	609-49751-254	32.34
AH HERMEL COMPANY	C68527	08/27/2019	CREDIT - MERCHANDISE	609-49751-254	-1.22
AH HERMEL COMPANY	785633	08/14/2019	MERCHANDISE	609-49751-256	176.42
AH HERMEL COMPANY	788078	09/03/2019	MERCHANDISE	609-49751-256	88.21
ARCTIC GLACIER U.S.A. INC	1947921902	08/13/2019	MERCHANDISE	609-49751-257	48.00
ARCTIC GLACIER U.S.A. INC	1947922115	08/13/2019	MERCHANDISE	609-49751-257	242.60
ARCTIC GLACIER U.S.A. INC	1947924004	09/03/2019	MERCHANDISE	609-49751-257	199.50
ARCTIC GLACIER U.S.A. INC	1949922602	08/16/2019	MERCHANDISE	609-49751-257	106.05
ARCTIC GLACIER U.S.A. INC	1951923302	08/27/2019	MERCHANDISE	609-49751-257	198.00
AH HERMEL COMPANY	785633	08/14/2019	MERCHANDISE	609-49751-261	52.06
AH HERMEL COMPANY	788078	09/03/2019	MERCHANDISE	609-49751-261	31.57
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	609-49751-321	204.53
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	609-49751-326	656.06
BELLBOY CORP	0080237600	08/27/2019	MERCHANDISE	609-49751-333	90.34
VINOCOPIA, INC	0237998-IN	08/05/2019	MERCHANDISE	609-49751-333	7.50

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MN	1081011214	08/13/2019	MERCHANDISE	609-49751-333	61.36
BREAKTHRU BEVERAGE MN	1081017659	08/27/2019	MERCHANDISE	609-49751-333	43.40
JOHNSON BROS.	1355371	08/14/2019	MERCHANDISE	609-49751-333	32.42
JOHNSON BROS.	1355372	08/14/2019	MERCHANDISE	609-49751-333	93.10
JOHNSON BROS.	1360781	08/16/2019	MERCHANDISE	609-49751-333	13.05
JOHNSON BROS.	1360782	08/16/2019	MERCHANDISE	609-49751-333	12.18
SOUTHERN GLAZER'S OF MN	1852424	08/14/2019	MERCHANDISE	609-49751-333	1.19
SOUTHERN GLAZER'S OF MN	1852425	08/14/2019	MERCHANDISE	609-49751-333	30.75
SOUTHERN GLAZER'S OF MN	1855041	08/16/2019	MERCHANDISE	609-49751-333	26.90
ARCTIC GLACIER U.S.A. INC	1947921902	08/13/2019	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	1947922115	08/13/2019	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	1947924004	09/03/2019	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	1949922602	08/16/2019	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	1951923302	08/27/2019	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2600758	08/14/2019	MERCHANDISE	609-49751-333	62.64
PHILLIPS WINE & SPIRITS	2600759	08/14/2019	MERCHANDISE	609-49751-333	15.66
PHILLIPS WINE & SPIRITS	2604795	08/16/2019	MERCHANDISE	609-49751-333	18.27
PHILLIPS WINE & SPIRITS	2604796	08/16/2019	MERCHANDISE	609-49751-333	3.48
PHILLIPS WINE & SPIRITS	340483	08/28/2019	CREDIT - MERCHANDISE	609-49751-333	-1.74
JOHNSON BROS.	561209	08/27/2019	CREDIT - MERCHANDISE	609-49751-333	-0.87
WINE MERCHANTS	7246760	08/14/2019	MERCHANDISE	609-49751-333	1.74
AH HERMEL COMPANY	785633	08/14/2019	MERCHANDISE	609-49751-333	4.95
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	609-49751-340	923.40
TDS MEDIA DIRECT, INC	80989	09/04/2019	ADVERTISING	609-49751-340	248.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	609-49751-381	1,105.82
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	609-49751-382	19.69
MN ENERGY RESOURCES	20190812	08/20/2019	HEATING #0507314125-00001	609-49751-383	51.19
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	609-49751-385	37.80
RITA HACKER -CREATIVE DESI	704	09/03/2019	SUPPLIES #84948800	609-49751-480	106.00
Activity 49751 - Liquor Store Total:					63,351.37
Fund 609 - LIQUOR STORE Total:					63,351.37
Fund: 614 - TELECOM					
CALIX	1421562	08/14/2019	MIGRATION	614-16400	4,566.57
CALIX	1421807	08/14/2019	MIGRATION	614-16400	4,533.80
					9,100.37

Activity: 49870 - Telecom

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	614-49870-133	80.00
INDOFF, INC	3281792	09/03/2019	SUPPLIES	614-49870-200	81.21
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	614-49870-200	23.99
RAGE INC - CAMPUS CLEANER	6071	08/20/2019	SERVICE - WINDOM NET	614-49870-211	21.31
HEARTLAND SECURITY SERVIC	#602016517 8-27-19	09/03/2019	SERVICE #602016517	614-49870-217	363.84
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	614-49870-227	9.04
POWER & TEL	6713503-00	08/14/2019	MAINTENANCE	614-49870-227	424.06
POWER & TEL	6748958-00	08/20/2019	SERVICE	614-49870-227	167.66
BORDER STATES	918399403	09/03/2019	SYSTEM MAINTENANCE	614-49870-227	1,500.00
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	614-49870-241	21.99
AMAZON CAPITAL SERVICES, I	1M94-RXFD-DJDW	08/28/2019	#A2Q0YJ82NZN2YT - SUPPLIES	614-49870-241	22.57
INTERSTATE TRS FUND	82580760019	08/27/2019	ASSESSMENT FOR 499A FILIN	614-49870-304	263.92
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	614-49870-321	369.14
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	614-49870-321	302.64
HP DATAONE, LLC	33	08/27/2019	#8 IN 2019	614-49870-326	1,328.13
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	614-49870-340	165.40
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	614-49870-381	2,588.73
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	614-49870-382	19.11
MN ENERGY RESOURCES	20190813	08/20/2019	HEATING #0507509833-00001	614-49870-383	3.28
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	614-49870-385	36.15
ROYAL GLASS LLC	5	08/28/2019	SERVICE	614-49870-401	55.69
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	614-49870-406	9.49
COTTONWOOD CO ASSESSOR	BEACON 8-19 TO 8-20	08/27/2019	BEACON SUBSCRIPTION-AUG	614-49870-433	50.00

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	479944	08/27/2019	DIRECTORY LISTING #MN CO	614-49870-441	165.48
CENTURY LINK	7242105D-D-19229	09/03/2019	CABS #5142105DD3	614-49870-441	80.34
SHOWTIME NETWORKS INC	12961	08/16/2019	SUBSCRIBER	614-49870-442	261.80
TEGNA	1500-1049	08/28/2019	SUBSCRIBER - #1500-1049	614-49870-442	3,504.00
DISPLAY SYSTEMS INTERNATI	18817	09/03/2019	SERVICE	614-49870-442	198.44
NATIONAL CABLE TV COOP	19081183	09/04/2019	SUBSCRIBER	614-49870-442	43,087.04
REGISTER OF COPYRIGHTS	20190826	08/28/2019	REGISTER OF COPYRIGHTS	614-49870-442	1,019.13
ARVIG ENTERPRISES, INC	294488	09/03/2019	HEADEND SERVICES #104725	614-49870-442	459.50
UNIVERSAL SERVICE ADMIN C	UBDI0001061778	08/28/2019	499A CONTRIBUTION #82580	614-49870-443	1,746.79
CENTURY LINK	507-831-1075-104 8-16-19	08/28/2019	SERVICE 831-1075 104	614-49870-451	76.75
				Activity 49870 - Telecom Total:	58,506.62
				Fund 614 - TELECOM Total:	67,606.99

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	615-49850-133	16.00
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	615-49850-200	23.99
ADVANCE AUTO PARTS	#091380 9-2-19	09/04/2019	MAINTENANCE	615-49850-211	29.90
LAMPERS YARDS, INC.	#3902020 8-25-19	08/28/2019	MAINTENANCE #3902020	615-49850-215	10.48
RUNNINGS SUPPLY, INC	#71920 8-24-19	09/04/2019	MAINTENANCE #71920	615-49850-215	423.67
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	615-49850-321	125.48
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	615-49850-321	58.60
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	615-49850-326	363.00
MN RECREATION & PARK ASS	9814	08/28/2019	JOB POSTING-RECREATION DI	615-49850-340	125.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	615-49850-381	2,543.95
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	615-49850-382	3,370.21
MN ENERGY RESOURCES	20190813A	08/28/2019	HEATING #0504094426-00001	615-49850-383	112.72
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	615-49850-385	1,229.25
WINDOM AUTO VALU	#3400540 8-25-19	09/04/2019	MAINTENANCE #3400540	615-49850-404	114.66
OVERHEAD DOOR COMPANY	55591	09/03/2019	MAINTENANCE	615-49850-404	583.20
				Activity 49850 - Arena Total:	9,130.11
				Fund 615 - ARENA Total:	9,130.11

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20190903	09/03/2019	PETTY CASH - COMM CENTER	617-10200	1,700.00
					1,700.00

Activity: 49860 - M/P Center

NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	617-49860-133	32.00
MAIL FINANCE	N7883743	09/03/2019	LEASE PAYMENT 6/27 TO 9/26	617-49860-200	23.99
COLE PAPERS INC.	9574710	08/27/2019	SUPPLIES	617-49860-211	321.98
RAGE INC - CAMPUS CLEANER	6152	08/27/2019	SERVICE - COMM CENTER	617-49860-217	67.50
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	617-49860-321	59.70
VERIZON WIRELESS	9836469592	08/28/2019	PHONE SERVICE #48657723	617-49860-321	41.12
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	617-49860-326	403.33
CITIZEN PUBLISHING CO	20190831	09/03/2019	ADVERTISING	617-49860-340	134.88
WINDOM QUICK PRINT	1902	08/28/2019	SUPPLIES	617-49860-350	111.00
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	617-49860-381	1,968.60
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	617-49860-382	72.89
MN ENERGY RESOURCES	20190812C	08/28/2019	HEATING #0503741572-00001	617-49860-383	97.02
ELECTRIC FUND	20190826	08/27/2019	MONTHLY UTILITY & TELECO	617-49860-385	147.09
BARGEN INC	219400	08/27/2019	MAINTENANCE	617-49860-402	1,528.16
ELITE MECHANICAL SYSTEMS,	4854	09/03/2019	MAINTENANCE	617-49860-402	114.73
ELITE MECHANICAL SYSTEMS,	4865	09/03/2019	MAINTENANCE	617-49860-402	80.00
ELITE MECHANICAL SYSTEMS,	4748	09/03/2019	MAINTENANCE	617-49860-404	1,601.04
ELITE MECHANICAL SYSTEMS,	4783	09/03/2019	MAINTENANCE	617-49860-404	935.08
ELITE MECHANICAL SYSTEMS,	4812	09/03/2019	MAINTENANCE	617-49860-404	1,907.18
				Activity 49860 - M/P Center Total:	9,647.29
				Fund 617 - M/P CENTER Total:	11,347.29

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001640	08/30/2019	Federal Tax Withholding	700-21701	9,632.30
-------------------------------	------------	------------	-------------------------	-----------	----------

Expense Approval Report

Payment Dates: 08282019 - 09052019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Department of Revenue -	INV0001641	08/30/2019	State Withholding	700-21702	4,879.82
Internal Revenue Service-Payr	INV0001640	08/30/2019	Social Security	700-21703	12,887.12
MN Pera	INV0001637	08/30/2019	PERA	700-21704	906.28
MN Pera	INV0001637	08/30/2019	PERA	700-21704	6,420.12
MN Pera	INV0001637	08/30/2019	PERA	700-21704	13,108.60
MN State Deferred	INV0001638	08/30/2019	Deferred Compensation	700-21705	6,672.28
MN State Deferred	INV0001638	08/30/2019	Deferred Roth	700-21705	535.00
MN CHILD SUPPORT PAYMEN	INV0001639	08/30/2019	Child Support Payment	700-21709	94.60
Internal Revenue Service-Payr	INV0001640	08/30/2019	Medicare Withholding	700-21711	3,651.24
FURTHER (Select Account)	39140526	08/27/2019	FLEX SPENDING	700-21712	1,780.09
FURTHER (Select Account)	39152321	08/27/2019	FLEX SPENDING	700-21712	13.98
FURTHER (Select Account)	39159132	09/03/2019	FLEX SPENDING	700-21712	618.72
AFLAC	975378	08/27/2019	INSURANCE - AUG 2019 - AFT	700-21715	320.22
AFLAC	975378	08/27/2019	INSURANCE - AUG 2019 - PRE	700-21716	641.25
MN BENEFIT ASSOCIATION	2019-0069549	08/28/2019	INSURANCE - 9-1-19 PRE TAX	700-21717	4.84
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	700-21718	16.00
NCPERS MINNESOTA	844600092019	08/28/2019	INSURANCE #844600 - SEPT 2	700-21718	16.00
MN BENEFIT ASSOCIATION	2019-0069549	08/28/2019	INSURANCE - 9-1-19 AFTER T	700-21719	103.59
FURTHER (Select Account)	INV0001636	08/30/2019	HSA Employee Contribution	700-21723	87.31

62,389.36

Fund 700 - PAYROLL Total: 62,389.36

Grand Total: 2,805,585.76

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	168,027.86
211 - LIBRARY	4,367.13
225 - AIRPORT	104,753.27
230 - POOL	3,521.71
235 - AMBULANCE	3,578.63
250 - EDA GENERAL	4,479.07
253 - EDA RIVERBLUFF ESTATES	86.57
254 - NORTH IND PARK	95.85
277 - TIF 1-22 CEMSTONE	949.00
308 - 2020 STREET PROJECT	2,620.00
401 - GENERAL CAPITAL PROJECTS	43,772.54
601 - WATER	10,850.46
602 - SEWER	1,886,053.04
604 - ELECTRIC	358,605.51
609 - LIQUOR STORE	63,351.37
614 - TELECOM	67,606.99
615 - ARENA	9,130.11
617 - M/P CENTER	11,347.29
700 - PAYROLL	62,389.36
Grand Total:	2,805,585.76

Account Summary

Account Number	Account Name	Payment Amount
100-10400	Investments - Current	148,000.00
100-41110-350	Printing & Design	222.20
100-41110-434	Employee Appreciation	740.69
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	332.93
100-41310-321	Telephone	149.78
100-41310-326	Data Processing	304.52
100-41310-331	Travel Expense	174.00
100-41310-433	Dues & Subscriptions	191.76
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	89.71
100-41910-308	Training & Registrations	30.00
100-41910-321	Telephone	139.99
100-41910-443	Intergovernmental Fees	50.00
100-41940-211	Cleaning Supplies	62.39
100-41940-381	Electric Utility	546.86
100-41940-382	Water Utility	63.75
100-41940-385	Sewer Utility	128.23
100-41940-406	Repairs & Maint - Groun	858.00
100-41940-409	Repairs & Maint - Utilitie	1.82
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	279.81
100-42120-321	Telephone	69.68
100-42120-326	Data Processing	284.65
100-42120-350	Printing & Design	140.49
100-42120-405	Repairs & Maint - Vehicl	1,575.65
100-42120-419	Vehicle Lease	2,772.09
100-42220-200	Office Supplies	142.21
100-42220-211	Cleaning Supplies	34.83
100-42220-215	Materials & Equipment	382.91
100-42220-321	Telephone	42.35
100-42220-381	Electric Utility	315.19
100-42220-382	Water Utility	12.26
100-42220-385	Sewer Utility	26.26

Account Summary

Account Number	Account Name	Payment Amount
100-42220-405	Repairs & Maint - Vehicl	128.09
100-42500-381	Electric Utility	31.29
100-43100-133	Employer Paid Insurance	64.00
100-43100-200	Office Supplies	23.99
100-43100-217	Other Operating Supplie	70.00
100-43100-224	Street Maint Materials	316.21
100-43100-241	Small Tools	33.99
100-43100-321	Telephone	90.35
100-43100-381	Electric Utility	1,203.20
100-43100-382	Water Utility	19.73
100-43100-385	Sewer Utility	41.64
100-43100-401	Repairs & Maint - Buildi	2,003.00
100-43100-404	Repairs & Maint - M&E	2,445.80
100-43100-405	Repairs & Maint - Vehicl	354.64
100-43100-480	Other Miscellaneous	50.00
100-45120-200	Office Supplies	23.99
100-45120-217	Other Operating Supplie	300.00
100-45120-340	Advertising & Promotion	165.40
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	23.99
100-45202-211	Cleaning Supplies	26.66
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	699.41
100-45202-382	Water Utility	687.81
100-45202-385	Sewer Utility	183.15
100-45202-405	Repairs & Maint - Vehicl	83.04
100-45202-406	Repairs & Maint - Groun	62.80
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	288.11
211-45501-321	Telephone	28.29
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	455.36
211-45501-382	Water Utility	19.42
211-45501-385	Sewer Utility	40.70
211-45501-402	Repairs & Maint - Struct	880.00
211-49950-500	Capital Outlay	2,435.92
225-45127-264	Merchandise For Resale	9,233.00
225-45127-381	Electric Utility	301.64
225-49950-500	Capital Outlay	95,218.63
230-45124-217	Other Operating Supplie	250.83
230-45124-321	Telephone	64.72
230-45124-350	Printing & Design	165.40
230-45124-381	Electric Utility	1,103.02
230-45124-382	Water Utility	1,164.29
230-45124-383	Gas Utility	730.29
230-45124-385	Sewer Utility	43.16
235-42153-200	Office Supplies	59.11
235-42153-217	Other Operating Supplie	561.69
235-42153-321	Telephone	136.71
235-42153-326	Data Processing	1,848.00
235-42153-327	Interpretation Fees	41.30
235-42153-331	Travel Expense	107.42
235-42153-334	Meals/Lodging	315.39
235-42153-381	Electric Utility	210.13
235-42153-382	Water Utility	8.17
235-42153-385	Sewer Utility	17.50
235-42153-406	Repairs & Maint - Groun	23.21
235-42153-435	Books and Pamphlets	250.00

Account Summary

Account Number	Account Name	Payment Amount
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	120.04
250-46520-321	Telephone	357.27
250-46520-340	Advertising & Promotion	396.77
250-46520-350	Printing & Design	79.50
250-46520-381	Electric Utility	60.90
250-46520-438	Meeting Expense	20.79
250-46520-443	Intergovernmental Fees	50.00
250-49980-602	Other Long-Term Obliga	2,365.18
250-49980-612	Other Interest	1,004.62
253-46520-406	Repairs & Maint - Groun	86.57
254-46520-381	Electric Utility	95.85
277-46530-592	TIF Site Imprvements	949.00
308-41000-303	Engineering and Surveyi	2,620.00
401-11506	Accounts Receivable - Ac	23,492.13
401-49950-500	Capital Outlay - Office	1,015.78
401-49950-504	Capital Outlay - Parks	18,514.63
401-49950-505	Capital Outlay - Civil Def	750.00
601-49400-133	Employer Paid Insurance	32.00
601-49400-200	Office Supplies	105.20
601-49400-216	Chemicals and Chemical	569.50
601-49400-310	Lab Testing	77.00
601-49400-321	Telephone	147.88
601-49400-322	Postage	11.41
601-49400-326	Data Processing	1,398.13
601-49400-381	Electric Utility	5,494.71
601-49400-382	Water Utility	17.14
601-49400-383	Gas Utility	458.34
601-49400-385	Sewer Utility	33.82
601-49400-386	Landfill	2,505.33
602-16200	Buildings	1,867,254.40
602-49450-133	Employer Paid Insurance	64.00
602-49450-200	Office Supplies	105.20
602-49450-216	Chemicals and Chemical	784.50
602-49450-310	Lab Testing	1,502.40
602-49450-321	Telephone	246.51
602-49450-326	Data Processing	1,398.12
602-49450-381	Electric Utility	12,917.56
602-49450-382	Water Utility	542.64
602-49450-383	Gas Utility	19.44
602-49450-404	Repairs & Maint - M&E	1,013.24
602-49450-405	Repairs & Maint - Vehicl	205.03
604-14200	Inventory	1,602.61
604-16300	Improvements Other Th	54,968.24
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	105.20
604-49550-217	Other Operating Supplie	323.94
604-49550-218	Uniforms	389.13
604-49550-263	Merchandise for Resale -	292,156.30
604-49550-321	Telephone	264.46
604-49550-326	Data Processing	1,519.49
604-49550-333	Freight and Express	46.65
604-49550-381	Electric Utility	129.14
604-49550-382	Water Utility	25.08
604-49550-383	Gas Utility	45.00
604-49550-385	Sewer Utility	52.31
604-49550-402	Repairs & Maint - Struct	216.56
604-49550-404	Repairs & Maint - M&E	584.06

Account Summary

Account Number	Account Name	Payment Amount
604-49550-405	Repairs & Maint - Vehicl	1,473.33
604-49550-408	Repairs & Maint - Distrib	617.87
604-49550-413	Repairs & Maint - Trans	204.00
604-49550-433	Dues & Subscriptions	50.00
604-49550-450	Conservation	2,804.35
604-49550-480	Other Miscellaneous	931.79
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	105.20
609-49751-211	Cleaning Supplies	101.03
609-49751-217	Other Operating Supplie	127.02
609-49751-251	Liquor	19,198.24
609-49751-252	Beer	33,193.95
609-49751-253	Wine	4,864.44
609-49751-254	Soft Drinks & Mix	713.27
609-49751-256	Tobacco Products	264.63
609-49751-257	Ice	794.15
609-49751-261	Other Merchandise	83.63
609-49751-321	Telephone	204.53
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	521.32
609-49751-340	Advertising & Promotion	1,171.40
609-49751-381	Electric Utility	1,105.82
609-49751-382	Water Utility	19.69
609-49751-383	Gas Utility	51.19
609-49751-385	Sewer Utility	37.80
609-49751-480	Other Miscellaneous	106.00
614-16400	Machinery & Equipment	9,100.37
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	105.20
614-49870-211	Cleaning Supplies	21.31
614-49870-217	Other Operating Supplie	363.84
614-49870-227	Utility System Maint Sup	2,100.76
614-49870-241	Small Tools	44.56
614-49870-304	Legal Fees	263.92
614-49870-321	Telephone	671.78
614-49870-326	Data Processing	1,328.13
614-49870-340	Advertising & Promotion	165.40
614-49870-381	Electric Utility	2,588.73
614-49870-382	Water Utility	19.11
614-49870-383	Gas Utility	3.28
614-49870-385	Sewer Utility	36.15
614-49870-401	Repairs & Maint - Buildi	55.69
614-49870-406	Repairs & Maint - Groun	9.49
614-49870-433	Dues & Subscriptions	50.00
614-49870-441	Transmission Fees	245.82
614-49870-442	Subscriber Fees	48,529.91
614-49870-443	Intergovernmental Fees	1,746.79
614-49870-451	Call Completion	76.75
615-49850-133	Employer Paid Insurance	16.00
615-49850-200	Office Supplies	23.99
615-49850-211	Cleaning Supplies	29.90
615-49850-215	Materials & Equipment	434.15
615-49850-321	Telephone	184.08
615-49850-326	Data Processing	363.00
615-49850-340	Advertising & Promotion	125.00
615-49850-381	Electric Utility	2,543.95
615-49850-382	Water Utility	3,370.21
615-49850-383	Gas Utility	112.72

Account Summary

Account Number	Account Name	Payment Amount
615-49850-385	Sewer Utility	1,229.25
615-49850-404	Repairs & Maint - M&E	697.86
617-10200	Petty Cash	1,700.00
617-49860-133	Employer Paid Insurance	32.00
617-49860-200	Office Supplies	23.99
617-49860-211	Cleaning Supplies	321.98
617-49860-217	Other Operating Supplie	67.50
617-49860-321	Telephone	100.82
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	134.88
617-49860-350	Printing & Design	111.00
617-49860-381	Electric Utility	1,968.60
617-49860-382	Water Utility	72.89
617-49860-383	Gas Utility	97.02
617-49860-385	Sewer Utility	147.09
617-49860-402	Repairs & Maint - Struct	1,722.89
617-49860-404	Repairs & Maint - M&E	4,443.30
700-21701	Federal Withholding	9,632.30
700-21702	State Withholding	4,879.82
700-21703	FICA Tax Withholding	12,887.12
700-21704	PERA Contributions	20,435.00
700-21705	Retirement	7,207.28
700-21709	Wage Levy	94.60
700-21711	Medicare Tax Withholdi	3,651.24
700-21712	Flex Account	2,412.79
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	641.25
700-21717	Individual Insurance-MB	4.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	103.59
700-21723	HSA Employee Contribu	87.31
	Grand Total:	2,805,585.76

Project Account Summary

Project Account Key	Payment Amount
None	2,805,585.76
Grand Total:	2,805,585.76

GA
9-6-2019

RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION AWARDING THE CONTRACT FOR THE
"WINDOM RECREATION AREA TENNIS COURTS PROJECT"**

WHEREAS, pursuant to an advertisement for bids for the project entitled "Windom Recreation Area Tennis Courts Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Bid Amount	Alternate #1 - Deduction
Empire Building Constr.	\$174,794.86	(\$500.00)
Hulstein Excavating	\$231,868.25	(\$0.00)
K & M Concrete Constr.	\$262,872.95	(\$300.00)
Peterson Companies	\$321,847.48	(\$500.00)

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

	Bid Amount	Alternate #1 - Deduction
Empire Building Constr.	\$174,794.86	(\$500.00)

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

1. A "Notice of Award" shall be issued to the above low bidder.
2. The Mayor and City Administrator are hereby authorized and directed to enter into the contract with the above low bidder, in the name of the City of Windom, for the completion of the project entitled "Windom Recreation Area Tennis Courts Project" according to the plans and specifications. Copies of the specifications are on file in the Office of the City Administrator.

Adopted by the Council this 17th day of September, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

ACTION ITEM



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

TO: Steve Nasby and the City Council
FROM: Brian Cooley; Street and Parks Superintendent
DATE: September 12, 2019
RE: Tennis Court Bids
DEPT: Street/Parks Department
CONTACT: Brian.Cooley@windimn.com

Recommendations/Options/Action Requested

The City of Windom Parks and Recreation Commission, after reviewing the bids, voted on September 11 to recommend that the City Council to approve the lowest bid from Empire Building Construction of Sioux Falls, SD. They are the lowest bid of the four that they reviewed at; \$174,194.86 dollars.

Issue Summary/Background

In 2016 when the ESF building was built in Witt Park, the tennis courts were removed. At that time, the City Council decided that we should replace the ones removed and locate them in another park. Through that process, many locations and much discussion finely led to this point in the project.

Fiscal Impact

The City Council has set aside \$200,000 dollar in the Parks and Recreation C.I.P.

Attachments

DGR Engineering recommendation and bid summery.



September 11, 2019

Steven Nasby, City Administrator
City of Windom
444 9th Street
P.O. Box 38
Windom, MN 56101-0038

**RE: Legion Park Tennis Courts
Windom, Minnesota
DGR Project No. 369017**

Dear Steve:

Empire Building Construction of Sioux Falls is the low bidder for the above referenced project with a bid of **\$174,194.86** (Bid alternate deduct- \$500.00), the Engineer's budget estimate was \$170,000. DGR recommends the City Council award the construction contract including the Alternate (if selected by the Parks Committee) to the low bidder subject to receipt of all contract documents in proper form.

Please feel free to call me if you have any questions.

Sincerely,

DGR Engineering

A handwritten signature in black ink, appearing to read 'Dan L. Van Schepen'.

Dan L. Van Schepen, P.E.

cc: Luke Fortney, Empire Building Construction

**BID TABULATION
LEGION PARK TENNIS COURTS**

City of Windom
PO Box 38
Windom, MN 56101



DGR Engineering
1302 South Union Street
Rock Rapids, IA 51246

DGR PROJECT NO. 369017

LETTING: September 10, 2019 @ 11:00 A.M.

BID SECURITY		10% Bid Bond		10% Bid Bond		10% Bid Bond		10% Bid Bond				
BIDDER AND ADDRESS		Empire Building Constr. 1709 N Industrial Ave Sioux Falls, SD 57104		Hulstein Excavating 147 175th Ave Edgerton, MN 56128		K&M Concrete Constr. 235 Industrial St Edgerton, MN 56128		Peterson Companies 8326 Wyoming Trail Chisago City, MN 55013				
ITEM NO.	NO. OF UNITS	DESCRIPTION	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
1	1,630	12" Subgrade Preparation, 2112.604 per sq. yd.	5.00	8,150.00	5.00	8,150.00	2.20	3,586.00	2.20	3,586.00		
2	300	Excavation and embankment, 2105.501 per cu. yd.	6.00	1,800.00	17.50	5,250.00	16.20	4,860.00	33.05	9,915.00		
3	1,515	5" PCC pavement, 2531.604 per sq. yd.	39.00	59,085.00	60.25	91,278.75	71.55	108,398.25	75.13	113,821.95		
4	1,515	PCC reinforcement (1' x 1') per sq. yd.	14.00	21,210.00	10.50	15,907.50	25.20	38,178.00	26.46	40,086.90		
5	1,630	Class 5 base, 2211.508 per sq. yd.	5.00	8,150.00	7.75	12,632.50	9.75	15,892.50	7.57	12,339.10		
6	464	10' chain link fencing, per lin. ft.	41.49	19,251.36	58.00	26,912.00	76.30	35,403.20	59.85	27,770.40		
7	3	Chain link gate, per ea.	1,065.00	3,195.00	1,500.00	4,500.00	1,615.00	4,845.00	630.00	1,890.00		
8	486	HDPE subdrain, 2502.541 per lin. ft.	15.00	7,290.00	9.00	4,374.00	13.00	6,318.00	13.54	6,580.44		
9	1	CMP subdrain outlet, per ea.	500.00	500.00	1,437.00	1,437.00	540.00	540.00	173.78	173.78		
10	2	Tennis court net assembly, per ea.	2,600.00	5,200.00	3,630.00	7,260.00	3,780.00	7,560.00	2,808.75	5,617.50		
11	1,630	Court surfacing and marking, per sq. yd.	11.45	18,663.50	17.00	27,710.00	12.40	20,212.00	12.01	19,576.30		
12	200	Silt fence, 2564.603 per lin. ft.	3.00	600.00	5.75	1,150.00	4.40	880.00	4.20	840.00		
13	400	Topsoil spreading & finish grading, per cu. yd.	3.00	1,200.00	5.00	2,000.00	6.50	2,600.00	15.48	6,192.00		
14	0.5	Seeding, fertilizing and mulching, per acre	5,000.00	2,500.00	9,773.00	4,886.50	5,900.00	2,950.00	26,334.00	13,167.00		
15	Job	Stabilized construction entrance, lump sum	L.S.	1,400.00	L.S.	2,720.00	L.S.	1,080.00	L.S.	2,796.26	L.S.	
16	Job	Traffic control, 2563.601 lump sum	L.S.	1,000.00	L.S.	2,100.00	L.S.	220.00	L.S.	765.45	L.S.	

BID TABULATION
LEGION PARK TENNIS COURTS

City of Windom
PO Box 38
Windom, MN 56101



DGR Engineering
1302 South Union Street
Rock Rapids, IA 51246

DGR PROJECT NO. 369017

LETTING: September 10, 2019 @ 11:00 A.M.

BID SECURITY			10% Bid Bond		10% Bid Bond		10% Bid Bond		10% Bid Bond			
BIDDER AND ADDRESS			Empire Building Constr. 1709 N Industrial Ave Sioux Falls, SD 57104		Hulstein Excavating 147 175th Ave Edgerton, MN 56128		K&M Concrete Constr. 235 Industrial St Edgerton, MN 56128		Peterson Companies 8326 Wyoming Trail Chisago City, MN 55013			
ITEM NO.	NO. OF UNITS	DESCRIPTION	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
17	Job	Mobilization, 2021.501 lump sum	L.S.	15,000.00	L.S.	13,600.00	L.S.	9,350.00	L.S.	56,729.40	L.S.	
TOTAL BID			* \$174,194.86		\$231,868.25		\$262,872.95		\$321,847.48			
Alternate No. 1												
A.1	Job	Deduct for a single surfacing color, lump sum	L.S.	\$500.00		0.00	L.S.	\$300.00	L.S.	\$500.00	L.S.	
TOTAL BID WITH ALTERNATE NO. 1			\$173,694.86		\$231,868.25		\$262,572.95		\$321,347.48			

* Apparent Low Bidder

RESOLUTION #2019

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY

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

1. That the following sums of money are hereby proposed to be levied for the current year, collectible in 2020, upon the taxable property in said City of Windom for the following purposes:

Levy Purpose	Levy After all Aids and Reserves
General	
Special Revenue	
Capital Outlay	
Debt Service	
PERA Rate Increase	
LGA Recapture	
TOTALS	\$2,124,245

BE IT FURTHER RESOLVED AS FOLLOWS:

1. The City Administrator/Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 17th day of September, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

ACTION ITEM



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

TO: City Council
FROM: Steve Nasby, City Administrator and Chelsie Carlson, Finance Director\Controller
DATE: September 12, 2019
RE: 2020 Budget Proposal and Preliminary Levy
DEPT: Administration and Finance
CONTACT: Steve Nasby: Steve.Nasby@windommn.com or Chelsie Carlson: Chelsie.Carlson@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Set the 2020 Preliminary Tax Levy for a not to exceed amount of 4.48%.

2020 Budget Proposal

Attached for your reference are the preliminary budget data for 2020 (Exhibit A). The 2020 budget numbers are based upon budget adjustments in operational costs for salaries/benefits, goods & services and expectations for contracted items (e.g. property and casualty insurance, workers compensation, billing, etc.).

As a service industry, costs for personnel are the City's highest percentage of the budget. This budget is based upon the terms of both union labor agreements and health insurance that is 13.5% higher for 2020. The increase in the City's cost of health insurance alone is \$55,150 (about 40-45% of this is paid out of the General Fund). One significant bright spot is that Local Government Aid (LGA) went up by \$43,767.

Primary increases in the General Fund budget includes \$61,760 more in the Police Department and \$27,582 in the Streets Department. A large share of the increase in the Police Department is due to the full year implementation of the new part-time officer. A community policing partnership with the SW\WC Coop contributes \$6,000 to the City to partially off-set these costs. In the Street Department more funds were budgeted for street repairs and other maintenance items, but no additional staffing.

Special Revenue Funds supported by the property tax levy include the Library, Pool, Airport, EDA, Arena and Community Center. The proposed 2020 budget includes increases for the Pool, EDA, Arena and Community Center budgets amounting to \$79,518.

The Parks and Recreation Commission has requested an additional Maintenance worker position at an estimated cost of \$64,250. This position has not been included in the proposed budget and would require an additional 3.16% to the proposed tax levy.

Budget for Capital Improvements Plan (CIP)

Attached is the CIP Summary by Department (Exhibit B). A detailed listing will be provided for the October 30th budget work session as it provides additional detail and shows the anticipated funding sources for the projects. The budgeted amount for 2020 expenditure is \$200,000. This is down by about

\$47,000 from the 2019 budget due to increases in operational expenses within the 2020 proposed budget. This reduction in Capital spending will place further strain on the City's ability to keep up with equipment replacements.

Debt Service

The payments due in 2020 for debt service is down \$24,556 from 2019 due to the minor fluctuations in debt payments for the City's outstanding General Obligation bonds. Exhibit C shows the Debt Service Levy requirements for the next five years.

Five Year Budget Projection

Based on the 2020 budget proposal a five year projection shows the property tax changes needed to maintain the provision of services and accommodate existing debt service is shown on Exhibit D.

General Fund Reserve

Exhibit E shows the General Fund Reserve and the various levels of available funds depending on the City Council adopted reserve funds range of 35-60%. Exhibit E shows the previously committed expenditures approved by the City Council. No use of General Fund Reserve monies has been applied to the proposed budget. Due to the fund being at 50% (50.47% based on 2019 expenses) staff is not recommending use of the General Fund Reserve as maintaining a healthy reserve allows the City Council continued flexibility should unforeseen expenses or opportunities arise during the year. If the City Council does want to use some monies from the General Fund Reserve staff recommends that it be only for one-time capital purchases and not to fund on-going operational costs.

Property Tax Levy – Amount Raised by Percentage

The 2019 Property Tax Levy was \$2,033,190. As such, each 1% increase in the tax levy raises and additional \$20,331.90. The proposed 4.48% increase equals \$91,055 more for City spending in 2020.

The City Council needs to set the preliminary property tax levy by September 30, 2019. **Staff's recommendation is for the City Council to set a 4.48% preliminary levy.** The final property tax levy can always go down, but not up, from the preliminary levy.

Fiscal Impact

The City tax impact to a \$100,000 tax-valued residential unit is estimated at \$27 per year at 4.48% levy increase and \$58 for each \$100,000 of commercial value.

Attachments

1. 2020 Proposed Summary Budget and Worksheets

EXHIBIT A

BUDGET CITY OF WINDOM 2020 BUDGET YEAR

GENERAL FUND

Operational Revenue and Expenses

<u>Revenue</u>	<u>2020</u>	<u>2019</u>	<u>% Change</u>
Local Govt Aid (LGA)	\$ 1,527,209	\$ 1,483,442	2.95%
*Small Cities Assistance	\$ -	\$ -	0.00%
Operational Tax Levy	\$ 486,903	\$ 364,459	33.60%
Interfund Transfers	\$ 245,000	\$ 312,750	-21.66%
Misc. Revenue	\$ 503,255	\$ 504,401	-0.23%
Use of Reserves	\$ -	\$ -	0.00%
TOTAL	\$ 2,762,367	\$ 2,665,052	3.65%

<u>Expenses</u>	<u>2020</u>	<u>2019</u>	<u>% Change</u>
Mayor & Council	\$ 110,823	\$ 115,540	-4.08%
Elections	\$ 6,800	\$ -	0.00%
City Office	\$ 143,508	\$ 138,599	3.54%
Planning & Zoning	\$ 149,635	\$ 143,074	4.59%
City Hall	\$ 36,244	\$ 36,050	0.54%
Police Department	\$ 1,254,642	\$ 1,192,882	5.18%
Fire Department	\$ 177,472	\$ 178,431	-0.54%
Emergency Mgmt	\$ 5,886	\$ 5,886	0.00%
Animal Control	\$ 2,700	\$ 2,700	0.00%
Street Department	\$ 580,950	\$ 553,368	4.98%
*Small Cities Assistance Exp	\$ -	\$ -	0.00%
Health/Sanitation	\$ 22,000	\$ 22,000	0.00%
Recreation	\$ 39,750	\$ 42,600	-6.69%
Parks	\$ 204,317	\$ 205,887	-0.76%
Transfers for Fire Equipment	\$ 27,641	\$ 28,035	-1.41%
Transfers for Use of Reserves	\$ -	\$ -	0.00%
TOTAL	\$ 2,762,367	\$ 2,665,052	3.65%

<u>General Fund Capital</u>	\$ 200,000	\$ 247,656	-19.24%
-----------------------------	------------	------------	---------

*State Funding for Streets

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

SPECIAL REVENUE/LEVY FUNDS

<u>Library</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
+ Tax Levy	\$ 189,707	\$ 189,992	-0.15%
+ Other Revenue	\$ 24,000	\$ 20,000	20.00%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (213,707)	\$ (209,992)	1.77%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
	\$ -	\$ -	
<u>Airport</u>			
+ Tax Levy	\$ 10,000	\$ 10,000	0.00%
+ Federal State Grants/Aids	\$ 492,000	\$ 617,000	-20.26%
+ Other Revenue	\$ 105,750	\$ 105,750	0.00%
- Expenses	\$ (119,912)	\$ (116,639)	2.81%
- Capital Outlay	\$ (475,000)	\$ (600,000)	-20.83%
- Debt Service	\$ -	\$ -	0.00%
	\$ 12,838	\$ 16,111	
<u>Pool</u>			
+ Tax Levy	\$ 76,263	\$ 72,694	4.91%
+ Other Revenue	\$ 43,800	\$ 47,800	-8.37%
+ Reserves	\$ -	\$ -	0.00%
- Expenses	\$ (120,063)	\$ (120,494)	-0.36%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
	\$ -	\$ -	
<u>Ambulance</u>			
+ Tax Levy	\$ -	\$ -	0.00%
+ Other Revenue	\$ 692,500	\$ 628,500	10.18%
+ Reserves	\$ -	\$ 35,641	-100.00%
- Expenses	\$ (462,760)	\$ (429,141)	7.83%
- Capital Outlay	\$ (200,000)	\$ (235,000)	0.00%
- Debt Service	\$ -	\$ -	0.00%
	\$ 29,740	\$ -	
<u>EDA</u>			
+ Tax Levy	\$ 90,454	\$ 62,959	43.67%
+ Other Revenue	\$ 142,288	\$ 152,925	-6.96%
+ Reserves	\$ -	\$ -	0.00%
+ Interfund Loan Receipts	\$ 31,600	\$ 39,000	-18.97%
- Expenses	\$ (223,342)	\$ (214,584)	4.08%
+ Non Cash Exp	\$ -	\$ -	0.00%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ (41,000)	\$ (40,300)	1.74%
	\$ -	\$ -	
<u>Arena</u>			
+ Tax Levy	\$ 219,282	\$ 209,904	4.47%
+ Other Revenue	\$ 193,459	\$ 217,840	-11.19%
+ Reserves (Recapture Engineering)	\$ -	\$ 67,750	-100.00%
- Expenses	\$ (420,333)	\$ (425,071)	-1.11%
- Capital Outlay	\$ -	\$ -	
- Debt Service	\$ (72,408)	\$ (90,422)	0.00%
+ Depreciation	\$ 80,000	\$ 20,000	
	\$ -	\$ -	
<u>Multi-Purpose</u>			
+ Tax Levy	\$ 258,781	\$ 219,705	17.79%
+ Other Revenue	\$ 84,570	\$ 93,070	-9.13%
+ Reserves	\$ -	\$ 7,500	-100.00%
- Expenses	\$ (403,351)	\$ (375,275)	7.48%
- Capital Outlay	\$ -	\$ -	0.00%
- Debt Service	\$ -	\$ -	0.00%
+ Depreciation	\$ 60,000	\$ 55,000	0.00%
	\$ 0	\$ -	
Total Levy	\$ 844,486	\$ 765,254	10.35%

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

ENTERPRISE FUNDS

<u>Telecom</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
+ Revenue	\$ 2,462,795	\$ 2,826,630	-12.87%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (2,144,131)	\$ (2,494,648)	-14.05%
- Capital Outlay	\$ -	\$ -	
- Debt Service	\$ (896,756)	\$ (893,306)	0.39%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 352,050	\$ 342,050	2.92%
Cash Flow	\$ (226,042)	\$ (219,275)	

<u>Water</u>			
+ Revenue	\$ 1,202,500	\$ 1,257,500	-4.37%
+ Special Assessments	\$ 1,816	\$ 2,079	-12.66%
+ Reserves	\$ -	\$ -	
- Expenses	\$ (1,056,221)	\$ (1,046,535)	0.93%
- Capital Outlay	\$ (45,000)	\$ (45,000)	0.00%
- Debt Service	\$ (287,521)	\$ (346,488)	-17.02%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 425,000	\$ 425,000	0.00%
Cash Flow	\$ 240,574	\$ 246,556	

<u>Sewer*</u>			
+ Revenue	\$ 1,872,990	\$ 1,912,541	-2.07%
+ Cost Sharing Funds	\$ 396,468	\$ -	0.00%
+ Special Assessments	\$ 532	\$ 3,038	-82.48%
+ Reserves	\$ -	\$ -	
- Expenses	\$ (1,324,080)	\$ (1,309,418)	1.12%
- Capital Outlay	\$ (55,000)	\$ (55,000)	0.00%
- Debt Service	\$ (1,104,707)	\$ (387,125)	185.36%
- Transfer to General	\$ -	\$ -	
+ Depreciation	\$ 407,220	\$ 387,220	5.17%
Cash Flow	\$ 193,423	\$ 551,256	

<u>Electric</u>			
+ Revenue	\$ 6,637,196	\$ 6,325,396	4.93%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (5,991,564)	\$ (5,794,588)	3.40%
- Capital Outlay	\$ (450,000)	\$ (495,000)	-9.09%
- Debt Service	\$ -	\$ -	
- Transfer to General	\$ (200,000)	\$ (200,000)	0.00%
+ Depreciation	\$ 650,000	\$ 525,000	23.81%
Cash Flow	\$ 645,632	\$ 360,808	

<u>Liquor</u>			
+ Revenue	\$ 2,000,000	\$ 1,915,750	4.40%
+ Special Assessments	\$ -	\$ -	
+ Reserves	\$ -	\$ -	
- Expenses	\$ (1,901,375)	\$ (1,797,722)	5.77%
- Capital Outlay	\$ (5,000)	\$ (5,000)	0.00%
- Debt Service	\$ -	\$ -	
- Transfer to General	\$ (100,000)	\$ (100,000)	0.00%
+ Depreciation	\$ 30,000	\$ 25,000	20.00%
Cash Flow	\$ 23,625	\$ 38,028	

*Sewer Fund includes costs and financing for Waste Water Treatment Plant Upgrade

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

	<u>2020</u> <u>Levy</u> <u>Uses</u>	<u>Percent</u> <u>Of Levy</u>	<u>2019</u> <u>Levy</u> <u>Uses</u>
General Fund Operational	\$ 486,903	22.92%	\$ 364,459
General Fund Capital	\$ 200,000	9.42%	\$ 247,656
Less: Use of General Fund Reserves	\$ -	0.00%	\$ -
Dilapidated Housing Program	\$ -	0.00%	\$ 22,850
Special Revenue Fund Operational	\$ 844,486	39.75%	\$ 765,254
Special Revenue Fund Capital	\$ -	0.00%	\$ -
<i>Sub Total</i>	\$ 1,531,389		\$ 1,400,219
Tax Abatement	\$ -	0.00%	\$ 15,550
Plus Debt Service*	\$ 592,856	27.91%	\$ 617,421
Levy Total	\$ 2,124,245	100.00%	\$ 2,033,190

	(7,500)	
2019 Levy Total	\$ 2,033,190	95.71%
City Operation & Capital Levy Addition	\$ 91,054	4.48%
Use of Reserve Funds	\$ -	0.00%
2020 Levy Total	\$ 2,124,245	
*Total Levy Increase	\$ 91,054	4.48%

		<u>2019</u> <u>Debt Service Levy</u>
402 Capital - ESF Loan	\$ 68,392	\$ 68,652
401 Street Shop - Loader & Grader Interfund Payment	\$ 62,000	\$ 79,000
*401 Ice System Replacement Project	\$ 76,659	\$ 77,615
301 2003 Street Project (2011B Refi)	\$ -	\$ -
302 2005 Street Project (2012A Refi)	\$ 45,558	\$ 47,884
303 2007 Street Project (2012A Refi)	\$ 79,737	\$ 84,315
305 2009 Street Project	\$ 51,020	\$ 55,170
306 2013 Street Project	\$ 97,328	\$ 93,338
307 2017 Street Project	\$ 83,248	\$ 81,778
406 2013 Equip Bond - Fire Truck & SCBA	\$ 28,913	\$ 29,670
Total	\$ 592,856	\$ 617,421

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

REVENUE BUDGET

	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>General Fund</u>			
Local Government Aid	\$ 1,527,209	\$ 1,483,442	2.95%
Small Cities Assistance	\$ -	\$ -	0.00%
Fees, Fines and Permits	\$ 503,255	\$ 504,401	-0.23%
Transfers from Enterprise & Arena Recapture	\$ 245,000	\$ 312,750	-21.66%
Tax Levy (Operations)	\$ 486,903	\$ 364,459	33.60%
Tax Levy (Capital Outlay)	\$ 200,000	\$ 247,656	-19.24%
Bonds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 2,962,367	\$ 2,912,708	1.70%
<u>Special Revenue/Levy Funds</u>			
User Fees	\$ 1,286,367	\$ 1,265,885	1.62%
Federal/State Aids	\$ 492,000	\$ 617,000	-20.26%
Tax Levy (Operations)	\$ 844,486	\$ 765,254	10.35%
Tax Levy (Capital Outlay)	\$ -	\$ -	#DIV/0!
Grants/Donations (Capital Outlay)	\$ -	\$ -	0.00%
Ambulance Reserve Funds (Capital Outlay)	\$ -	\$ -	0.00%
	\$ 2,622,853	\$ 2,648,138	-0.95%
<u>Enterprise Funds</u>			
User Fees	\$ 14,175,481	\$ 14,237,817	-0.44%
Cost Sharing Fund	\$ 396,468	\$ -	0.00%
Special Assessments	\$ 2,348	\$ 5,117	-54.11%
	\$ 14,574,297	\$ 14,242,934	2.33%
<u>Debt Service</u>			
Special Assessments	\$ 127,523	\$ 134,116	-4.92%
Other Revenues - Hospital PILOT	\$ 10,000	\$ 10,000	0.00%
Interfund Transfers for Debt Service	\$ 189,325	\$ 155,327	21.89%
Tax Levy - Bonded Projects	\$ 530,856	\$ 538,422	-1.41%
Tax Levy - Intra-Fund Repayment	\$ 62,000	\$ 79,000	-21.52%
	\$ 919,704	\$ 916,865	0.31%
<u>Special Projects</u>			
TIF Revenues & Revolving Loan Funds	\$ 995,432	\$ 1,315,732	-24.34%
Dilapidated Housing Program	\$ -	\$ 22,850	-100.00%
	\$ 995,432	\$ 1,338,582	
Grand Total	\$ 22,074,653	\$ 22,059,227	0.07%

**BUDGET
CITY OF WINDOM
2020 BUDGET YEAR**

EXPENSE BUDGET

	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>General Fund</u>			
Operational Expenses	\$ 2,734,726	\$ 2,637,017	3.71%
Capital Outlay	\$ 200,000	\$ 247,656	-19.24%
Transfers for Fire Truck	\$ 27,641	\$ 28,035	-1.41%
	\$ 2,962,367	\$ 2,912,708	1.70%
<u>Special Revenue/Levy Funds</u>			
Operational Expenses	\$ 1,823,466	\$ 1,816,196	0.40%
Capital Outlay	\$ 675,000	\$ 835,000	-19.16%
Debt Service	\$ 113,408	\$ 130,722	-13.24%
Depreciation	\$ 140,000	\$ 75,000	86.67%
	\$ 2,751,874	\$ 2,856,918	-3.68%
<u>Enterprise Funds</u>			
Operational Expenses	\$ 10,553,100	\$ 10,738,641	-1.73%
Capital Outlay	\$ 555,000	\$ 600,000	-7.50%
Debt Service	\$ 2,288,984	\$ 1,626,920	40.69%
Transfers	\$ 300,000	\$ 300,000	0.00%
Depreciation	\$ 1,864,270	\$ 1,704,270	9.39%
	\$ 15,561,354	\$ 14,969,831	3.95%
<u>Debt Service</u>			
Bond/Loan Payments & Fees	\$ 876,783	\$ 856,261	2.40%
Tax Levy - Intra-Fund Repayment	\$ 62,000	\$ 79,000	-21.52%
	\$ 938,783	\$ 935,261	0.38%
<u>Special Projects</u>			
TIF Funds & Revolving Loan Funds	\$ 634,284	\$ 856,289	-25.93%
Dilapidated Housing Program	\$ -	\$ 10,000	0.00%
	\$ 634,284	\$ 866,289	-26.78%
Grand Total	\$ 22,848,662	\$ 22,541,007	1.36%

City of Windom, Minnesota
 City of Windom -- Capital Improvement Plan
 2020 thru 2024

EXHIBIT B

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Administration								
Computer Replacement	ADMIN 002	1	1,600					1,600
Administration Total			1,600					1,600
Airport								
Instrument Landing Equipment	AIRPORT 005	1			250,000			250,000
Runway Extension Design	AIRPORT 006	1				100,000		100,000
Crosswind Runway Design	AIRPORT 007	3			150,000			150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2				600,000		600,000
Mower Replacement	AIRPORT 009	3	25,000					25,000
Runway Extension Environmental Reivew	AIRPORT 011	1				75,000		75,000
Crosswind Runway Construction	AIRPORT 012	4					2,000,000	2,000,000
New 4 Bay Hanger	AIRPORT 014	1			750,000			750,000
Unit 46A Replacement - Snow Blower	AIRPORT 015	1			130,000			130,000
Airport Total			25,000		1,280,000	675,000	2,100,000	4,080,000
Ambulance								
Defibrulators	AMB 002	1				100,000		100,000
Unit 27 - Ambulance Replacement	AMB 005	1		235,000				235,000
Radio & Pager Equipment	AMB 006	1		125,000				125,000
Unit 28 - Ambulance Replacement	AMB 007	1				250,000		250,000
Ambulance Total				360,000		350,000		710,000
Arena								
Roof Repair/Rehabilitation	ARENA 009	1	160,000					160,000
Parking Lot Rehabilitation	ARENA 010	2	267,000					267,000
Livestock Building/Riding Rink	ARENA 011	3		200,000				200,000
Arena Total			427,000	200,000				627,000
Building/Zoning								
Color Copier Replacement	BUILD 004	1		7,500				7,500
Dilapidated Housing Demolition Program	BUILD 005	2	10,000	30,000	30,000	30,000	30,000	130,000
Land Use Code Review	BUILD 006	2	10,000	10,000				20,000
Building/Zoning Total			20,000	47,500	30,000	30,000	30,000	157,500
City Hall								
Window Replacement	CH 001	2				20,000		20,000
Tuckpointing and Foundation Repair	CH 008	2			100,000			100,000
EDA\Building Office Windows	CH 010	2			7,500			7,500
Roof Replacement	CH 011	1	80,000					80,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
City Hall Total			80,000		107,500	20,000		207,500
Community Center								
Meeting Room Maintenance\Improvements	COMM 001	2		10,000				10,000
Dance Floor Replacement	COMM 002	3	14,800					14,800
Sound System	COMM 003	3		60,000				60,000
Stage	COMM 006	3	8,500					8,500
Equipment Replacement\Upgrades	COMM 007	1	5,000	10,000				15,000
Mechanical Systems	COMM 009	1	30,000					30,000
Roof Replacement	COMM 010	1	85,000					85,000
Garage Doors w\ Openers	COMM 011	2		9,800				9,800
Gym Renovation	COMM 012	2			85,000			85,000
Outdoor - Grounds and Equipment	COMM 014	2	4,000	4,000	4,000			12,000
Office Computer Replacement	COMM 015	1	4,500					4,500
Community Center Total			151,800	93,800	89,000			334,600
EDA								
NWIP South 80 Addition Infrastructure	EDA 003	1	275,000	50,000	50,000	50,000		425,000
East Highway 60 Development	EDA 006	2			2,111,000			2,111,000
Cottonwood Lake Site Reclamation	EDA 007	2	2,068,000					2,068,000
EDA Total			2,343,000	50,000	2,161,000	50,000		4,604,000
Electric								
Distribution System Upgrades	ELE 001	1	300,000	300,000	300,000	300,000	300,000	1,500,000
Skid Loader Replacement	ELE 002	2			50,000			50,000
Misc Equipment - Unidentified	ELE 004	3			40,000	40,000	40,000	120,000
Generation	ELE 016	1	110,000				3,500,000	3,610,000
Replace Unit 362 - Trencher\Plow	ELE 018	2	50,000					50,000
Line Truck	ELE 019	2		60,000				60,000
Transmission Line Reconstruction	ELE 023	1		3,000,000				3,000,000
New Garage Doors - Power House\Shop	ELE 024	2	20,000					20,000
Electric Total			480,000	3,360,000	390,000	340,000	3,840,000	8,410,000
Fire								
Rural Engine\Pumper Truck - Unit 21	FIRE 003	1	440,000					440,000
First Response Truck - Unit 24	FIRE 005	3			250,000			250,000
City Engine\Pumper - Unit 23	FIRE 006	1	450,000					450,000
Radio Replacement Fund	FIRE 007	1			40,000			40,000
Jaws of Life	FIRE 010	1	26,000					26,000
Fire Total			916,000		290,000			1,206,000
Library								
Computer Replacement	LIB 007	1	2,000					2,000
Library Remodel Project	LIB 008	2	20,000	20,000	20,000			60,000
Library Total			22,000	20,000	20,000			62,000
Liquor								
New Store	LIQUOR 014	3	10,000	2,000,000				2,010,000
Computer Replacement	LIQUOR 015	1				2,000		2,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Equipment Replacement Fund	LIQUOR 016	1	5,000	5,000	5,000			15,000
Liquor Total			15,000	2,005,000	5,000	2,000		2,027,000
Multiple Depts								
City-wide Network & Server Upgrades	MULTI 003	1	6,000	6,000	6,000			18,000
Multiple Depts Total			6,000	6,000	6,000			18,000
Parks								
Park Restroom Improvements	PARK 001	2	35,000					35,000
Windom Rec Area - Lighting	PARK 005	4	85,000					85,000
Windom Rec Area - Parking Lot & Trail Improvements	PARK 006	4		30,000				30,000
Toro Groundskeeper Mowers (328D)	PARK 010	1	40,000					40,000
Unit 70 Pick-up Truck	PARK 011	2		32,000				32,000
Playground Equipment Replacement Fund	PARK 014	3	10,000	10,000	10,000			30,000
Dog Park	PARK 017	5	1,000					1,000
Tennis/Pickleball Court Construction	PARK 018	2	200,000					200,000
New Island Park Comfort Station	PARK 019	1	150,000					150,000
Park Facilities CIP	PARK 021	2	30,000	10,000	5,000	5,000	5,000	55,000
Parks Total			551,000	82,000	15,000	5,000	5,000	658,000
Police								
Taser Replacement	POLICE 003	1		15,500				15,500
Computer Replacement - Mobile Units	POLICE 006	2	1,500					1,500
Active Shooter Vests	POLICE 016	2	7,200					7,200
Radio Replacement	POLICE 017	3			50,000			50,000
Police Total			8,700	15,500	50,000			74,200
Pool								
New or Renovated Pool	POOL 003	3			3,500,000			3,500,000
Pool Total					3,500,000			3,500,000
Streets								
2020 Street Project	STR 003	1	4,500,000					4,500,000
Equipment Fund Reserve	STR 005	2	50,000	50,000	50,000			150,000
Pick-up Replacement (Unit 40-05)	STR 009	1			38,000			38,000
2.5 Ton Dump Trucks (Units 42-04; 43-04 and 44-04)	STR 010	1		280,000	140,000			420,000
Insect Sprayer Replacement	STR 012	2			14,000			14,000
Sno-Go Snow Blower Replacement	STR 013	1					135,000	135,000
Loader Unit & Attachments	STR 015	1	29,000	29,000				58,000
2023 Street Project	STR 019	1				7,500,000		7,500,000
Grader Replacement	STR 021	2	30,000	30,000				60,000
Traffic Signal Lights	STR 025	1					250,000	250,000
Trailer	STR 026	2	10,000					10,000
4-Ton Hot Box	STR 027	1	25,000					25,000
Streets Total			4,644,000	389,000	242,000	7,500,000	385,000	13,160,000
Telecom								
Vehicle Replacement	TEL 015	1	26,000					26,000
System Expansion - Co Road 13	TEL 021	2	35,000					35,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Jeffers Expansion	TEL 023	3		900,000				900,000
Cottonwood Co Fiber Transport Network	TEL 024	2	500,000					500,000
Fiber Puller	TEL 026	2	6,000					6,000
Cisco 15454 Replacement - OC3 Transport	TEL 027	1	15,000					15,000
Spam Server Replacement	TEL 028	2	7,500					7,500
Transport Project - CO Fiver Trunk South	TEL 029	1	35,000					35,000
Transport Project - CO Fiber Trunk North	TEL 030	1	16,000					16,000
Fiber Optic OTDR	TEL 031	1	7,500					7,500
Mt. Lake Expansion	TEL 032	3			2,500,000			2,500,000
Comfrey Expansion	TEL 033	3				1,500,000		1,500,000
Telecom Total			648,000	900,000	2,500,000	1,500,000		5,548,000
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2	5,000	5,000	5,000	5,000	5,000	25,000
Jetter Truck Replacement	SEWER 005	1	100,000					100,000
General Equipment	SEWER 006	3	20,000	20,000	20,000	20,000	20,000	100,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000	10,000	10,000	50,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000	5,000	5,000	25,000
Wastewater Total			140,000	40,000	40,000	40,000	40,000	300,000
Water								
Wells and Well Site	WATER 001	1	5,000	5,000	5,000	5,000	5,000	25,000
Pumping Equipment	WATER 002	1	5,000	5,000	5,000	5,000	5,000	25,000
Filter Plant Improvements	WATER 004	1	10,000	10,000	10,000	10,000	10,000	50,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000	5,000	5,000	25,000
Hydrants	WATER 008	2	5,000	5,000	5,000	5,000	5,000	25,000
Mower Replacement	WATER 011	3		15,000				15,000
Water Total			30,000	45,000	30,000	30,000	30,000	165,000
GRAND TOTAL			10,509,100	7,613,800	10,755,500	10,542,000	6,430,000	45,850,400

EXHIBIT C

<u>Debt Service Obligation</u>	<u>2019</u> <u>Debt Service Levy</u>	<u>2020</u> <u>Levy</u>	<u>2021</u> <u>Levy</u>	<u>2022</u> <u>Levy</u>	<u>2023</u> <u>Levy</u>	<u>2024</u> <u>Levy</u>
Capital - ESF Loan	\$68,652	\$68,392	\$68,076	\$68,691	\$68,235	\$65,711
Street Shop - Loader & Grader Interfund Payment	\$79,000	\$62,000	\$62,000	\$47,663	\$-	\$-
Ice System Replacement Project	\$77,615	\$76,659	\$80,649	\$79,232	\$77,814	\$76,397
2003 Street Project (2011B Refi)	\$-	\$-	\$-	\$-	\$-	\$-
2005 Street Project (2012A Refi)	\$47,884	\$45,558	\$32,614	\$35,436	\$6,692	\$6,328
2007 Street Project (2012A Refi)	\$84,315	\$79,737	\$55,215	\$57,465	\$-	\$-
2009 Street Project	\$55,170	\$51,020	\$48,605	\$50,627	\$53,462	\$56,192
2013 Street Project	\$93,338	\$97,328	\$95,963	\$94,598	\$93,233	\$97,118
2017 Street Project	\$81,778	\$83,248	\$84,561	\$85,716	\$81,463	\$82,461
2013 Equip Bond - Fire Truck & SCBA	\$29,670	\$28,913	\$27,062	\$25,382	\$24,938	\$25,302
Total	\$617,421	\$592,856	\$554,745	\$544,810	\$405,838	\$409,508
		(\$24,566)	(\$38,111)	(\$9,935)	(\$138,972)	\$3,670

EXHIBIT D

BUDGET CITY OF WINDOM 2020 BUDGET YEAR

	<u>2020</u> Levy <u>Uses</u>	<u>2021</u> Levy <u>Uses</u>	<u>2022</u> Levy <u>Uses</u>	<u>2023</u> Levy <u>Uses</u>	<u>2024</u> Levy <u>Uses</u>
General Fund Operational	\$ 486,903	\$ 576,234	\$ 641,012	\$ 682,067	\$ 758,106
General Fund Capital	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Less: Use of General Fund Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Dilapidated Housing Program	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Fund Operational	\$ 844,486	\$ 885,488	\$ 923,107	\$ 968,647	\$ 1,003,659
Special Revenue Fund Capital	<u>\$ -</u>				
 <i>Sub Total</i>	 \$ 1,531,389	 \$ 1,661,722	 \$ 1,764,118	 \$ 1,850,714	 \$ 1,961,766
 Tax Abatement	 \$ -				
Plus Debt Service*	<u>\$ 592,856</u>	<u>\$ 554,745</u>	<u>\$ 544,810</u>	<u>\$ 405,838</u>	<u>\$ 409,508</u>
 Levy Total	 \$ 2,124,245	 \$ 2,216,467	 \$ 2,308,928	 \$ 2,256,552	 \$ 2,371,274
	4.48%	4.34%	4.17%	-2.27%	5.08%

EXHIBIT E

General Fund Reserve Estimates

	Aug-19	Available Funds
2019 Budgeted Expense	\$4,066,447.83	
2018 Audited Reserve	\$2,162,037.00	53.17%
Less: 2019 General Fund Commitments		
Cemstone Reclamation Project	\$ (32,300.00) *	
SEH Floodplain Data Review	\$ (13,000.00)	
MNDOT 24th St Hwy 60	\$ (11,031.00)	
Adele Plaza Subdivision Storm Sewer	\$ (20,000.00)	
Hwy 60 Corridor (2020 Budget)	\$ (12,500.00)	
Nuisance Abatement	\$ (10,000.00)	
	\$ (98,831.00)	
Remaining General Fund Reserve	\$2,063,206.00	50.74%
35% Required Minimum	\$1,423,256.74	\$ 639,949.26
40% Reserve Amount	\$1,626,579.13	\$ 436,626.87
45% Reserve Amount	\$1,829,901.52	\$ 233,304.48
50% Reserve Amount	\$2,033,223.92	\$ 29,982.08
60% Reserve Amount	\$2,439,868.70	\$ (376,662.70)

* \$100,000 Paid in 2017 for Cemstone Reclamation Project

* \$120,000 Paid in 2018 for Cemstone Reclamation Project

ORDINANCE NO. 180, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA AMENDING
CITY CODE CHAPTER 73,
ENTITLED "PARKING RULES"**

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

**TO REVISE CHAPTER 73: "PARKING RULES" BY REMOVING THE EXISTING
SECTIONS 73.47 – 73.99 AND REPLACING THESE SECTIONS WITH THE
FOLLOWING:**

§ 73.47 UNLAWFUL ACTS.

(A) During a snow emergency, it is unlawful to park or leave standing any vehicle upon any street until the street is plowed from curb to curb (from edge to edge on alleys) and is completely cleared of snow. Penalty, see § 73.99

§ 73.48 PARKING VEHICLES TO FACILITATE SNOW REMOVAL.

(A) No vehicle shall be parked upon any street, alley, publicly-owned parking facility or right-of-way outside of the designated parking lanes so as to block the removal of snow from any street, alley, publicly-owned parking facility or right-of-way.
(Ord. 134, 2nd Series, passed 2-16-2010) Penalty, see § 73.99

(B) On the day of a declared Snow Emergency parking of vehicle will not be allowed upon any street including designated parking lanes between the hours of 12:01 a.m. and 8:00 a.m. or until the street is plowed from curb to curb (from edge to edge on alleys) and is completely cleared of snow. Penalty, see § 73.99

§ 73.99 PENALTY.

(A) Every person violates a section, division, paragraph or provision of this chapter when he or she performs an act thereby prohibited or declared unlawful, or fails to act when the failure is thereby prohibited or declared unlawful and, upon conviction thereof, shall be punished as follows.

(1) If a specific section, division, or paragraph makes violation of its provisions a misdemeanor, the violator shall be punished for a misdemeanor; if a violation is committed in a manner or under circumstances so as to endanger or be likely to endanger any person or property, the violator shall be punished as for a misdemeanor when he or she is convicted of violation of any provision of this chapter. Exclusive of violations relating to the standing or parking of an unattended vehicle, violations of this chapter for the third time or more within the immediately preceding 12-month period shall be punished as a misdemeanor.

(2) As to any violation not constituting a misdemeanor under the provisions of division (A)(1) above, the violator shall be punished as for a petty misdemeanor.

(B) Violation of §§ 73.45 through 73.48 shall be a petty misdemeanor and shall be grounds for any police officer to order the removal of a vehicle as authorized by § 73.10. Beginning at 12:01 a.m. on the day of the Declared Snow Emergency, vehicles in violation of §§ 73.45 through 73.48 may be ticketed and towed at the owner's expense.

EFFECTIVE DATE OF ORDINANCE. This ordinance becomes effective from and after its passage and publication.

Adopted by the City Council of the City of Windom, Minnesota, this 17th day of September, 2019.

Dominic Jones, Mayor

ATTEST:

Steve Nasby, City Administrator

1st Reading: September 3, 2019
2nd Reading: September 17, 2019
Adoption: September 17, 2019
Published: September 25, 2019

ACTION ITEM



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

TO: City Council
FROM: Mike Haugen, Water Superintendent
DATE: 9/13/19
RE: **Minnesota Department of Public Safety Grant Application**
DEPT: **Water Department**
CONTACT: Mike Haugen 831-6138

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the proposed grant application:

1. Approve by resolution the submission of a grant application, through the Division of Homeland Security and Emergency Management of the Minnesota Department of Public Safety, to obtain a standby generator to provide emergency back-up power to the City's water wellfield.
-

Issue Summary/Background

The Water Department is recommending to the Council the submission of a grant application through the Division of Homeland Security and Emergency Management of the Minnesota Department of Public Safety. Grant funds would be used to purchase and install a self-contained standby generator to provide emergency back-up power to the City's water wellfield for an estimated total project cost of \$70,000.

Installation of the generator would implement mitigation goals and objectives identified in the Cottonwood County All-Hazard Mitigation Plan. This project will address Sections:

A.1 High Rank Hazards - Work with critical facilities such as hospital and water suppliers to assure access to back-up power generation. Type: Protection Benefit Property, Lives, P. 91

A.2B Hazard Severe Winter Storms – Blizzards & Extreme Cold – 1. Work with communities to review and/or complete continuity of Operations Planning to prepare for all-hazard events. Type: Emerg Svcs Benefit General, P. 92.

A.2 Blizzards and Winter Storms, Ice and Extreme Cold, P. 35.

Fiscal Impact

Matching Funds - The Grant would require matching funds of 25% of the total project costs. Matching funds would be provided from the Water Department's CIP budget.

Attachments

1. Grant Application Resolution

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

RESOLUTION AUTHORIZING EXECUTION OF SUB-GRANT AGREEMENT

WHEREAS, the City of Windom is applying for funding through the Division of Homeland Security and Emergency Management of the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance to obtain a standby generator to provide emergency backup power to the City's water wellfield; and

WHEREAS, if the grant is awarded, the City will provide funding of the required minimum 25% match of all eligible project costs.

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

1. If funding is received, the Council authorizes entering into a sub-grant agreement with the Division of Homeland Security and Emergency Management of the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance.
2. Dominic Jones, Mayor, and/or Steve Nasby, City Administrator, is/are hereby authorized to execute and sign such sub-grant agreements and any amendments thereto as are necessary to implement the project on behalf of the City of Windom.

Adopted by the Council this 17th day of September, 2019.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

CERTIFICATION

STATE OF MINNESOTA :
COUNTY OF COTTONWOOD:

I certify that the foregoing Resolution is a true and correct copy of the Resolution adopted by the Windom City Council at an authorized meeting held on the 17th day of September, 2019, as shown by the minutes of the meeting in my possession.

Steve Nasby, City Administrator

Notary Public
My Commission Expires: _____



Building a Better World
for All of Us®

CHANGE ORDER

City of Windom

OWNER

3-27-0113-12-18

OWNER'S PROJECT NO.

2019 Hangar Construction

PROJECT DESCRIPTION

9/3/19

DATE

1

CHANGE ORDER NO.

150401 71.50

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

Reroute storm sewer near Building 2. Total estimated cost is \$7,590.

Purpose of Change Order:

The purpose of the change order is to reroute the existing storm sewer, between two catch basin structures, that conflicts with the footing for proposed building 2. The pipe will be removed, rerouted, and replaced with new pipe to avoid the footing of building 2. See attached memorandum for additional justification.

Basis of Cost: Actual Estimated

Attachments (list supporting documents)

Change Order Memorandum with cost justification

Contractor Cost Documentation

Change Order Sketch

Contract Status

Original Contract

Time

Cost

90 days

\$445,566.96

Net Change Prior C.O.'s _ to _____

Change this C.O.

0

\$7,590.00

Revised Contract

90 days

\$453,156.96

Recommended for Approval: Short Elliott Hendrickson Inc. by

Jerry Reidt

Agreed to by Contractor:

Mitchel Bohling

BY

Approved for Owner:

BY

Vice President

TITLE

TITLE

Distribution

Contractor 2

Owner 1

Project Representative 1

SEH Office 1

s:\uzw\windm\150401\7-const-evcs\73-app-pym\change order\change order 1.docx



Building a Better World
for All of Us®

MEMORANDUM

TO: Dan Millenacker
FAA Program Manager

FROM: Lindsay Reidt

DATE: September 3, 2019

RE: Change Order 1 – 2019 Hangar Construction – Storm Sewer Re-route
Windom Municipal Airport
SEH No. WINDM 150401

The following information is requested as part of Appendix B of ARP SOP No. 7.00, and according to FAA Order 5100.38.

1. **General Change Order Information** – Change Order No. 1 includes rerouting the existing storm sewer located near Building 2. The revised location will replace the existing storm sewer with new pipe located to avoid the footings for Building 2.
2. **Airport Name** – Windom Municipal Airport
3. **AIP Grant Number** – 3-27-0113-12-18.
4. **Grant Description** – 2019 Hangar Construction
5. **Contract Identifier** – APX Construction Group
6. **Change Order Sequence Number** – Change Order No. 1.
7. **Description of Construction Change Order.** The purpose of the change order is to reroute the existing storm sewer, between two catch basin structures, that conflicts with the footing for proposed building 2. The pipe will be removed, rerouted, and replaced with new pipe to avoid the footing of building 2.
Justification for the Construction Change Order. The presence of the storm sewer pipe was not known prior to the start of construction. During excavation the pipe was discovered and determined that it would conflict with the footing for building 2. The storm sewer pipe could not be removed, it is required for site drainage. To preserve the storm sewer and building footing the pipe will be rerouted around the proposed building.
8. **Cost Reasonableness.** The costs provided by the contractor are reasonable using unit price comparative analysis. The work performed under this change order will be compensated by lump sum for the storm sewer reroute. Reasonableness for this work scope change is demonstrated below by comparison of other recent bid items for storm sewer:

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

- a. 2019 STP Storm Sewer Project – 24" RCP installed at a rate of \$280/LF, 12" RCP installed at a rate of \$222/LF.
- b. 2019 MWM Hangar Project – 16" ADS installed at a rate of approximately \$140/LF.

9. Consequences of Change Order Attachment.

- a. Contract Time and Schedule. There are no additional days of contract time allocated for the change.
- b. Contract Amount. The following table summarizes the original contract value, cost breakdown, and the cumulative contract value to-date.

Contract Status	<i>Time</i>	<i>Cost</i>
<i>Original Contract</i>	90 Days	\$445,566.96
<i>Net Change Prior C.O.'s <u>0</u> to <u>0</u></i>	N/A	0
<i>Change this C.O.</i>	0 Days	\$7,590.00
<i>Revised Contract</i>	90 Days	\$453,156.96

- c. Additional Effects. Change Order No. 1 has no effect on other costs, including engineering, construction management fees or inspection.

10. Conformance to AIP Standards and Regulations. All changes included in this change order include the following:

- a. All FAA design and construction standards have been met.
- b. Procurement standards for this project are unchanged.
- c. The changes do not affect the contractor's requirement to abide by Buy American provisions.
- d. No DBE requirements are affected.

11. Supporting Documentation. Additional documentation includes:

- a. Change order signature form.
- b. Contractor Cost Documentation

12. Sketches/Diagrams/Drawings.

- a. Change Order Sketch, plan sheet 4 mark-up (See Attached)

13. Revised CSPP

- a. No CSPP changes are associated with the change.

14. Other information as requested by FAA Specialist. None have been noted.

APX Construction Group, LLC
 1020 Innovation Lane
 Mankato MN 56001

www.apxconstructiongroup.com
 507-387-6836
 507-387-1169



Change Order Request

COR Number: 001
Date: 9/5/2019
Project Number: 19019
Contract Date: 5/17/2019

To:	Project:
City of Windom 444 - 9th Street Windom MN 56101	Windom Municipal Airport 48572 CR 44 Windom MN 56101

Description of Change:

Add - Storm Sewer Update

Subcontractor Sum	6,900.00
APX OHP	690.00
Proposed Contract Amount of this Change Order	7,590.00

Accepted By:

<u>APX Construction Group, LLC</u> Contractor (Company Name)	<u>City of Windom</u> Owner (Company Name)	<u>Windom Municipal Airport</u> Other (Company Name)
_____ By (Signature)	_____ By (Signature)	_____ By (Signature)
_____ Printed Name	_____ Printed Name	_____ Printed Name
_____ Date	_____ Date	_____ Date
	_____ Owner's Change Order Number	

