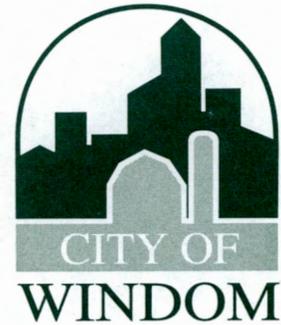


Council Meeting
Tuesday, October 15, 2019
City Council Chambers
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – October 1, 2019
 - HRA – September 18, 2019
 - Joint Government – September 30, 2019
 - Tree Commission – October 2, 2019
 - Library Board – October 8, 2019
 - Planning Commission – October 8, 2019
 - Park & Recreation Commission – October 9, 2019
 - Regular Bills
2. Department Heads
3. Resolutions Accepting Donations
 - Windom Arena – Arena Booster Club
 - Windom Library – John & Nancy Resh
 - Windom Police Department – Vested Interest K9
4. Residential Tax Abatement – Resolution Calling for a Public Hearing
5. School Resource Officer Agreement
6. Second Reading Ordinance #181, 2nd Series – Amending Chapter 118 – Alcoholic Beverages
7. Personnel – Arena – Seasonal Part-time Help
8. New Business
9. Old Business
10. Contractor Payments
 - Airport Hangar and Taxilane Construction– APX Construction Group LLC #2- \$150,051.65
11. Council Comments
12. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
October 1, 2019
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent: JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Tim Hogan, Acting Arena/Recreation Director; Mike Haugen, Water/Wastewater Superintendent; Dawn Aamot, Library Director and Scott Peterson, Police Chief

3. Pledge of Allegiance

4. Amendment to Agenda:

Mayor Jones would like to add a Donation Resolution under the Department Head Agenda Item.

Motion by Grunig second by Nelson approving the Amended Agenda. Motion carried 4 – 0.

5. Consent Agenda:

- Minutes
 - Council Minutes – September 17, 2019
 - HRA – August 14, 2019
 - Community Center Commission – September 16, 2019
 - Telecom Commission – September 23, 2019
- Regular Bills

Motion by Nelson second by Quade approving the Consent Agenda. Motion carried 4 – 0.

6. Department Heads:

Council Member Byam introduced the Resolution No. 2019-56, entitled "RESOLUTION AUTHORIZING TO ACCEPT A DONATION FROM REALTORS HELPING COMMUNITIES WEST CENTRAL ASSOCIATION OF REALTORS (WCAR) TO THE WINDOM LIBRARY" and moved its adoption. The resolution was seconded by Grunig and on roll call vote: Yes: Grunig, Nelson, Quade, and Byam. No: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

Emily Cenzano, Realtor for Exit Realty Great Plains and Kathy Hanson, 5 Star Realty, said the West Central Association of Realtors has annual fundraising projects. This year the Children's Library of Windom was one of three organizations nominated to receive these monies. Cenzano and Hanson presented an award check of \$1,225 to Dawn Aamot, Library Director.

Aamot expressed sincere appreciation to the members of WCAR. She mentioned that this will help considerably with the renovations within the Children's Library.

Jones voiced his thanks to Cenzano, Hanson, and all the members of WCAR.

7. DNR – Community-Based Aquifer Management Partnerships (C.A.M.P.) Report Presentation:

Minnesota DNR Representatives, Tim Gieseke, Brent Beste, and Tom Kresko, along with Mike Haugen, Water/Waterwaster Superintendent, presented the City of Windom Community-Based Aquifer Management Partnerships (CAMP) Report to the Council. The DNR has collected groundwater data and is currently sharing this information to the public, aquifer users, and policy makers. The following points were noted in the presentation:

- Water cycle includes groundwater, supply water, waste water and recharge water
- Water is regulated several times throughout the water cycle
- 1997-2001 the USGS did an extensive study of groundwater in Windom
- Windom Aquifer by Cottonwood Lake and surrounding areas is the primary source of drinking water for the community
- Des Moines River Aquifer is not connected to the Aquifer by Cottonwood Lake
- Peak in the City Water usage from 2000-2008 when POET was purchasing from the City of Windom supply
- Lake levels and well levels stabilized after POET was off the high distribution
- As water gets extracted from the wells, water from below the lake moves over the aquifer
- Prime Pork is near a third Aquifer that is 200' feet deep and does not impact the Windom Aquifer

MN DNR is recommending establishing a dedicated observation well. Windom has several observation wells that were created during the previous USGS study. There is still a well located at Cottonwood Lake Park that has good potential as an effective observation well for the City of Windom. By creating an observation well, data can be collected and submitted to the appropriate regulation departments that are involved throughout the Windom water cycle, such as the MN Department of Health, MN DNR, MN Pollution Control Agency and the MN Department of Agriculture to submit appropriation requests and amendments.

Haugen noted the third Aquifer is not utilized by the City of Windom due to the hardness of water and mineral content.

Council discussed the City Wells and their function. The City Wells depths range from 87-142 feet. They noted the Des Moines River Aquifer is more complex and can have varying ranges of mineral content. The projected amount of water in the City Aquifer is hard to calculate, but having an observation well may help in gathering this data to avoid a potential drought.

Nelson asked about contaminants that may be present at the old landfill location East of the City of Windom. Kresko answered there could be a risk. Haugen added that water quality has improved since 1988 and by spray irrigating May through November. Spray irrigating dissipates chemicals into the air. Haugen also stated that the City Wells have stayed below the State Regulated contaminate levels.

8. Windom Area Health Update Report:

Shelby Medina, CEO of Windom Area Health, and Kathy Becker, Director of Nursing, presented a Three Year Summarization for Windom Area Health. The presentation included the following notations:

- Steady increase in net position over the previous three years
- Operating Margin percentage increase due to expansion of services provided
- Three year forecasting to predict potential changes/struggles/investing opportunities
- Windom Area Health Cash on Hand for 258 days vs. Industry standard of 140 days
- Goal is to use those monies to invest in other service lines that have a positive financial outlook
- Triple Aim from the Affordable Care Act, Improves Patient Experience, Improve Health of Surrounding Populations, Reducing per capita cost of health care
- Focus on Preventative Care vs Reactive Care
- Critical Access Hospital has different reimbursement concepts (cost to provide care) because of their lack to gain population in rural areas vs Metropolitan Areas (reimburse on % rate)
- Organizational Adjustments included reviewing/modifying chart rules and responsibilities, market adjustments, employee benefits, vendor and contracted service relationships, employment hire/work status philosophy and master facility plan (renovations/plant operation)
- Modified Services included Emergency Preparedness, Infection Prevention, Marketing, Community Health & Wellness
- Adding Service lines to help the community, not necessarily all produce high revenues
- Future Services may include Mobile 3D Mammography, Direct Pay Lab Service, Pulmonary Rehab, Pain Clinic, Inpatient Wound Care, Swing Bend HBO Care, and Neurology
- Several other services are still being explored
- WAH has invested in its Employees and Community Partners (Partnering with the Windom Area School with the CTE building and providing funding for Medical Careers Classes, City of Windom Tennis Court Relocation, Baseball Field renovation, Arena Locker Rooms)
- Master Facility Changes to include an Emergency Department Remodel, Clinic Remodel, and Plant Operation (equipment replacement) replacement over the next 7 years totaling \$2.7 million dollars

Becker noted her longevity at Windom Area Health and her current position being the Director of Nursing. She currently understands the changes that have been implemented and has helped use her experiences to mold her nursing staff in being more resilient. The Organizational Adjustments

helped create more opportunities for floor nurses. Becker stated the open communication with management helped her nurses understand the FTE changes that were implemented.

Council noted that community investment is important to improve the overall health of the community. By putting monies to the various programs, it encourages locals to seek out medical careers and possibly return to the local hospital for future employment.

Grunig questioned if the excess reserves are used to offer more services. Medina said yes when opportunities arise. Changes in community needs and the time to implement the requested service are also factored into this decision. The Wound Care service line was added due to the needs presented in nursing homes/assisted living facilities. This service line also offered an opportunity to offer Ostomy Care at WAH.

Grunig inquired about over budgeting for services and making health care more affordable. Medina replied a reduction in charges also reduces the income that is received. Other sources would have to be sought out to increase revenue dollars. By keeping charges where they are, WAH can safely handle fluctuations in patient use of the facility.

Jones asked about the prescription drug costs and current legislation to regulate pricing. Medina explained that hospitals have separate contracts with drug providers along with different pricing schedules/regulations. Windom Area Health currently has a contract with Sanford to provide a lower drug cost to its patients.

9. Street Committee Recommendations:

The Windom Area School is requesting to close 17th Street from 15th Avenue to 6th Avenue and 6th Avenue/17th Street corner to 15th Street for the Homecoming Parade on Friday, October 11th from 9:50-10:30 AM.

Motion by Byam second by Quade approving the Proposed Street Closure. Motion carried 4 – 0.

The Windom Area School is also requesting permission to have a ceremonial bonfire in the parking lot west of the Baseball field in Island Park on Wednesday, October 9th from 7:00-10:00 PM in conjunction with their Homecoming Activities. Windom Fire Department will be supervising the event.

Motion by Grunig second by Quade approving the ceremonial bonfire at Island Park. Motion carried 4 – 0.

10. First Reading Ordinance #181, 2nd Series – Amending Chapter 118 – Alcoholic Beverages:

Steve Nasby, City Administrator, explained the City of Windom currently has the ability to approve a wine/strong beer license to an applicant with 60% of their sales being attributable to food sales according to its code. The State of Minnesota has recently eliminated the 60% requirement, but still requires this establishment to hold a food license. The City's Code is more restrictive than the State, which is permitted. Staff is requesting that the Council consider an amendment to mirror the State Statute. This change is in response to a request by a potential new business to open a Tap House in downtown Windom in an underutilized building.

Motion by Byam second by Quade approving the First Reading Ordinance #181, 2nd Series – Amending Chapter 118 – Alcoholic Beverages. Motion carried 4 – 0.

11. Resolution Calling for a Public Hearing for 2019 Miscellaneous Special Assessments:

Jones said the City annually has to hold a public hearing for Special Assessments that may be assessed to homeowners due to unpaid bills pertaining to fire calls, mowing fees, snow removal or rubbish removal by the City to correct nuisance violations. He encouraged anyone buying a home to make sure to check on the existence of any approved or pending assessments.

Council Member Grunig introduced the Resolution No. 2019-57, entitled "RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2019 MISCELLANEOUS SPECIAL ASSESSMENTS" and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Nelson, Quade, Byam, and Grunig. No: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

12. Personnel – Hiring Recommendations:

Quade said the City of Windom has been without a Recreation Director since July 2019 when Al Baloun retired. The Park & Recreation Commission interview committee had 10 applications for the position that were all reviewed and ranked. The top three applicants were interviewed and the Committee is recommending hiring Tim Hogan for the Recreation Director position.

Motion by Quade second by Byam to approve hiring Tim Hogan as Recreation Director according to the employment offer as outlined in the Council Packet. Motion carried 4 – 0.

Byam commended Hogan on his past experience and positive interactions with the public.

Tim Hogan, Recreation Director, said he has appreciated all the support in the previous six months being interim Director. He is looking forward to the future and making positive changes with his programs.

Nasby said with the recent advancement of Leesa Arndt to the Utility Billing/System Analyst, there was a vacancy in the Customer Service staff. Council had approved hiring someone as part-time customer service to fill this vacancy. Staff is recommending hiring Jill Falk for the Permanent Part-Time Office Assistant position.

Motion by Grunig second by Quade to approve hiring Jill Falk for the Permanent Part-Time Union Office Assistant position. Motion carried 4 – 0.

13. New Business:

None.

14. Old Business:

None.

Preliminary

15. Contractor Payment – Wastewater Treatment Facility Imp Project – Gridor Construction #11 - \$944,560.00:

Haugen noted that the Utility Commission did not hold their regular monthly meeting; however they have been notified of this contractor payment. He has not heard any concerns regarding paying the contractor. The payment request includes the completion of the sewer lining, material purchases, and electrical controls.

Motion by Nelson second by Grunig to approve the Pay Request #11 for Gridor Construction in the amount of \$944,560. Motion carried 4 – 0.

16. Council Comments:

Nelson expressed appreciation to Windom Area Health for their services. He noted that the Community Center will be hosting their 20th Anniversary Celebration on October 10th from 5:30-8:30 PM.

Grunig congratulated Hogan on his position and thanked him for all his interim work for the City.

Quade updated the status of the Census Complete Count Committee. She noted that she has 11 signed up for the training and has a few more contacts she is waiting to hear from. Quade added that October is Domestic Violence Awareness Month and purple ribbons have been placed around the square to acknowledge this. The Southwest Crisis Center will be hosting a Cookie Social at the library on October 8, from 2-5:30 PM and an Open House at their offices on October 10th from 12-4:00 PM. Quade also encouraged the public to attend the Community Center Open House on October 10th. As it is October, she ended with urging people to enjoy the Haunted School House weekends at the BARC facility.

Byam would like staff to add a link to Bolton & Menk's information to help citizens understand what is under their streets. He noted the abundance of rain has boosted tree growth and residents should consider trimming overhanging branches that may hinder those who use the sidewalks. Byam also said that intersections should be trimmed back for vehicle and pedestrian safety. He also spoke about forming a Windom Foundation Committee and hopes to hold a meeting in December of 2019.

Jones reiterated attending the Community Center Open House. He also spoke about the Joint Government Meeting that was held, saying that housing, Windom Area School building progress, and Cottonwood County needs were discussed. Jones mentioned that Cottonwood County will be celebrating their 150th Anniversary and asked a Council Member to attend the planning meetings.

17. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:25 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

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

September 18, 2019 at 4:00pm

A regular meeting of the Board of Directors was held on September 18, 2019 at the Riverview Apartments Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Pam Dobson, Dan Molitor and Tom White. Also present was: Executive Director, Connie Clausen and Operations Manager, Linda Loewen.

The Regular Board Meeting was called to order at 4:00 pm with the consent agenda approved (McDonald/Dobson) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: None

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate. Since 04/01/19, we've had 10 unit turns at an average rate of 6.70 days. The Executive Director did not have the July Fee Accountant reports.
2. The Executive Director gave an update on the Tamper Flow Switch Installation. We've received a quote from Johnson Controls to program the new switch in the amount of \$1,543.00. After some discussion, a motion was made to accept the quote from Johnson Controls. (Dobson/White)
3. The Executive Director gave an update on the EDA Loan. Drew from the City has asked that we extend the repayment date to 3/2/2020 making it a 60 day extension verses the original request of 30 days. After some discussion a motion was made to approve the request with an additional extension up to 6 months without having to bring it back to the board. (White/Molitor)
4. An update by the Executive Director on the RV Parking Lot Project. Nielsen Paving was here and swept and sealed the RV parking lot and will be back to re-stripe before winter at no additional cost to the HRA.
5. An update was given on the Hillside Parking Lot Project. A final walk through has been completed with no outstanding issues. We have not received a final pay request to date.
6. The Executive Director gave an update on the Hillside Manor roof issues. We have had leaking issues in the same unit as we did over the winter. Maintenance is working on getting quotes to replace the gutters.
7. The Executive Director gave an update on the HS Boiler Backup Project. We have received edited bids from both Schwalbach's and Elite Mechanical with three options. After some discussion, a motion was made to accept the bid from Elite Mechanical's option one for the tank-style hot water heater in the amount of \$8,560.00. (White/Molitor)
8. The Executive Director gave an update on the EDA funds request in connection with the SCDP grant. Drew from the EDA contacted the HRA letting us know that they had received five applications and requested that we pay \$2,250.00 per our agreement of \$20,000. After some discussion, a motion was made to approve the pay request out of the Special Projects account. (McDonald/Dobson)
9. FYE 3/31/2019 Auditors will be in-house on October 16, 2019.
10. The Executive Director opened up discussion on Redevelopment. The board agreed to do some research and bring ideas back to the October meeting for further discussion.

New Business consisted of:

1. The Executive Director gave an update for the Jackson HRA. We heard back on the MN Revenue Recapture audit which is now complete. We can send out new notices and update the claims. We have accepted a bid for the Hot Water Heating Venting Issue. We are exploring the RAD Conversion. RFP's are going out for a new Auditor.
2. The Executive Director gave a report on the Windom HRA Maintenance Project. Maintenance has built a new retaining wall/tile system by the front door of Riverview Apartments to help with draining. They will be continuing to re-caulk the AC boxes at HS.

3. The Executive Director gave an update on the HS Gutter Heat Tape Project. We received one bid back from Ron's Electric in the amount of \$9,687.00. After some discussion a motion was made to accept the bid and to pay for the project using Operating Funds. (White/Molitor)
4. The Executive Director reported having been contacted in regard to a tour of the RV Wall Project, which used POHP funds. The tour will take place on October 9th. Details will be sent out as they are received.
5. We will be having staff training on September 24th. Maintenance will present on the updates on REAC Inspections. We have also put in a request to be a part of the Inspire inspections new testing format.
6. Due to the death of our Resident Liaison, we will be posting for a replacement. This will be posted for 30 days and will be effective December 1, 2019.
7. The Executive Director reported that on Friday, September 6th, we held surprise fire drills at both HS and RV and good resident participation in both locations.
8. The Executive Director reported on upcoming Financial Training with Hawkins Ash in LaCrosse, WI on October 22-23. After some discussion the board approved attendance for both Connie and Linda and will pay for half of the training and will ask the Jackson HRA to pay for half.
9. The Executive Director reported on a proposed change to the Windom Cable TV. She has been informed that it will be going to an internet-based system sometime next year. We will continue to do some research and follow-up.
10. The Executive Director gave an update on HUD and other reporting. (J) FYE 9/30/2019 Year-End docs, Proposed Budget, Annual Public Hearing, etc, MN Revenue Recapture corrections, Annual Employee Reviews. (J & W) Annual Workman's Compensation Payroll Audits, Semi-Annual labor Standards Reporting.
11. The meeting was closed at 5:18 pm and reopened at 5:56 pm.
12. Upcoming board meetings will be October 9th (HS) and November 13th (RV).

With no further business, the meeting was adjourned at 5:56 pm (White/Molitor).

Linda Jaakola, Chairman

Connie Clausen, Executive Director

Joint Government Meeting Minutes
Windom City Council - Windom Area School District - Cottonwood County
September 30, 2019
City of Windom – City Hall, Council Chamber
5:30 p.m.

1. **Call to Order** – City of Windom turn to Chair. Mayor Dominic Jones, Chair
2. **Roll Call** – Angie Klassen & Wayne Wormstadt (School)
Dominic Jones, Rod Byam & Steve Nasby (City)
Norm Holmen and Kevin Stevens (County)
3. **General Updates\Issues**
 - a. School District: The CTE building bids are due October 15th for the 7,000 square foot addition. Current building status is on time and on budget. ISG is giving the School estimates for updates on the Highland property. The enrollment is 1090 with about 66 more kids moving into the district and about 30 moving out. The smallest classes under 80 students are 10th, 11th and 12th grades. The anticipated tax levy increase will be 1.09% to 1.97% depending on calculations on State aid as there are matching funds and about 75% of the school funding comes from the State. Five main languages at School are English, Spanish, Karen, Laotian and Plough.
 - b. County: Preliminary levy is 6.9% increase, but hope to lower it. Three open positions right now in GIS, IT and engineering. Work on County website will be \$20,000 to make it ADA compliant. Three union labor agreements are currently negotiating. Health insurance costs are high.
 - c. City: Has a 2020 Street project planned. The new Snow Emergency Policy will include no parking Midnight to 8 am on City streets, alleys and parking lots. The preliminary levy was set at 4.48% and health insurance costs were one of the cost drivers. The Highway 60/71 Corridor Study kicked off today and there will be multiple efforts to solicit public input.
4. **Housing Efforts**
 - a. Cemstone Property Reclamation and Apartment Building Status: The City and Cemstone are still working on moving ahead a reclamation project and housing development. The City is applying for grants to help off-set development costs and protect waters (lake and well field). The apartment building should be breaking ground soon and the City is receiving calls from interested tenants, which are passed along to the developers. About a 12 month build on the apartment expected.
 - b. Tax Abatement Program Update: A total of 16 housing units have applied for the program with 8 in the City and 8 in the County. Consensus of the group that it has been successful and interest expressed to suggest renewing the program when it comes up for re-consideration.

- c. Single Family Housing – In-fill Lots: A developer is interested in building three or four single-family houses if suitable in-fill lots can be found. The City is encouraging in-fill as there is existing utilities and streets.

5. Old Business

- a. Recruitment and Retention of Employees: Discussion on process of recruiting employees and what assistance is given to helping spouses find local employment. Recruitment can also be looking at high school students to help them learn skills like obtaining a CDL.
- b. Census Complete Count Committee: Council member Quade is working to get together a Census committee to help promote the Census and find ways to get everyone counted. Discussion on the different languages in town and the need to have multi-lingual information available. Having an accurate count will help everyone as State aids are based on population and Minnesota is fighting to keep 8 congressional seats.

6. New Business

- a. Health and Wellness Beyond Insurance: Wellness committees and efforts by the Hospital and others to promote community health is beneficial to everyone and helps keep insurance rates down. As employers we should be supporting wellness efforts, which is being done by the City, County and School.
- b. Next Meeting Date: December 30, 2019 at 5:30 hosted by the County and March 30, 2020 at 5:30 hosted by the Windom Area School District

7. Adjourn: Meeting adjourned at 6:44 pm.

CITY OF WINDOM TREE COMMISSION MEETING MINUTES

October 2, 2019

1. Call to Order: The meeting was called to order at 5:35 p.m. at the council chambers by Vice-Chairperson Jim Knigge.

2. Roll Call:
Commission Present: Joanne Kaiser, Jim Knigge, Deborah Polzin
Commission Absent: Steve Fresk
Council Liaisons: James Nelson (absent)
Public Present: David Bucklin

3. Approve Minutes of April 17, 2019
Motion made by Joanne Kaiser, seconded by Deborah Polzin

4. Treasurer Report: For the year 2020: \$2,500 budgeted plus \$1,000 from County Water Plan through Cottonwood Soil & Water conservation District along with technical support.

5. Old Business:
 - a. None

6. New Business:
 - a. Two board members' terms are up at the end of the year; Joanne Kaiser and Deborah Polzin. Both agreed to serve another three year term which will end in 2022.
 - b. 25 trees have been ordered for 2020. Matador Maple, Triumph Elm, Hackberry, Honey Locust and Linden varieties.
 - c. Emerald Ash Borer has been found at Worthington and New Ulm.

7. Open Mike: Minnesota has designated a state bumblebee, namely the Rusty Patched Bumblebee. Unfortunately it is on the endangered species list. Flowers of all varieties are the answer to saving pollinators. Linden trees provide flowers at a critical time in the spring to support bee populations. Homeowners can help pollinators by planting linden trees, other flowering trees and more flower beds.

8. Meeting adjourned at 5.50 pm.

Next Tree Commission Meeting January 15, 2020 at 5:30 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____

Windom Library Board Meeting
City of Windom Council Chamber
Tuesday, October 8, 2019

5:05 p.m.

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

Members Absent: Kari Scheitel

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

Motion by Sue Ebeling and seconded by Anita Winkel to approve the agenda and the amended minutes.

4. Financial Report:

Dawn reviewed the financial report. Motion by Kathy Hiley and seconded by Sue Ebeling to approve the Financial Report.

5. Librarian's Report:

Dawn was pleased with the number of people who applied for library cards during the September library card sign-up promotion.

All 40 slots were filled for the September 24th antiques appraisal program at the Community Center. Dawn shared some of the interesting appraisals that were done that day. The event was enjoyed by all.

The funds provided by the MN Legacy Funds have been nearly exhausted for 2019. With that in mind and the questionable weather during the winter months, Dawn will wait to plan more Legacy sponsored events until April of 2020.

Book Club has been rescheduled to 10/10/19 at River City Eatery.

The company that designed the City's website is offering refresher training to the city departments to enable them to make the best use of the website.

The SW Crisis Center held a cookie social at the library today. Dawn received approval from the city for this event to be held at the library.

Nancy has resumed hosting the Bridges preschool class on one Monday a month.

Motion by Anita Winkel and seconded by Sue Ebeling to approve the librarian's report.

6. Old Business:

Terry Fredin talked with Dawn about bathroom renovation and suggested that it should start around Thanksgiving 2019.

Dawn went to the city council asking them to accept the generous donation of \$1,225 from the West Central Association of Realtors. These funds will go towards the children's library renovation.

Painting of the children's library is still pending.

The children's library windows have been cleaned inside and out.

The family of John and Nancy Resh have donated \$1,000. A resolution to the council will be made to accept the donation of money to go towards 2 new benches for the front entrance of the library. These benches will have a memorial plaque on them. She is looking at benches from Bedford Tech. The other possibility is benches like on the lawn of the courthouse.

7. New Business:

The library is sponsoring a pumpkin decorating contest. Submissions are due by October 14.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
OCTOBER 8, 2019**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 6:58 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Ben Derickson, Jared Baloun, Lorri Cole, Carol Hartman, and Greg Pfeffer.

Absent: Dale Friesen and Brett Mattson.

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

3. Approval of Minutes:

Motion by Commissioner Pfeffer, seconded by Commissioner Derickson, to approve the Planning Commission Minutes for the meeting held on August 13, 2019. Motion carried 5-0. (Commissioner Hartman arrived as voting was in progress.)

4. 2020 S.M.A.R.T. Goals – Discussion: Zoning Admin. Spielman reviewed the 2019 Goals with the Commissioners and the status of each goal. Following further discussions, Zoning Admin. Spielman requested if after the meeting any Commissioner has a suggestion for a new goal, to contact the B&Z Office. The proposed 2020 S.M.A.R.T. Goals will be presented to the Commission at the November Meeting for final review and approval.

5. Fixed Fees – Discussion: Zoning Admin. Spielman noted that review of building permit fees, zoning fees and other fees associated with the Development Department was one of the 2019 S.M.A.R.T. Goals. He presented information concerning a proposal for fixed fees for building permits for certain maintenance activities. There was a discussion of the pros and cons of the proposal. Following discussion, the consensus of the Planning Commissioners present was to recommend continuing with the valuation-based building permit fee schedule as adopted by the City Council in 2001.

Zoning Admin. Spielman advised that pursuant to state code, Windom should be issuing mechanical permits for replacement of gas-fired appliances (such as furnaces, gas water heaters, gas fireplaces, etc.) and gas piping and plumbing permits for plumbing projects. The building permit form was revised to include information for such permits and currently the permit cost would be determined by the valuation of the project. Zoning Admin. Spielman advised that for new construction, plumbing and mechanical work are included in the building permit fee. He is recommending establishing fixed fees for building permits that only include mechanical or plumbing work. Fixed fees should reduce the cost of these permits because fees based on valuations would be higher due to the cost of mechanical equipment. Zoning Admin. Spielman explained that we do not currently issue many permits for this type of work and hopes that fixed fees will make it easier for contractors leading to more compliance with the code. Spielman advised that in 2018 a fixed fee of \$50 was established for manufactured storage sheds that require a building permit. Prior to that time, those permits were valuation based as well which resulted in more expensive permits for work that did not require many inspections. The proposed change for mechanical and plumbing permits is consistent with the manufactured homes/structures permit. He clarified that homeowners are allowed to do the work themselves, but they would still need a permit. In response to questions concerning plumbing, he advised that a local Building Official can inspect residential plumbing. The State (DLI Office) conducts the required plan review on applications for plumbing projects and then the plan review letter designates who will do the inspections on those projects. Zoning Admin. Spielman clarified which projects would require plumbing permits (such as new supply piping, new waste piping, and venting). Permits would not be required for replacement of a sink or faucets. He explained his recommendations concerning the proposed fixed fees for mechanical and plumbing permits.

Motion by Commissioner Cole, seconded by Commissioner Baloun, to recommend that the City Council establish a fixed fee of \$49 (City Fee) and \$1 (State Surcharge) for mechanical permits for replacement of gas-fired appliances and piping. Motion carried 5-0. (Commissioner Pfeffer left for another commitment prior to this vote.)

Motion by Commissioner Baloun, seconded by Commissioner Cole, to recommend that the City Council establish a fixed fee of \$49 (City Fee) and \$1 (State Surcharge) for new or alteration of any residential plumbing system (not to replace a fixture) for plumbing permits required per state code. Motion carried 4-1 (nay vote by Commissioner Derickson.)

There was a discussion concerning zoning permits for projects that do not currently require building permits. This would include projects such as fences, sheds under 200 square feet in size, and decks which are under 30 inches in height and not attached to a structure. Spielman noted that currently City Code regulates these types of projects for height, setbacks, building materials, etc. Permits would help current and future staff ensure compliance with the code. There was discussion concerning the amount of staff time to review and verify property lines and setbacks and meet with property owners. Spielman explained there is a permit application for new or replacement driveways and zoning permits would be handled similarly. Currently there is no fee for a driveway permit. There was a discussion concerning driveway permits and whether grading is reviewed for proper drainage of the driveway. After further discussion, the following action was taken.

Motion by Commissioner Derickson, seconded by Commissioner Cole, to recommend that zoning permits be issued by the Building & Zoning Office for installation of fences, sheds under 200 square feet in size, and decks which are under 30 inches in height and not attached to a structure; and to further recommend that the City Council establish a fixed fee of \$49 (City Fee) and \$1 (State Surcharge) for these zoning permits.

Motion amendment by Commissioner Derickson, seconded by Commissioner Cole, to add zoning permits for new driveways or replacement driveways to the previous motion with the same fee recommendation. Combined vote on original Motion and Motion Amendment: Carried 5-0.

Chairperson Wahl recommended that information be provided to the City Council and the public concerning these new permits and the reasoning for these new permits and the proposed fees.

6. Blighted Homes – Policy Discussion: The Commissioners received a copy of the guidelines adopted in 2017 for the Blighted Homes Program. This program officially began in 2018. Zoning Admin. Spielman reviewed the program's guidelines and updated the Commissioners concerning the status of the program.

There was a discussion concerning the possibility of offering an incentive of a portion of the demolition costs to contractors or developers who demolish a blighted home and construct a new home on the same parcel within a specified period of time. There was also a discussion concerning program parameters and funding of this type of grant program. It was the consensus of the Commission that a commitment from the City Council to fund such a program is the first requirement before proceeding with establishing parameters. Mayor Jones suggested that Zoning Admin. Spielman bring this request before the City Council at a budget meeting.

There was also a discussion concerning a potential project for which the City may not recoup all of its demolition costs. The project complies with some of the criteria for the Blighted Homes Program. The consensus of the Commission was that Zoning Admin. Spielman proceed to contact the owners of this property and discuss the program with them.

It was further the consensus of the Commission that the existing "Blighted Homes Program" should remain in place and the proposed demolition incentive program should be a new program for discussion with the City Council. Zoning Admin. Spielman will proceed pursuant to the Commission's suggestions. He will update the Commission at the November Meeting concerning this project and potential guidelines for a new incentive program for developers.

7. November Meeting – Location or Date Change: The regular November Meeting would fall on Tuesday, November 12th. The School Board would typically meet on the second Monday in the Council Chambers. However, Monday, November 11th, is a holiday. The School Board's policies provide that if a regular meeting falls on a holiday, the Board is to meet at the same time the following day. The School Board's Meeting is televised and the meeting needs to be held in the Council Chambers. It appears that there will be a

public hearing at the November Planning Commission Meeting. There was a discussion concerning whether the Commission wanted to meet on a different date or meet on November 12th in a different location.

Motion by Commissioner Hartman, seconded by Commissioner Cole, to hold the November Planning Commission Meeting on the regularly-scheduled date of November 12, 2019, at 7:00 p.m. and authorize Staff to make arrangements for a different location for the meeting. Motion carried 5-0.

8. There were no “Other Business/Reports” or “Unfinished or New Business” to come before the meeting.
9. Planning Commission Comments, Concerns, Suggestions: Mayor Jones thanked the Planning Commissioners for all they are doing and asked them to keep up the good work.
10. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 9:06 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

Parks & Recreation Commission Minutes

October 9, 2019

5:30 p.m.

Meeting called to order by Chairman Jason Kloss at 5:47pm after a full quorum arrived.

Roll Call:

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

1. Approve Agenda and Minutes:

- a) Motion to pass the agenda by Bryan Joyce, second by Ron Kuecker.
- b) Motion to pass the minutes with corrections by Bryan Joyce, second by Ron Kuecker.

2. Discussion about the of the dog park:

- a) Reviewed all possible locations within Island Park and picked out the three top options to bring to the next meeting. The most desired option was marked in Island Park east of the shelter, so the Commission members can view the spot better.
- b) The commission members also discussed what kind of rules the park should have in place. Brian will bring ideas about the rules and fence pricing to the next meeting.
- c) The consensus of the Commission that users of the Dog Park are responsible to clean up after their dogs at the park. City staff will not be responsible for picking up dog waste, but will only do mowing and maintenance to the area.
- d) The commission is hoping to make a decision at the next meeting about the Park at the next meeting.

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

- a) Brian informed the Commission that Tim Hogan was unable to attend the meeting because he was in the process of making ice at the arena and asked him to share a couple of items. The Arena boosters Club recently donated 2,000 dollars to help replace some of the old and worn out rental skates. The clay was quite hard to move off the concrete so the Street Department help with removal.
- b) Brian stated that there is about 2000 dollars in damage to some of the sprinkler systems in the Windom Recreational Area.
- c) Brian informed the Commission that fill from the new Avera building site will be placed in the Windom Recreational area south and east of the well field for possible future soccer fields which was in the original plan from 2005. The black dirt has been removed already; the fill will be added than the black dirt will be put back in place. Avera has agreed to pay for the seeding next spring.

4. New business:

None

5. Old business:

- a) Brian informed the commission that he has had some inquiries about the Adopt the Park Program. He will talk to the ones that have already called and get the word out to people so they can adopt a park on a first come first served basis,

6. Open mike discussion:

- a) Bryan Joyce suggested that we have a virtual tour of the parks so the Commission can start goal setting.

Meeting adjourned at 6:48 pm.

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



Windom, MN

Expense Approval Report

By Fund

Payment Dates 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	20191001	10/02/2019	LEGAL FEES	100-41110-304	750.00
CONVENT. & VISITOR BUREAU	20191003	10/07/2019	LODGING TAX - AMERIC INN	100-41110-491	3,698.25
CONVENT. & VISITOR BUREAU	201910042019	10/07/2019	LODGING TAX - GUARDIAN IN	100-41110-491	1,240.14
CONVENT. & VISITOR BUREAU	20191007	10/07/2019	LODGING TAX - RED CARPET I	100-41110-491	763.14
Activity 41110 - Mayor & Council Total:					6,451.53
Activity: 41310 - Administration					
INDOFF, INC	3289364	10/07/2019	SUPPLIES	100-41310-200	12.95
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	100-41310-321	46.18
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	1.15
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	4.27
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	15.55
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	8.35
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	3.66
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	3.05
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	2.64
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	1.83
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	0.61
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	0.61
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41310-322	0.61
WINDOM AREA HEALTH	20190911	10/08/2019	WELLNESS - CITY OF WINDO	100-41310-480	160.00
Activity 41310 - Administration Total:					261.46
Activity: 41910 - Building & Zoning					
CENTURY BUSINESS PRODUCT	486091	09/11/2019	SUPPLIES	100-41910-200	27.94
SCHRAMMEL LAW OFFICE	20191001	10/02/2019	LEGAL FEES	100-41910-304	270.00
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	100-41910-321	85.21
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-41910-322	3.00
MN DEPT OF LABOR & INDUS	SEPT 2019	10/08/2019	CITY OF WINDOM-SEPT 2019	100-41910-443	555.12
Activity 41910 - Building & Zoning Total:					941.27
Activity: 41940 - City Hall					
MELISSA PENAS	20190930	10/02/2019	SERVICE - CLEANING	100-41940-406	352.00
SANDRA HERDER	20191001	10/02/2019	SERVICE - CLEANING	100-41940-406	352.00
Activity 41940 - City Hall Total:					704.00
Activity: 42120 - Crime Control					
CORY HILLESHEIM	20191002	10/02/2019	EXPENSE - WILLMAR	100-42120-212	30.12
JACK'S UNIFORMS & EQUIPM	83168A	10/02/2019	UNIFORMS #2300	100-42120-218	1,685.00
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-42120-322	3.66
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-42120-322	4.39
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-42120-322	6.85
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-42120-322	20.55
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-42120-322	21.16
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	100-42120-322	22.75
LEASE FINANCE PARTNERS	#3250 9-20-19	10/02/2019	LEASE #3250	100-42120-326	136.00
FORD MOTOR CREDIT CO LLC	1695555	10/02/2019	#9482800 - LEASE	100-42120-419	663.95
SCB PUBLIC FINANCE	20190914	09/24/2019	LEASE PAYMENT 40049-01/5-	100-42120-419	1,054.07
FLEET SERVICES DIVISION	2020020002	10/02/2019	SERVICE #A00WIN	100-42120-419	1,644.86
BLUE CROSS/BLUE SHIELD	191002362763	10/08/2019	INSURANCE PREM- NOV 2019	100-42120-480	596.50
Activity 42120 - Crime Control Total:					5,889.86
Activity: 42220 - Fire Fighting					
ATLAS OUTFITTERS	13812	10/07/2019	MATERIALS & EQUIPMENT	100-42220-215	539.00
RITA HACKER -CREATIVE DESI	701	10/02/2019	SERVICE - FIRE DEPT	100-42220-218	88.00

Expense Approval Report

Payment Dates: 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN FIRE SERVICE CERTIFICATI	7194	10/02/2019	RETEST FEE - DAVID TRAN, RIC	100-42220-308	75.00
Activity 42220 - Fire Fighting Total:					702.00
Activity: 43100 - Streets					
DUININCK	538910	10/08/2019	MAINTENANCE MATERIALS #5	100-43100-224	666.76
LOCATORS & SUPPLIES, INC	0279193-IN	09/24/2019	TOOLS	100-43100-241	115.49
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	100-43100-321	44.55
COTTONWOOD CO SOLID WA	1923100	10/08/2019	WASTE DISPOSAL	100-43100-384	10.00
ELECTRIC FUND	20190913	10/02/2019	STREET DEPT	100-43100-401	23.67
WERNER ELECTRIC	5010020636.001	09/24/2019	BUILDING MAINTENANCE SU	100-43100-401	10,772.21
LUBE - TECH & PARTNERS, LLC	1455895	10/02/2019	MAINTENANCE	100-43100-404	601.00
MILLS & MILLER, INC	20143	10/02/2019	MAINTENANCE	100-43100-404	1,903.50
MILLS & MILLER, INC	20152	10/08/2019	MAINTENANCE	100-43100-404	1,859.62
MILLS & MILLER, INC	20156	10/08/2019	MAINTENANCE	100-43100-404	1,855.92
BAUER BUILT	830107429	10/02/2019	MAINTENANCE - UNIT 42	100-43100-405	280.00
BAUER BUILT	830107430	10/02/2019	MAINTENANCE - UNIT 44	100-43100-405	1,192.00
RDO EQUIPMENT CO	P82911	10/02/2019	MAINTENANCE - UNIT 47	100-43100-405	86.20
ZIEGLER, INC.	PC630108463	10/09/2019	MAINTENANCE #9696600	100-43100-405	61.66
BLUE CROSS/BLUE SHIELD	191002362763	10/08/2019	INSURANCE PREM- NOV 2019	100-43100-480	596.50
Activity 43100 - Streets Total:					20,069.08
Activity: 45202 - Park Areas					
COTTONWOOD CO SOLID WA	1922862	10/07/2019	DISPOSAL	100-45202-384	183.00
MTI DISTRIBUTING, INC	#1194969-00	10/10/2019	REVERSING CREDIT - ALREADY	100-45202-405	391.91
MTI DISTRIBUTING, INC	#1234703-00	10/10/2019	REVERSING CREDIT-ALREADY	100-45202-405	85.60
MTI DISTRIBUTING, INC	1194969-00	12/06/2018	CREDIT - MAINTENANCE	100-45202-405	-391.91
MTI DISTRIBUTING, INC	1234703-00	09/24/2019	MAINTENANCE SUPPLIES	100-45202-405	-85.60
MTI DISTRIBUTING, INC	1234871-00	10/02/2019	MAINTENANCE	100-45202-406	982.11
MTI DISTRIBUTING, INC	1234871-01	10/08/2019	MAINTENANCE	100-45202-406	230.19
HELLER ENTERPRISES LLC	13525	10/02/2019	MAINTENANCE	100-45202-406	412.86
SCOTT LYONS	209565	10/02/2019	SERVICE - MAINTENANCE	100-45202-406	250.00
Activity 45202 - Park Areas Total:					2,058.16
Fund 100 - GENERAL Total:					37,077.36
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
COLE PAPERS INC.	9584692	09/24/2019	OFFICE SUPPLIES	211-45501-200	62.39
MELISSA PENAS	20190930	10/02/2019	SERVICE - CLEANING	211-45501-402	374.00
SANDRA HERDER	20191001	10/02/2019	SERVICE - CLEANING	211-45501-402	374.00
J & K WINDOWS	2418	10/08/2019	SERVICE	211-45501-402	245.00
MICROMARKETING, LLC	787848	10/02/2019	BOOKS #9985	211-45501-435	39.99
Activity 45501 - Library Total:					1,095.38
Fund 211 - LIBRARY Total:					1,095.38
Fund: 225 - AIRPORT					
JAN BARTSCH	20191002	10/02/2019	REFUND - SEPT AIRPORT HAN	225-34920	90.00
Activity: 45127 - Airport					90.00
RED ROCK RURAL WATER	20191003	10/08/2019	WATER & METER FEE	225-45127-200	30.45
RED ROCK RURAL WATER	20191003	10/08/2019	WATER & METER FEE	225-45127-200	2.00
BEST OIL COMPANY	30437	10/07/2019	FUEL - JET A - 5000 GALLONS	225-45127-264	19,666.50
SOUTH CENTRAL ELECTRIC	#367400 8-31-19	10/02/2019	SERVICE #367400	225-45127-381	192.00
SOUTH CENTRAL ELECTRIC	#367403 8-31-19	10/02/2019	SERVICE #367403	225-45127-381	148.91
WINDOM STREET DEPARTME	119	10/07/2019	AIRPORT #119	225-45127-404	24.36
BAUER BUILT	8310107431	10/02/2019	MAINTENACE - AIRPORT CAR	225-45127-404	224.96
GDF ENTERPRISES, INC	A16642	10/02/2019	MAINTENANCE	225-45127-404	234.77
GDF ENTERPRISES, INC	A16683	10/08/2019	MAINTENANCE	225-45127-404	462.02
O'DAY EQUIPMENT, LLC	INV116539	10/02/2019	MAINTENANCE	225-45127-404	414.02
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #08-012-0500	225-45127-462	1,138.00
Activity 45127 - Airport Total:					22,537.99

Expense Approval Report

Payment Dates: 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Activity: 49950 - Capital Outlay						
SEH	373993	10/02/2019	#150401 HANGAR CIP PROJEC	225-49950-500	13,250.00	
					Activity 49950 - Capital Outlay Total:	13,250.00
					Fund 225 - AIRPORT Total:	35,877.99
Fund: 230 - POOL						
Activity: 45124 - Pool						
HAWKINS, INC	4532385	10/02/2019	CHEMICALS	230-45124-216	289.50	
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	230-45124-480	-75.00	
					Activity 45124 - Pool Total:	214.50
					Fund 230 - POOL Total:	214.50
Fund: 235 - AMBULANCE						
Activity: 42153 - Ambulance						
BRITTANY ESPENSON - RIVERS	1085	10/02/2019	SERVICE	235-42153-217	240.00	
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	235-42153-217	3.21	
BOUND TREE MEDICAL, LLC	83346807	09/24/2019	SUPPLIES	235-42153-217	399.17	
WINDOM AREA HEALTH	734-0024-09-19-0024	10/08/2019	NURSING SERVICE	235-42153-312	5,067.13	
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	235-42153-321	108.54	
EXPERT T BILLING	6128	09/11/2019	SERVICE	235-42153-326	2,548.00	
REAL TIME TRANSLATION, INC	114237	10/02/2019	SERVICE	235-42153-327	34.00	
BUCKWHEAT JOHNSON	20191008	10/08/2019	EXPENSE - AMBULANCE	235-42153-334	107.84	
KIM POWERS	20191008	10/08/2019	EXPENSE - AMBULANCE	235-42153-334	126.10	
KDOM RADIO	#0281 9-30-19	10/08/2019	ADVERTISING - AMBULANCE	235-42153-340	264.00	
CRYSTAL WINDSHIELD REPAIR	1660	10/02/2019	MAINTENANCE - UNIT #27	235-42153-405	65.00	
GRAHAM TIRE CO	8	10/02/2019	CREDIT OF 6-20-19 - AMBULA	235-42153-405	-70.32	
GRAHAM TIRE CO	8573399	10/02/2019	MAINTENANCE - UNIT #27	235-42153-405	416.04	
EMS CUSTOM EDUCATION LL	1130	10/02/2019	EMT COURSE-GOULD, VACHU	235-42153-435	2,300.00	
MN REVENUE	20190930	10/02/2019	MN CARE TAX - 2019 3Q ESTI	235-42153-460	1,435.00	
					Activity 42153 - Ambulance Total:	13,043.71
					Fund 235 - AMBULANCE Total:	13,043.71
Fund: 250 - EDA GENERAL						
Activity: 46520 - EDA						
CENTURY BUSINESS PRODUCT	486091	09/11/2019	SUPPLIES	250-46520-200	55.86	
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	250-46520-321	27.89	
DREW HAGE	20190925	10/02/2019	EXPENSE-S COTTONWOOD LA	250-46520-331	81.20	
DREW HAGE	20191002	10/07/2019	EXPENSE - OPPORTUNITY ZON	250-46520-331	34.80	
LOOP NET	110091688-1	10/08/2019	ADVERTISING #162635601	250-46520-340	133.40	
WINDOM THEATER, INC.	EDA	10/02/2019	EDA DONATION	250-46520-340	50.00	
FEDERATED RURAL ELECTRIC	#112954 9-28-19	10/07/2019	SERVICE #112954	250-46520-381	14.00	
CITIZEN PUBLISHING CO	20191002	10/02/2019	SUBSCRIPTION - EDA OF WIN	250-46520-433	59.00	
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	250-46520-438	3.00	
COTTONWOOD CO AUD/TREA	25-839-0075	10/10/2019	PROPERTY TAXES #25-839-00	250-46520-462	50.00	
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0010	250-46520-462	431.57	
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0100	250-46520-462	536.68	
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX - 25-839-0075	250-46520-462	11,546.00	
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0070	250-46520-462	206.23	
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0060	250-46520-462	429.18	
					Activity 46520 - EDA Total:	13,658.81
Activity: 49980 - Debt Service						
FULDA CREDIT UNION	20191001	10/02/2019	SPEC BLDG LOAN - OCT 2019 -	250-49980-602	2,406.80	
FULDA CREDIT UNION	20191001	10/02/2019	SPEC BLDG LOAN - OCT 2019 -	250-49980-612	953.20	
					Activity 49980 - Debt Service Total:	3,360.00
					Fund 250 - EDA GENERAL Total:	17,018.81
Fund: 252 - EDA SCDP						
Activity: 46520 - EDA						
CITY OF MT LAKE	20191002	10/02/2019	PAYOFF OF SCDP LOAN-LISA L	252-46520-491	4,537.25	
					Activity 46520 - EDA Total:	4,537.25
					Fund 252 - EDA SCDP Total:	4,537.25

Expense Approval Report

Payment Dates: 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 8-31-19	10/02/2019	S	254-46520-381	114.78
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0100	254-46520-462	504.32
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0130	254-46520-462	102.00
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0010	254-46520-462	598.43
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0070	254-46520-462	113.77
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX #25-556-0060	254-46520-462	247.82
Activity 46520 - EDA Total:					<u>1,681.12</u>
Fund 254 - NORTH IND PARK Total:					<u>1,681.12</u>
Fund: 274 - TIF 1-19 NWIP II					
Activity: 46530 - TIF Districts					
COTTONWOOD CO AUD/TREA	NOV PROP TAXES	05/14/2019	PROPERTY TAX-OCT-NOV 2019	274-46530-462	4,176.00
Activity 46530 - TIF Districts Total:					<u>4,176.00</u>
Fund 274 - TIF 1-19 NWIP II Total:					<u>4,176.00</u>
Fund: 277 - TIF 1-22 CEMSTONE					
Activity: 46530 - TIF Districts					
EHLERS & ASSOC., INC.	80791	10/08/2019	TIF DIS 22-2019 ESTABLISHME	277-46530-301	6,250.00
Activity 46530 - TIF Districts Total:					<u>6,250.00</u>
Fund 277 - TIF 1-22 CEMSTONE Total:					<u>6,250.00</u>
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
JURGENS CONSTRUCTION, IN	20191002	10/02/2019	EMS FURNISHINGS - CEMENT	401-49950-502	1,500.00
Activity 49950 - Capital Outlay Total:					<u>1,500.00</u>
Fund 401 - GENERAL CAPITAL PROJECTS Total:					<u>1,500.00</u>
Fund: 601 - WATER					
Activity: 49400 - Water					
HAWKINS, INC	4575013	10/02/2019	CHEMICALS	601-49400-216	424.50
HAWKINS, INC	4583026	10/02/2019	CHEMICALS	601-49400-216	511.70
MN VALLEY TESTING	994560	10/02/2019	TESTING	601-49400-310	77.00
GOPHER STATE ONE CALL	9070834	10/07/2019	LOCATES	601-49400-321	35.44
GOPHER STATE ONE CALL	9090833	10/08/2019	LOCATES	601-49400-321	19.58
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	601-49400-321	97.37
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	601-49400-322	4.39
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	601-49400-322	0.25
HP DATAONE, LLC	20191001	10/02/2019	SERVICE - 9TH IN 2019	601-49400-326	1,328.13
FEDERATED RURAL ELECTRIC	#112843 9-28-19	10/07/2019	SERVICE #112843	601-49400-381	22.00
ELECTRIC FUND	315	10/02/2019	EL - WATER - WATER TOWERS	601-49400-402	10.66
GARY MEYER - SCANDIA CON	PAINT 19-10	10/02/2019	REPAIR TORNADO DAMAGE-1	601-49400-402	4,200.00
TOOLS PLUS INDUSTRIES LLC	47500	10/02/2019	MAINTENANCE	601-49400-404	288.37
MN DEPT OF HEALTH	#1170006-WINDOM	10/08/2019	SERVICE CONNECTION FEE -	601-49400-443	3,320.00
ADVANTAGE COLLECTION PR	#3796 10-1-19	10/07/2019	SERVICE #3796	601-49400-480	140.50
Activity 49400 - Water Total:					<u>10,479.89</u>
Fund 601 - WATER Total:					<u>10,479.89</u>
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
A & B BUSINESS	IN661063	10/08/2019	SERVICE #5078316138	602-49450-200	57.35
HAWKINS, INC	4578747	10/02/2019	CHEMICALS	602-49450-216	614.50
MN VALLEY TESTING	994275	10/02/2019	TESTING	602-49450-310	158.40
MN VALLEY TESTING	994292	10/02/2019	TESTING	602-49450-310	129.60
MN VALLEY TESTING	994790	10/02/2019	TESTING	602-49450-310	244.80
MN VALLEY TESTING	995365	10/02/2019	TESTING	602-49450-310	158.40
GOPHER STATE ONE CALL	9070834	10/07/2019	LOCATES	602-49450-321	35.44
GOPHER STATE ONE CALL	9090833	10/08/2019	LOCATES	602-49450-321	19.58
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	602-49450-321	72.08
HP DATAONE, LLC	20191001	10/02/2019	SERVICE - 9TH IN 2019	602-49450-326	1,328.12
RYAN ANDERSON	20190930	10/08/2019	EXPENSE - MRWA EXAM REFR	602-49450-331	189.08

Expense Approval Report

Payment Dates: 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTH CENTRAL ELECTRIC	#367405 8-31-19	10/02/2019	SERVICE #367405	602-49450-381	83.06
TEXAS REFINERY CORP	183797	10/02/2019	MAINTENANCE	602-49450-404	331.78
AMAZON CAPITAL SERVICES, I	1HY1-VYNF-9HWQ	10/02/2019	#A2Q0YJ8ZLN2YT - SUPPLIES	602-49450-404	359.25
DODA USA INC	22253	10/02/2019	MAINTENANCE	602-49450-404	76.50
DODA USA INC	22307	10/02/2019	MAINTENANCE	602-49450-404	662.00
TOOLS PLUS INDUSTRIES LLC	47500	10/02/2019	MAINTENANCE	602-49450-404	288.38
ELECTRIC PUMP INC	0066425-IN	10/02/2019	MAINTENANCE	602-49450-408	982.80
ADVANTAGE COLLECTION PR	#3796 10-1-19	10/07/2019	SERVICE #3796	602-49450-480	140.50
				Activity 49450 - Sewer Total:	5,931.62
				Fund 602 - SEWER Total:	5,931.62

Fund: 604 - ELECTRIC

J. H. LARSON	S102089806.002	09/25/2019	INVENTORY	604-14200	137.95
ELECTRIC FUND	20190922	10/02/2019	CIRCUIT 7 - CAPITAL LABOR	604-16300	14,819.22
ELECTRIC FUND	20191008	10/08/2019	CAPITALIZED LABOR - CIRCUIT	604-16300	10,766.10
ELECTRIC FUND	323	10/02/2019	EL - CONSTRUCT NEW #2-CIR	604-16300	8,765.22
RESCO	762457-00	09/18/2019	SUPPLIES - CIRCUIT 7	604-16300	300.00
CE POWER	823508	09/24/2019	ENGINEERING SERVICES- SUB	604-16300	4,227.50
					39,015.99

Activity: 49550 - Electric

JORDAN BUSSA	014	10/08/2019	CLEANING	604-49550-217	184.60
BORDER STATES	918545100	10/02/2019	UNIFORMS	604-49550-218	180.00
BORDER STATES	918554248	10/02/2019	UNIFORMS	604-49550-218	185.30
GOPHER STATE ONE CALL	9070834	10/07/2019	LOCATES	604-49550-321	35.44
GOPHER STATE ONE CALL	9090833	10/08/2019	LOCATES	604-49550-321	19.58
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	604-49550-321	133.53
HP DATAONE, LLC	20191001	10/02/2019	SERVICE - 9TH IN 2019	604-49550-326	1,328.12
JASON SYKORA	20190926	10/02/2019	EXPENSE - MILEAGE - MMUA	604-49550-331	210.37
RDO EQUIPMENT CO	P83037	10/02/2019	MAINTENANCE	604-49550-404	218.83
TEREX SERVICES, INC	90975175	09/24/2019	INSPECTION SERVICES	604-49550-405	762.50
TEREX SERVICES, INC	90975177	09/24/2019	INSPECTION MAINTENANCE	604-49550-405	762.50
TEREX SERVICES, INC	90975178	09/24/2019	INSPECTION SERVICE	604-49550-405	762.50
ELECTRIC FUND	317	10/02/2019	EL - RL REPAIR	604-49550-408	2.45
ELECTRIC FUND	318	10/02/2019	EL - TRUCK STOCK	604-49550-408	74.67
ELECTRIC FUND	319	10/02/2019	EL - NEW CL	604-49550-408	443.84
ELECTRIC FUND	320	10/02/2019	EL - DISTRIBUTION	604-49550-408	307.91
ELECTRIC FUND	321	10/02/2019	EL - TRUCK STOCK	604-49550-408	43.56
ELECTRIC FUND	324	10/02/2019	EL - TRUCK STOCK	604-49550-408	234.50
ELECTRIC FUND	328	10/02/2019	EL - DISTRIBUTION	604-49550-408	556.02
ELECTRIC FUND	329	10/02/2019	EL - DISTRIBUTION	604-49550-408	261.54
J. H. LARSON	S102089806.001	09/25/2019	MAINTENANCE SUPPLIES	604-49550-408	124.54
ELECTRIC FUND	322	10/02/2019	EL - ELECTRIC SHOP	604-49550-409	12.76
ADVANTAGE COLLECTION PR	#3796 10-1-19	10/07/2019	SERVICE #3796	604-49550-480	140.50
WINDOM AREA DEVELOPME	20191002	10/02/2019	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
				Activity 49550 - Electric Total:	8,185.56
				Fund 604 - ELECTRIC Total:	47,201.55

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

RAGE INC - CAMPUS CLEANER	7970	09/25/2019	CLEANING SERVICE	609-49751-211	49.58
BELLBOY CORP	0080653500	09/25/2019	MERCHANDISE	609-49751-251	520.78
BREAKTHRU BEVERAGE MN	1081030731	09/25/2019	MERCHANDISE	609-49751-251	3,154.75
JOHNSON BROS.	1383428	09/25/2019	MERCHANDISE	609-49751-251	806.69
JOHNSON BROS.	1389017	09/25/2019	MERCHANDISE	609-49751-251	8,370.69
SOUTHERN GLAZER'S OF MN	1865408	09/25/2019	MERCHANDISE	609-49751-251	4,495.72
PHILLIPS WINE & SPIRITS	2619878	09/25/2019	MERCHANDISE	609-49751-251	2,896.00
PHILLIPS WINE & SPIRITS	2624080	09/25/2019	MERCHANDISE	609-49751-251	2,081.85
PHILLIPS WINE & SPIRITS	343883	10/08/2019	CREDIT - MERCHANDISE	609-49751-251	-237.00
PHILLIPS WINE & SPIRITS	344177	10/08/2019	CREDIT - MERCHANDISE	609-49751-251	-132.50
JOHNSON BROS.	568791	10/08/2019	CREDIT - MERCHANDISE	609-49751-251	-10.33
BEVERAGE WHOLESALERS	081453	10/02/2019	MERCHANDISE	609-49751-252	7,992.10

Expense Approval Report

Payment Dates: 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	082590	10/07/2019	MERCHANDISE	609-49751-252	4,530.70
LOCHER BROS., INC.	1141189	10/02/2019	MERCHANDISE	609-49751-252	504.15
JOHNSON BROS.	1383430	09/25/2019	MERCHANDISE	609-49751-252	76.80
JOHNSON BROS.	1389019	09/25/2019	MERCHANDISE	609-49751-252	22.99
DOLL DISTRIBUTING, LLC	166625	09/25/2019	MERCHANDISE	609-49751-252	5,927.40
DOLL DISTRIBUTING, LLC	166626	09/25/2019	MERCHANDISE RETURN	609-49751-252	-32.00
DOLL DISTRIBUTING, LLC	166627	09/25/2019	MERCHANDISE	609-49751-252	393.00
DOLL DISTRIBUTING, LLC	171602	10/02/2019	MERCHANDISE	609-49751-252	3,897.45
ARTISAN BEER COMPANY	3373440	09/25/2019	MERCHANDISE	609-49751-252	366.90
ARTISAN BEER COMPANY	469637	09/25/2019	MERCHANDISE RETURN	609-49751-252	-28.80
BEVERAGE WHOLESALERS	732453	10/08/2019	CREDIT - MERCHANDISE	609-49751-252	-30.00
BELLBOY CORP	0080653500	09/25/2019	MERCHANDISE	609-49751-253	378.00
BREAKTHRU BEVERAGE MN	1081030731	09/25/2019	MERCHANDISE	609-49751-253	129.99
JOHNSON BROS.	1383429	09/25/2019	MERCHANDISE	609-49751-253	796.52
JOHNSON BROS.	1389018	09/25/2019	MERCHANDISE	609-49751-253	1,840.87
SOUTHERN GLAZER'S OF MN	1865409	09/25/2019	MERCHANDISE	609-49751-253	746.00
PHILLIPS WINE & SPIRITS	2619879	09/25/2019	MERCHANDISE	609-49751-253	248.00
PHILLIPS WINE & SPIRITS	2624081	09/25/2019	MERCHANDISE	609-49751-253	651.08
WINE MERCHANTS	7252457	09/25/2019	MERCHANDISE	609-49751-253	455.00
BREAKTHRU BEVERAGE MN	1081030731	09/25/2019	MERCHANDISE	609-49751-254	74.00
JOHNSON BROS.	1389018	09/25/2019	MERCHANDISE	609-49751-254	49.50
DOLL DISTRIBUTING, LLC	166625	09/25/2019	MERCHANDISE	609-49751-254	14.00
ATLANTIC COCA-COLA	2158115	10/02/2019	MERCHANDISE	609-49751-254	154.10
PHILLIPS WINE & SPIRITS	2624081	09/25/2019	MERCHANDISE	609-49751-254	23.50
RED BULL DISTRIBUTION CO, I	K-1560109	09/17/2019	MERCHANDISE	609-49751-254	-96.90
RED BULL DISTRIBUTION CO, I	K-1560110	09/17/2019	MERCHANDISE	609-49751-254	253.80
ARCTIC GLACIER U.S.A. INC	1948926102	09/25/2019	MERCHANDISE	609-49751-257	220.20
BELLBOY CORP	0100151500	09/25/2019	MERCHANDISE	609-49751-261	9.20
ATLANTIC COCA-COLA	2158115	10/02/2019	MERCHANDISE	609-49751-261	120.00
ATLANTIC COCA-COLA	2159497	10/02/2019	CREDIT - MERCHANDISE	609-49751-261	-75.00
STEVE NASBY	20191008	10/08/2019	EXPENSE-9-26-19 MMBA REG	609-49751-331	81.78
BELLBOY CORP	0080653500	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	20.00
BELLBOY CORP	0100151500	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	1.04
BREAKTHRU BEVERAGE MN	1081030731	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	56.50
JOHNSON BROS.	1383428	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	12.18
JOHNSON BROS.	1383429	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	29.58
JOHNSON BROS.	1389017	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	185.15
JOHNSON BROS.	1389018	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	57.97
SOUTHERN GLAZER'S OF MN	1865408	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	67.54
SOUTHERN GLAZER'S OF MN	1865409	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	33.14
ARCTIC GLACIER U.S.A. INC	1948926102	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	2619878	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	30.45
PHILLIPS WINE & SPIRITS	2619879	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	5.36
PHILLIPS WINE & SPIRITS	2624080	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	27.47
PHILLIPS WINE & SPIRITS	2624081	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	14.49
PHILLIPS WINE & SPIRITS	343883	10/08/2019	CREDIT - MERCHANDISE	609-49751-333	-1.74
PHILLIPS WINE & SPIRITS	344177	10/08/2019	CREDIT - MERCHANDISE	609-49751-333	-1.74
WINE MERCHANTS	7252457	09/25/2019	MERCHANDISE - FREIGHT	609-49751-333	10.44
KDOM RADIO	#0229 9-30-19	10/08/2019	ADVERTISING #0229 - RIVER B	609-49751-340	645.46
RADIO WORKS LLC	19090352	10/08/2019	ADVERTISING #1933 - RIVER B	609-49751-340	60.00
KKOJ - KUXX	19090550	10/08/2019	ADVERTISING #101449 - RIVE	609-49751-340	325.00
COUNTY WIDE DIRECTORY	64611	09/25/2019	ADVERTISING	609-49751-340	315.00
CITY OF WINDOM	20191007	10/07/2019	CIGARETTE LICENSE	609-49751-444	20.00

Activity 49751 - Liquor Store Total: 53,604.85

Fund 609 - LIQUOR STORE Total: 53,604.85

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20191003	10/08/2019	EXCISE TAX POSTING - SEPT 2	614-20201	409.76
INTERNAL REVENUE SERVICE	20191004	10/08/2019	EXCISE TAX POSTING - OCT 20	614-20201	500.00

Expense Approval Report

Payment Dates: 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN 9-1-1 PROGRAM	20191003	10/08/2019	911 SERVICE - OCT 2019	614-20206	1,259.57
					<u>2,169.33</u>
Activity: 49870 - Telecom					
ADVANCED SYSTEMS, INC.	701813	10/02/2019	SUPPLIES	614-49870-200	52.55
HEARTLAND SECURITY SERVIC	586242	10/02/2019	SERVICE #602016517	614-49870-217	298.74
POWER & TEL	6761576-00	09/18/2019	SUPPLIES	614-49870-227	144.12
COTTONWOOD CO HWY DEPT	20191001	10/02/2019	ROW PERMIT - CO RD 26 EXP	614-49870-303	150.00
INTERSTATE TRS FUND	82580760020	10/02/2019	ASSESSMENT 499A FILING FEE	614-49870-304	263.92
GOPHER STATE ONE CALL	9070834	10/07/2019	LOCATES	614-49870-321	35.43
GOPHER STATE ONE CALL	9090833	10/08/2019	LOCATES	614-49870-321	19.56
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	614-49870-321	302.74
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	614-49870-322	1.15
SECR REV FUND/CITY OF WD	20191001	10/02/2019	PETTY CASH	614-49870-322	1.15
HP DATAONE, LLC	20191001	10/02/2019	SERVICE - 9TH IN 2019	614-49870-326	1,328.13
KDOM RADIO	#0073 9-30-19	10/08/2019	ADVERTISING - WINDOM NET	614-49870-340	100.98
WINDOM THEATER, INC.	WINDOMNET	10/02/2019	WINDOM NET DONATION	614-49870-340	100.00
ELECTRIC FUND	327	10/02/2019	EL - TELECOM USE	614-49870-401	54.60
CENTURY LINK	480984	09/24/2019	DIRECTORY LISTINGS	614-49870-441	165.48
CENTURY LINK	7242105D-D-19260	10/02/2019	CABS #5142105DD3	614-49870-441	38.80
ARVIG ENTERPRISES, INC	#104725 9-25-19	10/07/2019	HEADEND SERVICES	614-49870-442	455.50
SHOWTIME NETWORKS INC	13845	09/17/2019	SUBSCRIBER FEES	614-49870-442	248.71
DISPLAY SYSTEMS INTERNATI	19009	10/02/2019	SUBSCRIBER FEE	614-49870-442	198.44
NATIONAL CABLE TV COOP	19090540	10/02/2019	SUBSCRIBER FEE	614-49870-442	42,698.72
NORTH AMERICAN NUMBERI	IN101050	09/24/2019	ANNUAL NUMBER FEE FCC#8	614-49870-444	46.64
E-911 - INDEPENDENT EMERG	#10143 10-1-19	10/07/2019	MONTHLY 911 SERVICE	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10112680	10/08/2019	SPECIAL ACCESS CIRCUITS	614-49870-445	205.10
HURRICANE ELECTRIC LLC	98320874-IN	10/07/2019	10 GB INTERNET NCC OMAHA	614-49870-447	2,300.00
HURRICANE ELECTRIC LLC	98320874-IN	10/07/2019	10 GB INTERNET MIN1 MINN	614-49870-447	1,800.00
JORDAN BUSSA	20190930	10/02/2019	EXPENSE - INTERNET MAY-AU	614-49870-448	87.00
JORDAN BUSSA	20190930	10/02/2019	EXPENSE - INTERNET MAY-AU	614-49870-448	87.00
SWWC - SOUTHWEST WEST C	61854	09/06/2019	SERVICE #1-1849	614-49870-448	950.00
ADVANTAGE COLLECTION PR	#3796 10-1-19	10/07/2019	SERVICE #3796	614-49870-480	140.48
					<u>52,314.94</u>

Activity 49870 - Telecom Total: 52,314.94

Fund 614 - TELECOM Total: 54,484.27

Fund: 615 - ARENA

Activity: 49850 - Arena

ADVANCE AUTO PARTS	2789-346730	10/08/2019	SUPPLIES	615-49850-211	14.95
HEARTLAND PAPER COMPANY	622462-0	10/08/2019	SUPPLIES	615-49850-211	75.00
GDF ENTERPRISES, INC	A16638	10/02/2019	SERVICE	615-49850-217	250.00
TIM HOGAN	20190930	10/02/2019	SEPT 2019 BILLING	615-49850-301	5,200.00
SCHRAMMEL LAW OFFICE	20191001	10/02/2019	LEGAL FEES	615-49850-304	435.00
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	615-49850-321	58.56
MTI DISTRIBUTING, INC	1225719-00	08/06/2019	SUPPLIES - MAINTENANCE	615-49850-404	50.15
BAUER BUILT	8310107431	10/02/2019	MAINTENACE - ARENA PICKU	615-49850-405	458.48
BLUE CROSS/BLUE SHIELD	191002362763	10/08/2019	INSURANCE PREM- NOV 2019	615-49850-480	596.50

Activity 49850 - Arena Total: 7,138.64

Fund 615 - ARENA Total: 7,138.64

Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20191002	10/02/2019	PETTY CASH - COMM CENTER	617-10200	1,700.00
SECR REV FUND/CITY OF WD	20191008	10/08/2019	PETTY CASH - COMMM CENT	617-10200	870.00
					<u>2,570.00</u>

Activity: 49860 - M/P Center

COLE PAPERS INC.	9584691	09/25/2019	OPERATING SUPPLIES	617-49860-211	552.76
RIVER BEND LIQUOR	20191009	10/09/2019	COMM CENTER	617-49860-251	833.71
RIVER BEND LIQUOR	20191009	10/09/2019	COMM CENTER	617-49860-251	48.14
RIVER BEND LIQUOR	20191009	10/09/2019	COMM CENTER	617-49860-252	996.09
RIVER BEND LIQUOR	20191009	10/09/2019	COMM CENTER	617-49860-254	30.99
VERIZON WIRELESS	9838478331	10/02/2019	PHONE SERVICE #48657723	617-49860-321	41.14

Expense Approval Report

Payment Dates: 10022019 - 10112019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KDOM RADIO	#0951 9-30-19	10/09/2019	#0951 - ADVERTISING	617-49860-340	357.00
BLUE CROSS/BLUE SHIELD	191002362763	10/08/2019	INSURANCE PREM- NOV 2019	617-49860-480	596.50
KDOM RADIO	#0563 9-30-19	10/09/2019	#0563 - ADVERTISING	617-49860-492	192.78
Activity 49860 - M/P Center Total:					3,649.11
Fund 617 - M/P CENTER Total:					6,219.11
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0001657	10/11/2019	Federal Tax Withholding	700-21701	9,468.90
MN Department of Revenue -	INV0001658	10/11/2019	State Withholding	700-21702	4,764.13
Internal Revenue Service-Payr	INV0001657	10/11/2019	Social Security	700-21703	12,273.78
MN Pera	INV0001654	10/11/2019	PERA	700-21704	6,576.96
MN Pera	INV0001654	10/11/2019	PERA	700-21704	778.96
MN Pera	INV0001654	10/11/2019	PERA	700-21704	13,453.65
MN State Deferred	INV0001655	10/11/2019	Deferred Roth	700-21705	535.00
MN State Deferred	INV0001655	10/11/2019	Deferred Compensation	700-21705	6,672.28
BLUE CROSS/BLUE SHIELD	191002362763	10/08/2019	INSURANCE PREM- NOV 2019	700-21706	50,273.00
MN CHILD SUPPORT PAYMEN	INV0001650	09/27/2019	Child Support Payment	700-21709	94.60
Internal Revenue Service-Payr	INV0001657	10/11/2019	Medicare Withholding	700-21711	3,524.10
FURTHER (Select Account)	39187045	10/02/2019	FLEX SPENDING	700-21712	547.15
FURTHER (Select Account)	39190896	10/09/2019	FLEX SPENDING	700-21712	407.85
MII LIFE	2019108	10/08/2019	VEBA	700-21720	11,666.82
MII LIFE	2019108	10/08/2019	VEBA	700-21720	208.34
MII LIFE	2019108	10/08/2019	HSA	700-21722	2,500.04
FURTHER (Select Account)	INV0001653	10/11/2019	HSA Employee Contribution	700-21723	87.31
Fund 700 - PAYROLL Total:					123,832.87
Grand Total:					431,364.92

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	37,077.36
211 - LIBRARY	1,095.38
225 - AIRPORT	35,877.99
230 - POOL	214.50
235 - AMBULANCE	13,043.71
250 - EDA GENERAL	17,018.81
252 - EDA SCDP	4,537.25
254 - NORTH IND PARK	1,681.12
274 - TIF 1-19 NWIP II	4,176.00
277 - TIF 1-22 CEMSTONE	6,250.00
401 - GENERAL CAPITAL PROJECTS	1,500.00
601 - WATER	10,479.89
602 - SEWER	5,931.62
604 - ELECTRIC	47,201.55
609 - LIQUOR STORE	53,604.85
614 - TELECOM	54,484.27
615 - ARENA	7,138.64
617 - M/P CENTER	6,219.11
700 - PAYROLL	123,832.87
Grand Total:	431,364.92

Account Summary

Account Number	Account Name	Payment Amount
100-41110-304	Legal Fees	750.00
100-41110-491	Payments to Other Orga	5,701.53
100-41310-200	Office Supplies	12.95
100-41310-321	Telephone	46.18
100-41310-322	Postage	42.33
100-41310-480	Other Miscellaneous	160.00
100-41910-200	Office Supplies	27.94
100-41910-304	Legal Fees	270.00
100-41910-321	Telephone	85.21
100-41910-322	Postage	3.00
100-41910-443	Intergovernmental Fees	555.12
100-41940-406	Repairs & Maint - Groun	704.00
100-42120-212	Motor Fuels	30.12
100-42120-218	Uniforms	1,685.00
100-42120-322	Postage	79.36
100-42120-326	Data Processing	136.00
100-42120-419	Vehicle Lease	3,362.88
100-42120-480	Other Miscellaneous	596.50
100-42220-215	Materials & Equipment	539.00
100-42220-218	Uniforms	88.00
100-42220-308	Training & Registrations	75.00
100-43100-224	Street Maint Materials	666.76
100-43100-241	Small Tools	115.49
100-43100-321	Telephone	44.55
100-43100-384	Refuse Disposal	10.00
100-43100-401	Repairs & Maint - Buildi	10,795.88
100-43100-404	Repairs & Maint - M&E	6,220.04
100-43100-405	Repairs & Maint - Vehicl	1,619.86
100-43100-480	Other Miscellaneous	596.50
100-45202-384	Refuse Disposal	183.00
100-45202-405	Repairs & Maint - Vehicl	0.00
100-45202-406	Repairs & Maint - Groun	1,875.16
211-45501-200	Office Supplies	62.39
211-45501-402	Repairs & Maint - Struct	993.00

Account Summary

Account Number	Account Name	Payment Amount
211-45501-435	Books and Pamphlets	39.99
225-34920	Airport Hangar Rent	90.00
225-45127-200	Office Supplies	32.45
225-45127-264	Merchandise For Resale	19,666.50
225-45127-381	Electric Utility	340.91
225-45127-404	Repairs & Maint - M&E	1,360.13
225-45127-462	Real Estate Taxes	1,138.00
225-49950-500	Capital Outlay	13,250.00
230-45124-216	Chemicals and Chemical	289.50
230-45124-480	Other Miscellaneous	-75.00
235-42153-217	Other Operating Supplie	642.38
235-42153-312	Nursing	5,067.13
235-42153-321	Telephone	108.54
235-42153-326	Data Processing	2,548.00
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	233.94
235-42153-340	Advertising & Promotion	264.00
235-42153-405	Repairs & Maint - Vehicl	410.72
235-42153-435	Books and Pamphlets	2,300.00
235-42153-460	Miscellaneous Taxes	1,435.00
250-46520-200	Office Supplies	55.86
250-46520-321	Telephone	27.89
250-46520-331	Travel Expense	116.00
250-46520-340	Advertising & Promotion	183.40
250-46520-381	Electric Utility	14.00
250-46520-433	Dues & Subscriptions	59.00
250-46520-438	Meeting Expense	3.00
250-46520-462	Real Estate Taxes	13,199.66
250-49980-602	Other Long-Term Obliga	2,406.80
250-49980-612	Other Interest	953.20
252-46520-491	Payments to Other Orga	4,537.25
254-46520-381	Electric Utility	114.78
254-46520-462	Real Estate Taxes	1,566.34
274-46530-462	Real Estate Taxes	4,176.00
277-46530-301	Auditing & Consulting Se	6,250.00
401-49950-502	Capital Outlay - Fire	1,500.00
601-49400-216	Chemicals and Chemical	936.20
601-49400-310	Lab Testing	77.00
601-49400-321	Telephone	152.39
601-49400-322	Postage	4.64
601-49400-326	Data Processing	1,328.13
601-49400-381	Electric Utility	22.00
601-49400-402	Repairs & Maint - Struct	4,210.66
601-49400-404	Repairs & Maint - M&E	288.37
601-49400-443	Intergovernmental Fees	3,320.00
601-49400-480	Other Miscellaneous	140.50
602-49450-200	Office Supplies	57.35
602-49450-216	Chemicals and Chemical	614.50
602-49450-310	Lab Testing	691.20
602-49450-321	Telephone	127.10
602-49450-326	Data Processing	1,328.12
602-49450-331	Travel Expense	189.08
602-49450-381	Electric Utility	83.06
602-49450-404	Repairs & Maint - M&E	1,717.91
602-49450-408	Repairs & Maint - Distrib	982.80
602-49450-480	Other Miscellaneous	140.50
604-14200	Inventory	137.95
604-16300	Improvements Other Th	38,878.04

Account Summary

Account Number	Account Name	Payment Amount
604-49550-217	Other Operating Supplie	184.60
604-49550-218	Uniforms	365.30
604-49550-321	Telephone	188.55
604-49550-326	Data Processing	1,328.12
604-49550-331	Travel Expense	210.37
604-49550-404	Repairs & Maint - M&E	218.83
604-49550-405	Repairs & Maint - Vehicl	2,287.50
604-49550-408	Repairs & Maint - Distrib	2,049.03
604-49550-409	Repairs & Maint - Utilitie	12.76
604-49550-480	Other Miscellaneous	140.50
604-49550-491	Payments to Other Orga	1,200.00
609-49751-211	Cleaning Supplies	49.58
609-49751-251	Liquor	21,946.65
609-49751-252	Beer	23,620.69
609-49751-253	Wine	5,245.46
609-49751-254	Soft Drinks & Mix	472.00
609-49751-257	Ice	220.20
609-49751-261	Other Merchandise	54.20
609-49751-331	Travel Expense	81.78
609-49751-333	Freight and Express	548.83
609-49751-340	Advertising & Promotion	1,345.46
609-49751-444	License Fees	20.00
614-20201	Excise Tax Payable	909.76
614-20206	911 TAP & TACIP Fees Cl	1,259.57
614-49870-200	Office Supplies	52.55
614-49870-217	Other Operating Supplie	298.74
614-49870-227	Utility System Maint Sup	144.12
614-49870-303	Engineering and Surveyi	150.00
614-49870-304	Legal Fees	263.92
614-49870-321	Telephone	357.73
614-49870-322	Postage	2.30
614-49870-326	Data Processing	1,328.13
614-49870-340	Advertising & Promotion	200.98
614-49870-401	Repairs & Maint - Buildi	54.60
614-49870-441	Transmission Fees	204.28
614-49870-442	Subscriber Fees	43,601.37
614-49870-444	License Fees	46.64
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	4,100.00
614-49870-448	On-Call Support	1,124.00
614-49870-480	Other Miscellaneous	140.48
615-49850-211	Cleaning Supplies	89.95
615-49850-217	Other Operating Supplie	250.00
615-49850-301	Auditing & Consulting Se	5,200.00
615-49850-304	Legal Fees	435.00
615-49850-321	Telephone	58.56
615-49850-404	Repairs & Maint - M&E	50.15
615-49850-405	Repairs & Maint - Vehicl	458.48
615-49850-480	Other Miscellaneous	596.50
617-10200	Petty Cash	2,570.00
617-49860-211	Cleaning Supplies	552.76
617-49860-251	Liquor	881.85
617-49860-252	Beer	996.09
617-49860-254	Soft Drinks & Mix	30.99
617-49860-321	Telephone	41.14
617-49860-340	Advertising & Promotion	357.00
617-49860-480	Other Miscellaneous	596.50
617-49860-492	Entertainment Event Fee	192.78

Account Summary

Account Number	Account Name	Payment Amount
700-21701	Federal Withholding	9,468.90
700-21702	State Withholding	4,764.13
700-21703	FICA Tax Withholding	12,273.78
700-21704	PERA Contributions	20,809.57
700-21705	Retirement	7,207.28
700-21706	Medical Insurance	50,273.00
700-21709	Wage Levy	94.60
700-21711	Medicare Tax Withholdi	3,524.10
700-21712	Flex Account	955.00
700-21720	VEBA Contributions	11,875.16
700-21722	HSA Contribution	2,500.04
700-21723	HSA Employee Contribu	87.31
	Grand Total:	431,364.92

Project Account Summary

Project Account Key	Payment Amount
None	431,364.92
Grand Total:	431,364.92

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
THE WINDOM ARENA BOOSTER CLUB
FOR THE WINDOM ARENA**

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, Windom Arena Booster Club is a supporter of the City of Windom and the Windom Arena; and

WHEREAS, the City of Windom has received a donation of \$4,000.00 from the Windom Arena Booster Club for the Windom Arena; and

WHEREAS, the Windom Arena Booster Club has designated the donation is to be used for the purchase of rental skates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council hereby accepts the donation of \$4,000.00 given by Windom Arena Booster Club for the Windom Arena.

Adopted by the Council this 15th day of October, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2019-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**AUTHORIZATION TO ACCEPT A DONATION IN MEMORY OF
JOHN AND NANCY RESH
TO THE WINDOM LIBRARY FOR OUTDOOR BENCHES**

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, the City of Windom has received a donation of \$1,000.00 in memory of John and Nancy Resh for the Windom Library; and

WHEREAS, the donor requests that the donation be used for outdoor benches to be placed in front of the library and that each bench would include a memorial plaque.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$1,000.00 offered in memory of John and Nancy Resh to be used for outdoor benches at the library.

Adopted by the Council this 15th day of October, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2019-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
VESTED INTEREST K9
FOR THE WINDOM POLICE DEPARTMENT**

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, Vested Interest K9 is a supporter of K9 Units and the City of Windom Police Department; and

WHEREAS, the City of Windom Police Department has received a donation of a ballistic vest for K9 units with a retail value up to \$2,283.00 from Vested Interested K9.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council hereby accepts the donation of a ballistic vest for K9s with a value of \$2,283.00 given by the Vested Interested K9 for the Windom Police Department's K9 Unit.

Adopted by the Council this 15th day of October, 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: Scott Peterson, Chief of Police
DATE: 10/15/19
RE: K9 Ballistic Vest Donation
DEPT: Police
CONTACT: Scott Peterson, Chief of Police; speterson@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Vested Interest K9, a non-profit organization from Massachusetts, donates free ballistic vests to K9 units across the United States. There is a grant process that agencies must follow. The Windom Police Department has been selected to receive a vest that is valued between \$1,744-\$2,283.

Issue Summary/Background

The Windom Police Department has a K9 that has the ability to track suspects and apprehend them. The vest provides protection against possible gunfire.

Fiscal Impact

There is no fiscal impact to the City of Windom. This is a donation.

Attachments

We ask that the donation be accepted.

ACTION ITEM



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

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: OCTOBER 15, 2019
RE: CALL FOR PUBLIC HEARING – RESIDENTIAL TAX ABATEMENT
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a request for tax abatement:

1. Adopt attached RESOLUTION setting the public hearing on an application for residential tax abatement.
-

Issue Summary/Background

Background: Minnesota Statutes gives authority to cities to grant an abatement of taxes imposed by the City if certain criteria are met. In 2016, Cottonwood County established a “home initiative program” which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes to encourage construction of new owner-occupied and rental residential housing units. The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the increased assessed value of the property. The abatement does not include the real estate taxes on the land. On October 18, 2016, the Windom City Council adopted a resolution approving the program’s guidelines and approving participation in the Cottonwood County Home Initiative Program.

Current Application: The EDA received a request for abatement of the City’s real estate taxes on a proposed new home to be constructed on property at 1940 Great Bend Boulevard.

Pursuant to Minnesota Statutes, it is necessary to hold a public hearing on any proposed abatement of real estate taxes. Attached is a proposed Resolution calling for a public hearing to be held at the next City Council Meeting.

Fiscal Impact

There is no fiscal impact to the City to call for a public hearing on this application. If after the public hearing the City Council approves the requested abatement, the potential impact is as follows:

Based on an estimated market value of \$185,000 and the 2019 tax rates, the estimated tax abatement for the City would be approximately \$1,362 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$6,810. (The market value for the project is only an estimate, since the building has not yet been constructed. The tax rates will also change each year.)

Attachments

1. Resolution Calling for Public Hearing on Proposed Tax Abatement for New Residential Project.
2. Application Letter and attachments.

based on 2019 tax rates, the estimated tax abatement for the City of Windom for this property would be approximately \$1,362 per year. The total estimated tax abatement by the City of Windom for the five-year period is approximately \$6,810. (These figures were calculated using 2019 tax rates. The market value for the project is only an estimate, since the building has not yet been constructed. The tax rates will also change each year.)

WHEREAS, Minnesota Statutes require that a public hearing be held prior to the approval of the proposed tax abatement.

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

1. Public Hearing. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Tuesday, November 5, 2019, in the Windom City Hall Council Chambers during the regular City Council Meeting which begins at 8:05 p.m.

2. Notice of Public Hearing. The City Administrator is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City at least ten (10) days prior to the date of hearing. The public hearing notice shall include a description of the property for which the abatement is being considered and the total estimated amount of the proposed tax abatement based on current information.

Adopted by the City Council this 15th day of October, 2019.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

September 25, 2019

To: Cottonwood County Home Initiative Administrator

c/o Drew Hage, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on property at 1940 Great Bend Blvd (lot1, Maplewood Subdivision). We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative. Our plans are to begin construction of the new home this year.

Our application includes:

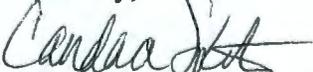
1. Letter requesting abatement,
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property,
4. A site plan showing the proposed location and dimensions of the new home on the property,
5. Construction plans for the new home,
6. Estimated market value of the new home.

We understand that for properties in unincorporated areas of the County, a Letter of Compliance from the Cottonwood County Planning & Zoning Office regarding setback permits and septic systems is required.

A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,



Candace Soleta

1950 Great Bend Blvd

Windom, MN 56101

(507)822-0894

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicants: Candace K. Soleta

Parcel ID No.: 25-522-0010

Address of the Property: 1940 Great Bend Boulevard, Windom, Minnesota

Legal Description of the Property:

Lot 1 in Block 1 of Maplewood Estates Subdivision in the City of Windom, Cottonwood County, Minnesota.

Utilities: Utilities are provided to the property by the City of Windom and Minnesota Energy Resources.

Estimated Market Value of the New Home: \$185,000.



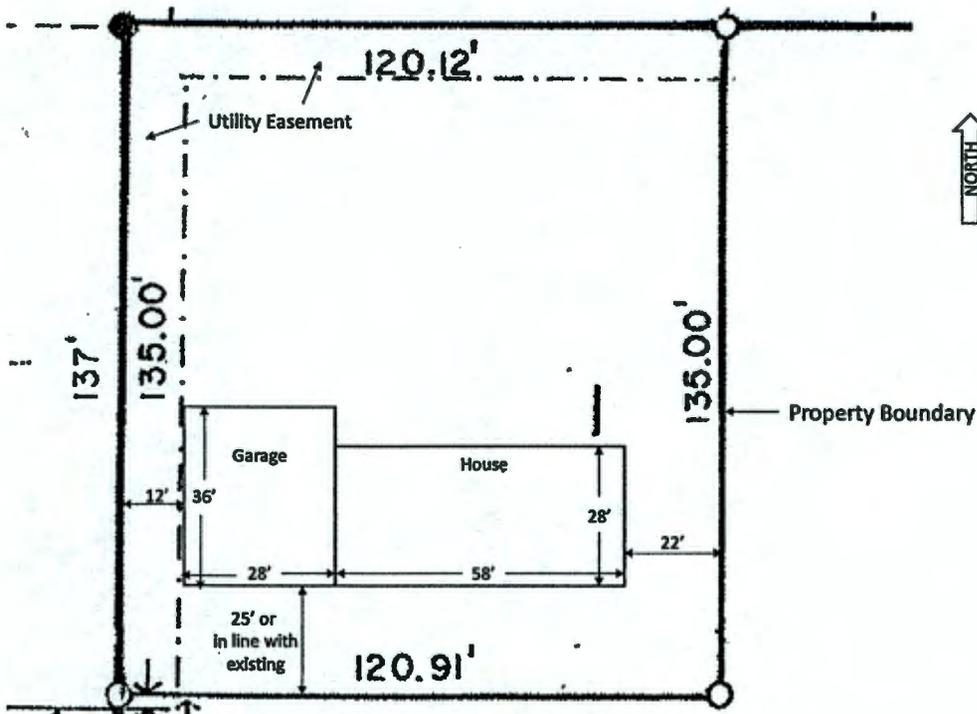
Legend

- Corporate Limits
- Political Township
- Parcels

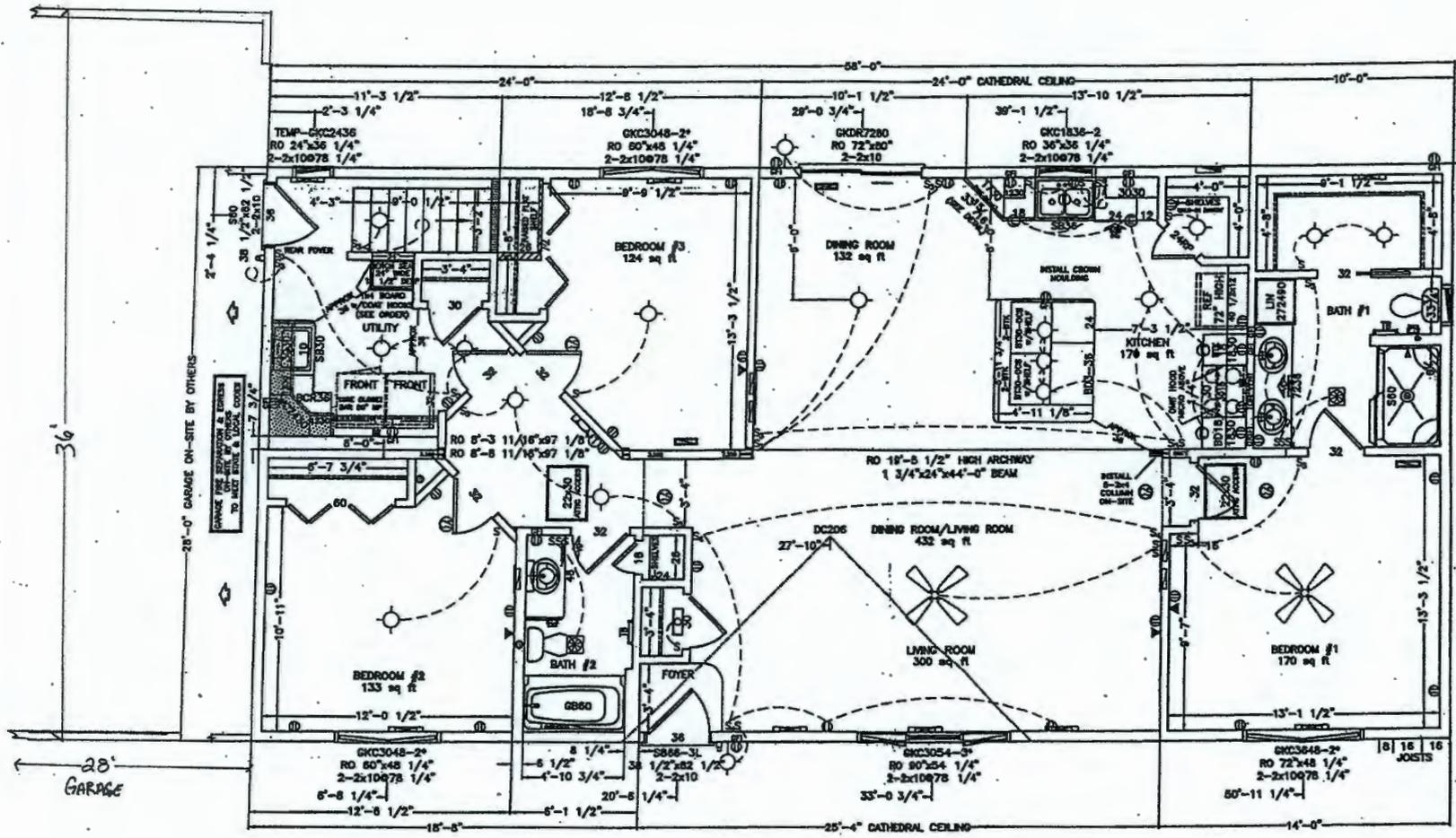
Parcel ID	255220010	Alternate ID	n/a	Owner Address	SOLETA/CANDACE K/ 1950 GREAT BEND BLVD WINDOM MN 56101
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\ SINGLE UNIT		
Property Address	1940 GREAT BEND BLVD 56101	Acreage	n/a		
District	n/a				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Date created: 10/7/2019
Last Data Uploaded: 10/4/2019 7:15:08 PM



Lot 1 Block 1
Maplewood Estates
Subdivision



A A
I A M N



DATA PLATE & IOWA LABEL IS ATTACHED TO KITCHEN SINK BASE CABINET DOOR & IOWA LABEL TO BATH #2 VANITY
ALL MINNESOTA LABELS ARE ATTACHED TO KITCHEN SINK BASE CABINET DOOR

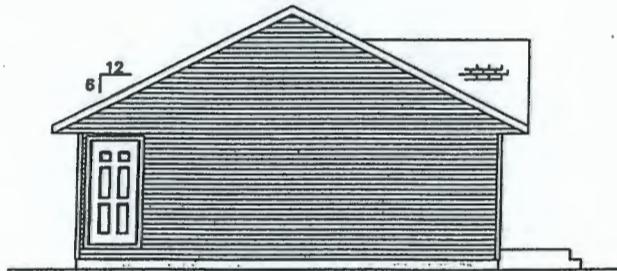
B B
I A M N

1st Floor
1824 sq ft
Perimeter 172'-0"

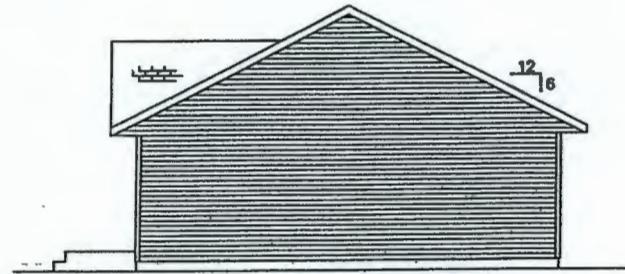
APPROVED BY:
ENGINEERING DEPARTMENT
WISCONSIN HOMES, INC.

WISCONSIN HOMES, INC. 425 W. McMILLAN ST. MADISON, WI 53726	2858 3BDRM BROOKDALE	CLNG: 96 1/2"	DEALER: GREEN ACRES HOMES	DRAWN BY: CM	DWG NO.
	DESC: 1ST FLOOR PLAN	BSMT: 9 PITCH: 6/12	CUST: DISPLAY	SCALE: 3/16" = 1'	REVISED: 11/18/15

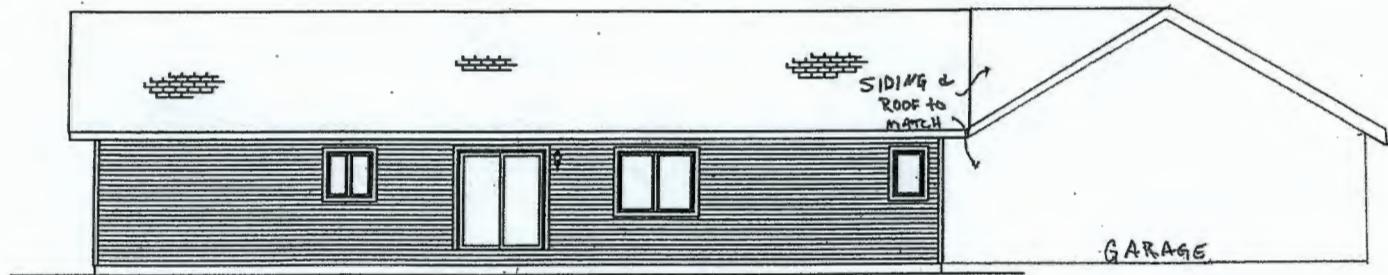
15592 (A1)



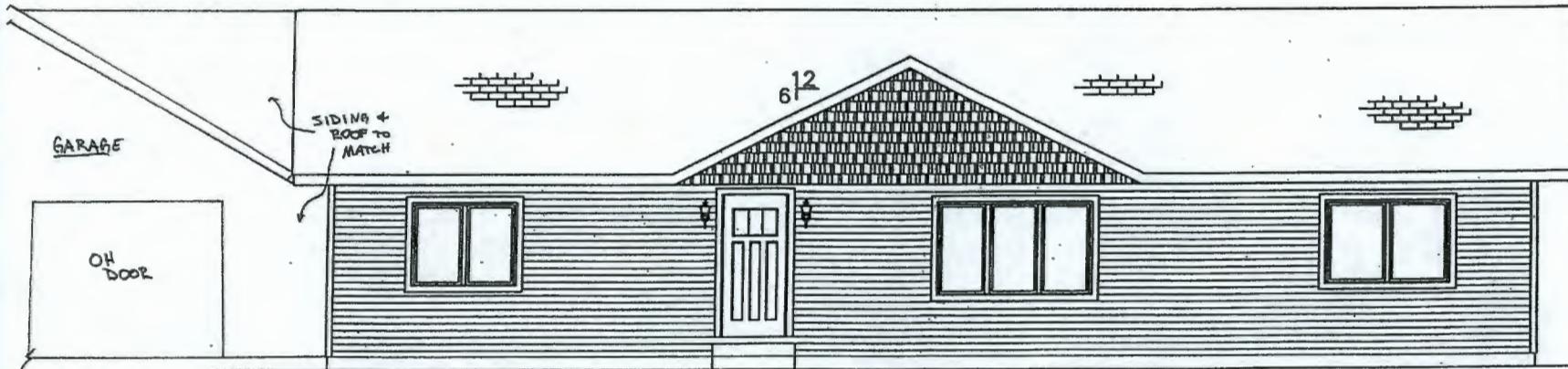
END ELEVATION
WEST



END ELEVATION
EAST



REAR ELEVATION
SOUTH



FRONT ELEVATION
NORTH

ELEVATIONS MAY NOT BE AN EXACT DEPICTION OF FINAL CONSTRUCTION.
ANY ON-SITE ADDITIONS, ALTERATIONS, OR SPECIAL LOADING CONDITIONS ARE
NOT DESIGNED OR ENGINEERED INTO STRUCTURES BUILT BY WISCONSIN HOMES, INC.

 WISCONSIN HOMES INC. 425 W. McMILLAN ST. MARSHFIELD, WI 54449	2858 3BDRM BROOKDALE	CLNG: 96 1/2"	DEALER: GREEN ACRES HOMES	DRAWN BY: CM	DWG NO.
	DESCRIPTION: ELEVATION PLANS	BSMT: 9 PITCH: 6/12	CUST: DISPLAY	SCALE: NOT TO SCALE REVISED: 11/18/15	LOCATION: ESTHERVILLE, IA

AGREEMENT

This Agreement made and entered into this ____ day of _____, 2019 by and between the City of Windom, a municipal corporation under the laws of the State of Minnesota, hereinafter called "City", and Independent School District No. #177, a public corporation under the laws of the State of Minnesota, hereinafter called "ISD #177".

WHEREAS, the City and ISD #177 believe it to be in the interests of both parties for a police officer to be physically present at the various schools operated by ISD #177; and

WHEREAS, the City and ISD #177 are willing to jointly finance a School Resource officer.

NOW THEREFORE, and in consideration of the mutual promises set forth herein, the parties hereby agree as follows:

1. The City, through its police department, shall supply a School Resource Officer to provide services addressed in Addendum 1 (Memorandum of Understanding).
2. The term of this Agreement shall be for three (3) years commencing with the beginning of the 2019-2020 school year and ending at the end of the 2021-2022 school year. This Agreement will automatically roll over into subsequent one (1) year terms unless Agreement is terminated by either City or ISD #177 by notifying the other in writing by April 1st of its intent to terminate the Agreement for the upcoming school year.
3. ISD #177 shall pay for 69% of the officer's salary and benefits. The cost for the officer's salary and benefits will be based on the least senior Windom police officer hired to re-fill the position vacated by Officer Wallace's (or another Officer assigned to be the School Resource Officer) change in assignment to School Resource Officer. The City will pay the remaining balance of Officer Wallace's (or another Officer assigned to be the School Resource Officer) salary and benefits. ISD #177 shall pay for all overtime costs incurred by School Resource Officer during time worked for the school and City will pay all overtime costs incurred during time worked for the City.
4. Any training expenses incurred through a request by ISD #177 will be paid for by ISD #177 as well as Officer Wallace's (or another Officer assigned to be the School Resource Officer) time if said requested training occurs during the City's 31% allocated time.

All other officer training expenses will be paid by the City. If this other training occurs during ISD #177's 69% allocated time, the City will either provide an officer to ISD #177 or reduce the annual cost of the contract according to time missed due to training.

Administrative Fees – training, equipment, vehicle and clothing for the School Resource Officer will be paid by the City as well as owned and insured by the City as required by law. ISD #177 will pay the City \$220.00 per month as part of this Agreement. This amount will increase each year by 3% starting with the 2020-2021 school year unless amended through mutual, written agreement of both parties.

5. ISD #177 shall make payment(s) to the City upon mutual agreement by the ISD #177 Business Manager and City Finance Director\Controller, but no less than once per school year.

For School District ISD #177

For the City of Windom

Board Chair

Mayor

Clerk

City Administrator

Memorandum of Understanding between Windom ISD #177 and Windom P.D.

1. Goals and Objectives of the partnership

To allow students and faculty of the Windom School District to meet and interact with a police officer in a non-confrontational setting.

To act as a deterrent to crime in the school building, on the school campus, and in the community by a combination of uniformed presence and through developing positive relationships with students, faculty, staff and community members.

Provide for the safety and security of the school's students, faculty, staff and visitors.

Provide a fast response to incidents requiring police involvement such as emergencies, criminal investigations, and if necessary, arrest.

Promote respect for all people and property.

The officer will take a personal interest in the students and their activities.

The officer will serve as a role model, as well as a mentor, to students who have questions or needs the officer can assist with.

The position will act as a liaison between the Windom Police Department and the Windom Area # 177 School District.

2. Contract Program Issues:

Supervision of the School Resource Officer:

The Windom Police Department will have the supervisory responsibility of the SRO. Supervision will be coordinated through the Chief of Police.

Delineation of Decision-Making Authority or Chain of Command Responsibility:

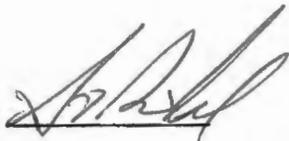
Program decisions and activities the officer will participate in shall be made by the Windom Area # 177 School District. Discipline of students shall remain the responsibility of the school district.

The School Resource Officer's Chain of Command will be directly to the Chief of Police or his designee to maintain unity of command and enhance clarity.

Windom

Windom School Superintendent

Signature: _____



Date: _____

Signature: _____



Date: 6/9/15

ORDINANCE NO. 181, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA AMENDING CITY
CODE CHAPTER 118,
ENTITLED "ALCOHOLIC BEVERAGES"**

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

**TO REVISE CHAPTER 118: "ALCOHOLIC BEVERAGES" BY REMOVING THE EXISTING
SECTION 118.048 AND REPLACING THIS SECTION WITH THE FOLLOWING:**

§ 118.048 ON-SALE WINE LICENSE REQUIRED.

(A) (1) It is unlawful for any person, directly or indirectly, on any pretense or by any device, to sell, barter, keep for sale or otherwise dispose of wine on-sale, as part of a commercial transaction, without a license therefor from the city.

(2) This section shall not apply:

(a) To sales by manufacturers to wholesalers duly licensed as such by the Department;

(b) To sales by wholesalers to persons holding on-sale or off-sale liquor licenses from the city;

(c) To sales by wholesalers to persons holding on-sale wine licenses from the city; or

(d) To sales by on-sale liquor licensees on days and during hours when on-sale liquor sales are permitted.

(B) A holder of an on-sale wine license issued pursuant to division (A) above who is also licensed to sell 3.2% malt liquors at on-sale, is authorized to sell intoxicating malt liquors at on-sale without an additional license.

(Prior Code, § 5.60) (Ord. 90, 2nd Series, eff. 5-11-1995; Ord. 136, 2nd Series, passed 11-1-2011)
Penalty, see § 118.999

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 15th day of October, 2019.

Dominic Jones, Mayor

ATTEST:

Steve Nasby, City Administrator

1st Reading: October 1, 2019

2nd Reading: October 15, 2019

Adoption: October 15, 2019

Published: October 23, 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: Tim Hogan, Recreation Director
DATE: October 11, 2019
RE: Seasonal, Part-time Custodian
DEPT: Administration
CONTACT: Tim Hogan: Tim.Hogan@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Hire Jason Roslanski at the Windom Arena as a seasonal, part-time employee at a rate of \$12.00 per hour.

Issue Summary/Background

Typically the Arena has been able to utilize seasonal help for covering additional hours of operation, cleaning and rink maintenance. Mr. Roslanski has previous experience with operating a Zamboni which is big benefit to the position.

Fiscal Impact

Part-time staff was budgeted and no seasonal summer help was used so there is funds to cover the position.

Attachments

1. None



Application for Payment
(Unit Price Contract)
No. 2

Eng. Project No.: WINDM 145757

Location: Windom Municipal Airport - Windom, MN

Contractor APX Construction Group LLC

Contract Date April 2, 2019

1820 Willow Street

Pay This Amount	\$	150,051.65
------------------------	-----------	-------------------

Mankato, MN 56001

Contract Amount \$ 445,566.96

Contract for 2018 Hangar and Taxilane Construction

Application Date 10/3/19

For Period Ending 9/23/19

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
2021.501	Mobilization	LS	1	0.55	\$86,147.00	\$47,380.85
2051.501	Maintenance & Restoration of Haul	LS	1	0.18	5,500.00	\$990.00
2231.501	Bituminous Patch - Special	LS	1	0	14,625.00	\$0.00
2301.501	Hangar Foundation/Floor Design &	LS	1	0.69	76,637.00	\$52,879.53
2301.502	Hangar Foundation/Floor Design &	LS	1	0.66	54,538.00	\$35,995.08
13133.501	Pre-Engineered Building System	LS	1	0.62	101,151.86	\$62,714.15
13133.502	Pre-Engineered Building System	LS	1	0.76	63,723.19	\$48,429.62
13133.503	Bi-Fold Door Hangar 1 - See plan	LS	1	0	14,933.64	\$0.00
13133.504	Bi-Fold Door Hangar 2 - See plan	LS	1	0	13,544.27	\$0.00
P-156-5.1	Silt Fence Type Preassembled (Incl.	LF	300	300	4.00	\$1,200.00
P-156-5.2	Inlet Protection	EA	2	2	500.00	\$1,000.00
T-901-5.1	Turf Establishment	LS	1	0	2,000.00	\$0.00
	Change Order 1	LS	1	1	7,590.00	\$7,590.00
Alternate 1 - Floor Insulation						
13133.505	Floor Insulation	LS	1	0	10,567.00	\$0.00
Total Contract Amount						\$258,179.24

Application for Payment (continued)

Total Contract Amount	\$ <u>445,566.96</u>	Total Amount Earned	\$ <u>258,179.24</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: <u>95,218.63</u>	AFP No. 6: _____	GROSS AMOUNT DUE	\$ <u>258,179.24</u>
AFP No. 2: _____	AFP No. 7: _____	LESS <u>5</u> % RETAINAGE	\$ <u>12,908.96</u>
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ <u>245,270.28</u>
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ <u>95,218.63</u>
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ <u>150,051.65</u>

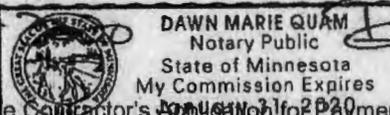
CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2018 Hangar and Taxilane Construction, Windom Municipal Airport - Windom, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date October 3, 2019 APX Construction Group LLC
(Contractor)

COUNTY OF Blue Earth)
STATE OF Minnesota) SS By Mitchel Rohlifing Vice President
(Name and Title)

Before me on this 3rd day of October, 2019, personally appeared
Mitchel Rohlifing known to be, who being duly sworn did depose and say that he is the Vice President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires 1-31-20  Dawn Marie Quam
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

By Short Elliott Hendrickson Inc.
[Signature]
Date 10/19/19

City of Windom

By _____
Date _____