

**Council Meeting**  
**Tuesday, May 19, 2020**  
**City Council Chamber**  
**6:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda
  - Minutes
    - Council Minutes – May 5 & 11, 2020
    - HRA – April 15, 2020
    - EDA – May 11, 2020
    - Planning Commission – May 12, 2020
    - Library Board – May 12, 2020
  - License Application – Amplification Permit – First Baptist Church
  - Regular Bills
2. Department Heads
3. Proclamation – Recognizing Law Enforcement Officers
4. Planning Commission Recommendation - Variance 50 16<sup>th</sup> Street
5. Federal Grant Resolutions
  - Cemstone Redevelopment Project
  - Telecom Expansion Project
6. WAHS Parade Route
7. Personnel Hiring – Part-time Liquor Store Clerk
8. New Business
9. Old Business
  - 678 Collins Avenue – Zoning and Moving Permits
  - COVID-19 Update – Soft Operating Plans
  - Resolution Supporting Small Businesses
  - Financial Support for Small Businesses
10. Contractor Change Order – Empire Building Construction, LLC Change Order #1
11. Council Comments
12. Adjourn



**Regular Council Meeting  
City Hall, Council Chamber  
May 5, 2020  
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Jones

2. Roll Call:

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

Council Absent: Marv Grunig

City Staff Present: Steve Nasby, City Administrator; Brian Cooley, Street  
Superintendent; Jeff Dahna, Telecom Manager; Spencer  
Winzenried, Community Center Director; Glenn Lund,  
Water/Wastewater Superintendent; Tim Hacker, Ambulance  
Director; Tim Hogan, Arena/Park Recreation Director;  
Dawn Aamot, Library Director; Ben Derickson, Fire Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – April 21, 2020
  - Tree Commission – April 22, 2020
  - Utility Commission – April 22, 2020
  - Library Board – April 28, 2020
- Regular Bills

**Motion by Byam second by Ray approving the Consent Agenda. Aye: Ray, Nelson, Quade, and Byam. Nay: None. Motion carried 4 – 0.**

5. Department Heads:

None

6. Proclamations:

**Council Member Ray introduced the Resolution No. 2020-23, entitled "2020 NATIONAL HOSPITAL WEEK PROCLAMATION" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Quade, Ray, Nelson, and Byam. No: None. Absent: Grunig. Abstain: None. Resolution passed 4 - 0.**

**Council Member Ray introduced the Resolution No. 2020-24, entitled "City of Windom**

**2020 EMS Week Proclamation" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Ray, Nelson, Quade, and Byam. No: None. Grunig: None. Abstain: None. Resolution passed 4 - 0.**

Tim Hacker, Ambulance Director, thanked the City and Council for the recognition on behalf of his squad. He also extended appreciation to the community for their recent mask donations.

**Council Member Ray introduced the Resolution No. 2020-25, entitled "2020 DRINKING WATER WEEK PROCLAMATION" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Byam, Ray, Nelson, and Quade. No: None. Absent: Grunig. Abstain: None. Resolution passed 4 - 0.**

Glenn Lund, Water/Wastewater Superintendent, thanked his staff for their work in providing quality drinking water for the City of Windom customers. He noted the Consumer Confidence report is available via the City website. The City met all the state testing requirements. Lund reminded consumers to conserve water where possible (fixing leaks, washing full loads of laundry, etc.). He encouraged citizens to install flow regulated water softeners to save on salt discharge.

Jones expressed gratitude for the Water Department's efforts to maintain safe drinking water.

7. Resolution Accepting Donation – Windom Ambulance – Paul Langland & Children:

**Council Member Ray introduced the Resolution No. 2020-26, entitled "AUTHORIZATION TO ACCEPT A DONATION FOR THE WINDOM AMBULANCE DEPARTMENT FROM PAUL LANGLAND AND CHILDREN" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Nelson, Quade, Byam, and Ray. No: None. Absent: Grunig. Abstain: None. Resolution passed 4 - 0.**

8. Airport:

Lindsay Reidt, SEH, reviewed the bids for the 2020 Airport Project. All three bids came in under estimate. The lowest bidder for the project is Werner Brothers in the amount of \$153,890.

Nasby added that Airport projects are typically funded 90% FAA, 5% State, and 5% local funding. Due to COVID-19, that there is a CARES ACT fund that will pay 100% of the project. Reidt concurred and will help submit the request for those dollars.

**Council Member Nelson introduced the Resolution No. 2020-27, entitled "A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT ENTITLED "2020 AIRPORT RUNWAY PAPI, MIRLS & THRESHOLD LIGHTS PROJECT"" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Nelson, Quade, Byam, and Ray. No: None. Absent: Grunig. Abstain: None. Resolution passed 4 - 0.**

Reidt stated the enclosed contract for Construction Administration to have engineers' onsite during the installation of PAPIs to the runway and updates to the MIRLS and Threshold lights. This contract does include a subcontract to BARR Engineering for electrical engineering services.

**Motion by Nelson second by Ray approving the Construction Administration Contract between SEH Engineering and the City of Windom. Aye: Quade, Byam, Ray, and Nelson. Nay: None. Motion carried 4 – 0.**

9. Resolution Providing for the Issuance of General Obligation Bonds:

Nasby gave a brief overview of the proposed bonds. He said there are two bonds for the Street Project because a large portion of the project in the Rolling Green area involves underground utilities. As such, this makes that financed portion eligible for credit enhancement ratings through the State of Minnesota. The 2020B bond would include the enhanced rating and the 2020C bond (overlay portions of the Street Project) does not include the enhanced rating.

Todd Hagen, Ehlers Associates, stated the bond sale was completed today. He noted four bids on the 2020B Bond and two bids on the 2020C Bond were received. Rates had an uptick in the last few days, but still remain at a 30-year interest low. The City of Windom remains at an A+ credit rating. Hagen was able to attain a 30% discount off the fee from Standard & Poors. Baird was the low bidder on the 2020B Bond with an interest rate of 2.2086%. The premium cost for the sale of the bonds was \$175,000 which lowers the bond principal to \$4.24 versus the original \$4.415 million. The 2020B Bond bid was 21 basis points under the presale estimate which equates to \$135,000 in interest savings over the 20 years of the bond. May 27<sup>th</sup> is the projected closing date for the bonds. Northland Securities was low bidder on the 2020C Bond with an interest rate of 2.6981%. This bond was 27 basis points higher than the estimate and will cost an extra \$9,637 over the 20 year span. The split of the bonds was financially beneficial.

**Council Member Quade introduced the Resolution No. 2020-28, entitled "RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND DELIVERY OF \$4,240,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2020B" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Byam, Quade, Ray, and Nelson. No: None. Absent: Grunig. Abstain: None. Resolution passed 4 - 0.**

**Council Member Quade introduced the Resolution No. 2020-29, entitled "RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND DELIVERY OF \$345,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2020C" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Yes: Ray, Nelson, Byam, and Quade. No: None. Absent: Grunig. Abstain: None. Resolution passed 4 - 0.**

10. Hospital Budget:

Shelby Medina, CEO Windom Area Health, stated the upcoming budget was challenging due to the COVID-19 concerns and the Governor's Stay at Home restrictions. She noted elective procedures and outpatient service revenues are budgeted as a worse-case scenario due to COVID-19. Both of these revenue options are now able to start, however, she sees a slow integration back into their normal schedule.

John Peryl, CFO Windom Area Health, introduced himself as he is new to this role at the hospital. He reiterated the difficulties in piecing the budget together due to the COVID-19 pandemic and all the restrictions in place. The following items were noted:

- April revenue decreased 50% more than projected

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- Operations will gradually get back to normal, with the expectation out to July-September (The hospital is facing substantial losses that will take time to recover)
- Patient revenue budgeted is reduced 42-45% due to current payer contracts.
- Income from the Wellness Center and Cafeteria has decreased tremendously due to being closed to the public
- Receipt of \$699,024 from the CARES Act due to COVID-19
- Salary projection is up 1% as staffing reductions have been implemented because of less patient volume
- Pharmaceuticals and purchased services have both decreased due to less business
- Increases in direct expenses; including utilities, taxes, and state payments/surcharges
- Depreciation expenses of \$1.4 million are shown as funded
- Net loss from Operation of \$1 million (First 4 months of the fiscal year, anticipated loss will be \$1.4 million)
- \$25,000 PERA true up cost
- Net loss of \$844,200

Jones asked if the hospital has reserves and if the depreciation funded impacts the losses that are presented. Peryl answered that \$14 million is in reserves; that is up from about 18 months ago.

Medina would like to update the budget in six months when more information is available. Jones encouraged an updated presentation at that time.

**Motion by Byam second by Quade approving the 2021 Windom Area Health Budget as presented with an update in six months. Aye: Byam, Nelson, Quade, and Ray. Nay: None. Motion carried 4 – 0.**

### 11. Annual Consumer Confidence Report:

Lund gave an overview of the Annual Consumer Confidence Report. The testing submitted January through December 2019, revealed the City of Windom's lead and copper levels are below the limits so no corrective actions are needed. The full report is available at the City of Windom offices and online.

Jones stated that there is over 100 items (organic/inorganic) that are tested annually. The report presents the most notable. The Annual State Fee was recently increased in 2020 for all the testing needs.

Lund stated that the samples that were submitted from individual homes do receive an individual report for their sample. This helps evaluate the copper and lead piping that they may have inside their home. Lund stressed water conservation efforts be made by consumers when possible. He estimates at least 70% of homes have water softeners that impact the future chloride limits.

### 12. Road Maintenance Agreement – 6<sup>th</sup> Avenue South:

Nasby outlined the agreement proposed between the City of Windom and Great Bend Township due to the joint ownership of South 6<sup>th</sup> Avenue. He explained that South 6<sup>th</sup> Avenue is a paved public street located in both the City of Windom and the township. Great Bend Township has

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agreed to pay a one-time payment of \$25,000 to the City. In doing so, The City of Windom will be solely responsible to pay all future costs of labor and materials to repair, maintain, upgrade and replace the North 3,960 feet of 6<sup>th</sup> Avenue. This would also include plowing. The township in turn has agreed to plow and grade the gravel portion of 18<sup>th</sup> Ave/470<sup>th</sup> Ave which is North of Red Leaf Court in Windom. The township has agreed to the enclosed agreement per Council approval.

Nelson suggested signs promoting local traffic only. Nasby replied that there have been some signage concerns that were referred to the Street Commission and this can be suggested as well.

**Motion by Ray second by Quade approving Road Maintenance Agreement – 6<sup>th</sup> Avenue South with The City of Windom and Great Bend Township. Aye: Nelson, Byam, Quade, and Ray. Nay: None. Motion carried 4 – 0.**

### 13. Personnel – Seasonal Hiring:

Staff recommends seasonal hiring's for the Pool & Recreation Department and the Park & Street Departments. Nasby would like the Council approve the listing with the caveat that he and Recreation Director/Street Superintendent have the ability to officially hire due to the current lockdown/COVID-19 order. This would help defer any expenses due to a potential opening delay in recreation programs, parks, and the pool.

Tim Hogan, Arena/Park Recreation Director, added that he has communicated with his Pool Manager about the current situation and will be in future contact with potential employees. Brian Cooley, Street Superintendent, has also reached out to his conditional hires.

**Motion by Quade second by Ray approving listing of Seasonal Part-Time Employees with the conditions. Aye: Ray, Nelson, Quade, and Byam. Nay: None. Motion carried 4 – 0.**

### 14. Mayor Appointment – Telecom Commission:

**Motion by Quade second by Ray appointing Josh Peterson to the Telecom Commission with term expiring 12/31/23. Aye: Quade, Ray, Nelson, and Byam. Nay: None. Motion carried 4 – 0.**

Jones said one more member is needed on the Telecom Commission.

### 15. New Business:

Byam inquired about actions taken for a resident that was allowed to move a building from one nuisance property to another. He believes that this was in violation of the existing court order to clean up a parcel. Byam said the nuisance property should be cleaned prior to applying for a permit to move a structure.

Nasby said the inquiry can be acted upon at a Council Meeting but recommended that the information be in written format with input from the Building Official and City Attorney. He added that the property owner did speak with the Building Official on this issue. The Building Official did also receive direction from the City Attorney. It was recommended for the owner to obtain the zoning permit to place the building, which was purchased after the structure had been

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moved. The owner did not obtain the proper permits to move the structure, and that information has been turned over to the County Attorney for further action.

Council consensus was to discuss this request at an upcoming Council Meeting with both the Building Official and City Attorney present.

Byam would like to grant local businesses and churches with 15 or fewer employees an exemption from paying their utility charges from March 15<sup>th</sup> through June 15<sup>th</sup>. In addition, extend any home-based businesses an exemption from March 15<sup>th</sup> through May 15<sup>th</sup>. He understands that some of the loans available are to help cover these expenses for the intended recipients, but business owners are reluctant to take out a loan with unknown income. Byam believes that the stay-at-home order is going to be extended to June 2<sup>nd</sup>. Council consensus was to defer the request to the Utility Commission for further discussion.

### 16. Old Business:

#### COVID-19 Update –

Jones said that he and Nasby have taken steps to lobby the State to lift restrictions on small businesses in the community. They spoke with the local legislators and have made calls to Governor Walz' office and several governing entities and lobbyists. Jones reviewed the Resolution that the City of Lakefield recently passed allowing business' to open despite the Governor's Stay-at-Home order. He would like to assist small business owners in re-opening their operations with the proper precautions in place. A letter has been drafted for the business owners giving contact information and encouraging them to contact the Governor's offices. Jones stressed to identify the safety measures that the business will be implementing upon reopening.

Medina spoke on behalf of Windom Area Health in support of small businesses reopening in the area. She noted that the area is not seeing a large percent of people hospitalized due to COVID-19. There has been an increase in positive tests as more people are being tested. Medina states the community understands that precautions that are needed and are willing to abide to them in order to open businesses safely. She said the State may offer resistance due to the conservation of Personal Protective Equipment.

Council discussed the small businesses re-opening. The letter presented that went to the businesses is well written. As most local businesses do not have large crowds, they are in support of their reopening.

Jones directed staff to copy this video portion of the Council Meeting and send it to the Governor's office so they can hear the Council Concerns for small businesses and the rural areas of Minnesota.

Dawn Aamot, Library Director, requested the Library be available for curbside service. The Library Board is in support, and staff would be able to offer a no-contact pickup starting May 6<sup>th</sup>. Patrons can call with their requests and staff can arrange a pickup time outside of the Library.

**Motion by Byam second by Ray approving Curbside Pickup Service at the Library starting May 6<sup>th</sup>, 2020. Aye: Ray, Nelson, Quade, and Byam. Nay: None. Motion carried 4 – 0.**

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### City – Wide Cleanup –

Nasby explained the memo from the Solid Waste Ad-hoc Committee on potential offerings for the City-Wide Cleanup. Due to ongoing concerns of COVID-19, the vendors recommended rescheduling the event to allow safety practices for both themselves and residents. Nasby explained the options that were presented. Curbside pickup is preferred, but the committee had an alternative idea of offering multiple neighborhood collection sites if COVID-19 is still prevalent. The date selected was September 19<sup>th</sup> to allow proper planning and safety for everyone involved. The Solid Waste Committee will further evaluate the ongoing COVID-19 precautions closer to this date in order to hold the event.

Council further discussed the curbside pickup option over the neighborhood dumpster sites. Ray said the dumpsters would be monitored, only approved items would be allowed, and they would be hauled away the same day.

Nasby asked residents to refrain from setting items out on the curb at this time as it would be a violation of the nuisance code.

**Motion by Ray second by Quade approving City-Wide Cleanup Date of September 19<sup>th</sup>, 2020. Aye: Byam, Ray, Nelson, and Quade. Nay: None. Motion carried 4 – 0.**

### 17. Contractor Payments:

**Motion by Quade second by Byam to approve the Pay Request #18 for Gridor Construction in the amount of \$334,150 for the Wastewater Treatment Plant Improvements. Aye: Nelson, Quade, Byam, and Ray. Nay: None. Motion carried 4- 0.**

Nasby said the floor in the Wastewater Treatment Control Building office area heaved due to high levels of water saturation. This is an insurance claim with the additional cost of tiling the area. The project is 97% complete, with only retainage costs remain.

**Motion by Ray second by Nelson to approve the Pay Request #1 for Gridor Construction in the amount of \$112,300 for the Wastewater Treatment Facility Improvements - Control Building Floor. Aye: Quade, Byam, Ray, and Nelson. Nay: None. Motion carried 4- 0.**

### 18. Council Comments:

Nasby noted the preconstruction meeting was held for the 2020 Street Project. Schedules 1 & 2 were discussed and the project has started with equipment arriving and staking being done. He drafted a single page memo that is on the City's Street Department Facebook page, City website, and the local media. He reviewed where contractors are beginning work and some of the project progression steps that will be followed.

Nelson is in support of the letter sent to business owners to reach out to the Governor. He encouraged citizens to support local businesses and to be safe.

Quade recognized all the area teachers for Teacher Appreciation Day. They have been working hard to keep the students on track with virtual classrooms. Quade acknowledged the local businesses creativity to serve customers while staying within the required restrictions.

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Byam inquired about the Board of Equalization format. Nasby answered this is still scheduled for May 11<sup>th</sup> at 4:30 pm with a conference call. Meeting information is in the Council Packet and citizens can call City Hall for login information.

Byam would like the Strategic Planning Meeting set for July 14<sup>th</sup>. He also commended the Lakefield City Council for passing a Resolution allowing their small businesses to open. Byam reiterated that the Mayor's letter is on the City webpage. The stay at home order is increasing family bonding time. He said the quarantine is to restrict the sick, tyranny is to restrict healthy people, and stupidity is the inability to tell the difference. Byam will not seek re-election this fall and encouraged interested citizens to consider running.

Ray thanked the teachers that are working with their students and inventive extended learning techniques. She said the hospital is hosting a town hall meeting at noon on Thursday. Interested parties must register. Ray ended by encouraging citizens to stay safe and social distance.

Jones extended appreciation to the school and the efforts they are taking with the students. He added that the new school is looking very nice. Jones is going to continue to work to help the small businesses. He said the larger employers are doing a great job containing the spread of COVID-19. Jones thanked the Fire, Ambulance, and Police Departments for all their work.

19. Adjournment:

**Mayor Jones adjourned the meeting by unanimous consent at 8:45 p.m.**

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Dominic Jones, Mayor

Attest:

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Steve Nasby, City Administrator

**Special Council Meeting  
Board of Review  
City Hall, Council Chamber  
May 11, 2020  
4:30 p.m.**

1. Call to Order:

The electronic meeting was called to order by Mayor Dominic Jones at 4:30 p.m

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator and Drew Hage,  
Development Director

County Staff Present: Gale Bondhus, County Assessor; Alan Coners,  
Deputy Assessor and Karla Ambrose, Deputy  
Assessor

3. Pledge

4. Board of Review:

Jones said that the County Staff is present telephonically to discuss tax valuations and City Council would hear from property owners if they had called into the meeting. He noted the County has submitted a list of parcels for discussion along with requests the City has taken due to COVID-19 and limitations to a group gathering.

Gale Bondus, County Assessor, said the 2019 market valuation of Windom is \$297,116,700. The 2019 number included \$4,908,600 in new construction and \$1,527,100 in state assessed personal property (Union Pacific Railroad, Minnesota Energy Resources, ITC, etc.).

The 2020 market valuation of Windom is \$319,973,300. This includes \$2,922,600 in new builds but excludes personal property as that information will be available in July (estimated at \$1.5 million). New construction in 2020 consists of \$155,400 in Ag, \$346,900 apartment complex, \$477,300 in commercial improvements, and the remaining is residential improvements.

Bondhus stated that Grunig, Ray and Byam have completed the Board of Equalization Training. Grunig's certification expires July of 2020, and the remaining member's certifications expire July of 2022.

Bondus discussed the valuations are based on sales from October 1, 2018 through September 30, 2019. Bondus indicated sales data from open market transactions is used to set values for assessments. There were 58 residential sales during this time frame, seven of which were

along water. The actual sales mean ratio was 82%. As this ratio is outside of the 90-105% (market value: sale price) so Minnesota Revenue recommends the market value increase. To accomplish this there was a 15% increase on all residential (buildings). With these adjustments the City of Windom ratio is 94.3%. The City Council can still recommend value changes if it is deemed warranted. Land values in Windom were adjusted at 2019 Board of Review.

Jones inquired about the increase on all properties. Bondhus replied that it is based on real estate transactions, actual closing dates, and the time adjusted sales prices to January 1, 2020. This adjustment could go down through October of this year for 2021 market values if sale prices decrease due to coronavirus or other factors.

Grunig asked about the homestead exclusion and what changes have taken place. Bondhus said the State formally had a homestead credit. The Legislature determined the credit was for a specific home value and decreased if the home's value was under, and eliminated if it was over the specific home value. The State of Minnesota had to send the monies back to various counties. That program changed to a tax rate valuation exclusion that is prorated depending on the value of the home.

Nasby reviewed the list of appeals that have been received. Jones asked if anyone else listening on the telephone had an appeal that needed to be reviewed. Bondhus added four additional parcels and David Harchanko would like to speak on behalf of Americinn.

County Assessor's Office Recommendations:

- Property ID #25.357.0130 – Gary & Geraldine Burmeister  
Recommends lowering land valuation from \$19,300 to \$13,400

**Motion by Grunig second by Quade to lower the property value of Gary Burmeister's Parcel #25-357-0130 from \$19,300 to \$13,400. Aye: Quade, Byam, Grunig, Ray, and Nelson. Nay: None. Motion carried 5-0.**

- Property ID #25.791.0600 – Hanefeld Custom Builders  
Recommends lowering land valuation from \$11,500 to \$8,700 (Assessor's Error)

**Motion by Nelson second by Ray to lower the property value of Hanefeld Custom Builders Parcel #25-791-0600 from \$11,500 to \$8,700. Aye: Grunig, Byam, Quade, Nelson, and Ray. Nay: None. Motion carried 5-0.**

- Property ID #25.753.0010 – David & Mildred Blackstad  
Recommends lowering land valuation from \$15,000 to \$11,400 (Assessor's Error)

**Motion by Grunig second by Ray to lower the property value of David & Mildred Blackstad Parcel #25-753-0100 from \$15,000 to \$11,400. Aye: Ray, Nelson, Grunig, Byam, and Quade. Nay: None. Motion carried 5-0.**

- Property ID #25-582-0070 – Joel & Laura Alvstad  
Recommends lowering land valuation from \$17,600 to \$14,400

**Motion by Byam second by Ray to lower the property value of Joel & Laura Alvstad Parcel #25-582-0070 from \$17,600 to \$14,400. Aye: Byam, Grunig, Nelson, Quade, and Ray. Nay: None. Motion carried 5-0.**

- Property ID #25-582-0080 – Joel & Laura Alvstad  
Recommends lowering land valuation from \$17,400 to \$13,100

**Motion by Byam second by Grunig to lower the property value of Joel & Laura Alvstad Parcel #25-582-0080 from \$17,400 to \$13,100. Aye: Nelson, Grunig, Byam, Quade, and Ray. Nay: None. Motion carried 5-0.**

- Property ID #25-160-0200 – Tony & Teri Scott  
Recommends lowering land valuation from \$11,100 to \$9,300

**Motion by Nelson second by Byam to lower the property value of Tony & Teri Scott Parcel #25-160-0200 from \$11,100 to \$9,300. Aye: Grunig, Ray, Nelson, Quade, and Byam. Nay: None. Motion carried 5-0.**

- Property ID #25-450-0150 – Ahmad & Farima Yusef  
Recommends lowering land valuation from \$44,600 to \$28,600 due to changing the front footage from 210' to 120' and the depth from 120' to 210'. An error was made in determination of front yard vs side yard.

**Motion by Grunig second by Nelson to lower the property value of Ahmad & Farima Yusef Parcel #25-450-0150 from \$44,600 to \$28,600. Aye: Quade, Ray, Nelson, Grunig, and Byam. Nay: None. Motion carried 5-0.**

- Property ID #25-716-0140 – Ryan Squires  
Recommends lowering land and building valuation from \$186,700 to \$167,900 due to land value error and delayed access to the home.

**Motion by Nelson second by Ray to lower the property value of Ryan Squires Parcel #25-716-0140 from \$186,700 to \$167,900. Aye: Ray, Nelson, Quade, Byam, and Grunig. Nay: None. Motion carried 5-0.**

- Property ID #25-178-0010 – Jerome & Katie Robillard  
Bondhus stated Robillard is currently okay with his evaluation after several phone calls to the Assessor Office.

**Motion by Nelson second by Ray for no change in the property value of Jerome & Katie Robillard Parcel #25-178-0010. Aye: Byam, Grunig, Ray, Nelson, and Quade. Nay: None. Motion carried 5-0.**

- Property ID #25-822-1010 – Steven & Jane Beyer  
Bondhus stated the property owner has refused entry so no evaluation adjustment can be made according to law.

**Motion by Byam second by Nelson for no change in the property value of Steven & Jane Beyer Parcel #25-822-1010. Aye: Nelson, Quade, Byam Grunig, and Ray. Nay: None. Motion carried 5-0.**

- Property ID #25-022-3604 – Steven & Jane Beyer  
Bondhus stated the property owner has refused entry so no evaluation adjustment can be made according to law.

**Motion by Byam second by Quade for no change in the property value of Steven & Jane Beyer Parcel #25-022-3604. Aye: Quade, Byam Grunig, Ray, and Nelson. Nay: None. Motion carried 5-0.**

- Property ID #25-793-0020 – James Erickson  
Recommends building valuation from \$98,500 to \$95,600 due to a deck being removed

**Motion by Grunig second by Byam to lower the building value of James Erickson Parcel #25-793-0020 from \$98,500 to \$95,600. Aye: Grunig, Byam, Quade, Ray, and Nelson. Nay: None. Motion carried 5-0.**

- Property ID #25-522-0130 – Darwin & Cathy McNeal  
Recommends building valuation from \$157,900 to \$157,400 due to a deck being removed

**Motion by Nelson second by Ray to lower the building value of Darwin & Cathy McNeal Parcel #25-522-0130 from \$157,900 to \$157,400. Aye: Ray, Nelson, Grunig, Byam, and Quade. Nay: None. Motion carried 5-0.**

- Property ID #25-164-0130 – Brady Haugen  
Assessor was originally denied access to the home, but a virtual walk through was done. Recommends lowering building value from \$163,000 to \$128,300

**Motion by Quade second by Grunig to lower the building value of Brady Haugen Parcel #25-164-0130 from \$163,000 to \$128,300. Aye: Byam, Grunig, Nelson, Quade, and Ray. Nay: None. Motion carried 5-0.**

- Property ID #25-791-0810 – Ryan & Lisa Rothenberger  
Assessor was originally denied access to the home, but a virtual walk through was done. Recommends lowering building and land value from \$314,300 to \$279,200

**Motion by Ray second by Nelson to lower the building and land value of Ryan & Lisa Rothenberger Parcel #25-791-0810 from \$314,300 to \$279,200. Aye: Nelson, Quade, Grunig, Byam, and Ray. Nay: None. Motion carried 5-0.**

- Property ID #25-752-0020 – Windstream Inns LLC DBA Americinn Hotel  
David Harchanko spoke on behalf of the Americinn Hotel. He questioned the valuation of this property. The current tax abatement is helping repay the upfront debt, however he voiced concerns about being able to pay the property taxes. The valuation is considerably higher than other locations. Americinn would like to revisit the valuation in the upcoming year.

Bondhus stated the 2019 market value was \$3,656,300 of which \$3,144,500 was new construction. The 2020 market value is \$3,558,100; a decrease of \$98,200. She added \$85,800 out of the \$138,760 paid is going to the TIF agreement.

Drew Hage, Development Director, stated the assessed value per room is considerably higher than surrounding hotels in the area. Bondhus replied the market value of the hotel comparison in Worthington is lower due to a court settlement. She would have to review the comparisons.

Council encouraged Harchanko to gather more data on his hotel properties and encouraged him to approach the County Board on June 16<sup>th</sup> with this information.

**Motion by Grunig second by Nelson for no change in the property value of Windstream Inns LLC DBA Americinn Hotel Parcel #25-752-0020 and refer to the County Board. Aye: Grunig, Ray, Nelson, Quade, and Byam. Nay: None. Motion carried 5-0.**

Jones asked if any other members of the public would like to ask about their tax valuation. No response. He asked a second time with no responses.

- Property ID #25-673-0290 – Clara Nelson  
Bondhus stated that the property owner has been given homestead status for several years. Assessors have viewed the home and noted it is currently for sale with no belongings inside. The house is vacant and is sale pending. As the current owner is in a nursing home, nobody is renting the property (offsets nursing home costs through state aid), and is being sold, the tax valuation is deemed non-homestead. The new owner can apply for a mid-year exemption.

Sidney Nelson spoke on behalf of Clara Nelson, his mother. Nelson had submitted information from the Minnesota Department of Revenue explaining the need to claim homestead for owners that are in nursing care. Bondhus replied that they have deemed the house vacant due to no belongings and the sale pending of the parcel. Nelson countered that the Department of Revenue guide does not say the property has to be furnish nor that it cannot be listed for sale.

Council further discussed the issue. Bondhus said the City does not have jurisdiction to consider this homestead change and will be in contact with the Minnesota Department of Revenue for a clearer answer and will be in contact with Nelson.

**Motion by Nelson second by Grunig for no change in the property value of Clara Nelson Parcel #25-673-0290 and refer to the County Assessor and County Board. Aye: Quade, Ray, Nelson, Grunig, and Byam. Nay: None. Motion carried 5-0.**

Property valuations totaled \$319,973,300 before adjustments.

**Motion by Nelson second by Ray to accept all other tax valuations as set by the County Assessor. Aye: Ray, Nelson, Quade, Byam, and Grunig. Nay: None. Motion carried 5-0.**

Hage questioned if there was a building value increase for commercial properties. Bondhus stated commercial building values went down for the entire County to account for depreciation.

5. Adjournment:

**Motion by Nelson second by Grunig to adjourn. Aye: Byam, Grunig, Ray, Nelson, and Quade. Nay: None. Motion carried 5-0.**

Mayor Jones adjourned the meeting at 5:40 p.m.

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

Attest: \_\_\_\_\_

Steve Nasby, City Administrator

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

April 15, 2020 at 4:00pm

A regular meeting of the Board of Directors was held on April 15, 2020 at the Hillside Manor Community Room. Board members present: Linda Jaakola, Margaret McDonald and Tom White. Also present was: Executive Director, Connie Clausen. Absent were Commissioners Pam Dobson and Dan Molitor as well as City Liaison, Rod Byam.

The Regular Board Meeting was called to order at 4:08 pm with the consent agenda approved (White/McDonald) 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. For last fiscal year April 1, 2019 through March 31, 2019, we've completed 25 turnovers with an average of 6.88 days per turnover. The monthly fee accountant reports were presented for February 2019.
2. The Executive Director gave an update from Windomnet on the changes coming to the cable TV system. The update has now been pushed back to September 2020. This will be tabled until we receive new information.
3. The Executive Director reported on the RV Water Heater Project. The new water heaters have been installed on April 6<sup>th</sup> and 7<sup>th</sup>. The electrical work was completed April 13<sup>th</sup>. We are awaiting a final walk through and the pay request at this time. We will be using 2020 capital funds to pay for this project.
4. The Executive Director reported that the Owner-Occupied Loan Program is ready to move forward. After some discussion, it was decided to move ahead with advertising the program in the local community.
5. An update on changes to the current lease regarding the amount of time given for notices from landlord to tenant when terminating a lease due to non-payment of rent that was discussed last month. Tenant notices are going out this week and the change will become effective June 1, 2020.
6. The HRA recently received information about the new Windom Rental Ordinance. The Executive Director reported that we are paying a total of \$1,050.00 for the three rental properties. The application will be sent in and we are expecting to receive notice of inspection at some point in time.
7. An update on the cement issues with the Riverview parking lot was given by the Executive Director. The problems with crumbling and flaking cement has continued after Nielsen Concrete sealed it last fall. We will be scheduling a meeting with Nielsen Concrete, Cemstone, Bolten & Menk as soon as the state Shelter-in-Place order expires.
8. The Executive Director reports that the HUD training on Environmental Reviews that she was schedule to attend in April was postponed and will be rescheduled to a later date this year.

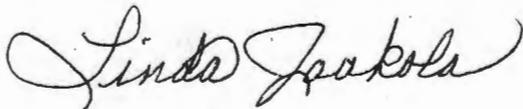
New Business consisted of:

1. The Executive Director gave an update on the Jackson HRA. The Management Agreement with the Jackson HRA has ended as of March 31, 2020. She will continue to help the new Executive Director of the Jackson HRA on an as needed basis.
2. An update on the COVID-19 situation as it pertains to our residents, staff and properties was given by the Executive Director. The Governor declared a moratorium on late charges and lease terminations due to non-payment of rent for 120 days from March 27, 2020 as well.
3. The Executive Director resented a revision to the CFP2020-2024 5Yr Plan. The revision was to year 2020 adding the RV Water Heater Replacement Project for \$20,000. A motion was made to approve the CFP2020-2024 5 Yr Plan as presented (McDonald/White).
4. The Executive Director reported on upcoming capital funds project. She is currently working on getting quotes for updating the RV Security Camera Project as well as upgrades to the elevators at Riverview. These projects will be funded with CFP2018 capital funds. She is also beginning to work on A&E Services so we can move

forward with Riverview balcony repairs and window replacement at Hillside Manor. These two projects are projected to use CFP2019 capital funds.

5. The Executive reported that we recently had an insurance claim investigation relating to a person who fell in a parking lot. After the investigation, the insurance adjuster determined we were not negligent.
6. A request was brought to the Executive Director for exercise equipment at Riverview Apartments. After some discussion, it was decided to ask the person who made the request what they were looking for and possibly
7. The Executive Director reports the following HUD and other reports worked on this past month. They include: (W) FYE2021 Proposed Budget; (W) Employee Annual Reviews; (W) FYE03312020 Year-End Reporting; (J&W) HUD 4710 Semi-Annual Labor Standards Report; (W) CFP2020 Annual Plan; (W) eLOCCS Re-certification; (J) EIV Re-certification; (J) Updating eLOCCS Approving Officials; (W) Section 3 Reporting;
8. The meeting was closed at 4:58pm for negotiations with the Executive Director (McDonald/White). After discussion, this item was tabled until the May board meeting. The meeting was re-opened at 5:38pm (White/McDonald).
9. Upcoming board meetings will be May 13<sup>th</sup> (RV) and June 10<sup>th</sup> (HS).

With no further business, the meeting was adjourned at 5:40 pm (McDonald/Dobson).



Linda Jaakola, Chairman



Connie Clausen, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
MAY 11, 2020

1. Call to Order: The meeting was called to order by President Clerc at 12:12 p.m. (*Short delay due to difficulty with participant code*).
2. Roll Call & Guest Introductions:  
EDA Commissioners: Rick Clerc, Linda Sandberg (by phone), Betsy Herding, Marv Grunig, and Rod Byam.  
Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; Mayor Dominic Jones; City Administrator Steve Nasby; Kevin Stevens, Co. Comm. Liaison; and Rahn Larson (Citizen) (by phone).
3. Approval of Minutes – April 13, 2020:  
**Motion by Commissioner Byam, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on April 13, 2020. Motion carried 5-0.**
4. Small Business Assistance Program (COVID-19)
  - A. Loan Ratification – Brent Hogan (Quick Print): Director Hage reported that EDA Staff approved the operating loan of \$5,000 for Brent Hogan (Quick Print).  
**Motion by Commissioner Byam, seconded by Commissioner Herding, and carried to ratify the EDA’s Small Business Assistance Program loan of \$5,000 to Brent Hogan (Quick Print). Vote by roll call: Ayes: Commissioners Byam, Grunig, Herding, Clerc, and Sandberg. Nays: None. Motion carried 5-0.**
  - B. Extend Zero Interest Loan Period: Director Hage had contacted Commissioners concerning the possibility of extending the zero percent interest period on these loans from 3 months to 1 year. After further discussion, the following action was taken.  
**Motion by Commissioner Grunig, seconded by Commissioner Byam, and carried to extend the zero interest period on the EDA’s Small Business Assistance Program loans from three (3) months to one (1) year. Vote by roll call: Ayes: Commissioners Sandberg, Clerc, Herding, Grunig, and Byam. Nays: None. Motion carried 5-0.**
  - C. Other Emergency Financing Options: Director Hage reviewed the status of various programs through the Small Business Administration (SBA). He advised that he had followed-up with some businesses regarding finishing their applications or resubmitting applications.
5. Chamber Hope Fund: Director Hage advised that the Windom Chamber has started a fund to provide grants to small businesses in Windom. The Chamber donated the first \$5,000 and is asking others to donate. The fund will be used to help retail businesses, restaurants, hair salons, and fitness businesses that have not been able to operate during the Stay Home Executive Order. The Chamber is finalizing the criteria for the grants. Director Hage stated that the EDA’s typical purposes for commercial loans are to retain jobs, create new jobs, and/or increase the tax base. There was a discussion concerning what assistance the City/EDA might be able to offer that is considered an eligible public purpose, etc. Director Hage and City Administrator Nasby are researching these questions with the City Attorney. It was the consensus of the Board to table any donation to the Chamber’s Hope Fund until more research can be done into the matter.
6. Housing Loan Programs
  - A. HRA Residential Rehab Program

B. SCDP Residential Rehab ProgramC. Options

Director Hage reported that the HRA Board has approved a new residential rehab program for health and safety repairs. The program is available city wide. The maximum loan amount is \$10,000 and the interest rate is 1.5%.

He advised that there are SCDP funds available for residential rehab projects on the East Hill.

He reviewed the additional need for market rate rentals in Windom. The new apartment building should be completed by August or September. He outlined a potential project, discussed assistance options, and asked the Commissioners' opinions. In response to a question, Commissioner Sandberg indicated that Prime Pork would like to add an additional 300 more positions. There was a discussion concerning financing and risks involved regarding this potential housing project. Any potential loan would be unsecured. President Clerc requested that EDA Staff pursue parameters on these programs and report to the Board at the next meeting.

7. East Highway 60 DevelopmentA. UpdateB. MnDOT Conditions - Cul-de-sac Street

Director Hage advised that MnDOT did approve the proposal that the approach shared between Dollar General and property owned by Scott Veenker could become a City Street. However, there are several conditions. Director Hage outlined the conditions imposed by MnDOT including construction of a new curb 75 feet in length separating the Dollar General parking lot and the new City Street. MnDOT is also requiring the construction of a 580' right turn lane (400' full width, 180' taper) by October 2021. The estimated cost of the right-turn lane is \$247,000.

Director Hage led a discussion concerning the turn lane and how it is not responsible to require the potential new business to pay \$247,000 for the turn lane. There would have to be some cost share; and at this point, we do not know what other businesses will develop along the new City Street. Traffic volumes on the new city street could increase when additional lots are developed adjacent to the street. However why should MnDOT require this now? MnDOT and the City could evaluate the traffic volume to determine if a turn lane is needed at a later point. A traffic volume threshold could be agreed upon by MnDOT and the City. Consensus of the Board was for EDA Staff to continue communicating with MnDOT.

8. Cemstone Redevelopment AreaA. UpdateB. Land Negotiations – Closed Session1) Parcels: 25-025-0200, 250250201, 25-024-2900, 25-556-0060, 25-556-0070

Director Hage provided a brief recap. DEED announced which projects received funding during this last round. Previous Director Hage previously provided an update that Windom was not award a redevelopment grant. There is a funding gap for the project, so additional options will need to be researched and discussed. Director Hage has asked DEED for more information concerning the criteria used in awarding grants. We would like to better understand how we can improve our application, since we were able to compare our project to other projects that were awarded.

Negotiations with Cemstone are continuing. The Closed Session on Land Negotiations was tabled until the remainder of the Agenda items had been completed.

9. New Business:

A. Mayor's Letter & Resolution: Director Hage shared a letter signed by Mayor Jones that had been included in the Chamber's E-blast. The letter provided contact information for Governor Walz and his Chief of Staff for use by the Chamber members for correspondence concerning reopening small businesses. Mayor Jones provided an update on his contact with the Governor's Greater Minnesota Chief of Staff. The Mayor suggested that each business needs to prepare a plan with their own protocol for the safe reopening of their business. The Mayor is also proposing adoption of a Resolution urging the Governor to reopen small businesses. City Administrator Nasby has obtained a sample resolution form. There was a brief discussion concerning the current status of small businesses. There was also discussion as to whether the Des Moines Valley Health & Human Services would be an appropriate agency to review plans for occupancy levels and sanitation procedures proposed by the various small businesses.

**Resolution introduced and motion by Commissioner Byam, seconded by Commissioner Grunig, to adopt EDA Resolution No. 2020-02, entitled "Resolution Supporting Windom Businesses and Urging Governor Tim Walz to Expedite the Re-Opening of Minnesota's Economy in a Manner that Balances Economic and Public Health Needs".**

**Upon roll call vote being taken, the following voted in favor thereof: Commissioners Grunig, Herding, Clerc, Byam, and Sandberg; the following voted against the same: None; and the following were absent: None. (The Resolution was adopted.)**

10. Miscellaneous Information

- A. EDA Monthly Financial Recap: The Board received a copy of the April 2020 recap.
- B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the March 2020 Financials provided by Van Binsbergen & Associates.

Commissioner Clerc asked why the rental amount was down. There had been a vacancy and some additional expenses during that time period. Director Hage will follow up with Van Binsbergen on the matter.

Agenda Item No. 8 – Continued - Cemstone Redevelopment AreaB. Land Negotiations – Closed Session

- 1) Parcels: 25-025-0200, 250250201, 25-024-2900, 25-556-0060, 25-556-0070

Director Hage advised that the purpose of the closed session was to discuss negotiations with Cemstone regarding their property and the EDA's NWIP property.

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

**Motion by Commissioner Grunig, seconded by Commissioner Herding, authorizing the Board to go into closed session. Vote by roll call: Ayes: Commissioners Byam, Grunig, Herding, Clerc, and Sandberg. Nays: None. Motion carried 5-0.**

President Clerc closed the meeting to the public at 1:15 p.m.

**Motion by Commissioner Grunig, seconded by Commissioner Herding, authorizing the President to reopen the meeting to the public. Vote by roll call: Ayes: Commissioners Clerc, Herding, Grunig, Byam, and Sandberg. Nays: None. Motion carried 5-0.**

President Clerc reopened the meeting to the public at 1:48 p.m.

There was no action to take at this point. Additional research is needed on potential options regarding the Cemstone Redevelopment Project.

**Motion by Commissioner Byam, seconded by Commissioner Grunig, to hold a Special Meeting of the EDA Board on Monday, May 18<sup>th</sup>, at noon. Vote by roll call: Ayes: Commissioners Sandberg, Byam, Grunig, Herding, and Clerc. Nays: None. Motion carried 5-0.**

11. Adjourn. On consensus, President Clerc adjourned the meeting at 1:49 p.m.

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

\_\_\_\_\_  
Betsy Herding, EDA Secretary-Treasurer

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
MAY 12, 2020**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:02 p.m.
2. Roll Call & Guest Introductions:  
Planning Commission: Marilyn Wahl, Brett Mattson, Jared Baloun, Drake Borsgard, Lorri Cole (by phone), and Carol Hartman (by phone)  
Absent: Greg Pfeffer.  
(One vacancy on Commission.)  
  
Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; Mayor Dominic Jones (Liaison); Jason Krueger and Terry Oddson (by phone); and Mike Haugen (by phone).
3. Welcome Returning Commissioner - Lorri Cole: Chairperson Wahl welcomed Lorri Cole as a returning Planning Commissioner.
4. Oath of Office: Lorri Cole took the oath of office.
5. Approval of Minutes: February 11, 2020:

**Motion by Commissioner Hartman, seconded by Commissioner Baloun, to approve the Planning Commission Minutes for the Meeting held on February 11, 2020. Vote by roll call: Ayes: Commissioners Mattson, Borsgard, Baloun, Cole, Hartman, and Wahl. Nay: None. Absent: Commissioner Pfeffer. Motion carried 6-0.**

6. Public Hearing

- A. 7:05 P.M.: Zoning Application – Oddson Underground, Inc./Terrance Oddson – 50 16<sup>th</sup> Street (Variance – Front Yard Setback)

Chairperson Wahl opened the public hearing at 7:05 p.m. Zoning Admin. Spielman advised that an Application requesting a variance to reduce the front yard setback had been received from Oddson Underground, Inc. (Owner/Applicant) and Terrance Oddson (Applicant) concerning the property at 50 16<sup>th</sup> Street. Jason Krueger and Terry Oddson were present by phone on behalf of the Owner and Applicants. The property is situated in an I-1 Zoning District. Pursuant to City Code, the required front yard setback is 25 feet. The Applicants want to add an office addition (36' deep by 96' long) on the front of the building. The existing office addition (18' deep by 32' long) would be demolished. They are requesting that the front yard setback be reduced to 18 feet which would be a reduction in the front yard setback of 7 feet. The Applicants submitted a site plan from the initial building permit application when the building was constructed. The site plan shows that the original building was set back 57 feet from the front property line. The property pins were located and after a current measurement, it appears that the set back of the original building was closer to 54 feet.

Jason Krueger stated that the reason for the request is that they have 45 employees who are operating from this location and would like to expand to 60 employees. They need additional offices to continue doing business where they are at. They can't expand to the east because that is the main access to their site. To the north, there is a small amount of semi-truck parking and that's about it. If they added on to the east side, that would use up parking area and close the access to the overhead doors on the east side of the building. There is limited area on site to expand in other directions. They hope to move forward with this project.

In response to questions, the following information was provided: On the aerial, it shows vehicles parked to the east of the building. However, that property is owned by Staples Oil and is rented from Staples by Oddson Underground. The 18-foot setback would not cause any problems for fire truck access to the property. There is a fire hydrant in the access drive now. The water main and other utility services are in the street right-of-way. If the front setback is reduced, that wouldn't interfere with maintenance of the water main. The office addition will be constructed on a slab. There would be some angle parking in front of the new addition. They would utilize the western driveway for parking and have some around the eastern side of

the building. Zoning Admin. Spielman said that they would still have the 18-foot setback in the front of the building. That is similar to what is required for parking in driveways in residential zones. They intend to start construction of the addition in August or September and hope to have the shell up before winter.

Zoning Admin. Spielman reported that notice of the public hearing was sent to the property owners within 350 feet of the location. He received phone calls from 3 people. Two wanted to know what Oddsons were planning to do and had no objections to the variance. One person thought it would be nice to keep everything in line and uniform, but wasn't opposed to the variance.

In response to a question as to whether this will create a snow problem or a drift problem (on the road) since this is the high point of the area, Jason Krueger indicated that he did not think so. He said that the wind blows through between Janssen's property and their building. Oddsons keep removing snow during those times. Jason did not think there had been a drift problem on the road yet. Zoning Admin. Spielman advised that he had sent out information to the other Department Heads concerning this application and no one had expressed any concerns.

Zoning Admin. Spielman asked if anyone from the public was online and had questions. No public comments were received.

Chairperson Wahl closed the public hearing at 7:20 p.m.

Mayor Jones asked if granting this variance would give precedence for neighbors to the side to request a variance to build out to the 18-foot setback. Zoning Admin. Spielman said that it is possible to receive such requests. However, there are criteria in the City Code that the Planning Commission and City Council need to consider in the granting of a variance, such as the circumstances that are unique to the property. He read the list of criteria from the City Code which he said were based on Minnesota State Statutes. Some of the criteria include practical difficulties and unique circumstances for the property that were not created by the landowners. He believes that the proposed use is consistent with the comprehensive plan. Because the area is zoned I-1, the proposed addition will not alter the essential character of the locality. He feels that the area, in general, is for the most part developed. There might be a few properties in the general area that could apply in the future. However, to the South of the property there are ballfields and the area to the south is protected from future development by the wellhead protection area. If the City needs to install future infrastructure in that area, there is room on the south side. The ground drops off quickly to the Northwest. If they added on to the east side of the building, they are essentially cutting off use of the overhead doors on that side. The Commissioners can consider if those are practical difficulties. There are characteristics that are unique to the property. Commissioners Hartman and Cole commented that they were satisfied and felt it was a reasonable variance to consider.

Zoning Admin. Spielman advised that if there were no additional questions for him or for the Applicants, the Planning Commission should consider a motion recommending approval or denial of the application and include the reasoning for the recommendation in the motion.

**Motion by Commissioner Hartman, seconded by Commissioner Mattson, to approve the application and recommend to the City Council the approval of the variance application, submitted by Oddson Underground, Inc. and Terrance Oddson to reduce the required front yard setback from twenty-five feet (25') to eighteen feet (18') to allow for the construction of an office addition (36' deep) on the front of the building. The motion is based on unique characteristics of the property and adjoining properties, ample area to the South for installation of future infrastructure, and characteristics of the neighboring properties all as set forth in the public hearing and discussion. The property is located at 50 16th Street, Windom, Minnesota, and is described as: Lot 1 in Block 2 of Armory Subdivision to the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-102-0020).**

**Findings of Fact for Variance:**

1. As stated in the narrative herein.
2. The Applicants propose to use the property in a reasonable manner.
3. The variance is in harmony with the general purposes and intent of this ordinance.

4. **The variance is consistent with the comprehensive plan.**
5. **The variance will not alter the essential character of the locality.**

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

**Vote by roll call: Ayes: Commissioners Mattson, Borgard, Baloun, Cole, Hartman, and Wahl. Nay: None. Absent: Commissioner Pfeffer. Motion carried 6-0.**

Zoning Admin. Spielman advised the Applicants that the Planning Commission makes recommendations to the City Council and the Council makes the final decision. He will present the application and recommendations to the City Council at their meeting next Tuesday. He will also e-mail information to the Applicants concerning participating in that meeting.

7. Agenda Request – Mike Haugen – Use of Bare Lot: Zoning Admin. Spielman introduced the agenda item. The item pertains to provisions in our City Code concerning accessory buildings in residential zoning districts. Pursuant to the Code, accessory buildings shall not be constructed on a property before the principal building (house) is constructed. This basically means no accessory buildings on bare lots. When the Planning Commission considered changes to the accessory building section of the Code, the Commissioners decided that they did not want to allow accessory buildings on bare lots. *(The only exception was a bare lot owned by the property owner of an adjoining lot on which a house was situated. The two lots could be combined into one parcel and then an accessory building could be constructed on that bare lot.)* Zoning Admin. Spielman advised that Mike Haugen had contacted him last week about a vacant lot which Mr. Haugen owns that is situated north of the Wastewater Treatment Plant. Zoning Admin. Spielman displayed a Beacon aerial showing the location of Mr. Haugen's lot and a zoning map of the area. The lot is situated in an R-2 District. However, land to the south and east of the lot is zoned as I-1 Light Industrial. Mike Haugen submitted an Agenda Request and asked that he be allowed to speak at the Planning Commission Meeting.

Mike Haugen explained that he originally bought the 100' X 300' lot with the intention of using it for a storage building or a garage. He currently has an opportunity to purchase a garage to place on this lot. He feels that the garage would be a nice buffer between industrial and residential properties. He currently pays property taxes and assessments on the lot. He listed other communities which have nice-looking garages on bare lots. His timeline for moving the newer garage is currently by July 1<sup>st</sup> as the property owner would like to start an addition on his house and would like the garage moved. Mr. Haugen will check to see regarding the possibility of extending the deadline for moving the garage.

In response to questions, the following information was provided: There is already a 20' X 40' accessory building on the lot that was situated on the lot when Mike bought the property in 2007. Mike wants to move another 25' x 30' garage on to the property and place it east of the current shed. The intended use of this garage would be storage of ATVs, pontoon, etc. and not specifically vehicles. He has access to the lot from the 4<sup>th</sup> Street mobile home court area. It's just a curb cut that accesses the property. There is a considerable amount of vegetation and taller trees that separate this lot from adjoining residential lots. There was a discussion as to whether the lot could be rezoned to I-1 as it adjoins an I-1 District. However, even in that district, such a use is not currently allowed without a principal building on a lot. Also, there are quite stringent requirements when rezoning property from residential to industrial. If this lot is rezoned to industrial, it would open up the lot to all industrial uses allowed in an I-1 District. Mr. Haugen would be able to repair and maintain the existing shed on the lot but not expand it. He could replace the shed that is there if it was destroyed by a storm or fire because it existed before the Code was amended in 2003 and was grandfathered in as a legal nonconforming use. The lot is considered a buildable lot for a home but it is not desirable for a home because of its location. There was also discussion as to what is considered as a principal building for such a lot.

Zoning Admin. Spielman said that at this meeting we're not looking for a decision on whether he could submit an application. These comments are informational and we're looking for direction to Staff. Pursuant to our current Code provisions, this type of use is not listed as a conditional use and to allow a variance in

this instance would be a “use variance”; and the State of Minnesota prohibits municipalities from granting use variances. The only way to move forward would be to consider a code amendment or rezoning. If the Code is amended, then Mr. Haugen would need to submit an application for a conditional use permit. If the lot could be rezoned, there would be screening requirements, etc. Zoning Admin. Spielman advised that Staff needs to do more research on rezoning and other options and proceed with caution concerning any code amendment to address accessory structures on bare lots. It was the consensus of the Commissioners that more research needs to be done before a decision is made concerning this topic.

- 8. Other Business/Reports: None.
- 9. Unfinished Business: None.
- 10. New Business

A. B-2 ZONING DISTRICT

(1) Discussion – Potential New Conditional Use

The Commissioners received some new proposed language regarding addition of “storage of inoperable vehicles” as a conditional use in the B-2 Highway Business District and related potential Code amendments. There was a discussion concerning whether the proposed use would be detrimental to adjoining businesses and properties. There was considerable discussion concerning the proposal including required fencing and/or screening, limitations on hours of operation, etc. Mayor Jones said that he feels the City Council will be very critical of any recommendation to include this use in a B-2 District because of current nuisance situations in the City, and that this action could possibly promote nuisances in the Highway Business District and adjoining areas. He recommended feedback from the City Council. Options for the use were discussed. Commissioners felt that the wording should be revised and the matter should be brought before the Planning Commission again before proceeding to the City Council. It was the consensus of the Planning Commission that this use should not be allowed in the B-2 District even as a conditional use. Zoning Admin. Spielman outlined the options available to the Planning Commission concerning this matter. It was the consensus of the Planning Commission that the agenda item should be tabled until the June Meeting and the proposed language should be revised and brought back to the Planning Commission for review at the June Meeting.

B. Commissioner – Relocation: Commissioner Drake Borsgard announced that he has moved out of City limits and he will no longer be serving on the Planning Commission. Commissioners and the Mayor expressed appreciation for his service and requested any suggestions concerning a potential Commissioner to fill the vacancy.

- 11. Planning Commission Comments, Concerns, Suggestions: None except that Commissioner Cole excused herself from the meeting at 9:07 p.m. The next Planning Commission Meeting is scheduled for June 9<sup>th</sup>.
- 12. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 9:16 p.m.

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Marilyn Wahl, Chairperson

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

Windom Library Board Meeting  
City of Windom Council Chamber

May 12, 2020

5:00 p.m.

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

Members Absent: Terri Jones and Kari Scheitel

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

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

4. Financial Report:

Motion by Kathy Hiley and seconded by Susan Ebeling to accept the Financial Report.

5. Librarian's Report:

Dawn reported that the portable plexiglass shields made by Royal Glass were delivered. There are 2 for the adult side and 1 for the children's library.

The City Council has requested a plan from the library staff and library board in regard to a soft opening. Dawn and her staff have discussed this. They will continue to provide curbside pickup adding interlibrary loans, DVD's and magazines. All items coming in from the delivery truck will be cleaned as well as items going to other libraries. At this time, MN link is not available. They have received gloves but are still waiting on masks. Dawn asked the library Board to provide any suggestions or concerns to her by Friday when she turns in the library opening plan.

Nancy will be participating in a Zoom meeting with other Plum Creek libraries to come up with some ideas for summer reading. They are looking for ways to encourage kids to read this summer.

Dawn is also participating in Zoom meetings gathering ideas with other Plum Creek librarians. Dawn is painting the children's bathroom and will be contacting Schwalbach's to possibly replace the toilet and faucet in that bathroom.

Librarian's Report was approved on a motion by Susan Ebeling and seconded by Kathy Hiley

6. Old Business:

See Librarian's Report

7. New Business:

See Librarian's Report

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:27 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary





Windom, MN

# Expense Approval Report By Fund

Payment Dates 05012020 - 05142020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
<b>Fund: 100 - GENERAL</b>						
DONNA BEHRENS	20170315	03/15/2017	REFUND - STATEMENT CREDIT	100-20191	10.15	
MAURA GONZALEZ	20191119	11/19/2019	REFUND - STATEMENT CREDIT	100-20191	44.15	
UNITED COMM ACTION -JOH	20200212	02/12/2020	REFUND - STATEMENT CREDIT	100-20191	127.09	
ELECTRIC FUND	20200513	05/13/2020	UN-CASHED CKS- TO WRITE O	100-20191	3.87	
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	100-20202	7,561.59	
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	100-20202	25.83	
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	100-20202	15,736.00	
WINDOM FIRE RELIEF ASSOC.	20200501	05/01/2020	REFUND - DANCE PERMIT	100-32260	330.00	
					<b>23,838.68</b>	
<b>Activity: 41110 - Mayor &amp; Council</b>						
FLAHERTY & HOOD, P.A.	14632	05/12/2020	#8845 - SERVICE	100-41110-304	525.00	
SCHRAMEL LAW OFFICE	MAR 2020	05/08/2020	LEGAL FEES - MAR 2020	100-41110-304	375.00	
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ZOOM MTG	100-41110-308	16.02	
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD -REFUND-GRAN	100-41110-334	-258.46	
COUNTY WIDE DIRECTORY	64626	10/07/2019	SERVICE - ADVERTISING	100-41110-350	50.00	
					<b>Activity 41110 - Mayor &amp; Council Total:</b>	<b>707.56</b>
<b>Activity: 41310 - Administration</b>						
AMAZON CAPITAL SERVICES, I	1DG9-KCPQ-WKVG	04/21/2020	#A2Q0YJ8ZLN2YT	100-41310-200	58.50	
CHELSEIE CARLSON	20200511	05/12/2020	OFFICE EXPENSE	100-41310-200	18.99	
INDOFF, INC	3361194	04/21/2020	SUPPLIES	100-41310-200	9.79	
INDOFF, INC	3364252	04/28/2020	SUPPLIES	100-41310-200	192.99	
INDOFF, INC	3364280	04/28/2020	SUPPLIES	100-41310-200	25.25	
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	100-41310-217	100.68	
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-41310-321	110.49	
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-41310-326	282.98	
MN CITY/COUNTY MANAGEM	20200507	05/12/2020	MEMBERSHIP 5-1-20 / 4-30-2	100-41310-433	145.37	
TYLER TECHNOLOGIES, INC	025-292649	05/05/2020	ANNUAL SUBSCRIPTION	100-41310-444	3,440.75	
AMAZON CAPITAL SERVICES, I	1QRY-9M3J-NKXM	05/01/2020	#A2Q0YJ8ZLN2YT - 2020 WE	100-41310-480	128.98	
					<b>Activity 41310 - Administration Total:</b>	<b>4,514.77</b>
<b>Activity: 41910 - Building &amp; Zoning</b>						
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ACE DEPOT	100-41910-200	13.30	
INDOFF, INC	3361196	04/21/2020	SUPPLIES	100-41910-200	17.62	
INDOFF, INC	3362411	04/21/2020	SUPPLIES	100-41910-200	8.79	
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-41910-321	77.97	
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MN DEPT OF L	100-41910-443	430.39	
					<b>Activity 41910 - Building &amp; Zoning Total:</b>	<b>548.07</b>
<b>Activity: 41940 - City Hall</b>						
COLE PAPERS INC.	9816091	05/01/2020	SUPPLIES	100-41940-211	28.10	
COLE PAPERS INC.	9824772	05/01/2020	SUPPLIES	100-41940-211	198.07	
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-41940-381	388.19	
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-41940-382	81.45	
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-41940-385	161.28	
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ELKAY	100-41940-406	108.67	
SANDRA HERDER	20200505	05/05/2020	CLEANING	100-41940-406	154.00	
MELISSA PENAS	20200505	05/05/2020	CLEANING	100-41940-406	154.00	
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	100-41940-460	100.00	
					<b>Activity 41940 - City Hall Total:</b>	<b>1,373.76</b>
<b>Activity: 42120 - Crime Control</b>						
WEX BANK	65250236	05/08/2020	FUEL - POLICE	100-42120-212	928.75	
WEX BANK	65250236	05/08/2020	FUEL CREDIT - POLICE	100-42120-212	-21.56	
STREICHER'S, INC	11412180	05/07/2020	UNIFORMS	100-42120-218	10.68	
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-42120-321	34.25	

## Expense Approval Report

Payment Dates: 05012020 - 05142020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AT & T MOBILITY	287293102788X05032020	05/07/2020	#287293102788 - DUE MAY 2	100-42120-321	559.61
MIKE'S LLC	437	04/21/2020	SERVICE	100-42120-323	668.38
MIKE'S LLC	438	05/01/2020	UNIT #20-1 f 150 - SERVICE	100-42120-323	3,248.39
ALPHA WIRELESS - MANKATO	6867	05/07/2020	SERVICE	100-42120-323	108.00
LEASE FINANCE PARTNERS	#3250 4-30-2020	05/07/2020	SERVICE #3250	100-42120-326	473.00
COTTONWOOD VET CLINIC	217498	05/07/2020	BRUNO - FOOD	100-42120-334	61.86
AMAZON CAPITAL SERVICES, I	1DCC-PYTH-K9XJ	04/24/2020	#A2QOYJ8ZLN2YT - SUPPLIES	100-42120-404	27.19
NORTHERN SAFETY TECHNOL	50320	05/01/2020	MAINTENANCE	100-42120-404	1,230.67
WINDOM AUTO VALU	#3400540 4-25-20	05/08/2020	#3400540 - MAINTENANCE	100-42120-405	47.87
AMAZON CAPITAL SERVICES, I	1JTY-6VJX-9LPQ	05/11/2020	#A2QOYJ8ZLN2YT - SUPPLIES	100-42120-405	311.50
HIGLEY FORD	CITY44 5-1-2020	05/04/2020	VEHICLE MAINTENANCE -	100-42120-405	549.50
FORD MOTOR CREDIT CO LLC	1749332	05/01/2020	#9482800 - PAYMENT	100-42120-419	663.95
SCB PUBLIC FINANCE	40049-01/5-60 5-14-2020	05/01/2020	#40049-01/5-60 DUE 5-14-20	100-42120-419	1,054.07
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - STATE OF MN	100-42120-433	360.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - OS BATTERIES	100-42120-480	306.44
BLUE CROSS/BLUE SHIELD	200501192428	05/07/2020	INSURANCE PREM- JUNE 202	100-42120-480	677.00
<b>Activity 42120 - Crime Control Total:</b>					<b>11,299.55</b>

**Activity: 42220 - Fire Fighting**

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ULINE	100-42220-211	137.27
AMERIPRIDE SERVICES INC.	2801154799	04/27/2020	SERVICE #280001722	100-42220-211	42.00
WEX BANK	65250236	05/08/2020	FUEL - FIRE	100-42220-212	240.23
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ULINE	100-42220-215	212.73
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - KNOX COMPA	100-42220-215	237.26
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	100-42220-215	127.96
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	100-42220-217	58.70
SCHRAMMEL LAW OFFICE	MAR 2020	05/08/2020	LEGAL FEES - MAR 2020	100-42220-304	225.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-42220-321	42.07
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-42220-381	232.82
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-42220-382	12.86
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-42220-385	28.03
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	100-42220-404	3.90
HEIMAN FIRE EQUIP. CO	0887926-IN	05/01/2020	#0006074 - MAINTENANCE	100-42220-404	64.05
<b>Activity 42220 - Fire Fighting Total:</b>					<b>1,664.88</b>

**Activity: 42500 - Civil Defense**

ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-42500-381	31.20
<b>Activity 42500 - Civil Defense Total:</b>					<b>31.20</b>

**Activity: 42700 - Animal Control**

COTTONWOOD VET CLINIC	216687	05/08/2020	CITY POUND - FEE	100-42700-300	30.80
COTTONWOOD VET CLINIC	217232	05/08/2020	CITY POUND - FEE	100-42700-300	123.20
COTTONWOOD VET CLINIC	217800	05/08/2020	CITY POUND - FEE	100-42700-300	30.80
<b>Activity 42700 - Animal Control Total:</b>					<b>184.80</b>

**Activity: 43100 - Streets**

WEX BANK	65250236	05/08/2020	FUEL - STREET	100-43100-212	923.75
WEX BANK	65250236	05/08/2020	FUEL - STREET CREDIT	100-43100-212	-21.57
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MN STATE PAT	100-43100-215	44.50
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-43100-217	70.00
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	100-43100-217	58.73
SCOTT VEENKER	26735A	05/06/2020	#26735 - SERVICE OF 4-12-20	100-43100-224	250.00
MAC TOOLS	22520	05/05/2020	SMALL TOOLS	100-43100-241	205.98
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-43100-321	45.59
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-43100-381	1,096.14
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-43100-381	235.32
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-43100-382	20.43
COTTONWOOD CO SOLID WA	2026718	04/28/2020	DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2026720	04/28/2020	DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2027269	04/28/2020	DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2027287	04/28/2020	DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2027293	04/28/2020	DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2027301	04/28/2020	DISPOSAL	100-43100-384	10.00

## Expense Approval Report

Payment Dates: 05012020 - 05142020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO SOLID WA	2027309	04/28/2020	DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2027327	05/07/2020	REFUSE DISPOSAL	100-43100-384	10.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-43100-385	43.57
WINDOM AUTO VALU	#3400540 4-25-20	05/08/2020	#3400540 - MAINTENANCE	100-43100-404	455.70
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - BAUM HYDRO	100-43100-404	428.60
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - NOTHERN TOO	100-43100-404	2,881.97
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	100-43100-404	145.37
MATHESON TRI-GAS, INC.	21551696	04/28/2020	MAINTENANCE	100-43100-404	110.47
HOFFMAN FILTER SERVICE LLC	87523	05/04/2020	MAINTENANCE	100-43100-404	55.00
BARCO MUNICIPAL PRODUCT	IN-236682	05/01/2020	MAINTENANCE	100-43100-404	1,066.07
NEWMAN SIGNS, INC	TRFINVO20444	04/24/2020	MAINTENANCE	100-43100-404	1,463.78
WINDOM AUTO VALU	#3400540 4-25-20	05/08/2020	#3400540 - MAINTENANCE	100-43100-405	482.86
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	100-43100-405	14.98
LUND'S BODY SHOP	4754	05/12/2020	SERVICE -	100-43100-405	357.96
HIGLEY FORD	CITY44 5-1-2020	05/04/2020	VEHICLE MAINTENANCE -	100-43100-405	56.10
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	100-43100-460	100.00
BLUE CROSS/BLUE SHIELD	200501192428	05/07/2020	INSURANCE PREM- JUNE 202	100-43100-480	677.00
<b>Activity 43100 - Streets Total:</b>					<b>11,348.30</b>
<b>Activity: 45120 - Recreation</b>					
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - NORTHERN TO	100-45120-217	817.23
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	100-45120-217	12.58
<b>Activity 45120 - Recreation Total:</b>					<b>829.81</b>
<b>Activity: 45202 - Park Areas</b>					
WEX BANK	65250236	05/08/2020	FUEL - PARK	100-45202-212	65.10
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - REFUND 1/2 -Q	100-45202-308	-86.01
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - REFUND 1/2 -	100-45202-308	-86.01
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-45202-381	404.01
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-45202-382	324.51
COTTONWOOD CO SOLID WA	2026916	04/28/2020	DISPOSAL	100-45202-384	10.00
COTTONWOOD CO SOLID WA	2027261	04/28/2020	DISPOSAL	100-45202-384	10.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	100-45202-385	44.99
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	100-45202-404	153.39
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	100-45202-460	78.00
<b>Activity 45202 - Park Areas Total:</b>					<b>1,384.65</b>
<b>Fund 100 - GENERAL Total:</b>					<b>57,726.03</b>
<b>Fund: 211 - LIBRARY</b>					
DELL EMC	10386924703	05/01/2020	#44046203 - SUPPLIES	211-36230	620.07
					<b>620.07</b>
<b>Activity: 45501 - Library</b>					
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON SUP	211-45501-200	44.64
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON SUP	211-45501-200	84.75
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON SUP	211-45501-200	9.00
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	211-45501-217	58.73
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	211-45501-321	29.12
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	211-45501-381	102.57
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	211-45501-382	18.57
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	211-45501-385	37.80
RAGE INC - CAMPUS CLEANER	19029	05/06/2020	#6131 - SERVICE - LIBRARY	211-45501-402	34.00
SANDRA HERDER	20200505	05/05/2020	CLEANING	211-45501-402	176.00
MELISSA PENAS	20200505	05/05/2020	CLEANING	211-45501-402	176.00
ROYAL GLASS LLC	238	05/12/2020	SERVICE	211-45501-402	600.00
RAGE INC - CAMPUS CLEANER	OTC101065	05/06/2020	CREDIT F/16037 - LIBRARY	211-45501-402	-34.00
RAGE INC - CAMPUS CLEANER	OTC101288	05/06/2020	#6131 - SERVICE - LIBRARY	211-45501-402	73.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - PIONEER WO	211-45501-433	18.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON CUIS	211-45501-433	24.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - READERS DIGE	211-45501-433	8.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON DVD	211-45501-435	17.99

Expense Approval Report

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON DVD	211-45501-435	17.95
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON DVD	211-45501-435	314.28
INGRAM INDUSTRIES	2004243 5-1-2020	05/06/2020	#2004243 - BOOKS	211-45501-435	516.33
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	211-45501-460	100.00
				<b>Activity 45501 - Library Total:</b>	<b>2,630.06</b>
				<b>Fund 211 - LIBRARY Total:</b>	<b>3,250.13</b>

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	20200501	05/05/2020	SERVICE -	225-45127-200	27.00
RED ROCK RURAL WATER	20200501	05/05/2020	SERVICE - METER FEE	225-45127-200	2.00
COLE PAPERS INC.	9816091	05/01/2020	SUPPLIES	225-45127-211	198.74
SYN-TECH SYSTEMS, INC	206086	05/01/2020	MAINTENANCE #WINAIR3	225-45127-404	926.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #0	225-45127-460	116.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #0	225-45127-460	30.00
				<b>Activity 45127 - Airport Total:</b>	<b>1,299.74</b>

Activity: 49950 - Capital Outlay

FINANCE & COMMERCE, INC.	744694951	04/24/2020	#10066974 - 2020 RUNWAY 1	225-49950-500	269.10
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>269.10</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>1,568.84</b>

Fund: 230 - POOL

Activity: 45124 - Pool

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - NORTHERN TO	230-45124-217	817.23
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	230-45124-217	133.33
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	230-45124-217	12.58
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	230-45124-381	29.18
DELL EMC	10387215538	05/01/2020	#44046203 - MAINTENANCE	230-45124-404	1,179.96
				<b>Activity 45124 - Pool Total:</b>	<b>2,172.28</b>
				<b>Fund 230 - POOL Total:</b>	<b>2,172.28</b>

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

WEX BANK	65250236	05/08/2020	FUEL CREDIT - AMBULANCE	235-42153-212	-21.56
WEX BANK	65250236	05/08/2020	FUEL - AMBULANCE	235-42153-212	1,126.80
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - UNITED COM	235-42153-217	174.07
BRITTANY ESPENSON - RIVERS	1157	05/01/2020	SERVICE	235-42153-217	160.00
WINDOM FARM SERVICE	20200430	05/07/2020	OPERATING SUPPLIES - COVID	235-42153-217	329.78
LEWIS FAMILY DRUG, LLC	268799	05/12/2020	OPERATING SUPPLIES	235-42153-217	13.74
ZOLL MEDICAL CORPORATION	3061884	05/05/2020	OPERATING SUPPLIES	235-42153-217	53.49
WINDOM AREA HEALTH	734-0024-04-20-0024	05/12/2020	#734-0024 - NURSING SERVIC	235-42153-217	6.27
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	235-42153-217	58.73
FASTENAL	MNWOR156043	05/04/2020	OPERATING SUPPLIES - COVID	235-42153-217	112.00
WINDOM AREA HEALTH	734-0024-04-20-0024	05/12/2020	#734-0024 - NURSING SERVIC	235-42153-312	2,656.77
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	235-42153-321	28.05
JOHN MEYER	20200504	05/04/2020	EXPENSE - AMBULANCE	235-42153-334	74.98
JIM AXFORD	20200504	05/04/2020	EXPENSE - AMBULANCE	235-42153-334	40.49
MEGAN BRAMSTEDT	20200505	05/05/2020	EXPENSE - AMBULANCE	235-42153-334	26.78
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	235-42153-381	155.22
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	235-42153-382	8.58
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	235-42153-385	18.68
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ULINE	235-42153-406	91.50
AMERIPRIDE SERVICES INC.	2801154799	04/27/2020	SERVICE #280001722	235-42153-406	28.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - PRIME VIDEO	235-42153-480	4.26
				<b>Activity 42153 - Ambulance Total:</b>	<b>5,146.63</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>5,146.63</b>

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ACE DEPOT	250-46520-200	13.30
SCHRAMMEL LAW OFFICE	MAR 2020	05/08/2020	LEGAL FEES - MAR 2020	250-46520-304	960.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	250-46520-321	77.97
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	250-46520-321	256.06
LOOP NET	111258815-1	05/01/2020	ADVERTISING - #162635601	250-46520-340	69.00
COUNTY WIDE DIRECTORY	64626	10/07/2019	SERVICE - ADVERTISING	250-46520-340	55.00
FEDERATED RURAL ELECTRIC	#112954 4-30-20	05/12/2020	#112954 - SERVICE	250-46520-381	14.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	250-46520-381	47.51
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SURVEY GIZM	250-46520-439	35.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #08-012-0500	250-46520-462	1,023.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX - 25-839-0075	250-46520-462	12,250.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0070	250-46520-462	199.92
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	250-46520-462	50.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	250-46520-462	46.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0010	250-46520-462	520.25
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0060	250-46520-462	416.04
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0010	250-46520-462	418.36
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MN SEC OF ST	250-46520-480	20.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MN SEC OF ST	250-46520-480	20.00
COTTONWOOD CO RECORDER	A 288134	05/04/2020	RIVER CITY EATERY - RECORDI	250-46520-480	46.00
COTTONWOOD CO RECORDER	A 288135	05/04/2020	RIVER CITY EATERY - RECORDI	250-46520-480	46.00
COTTONWOOD CO RECORDER	A 288226	05/04/2020	A288226 - RECORDING FEE-H	250-46520-480	46.00
COTTONWOOD CO RECORDER	A 288227	05/04/2020	A 288227-RECORDING FEE-H	250-46520-480	46.00
<b>Activity 46520 - EDA Total:</b>					<b>16,675.41</b>

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20200501	05/01/2020	SPEC BUILDING LOAN - APRIL	250-49980-602	2,475.10
FULDA CREDIT UNION	20200501	05/01/2020	SPEC BUILDING LOAN - APRIL	250-49980-612	884.90
<b>Activity 49980 - Debt Service Total:</b>					<b>3,360.00</b>
<b>Fund 250 - EDA GENERAL Total:</b>					<b>20,035.41</b>

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SCOTT VEENKER	26731	05/05/2020	SERVICE - INDUSTRIAL PARK	254-46520-406	471.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0060	254-46520-462	219.96
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0070	254-46520-462	101.08
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0130	254-46520-462	91.00
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0010	254-46520-462	477.75
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX #25-556-0010	254-46520-462	525.64
<b>Activity 46520 - EDA Total:</b>					<b>1,886.43</b>
<b>Fund 254 - NORTH IND PARK Total:</b>					<b>1,886.43</b>

Fund: 308 - 2020 STREET PROJECT

Activity: 41000 - General Government

SCHRAMMEL LAW OFFICE	MAR 2020	05/08/2020	LEGAL FEES - MAR 2020	308-41000-304	2,655.00
<b>Activity 41000 - General Government Total:</b>					<b>2,655.00</b>
<b>Fund 308 - 2020 STREET PROJECT Total:</b>					<b>2,655.00</b>

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

AMAZON CAPITAL SERVICES, I	1GH7-3KX3-GY74	05/04/2020	#A2Q0YJ8ZNZN2YT - SUPPLIES	401-49950-439	59.95
AMAZON CAPITAL SERVICES, I	1M6R-7DDC-44NH	05/07/2020	#A2Q0YJ8ZNZN2YT - SUPPLIES	401-49950-439	56.10
LEESA ARNDT	20200507	05/07/2020	REIMBURSE - SUPPLIES - COVI	401-49950-439	11.31
NORTHERN SAFETY TECHNOL	50315	05/01/2020	POLICE FORFEITURE FUND	401-49950-501	2,867.22
JNC ELECTRIC, LLC	1892	05/01/2020	SERVICE	401-49950-502	5,952.00
MTI DISTRIBUTING, INC	1248549-00	04/17/2020	PARKS MOWER - 2020 CIP MO	401-49950-504	21,500.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>30,446.58</b>
<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>					<b>30,446.58</b>

Fund: 601 - WATER

Activity: 49400 - Water

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MEGAVENTOR	601-49400-200	135.00
WEX BANK	65250236	05/08/2020	FUEL - WATER	601-49400-212	197.73
HAWKINS, INC	4699614	04/24/2020	CHEMICALS	601-49400-216	4,440.96

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A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	601-49400-217	58.73
CLIFTON-LARSON-ALLEN, LLP	2465370	05/04/2020	AUDIT SERVICE #1145504	601-49400-301	-202.50
MN VALLEY TESTING	1026703	04/17/2020	TESTING	601-49400-310	77.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	601-49400-321	50.08
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	601-49400-326	70.00
COUNTY WIDE DIRECTORY	64626	10/07/2019	SERVICE - ADVERTISING	601-49400-340	55.00
FEDERATED RURAL ELECTRIC	#112843 4-30-2020	05/08/2020	#112843 - SERVICE	601-49400-381	37.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	601-49400-381	5,612.18
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	601-49400-382	17.82
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	601-49400-385	35.47
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	601-49400-386	876.76
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	601-49400-404	82.37
LAMPERTS YARDS, INC.	20200501	05/04/2020	MAINTENANCE	601-49400-404	25.56
FAITH WILLARD CLEANING	20200507	05/11/2020	SERVICE - CLEANING	601-49400-404	15.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - UPS	601-49400-408	11.84
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	601-49400-408	62.12
SCOTT VEENKER	26799	05/06/2020	SERVICE - WATER MAIN BREA	601-49400-408	1,071.44
mPOWER TECHNOLOGIES, IN	4000	05/12/2020	MAINTENANCE - WATER/SEW	601-49400-408	1,125.00
ADVANTAGE COLLECTION PR	#3796 5-1-2020	05/04/2020	#3796 - SERVICE	601-49400-432	221.88
TYLER TECHNOLOGIES, INC	025-292649	05/05/2020	ANNUAL SUBSCRIPTION	601-49400-444	2,064.45
<b>Activity 49400 - Water Total:</b>					<b>16,140.89</b>
<b>Fund 601 - WATER Total:</b>					<b>16,140.89</b>

Fund: 602 - SEWER

Activity: 49450 - Sewer

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MEGAVENTOR	602-49450-200	135.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - HACH CHEMIC	602-49450-216	46.29
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - HACH CHEMIC	602-49450-216	227.76
HAWKINS, INC	4703291	05/01/2020	CHEMICALS	602-49450-216	299.04
BRANNON PAPLOW	20200501	05/01/2020	SAFETY SHOES	602-49450-217	100.00
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	602-49450-217	58.73
MN VALLEY TESTING	1026564	04/15/2020	TESTING	602-49450-310	158.40
MN VALLEY TESTING	1027422	04/21/2020	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1027849	04/24/2020	TESTING	602-49450-310	158.40
MN VALLEY TESTING	1027946	04/28/2020	TESTING	602-49450-310	129.60
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	602-49450-321	173.37
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	602-49450-326	70.00
COUNTY WIDE DIRECTORY	64626	10/07/2019	SERVICE - ADVERTISING	602-49450-350	55.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	602-49450-381	12,067.30
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	602-49450-382	183.99
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - USA BLUEBOO	602-49450-404	209.95
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	602-49450-404	229.64
FAITH WILLARD CLEANING	20200507	05/11/2020	SERVICE - CLEANING	602-49450-404	30.00
FAITH WILLARD CLEANING	20200507	05/11/2020	SERVICE - CLEANING	602-49450-404	45.00
C. EMERY NELSON, INC	35650	04/28/2020	MAINTENANCE	602-49450-404	138.90
mPOWER TECHNOLOGIES, IN	4000	05/12/2020	MAINTENANCE - WATER/SEW	602-49450-408	1,125.00
ADVANTAGE COLLECTION PR	#3796 5-1-2020	05/04/2020	#3796 - SERVICE	602-49450-432	221.87
TYLER TECHNOLOGIES, INC	025-292649	05/05/2020	ANNUAL SUBSCRIPTION	602-49450-444	2,064.45
<b>Activity 49450 - Sewer Total:</b>					<b>18,172.49</b>
<b>Fund 602 - SEWER Total:</b>					<b>18,172.49</b>

Fund: 604 - ELECTRIC

RESCO - RURAL ELECTRIC SUP	780211-01	04/21/2020	INVENTORY	604-14200	1,460.14
IRBY ELECTRICAL DISTRIBUTO	S011790743.001	05/01/2020	INVENTORY	604-14200	17,401.31
IRBY ELECTRICAL DISTRIBUTO	S011790743.003	05/01/2020	INVENTORY	604-14200	22,187.56
ELECTRIC FUND	20200504	05/08/2020	CIRCUIT 7 - CAP LABOR	604-16300	10,135.32
SAMANTHA CASPER	20121211	12/11/2019	REFUND - BALANCE OF UTILIT	604-22000	287.87
JESSICA SELL	20170613	06/13/2017	REFUND-BALANCE OF UTIL PR	604-22000	236.21
COLIN & AMANDA WILSON	20190312	03/12/2019	REFUND - UTILITY PREPAYME	604-22000	300.00
ELECTRIC FUND	20200513	05/13/2020	UN-CASHED CKS- TO WRITE O	604-22000	3.51
<b>Total:</b>					<b>52,011.92</b>

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<b>Activity: 49550 - Electric</b>					
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MEGAVENTOR	604-49550-200	405.00
AMAZON CAPITAL SERVICES, I	1CYV-JVJG-7WLM	04/15/2020	#A2Q0YJ8ZNZN2YT - SUPPLIES	604-49550-200	46.76
AMAZON CAPITAL SERVICES, I	1WVJ-KTRJ-NJXK	04/03/2020	#A2Q0YJ8ZNZN2YT - CREDIT	604-49550-200	-414.74
JORDAN BUSSA	021	05/08/2020	SERVICE - CLEANING - APRIL 2	604-49550-211	184.60
WEX BANK	65250236	05/08/2020	FUEL - ELECTRIC	604-49550-212	352.31
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	604-49550-217	59.98
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	604-49550-217	58.73
CLIFTON-LARSON-ALLEN, LLP	2465370	05/04/2020	AUDIT SERVICE #1145504	604-49550-301	600.00
MN MUNICIPAL UTILITIES ASS	55424	05/01/2020	LINEWORKER PROGRAM - LEV	604-49550-308	1,750.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	604-49550-321	77.44
GOLDEN WEST TECH & INT SO	200400313	05/04/2020	#A3862 - SERVICE	604-49550-325	25.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	604-49550-326	191.37
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - USPS	604-49550-333	9.20
COUNTY WIDE DIRECTORY	64626	10/07/2019	SERVICE - ADVERTISING	604-49550-340	55.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	604-49550-381	131.12
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	604-49550-382	39.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	604-49550-385	71.22
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	604-49550-402	75.94
WINDOM AUTO VALU	#3400540 4-25-20	05/08/2020	#3400540 - MAINTENANCE	604-49550-405	78.29
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	604-49550-408	119.99
PETERSON SMITH GRAVEL INC	3703	05/05/2020	MAINTENANCE	604-49550-408	540.00
mPOWER TECHNOLOGIES, IN	4000	05/12/2020	MAINTENANCE - WATER/SEW	604-49550-408	2,250.00
ELECTRIC FUND	403	05/01/2020	EL - DISTRIBUTION	604-49550-408	320.94
TANKNOLOGY INC	1448913	05/01/2020	SERVICE	604-49550-410	628.50
WERNER ELECTRIC	5010283663.001	05/08/2020	MAINTENANCE - OMNI	604-49550-410	382.12
HIGHLINE CONSTRUCTION, IN	3754	05/06/2020	#3754 DTD 8-9-19 - SERVICE	604-49550-413	1,578.00
ADVANTAGE COLLECTION PR	#3796 5-1-2020	05/04/2020	#3796 - SERVICE	604-49550-432	221.88
TYLER TECHNOLOGIES, INC	025-292649	05/05/2020	ANNUAL SUBSCRIPTION	604-49550-444	2,064.45
RIVER BEND LIQUOR	20200501	05/01/2020	ENERGY REBATE	604-49550-450	255.60
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	604-49550-460	100.00
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	604-49550-460	132.13
WINDOM AREA DEVELOPME	20200501	05/01/2020	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
<b>Activity 49550 - Electric Total:</b>					<b>13,589.83</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>65,601.75</b>

**Fund: 609 - LIQUOR STORE**

MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	609-20202	16,917.00
					<b>16,917.00</b>

**Activity: 49751 - Liquor Store**

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - TRUE VALUE	609-49751-211	35.24
RAGE INC - CAMPUS CLEANER	19362	04/28/2020	SERVICE #6132 - RIVER BEND	609-49751-211	64.92
RAGE INC - CAMPUS CLEANER	OTC101242	05/01/2020	#6132 - SERVICE - RIVER BEN	609-49751-211	21.38
AH HERMEL COMPANY	824097	04/27/2020	MERCHANDISE	609-49751-217	33.54
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	609-49751-217	83.90
BELLBOY CORP	0083694400	04/27/2020	MERCHANDISE	609-49751-251	1,452.00
VINOCOPIA, INC	0255077-IN	04/21/2020	MERCHANDISE	609-49751-251	1,223.96
VINOCOPIA, INC	0255193-IN	04/21/2020	MERCHANDISE	609-49751-251	252.50
BREAKTHRU BEVERAGE MN	1081123986	04/21/2020	MERCHANDISE	609-49751-251	1,934.85
JOHNSON BROS.	1542839	04/21/2020	MECHANDISE	609-49751-251	1,376.32
JOHNSON BROS.	1543725	04/28/2020	MERCHANDISE	609-49751-251	349.49
JOHNSON BROS.	1546240	04/28/2020	MERCHANDISE	609-49751-251	2,464.85
SOUTHERN GLAZER'S OF MN	1944673	04/21/2020	MERCHANDISE	609-49751-251	1,230.88
SOUTHERN GLAZER'S OF MN	1946485	04/28/2020	MERCHANDISE	609-49751-251	1,446.03
BREAKTHRU BEVERAGE MN	2080272008	05/01/2020	CREDIT - MERCHANDISE	609-49751-251	-124.75
BREAKTHRU BEVERAGE MN	2080273084	05/01/2020	CREDIT - MERCHANDISE	609-49751-251	-178.00
PHILLIPS WINE & SPIRITS	6025112	04/21/2020	MERCHANDISE	609-49751-251	2,180.88
PHILLIPS WINE & SPIRITS	6027162	04/28/2020	MERCHANDISE	609-49751-251	511.85
BEVERAGE WHOLESALERS	110678	05/01/2020	MERCHANDISE	609-49751-252	132.90
BEVERAGE WHOLESALERS	110765	05/01/2020	MERCHANDISE	609-49751-252	7,079.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	111208	05/06/2020	MERCHANDISE	609-49751-252	112.00
BEVERAGE WHOLESALERS	111488	05/02/2020	MERCHANDISE	609-49751-252	20,288.20
JOHNSON BROS.	1546242	04/28/2020	MERCHANDISE	609-49751-252	142.99
DOLL DISTRIBUTING, LLC	304760	04/28/2020	MERCHANDISE	609-49751-252	10,805.70
DOLL DISTRIBUTING, LLC	307222	05/01/2020	MERCHANDISE	609-49751-252	349.50
DOLL DISTRIBUTING, LLC	307890	05/01/2020	MERCHANDISE	609-49751-252	7,243.75
ARTISAN BEER COMPANY	3414490	04/21/2020	MERCHANDISE	609-49751-252	142.70
ARTISAN BEER COMPANY	3415212	04/27/2020	MERCHANDISE	609-49751-252	219.55
BELLBOY CORP	0083694400	04/27/2020	MERCHANDISE	609-49751-253	332.00
VINOCOPIA, INC	0255077-IN	04/21/2020	MERCHANDISE	609-49751-253	392.00
BREAKTHRU BEVERAGE MN	1081123986	04/21/2020	MERCHANDISE	609-49751-253	273.98
BEVERAGE WHOLESALERS	110765	05/01/2020	MERCHANDISE	609-49751-253	113.25
JOHNSON BROS.	1542840	04/21/2020	MERCHANDISE	609-49751-253	941.55
JOHNSON BROS.	1543726	04/28/2020	MERCHANDISE	609-49751-253	356.10
JOHNSON BROS.	1546241	04/28/2020	MERCHANDISE	609-49751-253	1,265.79
SOUTHERN GLAZER'S OF MN	1946486	04/28/2020	MERCHANDISE	609-49751-253	346.00
BREAKTHRU BEVERAGE MN	2080273616	05/01/2020	CREDIT - MERCHANDISE	609-49751-253	-43.33
MORGAN CREEK VINEYARDS	5651	04/28/2020	MERCHANDISE	609-49751-253	186.00
PHILLIPS WINE & SPIRITS	6025113	04/21/2020	MERCHANDISE	609-49751-253	698.00
PHILLIPS WINE & SPIRITS	6027163	04/28/2020	MERCHANDISE	609-49751-253	979.50
WINE MERCHANTS	7281390	04/21/2020	MERCHANDISE	609-49751-253	136.00
PAUSTIS WINE COMPANY	87163	05/01/2020	MERCHANDISE	609-49751-253	1,294.00
VINOCOPIA, INC	0255077-IN	04/21/2020	MERCHANDISE	609-49751-254	120.00
BREAKTHRU BEVERAGE MN	1081123986	04/21/2020	MERCHANDISE	609-49751-254	140.50
BEVERAGE WHOLESALERS	110678	05/01/2020	MERCHANDISE	609-49751-254	240.00
BEVERAGE WHOLESALERS	110765	05/01/2020	MERCHANDISE	609-49751-254	240.00
JOHNSON BROS.	1542840	04/21/2020	MERCHANDISE	609-49751-254	49.50
PBC - PEPSI BEVERAGES COM	19767906	04/28/2020	MERCHANDISE	609-49751-254	523.65
ATLANTIC COCA-COLA	2392116	04/27/2020	MERCHANDISE	609-49751-254	144.00
DOLL DISTRIBUTING, LLC	304760	04/28/2020	MERCHANDISE	609-49751-254	28.00
AH HERMEL COMPANY	824097	04/27/2020	MERCHANDISE	609-49751-254	67.10
AH HERMEL COMPANY	C72029	05/06/2020	CREDIT - MERCHANDISE	609-49751-254	-1.75
ARCTIC GLACIER U.S.A. INC	3448011401	04/27/2020	MERCHANDISE	609-49751-257	419.70
ARCTIC GLACIER U.S.A. INC	3451012602	05/06/2020	MERCHANDISE	609-49751-257	64.40
AH HERMEL COMPANY	824097	04/27/2020	MERCHANDISE	609-49751-261	3.07
CLIFTON-LARSON-ALLEN, LLP	2465370	05/04/2020	AUDIT SERVICE #1145504	609-49751-301	2,300.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	609-49751-321	130.06
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	609-49751-326	656.06
BELLBOY CORP	0083694400	04/27/2020	MERCHANDISE	609-49751-333	34.00
VINOCOPIA, INC	0255077-IN	04/21/2020	MERCHANDISE	609-49751-333	27.00
VINOCOPIA, INC	0255193-IN	04/21/2020	MERCHANDISE	609-49751-333	7.50
BREAKTHRU BEVERAGE MN	1081123986	04/21/2020	MERCHANDISE	609-49751-333	39.85
JOHNSON BROS.	1542839	04/21/2020	MECHANDISE	609-49751-333	16.39
JOHNSON BROS.	1542840	04/21/2020	MERCHANDISE	609-49751-333	26.10
JOHNSON BROS.	1543725	04/28/2020	MERCHANDISE	609-49751-333	3.48
JOHNSON BROS.	1543726	04/28/2020	MERCHANDISE	609-49751-333	13.92
JOHNSON BROS.	1546240	04/28/2020	MERCHANDISE	609-49751-333	46.98
JOHNSON BROS.	1546241	04/28/2020	MERCHANDISE	609-49751-333	46.86
SOUTHERN GLAZER'S OF MN	1944673	04/21/2020	MERCHANDISE	609-49751-333	22.55
SOUTHERN GLAZER'S OF MN	1946485	04/28/2020	MERCHANDISE	609-49751-333	18.45
SOUTHERN GLAZER'S OF MN	1946486	04/28/2020	MERCHANDISE	609-49751-333	12.30
BREAKTHRU BEVERAGE MN	2080272008	05/01/2020	CREDIT - MERCHANDISE	609-49751-333	-1.85
BREAKTHRU BEVERAGE MN	2080273616	05/01/2020	CREDIT - MERCHANDISE	609-49751-333	-1.85
ARCTIC GLACIER U.S.A. INC	3451012602	05/06/2020	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	6025112	04/21/2020	MERCHANDISE	609-49751-333	29.58
PHILLIPS WINE & SPIRITS	6025113	04/21/2020	MERCHANDISE	609-49751-333	29.58
PHILLIPS WINE & SPIRITS	6027162	04/28/2020	MERCHANDISE	609-49751-333	15.80
PHILLIPS WINE & SPIRITS	6027163	04/28/2020	MERCHANDISE	609-49751-333	24.36
WINE MERCHANTS	7281390	04/21/2020	MERCHANDISE	609-49751-333	1.74
AH HERMEL COMPANY	824097	04/27/2020	MERCHANDISE	609-49751-333	6.95

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PAUSTIS WINE COMPANY	87163	05/01/2020	MERCHANDISE	609-49751-333	16.25
KDOM RADIO	#0229 4-30-2020	05/06/2020	#0229 - ADVERTISING	609-49751-340	606.50
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	609-49751-381	713.78
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	609-49751-382	19.39
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	609-49751-385	36.66
RON'S ELECTRIC INC	142240	05/01/2020	SERVICE	609-49751-409	173.11
TYLER TECHNOLOGIES, INC	025-292649	05/05/2020	ANNUAL SUBSCRIPTION	609-49751-444	2,064.45
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	609-49751-460	100.00
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	609-49751-460	2.95

Activity 49751 - Liquor Store Total: 77,425.54

Fund 609 - LIQUOR STORE Total: 94,342.54

Fund: 614 - TELECOM

POWER & TEL	6913170-00	04/24/2020	IMPROVEMENTS	614-16300	4,468.20
INTERNAL REVENUE SERVICE	20200507	05/08/2020	EXCISE TAX POSTING - MAY 20	614-20201	500.00
INTERNAL REVENUE SERVICE	20200508	05/08/2020	EXCISE TAX POSTING - FINAL A	614-20201	381.66
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	614-20202	2.41
MN 9-1-1 PROGRAM	20200512	05/12/2020	911 SERVICE - APRIL 2020	614-20206	1,260.11
BOND TRUST SERVICE CORP	56558	04/17/2020	2012B BOND SERIES -	614-23100	7,660,000.00
BOND TRUST SERVICE CORP	56558	04/17/2020	2012B BOND SERIES - PRINCIP	614-23100	520,000.00

8,186,612.38

Activity: 49870 - Telecom

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - MEGAVENTOR	614-49870-200	135.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - HY VEE	614-49870-211	8.51
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - HY VEE	614-49870-211	33.00
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	614-49870-211	47.94
RAGE INC - CAMPUS CLEANER	19671	04/29/2020	#6153 - SERVICE - WINDOM N	614-49870-211	21.31
WEX BANK	65250236	05/08/2020	FUEL - TELECOM	614-49870-212	165.70
AMAZON CAPITAL SERVICES, I	1977-741H-9HR4	05/07/2020	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-217	112.67
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	614-49870-217	100.68
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	614-49870-227	57.94
AMAZON CAPITAL SERVICES, I	13J1-WL9W-TDC1	04/22/2020	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-227	81.57
AMAZON CAPITAL SERVICES, I	1MDK-FXQK-176G	05/06/2020	#A2QOYJ8ZNZN2YT - SUPPLIES	614-49870-227	85.60
CLIFTON-LARSON-ALLEN, LLP	2465370	05/04/2020	AUDIT SERVICE #1145504	614-49870-301	767.50
MN TELECOM ALLIANCE	200007842	05/06/2020	#20200210JD - SERVICE	614-49870-308	260.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	614-49870-321	362.66
KDOM RADIO	#0073 4-30-2020	05/06/2020	#0073 - ADVERTISING	614-49870-340	100.98
COUNTY WIDE DIRECTORY	64626	10/07/2019	SERVICE - ADVERTISING	614-49870-340	55.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	614-49870-381	2,332.66
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	614-49870-382	20.05
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	614-49870-385	38.55
SCOTT COUNTY TREASURER	IN25771	04/24/2020	2020 ALLIANCE MEMBERSHIP	614-49870-433	1,500.00
CENTURY LINK	7242105D-D-20108	05/01/2020	#5142105DD3 - CABS	614-49870-441	84.55
GRAY MEDIA GROUP INC	069255	05/12/2020	SUBSCRIBER	614-49870-442	3,368.00
NATIONAL CABLE TV COOP	20040585	05/12/2020	SUBSCRIBER	614-49870-442	41,236.89
INDEPENDENT COMMUNICAT	20200430	05/12/2020	SUBSCRIBER	614-49870-442	2,012.38
DISPLAY SYSTEMS INTERNATI	20348	05/01/2020	#3142012 - SERVICE	614-49870-442	198.44
ARVIG ENTERPRISES, INC	303993	05/12/2020	HEADEND SERVICES	614-49870-442	433.75
TEGNA	331295	05/12/2020	SUBSCRIBER	614-49870-442	3,536.40
NEXSTAR BROADCASTING GR	332619 - WGN AM	05/12/2020	WGN AMERICA - SUBSCRIBER	614-49870-442	255.49
NEXSTAR BROADCASTING GR	332871	05/12/2020	SUBSCRIBER	614-49870-442	3,406.35
FOX TELEVISION STATIONS, IN	332965	05/12/2020	SUBSCRIBER	614-49870-442	2,770.18
FOX SPORTS NET NORTH	R49445	05/12/2020	SUBSCRIBER	614-49870-442	7,744.11
BTN - BIG TEN NETWORK	R51582	05/12/2020	SUBSCRIBER	614-49870-442	1,650.26
UNIVERSAL SERVICE ADMIN C	UBDI0001109729	05/01/2020	499A CONTRIBUTION	614-49870-443	1,509.51
TYLER TECHNOLOGIES, INC	025-292649	05/05/2020	ANNUAL SUBSCRIPTION	614-49870-444	2,064.45
E-911 - INDEPENDENT EMERG	#0010143 05012020	05/06/2020	MONTHLY 911 SERVICE - MAY	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10128588	05/06/2020	#00017668-1 - SPECIAL ACCES	614-49870-445	205.10
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - DREAM HOST	614-49870-447	139.00
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ICE WARP	614-49870-447	1,271.26

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HURRICANE ELECTRIC LLC	98340931-IN	05/06/2020	10 GB INTERNET - MIN 1 MIN	614-49870-447	1,800.00
HURRICANE ELECTRIC LLC	98340931-IN	05/06/2020	10 GB INTERNET - NCC OMAH	614-49870-447	2,300.00
GOLDEN WEST TECH & INT SO	200400253	05/06/2020	#A3790 - SERVICE	614-49870-448	89.94
SWWC - SOUTHWEST WEST C	63912	04/08/2020	#1-1849 - SERVICE	614-49870-448	950.00
ONVOY, LLC dba INTELIGUENT	200504009049	05/08/2020	SWITCHING SERVICES #00155	614-49870-451	3,396.24
ONVOY, LLC dba INTELIGUENT	77105	05/12/2020	#6482 - DEDICATED LD SERVIC	614-49870-451	170.61
COTTONWOOD CO AUD/TREA	20200417	04/17/2020	PROPERTY TAX- MAY 2020 #2	614-49870-460	100.00
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	614-49870-460	58.09
BOND TRUST SERVICE CORP	56558	04/17/2020	2012B BOND SERIES - ADMIN	614-49870-480	475.00
<b>Activity 49870 - Telecom Total:</b>					<b>87,553.32</b>

## Activity: 49980 - Debt Service

BOND TRUST SERVICE CORP	56558	04/17/2020	2012B BOND SERIES - INTERE	614-49980-611	138,215.63
<b>Activity 49980 - Debt Service Total:</b>					<b>138,215.63</b>

Fund 614 - TELECOM Total: 8,412,381.33

## Fund: 615 - ARENA

## Activity: 49850 - Arena

RAGE INC - CAMPUS CLEANER	17585	05/06/2020	#6122 - SERVICE - ARENA	615-49850-211	53.16
RAGE INC - CAMPUS CLEANER	18362	05/06/2020	#6122 - SERVICE - ARENA	615-49850-211	53.16
HEARTLAND PAPER COMPANY	672500-1	05/07/2020	#4756-1 - SUPPLIES - COVID	615-49850-211	198.04
WEX BANK	65250236	05/08/2020	FUEL - ARENA	615-49850-212	53.46
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	615-49850-215	89.98
RUNNINGS SUPPLY, INC	#71920 4-24-2020	05/07/2020	#71920 - MAINTENANCE	615-49850-216	4.98
WINDOM AUTO VALU	#3400540 4-25-20	05/08/2020	#3400540 - MAINTENANCE	615-49850-217	3.49
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - ELKAY	615-49850-217	217.33
JERRY'S REPAIR	9529	05/04/2020	SERVICE	615-49850-217	35.00
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	615-49850-217	58.73
J. H. LARSON	5102189138.001	05/06/2020	OPERATING SUPPLIES	615-49850-217	132.29
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	615-49850-321	124.56
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	615-49850-326	363.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	615-49850-381	2,101.11
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	615-49850-382	39.49
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	615-49850-385	81.18
MN REVENUE	20200512	05/12/2020	SALES TAX - APRIL 2020	615-49850-460	1,429.00
BLUE CROSS/BLUE SHIELD	200501192428	05/07/2020	INSURANCE PREM- JUNE 202	615-49850-480	677.00
<b>Activity 49850 - Arena Total:</b>					<b>5,714.96</b>

Fund 615 - ARENA Total: 5,714.96

## Fund: 617 - M/P CENTER

## Activity: 49860 - M/P Center

US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - HY VEE	617-49860-211	4.26
WEX BANK	65250236	05/08/2020	FUEL - MP	617-49860-212	49.35
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - AMAZON	617-49860-217	14.12
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SCHWALBACH	617-49860-217	10.68
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SCHWALBACH	617-49860-217	47.62
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SCHWALBACH	617-49860-217	80.06
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - HY VEE	617-49860-217	2.59
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SCHWALBACH	617-49860-217	30.95
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SCHWALBACH	617-49860-217	141.14
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SCHWALBACH	617-49860-217	99.52
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - SCHWALBACH	617-49860-217	81.62
A & B BUSINESS	IN724187	05/04/2020	MAINTENANCE CONTRACT #5	617-49860-217	58.73
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - HY VEE	617-49860-254	14.39
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - NAT'L RECREAT	617-49860-308	110.00
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	617-49860-321	69.44
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	617-49860-326	403.33
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - FACEBOOK AD	617-49860-340	354.74
SONYA SARGENT	182677	05/11/2020	SERVICE -	617-49860-340	625.00
LEAGUE OF MN CITIES INS TR	15770	05/12/2020	#1000955 - #00101494 ETHA	617-49860-364	30.96
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	617-49860-381	996.26
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	617-49860-382	60.21

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20200512	05/12/2020	MONTHLY UTILITY & TELECO	617-49860-385	124.03
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD - LAMPERT LUM	617-49860-402	17.99
WINDOM STREET DEPARTME	001	05/07/2020	CRACK FILL FOR COMM CENT	617-49860-406	5,725.86
COTTONWOOD CO SWCD	20200505	05/11/2020	MAINTENANCE - SHRUBS	617-49860-406	152.50
US BANK	#6710 4-20-20	05/11/2020	CREDIT CARD -	617-49860-409	42.69
BLUE CROSS/BLUE SHIELD	200501192428	05/07/2020	INSURANCE PREM- JUNE 202	617-49860-480	677.00

Activity 49860 - M/P Center Total: 10,025.04

Fund 617 - M/P CENTER Total: 10,025.04

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001751	05/08/2020	Federal Tax Withholding	700-21701	8,873.00
MN Department of Revenue -	INV0001752	05/08/2020	State Withholding	700-21702	4,268.27
Internal Revenue Service-Payr	INV0001751	05/08/2020	Social Security	700-21703	12,231.60
MN Pera	INV0001748	05/08/2020	PERA	700-21704	13,711.82
MN Pera	INV0001748	05/08/2020	PERA	700-21704	6,578.26
MN Pera	INV0001748	05/08/2020	PERA	700-21704	629.20
MN State Deferred	INV0001749	05/08/2020	Deferred Roth	700-21705	2,175.00
MN State Deferred	INV0001749	05/08/2020	Deferred Compensation	700-21705	7,043.85
BLUE CROSS/BLUE SHIELD	200501192428	05/07/2020	INSURANCE PREM- JUNE 202	700-21706	55,111.00
MN CHILD SUPPORT PAYMEN	INV0001750	05/08/2020	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001751	05/08/2020	Medicare Withholding	700-21711	3,469.46
FURTHER (Select Account)	39423822	05/07/2020	FLEX SPENDING	700-21712	125.00
FURTHER (Select Account)	39429204	05/12/2020	FLEX SPENDING	700-21712	159.91
FURTHER (Select Account)	INV0001747	05/08/2020	HSA Employee Contribution	700-21723	382.31

114,856.51

Fund 700 - PAYROLL Total: 114,856.51

Grand Total: 8,862,122.84

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	57,726.03
211 - LIBRARY	3,250.13
225 - AIRPORT	1,568.84
230 - POOL	2,172.28
235 - AMBULANCE	5,146.63
250 - EDA GENERAL	20,035.41
254 - NORTH IND PARK	1,886.43
308 - 2020 STREET PROJECT	2,655.00
401 - GENERAL CAPITAL PROJECTS	30,446.58
601 - WATER	16,140.89
602 - SEWER	18,172.49
604 - ELECTRIC	65,601.75
609 - LIQUOR STORE	94,342.54
614 - TELECOM	8,412,381.33
615 - ARENA	5,714.96
617 - M/P CENTER	10,025.04
700 - PAYROLL	114,856.51
<b>Grand Total:</b>	<b>8,862,122.84</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	185.26
100-20202	Sales Tax Payable	23,323.42
100-32260	Other Non Business Lice	330.00
100-41110-304	Legal Fees	900.00
100-41110-308	Training & Registrations	16.02
100-41110-334	Meals/Lodging	-258.46
100-41110-350	Printing & Design	50.00
100-41310-200	Office Supplies	305.52
100-41310-217	Other Operating Supplie	100.68
100-41310-321	Telephone	110.49
100-41310-326	Data Processing	282.98
100-41310-433	Dues & Subscriptions	145.37
100-41310-444	License Fees	3,440.75
100-41310-480	Other Miscellaneous	128.98
100-41910-200	Office Supplies	39.71
100-41910-321	Telephone	77.97
100-41910-443	Intergovernmental Fees	430.39
100-41940-211	Cleaning Supplies	226.17
100-41940-381	Electric Utility	388.19
100-41940-382	Water Utility	81.45
100-41940-385	Sewer Utility	161.28
100-41940-406	Repairs & Maint - Groun	416.67
100-41940-460	Miscellaneous Taxes	100.00
100-42120-212	Motor Fuels	907.19
100-42120-218	Uniforms	10.68
100-42120-321	Telephone	593.86
100-42120-323	Radio Units	4,024.77
100-42120-326	Data Processing	473.00
100-42120-334	Meals/Lodging	61.86
100-42120-404	Repairs & Maint - M&E	1,257.86
100-42120-405	Repairs & Maint - Vehicl	908.87
100-42120-419	Vehicle Lease	1,718.02
100-42120-433	Dues & Subscriptions	360.00
100-42120-480	Other Miscellaneous	983.44
100-42220-211	Cleaning Supplies	179.27
100-42220-212	Motor Fuels	240.23

## Account Summary

Account Number	Account Name	Payment Amount
100-42220-215	Materials & Equipment	577.95
100-42220-217	Other Operating Supplie	58.70
100-42220-304	Legal Fees	225.00
100-42220-321	Telephone	42.07
100-42220-381	Electric Utility	232.82
100-42220-382	Water Utility	12.86
100-42220-385	Sewer Utility	28.03
100-42220-404	Repairs & Maint - M&E	67.95
100-42500-381	Electric Utility	31.20
100-42700-300	Charges for Services	184.80
100-43100-212	Motor Fuels	902.18
100-43100-215	Materials & Equipment	44.50
100-43100-217	Other Operating Supplie	128.73
100-43100-224	Street Maint Materials	250.00
100-43100-241	Small Tools	205.98
100-43100-321	Telephone	45.59
100-43100-381	Electric Utility	1,331.46
100-43100-382	Water Utility	20.43
100-43100-384	Refuse Disposal	80.00
100-43100-385	Sewer Utility	43.57
100-43100-404	Repairs & Maint - M&E	6,606.96
100-43100-405	Repairs & Maint - Vehicl	911.90
100-43100-460	Miscellaneous Taxes	100.00
100-43100-480	Other Miscellaneous	677.00
100-45120-217	Other Operating Supplie	829.81
100-45202-212	Motor Fuels	65.10
100-45202-308	Training & Registrations	-172.02
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	404.01
100-45202-382	Water Utility	324.51
100-45202-384	Refuse Disposal	20.00
100-45202-385	Sewer Utility	44.99
100-45202-404	Repairs & Maint - M&E	153.39
100-45202-460	Miscellaneous Taxes	78.00
211-36230	Contributions and Dona	620.07
211-45501-200	Office Supplies	138.39
211-45501-217	Other Operating Supplie	58.73
211-45501-321	Telephone	29.12
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	102.57
211-45501-382	Water Utility	18.57
211-45501-385	Sewer Utility	37.80
211-45501-402	Repairs & Maint - Struct	1,025.00
211-45501-433	Dues & Subscriptions	50.00
211-45501-435	Books and Pamphlets	866.55
211-45501-460	Miscellaneous Taxes	100.00
225-45127-200	Office Supplies	29.00
225-45127-211	Cleaning Supplies	198.74
225-45127-404	Repairs & Maint - M&E	926.00
225-45127-460	Miscellaneous Taxes	146.00
225-49950-500	Capital Outlay	269.10
230-45124-217	Other Operating Supplie	963.14
230-45124-381	Electric Utility	29.18
230-45124-404	Repairs & Maint - M&E	1,179.96
235-42153-212	Motor Fuels	1,105.24
235-42153-217	Other Operating Supplie	908.08
235-42153-312	Nursing	2,656.77
235-42153-321	Telephone	28.05

## Account Summary

Account Number	Account Name	Payment Amount
235-42153-334	Meals/Lodging	142.25
235-42153-381	Electric Utility	155.22
235-42153-382	Water Utility	8.58
235-42153-385	Sewer Utility	18.68
235-42153-406	Repairs & Maint - Groun	119.50
235-42153-480	Other Miscellaneous	4.26
250-46520-200	Office Supplies	13.30
250-46520-304	Legal Fees	960.00
250-46520-321	Telephone	334.03
250-46520-340	Advertising & Promotion	124.00
250-46520-381	Electric Utility	61.51
250-46520-439	Special Projects	35.00
250-46520-462	Real Estate Taxes	14,923.57
250-46520-480	Other Miscellaneous	224.00
250-49980-602	Other Long-Term Obliga	2,475.10
250-49980-612	Other Interest	884.90
254-46520-406	Repairs & Maint - Groun	471.00
254-46520-462	Real Estate Taxes	1,415.43
308-41000-304	Legal Fees	2,655.00
401-49950-439	Special Projects	127.36
401-49950-501	Capital Outlay - Police	2,867.22
401-49950-502	Capital Outlay - Fire	5,952.00
401-49950-504	Capital Outlay - Parks	21,500.00
601-49400-200	Office Supplies	135.00
601-49400-212	Motor Fuels	197.73
601-49400-216	Chemicals and Chemical	4,440.96
601-49400-217	Other Operating Supplie	58.73
601-49400-301	Auditing & Consulting Se	-202.50
601-49400-310	Lab Testing	77.00
601-49400-321	Telephone	50.08
601-49400-326	Data Processing	70.00
601-49400-340	Advertising & Promotion	55.00
601-49400-381	Electric Utility	5,649.18
601-49400-382	Water Utility	17.82
601-49400-385	Sewer Utility	35.47
601-49400-386	Landfill	876.76
601-49400-404	Repairs & Maint - M&E	122.93
601-49400-408	Repairs & Maint - Distrib	2,270.40
601-49400-432	Uncollectible	221.88
601-49400-444	License Fees	2,064.45
602-49450-200	Office Supplies	135.00
602-49450-216	Chemicals and Chemical	573.09
602-49450-217	Other Operating Supplie	158.73
602-49450-310	Lab Testing	691.20
602-49450-321	Telephone	173.37
602-49450-326	Data Processing	70.00
602-49450-350	Printing & Design	55.00
602-49450-381	Electric Utility	12,067.30
602-49450-382	Water Utility	183.99
602-49450-404	Repairs & Maint - M&E	653.49
602-49450-408	Repairs & Maint - Distrib	1,125.00
602-49450-432	Uncollectible	221.87
602-49450-444	License Fees	2,064.45
604-14200	Inventory	41,049.01
604-16300	Improvements Other Th	10,135.32
604-22000	Prepayments	827.59
604-49550-200	Office Supplies	37.02
604-49550-211	Cleaning Supplies	184.60

## Account Summary

Account Number	Account Name	Payment Amount
604-49550-212	Motor Fuels	352.31
604-49550-217	Other Operating Supplie	118.71
604-49550-301	Auditing & Consulting Se	600.00
604-49550-308	Training & Registrations	1,750.00
604-49550-321	Telephone	77.44
604-49550-325	Dispatching	25.00
604-49550-326	Data Processing	191.37
604-49550-333	Freight and Express	9.20
604-49550-340	Advertising & Promotion	55.00
604-49550-381	Electric Utility	131.12
604-49550-382	Water Utility	39.00
604-49550-385	Sewer Utility	71.22
604-49550-402	Repairs & Maint - Struct	75.94
604-49550-405	Repairs & Maint - Vehicl	78.29
604-49550-408	Repairs & Maint - Distrib	3,230.93
604-49550-410	Repairs & Maint - Gener	1,010.62
604-49550-413	Repairs & Maint - Trans	1,578.00
604-49550-432	Uncollectible	221.88
604-49550-444	License Fees	2,064.45
604-49550-450	Conservation	255.60
604-49550-460	Miscellaneous Taxes	232.13
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	16,917.00
609-49751-211	Cleaning Supplies	121.54
609-49751-217	Other Operating Supplie	117.44
609-49751-251	Liquor	14,120.86
609-49751-252	Beer	46,516.79
609-49751-253	Wine	7,270.84
609-49751-254	Soft Drinks & Mix	1,551.00
609-49751-257	Ice	484.10
609-49751-261	Other Merchandise	3.07
609-49751-301	Auditing & Consulting Se	2,300.00
609-49751-321	Telephone	130.06
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	436.94
609-49751-340	Advertising & Promotion	606.50
609-49751-381	Electric Utility	713.78
609-49751-382	Water Utility	19.39
609-49751-385	Sewer Utility	36.66
609-49751-409	Repairs & Maint - Utilitie	173.11
609-49751-444	License Fees	2,064.45
609-49751-460	Miscellaneous Taxes	102.95
614-16300	Improvements Other Th	4,468.20
614-20201	Excise Tax Payable	881.66
614-20202	Sales Tax Payable	2.41
614-20206	911 TAP & TACIP Fees CI	1,260.11
614-23100	Bond Payable - Noncurre	8,180,000.00
614-49870-200	Office Supplies	135.00
614-49870-211	Cleaning Supplies	110.76
614-49870-212	Motor Fuels	165.70
614-49870-217	Other Operating Supplie	213.35
614-49870-227	Utility System Maint Sup	225.11
614-49870-301	Auditing & Consulting Se	767.50
614-49870-308	Training & Registrations	260.00
614-49870-321	Telephone	362.66
614-49870-340	Advertising & Promotion	155.98
614-49870-381	Electric Utility	2,332.66
614-49870-382	Water Utility	20.05

**Account Summary**

Account Number	Account Name	Payment Amount
614-49870-385	Sewer Utility	38.55
614-49870-433	Dues & Subscriptions	1,500.00
614-49870-441	Transmission Fees	84.55
614-49870-442	Subscriber Fees	66,612.25
614-49870-443	Intergovernmental Fees	1,509.51
614-49870-444	License Fees	2,064.45
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	5,510.26
614-49870-448	On-Call Support	1,039.94
614-49870-451	Call Completion	3,566.85
614-49870-460	Miscellaneous Taxes	158.09
614-49870-480	Other Miscellaneous	475.00
614-49980-611	Bond Interest	138,215.63
615-49850-211	Cleaning Supplies	304.36
615-49850-212	Motor Fuels	53.46
615-49850-215	Materials & Equipment	89.98
615-49850-216	Chemicals and Chemical	4.98
615-49850-217	Other Operating Supplie	446.84
615-49850-321	Telephone	124.56
615-49850-326	Data Processing	363.00
615-49850-381	Electric Utility	2,101.11
615-49850-382	Water Utility	39.49
615-49850-385	Sewer Utility	81.18
615-49850-460	Miscellaneous Taxes	1,429.00
615-49850-480	Other Miscellaneous	677.00
617-49860-211	Cleaning Supplies	4.26
617-49860-212	Motor Fuels	49.35
617-49860-217	Other Operating Supplie	567.03
617-49860-254	Soft Drinks & Mix	14.39
617-49860-308	Training & Registrations	110.00
617-49860-321	Telephone	69.44
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	979.74
617-49860-364	Insurance - Worker's Co	30.96
617-49860-381	Electric Utility	996.26
617-49860-382	Water Utility	60.21
617-49860-385	Sewer Utility	124.03
617-49860-402	Repairs & Maint - Struct	17.99
617-49860-406	Repairs & Maint - Groun	5,878.36
617-49860-409	Repairs & Maint - Utilitie	42.69
617-49860-480	Other Miscellaneous	677.00
700-21701	Federal Withholding	8,873.00
700-21702	State Withholding	4,268.27
700-21703	FICA Tax Withholding	12,231.60
700-21704	PERA Contributions	20,919.28
700-21705	Retirement	9,218.85
700-21706	Medical Insurance	55,111.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,469.46
700-21712	Flex Account	284.91
700-21723	HSA Employee Contribu	382.31
	<b>Grand Total:</b>	<b>8,862,122.84</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	8,862,122.84
<b>Grand Total:</b>	<b>8,862,122.84</b>

LA  
5-13-2020

**RESOLUTION #2020-**

**INTRODUCED:**

**SECONDED:**

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

**CITY OF WINDOM PROCLAMATION  
RECOGNIZING LAW ENFORCEMENT OFFICERS**

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**WHEREAS**, in 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

**WHEREAS**, there are more than 800,000 law enforcement officers serving in communities across the United States, including the full-time uniformed law enforcement officers serving in Windom, Minnesota; and

**WHEREAS**, members of law enforcement deserve the appreciation and respect of the people of Windom, Minnesota for the merit, dignity, bravery, and reliability they exhibit each and every day. We must also honor the sacrifices made by families of police officers, as each day they must face constant fear as their loved ones work to protect us; and

**WHEREAS**, the names of these dedicated public servants who made the ultimate sacrifice are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

**WHEREAS**, Minnesota's fallen officers will never be forgotten, nor will their service to their respective communities. By choosing to commit themselves to law enforcement, these brave individuals answered the call for service and willingly put their lives in jeopardy. We commend them for recognizing service as a noble career, and protecting the public safety; and also recognize all of those who are serving without incident to date; and

**WHEREAS**, the City of Windom and all Minnesota citizens have turned to members of law enforcement for assistance and support in times of distress, whether they are coping with a personal crisis, or struggling through civil disorder or a natural disaster. Our communities rely on these courageous individuals when it is difficult to stand on our own, and we are indebted to the unwavering public service of our local and state police. We are indeed fortunate and grateful for the contributions of law enforcement officers to the people of this community and state.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council in recognition of this event publicly salutes the service of law enforcement officers in our community as well as those of our state and nation and honors officers who place their lives on the line for the safety and security of their communities.

The Mayor and City Council encourage the community to recognize all our dedicated law enforcement officers with a sincere "Thank You".

Adopted by the Council this 19<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
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](http://www.windom-mn.com)

**TO:** City Council  
**FROM:** Building & Zoning Office  
**DATE:** May 19, 2020 (City Council Meeting Date)  
**RE:** Planning Commission Recommendation – Variance Application  
**DEPT:** Building & Zoning  
**CONTACT:** Andrew Spielman, Building & Zoning Official, at 832-8660 or [andrew.spielman@windommn.com](mailto:andrew.spielman@windommn.com)

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

Approve the Variance Application by Oddson Underground, Inc. and Terrance Oddson to allow a reduction of the required front yard setback at 50 16th Street to eighteen feet (18').

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### **Issue Summary/Background**

#### Variance Application:

**Applicants/Owners:** **Oddson Underground, Inc.** (Owner & Applicant) & **Terrance Oddson** (Applicant)  
**Address of Property:** **50 16th Street, Windom, MN**  
**Description:** **Lot 1 in Block 2 of Armory Subdivision to the City of Windom, Cottonwood County, Minnesota.**  
**Parcel ID#:** 25-102-0020

The Applicants/Owners are requesting a variance to reduce the required front yard setback on the property to eighteen feet (18'). Pursuant to City Code, the required front yard setback for this property would be twenty-five feet (25'). The Applicants are interested in constructing a new office addition on the front of the building that would be 36 feet deep for the length of the building. The existing office addition would be demolished. The Planning Commission held a public hearing on this application on May 12, 2020. The Minutes from the May 12th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Variance Application.

### **Fiscal Impact**

There is no fiscal impact for the City.

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### **Attachments**

1. Zoning Application for Variance,
2. Planning Commission's Public Hearing Notice,
3. Beacon Aerial of the Property,
4. Site Plan of the Property.

CITY OF WINDOM, MINNESOTA

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

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Oddson Underground, Inc.  
Address 50 116th St PO Box 233  
City Windom State MN Zip 56101 (Phone: 507-831-2040)

Owner(s): (If other than Applicant)  
Name(s) Terrance Oddson  
Address 2740 Kalash Rd  
City Windom State MN Zip 56101 (Phone: 507-822-1221)

Property Address: 50 116th St, Windom MN 56101

Legal Description of Property: Lot(s) 001 Block(s) 002 Addition \_\_\_\_\_  
Armory Subdivision  
Parcel No. 25-102-0020  
(If metes and bounds, attach description.)

Existing Use of Property: Commercial Business Present Zoning: I-1

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

Description and Reason for Request (Attach Additional Information if necessary and/or required)  
Reduce Front yard setback to construct  
office addition.

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

X Terrance Oddson X  
[SIGNATURES OF APPLICANT(S)]  
Date: 04/16/2020

Fee: \$150.00 Paid: Ck. 7824 Date: 4-17-20  
(Oddson Underground)

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 28 day of April, 2020.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]

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

**CITY OF WINDOM PLANNING COMMISSION  
PUBLIC HEARING NOTICE  
VARIANCE APPLICATION – FRONT YARD SETBACK**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.565-152.568, notice is hereby given that the Owner, Oddson Underground, Inc. and Applicant, Terrance Oddson, have submitted a zoning application for a variance for property located in an I-1 District. The Applicant and Owner request a variance to reduce the front yard setback to allow the construction of an office addition on the front of the building which will have a front yard setback less than the minimum required by City Code Section 152.153. The existing structure, setbacks, lot area, and proposed placement of the office addition are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

A public hearing to consider this application will be held before the Planning Commission in the City Hall Council Chambers, 444 Ninth Street, Windom, MN 56101 on Tuesday, May 12, 2020, at 7:05 p.m.

Prior to the public hearing, members of the public may contact the Building & Zoning Office at City Hall by phone at 507-832-8660 or 507-832-8659 or by e-mail at [andrew.spielman@windommn.com](mailto:andrew.spielman@windommn.com) to obtain information concerning the application materials.

Due to the health pandemic, the Governor's Executive Orders, and the City's local emergency declaration, the meeting will be conducted by electronic means. If you wish to monitor or participate in the public hearing by teleconference, please contact the Building & Zoning Office for instructions. Members of the public accessing the meeting will be asked to mute their phones' microphones until the allotted time for public comments.

Legally described as follows: Lot 1 in Block 2 of Armory Subdivision to the City of Windom, Cottonwood County, Minnesota.

Parcel ID #: 25-102-0020

Address of the Property is: 50 16<sup>th</sup> Street, Windom, MN 56101

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

Published: Cottonwood County Citizen (April 29, 2020)



Parcel ID	251020020	Alternate ID	n/a	Owner Address	ODDSON UNDERGROUND INC
Sec/Twp/Rng	0-0-0	Class	INDUST LAND/BUILDING		PO BOX 233
Property Address	50 16TH ST	Acreage	n/a		WINDOM MN 56101
	56101				

District n/a

Brief Tax Description n/a

(Note: Not to be used on legal documents)

Date created: 4/23/2020

Last Data Uploaded: 4/22/2020 7:18:21 PM

Developed by  **Schneider**  
GEOSPATIAL



## ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** DREW HAGE, DEVELOPMENT DIRECTOR, & JEFF DAHNA,  
TELECOM GENERAL MANAGER  
**CC MEETING DATE:** MAY 19, 2020  
**RE:** Resolutions Approving the Federal EDA Grant Applications  
**DEPT:** Development Department & Telecom  
**CONTACT:** Drew Hage, Development Director, at 832-8661 or [drew.hage@windommn.com](mailto:drew.hage@windommn.com)

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### Recommendations/Options/Action Requested

Staff recommends that the City Council adopt **two Resolutions** approving submission of a Federal EDA Grant Applications to assist with (1) redevelopment of the Cemstone property and (2) a fiber connection for Windomnet from the City of Windom to the City of Jeffers.

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### Issue Summary/Background

There are grants available through the Federal EDA for public entities (State, county, city, or other political subdivision of a State) to help communities prevent, prepare for, and respond to coronavirus. These are very broad program parameters and funding requests range from \$100,000 to \$30,000,000. The Cemstone Redevelopment Project would qualify.

Food processing businesses are critical to the food support and food security. During the COVID-19 pandemic, several food processing businesses have been shut down. Some shut down periods have been short and others have been longer. This has impacted the food support and food security.

Comfrey Farm Prime Pork is hiring and has plans to hire 300 new employees. Comfrey Farm Prime Pork is critical to the food support and food security. Additional housing units are needed to support hiring at Comfrey Farm Prime Pork.

The proposed Cemstone Redevelopment Project would create 31 new lots. The 3.3 acre area along Cottonwood Lake Drive could be developed with 18 units of duplexes and lake side villas. If 4-plexes and duplexes are developed on the 3.3 acre area, 28 units are possible. These housing options combined with the single family lots could create 42 units to 52 new housing units.

The Federal EDA Grant can pay up to eighty percent (80%) of the redevelopment costs for a project. Eligible costs include public acquisition of land, demolition, and infrastructure improvements. The total costs for the West Phase and the East Phase are \$4,078,207. This includes the land acquisition cost, demolition, and infrastructure.

Any grant received would require a match by the City. The source of the match would likely be a bond. The bond will be repaid with new tax increment from the 45-unit market-rate apartment building and other new developments within Redevelopment TIF District 1-22. The grant application is a rolling

application that is first-come, first-serve. If the City receives the grant, there is a period of 36 months in which the project funded by the grant is to be completed.

Our recommendation is to request \$2,327,002 (57% of the project costs) from the Federal EDA Grant. The City match would be \$1,751,205 (43% of the project costs). This would cover the entire redevelopment project.

Attached for your review is the local government Resolution authorizing the City's application for the Federal EDA Grant for the redevelopment of the Cemstone property.

### Fiber Connection Project

The deployment of broadband for purposes including supporting telehealth and remote learning was specifically identified in the funding announcement for Federal EDA Grants related to COVID-19. The Windomnet project to extend fiber from Windom to Jeffers would qualify for the Federal EDA Grant. High speed broadband is critical to telehealth, distance learning, telework, and conduct of commerce.

This route would also help to connect the Cottonwood County Land Fill, Red Rock Rural Water, and businesses and residential homes along the route. Red Rock Rural Water is also a critical utility for rural businesses and residents. The grant would support the infrastructure investment for the fiber connection.

Attached for your review is the local government Resolution authorizing the City's application for the Federal EDA Grant for the fiber connection for Windomnet from the City of Windom to the City of Jeffers

### **Fiscal Impact**

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There should be no fiscal impact to the City for adoption of the local government Resolution authorizing submission of the Federal EDA Grant Applications. If the grant is awarded, the City Council can decide whether or not to accept the grant based on the redevelopment budget, interest in property in the redevelopment area as evidenced by lot presale commitments and any developer agreements, etc. The plan is for this redevelopment project to support itself without general fund dollars.

### **Attachments**

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1. Resolution Authorizing Submission of Federal EDA Grant Application for the redevelopment of the Cemstone property.
2. Resolution Authorizing Submission of Federal EDA Grant Application for the fiber connection for Windomnet from the City of Windom to the City of Jeffers.

## RESOLUTION # 2020-

**INTRODUCED:**

**SECONDED:**

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

### CITY OF WINDOM, MINNESOTA

#### RESOLUTION AUTHORIZING SUBMISSION OF FEDERAL EDA GRANT APPLICATION

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WHEREAS, the Federal EDA has received appropriations for a Grant Program through Federal COVID-19 funding; and

WHEREAS, the Cemstone Redevelopment Project is a local project that would be classified as a qualifying site and project and could benefit from assistance with acquisition of land, demolition expenses, and infrastructure improvements; and

WHEREAS, the basis for the application would be (a) to provide additional housing units to support hiring of employees by Comfrey Farm Prime Pork ("Prime Pork") and (b) Prime Pork is a food processing business and considered as critical to food support and food security during the COVID-19 pandemic; and

WHEREAS, a home rule charter city is an eligible applicant to act as the legal sponsor for the application to be submitted to the Federal EDA; and

WHEREAS, the City of Windom understands that there is a match requirement for a Federal EDA Grant and a match is available.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Windom, Minnesota, as follows:

1. An application shall be submitted to the Federal EDA in the Grant Program related to COVID-19 assistance.
2. The City of Windom shall act as the legal sponsor for the project contained in this grant application to be submitted as soon as possible to the Federal EDA; and that Steven Nasby, City Administrator, is hereby authorized to apply to the Federal EDA for the funding of the Cemstone Redevelopment Project on behalf of the City of Windom, Minnesota.
3. The City of Windom has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate project administration.
4. The amount to be requested in the application to the Federal EDA is the sum of \$2,327,002. The City match would be the sum of \$1,751,205 covering total project costs of \$4,078,207. The sources

and amounts of the local match, including proposed bonding, are identified in the application and are committed to the project identified.

5. If the project identified in the application fails to comply with all requirements of the grant, the City of Windom may be required to repay 100 percent of the awarded grant.

6. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

7. Upon approval of its grant application by the Federal EDA, the City of Windom is authorized to enter into agreements with the Federal EDA and/or any other required entity for the above-referenced project; and the City of Windom certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

8. The Mayor and the City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements as are necessary to implement the project on behalf of the City of Windom, Minnesota.

Adopted this 19th day of May, 2020.

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

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

STATE OF MINNESOTA :  
SS  
COUNTY OF COTTONWOOD:

-----  
The undersigned, being the duly qualified and acting City Administrator of the City of Windom, Cottonwood County, Minnesota, hereby certifies that I have carefully reviewed the foregoing Resolution with the original thereof on file and of record in my office, and find the same to be a full, true and complete transcript of the Resolution adopted by the Windom City Council at its meeting on May 19, 2020.

DATED this \_\_\_\_\_ day of May, 2020.

\_\_\_\_\_  
Steven Nasby, City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of May, 2020, by the said Steven Nasby.

\_\_\_\_\_  
Notary Public in and for the State of Minnesota

## RESOLUTION # 2020-

**INTRODUCED:**

**SECONDED:**

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

### CITY OF WINDOM, MINNESOTA

#### RESOLUTION AUTHORIZING SUBMISSION OF FEDERAL EDA GRANT APPLICATION

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WHEREAS, the Federal EDA has received appropriations for a Grant Program through Federal COVID-19 funding; and

WHEREAS, the WindomNet Fiber Expansion Project is a local project that would be classified as a qualifying project and could benefit from assistance with expansion of fiber infrastructure to provide broadband services for purposes including supporting telehealth and remote learning; and

WHEREAS, the basis for the application would be to provide broadband services to businesses and residents within the City of Jeffers' city limits and additional areas within the project scope including Red Rock Rural Water System, a critical utility, and Cottonwood County Landfill; and

WHEREAS, a home rule charter city is an eligible applicant to act as the legal sponsor for the application to be submitted to the Federal EDA; and

WHEREAS, the City of Windom understands that there is a match requirement for a Federal EDA Grant and a match is available.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Windom, Minnesota, as follows:

1. An application shall be submitted to the Federal EDA in the Grant Program related to COVID-19 assistance.
2. The City of Windom shall act as the legal sponsor for the project contained in this grant application to be submitted as soon as possible to the Federal EDA; and that Steven Nasby, City Administrator, is hereby authorized to apply to the Federal EDA for the funding of the WindomNet Fiber Expansion Project on behalf of the City of Windom, Minnesota.
3. The City of Windom has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate project administration.
4. The amount to be requested in the application to the Federal EDA is the sum of \$ \_\_\_\_\_. The City match would be the sum of \$ \_\_\_\_\_ covering total project costs of \$ \_\_\_\_\_. The sources and amounts of the local match are identified in the application and are committed to the

project identified.

5. If the project identified in the application fails to comply with all requirements of the grant, the City of Windom may be required to repay 100 percent of the awarded grant.

6. The City of Windom has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

7. Upon approval of its grant application by the Federal EDA, the City of Windom is authorized to enter into agreements with the Federal EDA and/or any other required entity for the above-referenced project; and the City of Windom certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

8. The Mayor and the City Administrator are hereby authorized, on behalf of the City of Windom, to execute such agreements as are necessary to implement the project on behalf of the City of Windom, Minnesota.

Adopted this 19th day of May, 2020.

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

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

-----  
STATE OF MINNESOTA :  
SS  
COUNTY OF COTTONWOOD:

The undersigned, being the duly qualified and acting City Administrator of the City of Windom, Cottonwood County, Minnesota, hereby certifies that I have carefully reviewed the foregoing Resolution with the original thereof on file and of record in my office, and find the same to be a full, true and complete transcript of the Resolution adopted by the Windom City Council at its meeting on May 19, 2020.

DATED this \_\_\_\_\_ day of May, 2020.

\_\_\_\_\_  
Steven Nasby, City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of May, 2020, by the said Steven Nasby.

\_\_\_\_\_  
Notary Public in and for the State of Minnesota

**ACTION ITEM**



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

**TO:** City Council  
**FROM:** City Administrator *Joe*  
**DATE:** May 11, 2020  
**RE:** Windom Area High School – Graduation Parade  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

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**Recommendations/Options/Action Requested**

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Staff recommends that the City Council take the following action:

1. The City Council approve the proposed parade route and requested emergency services vehicles.

**Issue Summary/Background**

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The Windom Area Schools notified us that they have received state guidance that a graduation parade is within allowable procedures for a graduation. As such, they are planning a 5:00 PM parade on Friday, May 22.

Attached is the proposed route. They are requesting that police and fire can start and end the parade. Additionally they may need coordination with temporary stopping traffic in certain areas based on guidance from Windom PD and/or Street Department.

The formal details will be going out next week so we do have time to adjust if needed. The school tried to make a longer route to avoid any potential of a gathering place.

**Fiscal Impact**

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None.

**Attachments**

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1. Proposed Parade Route



*Class of*  
**2020**  
Graduation Parade

## ACTION ITEM



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

**TO:** City Council  
**FROM:** John Nelson, Manager, River Bend Liquor  
**DATE:** May 14, 2020  
**RE:** Liquor Store Part-Time Clerk Hiring  
**DEPT:** Liquor Store  
**CONTACT:** John Nelson      [John.Nelson@windommn.com](mailto:John.Nelson@windommn.com)

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

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I recommend that that the City Council approve the hiring of Kimberly Haken as a Non-Union Part-Time Liquor Store Clerk at a starting wage of \$10.00/hr.

### **Issue Summary/Background**

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Due to COVID-19, we have a few staff members who do not want to be put on the schedule during the pandemic. With the busy summer months, very near, it is showing that an added staff member is needed to help with making sales, greeting customers, and restocking shelves and coolers. Kim has experience in the alcohol industry that would carry over to this job.

### **Fiscal Impact**

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The fiscal impact for the hiring will be \$0, as this employee will be covering hours of those not wanting to be scheduled during this time. Post COVID-19 pandemic we could see up to a \$7,500 budget impact.

### **Attachments**

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None

# MEMORANDUM



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:** City Administrator and Building Official  
**DATE:** May 13, 2020  
**RE:** Zoning and Moving Permits for 678 Collins Avenue

At the May 5, 2020 City Council meeting a question was raised about a property owner moving a storage building onto a property at 678 Collins Avenue while that property is under a Court order for a nuisance violation and prior to the issuance of a zoning permit.

## Zoning Permit

Prior to the placement of the storage building at 678 Collins Avenue the property owner had been in contact with the Building Official regarding the size, set-back and construction of the storage building. The required Zoning Permit was also discussed along with the \$50 fee. Unfortunately, the storage building was moved by the property owner prior to the official issuance of the permit. It has been the practice of the Building Office to provide some flexibility to the public to complete the paperwork, this is especially evident at this time due to the coronavirus and closure of City Hall to the public. The zoning permit was completed and fee paid through a financial institution.

In consultation with the City Attorney, the Building Official acted correctly as the court order for the nuisance does not preclude issuing a zoning permit. Also, City Codes does not contain such a prohibition of issuing building or zoning permits nor does it include language to impose fines for commencing work prior to issuance of a permit of any kind.

## Moving Permit

The City of Windom Code does require a moving permit. Requirements and enforcement of this section of City Code has been loosely regulated and generally only required for larger buildings and modular homes. Violation of this provision in City Code is a misdemeanor. As such, the Windom Police Department and Building Official provided statements and information to the County Attorney for the moving permit violation and they have declined to prosecute. The City Attorney's advice is to get a moving permit completed (post move) for the 678 Collins Avenue property.

# ACTION ITEM



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

**TO:** City Council *John*  
**FROM:** City Administrator  
**DATE:** May 15, 2020  
**RE:** Re-opening City Facilities  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

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

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Staff recommends that the City Council take the following action:

1. Review and approve the re-opening of City facilities to the general public along health guidelines.

## **Issue Summary/Background**

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The City Council voted to close City Hall, Library, Arena and Community Center to the general public in response to the Coronavirus outbreak and as directed by the Governor pursuant to Executive Orders. Executive Order 20-56 is allowing for the gradual re-opening of offices and businesses.

Attached are brief plans from City Hall, Library, Arena and Community Center on how they could safely re-open facilities to the public. If these "soft opening" plans are approved the implementation would be scheduled for May 20, 2020.

## **Fiscal Impact**

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Additional costs for cleaning and sanitizing materials, which are anticipated to be reasonable and within existing budgets. Some items such as plexiglass shields have been purchased and may be eligible costs for FEMA or CARES Act reimbursement.

## **-Attachments**

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1. Soft opening plans for City Hall, Library, Arena and Community Center
2. Governor Walz's Executive Order 20-56
3. Minnesota Department of Health – Guidelines for Youth and Student Programs

**City Hall**  
**Soft Opening Guidelines**

1. No appointments required at this time. Can reconsider if needed for our traffic flow
2. No kids – Ask that one person per household (customer) come into the office
3. Tape/decals on floor for spacing
4. Glass Shields are currently in place
5. Sanitizer at entry point
6. Encourage credit card payments
7. Cash payments in envelope – any residual change will be applied to the next bill
8. Receipt emailed if requested

**Soft opening for Windom Library services: May 2020**

1. The library will continue no contact curbside service Monday through Friday 9-5 of all library materials; Books, Audio books, magazines and DVDs. (The library was limiting check outs to books, only)
2. The library will participate in Interlibrary loan service in the Plum Creek Library System; which includes receiving and sending any library materials between the participating libraries.
3. The library will provide Wi-fi printing of documents from a smart phone, lap top or other devices from curbside. Users can log on to the library Wi-fi and print to the wireless printer. Patrons can receive the document at south entrance and pay the printing fee.

**Windom Community Center  
Soft Opening Guidelines**

- Social distancing
- Hand Sanitizer at every entrance.
- Diners will eat 6 feet apart. No more than 2 to a table.
- Signage about entering at your own risk/ if you have symptoms to stay home.
- We will be cleaning commonly touched surfaces (doors and bathrooms) twice a day.
- Limits on capacity or gathering size following State Executive Orders

# City of Windom Arena Procedures

## Choose a Date for Reopening

- Monday, June 1st
- Other options based on the implementation of policies and plans as well as the procurement of supplies...?

## Capacity Limited

- Limit areas of the Arena to 10 and fewer people
  - Racquetball courts
  - Dryland Shooting Room
  - Outdoor Riding Arena (limited enforcement)
    - Members of the public to ride at their own discretion and would not have access to building or facilities
- Screen patrons/members upon arrival. They should be screened upon arrival as to whether they have tested positive, have any symptoms, are under quarantine, or have been exposed to COVID-19.
  - Should this be a verbal exchange or ask them to fill out a form?
- Post signage on entrance door that no one with a fever or symptoms of COVID-19 will be permitted in the facility.

## Social Distancing

- Secure other areas of the Arena to be off limits to public
- Designate with signage and tape social distancing spacing for employees and customers.
- Could schedule additional employees to clean and sanitize.

## Group Activities

- No group Activity. This would be limited to one person/family. No mixed households
- Anyone under the age of 18 must be directly supervised by a parent or guardian.
  - Groups of kids would not be allowed

## Hygiene Measures

- Require employees with direct customer contact to wear cloth or another mask that is laundered or replaced daily.
- The facilities are going to require staff to wear masks and gloves and will provide those to employees.
- Screen employees upon arrival. Screen all employees each shift before entering the facility for symptoms (i.e., fever of 100°F or higher, cough, shortness of breath, runny or stuffy nose, sore throat, muscle aches, fatigue, diarrhea, or vomiting). Immediately exclude anyone with symptoms from entering.
- Have hand sanitizer and sanitizing products readily available for employees and customers.
- We will install additional hand sanitizer stations.
- Limited hours to provide peak, preferred opportunities but also provide cleaning and disinfectant time.
  - Monday thru Friday
  - Clean 8:00 AM to 9:00 AM
  - Open 9:00 AM to 4:00 PM
  - Clean 4:00 PM to 5:00 PM
  - Open 5:00 PM to 7:00 PM
  - Clean 7:00 PM to 8:00 PM
- Frequently monitor employee handwashing and ensure no bare hand contact with customers or disinfected surfaces (provide gloves for all employees).
- Disinfect commonly-touched surfaces throughout the entire facility such as door handles, bathrooms, equipment, etc., at least once every hour.
- Bathrooms and locker-rooms
  - Do we believe limiting bathroom use (e.g. closing all but one bathroom) is a good idea?
  - Should we continue utilizing the locker-rooms with showers?
  - Use only bathrooms on the end of the building
  - Water fountains - only allow the use of water bottle filling stations, but not drinking fountains - limit these shared-use areas.

## Other Measures

- Waivers
  - Should we speak to our city attorney about an updated/revised Waiver of Liability for patrons?
- How should we instruct employees to handle witnessing symptomatic patrons?
- Policy Violations
  - We reserve the right to refuse service/access to any patron.
  - Zero tolerance - not following our policies will result in being asked to leave, no future admittance for the remainder of the summer.

## Communication to our Public

- Reopening the Arena. We want to be cautious as we reopen and keep your safety in mind.
- You will be screened and tested prior to entrance.
- We will have limited capacity and be limiting use of the facility to 10 users or fewer in specific areas of the facility. Arena facility and equipment usage will be on a first-come, first-served basis.
- Hours of operation - announce what our limited hours will be.
- Shower and locker-room facilities will not be available.
- Please bring your own water bottle.

# City of Windom Rec Area Procedures

## COVID-19 Baseball/Softball Practice Guidelines

1. Rec Area to provide the information and guidance necessary to assure and protect the health and safety of everyone involved, while also equally maintaining the integrity of practicing the game of baseball/softball as much as reasonably possible.
2. Comply with local, state, & national guidance.

Listed below is a series of guidelines and strong recommendations for teams, coaches, players, and parents when participating in baseball/softball practices at Windom Rec Area fields. More guidance will be shared at a later date regarding baseball/softball games. The cooperation of everyone involved will prove critical in helping to ensure compliance. We appreciate your cooperation and understanding.

- All teams, coaches, players, & parents should:

- o Maintain a minimum of 6 feet social distancing when conducting team and individual activities, using restrooms, and walking through the venue.

- o Bring sanitizer, disinfectant wipes, etc., make it available to all coaches & players, and use it frequently throughout practice to assist in efforts to mitigate the possible spread of the virus.

- o not attend practices if they are ill, displaying signs of illness, deemed high-risk, or the most vulnerable to contracting the virus (i.e. Senior Citizens and others with known medical conditions.)

- o wear Personal Protective Equipment (i.e. a face mask) if they choose.

- o eliminate the sharing of equipment (i.e. helmets, catcher's gear, etc.) or at minimum, sanitize it thoroughly in between use.

- o not use, or severely limit the use of the dugouts. Instead we strongly recommend all individual and team equipment be spaced out at least 6 feet apart along the fences. If dugouts are used, they should be sanitized and cleaned by each team in between each use.

- o sanitize or wipe down all baseballs/softballs before and after common use.

- o keep close gatherings (huddles, etc.) to a minimum of 6 feet apart. o not attend practices as a spectator. Parent are encouraged to drop their players off with the coach, leave the park, and then come back to pick them up when practice has concluded.

- o not chew gum or spit sunflower seeds due to the nature of this respiratory virus.

- o not share food and drinks (i.e. team water jugs.) Instead, use individual water bottles or jugs that are clearly marked with their names.

- o take care of any player injuries as normal.

Coaches should keep parent contact information readily available if needed. This is not an all-inclusive list, but instead a number of measures that can be taken to minimize the potential spread of the virus.

## City of Windom Swimming Pool Procedures

1. Establish a new maximum number of people allowed in the pool facility at one time.
2. Set up blocks of pool time for people to attend.
3. Establish a disinfecting schedule.
4. Establish training for staff.

After Stay at Home orders are no longer in place, it's important that swimming pools open in a safe manner that reduces the spread of COVID-19.

- **Social Distancing is easily achieved** – With a mix of the strategies such as those provided here, we can all accommodate social distancing around the pool.
- **Chlorine in swimming pools kills coronavirus**
- **Outdoor wide-open environment**
- **Sunshine kills coronavirus**

### DETAILED STRATEGIES FOR SWIMMING POOLS TO OPEN SAFELY

#### **1. ESTABLISH NEW POOL FACILITY CAPACITY LIMITS TO SUPPORT SOCIAL DISTANCING (Social Distancing Capacity)**

Aside from stating that the social distance policy is in effect at the pool, we may want to limit the number of people allowed inside the pool area at any one time. This basically is creating a new 'Social Distancing Capacity'. Lowering the number of people allowed at the pool will make it possible (and more likely) for people to maintain minimum 6 ft. distancing.

#### **A) Limit How Long Patrons Can Stay at the Pool Each Visit**

**Limiting how long patrons can stay at the pool increases the total number of people that can use the pool each day.** The best way to execute this is to designate blocks of pool time available for people to visit the pool each day. *For example*, a pool could offer a series of 1.5 or 2 hour blocks of time throughout each day for pool visits. See example below.

#### **EXAMPLE:**

**The Social Distancing Pool Capacity is 25 people allowed into the pool area during each block of time. Pool patrons can use the pool during the following hours:**

10:00-12:00 PM	25 people
1:00-2:00 PM	25 people
3:00-5:00 PM	25 people
6:00-8:00 PM	25 people

100 people can use the pool each day (25 people for each of the 4 time periods a day =100 ).

### **B) Build In Time for Entering/Exiting & Disinfecting**

As in the example above, a 30 minute or 60 minute break between blocks of pool time allows:

- Pool patrons to social distance while entering and exiting the pool.
- Pool staff to disinfect surfaces and test water chemistry.
- The number of people in the pool area to stay below the Social Distancing Capacity.

## **2. DISINFECTING & SAFETY**

The pool water is constantly being disinfected by chlorine, but there may be a need for extra disinfecting of items outside of the pool, such as:

Plexiglass at the front counter

6' markings around guard chairs

Possibly closing the diving board/slide

No concessions

No basket use

Door handles inside and outside to be cleaned

Handrails and pool ladders to be cleaned

Restroom doors, faucets, sinks, soap and paper towel dispensers, toilet flush levers and baby changing stations to be cleaned

Light switches cleaned

## **Hygiene Measures**

- Require employees with direct customer contact to wear cloth or another mask that is laundered or replaced daily.
- The facilities are going to require staff to wear masks and gloves and will provide those to employees.
- Screen employees upon arrival. Screen all employees each shift before entering the facility for symptoms (i.e., fever of 100°F or higher, cough, shortness of breath, runny or stuffy nose, sore throat, muscle aches, fatigue, diarrhea, or vomiting). Immediately exclude anyone with symptoms from entering.
- Have hand sanitizer and sanitizing products readily available for employees and customers.
- We will install additional hand sanitizer stations.

## **3. IMPLEMENTING THE SOCIAL DISTANCE CAPACITY AND POOL USAGE SCHEDULE SO POOLS OPEN SAFELY**

After estimating a new capacity to support social distancing and new hours for pool usage,

Several options to limit pool attendance, while maximizing the pool use, are presented below. The best option for the pool may depend on the answers to several questions:

- What are your state and local distancing guidelines?
- How busy is your pool?
- How well do your pool patrons voluntarily follow policies?
- What will keep your members safe?
- What will bring pool patrons peace of mind?
- What are fair guidelines?

## **OPTIONS FOR IMPLEMENTING SOCIAL DISTANCING CAPACITY AND POOL USAGE TIMES**

### **A. Volunteer compliance with the posted occupancy number.**

Members come into pool area only if the maximum occupancy is not yet met. Capacity policy sent out in newsletters and all other forms of communication. We will post signage with the maximum number allowed in the pool and social distancing guidelines of 6'.

### **B. Pool Staff can limit the number of people on a first-come first-served basis.**

Gate Attendants will be used to monitor the number of people allowed to enter. Gate attendants will also disinfect surfaces.

### **C. Set specific hours or days for specific groups of people.**

**Please Note: It will not be possible for Pool Staff to be involved with enforcing social distancing between groups of people, as they will not know which people already live together. Additionally, Lifeguards cannot have a task in addition to watching the pool.**

## **4. POOL FURNITURE**

Since pool furniture cannot be reliably disinfected between each user, pool patrons must bring their own chairs each time they come to the pool.

## **5. POOL ACTIVITIES**

Group games, which involve multiple people interacting in close proximity, will be discontinued. Parents and chaperones of children, not lifeguards, will be responsible if they would like their children to social distance while in the pool.

## **6. LIMITING LIABILITY**

**Seek your attorney's advice regarding a liability release and a sign.**

Example: This release is from the Boys and Girls Club

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my family, including child(ren), and I may be exposed to or infected by COVID-19 while on site at the pool and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the pool may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the HOA Board and pool management company's employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my family and my child(ren) may experience or incur in connection with my child(ren)'s attendance at the pool or participation in pool activities ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the HOA Board and the pool management company and their employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the HOA Board and the pool management company and their employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in pool facility activities.

**COVID-19 WARNING SIGN** –Placed at the entrance to the pool.

#### **COVID-19 WARNING**

- The danger of exposure to the coronavirus that causes COVID-19 exists.
- By entering the pool, you take responsibility for your own protection and for disinfecting your hands and anything you touch in the pool area.
- Do not use the pool if you have a cough, fever or other symptoms of illness.
- Maintain at least 6 feet between you and other people who are not a part of your household.
- Wear a face covering when you are not in the swimming pool.

**MAXIMUM OCCUPANCY 25 per session**

# STATE OF MINNESOTA

## Executive Department



## Governor Tim Walz

### Emergency Executive Order 20-56

#### **Safely Reopening Minnesota's Economy and Ensuring Safe Non-Work Activities during the COVID-19 Peacetime Emergency**

**I, Tim Walz, Governor of the State of Minnesota**, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Since the World Health Organization ("WHO") characterized the COVID-19 outbreak as a pandemic on March 11, 2020, confirmed cases of COVID-19 in Minnesota have rapidly increased. On March 15, 2020, Minnesota detected the first confirmed cases caused by "community spread"—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19, and on March 21, 2020, the Minnesota Department of Health ("MDH") announced the first confirmed fatality due to COVID-19 in Minnesota.

Minnesota has taken proactive steps to ensure that we are ahead of the curve on COVID-19 prevention and response. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. After notifying the Legislature, on April 13, 2020 and again on May 13, 2020, I issued Executive Orders extending the peacetime emergency declared in Executive Order 20-01.

The need to slow the spread of the virus required the closure of certain non-critical businesses in our economy. Consistent with national trends, over 650,000 Minnesotans have applied for unemployment insurance since March 16, 2020. In Executive Order 20-33, seeking to balance public health needs and economic considerations, I directed the Commissioners of Health, Employment and Economic Development, and Labor and Industry to begin planning to allow more Minnesota workers to return to work when it is safe to do so. I explained that such a plan must include guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. Executive Order 20-38 expanded exemptions related to outdoor recreational activities and facilities. Executive Orders 20-40 and 20-48 allowed for certain non-critical businesses to reopen after they had planned for and provided a safe work environment.

In light of our increased preparedness to treat those most vulnerable to COVID-19 and mitigate these ongoing economic impacts, this Executive Order continues our plan to safely reopen our economy by allowing even more non-critical businesses to reopen, provided that they follow guidance from MDH, the Department of Employment and Economic Development (“DEED”), and the Department of Labor and Industry (“DLI”). In particular, such businesses must ensure compliance with the Minnesota Occupational Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 (“Minnesota OSHA Standards”), in addition to guidelines related to COVID-19 set forth by MDH and the Centers for Disease Control and Prevention (“MDH and CDC Guidelines”).

Despite the progress we have made since declaring the COVID-19 peacetime emergency, certain establishments—including those in which people gather and linger, those with communal facilities, and those in which close physical contact is expected—continue to pose a public health risk. We must continue to carefully consider and prepare for the reopening of such businesses.

Likewise, certain non-work activities outside of the home are conducive to social distancing and hygiene, while others raise significant public health risks. Large social and other gatherings of people for extended time periods raise the risk of COVID-19 transmission from household to household. The risks of such transmission are diminished in transitory settings, such as retail establishments, where individual interactions and contact are more limited in duration.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers “in order to (1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Executive Order 20-48 is rescinded as of Sunday, May 17, 2020 at 11:59 pm.
2. Paragraphs 6 through 8 of this Executive Order are effective as of Sunday, May 17, 2020 at 11:59 pm and remain in effect through Sunday, May 31, 2020 at 11:59 pm.
3. **Masks and face coverings strongly encouraged.** I strongly encourage all Minnesotans to wear a manufactured or homemade cloth face covering when they

leave their homes and travel to any public setting where social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) and to follow face covering guidelines issued by MDH and the CDC until this Executive Order is rescinded. Such face masks and coverings are for source control (to help limit the person wearing the covering from infecting others). They are not yet known to be protective of the wearer and therefore are not personal protective equipment.

4. **At-risk persons.** All persons currently living within the State of Minnesota who are at risk of severe illness from COVID-19, as defined by Executive Order 20-55, are strongly urged to stay at home or in their place of residence and follow the provisions of Executive Order 20-55.

5. **Definitions.**

- a. "Home" and "homes" and "residence" and "residences" are broadly defined to include mobile homes, hotels, motels, shared rental units, shelters, and similar facilities, to the extent they are used for lodging.
- b. "Worker" and "workers" are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.
- c. "Business" and "businesses" are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
- d. "Critical Businesses" are all businesses whose workers qualified for a Critical Sector exemption under paragraph 6 of Executive Order 20-48.
- e. "Non-Critical Businesses" are all businesses that are not Critical Businesses and are not closed under Executive Orders 20-04, as amended by Executive Orders 20-08 and 20-18.

6. **Activities outside of the home.** Mindful that we must continue to limit social interactions to protect public health, individuals may leave their homes for activities, subject to the requirements and guidelines set forth below. These requirements may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. Clarifications will be available for public review at the State's COVID-19 website (<https://mn.gov/covid19/>).

- a. **Guidelines.** Individuals engaging in activities outside of the home must follow the requirements of this Executive Order and MDH and CDC Guidelines. Individuals engaging in outdoor activities must follow the Minnesota Department of Natural Resources ("DNR") and MDH guidelines on outdoor recreation and guidelines for facilities and the public ("Outdoor Recreation Guidelines") available at DNR's website (<https://www.dnr.state.mn.us/covid-19.html>).

- b. **Unnecessary travel strongly discouraged.** Consistent with federal guidance and to protect our neighbors, Minnesotans are encouraged to stay close to home and are strongly discouraged from engaging in unnecessary travel.
- c. **Gatherings.** All gatherings of more than 10 people are prohibited. Gatherings are groups of individuals, who are not members of the same household, congregated together for a common or coordinated social, civic, community, faith-based, leisure, or recreational purpose—even if social distancing can be maintained. This prohibition includes planned and spontaneous gatherings, public and private gatherings, and indoor and outdoor gatherings. Examples of prohibited gatherings include, but are not limited to, social, civic, community, faith-based, or leisure events, sporting or athletic events, performances, concerts, conventions, fundraisers, parades, fairs, and festivals that bring together more than 10 people from more than one household. Prohibited gatherings do not include commercial activity by workers and customers of Critical and Non-Critical Businesses.
- i. **Legislative and other governmental meetings.** The limits on gatherings in this Executive Order do not apply to legislative and other governmental meetings. Remote meetings are strongly encouraged whenever possible.
  - ii. **The Judicial Branch.** The limits on gatherings in this Executive Order do not apply to proceedings held by the Minnesota Judicial Branch. Proceedings held by the Judicial Branch are subject to the policies established by the chief justice and will occur as directed by court order. Individuals may appear as directed by a Minnesota state court, including to serve as a juror, appear as a party, as a witness, or as legal counsel on behalf of a party, or otherwise to comply as directed by a court order, subpoena, or summons.
  - iii. **Federal activities.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
  - iv. **Drive-in gatherings.** To enable safe congregation of more than 10 people, drive-in gatherings are permitted, provided that all participants remain within their own vehicles and follow guidelines provided by MDH and available at MDH's website (<https://www.health.state.mn.us/diseases/coronavirus/>).

**d. Tribal Activities and Lands.**

- i. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- ii. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- iii. Activities by tribal members to exercise their federal treaty rights within the boundaries of their treaty territory (also known as “ceded territory”) are exempt from the restrictions in this Executive Order but may be subject to restrictions by applicable tribal authorities.
- iv. Tribal members may travel to and from their tribal reservations in accordance with applicable tribal law.

**7. Workers and businesses.** Workers and businesses are subject to the requirements set forth below.

- a. **Extension of temporary closure of bars, restaurants, and other places of public accommodation.** The closure of bars, restaurants, and other public accommodations set forth in Executive Order 20-04, as amended by Executive Orders 20-08 and 20-18, is extended until May 31, 2020 at 11:59 pm. Barbershops and salons may continue to conduct retail product sales in accordance with the requirements for Non-Critical Businesses set forth below.
- b. **Plan to reopen bars, restaurants, and other places of public accommodation.** The Commissioners of Health, Employment and Economic Development, and Labor and Industry are directed to develop a phased plan to achieve the limited and safe reopening of bars, restaurants, and other places of public accommodation beginning on June 1, 2020. This plan will be ready for presentation to the public no later than May 20, 2020.
- c. **Continue to work from home whenever possible.** Any worker who can work from home must do so.
- d. **Critical Businesses.** Businesses whose workers qualified for a Critical Sector exemption under paragraph 6 of Executive Order 20-48 may continue to operate in the same manner as provided in Executive Order 20-48.
  - i. **Child care businesses and youth programming.** Child care providers and other businesses providing care and programming to children and youth of Critical Businesses, including workers in child care centers, family child care, certified centers, youth summer programming (including day camps but not overnight camps), and

other activities and facilities, are Critical Businesses. These businesses are encouraged to prioritize enrollment for workers in Critical Businesses according to guidance provided by the Children's Cabinet and other agencies. This category continues to include workers in a personal home, such as family, friend, and neighbor care necessary for workers to continue to perform their duties. These settings must adhere to MDH and CDC Guidelines.

- e. **Non-Critical Businesses.** If it has not done so already, a Non-Critical Business choosing to open or remain open must establish and implement a COVID-19 Preparedness Plan ("Plan"). Each Plan must provide for the business's implementation of Minnesota OSHA Standards and MDH and CDC Guidelines in their workplaces. These requirements are set forth in guidance published by DEED and DLI ("Plan Guidance") available on DEED's website (<https://mn.gov/deed/safework/>).

  - i. **Required Plan content.** As set forth in the Plan Guidance, at a minimum, each Plan must adequately address the following areas:
    - A. **Require work from home whenever possible.** All Plans must ensure that all workers who can work from home continue to do so.
    - B. **Ensure that sick workers stay home.** All Plans must establish policies and procedures, including health screenings, that prevent sick workers from entering the workplace.
    - C. **Social distancing.** All Plans must establish social distancing policies and procedures.
    - D. **Worker hygiene and source control.** All Plans must establish hygiene and source control policies for workers.
    - E. **Cleaning, disinfection, and ventilation protocols.** All Plans must establish cleaning, disinfection, and ventilation protocols for areas within the workplace.
  - ii. **Customer facing businesses.** All Non-Critical Businesses that are customer facing (*i.e.*, businesses that have in-person customer interactions) must include additional Plan provisions to keep the public and workers safe as set forth in the Plan Guidance available on DEED's website (<https://mn.gov/deed/safework/>). This includes requirements that workers and customers must maintain physical distancing of 6 feet and that store occupancy must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal. In customer facing businesses that share common areas, such as malls, all Plans must similarly include a facility occupancy that

must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal and provide an enhanced sanitizing, cleaning, and disinfecting regimen consistent with Minnesota OSHA Standards and MDH and CDC Guidelines for those common areas. All Plans must also include signage in common areas to discourage gathering.

- iii. **Household services businesses.** All Non-Critical Businesses that provide household services (*e.g.*, housecleaning, maid services, and piano tuners) must also develop Plan provisions intended to keep customers and workers safe as set forth in the Plan Guidance available on DEED's website (<https://mn.gov/deed/safework/>).
- iv. **Optional template.** A template COVID-19 Preparedness Plan, which covers the above requirements, is available as part of the Plan Guidance, available on DEED's website (<https://mn.gov/deed/safework/>).
- v. **Certification and signature.** Senior management responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement and follow the Plan.
- vi. **Dissemination and posting.** Each Non-Critical Business must provide its Plan, in writing, to all workers, and the Plan must be posted at all of the business's workplaces in locations that will allow for the Plan to be readily reviewed by all workers. Where physical posting is impracticable, the Plan can be posted electronically, provided that the Plan is received by all workers and remains available for their review.
- vii. **Training.** Each Non-Critical Business must ensure that training is provided to workers on the contents of its Plan and required procedures, so that all workers understand and are able to perform the precautions necessary to protect themselves and their co-workers. This training should be easy to understand and available in the appropriate language and literacy level for all workers. Businesses should also take steps to supervise workers and ensure that workers understand and adhere to necessary precautions to prevent COVID-19 transmission. Documentation demonstrating compliance with this training requirement must be maintained and made available to regulatory authorities and public safety officers, including DLI, upon request.
- viii. **Compliance.** Employees and management must work together to ensure compliance with the Plan, implement all protocols, policies, and procedures, and create a safe and healthy work environment.
- ix. **Availability to regulatory authorities and public safety officers.** Non-Critical Businesses do not need to submit their Plans for

preapproval. Upon request, Non-Critical Businesses must make their Plans available to regulatory authorities and public safety officers, including DLI.

- x. In the event of a complaint or dispute related to a Non-Critical Business's Plan, DLI is authorized to determine whether the Plan adequately implements Minnesota OSHA Standards and MDH and CDC Guidelines in its workplaces.
- f. Executive Order 20-54 remains in full force and effect. All work must be conducted in a manner that adheres to Minnesota OSHA Standards and MDH and CDC Guidelines, including social distancing and hygiene practices. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.

8. **Outdoor recreational activities and associated facilities.** Notwithstanding Executive Orders 20-04, 20-08, and 20-18, the below facilities are permitted to be open and do business, provided that they adhere to paragraph 6 of this Executive Order and the Outdoor Recreation Guidelines available at DNR's website (<https://www.dnr.state.mn.us/covid-19.html>). This permission **does not extend to** charter boats, launches, or facilities that involve prohibited gatherings or people in groups or close proximity (e.g., mini golf, pools, commercial outdoor racetracks, and concert venues). **Indoor facilities** associated with outdoor recreational facilities covered by Executive Orders 20-04, 20-08, and 20-18, must comply with those Executive Orders, and all indoor facilities associated with outdoor recreational facilities must also conform with the provisions of paragraph 7 of this Executive Order. I encourage public outdoor recreational facilities be open for families and children, and direct all individuals utilizing such facilities to follow the Outdoor Recreation Guidelines. All outdoor recreational activities and facilities must comply with Minnesota law, including but not limited to license and permit requirements, invasive species regulations, and park rules.

- a. Minnesota State Parks, Trails, State Forests, State Recreation Areas, Wildlife Management Areas, Scientific and Natural Areas, and other State managed recreational lands.
- b. Locally, regionally, and privately managed parks and trails.
- c. State, regional, or local public water accesses.
- d. Public and private marinas and docks that provide storage, docking, and mooring services to slip owners, seasonal renters, and the general public, as well as facilities that provide safety-related services including fueling, emergency dockage, and sanitary pump-out stations.

- e. Public and private golf courses and outdoor driving ranges.
  - f. Ski areas.
  - g. Off-highway vehicles, snowmobiles, and watercraft repair shops, sales facilities, and showrooms.
  - h. Lake service providers to install, repair, and remove docks, boatlifts, and other water related equipment or deliver boats.
  - i. Bait and tackle shops.
  - j. Outdoor shooting ranges and game farms.
  - k. Outdoor recreational equipment rental outlets. Equipment may be rented but only if the equipment can be effectively sanitized between uses. Such outlets must implement clear check-in and check-out procedures that minimize contact between customers and workers. Any rentals must be conducted in accordance with the Outdoor Recreation Guidelines.
  - l. Dispersed and remote camping sites for single household use. A dispersed campsite is a single campsite, not in a developed campground, used for overnight camping. A remote campsite is a designated backpack or watercraft campsite, not in a developed campground, used for overnight camping. Both private and public developed campgrounds remain closed to recreational camping.
  - m. Outdoor tournaments, competitions, practices, and sports that allow for social distance, do not require group gatherings prohibited by paragraph 6.c, and that adhere to the Outdoor Recreation Guidelines.
  - n. Small one-on-one or one-on-two person guided and instructional activities such as guided fishing, birding, or outdoor fitness training. Guided and instructional activities must be conducted in accordance with the Outdoor Recreation Guidelines.
  - o. Any other outdoor recreation activities and facilities that may be designated in the Outdoor Recreation Guidelines.
9. Minnesotans must respect the efforts of employers or businesses to protect the safety of their workers and customers by complying with those businesses' social distancing and hygiene instructions. Employers must post social distancing and hygiene instructions at entrances and in locations that can be easily seen by customers and visitors.
10. I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2019, section 12.45, an individual who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by

a fine not to exceed \$1,000 or by imprisonment for not more than 90 days. Any business owner, manager, or supervisor who requires or encourages any of their employees, contractors, vendors, volunteers, or interns to violate this Executive Order is guilty of a gross misdemeanor and upon conviction must be punished by a fine not to exceed \$3,000 or by imprisonment for not more than a year. In addition to those criminal penalties, the Attorney General, as well as city and county attorneys, may seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations of this Executive Order, including civil penalties up to \$25,000 per occurrence from businesses and injunctive relief. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

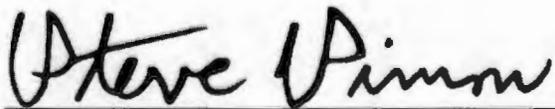
Signed on May 13, 2020.



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**Tim Walz**  
Governor

Filed According to Law:



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**Steve Simon**  
Secretary of State

Approved by the Executive Council on May 13, 2020:



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**Alice Roberts-Davis**  
Secretary, Executive Council

Filed May 13, 2020  
Office of the Minnesota  
Secretary of State,  
Steve Simon

RESOLUTION

RESOLVED, by the Executive Council of the State of Minnesota, at its emergency meeting on May 13, 2020, that it approves Emergency Executive Order 20-56 pursuant to Minnesota Statutes 12.31 and 12.32.

Safely Reopening Minnesota's Economy and Ensuring Safe Non-Work Activities during the COVID-19 Peacetime Emergency.

Approved by Executive Council

DATE: May 13, 2020

BY: *A Roberts Davis*

Filed May 13, 2020  
Office of the Minnesota  
Secretary of State,  
Steve Simon

# Guidance for Social Distancing in Youth and Student Programs

UPDATED 5/13/2020

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 in youth and student programming. **This guidance is applicable to programs operated by summer youth programs, K-12 schools, colleges, universities, and other operators seeking to support programming for school-age children and youth such as day and overnight camps.**

Specific guidance for licensed and certified child care providers is noted on the last page of this document.

Public health guidance is based on:

- [Centers for Disease Control and Prevention's Guidance for Schools and Child Care Programs \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)
- [Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission \(PDF\) \(www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf\)](http://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf)

MDH recognizes that each program setting is unique, and it may be difficult for the proposed strategies to be implemented in every setting. Administrators are encouraged to think creatively about ways to increase the physical space between staff and program participants while limiting interactions in large group settings.

## What is social distancing?

The term "social distancing" refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.



Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon

entering and leaving the classroom or program space, and create regular cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a **3-foot radius** around each participant, resulting in a 6-foot total distance between any two people.

## Have a plan and prepare

- CDC and MDH recommends that all businesses identify program coordinators who are responsible for COVID-19 issues and preventive activities.
- Summer programs should communicate with families prior to sessions beginning to set expectations for participating in programming this summer. Communication should include what strategies will be implemented to mitigate the risk of COVID-19 exposure in the summer program community, and acknowledge that strategies may change if the level of community transmission increases to the point where programming must be disrupted.
- Families should understand what actions they need to take should their child become symptomatic or be exposed to COVID-19 while participating in summer programming.

## Promote a safe program environment

- Adapt practices to allow physical distancing of at least 6 feet whenever possible.
- Try to adhere to a staff (or volunteer) to participant ratio of 1:9. If social distancing cannot be attained with the group size, then the number of participants must be reduced.
- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.
- Whenever possible, implement programming that refrains from intermixing pods. If intermixing of pods is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix.
- Have a plan for back-up staffing in case a staff member or volunteer becomes ill during the day/program.
- Wherever possible, hold activities outdoors and encourage participants to spread out.
- If social distancing cannot be adhered to for some activities, cancel the activity.
- Avoid having areas easily accessible that would allow staff, volunteers, or participants to easily congregate in a limited space.
- Reduce the number of people on transportation buses to allow them to spread out. Consider using visual cues to illustrate where participants may sit to adhere to social distancing.
- When helping participants apply sunscreen, ensure staff and volunteers are washing hands between applications.

## How can programs practice social distancing in an indoor environment?

### Maintain safe program spaces.

- Modify classes where participants are likely to be in very close contact.
  - Bring in specialist staff (e.g., music, art, physical education) to individual classrooms versus rotating all kids through a shared space that is not able to be cleaned with each new participant introduction.
  - Whenever possible, hold physical education and music classes outside and encourage participants to spread out. Consider using visual cues to demonstrate physical spacing.
- Rearrange desks and common seating spaces to maximize the space between participants.
  - Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Consider using visual aids (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- Avoid community supplies when possible.
  - If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
  - Do not share equipment between staff, volunteers, and participants when possible.
    - For example, consider designating paddles or tennis rackets to participants or asking families to send them with participants whenever feasible.
  - Clean high touch surfaces between different groups.
- Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.
  - Honor requests of parents who may have concerns about their children attending the program due to underlying medical conditions of those in their home.
  - Staff who cannot be at work due to their own high-risk conditions should be offered alternatives for working.
- The CDC lists underlying medical conditions that may increase the risk of serious COVID-19 for people of any age: [Groups at Higher Risk for Severe Illness \(www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html\)](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html).

### Promote cloth face coverings

- Follow cloth face covering guidance for schools and child care.
  - Staff members working in youth and participant programs are encouraged to wear cloth face coverings during the work day as much as possible.

- MDH recommends participants/children only wear cloth face coverings if they can reliably wear, remove, and handle the cloth face covering throughout the day.
- Face mask guidance is available at [Masking Recommendations for Child Care and Schools \(www.health.state.mn.us/diseases/coronavirus/schools/masks.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/masks.html).

## Strategize meal times

- Wherever feasible, encourage bag lunches from home.
- Stagger meal times to minimize the number of people dining inside at one time and keep people 6 feet apart.
  - Don't intermix pods, and maintain a consistent group of pods that are dining at the same time each day whenever possible.
  - These steps will help minimize transmission and also allow for swift contact tracing if needed.
- Clean and disinfect common surfaces between groups.
- If meals are typically served family-style, plate each meal to serve it so that multiple people are not using the same serving utensils (e.g., have staff serve food to participants).
- Serve meals outside or in alternative indoor areas as weather allows.
- Staff serving meals should follow [MDH's Food Service Worker Safety Information \(www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf).

## Minimize opportunities for mixing between groups

- Stagger arrival and/or dismissal times.
  - Minimize crowding at drop-off and pick-up times.
    - Designate times for families to come, consider staggering times if possible.
    - Whenever possible, participant pick-up and drop-off should occur outside.
    - Add visual cues or barriers to direct traffic flow and distancing.
    - Develop signage and processes to minimize interactions of families.
  - Consider dividing participant entry points rather than funneling all participants through the same entry space. These approaches can limit the amount of close contact between participants in high-traffic situations and times.
  - MDH recognizes that busing times are often tightly scheduled. Consider making arrival schedule changes for participants who walk or are dropped off by a parent or caregiver.
- Cancel field trips, assemblies, and other large gatherings.
  - Cancel activities and events like field trips, participant assemblies, athletic events, practices, special performances, program-wide meetings, or spirit nights.
  - Consider transitioning field trips to free virtual opportunities.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Consider changing events to a virtual format where appropriate.
- Use private playgrounds when appropriate safeguards are in place.
  - Consider staggering playground use rather than allowing multiple classes to play together. Limit other activities where multiple classes interact.
  - Wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible. When possible, build in visual cues that demonstrate physical spacing.
  - If possible, consider cleaning high touch areas of the play structure between groups.
  - For schools, consider allowing flexibility in recess policies and the use of teacher time to allow for supervision of classroom recess.
- Avoid contact with shared public amenities like picnic tables, benches, and playground equipment.
  - Assume such equipment has not been cleaned.
  - Have staff, volunteers, and participants wash hands or use hand sanitizer if they come into contact or use shared amenities.
- Avoid taking multiple pods to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess).
- Limit nonessential visitors.
  - Limit the presence of volunteers for activities.
  - Use virtual formats for guest speakers and reading programs.
  - For schools, move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.
  - Do not allow the public access to indoor facilities when a program is in progress.
    - Limit access to the program's indoor facilities to staff, volunteers, and participants of the program.
- Promote staff, volunteers, participants, and their families to maintain distance from each other.
  - Educate staff, volunteers, participants, and their families and explain why this is important.
  - Provide reminders about the importance of not sharing food or drinks.
  - If possible, consider cleaning high touch areas of the play structure between groups.
- Exercise caution when using drinking fountains.
  - Think carefully about how drinking fountains are being used and how regularly they are being cleaned in making a decision to use them. Consider encouraging participants to use refillable water bottles to avoid direct contact with the fountain equipment.

- If you do use them, ensure there are hand hygiene products available right next to the drinking fountain and encourage users to perform hand hygiene before and after using one.
- Adhere to current travel restrictions
  - [CDC's Travel Updates for COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/travelers/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)

## Encourage and reinforce social norms and health etiquette

- Promote materials and trainings to ensure that staff, volunteers, and participants:
  - Wash hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
    - [Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](http://www.health.state.mn.us/people/handhygiene/index.html)
  - Always cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow.
    - [Cover Your Cough \(www.health.state.mn.us/people/cyc/index.html\)](http://www.health.state.mn.us/people/cyc/index.html)
- Ask staff, volunteers, and participants to wash hands upon arriving, before and after eating meals, before and after applying sunscreen, and when entering or leaving indoor spaces.
  - Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., creative summer program or camp accolades) for proper and thorough handwashing.
- Have hand sanitizer and tissues readily available for use by staff, volunteers, and participants.
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (see more details below).
- Educate staff, volunteers, and participants on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
- Ensure participants aren't sharing water bottles, food, or other items.
- Avoid using other employees' phones, desks, offices, or other work tools or equipment.
- Consider engaging program participants in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition around creating the new camp greeting, providing alternatives to hugs or high-fives).
- Post posters, use social media, email communication, etc. around symptoms of COVID-19 and health etiquette expectations.

## Promote health checks

- Promote social distancing and reduce congestion in the health office.
  - Use the health services office for participants, staff, and volunteers with COVID-19 like symptoms and, if possible, create a satellite location for first aid or medication distribution.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Allow for flexible administration of health care tasks for participants who are able to independently manage needs.
- Consider using visual cues to demonstrate physical spacing.
- Emphasize the importance of daily health checks.
  - This includes screening for participants, staff, and volunteers to ensure those who develop symptoms are not attending.
    - Screening process for children: [Guidance for Child Care Programs that Remain Open \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren\)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)
    - Consider using a similar system to the employee screening checklist: [Visitor and Employee Health Screening Checklist \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
  - If it is not feasible to conduct health screening given the setting:
    - Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
    - Ask about access to thermometers and consider implementing temperature checks for households that do not have one.
    - Use existing outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening.
- Use exclusion guidance and isolate symptomatic staff and program participants.
  - Follow exclusions guidance and ensure staff and participants stay home when sick: [COVID-19 Exclusion Guidance \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)
  - Ensure sick policies are supportive of participants and staff staying home when sick.
  - Have a plan if staff or participants get sick.
    - Make a plan with parents prior to sessions around expectations if their child becomes ill while at the program.
    - Plan to have a room or area that can be used to isolate a symptomatic staff member, volunteer, or participants while they wait to be picked up or are able to leave on their own; ensure there is enough space for multiple people placed at least 6 feet apart (in the case more than one participant becomes ill).
    - Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
- If you end up having a participant or staff who is diagnosed with COVID-19 reach out to MDH or your local public health agency for further direction.

## **Be mindful of traveling**

- Limit participation in summer programming to participants and staff who are arriving from Minnesota or bordering states.
- Ask staff and participants to limit their interaction with local communities when off-site to obtaining only essential services; and only allow sparingly or find other ways to get supplies/services. Follow appropriate social distancing and health etiquette measures when interacting with the community.
- Encourage staff to limit their interactions with others on their time off.

## **Promote a safe workplace for staff and volunteers**

- Hold staff and volunteer meetings virtually or in a large enough space to accommodate social distancing.
- Encourage non-essential planning and preparatory activities be conducted outside program facilities.
  - Consider allowing staff and volunteers to use alternate spaces (e.g., telecommute) for discretionary preparation time.
  - Conduct professional development virtually whenever possible.
- Ensure policies are supportive of participants, staff, and volunteers staying home when sick and offer options for people who are at high risk of developing serious symptoms associated with COVID-19.
  - Explore opportunities for staff and volunteers who cannot be on-site due to their own high-risk conditions or those of their family members to complete work using alternate spaces (e.g., telecommute).
- Ensure classroom access to hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes).
  - Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
  - Have hand sanitizer and tissues readily available for use by participants, staff, and volunteers throughout the building.
- Arrange classrooms to allow staff and volunteers to practice social distancing.
  - Turn desks to face in the same direction (rather than facing participants) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Ensure daily cleaning of the program environment.
  - Routine cleaning and disinfecting is key to maintaining a safe environment for staff, volunteers, and participants. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Adapt practices to ensure high-touch surfaces such as doorknobs, stair rails, counters, dining hall tables and benches, program equipment, and other items are regularly cleaned and disinfected.
  - Follow MDH guidance for cleaning and disinfecting:
    - [COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs \(www.health.state.mn.us/diseases/coronavirus/schools/clean.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)
    - [COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education \(www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html)
  - Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and ensure they have handwashing supplies.
  - Use EPA-registered household disinfectants recommended by the CDC – [Information on Disinfectants: \(www.epa.gov/coronavirus\)](http://www.epa.gov/coronavirus).
- Dedicate individual classroom and office materials.
  - Do not share writing utensils, classroom, and office supplies between participants, staff, or volunteers (when possible).
  - Frequently clean office materials or equipment that cannot be designated.
  - Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).

### Resources

[Schools and Child Care: Coronavirus Disease 2019 \(COVID-19\)](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html)

[\(www.health.state.mn.us/diseases/coronavirus/schools/index.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html)

[Child Care Information for Families and Providers \(https://mn.gov/childcare/\)](https://mn.gov/childcare/)

[CDC Guidance for Child Care Providers that Remain Open \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html)

[CDC Guidance for Schools and Child Care \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)

Minnesota Department of Health  
625 Robert Street North  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5000  
[health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

5/13/2020

For more information, visit [Coronavirus Disease 2019 \(COVID-19\) \(health.state.mn.us/diseases/coronavirus/index.html\)](http://www.health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

## **RESOLUTION #2020-**

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

**SUPPORTING WINDOM BUSINESSES AND URGING GOVERNOR TIM WALZ  
TO EXPEDITE THE RE-OPENING OF MINNESOTA'S ECONOMY  
IN A MANNER THAT BALANCES ECONOMIC AND PUBLIC HEALTH NEEDS**

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**WHEREAS**, the COVID-19 Virus poses a serious public health and safety risk and has created a worldwide pandemic; and

**WHEREAS**, due to the pandemic, Minnesota Governor Tim Walz has issued Executive Orders that have required a number of businesses to cease or significantly reduce operations, along with issuing "Stay at Home" orders for Minnesota workers; and

**WHEREAS**, the closure of businesses and the reduction in operations of other businesses has created unemployment and much economic hardship in the City of Windom and throughout the State of Minnesota; and

**WHEREAS**, on April 30, 2020 Governor Walz extended the "Stay at Home Order" which continued the closure of restaurants, bars, hair salons, and other places of public accommodation to May 18, 2020; and

**WHEREAS**, the severe economic harm that has been caused may result in the permanent closure of many businesses, loss of jobs and cause irrevocable harm to the local economy and livelihood of many Windom residents; and

**WHEREAS**, the closure and reduced operations of many Windom businesses has resulted in lost economic activity in the City of Windom and encouraged our residents to do their business in neighboring states where businesses are re-opening up faster; and

**WHEREAS**, the Windom City Council understands the need to protect public health, it urges those who are sick, have weakened immune systems, or who otherwise do not feel comfortable going out to stay home or otherwise protect themselves as needed; and

**WHEREAS**, the Windom City Council urges residents to continue practicing social distancing and follow other guidelines by the Centers for Disease Control and Minnesota Department of Public Health; and

**WHEREAS**, the Windom City Council urges Governor Walz and State leaders to balance the overall public health **and** economic health needs in making future decisions relating to the COVID-19 pandemic; and

**WHEREAS**, the Windom City Council urges Governor Walz and State leaders to re-open the State's economy in the fastest way possible while balancing the need to protect public health.

**NOW, THEREFORE BE IT RESOLVED**, the Windom City Council, is hereby urging Governor Walz and State leaders to lift the "Stay at Home" and allow restaurants, hair salons, other places of public accommodation, and any other businesses that were required to close as a result of the Executive Orders to re-open as soon as possible while following public health and safety protocols.

Adopted by the Council this 19th day of May, 2020.

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

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



May 11, 2020

Office of Governor Tim Walz  
130 State Capitol  
75 Rev Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

Dear Governor Walz:

We realize the situations, challenges and restrictions due to the Coronavirus and resulting State actions are different for everyone, but the closures have been especially hard on small business owners. Even though Federal and Local programs can help, they are not replacements for the everyday operation of businesses.

Outreach has already been made by the City to your office to open small businesses. To help impress the importance to our community we asked our citizens and small businesses to join us.

Fairness to small businesses is certainly missing when statewide the large big box retailers can be open to the public. I have asked the small business owners to be prepared to identify measures they can take to promote a safe plan for reopening.

The City has also contacted our local legislators and our municipal associations (League of Minnesota Cities and Coalition of Greater Minnesota Cities) to ask them to join in the voices asking the State to open small businesses. At the May 5, 2020 City Council meeting our members voted unanimously in support of this effort to re-open small businesses.

Sincerely,

Dominic Jones  
Mayor

Cc: Windom City Council  
Windom Economic Development Authority

**SENATE  
STATE OF MINNESOTA  
NINETY-FIRST SESSION**

**S.F. No. 4511**

(SENATE AUTHORS: MATHEWS, Newman, Jensen, Tomassoni and Utke)

DATE	D-PG	OFFICIAL STATUS
04/23/2020	5835	Introduction and first reading Referred to Jobs and Economic Growth Finance and Policy
05/07/2020	6418	Comm report: To pass Joint rule 2.03, referred to Rules and Administration
	6425	Comm report: Adopt previous comm report Jt. rule 2.03 suspended
05/11/2020	6425	Second reading Author stricken Ingebrigtsen Chief author stricken, shown as co-author Newman Chief author added Mathews Special Order: Amended Third reading Passed

- 1.1 A bill for an act
- 1.2 relating to economic development; authorizing reopening of businesses for safe
- 1.3 operation during the COVID-19 pandemic if certain safety guidance is followed.

1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. **REOPENING OF BUSINESSES FOR SAFE OPERATION DURING**

1.6 **COVID-19 PANDEMIC.**

1.7 Notwithstanding Executive Order 20-04, as extended, amended, and otherwise modified

1.8 by Executive Order 20-08, Executive Order 20-18, Executive Order 20-33, and any related

1.9 executive orders issued pursuant to Minnesota Statutes, section 12.21 or 12.31, a business

1.10 closed to ingress, egress, use, and occupancy by members of the public pursuant to the

1.11 executive orders listed, may operate provided that the business adheres to any COVID-related

1.12 workplace safety recommendations and guidance provided by the Minnesota Department

1.13 of Health and the Centers for Disease Control and Prevention to assist businesses and

1.14 employers in providing a safe and healthful workplace and business operation.

1.15 **EFFECTIVE DATE.** This section is effective the day following final enactment.

# ACTION ITEM



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

**TO:** City Council  
**FROM:** City Administrator *ASB*  
**DATE:** May 13, 2020  
**RE:** Support for Small Businesses – Chamber of Commerce Donation  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

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## Recommendations/Options/Action Requested

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Staff recommends that the City Council take the following action:

1. A donation to the Windom Area Chamber of Commerce in the amount of \$25,000 from the City's General Fund Reserve.

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## Issue Summary/Background

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The City Council expressed interest in assisting small businesses that were closed down or restricted in operations by Governor Walz's Executive Orders during the current Covid – 19 pandemic. A suggestion by a Council member was for short-term forgiveness of utility payments. Staff requested the opportunity to research this approach and referral to the Windom Utility Commission as authority for rates, fees and charges is within their powers granted by the Windom Charter.

Staff contacted the League of Minnesota Cities and the City Attorney for guidance on both providing funds to support small businesses and forgiveness of utility fees. Two basic legal thresholds need to be met to allow this type of expenditure of public funds. First, the expenditure needs to meet a public purpose. Second, statutory authority for making such an expenditure. The Minnesota Supreme Court has ruled that the objectives for benefitting all the city's residents further a public purpose and include General Welfare, Prosperity and Contentment. As such, the first legal threshold is met for the City Council or Utility Commission to make expenditures to support small businesses. Statutory authority to forgive or waive utility fees is not present for such an expenditure. However, under Minnesota Statute 469.191 a City may make an expenditure of up to \$50,000 to any incorporated developmental society or organization for promoting, advertising, improving or developing the economic or agricultural resources.

The recommendation from staff is for the City Council to make a donation to the Windom Area Chamber of Commerce to be used in their Small Business Hope Fund. As this is an already established program the monies can be distributed more rapidly and the Chamber has more discretion on expenditures than the City.

Funds, by statute, must come from the City's General Fund, but the City Council can make a request to the Utility Commission to increase their payment in lieu of taxes payment to off-set the donation.

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## Fiscal Impact

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Reduction of \$25,000 from General Fund Reserves will retain a threshold of 50.2 % which is within the 35-50% range specified by City policy.

## **Attachments**

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1. Minnesota Statute 469.191
2. Windom Area Chamber of Commerce – Small Business Hope Fund

**469.191 CONTRIBUTIONS TO REGIONAL OR LOCAL ORGANIZATIONS.**

A home rule or statutory city or town described in section 368.01, subdivision 1 or 1a, may appropriate not more than \$50,000 annually out of the general revenue fund of the jurisdiction to be paid to any incorporated development society or organization of this state for promoting, advertising, improving, or developing the economic and agricultural resources of the city or town.

**History:** 1989 c 165 s 1

**WINDOM CHAMBER OF COMMERCE  
SMALL BUSINESS HOPE FUND**

The Chamber's goal is to get funds into the hands of our hurting small businesses as soon as possible. Therefore, we have set an aggressive timeline with quick turnaround on money. All donations received into the Small Business Hope Fund via cash donations and profits from t-shirt sales by EOD 5/16/20 will be dispersed via check on Monday 5/18. We will continue our fundraising efforts through 5/31/20 and those funds will be dispersed on 6/1. At that time, we will reassess the situation and determine if we will continue for a longer period of time.

Below is a list of businesses and the criteria for eligibility to the funds.

**Fitness Centers**

Criteria: Operate as a fitness center with normal business hours a tax ID# and storefront/static location.

**Retail**

Criteria: Operate as a retail location with fewer than 10 employees, normal business hours, a tax ID# and storefront/static location. Store must not have been allowed to be open for essential services.

**Hair/Nail Salons**

Criteria: Operate as a regular business with normal business hours, a tax ID# and storefront/static location. Eligibility will be weighted by number of staff/stylists.

**Restaurants**

Criteria: Operate as a regular business with normal business hours, a tax ID# and storefront/static location. Eligibility will be weighted by percentage of business affected by limited business allowed by government shutdown.

Date of Issuance: May 6, 2020	Effective Date: May 6, 2020
Owner: City of Windom, MN	Owner's Contract No.:
Contractor: Empire Building Construction, LLC	Contractor's Project No.:
Engineer: DGR Engineering	Engineer's Project No.: 369017
Project: Legion Park Tennis Courts	Contract Name: Legion Park Tennis Courts

The Contract is modified as follows upon execution of this Change Order:

Description:

**Add 35 days to the Completion Date due to Covid 19 mobilization delays.**

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$ 174,194.86</u>	Original Contract Times: Substantial Completion: <u>July 31, 2020</u> Ready for Final Payment: <u>July 31, 2020</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: <u>\$ 174,194.86</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ _____	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>September 4, 2020</u> Ready for Final Payment: <u>September 4, 2020</u> days or dates
Contract Price incorporating this Change Order: <u>\$ 174,194.86</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>September 4, 2020</u> Ready for Final Payment: <u>September 4, 2020</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: <u>L.P. [Signature]</u>	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____	Title: <u>President</u>	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____	Date: <u>5-6-20</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_