

**Notice of electronic/telephonic meeting** – Some members may participate by telephone/other electronic means.

**Council Meeting**  
**Tuesday, June 16, 2020**  
**City Council Chamber**  
**6:30 p.m.**  
**AGENDA**



Call to Order  
Pledge of Allegiance

1. Consent Agenda
  - Minutes
    - Council Minutes – June 2, 2020
    - HRA – May 13, 2020
    - EDA Commission – June 8, 2020
    - Planning Commission – June 9, 2020
    - Library Board – June 9, 2020
    - Community Center Commission – June 9, 2020
  - Regular Bills
2. Department Heads
3. US Census Update –Jim Accurso
4. Resolution Accepting Donation – Police Department – Irene Menken
5. Planning Commission Recommendation - Conditional Use - 12 4<sup>th</sup> Street
6. First Reading Ordinance No 185, 2<sup>nd</sup> Series – Amending City Code
7. Park & Recreation Commission - Pool & Summer Recreation Recommendations
8. COVID-19 Preparedness Plan
9. Resolution Requesting Flood Prediction Gages
10. Resolution Revising Telecom Federal EDA CARES Act Grant Application
11. Resolution Correcting Filing Period Dates
12. Personnel – Hiring Recommendation - Police Officer
13. New Business
14. Old Business
15. Contractor Payment
  - M & R Paving – 2020 Street Project Overlay #1 - \$211,913.27
16. Council Comments



Adjourn

**Regular Council Meeting  
City Hall, Council Chamber  
June 2, 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, Marv Grunig,  
Jenny Quade and James Nelson

Council Absent: Rod Byam

City Staff Present: Steve Nasby, City Administrator; Andrew Spielman,  
Building & Zoning Official; Jeff Dahna, Telecom Manager;  
Spencer Winzenried, Community Center Director; Tim  
Hogan, Arena/Park Recreation Director; Glenn Lund,  
Water/Wastewater Superintendent; Brian Cooley, Street  
Superintendent

3. Pledge of Allegiance

4. Amendment to the Agenda:

Jones would like to add a Planning and Zoning Board Appointments under New Business.

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

5. Consent Agenda:

- Minutes
  - Council Minutes – May 19, 2020
  - Park & Recreation Commission – May 13, 2020
  - Joint Government – May 13, 2020
  - EDA Commission – May 26, 2020
  - Utility Commission – May 27, 2020
- Regular Bills

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

6. Department Heads:

Brian Cooley, Street Superintendent, stated that the Street Department plans on fogging Monday and Thursday nights. The fogging schedule is available on the City website, but is subject to weather conditions. Cooley updated Council on the 2020 Street Project. The contractor has begun paving 16<sup>th</sup> Street with a small delay due to railroad traffic. 6<sup>th</sup> Avenue South is slated to begin

## Preliminary

tomorrow. On 14<sup>th</sup> Street all the underground work was completed and is progressing as scheduled. Highland Road area is starting underground work. Cooley also informed Council that the Tennis Court construction project is under way with a September completion date.

Jones asked about compaction testing in the Tennis Court area. Cooley confirmed testing will be completed by an engineer.

Grunig questioned what insects are targeting during the fogging schedule. Cooley replied mosquitos are the primary target, as a previous formula change resulted in sick pets. The fogging is effective on the insects that are active at that time.

Nelson inquired about the fill placed at the Soccer Fields as his worry is about erosion in the area. Cooley answered that hydro-seeding is in the plans and will check with the EDA Director. Staff will email Council with a response.

Quade requested information on un-mowed residential properties. Cooley noted that staff mows a small number of private properties annually as no responses are received from the owners. He said of the 52 un-mowed properties that were listed last week, only a few remain and he will send letters to them tomorrow.

Andrew Spielman, Building & Zoning Official, informed Council that when the City was in-between Street Department Supervisory Staff, the Building & Zoning Department assisted with un-mowed properties and processed them with the nuisance complaints. The Street Department is now staffed and equipped with mowers to address the un-mowed properties. Outside vendors are used for mowing as needed.

Tim Hogan, Arena/Recreation Director, expressed to Council that the Governor has opened up youth recreation programs as of June 1<sup>st</sup>. The programs will have limitations and follow CDC/Minnesota Department of Health recommended guidelines. Hogan hopes programs will begin on June 15<sup>th</sup>, with reduced fees as the main focus will be on skills/development camp (no coordinated games). He will be in communication with the Community Education Office to help guide registrants. Hogan added the swimming pool has been cleaned and staff is completing the needed maintenance. The City is still waiting on the State's decision on public pool openings. Sand Volleyball League and Adult Softball League will not be held due to social distancing requirements, but the courts/fields will be maintained for public use.

### 7. Resolutions Accepting Federal Grants:

**Council Member Grunig introduced the Resolution No. 2020-34, entitled "AUTHORIZATION TO EXECUTE U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CARES ACT GRANT AGREEMENT" and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Quade, Ray, Nelson and Grunig. No: None. Absent: Byam. Abstain: None. Resolution passed 4 - 0.**

**Council Member Quade introduced the Resolution No. 2020-35, entitled "AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF HEALTH (MDH) CARES ACT GRANT AGREEMENT FOR THE WINDOM AMBULANCE DEPARTMENT" and moved its adoption. The resolution was seconded by Ray and on roll**

**call vote: Yes: Ray, Nelson, Quade and Grunig. No: None. Absent: Byam. Abstain: None. Resolution passed 4 - 0.**

8. Designation of 2020 Filing Period:

Jones stated the upcoming election will have the vacancies of Mayor, Councilmember – Ward I, and Councilmember – Ward II. The filing period for the positions will be from July 30, 2020 8:00 AM to August 12, 2020 5:00 PM. The filing fee is \$5.

**Council Member Grunig introduced the Resolution No. 2020-36, entitled "A RESOLUTION DESIGNATING THE FILING PERIOD FOR CANDIDATES FOR THE CITY ELECTION" and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Grunig, Ray, Nelson and Quade. No: None. Absent: Byam. Abstain: None. Resolution passed 4 - 0.**

9. Personnel Policy Revision:

Steve Nasby, City Administrator, explained that the City of Windom has the practice of putting 50% of the employee's accrued, unused sick leave in a Post-Retirement Health Care Savings Plan after a retirement. A new representative for the Minnesota State Retirement System has reviewed the language listed in the City of Windom's Personnel Policy and the Law Enforcement Labor Services contract (upon negotiation) and recommends updating the language to reflect prior practice and the same language as the IBEW agreement. There is no change in financial impact.

**Motion by Nelson second by Quade approving the Windom Personnel Policy language amendment to provide clarification language on severance pay that is consistent with the requirements of the Minnesota State Retirement System. Aye: Nelson, Quade, Grunig and Ray. Nay: None. Motion carried 4 – 0.**

10. New Business:

Spielman explained the openings for the Planning/Zoning Commission in regards to the need for the serving member to be from the appropriate Ward and Precinct according the City's Charter. There has been a vacancy on the Commission since 2018, along with a current member moving out of town. Spielman would like Council to approve Jeremy Johnson (Ward II, Precinct I) and Ben Byam (Ward I, Precinct II). Both are 4 year terms.

**Motion by Quade second by Nelson approving appointing Jeremy Johnson and Ben Byam to the Planning/Zoning Commission. Aye: Quade, Grunig, Ray and Nelson. Nay: None. Motion carried 4 – 0.**

11. Old Business:

Nasby stated the local COVID-19 updates are now completed once a week. He said COVID-19 numbers have been steady for Cottonwood County and the City of Windom soft-openings have been going well. City Hall is open and the Library will be allowing a limited number of patrons inside starting tomorrow. The Community Center can accommodate gatherings under 10 people in accordance to the current Governor's orders to comply with social distancing. The Arena is prepping the outdoor Arena for use. The indoor racquetball courts and volleyball courts remain

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closed. All horse shows have been cancelled for May and June. Nasby said the County Fair Board voted to cancel the 2020 Cottonwood County Fair.

Jones noted many residents are wearing masks in public. He noted with restaurants reopening, and more public spaces are available to use, he stressed to continue to practice social distancing and handwashing. Jones added COVID-19 testing is available to those who have symptoms and to check with your local health care provider.

Council discussed the future Council meeting format. They concurred to continue with the electronic option (per member preference) and will re-evaluate as time progresses.

12. Contractor Payments:

**Motion by Ray second by Grunig to approve the Pay Request #19 for Gridor Construction in the amount of \$169,750 for the Wastewater Treatment Facility Improvement Project. Aye: Grunig, Quade, Ray and Nelson. Nay: None. Motion carried 4 – 0.**

**Motion by Ray second by Quade to approve the Pay Request #1 for Hjerpe Contracting, Inc. in the amount of \$325,378.80 for the 2020 Street Project. Aye: Ray, Nelson, Grunig and Quade. Nay: None. Motion carried 4 – 0.**

**Motion by Ray second by Grunig to approve the Pay Request #1 for Empire Building Construction LLC in the amount of \$7,125 for the Tennis Court Project. Aye: Grunig, Nelson, Quade and Ray. Nay: None. Motion carried 4 – 0.**

13. Council Comments:

Quade encourages patronizing the businesses that are starting to reopen.

Nelson hopes that the lockdown does not return. He added to stay safe and enjoy the summer.

Grunig said returning to the Council Chambers is a great reopening step.

Ray encouraged everyone to stay safe and reminded the public to check on those without air conditioning.

Nasby reiterated Quade's comments and encouraged local business support. Restaurants and salons are in need of customers.

Jones said the \$25,000 check to the Chamber was a great boost to help out local businesses. The Chamber Office extended a very appreciative thank you to the Council for their actions. Jones added that the reopening process has been slow, but to follow the rules while still enjoying the Minnesota summer.

14. Adjournment:

**Mayor Jones adjourned the meeting by unanimous consent at 7:16 p.m.**

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

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

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

May 13, 2020 at 4:00pm

A regular meeting of the Board of Directors was held on May 13, 2020 at the Riverview Apartments Community Room. Board Members present: Linda Jaakola, Tom White and Dan Molitor. Margaret McDonald attended via conference call. Also present was: Executive Director, Connie Clausen. Absent were Commissioners Pam Dobson as well as City Liaison, Rod Byam.

The Regular Board Meeting was called to order at 4:01 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 the current fiscal year April 1, 2020 through today, we've completed 2 turnovers with an average of 27.50 days per turnover. Applications have slowed due to the current virus situation. There were no monthly fee accountant reports to present this month.
2. Executive Director gave an update on the RV Water Heater Replacement Project. The water heaters have been installed and the project has been completed. A pay request has been received from Elite Mechanical in the amount of \$20,825.74. This will be paid with CFP2020 funds. A motion was made to approve the pay request from Elite Mechanical in the amount of \$20,825.74 using CFP2020 funds (Molitor/White).
3. An update on the Residential Rehab Loan Program was given by the Executive Director. The program has been advertised in the current newspaper and shopper for two weeks. We have had multiple calls and emails and have sent out information to those interested. The first loan request was also received and presented by the Executive Director. After some discussion, a motion was made to approve the Residential Rehab loan request for Karen Skarphol in the amount of \$10,000 (White/Molitor).
4. The Executive Director reports being contacted by the City of Windom last month after sending in the City Rental License Application regarding a change. The property at 957 River Road and Riverview Apartments will be on the application and inspection schedule for 2020 and Hillside Manor will be on the 2021 schedule. The application changes were made as requested and resubmitted.
5. The Executive Director is working on a solution for the tenant request for exercise equipment at RV and will be talking to tenants at both buildings. Until then, this item will be tabled.

New Business consisted of:

1. The Executive Director has received a verbal resignation from Commissioner, Pam Dobson. This will be her last month on the board. Commissioner Dobson's term expires 12/31/2020. The board discussed names to contact as a replacement to finish out the term. Commissioner White will make a contact and report back to the board in June.
2. An update on the COVID-19 situation was given by the Executive Director. The first report of a confirmed case of the virus was recently received. Notices have been sent out to tenants with reminders about sanitizing, social distancing etc. as well as being prepared to self-quarantine if needed. The Executive Director also reports HUD has approved special COVID-19 funding to be used on expenses related to cleaning supplies and personal protection equipment for staff. This funding is to be used April 1, 2020 through December 31, 2020. Any unused funds will be returned to HUD. The Windom HRA received funding in the amount of \$25,931. Per current HUD regulation, the HRA can also use certain waivers to regulations during this crisis. The Executive Director presented the use of a waiver regarding the requirement of tenants to complete community service if they do not meet an exemption. The second waiver presented was regarding the energy audit that needs to be completed every 5 years. An energy audit is currently required to be completed by December 31, 2020.

Through the waiver this requirement deadline is moved to December 31, 2021. A motion was made to accept the waivers for both the community service requirement for tenants as well as the energy audit as presented by the Executive Director (McDonald/White).

3. The Executive Director reported on the two CD's currently held at United Prairie Bank. Both CD's are up for auto-renewal the end of May and are on a six-month renewal. It was decided to keep both CD's on the current renewal schedule.
4. The 2020 HUD Income Limits for Cottonwood County MN were presented by the Executive Director. The new income limit is \$40,700 gross annual household income for one person and \$46,500 for a household of two. This information has been updated as required.
5. The Executive Director reports preparing the annual staff t-shirt/apparel order for both office staff and maintenance staff. We will be using AP Designs of Marshall once again.
6. The Executive Director presented bids on the RV Security Camera Project. Three bids were received from Bankoe, Brother's Fire & Security and Safe-N-Secure. After discussion, a motion was made to accept the bid from Safe-N-Secure as the low bidder at \$31,620.39 with the option to add the upgraded camera in the parking lot (White/Molitor).
7. The Executive Director presented a quote from MEI (Minnesota Elevator) for needed upgrades to both elevators at Riverview Apartments in the amount of \$44,496. These upgrades are for new door equipment and door operators. These have not been upgraded in approximately 25 years. After discussion, a motion was made to accept the quote from MEI for \$44,496 for the upgrades (McDonald/White).
8. The Executive Director presented results from an RFQ for A&E Services. A total of three proposals were received from ISG, Mankato MN, Studio E, Glenwood MN and Marquis X Erickson, Yankton SD. Each proposal was evaluated on a point system. After discussion, a motion was made to accept the proposal for A&E services from Marquis X Erickson (McDonald/Molitor).
9. The Executive Director reports the following HUD and other reports worked on this past month. They include: (J) Updating eLOCCS Approving Official; (W) Section 3 Reporting; (W&J) Annual PORT Certification; (W) FYE 03/31/2020 Unaudited REAC Submission;
10. Discussion turned to the possibility of a per diem for commissioners to help in recruitment and retention of board members. After some discussion, it was decided to table the discussion to allow time to review state and local statutes.
11. The Executive Director reported that she will be taking vacation Wednesday, July 22, 2020 through Monday, July 27, 2020. Maintenance staff will be on site and can check messages as needed.
12. The meeting was closed at 5:02 pm for negotiations with the Executive Director (Molitor/White). After some discussion, a motion was made to approve a salary increase for the Executive Director, Connie Clausen, to \$56,804.80 annual gross salary effective April 1, 2020 (McDonald/White). The meeting was re-opened at 5:35pm (White/McDonald).
13. Upcoming board meetings will be June 10<sup>th</sup> (HS) and July 8<sup>th</sup> (RV).

With no further business, the meeting was adjourned at 5:37 pm (White/McDonald).



Linda Jaakola, Chairman



Connie Clausen, Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
JUNE 8, 2020

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

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.; City Administrator Steve Nasby; and Kevin Stevens, Co. Comm. Liaison.

3. Approval of Minutes – May 11, 2020 & May 26, 2020:

**Motion by Commissioner Byam, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on May 11, 2020. Vote by roll call: Ayes: Commissioners Herding, Byam, Grunig, Clerc, and Sandberg; Nays: None; and Absent: None. Motion carried 5-0.**

**Motion by Commissioner Herding, seconded by Commissioner Byam, to approve the Minutes of the EDA Meeting held on May 26, 2020. Vote by roll call: Ayes: Commissioners Clerc, Sandberg, Grunig, Byam, and Herding; Nays: None; and Absent: None. Motion carried 5-0.**

4. Rental Rehab Revolving Loan Program: Director Hage updated the Board concerning his contacts with representatives of Comfrey Farm Prime Pork and Hy-Life regarding the number of available rental units. There have been discussions concerning available upstairs units around the Downtown Square, renovation of former school buildings into apartments, conversion of some single-family homes into apartments, and other areas in Windom for new builds.

Previously the HRA offered a loan program to assist property owners in rehabilitating property to be used for rental units. Loans were up to \$10,000, accrued interest at the rate of 1.5% per annum, and were amortized over 5 years. The HRA no longer offers that program, but instead is focusing on a new owner-occupied residential rehab program.

Director Hage presented an outline of a potential rental rehab program to encourage property owners to rehab existing rental units that have been vacant for at least 6 months or to create new rental units in existing buildings. He proposed loans of \$5,000 per unit. There will likely be a maximum on the number of loans to any one landlord or ownership group, such as 4 loans. Half of the loan would be forgivable and half would be repayable. The interest rate would be 1.5% per annum and the repayable portion would be amortized over 3 years. He discussed financing options such as use of EDA reserve funds for the repayable portion of the loans and use of funds from employers for the forgivable portion of the loans. He also discussed the option of an employer guaranteeing rent for 2 years to incentivize additional rental units. The consensus of the EDA Commissioners was to use up to \$50,000 of EDA reserve funds for a rental rehab loan program if an employer, such as Prime Pork, will match the contribution. Director Hage will do additional research and program parameters will be presented to the Board at a future meeting.

5. Cemstone Redevelopment Area

A. Federal EDA Grant Application: Director Hage updated the Board regarding the application process. West Central Environmental has started on the National Environmental Policy Act (NEPA) review and the State Historic Preservation Office (SHPO) review. There will be a 30-day public comment period following preparation of these reviews. EDA Staff is working on the application. There is no specified deadline for the submission of the application. However, the EDA would like to submit the application as soon as possible after the public comment period is completed.

6. Riverbluff Estates Subdivision

A. Request for Proposals: At the May 26<sup>th</sup> Special Meeting, the EDA Board approved the proposed Request for Proposals for construction of a new home on the remaining lot in the subdivision. The goal was to have a new house constructed on the property this summer. Director Hage forwarded this RFP to developers who were interested in the property. One developer is not interested because of the additional costs for tree removal and dirt work on the lot. The other developer is interested in the property; but because of his schedule, may not be able to construct a new home until 2022. The Board had received a copy of a letter from the adjoining property owner who wishes to purchase the lot so that it can remain undeveloped. There was a discussion concerning the need for housing and options regarding use of this lot. The matter was tabled until the next meeting.

7. EDA Commercial Rehab Program

A. Application: 355 9<sup>th</sup> Street: The Board reviewed the application submitted by Iryna Johnson (Owner/Applicant) and Daniel K. Johnson (Co-Applicant) for a Commercial Rehab Loan for 355 9<sup>th</sup> Street. Director Hage advised that the application covers improvements to the first floor for a mixed retail and service use. Only expenses that benefit the commercial portion of the property are eligible. (There are upstairs apartments in the building—some of which are currently being rehabbed.) The project includes replacement of 2 doors, repair of a 3<sup>rd</sup> door, replacement of the underside of the awning and a window, replacing the water supply, 2 furnaces and 1 air conditioner. The Applicants will provide \$5,000+ in equity for the project. They have requested a \$10,000 loan from the EDA (\$5,000 repayable and \$5,000 forgivable). EDA Staff has reviewed the application and the required submittals and determined that the application is complete.

**Motion by Commissioner Byam, seconded by Commissioner Grunig, to approve the commercial rehab application submitted by Iryna Johnson and Daniel K. Johnson, covering the commercial property at 355 Ninth Street, for a loan of up to \$10,000 from the EDA's Commercial Rehab Program. Vote by roll call: Ayes: Commissioners Byam, Grunig, Herding, Clerc, and Sandberg; Nays: None; and Absent: None. Motion carried 5-0.**

8. Old Business

A. River Bluff Townhomes: Director Hage had contacted Van Binsbergen & Associates concerning a question raised by an EDA Commissioner regarding the discrepancy between the budgeted revenue and the actual revenue for the last 2+ months. Director Hage reported that one of the tenants had not been paying rent and moved out without notice. During COVID-19, Van Binsbergen was not able to do evictions. However this matter is now in collections. There was also a regular one-month vacancy after a tenant moved out, the apartment was repainted, etc., and then re-rented.

9. Miscellaneous Information

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

10. Adjourn. On consensus, President Clerc adjourned the meeting at 12:40 p.m.

Attest:

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

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

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
JUNE 9, 2020**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:04 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Marilyn Wahl, Jared Baloun, Ben Byam, Carol Hartman (by phone), Jeremy Johnson, and Greg Pfeffer (by phone).  
Absent: Brett Mattson and Lorri Cole.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; Mayor Dominic Jones (Liaison); City Administrator Steve Nasby (Zoom technical assistance through Agenda Item No. 6.); Jed Knutson, Panda Heston, Tim Hacker (by phone), and Kent Kelly (by phone).

3. Welcome New Commissioners – Ben Byam and Jeremy Johnson: Chairperson Wahl welcomed new Planning Commissioners Ben Byam and Jeremy Johnson.

4. Oath of Office: Ben Byam took the oath of office. Jeremy Johnson took the oath of office.

5. Approval of Minutes: May 12, 2020:

**Motion by Commissioner Hartman, seconded by Commissioner Baloun, to approve the Planning Commission Minutes for the Meeting held on May 12, 2020. Vote by roll call: Ayes: Commissioners Byam, Pfeffer, Johnson, Baloun, Wahl, and Hartman. Nay: None. Absent: Commissioners Cole and Mattson. Motion carried 6-0.**

6. Public Hearing

A. 7:05 P.M.: Zoning Application – Jed & Cynthia Knutson/Kent Kelly, etal -  
12 Fourth Street (Conditional Use Permit – Impound Lot)

Chairperson Wahl opened the public hearing at 7:07 p.m. Zoning Admin. Spielman advised that an Application requesting a conditional use permit for an impound lot was submitted jointly by Jed and Cynthia Knutson and Kent Kelly (one of the property owners). Kimberly Kelly-Sommer, Kerry Kelly, and Kristi Kelly-Raverty (Co-owners) all signed Consents to the Application. Included in the packet was an aerial view with the proposed location of the impound lot in the Southwest corner of the property highlighted in green. Knutsons will be leasing that portion of the property from the Kellys. The property is located in an I-1 Light Industrial District. This proposed use as an impound lot is not specifically listed as a permitted or conditional use in this Zoning District. City Code Section 152.152(C) allows the Planning Commission and City Council to consider “all other uses not listed in Section 152.151”.

Chairperson Wahl asked if Jed Knutson would like to comment on the application. Mr. Knutson advised that along the west side of the property they are constructing a five-foot earth berm which will have a fence installed on top of the berm, so that there will be no site line of the impound lot form the residences. The fencing in some areas would be screened with the blue strips similar to those on the curve-side of the fence. The vehicles in the impound lot would be vehicles that were abandoned or recovered from accidents. The vehicles only stay in the lot a short time. He’s required to retain abandoned vehicles for 90 days before they can be hauled to a salvage yard. Vehicles recovered from accidents remain on the property until the insurance company comes to pick them up. He said that the turnaround time for removal of semis is typically shorter.

Chairperson Wahl opened up the meeting for public comments. Panda Heston of 53 Sixth Street advised that she wanted to make sure that any chemicals that leaked out would not go to the river. In the current location where the vehicles are stored, there is a slough that runs to the river. She wanted to make sure that would not be affected from the chemicals spilled in the area of the impound lot and that the chemicals would not go through the field and down to the river. Jed Knutson advised that they were constructing a berm to contain anything that leaks out from the vehicles. He said that Windom Towing is hazmat certified. If any tank is ruptured, they siphon off the fluids before transporting the vehicle to the impound lot.

Tim Hacker of 608 Lakeview Avenue asked if the whole area that Knutsons are going to lease will be fenced off. Jed Knutson replied that yes it would be. There is a sliding gate on the north where they would bring semis in and there's already a sliding gate to the south.

In response to questions, the following information was provided by Mr. Knutson: There is room for semi-tractors on this impound lot. The lot has capacity for 30 passenger vehicles and 2 semi tractors. He has not determined where the vehicles would be taken if there is an overflow.

The height of the fence on top of the berm would be the same height as the existing chainlink fence. The Kellys have extra fencing left over to be used on top of the berm and around the impound lot. Mr. Knutson was not sure of the exact height of the fencing but thought it might be eight feet.

Most vehicles are removed within 90 days. He advised that occasionally there's a discrepancy with the titles and he can't dispose of a vehicle if the VIN No. doesn't match. However, after that issue is resolved, then the vehicle will be gone.

Windom Towing is regulated through MPCA standards regarding spill containment and proper disposal of fluids. They work with the Fire Department concerning cleanup on accident scenes.

Windom Towing's impound lot is a staging area for vehicles recovered at the request of the Windom Police Department and other law enforcement agencies. They are removing those vehicles from the streets at no cost to the City and are only recovering their expenses when the vehicles are scrapped. Windom Towing is performing a service to keep the streets and roads clear of abandoned vehicles.

Regarding the rest of the property, Kent Kelly advised that there were 4 semis for storage and 2 of those semis are gone. The other 2 semis should be gone by the end of the summer. He replied that on the rest of the area he'll "just be storing grass" which received a favorable response from a Commissioner and a neighbor.

There being no further public comments, Chairperson Wahl closed the public hearing at 7:20 p.m. and referred the application to the Planning Commission for discussion.

In response to a question, Zoning Admin. Spielman indicated that he did not foresee any long-term problem with the granting of the conditional use permit ("CUP") for this area. The Commissioners and City Council could specifically set forth fencing and screening conditions for the CUP. The provisions of the CUP run through property ownership and would apply as long as Jed and any of his successors continue to use the property as an impound lot. The existing chain link fence with barbed wire on the top will completely enclose and secure the area of the impound lot.

Zoning Admin. Spielman displayed photos of the proposed area for the impound lot. The photos show the beginning construction of the berm.

In response to a question, Zoning Admin. Spielman read portions of City Code Section 152.155 ("Special District Provisions") for I-1 Districts which refer to screening and buffering. He is most concerned with screening on the west side of the property because it is adjacent to residential properties. There are no specific provisions in the Code for screening of I-1 properties from other industrial properties in an I-1 District. There are existing buildings which help screen the east side of the proposed impound lot from County Road 26 although there could be some exposure.

Commissioners Baloun and Hartman expressed concern that the fencing which faces the south (and would face the Des Moines Valley Health & Human Services building) should include the screening (blue strips). Zoning Admin. Spielman advised that this would be a reasonable condition. Jed Knutson advised that they could essentially do that.

Kent Kelly advised that he is in the process of cleaning up the whole property. He was intending to move the blue strips from the fence on the north to the south side of the fencing because the items behind the north fence will be moved out.

There was also discussion that if the screening currently along the curve on County Road 26 is removed, then the east and north sides of the area of the impound lot would be exposed.

Mayor Jones commented on a matter similar to Panda Heston's question. Mayor Jones said that he had reviewed the map of Windom's Drinking Water Supply Management Area. The area of the proposed impound lot is within 100 feet of the management area. However, he believes that the proposed impound lot is outside the management area. He requested that City Staff verify that location prior to the approval of the conditional use permit by the City Council.

Zoning Admin. Spielman advised that he had reviewed the wetlands map. He said that where the vehicles are currently stored, they are close to a wetland; and if that would have been the area of the proposed impound lot, the DNR would have been notified. Zoning Admin. Spielman stated the prior to the June 16<sup>th</sup> City Council Meeting, he would verify the proposed location in relation to the drinking water supply map and communicate with the Water/Wastewater Superintendent regarding any concerns the Water Department would have regarding the water supply.

Mayor Jones requested that for future CUP applications, a verification concerning the proposed CUP's location in relation to the City's Drinking Water Supply Management Area be made prior to the approval of the CUP.

In response to a question concerning the size of the impound lot, Zoning Admin. Spielman advised that the lot size is approximately 130 feet east and west by 150 feet north and south in the Southwest corner of the property. The Commissioners expressed that they would like to list as a condition that the impound lot would only cover this portion of the property.

**Motion by Commissioner Baloun, seconded by Commissioner Hartman, to recommend City Council approval of the application by Jed and Cynthia Knutson, Kent Kelly, Kimberly Kelly-Sommer, Kerry Kelly, and Kristi Kelly-Raverty for a conditional use permit for an impound lot with an area approximately 130 feet east and west by 150 feet north and south in the Southwest corner of the property described below upon the following conditions: (1) The entire impound lot is to be fenced and secured and (2) any frontage or residential-facing portions of the impound lot need screening, specifically the south and west sides of the property.**

**Motion amended by Commissioner Hartman, seconded by Commissioner Byam, to add the conditions that (1) all of the fencing surrounding the impound lot be screened within ninety (90) days of approval of the conditional use permit and (2) no scrapping, dismantling or salvage of vehicles or vehicle parts shall be allowed on the impound lot.**

**The property is located at 12 Fourth Street and is described as: An area approximately 130 feet east and west by 150 feet north and south in the Southwest corner of the following described property: Lot 1 of County Auditor's Plat No. 14 in the City of Windom, Cottonwood County, Minnesota, EXCEPTING THEREFROM, all that part of said Lot 1 which lies East of the following described line: Beginning at a point on the South line of said Lot 1 a distance of 307.29 feet West of the center line of County Road No. 26 and running thence North a distance of 326.04 feet to the center line of said County Road No. 26 and there terminating, said "excepted" Tract contains 1.318 acres more or less. (Parcel No. 25-177-0010 ).**

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

**Findings of Fact for Conditional Use Permit:**

- (1) As stated in the narrative herein.**
- (2) The proposed use will not be detrimental to the integrity of the I-1 Zoning District.**
- (3) The proposed use is not in conflict with the City's comprehensive plan.**
- (4) The proposed use will not unreasonably harm the public health, safety and welfare, create a nuisance, or create unreasonable congestion injurious to nearby properties.**

(5) The proposed use does not interfere with the creation of a beneficial environment within its own property boundaries and on adjoining properties.

(6) The proposed use will not interfere with the provision of a reasonable economic benefit to the community.

(7) The provisions for interrelationship between the proposed development and contiguous and non-contiguous adjacent properties will not adversely affect pedestrian and vehicular movement and will not adversely affect the buffering of the service facilities and parking areas.

(8) The proposed project can be accommodated with existing public utilities and services and will not overburden the City's service capacity.

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

Chairperson Wahl advised the Applicants that the Planning Commission makes recommendations to the City Council and the Council will make the final decision as its meeting on June 16<sup>th</sup>. Mayor Jones encouraged Mr. Knutson to attend the City Council Meeting if possible.

## 7. Review of Proposed Code Amendments

A. Zoning Permits: Zoning Admin. Spielman reported that in the Fall of 2019, the Planning Commission discussed instituting zoning permits and recommended a proposed permit fee. The City Council approved the permit fees. We need revisions to the City Code to include the new permits and fees. The Planning Commission reviewed the proposed additions to the City Code. There was a discussion as to whether any permits are required for sidewalks on the boulevards or sidewalks on personal property (such as between the house and the boulevard). No permits are required for installation or replacement of sidewalks. However, the City does have required specifications for boulevard sidewalks.

**Motion by Commissioner Baloun, seconded by Commissioner Hartman, to recommend approval by the City Council of the proposed additions to the City Code of Sections 150.04 and 150.05 concerning zoning permits and fees for zoning permits. Vote by roll call: Ayes: Commissioners Wahl, Pfeffer, Johnson, Baloun, Byam, and Hartman. Nay: None. Absent: Commissioners Cole and Mattson. Motion carried 6-0.**

B. Moving Permits: Zoning Admin. Spielman provided a brief background concerning the requirements for permits for moving buildings in (and through) Windom. These permits were instituted prior to the newer permits required for manufactured structures and accessory buildings. Pursuant to the City's policy if another permit has been issued for a building, a moving permit has not been required. The proposed Code amendment will align the City Code with the current policy.

**Motion by Commissioner Hartman, seconded by Commissioner Wahl, to recommend approval by the City Council of the proposed revisions to Subsections 150.16(A) and 150.18(B) of the City Code concerning moving permits. Vote by roll call: Ayes: Commissioners Hartman, Byam, Baloun, Johnson, Pfeffer, and Wahl. Nay: None. Absent: Commissioners Cole and Mattson. Motion carried 6-0.**

8. Other Business/Reports: None.

## 9. Unfinished Business

### A. Revisions to Proposed Code Amendments

(1) Definitions, New Conditional Use – I-1 & I-2 Districts: A proposed new Code Section 152.477 regarding impound lots, plus other related Code revisions, had been presented to the Planning Commission at the May 12<sup>th</sup> Meeting. Following discussion and recommendations by the Commissioners, the proposed new section was revised to eliminate the B-2 Zoning District and other

minor revisions were made. After a brief discussion, the following action was taken.

**Motion by Commissioner Baloun, seconded by Commissioner Byam, to table the discussion on these proposed Code amendments until the next Planning Commission Meeting. Vote by roll call: Ayes: Commissioners Hartman, Baloun, Byam, Johnson, Pfeffer, and Wahl. Nay: None. Absent: Commissioners Cole and Mattson. Motion carried 6-0.**

**B. Review of Proposed Code Amendment**

- (1) Accessory Buildings: Zoning Admin. Spielman recapped the background of this proposed amendment. A property owner spoke to the Planning Commission on May 12<sup>th</sup> regarding placing a garage on an undeveloped lot. City Code does not allow for accessory structures on vacant lots unless the lot is adjoining a principal lot and can be combined with the principal lot under one parcel number. The City would not be able to approve a variance because that would be a “use variance” which is not allowed under State Statutes. A question had been raised as to what other communities are doing regarding this issue. Zoning Admin. Spielman checked the City Codes for Worthington, Mountain Lake, St. James, Mankato, St. Peter.... All of their language regarding accessory buildings on undeveloped lots is similar to Windom’s Code language. Proposed code revisions were prepared for discussion by the Planning Commission. Much of the proposed language came from discussions by the Planning Commission several years ago. However, at that time, the amendment did not move forward. Zoning Admin. Spielman reviewed the options with the Commissioners. After further discussion, the following action was taken.

**Motion by Commissioner Wahl, seconded by Commissioner Byam, to table the discussion on these proposed Code amendments until the next Planning Commission Meeting. Vote by roll call: Ayes: Commissioners Wahl, Johnson, Baloun, Byam, and Hartman. (No audible vote by Commissioner Pfeffer.) Nay: None. Absent: Commissioners Cole and Mattson. Motion carried 5-0.**

10. New Business: None.

11. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman advised that she had received contacts from 2 people regarding nuisance properties they had reported and never received any feedback. She wondered if there was a way to let people know that we’ve received their complaints and are working on them. Zoning Admin. Spielman explained the process for nuisance complaints forms. After the written forms are received by the Clerk’s Office, a copy of the Complaint (without the Complainant’s name or contact information) is submitted to the Building & Zoning Office. (This is to retain confidentiality concerning the Complainant’s identity.) However, that practice also does not allow the B&Z Office to update the Complainant regarding the status of the complaint. There has been some internal discussion regarding amendment of the form. There was discussion concerning other options.

The next Planning Commission Meeting is scheduled for July 14th.

12. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 8:30 p.m.

\_\_\_\_\_  
Marilyn Wahl, Chairperson

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

Windom Library Board Meeting

City of Windom Council Chamber

June 9, 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, Susan Ebeling, Steve Fresk, Terri Jones and Kathy Hiley

Members Absent: Kari Scheitel

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

Motion by Susan Ebeling and seconded by Terri Jones to approve the agenda and the minutes.

4. Financial Report:

Dawn reviewed the financial report. One new wireless computer was purchased. Funds came from capital outlay.

Motion by Anita Winkel and seconded by Susan Ebeling to accept the Financial Report.

5. Librarian's Report:

Dawn reviewed the library opening guidelines prepared by the staff along with information from other libraries in the Plum Creek Library System. There are some libraries in the system that remain closed to the public with limited services.

Nancy, along with other librarians in the Plum Creek system have been working on ways to provide the Summer Reading program. Windom participants will receive a Family Bingo sheet and Teens & Tweens can participate with their own Bingo sheet. Summer Storytime and Lunch Bunch will be presented online. Nancy will be reading stories, singing songs etc. on the Windom Library Facebook Page. Sammy the Snake will be out in the community instead of hiding in the library. Area businesses received a letter about Sammy and the overwhelming response has booked Sammy into September! Participants that locate Sammy and hand in their monthly Bingo Sheets will have their names put in a drawing for Chamber Bucks. The Friends of the Windom Library provided the funds for the Chamber Bucks. Julie is assembling craft kits for families to pick up and complete at home. The staff has been participating in meetings across the state, sharing ideas during this time of Covid-19. Curbside pick-up remains busy.

The clock on the balcony quit working in March. Mark Nemitz has ordered a new timepiece.

Sue Resh inquired about the benches for the front of the library that will be funded by a memorial in her parents' name. Dawn is planning on ordering them from Bedford soon.

Library users are starting to return to the library. in. Movie selection is now being offered by listing of movies in binders. This is easier to sanitize than the multiple vinyl sleeves.

Computer use is limited to two patrons at a time with a limit of 20 minutes.

Dawn asked the board to share the library's posts on FaceBook.

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

6. Old Business:

Dawn completed the State Report in March and asked John as board president to sign it.

Work is still being done to complete the small bathroom in the children's section.

7. New Business:

Funding is available through a grant to offer patrons hotspots (internet connections) that can be checked out with guidelines, yet to be established. Each library building in the Plum Creek System will receive 4 hotspots with the monies. Nancy has applied for Legacy Funds to offer programming via Facebook from PageTurner theater group. This group offers a variety of entertainment, 5 days a week. \$500 covers June-September.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:28 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

Community Center Commission Minutes  
Tuesday June 9, 2020

1. Call to Order: The meeting was called to order by President Mitch Voehl at 5:32 p.m.

2. Roll Call: President: Mitch Voehl  
CC Director: Spencer Winzenried  
Commission Members: Linda Stuckenbroker  
Wayne Maras  
Lenny Thiner  
Virgil Meier-Absent  
Commission Liaisons: Rod Byam  
Jo Ann Ray-Absent  
City Administrator: Steve Nasby-Absent  
EDA Director: Drew Hage  
Public:

3. Approval of Minutes:

**Motion by Wayne Maras, seconded by Lenny Thiner to approve the March 10, 2020 Community Center Commission Minutes. Motion carried 4-0.**

4. Additions to the agenda:

Nothing to Report

5. President's Report:

- a. EDA Director Liaison to Community Center Commission-**Motion by Wayne Maras, seconded by Linda Stuckenbroker to eliminate EDA Director as a designated Liaison on Community Center Commission. Motion carried 4-0.** City Council will now be sent the recommendation to remove the position.

6. Director's Report:

- a. Covid Update- can hold events at 25% capacity and up to 250 people per event.  
b. Projects Completed- projects completed last 2 months upgrade cosmetic items, rain gutters, dance floor refinished.  
c. Ice Machine update- \$800 worth of ice purchased per year. Ice Machine is \$3200 so 4 years it is paid for. WCC Director Winzenried to bring proposal to City Council to purchase ice machine. **Motion by Lenny Thiner, seconded by Wayne Maras to purchase ice machine for \$3200. Motion carried 4-0.**  
d. Tree Update- trees were planted north of Community Center next step is put up gate and put in cement for access to Pavilion.  
e. Over Flow Parking Lot- Virgil Meier suggested to put lot west of building, WCC Director Winzenried to budget for parking lot in 2021.

7. Resource Management:

Schedule of Events: Was Reviewed  
Income & Expense: Looks good

8. Miscellaneous:

Nothing to Report

9. Open Forum:

Nothing to Report

10. Next Meeting:

Tuesday July 14, 2020 @ 5:30 pm

**Adjourn:**

**Motion by Wayne Maras, seconded by Linda Stuckenbroker, to adjourn the meeting at 6:15 pm. Motion carried 4-0.**

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Mitch Voehl, WCC President

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Linda Stuckenbroker, WCC Secretary

Attest: \_\_\_\_\_  
Spencer Winzenried, WCC Director



Windom, MN

# Expense Approval Report By Fund

Payment Dates 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
SASHA NELSON	20181219	12/19/2018	REFUND - STATEMENT CREDIT	100-20191	6.10
MARY LUGO	20200602	06/02/2020	REFUND-PAID MAY CITY BILLI	100-20191	88.32
MARY LUGO	20200602	06/02/2020	REFUND-PAID MAY CITY BILLI	100-20191	236.80
BETTY BURTON	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-20202	1.11
ADVANTAGE COLLECTION PR	#3796 6-1-20	06/03/2020	#3796 - SERVICE	100-34202	90.00
BETTY BURTON	20170322	03/22/2017	REFUND - SHELTER RENTAL PR	100-34780	16.14
TIM JENNIGES	20200603	06/03/2020	REFUND - SHELTER RENTAL FE	100-34780	42.75
					<b>481.22</b>
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMEL LAW OFFICE	20200602	06/09/2020	LEGAL FEES	100-41110-304	915.00
STEPHEN F. BEFORT	20200603	06/03/2020	CANCELLATION - BMS CASE N	100-41110-304	650.00
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	100-41110-350	284.40
CONVENT. & VISITOR BUREAU	20200527	05/29/2020	LODGING TAX - AMERIC INN	100-41110-491	1,390.46
CONVENT. & VISITOR BUREAU	20200528	05/29/2020	LODGING TAX - GUARDIAN IN	100-41110-491	715.49
CONVENT. & VISITOR BUREAU	20200529	05/29/2020	LODGING TAX - RED CARPET I	100-41110-491	304.49
					<b>4,259.84</b>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	100-41310-133	80.00
INDOFF, INC	3370775	05/27/2020	CREDIT - SUPPLIES	100-41310-200	-6.33
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	100-41310-200	23.99
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	100-41310-217	100.68
WINDOM AREA CHAMBER OF	3322	06/05/2020	CITY - 8 T-SHIRTS	100-41310-218	160.00
MCFOA REGION V	20200608	06/08/2020	MEMBERSHIP - CHELSIE CARL	100-41310-308	45.00
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	100-41310-321	56.99
					<b>460.33</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	100-41910-133	24.00
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	100-41910-200	23.99
WEX BANK	65790794	06/05/2020	FUEL - P / Z	100-41910-212	56.14
SCHRAMEL LAW OFFICE	20200602	06/09/2020	LEGAL FEES	100-41910-304	225.00
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	100-41910-321	77.14
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	100-41910-350	104.00
					<b>510.27</b>
<b>Activity: 41940 - City Hall</b>					
COLE PAPERS INC.	9801192	06/01/2020	SURCHARGE	100-41940-211	7.00
COLE PAPERS INC.	9835290	05/22/2020	SUPPLIES	100-41940-211	63.03
SANDRA HERDER	20200601	06/01/2020	SERVICE - CLEANING	100-41940-406	429.00
MELISSA PENAS	20200601	06/01/2020	SERVICE - CLEANING	100-41940-406	429.00
					<b>928.03</b>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	100-42120-133	144.00
INDOFF, INC	3369725	05/21/2020	SUPPLIES	100-42120-200	88.97
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	100-42120-200	23.99
WEX BANK	65790794	06/05/2020	FUEL - POLICE	100-42120-212	1,005.80
WEX BANK	65790794	06/05/2020	FUEL CREDIT - POLICE	100-42120-212	-15.41
STREICHER'S, INC	I1432570	06/02/2020	UNIFORMS	100-42120-218	79.99
AT & T MOBILITY	287293102788X06032020	06/10/2020	#287293102788 - SERVICE	100-42120-321	559.61
ALPHA WIRELESS - MANKATO	7122	06/03/2020	SERVICE	100-42120-323	108.00
LEASE FINANCE PARTNERS	#3250 5-20-20	05/29/2020	#3250 - SERVICE	100-42120-326	534.00
LANGUAGE LINE SERVICES, IN	48148785	05/29/2020	#9020909031 - SERVICE	100-42120-327	34.82
LEAGUE OF MN CITIES INS TR	#10002745 5-28-20	05/29/2020	WORKERS' COMP #10002745	100-42120-364	269.50
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	100-42120-405	78.39

## Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FORD MOTOR CREDIT CO LLC	1750744	05/29/2020	#9482800 #1750744 - DUE 6-	100-42120-419	663.95
FLEET SERVICES DIVISION	2020110002	06/10/2020	#A00WIN - #202011	100-42120-419	1,643.31
BLUE CROSS/BLUE SHIELD	200602470890	06/08/2020	INSURANCE PREM- JULY 2020	100-42120-480	677.00
<b>Activity 42120 - Crime Control Total:</b>					<b>5,895.92</b>
<b>Activity: 42220 - Fire Fighting</b>					
AMERIPRIDE SERVICES INC.	2801163231	05/29/2020	#280001722 - SERVICE	100-42220-211	42.00
WEX BANK	65790794	06/05/2020	FUEL - FIRE	100-42220-212	140.50
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	100-42220-217	58.73
LEAGUE OF MN CITIES INS TR	#10002745 5-28-20	05/29/2020	WORKERS' COMP #10002745	100-42220-364	161.70
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-42220-406	29.95
MN STATE FIRE CHIEFS ASSOC	1713	06/08/2020	MEMBERSHIP RENEWAL	100-42220-433	280.00
<b>Activity 42220 - Fire Fighting Total:</b>					<b>712.88</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	219040	06/08/2020	#328 - SERVICE	100-42700-300	15.40
COTTONWOOD VET CLINIC	219124	06/08/2020	#328 - SERVICE	100-42700-300	66.00
<b>Activity 42700 - Animal Control Total:</b>					<b>81.40</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	100-43100-133	80.00
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	100-43100-200	23.99
WEX BANK	65790794	06/05/2020	FUEL - STREET CREDIT	100-43100-212	-15.41
WEX BANK	65790794	06/05/2020	FUEL - STREET	100-43100-212	1,188.66
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	100-43100-217	58.73
EARL F. ANDERSEN	0123142-IN	05/27/2020	#0002245 - SERVICE	100-43100-224	329.90
EARL F. ANDERSEN	0123188-IN	05/21/2020	#0002245 - SERVICE	100-43100-224	1,102.35
COTTONWOOD CO HWY DEPT	11033 5-29-2020	06/10/2020	GRAVEL	100-43100-224	1,339.32
RED ROCK QUARRY INC	1931	05/29/2020	OPERATING SUPPLIES #591	100-43100-224	238.00
RED ROCK QUARRY INC	1944	06/10/2020	STREET MAINTENANCE MATE	100-43100-224	163.60
UNIQUE PAVING MATERIALS C	52574	06/02/2020	STREET MATERIALS	100-43100-224	457.69
COTTONWOOD CO SWCD	20200528	06/10/2020	TREES	100-43100-225	2,500.00
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	100-43100-241	7.99
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	100-43100-321	46.51
LEAGUE OF MN CITIES INS TR	#10002745 5-28-20	05/29/2020	WORKERS' COMP #10002745	100-43100-364	161.70
COTTONWOOD CO SOLID WA	2027626	05/07/2020	REFUSE DISPOSAL	100-43100-384	102.24
COTTONWOOD CO SOLID WA	2027627	05/07/2020	REFUSE DISPOSAL	100-43100-384	105.00
COTTONWOOD CO SOLID WA	2027628	05/07/2020	REFUSE DISPOSAL	100-43100-384	109.56
COTTONWOOD CO SOLID WA	2027633	05/07/2020	REFUSE DISPOSAL	100-43100-384	80.52
COTTONWOOD CO SOLID WA	2027634	05/07/2020	REFUSE DISPOSAL	100-43100-384	83.28
COTTONWOOD CO SOLID WA	2027636	05/07/2020	REFUSE DISPOSAL	100-43100-384	88.08
COTTONWOOD CO SOLID WA	2027639	05/07/2020	REFUSE DISPOSAL	100-43100-384	79.32
COTTONWOOD CO SOLID WA	2027640	05/07/2020	REFUSE DISPOSAL	100-43100-384	88.56
COTTONWOOD CO SOLID WA	2027642	05/07/2020	REFUSE DISPOSAL	100-43100-384	101.76
COTTONWOOD CO SOLID WA	2027644	05/07/2020	REFUSE DISPOSAL	100-43100-384	97.92
COTTONWOOD CO SOLID WA	2027647	05/07/2020	REFUSE DISPOSAL	100-43100-384	93.36
COTTONWOOD CO SOLID WA	2027879	05/14/2020	REFUSE DISPOSAL	100-43100-384	223.50
COTTONWOOD CO SOLID WA	2027880	05/14/2020	REFUSE DISPOSAL	100-43100-384	207.00
COTTONWOOD CO SOLID WA	2027881	05/14/2020	REFUSE DISPOSAL	100-43100-384	228.75
COTTONWOOD CO SOLID WA	2027887	05/14/2020	REFUSE DISPOSAL	100-43100-384	226.75
COTTONWOOD CO SOLID WA	2027888	05/14/2020	REFUSE DISPOSAL	100-43100-384	208.25
COTTONWOOD CO SOLID WA	2027889	05/14/2020	REFUSE DISPOSAL	100-43100-384	227.25
COTTONWOOD CO SOLID WA	2027894	05/14/2020	REFUSE DISPOSAL	100-43100-384	214.00
COTTONWOOD CO SOLID WA	2027896	05/14/2020	REFUSE DISPOSAL	100-43100-384	199.00
COTTONWOOD CO SOLID WA	2028189	06/09/2020	GARBAGE DISPOSAL	100-43100-384	62.50
COTTONWOOD CO SOLID WA	2028210	05/29/2020	REFUSE DISPOSAL	100-43100-384	48.35
COTTONWOOD CO SOLID WA	2028217	05/29/2020	REFUSE DISPOSAL	100-43100-384	49.73
COTTONWOOD CO SOLID WA	2028221	05/29/2020	REFUSE DISPOSAL	100-43100-384	126.39
COTTONWOOD CO SOLID WA	2028223	05/29/2020	REFUSE DISPOSAL	100-43100-384	94.62
COTTONWOOD CO SOLID WA	2028233	05/29/2020	REFUSE DISPOSAL	100-43100-384	53.87
COTTONWOOD CO SOLID WA	2028245	05/29/2020	REFUSE DISPOSAL	100-43100-384	30.00
MILLER SELLNER EQUIP	20200525	05/29/2020	MAINTENANCE	100-43100-401	192.47

Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-43100-404	74.13
EARL F. ANDERSEN	0123297-IN	06/03/2020	GRAVEL	100-43100-404	435.45
MATHESON TRI-GAS, INC.	21706979	05/27/2020	MAINTENANCE - SUPPLIES	100-43100-404	64.81
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	100-43100-405	18.99
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-43100-405	9.56
SMITH AUTO SUPPLY - CARQU	#91380 5-31-2020	06/05/2020	MAINTENANCE #91380	100-43100-405	34.43
EARL F. ANDERSEN	0123148-IN	05/21/2020	#0002245 - SERVICE	100-43100-405	35.00
MILLER SELLNER EQUIP	20200525	05/29/2020	MAINTENANCE	100-43100-405	32.09
RDO EQUIPMENT CO	P8871304	06/10/2020	MAINTENANCE - SIGHT GLASS	100-43100-405	23.46
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-43100-406	19.41
BLUE CROSS/BLUE SHIELD	200602470890	06/08/2020	INSURANCE PREM- JULY 2020	100-43100-480	677.00
<b>Activity 43100 - Streets Total:</b>					<b>12,529.39</b>

Activity: 45120 - Recreation

QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	100-45120-200	23.99
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	100-45120-217	12.58
<b>Activity 45120 - Recreation Total:</b>					<b>36.57</b>

Activity: 45202 - Park Areas

NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	100-45202-133	16.00
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	100-45202-200	23.99
COUNTRY PRIDE SERVICE	357	06/05/2020	MAINTENANCE - #970744	100-45202-212	770.00
WEX BANK	65790794	06/05/2020	FUEL - PARK	100-45202-212	155.05
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-45202-216	437.94
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-45202-217	20.94
COTTONWOOD CO SOLID WA	2028244	05/29/2020	REFUSE DISPOSAL	100-45202-384	123.00
COTTONWOOD CO SOLID WA	2028252	05/29/2020	REFUSE DISPOSAL	100-45202-384	7.00
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-45202-402	69.99
MN DEPT OF HEALTH	SHF UID 25350 4-23-2020	06/10/2020	#3061 - ISLAND PARK-WINDO	100-45202-404	40.00
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	100-45202-405	220.95
MTI DISTRIBUTING, INC	1254285-01	05/19/2020	MAINTENANCE - ROD ROLLER	100-45202-405	19.77
MTI DISTRIBUTING, INC	1254666-00	05/19/2020	MAINTENANCE - SHAFT ROLL	100-45202-405	45.55
MTI DISTRIBUTING, INC	1256338-00	05/27/2020	MAINTENANCE - DAMPER	100-45202-405	121.12
MTI DISTRIBUTING, INC	1256338-01	05/29/2020	MAINTENANCE - DAMPER	100-45202-405	101.98
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	100-45202-406	37.99
<b>Activity 45202 - Park Areas Total:</b>					<b>2,211.27</b>
<b>Fund 100 - GENERAL Total:</b>					<b>28,107.12</b>

Fund: 211 - LIBRARY

Activity: 45501 - Library

NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	211-45501-133	16.00
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	211-45501-217	58.73
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	211-45501-350	134.40
MT LAKE PUBLIC LIBRARY	20200529	05/29/2020	SUBSCRIPTION - THE BOOK PA	211-45501-433	118.00
<b>Activity 45501 - Library Total:</b>					<b>327.13</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>327.13</b>

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	#106026 6-1-2020	06/03/2020	#109026 SERVICE	225-45127-200	30.45
RED ROCK RURAL WATER	#106026 6-1-2020	06/03/2020	#106026 - SERVICE	225-45127-200	2.00
ELECTRIC FUND	409	06/08/2020	EL - AIRPORT	225-45127-406	168.86
<b>Activity 45127 - Airport Total:</b>					<b>201.31</b>
<b>Fund 225 - AIRPORT Total:</b>					<b>201.31</b>

Fund: 230 - POOL

Activity: 45124 - Pool

A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	230-45124-217	12.58
NICK PETERSON - QUALITY PAI	20200530	06/01/2020	SERVICE	230-45124-402	1,500.00
<b>Activity 45124 - Pool Total:</b>					<b>1,512.58</b>
<b>Fund 230 - POOL Total:</b>					<b>1,512.58</b>

Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 235 - AMBULANCE</b>					
DEPT OF HUMAN SERVICES	00000610673	06/08/2020	#1729 2020 SUPP PAYMT-WIN	235-33436	7,138.00
					7,138.00

Activity: 42153 - Ambulance

QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	235-42153-200	23.99
WEX BANK	65790794	06/05/2020	FUEL CREDIT - AMBULANCE	235-42153-212	-15.41
WEX BANK	65790794	06/05/2020	FUEL - AMBULANCE	235-42153-212	869.11
BRITTANY ESPENSON - RIVERS	1165	06/01/2020	SERVICE	235-42153-217	230.00
LEWIS FAMILY DRUG, LLC	56-104041601	06/08/2020	OPERATING SUPPLES	235-42153-217	641.63
LEWIS FAMILY DRUG, LLC	56-106527500	06/08/2020	MERCHANDISE	235-42153-217	877.66
LEWIS FAMILY DRUG, LLC	56-106528000	06/08/2020	OPERATING SUPPLIES	235-42153-217	2.48
WINDOM AREA HEALTH	734-0024-05-20-0024	06/05/2020	MED SUPPLY - STAT STRIPS	235-42153-217	79.50
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	235-42153-217	58.73
WINDOM AREA HEALTH	734-0024-05-20-0024	06/05/2020	NURSING SERVICE	235-42153-312	3,010.75
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	235-42153-321	108.48
EXPERT T BILLING	6932	05/12/2020	SERVICE	235-42153-326	1,260.00
JOHN C NELSON	20200601	06/01/2020	EXPENSE - AMBULANCE	235-42153-334	106.33
KRISTEN PORATH	20200601	06/01/2020	EXPENSE - AMBULANCE	235-42153-334	16.95
DONNA MARCY	20200601	06/01/2020	EXPENSE - AMBULANCE	235-42153-334	95.19
LEAGUE OF MN CITIES INS TR	#10002745 5-28-20	05/29/2020	WORKERS' COMP #10002745	235-42153-364	161.70
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	235-42153-405	53.95
P.M. REPAIR & DETAILING	12265	05/19/2020	MAINTENANCE #27	235-42153-405	100.45
ALPHA WIRELESS - MANKATO	7198	06/10/2020	REMOVE-INSTALL RADIOS FR	235-42153-405	1,429.39
AMERIPRIDE SERVICES INC.	2801163231	05/29/2020	#280001722 - SERVICE	235-42153-406	28.00
<b>Activity 42153 - Ambulance Total:</b>					<b>9,138.88</b>
<b>Fund 235 - AMBULANCE Total:</b>					<b>16,276.88</b>

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	250-46520-133	24.00
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	250-46520-200	23.99
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	250-46520-321	26.96
LOOP NET	111471406-1	05/29/2020	ADVERTISING #162635601	250-46520-340	69.00
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	250-46520-340	132.30
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	250-46520-350	79.50
COTTONWOOD CO RECORDE	P26057 A288411	06/05/2020	P26057 A288411 - TASHIA M	250-46520-480	46.00
<b>Activity 46520 - EDA Total:</b>					<b>401.75</b>

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20200529	06/01/2020	SPEC BLDG LOAN - PRINCIPAL	250-49980-602	2,455.91
FULDA CREDIT UNION	20200529	06/01/2020	SPEC BLDG LOAN - INTEREST	250-49980-612	904.09

**Activity 49980 - Debt Service Total:** 3,360.00

**Fund 250 - EDA GENERAL Total:** 3,761.75

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

MICKY MASTERS	20200603	06/10/2020	MOWING	254-46520-406	850.00
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**Activity 46520 - EDA Total:** 850.00

**Fund 254 - NORTH IND PARK Total:** 850.00

Fund: 266 - TIF 1-10 RUNNINGS

Activity: 46530 - TIF Districts

J & R PARTNERSHIP	20200529	05/29/2020	TIF DIS NO 1-10 CO #16 - RUN	266-46530-482	21,571.45
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**Activity 46530 - TIF Districts Total:** 21,571.45

**Fund 266 - TIF 1-10 RUNNINGS Total:** 21,571.45

Fund: 268 - TIF 1-12 PM WINDOM/PRIME PORK

Activity: 46530 - TIF Districts

PRIME PORK	20200529	05/29/2020	TIF DIST NO 1-12 - CO #21 - P	268-46530-482	134,134.35
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**Activity 46530 - TIF Districts Total:** 134,134.35

**Fund 268 - TIF 1-12 PM WINDOM/PRIME PORK Total:** 134,134.35

## Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 270 - TIF 1-16 GDF DISTRICT</b>					
Activity: 46530 - TIF Districts					
GDF PROPERTIES LLC	20200608	06/08/2020	TIF 1-16	270-46530-482	7,055.25
				<b>Activity 46530 - TIF Districts Total:</b>	<b>7,055.25</b>
				<b>Fund 270 - TIF 1-16 GDF DISTRICT Total:</b>	<b>7,055.25</b>
<b>Fund: 271 - TIF 1- 18 AG BUILDERS GDF</b>					
Activity: 46530 - TIF Districts					
AG BUILDERS	20200529	05/29/2020	TIF DIST NO. 1-18 CO #34 - AG	271-46530-482	6,130.82
				<b>Activity 46530 - TIF Districts Total:</b>	<b>6,130.82</b>
				<b>Fund 271 - TIF 1- 18 AG BUILDERS GDF Total:</b>	<b>6,130.82</b>
<b>Fund: 308 - 2020 STREET PROJECT</b>					
Activity: 41000 - General Government					
SCHRAMEL LAW OFFICE	20200602	06/09/2020	LEGAL FEES	308-41000-304	60.00
HJERPE CONTRACTING INC.	369018	06/03/2020	2020 STREET PROJECT #36901	308-41000-500	244,034.10
				<b>Activity 41000 - General Government Total:</b>	<b>244,094.10</b>
				<b>Fund 308 - 2020 STREET PROJECT Total:</b>	<b>244,094.10</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
Activity: 49950 - Capital Outlay					
COTTONWOOD VET CLINIC	218790	06/09/2020	#12967 - #218790 - BRUNO	401-49950-501	61.86
COTTONWOOD VET CLINIC	219275	06/09/2020	#12967 - #219275 - BRUNO	401-49950-501	41.56
EMPIRE BUILDING CONSTRUC	369017	06/03/2020	TENNIS COURTS	401-49950-504	7,125.00
				<b>Activity 49950 - Capital Outlay Total:</b>	<b>7,228.42</b>
				<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>	<b>7,228.42</b>
<b>Fund: 601 - WATER</b>					
HJERPE CONTRACTING INC.	369018	06/03/2020	2020 STREET PROJECT #36901	601-16300	48,806.82
					<b>48,806.82</b>
Activity: 49400 - Water					
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	601-49400-133	32.00
DELL EMC	10395492707	06/01/2020	#44046203 #10395492707	601-49400-200	801.36
QUADIANT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	601-49400-200	23.99
WEX BANK	65790794	06/05/2020	FUEL - WATER	601-49400-212	218.40
HAWKINS, INC	4715866	05/19/2020	CHEMICALS	601-49400-216	3,760.26
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	601-49400-217	58.73
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	601-49400-241	519.97
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	601-49400-321	427.64
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	601-49400-340	15.00
FEDERATED RURAL ELECTRIC	#112843 5-31-2020	06/05/2020	#112843 - SERVICE	601-49400-381	23.00
WENCK ASSOCIATES, INC.	12002812	05/29/2020	WINDM LANDFILL	601-49400-386	1,198.50
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	601-49400-404	12.99
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	601-49400-404	127.73
FLAGSHOOTER, INC.	120106050	06/08/2020	MAINTENANCE -	601-49400-404	985.86
SMITH AUTO SUPPLY - CARQU	#91380 5-31-2020	06/05/2020	MAINTENANCE #91380	601-49400-405	32.10
RON'S ELECTRIC INC	142421	06/08/2020	SERVICE	601-49400-408	361.56
RON'S ELECTRIC INC	142516	06/08/2020	SERVICE	601-49400-408	59.79
				<b>Activity 49400 - Water Total:</b>	<b>8,658.88</b>
				<b>Fund 601 - WATER Total:</b>	<b>57,465.70</b>
<b>Fund: 602 - SEWER</b>					
AMERICAN ENGINEERING TES	809036	05/29/2020	SERVICE	602-16200	2,011.00
HJERPE CONTRACTING INC.	369018	06/03/2020	2020 STREET PROJECT #36901	602-16300	32,537.88
					<b>34,548.88</b>
Activity: 49450 - Sewer					
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	602-49450-133	48.00
DELL EMC	10395492707	06/01/2020	#44046203 #10395492707	602-49450-200	801.36
QUADIANT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	602-49450-200	23.99
DACOTAH PAPER CO	31982	06/10/2020	#681154 - SUPPLIES	602-49450-211	181.06
WEX BANK	65790794	06/05/2020	FUEL - SEWER	602-49450-212	85.56

Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HAWKINS, INC	4717708	05/27/2020	CHEMICALS	602-49450-216	492.45
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	602-49450-217	58.73
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	602-49450-241	519.98
MN VALLEY TESTING	1031063	05/14/2020	TESTING	602-49450-310	285.20
MN VALLEY TESTING	1031329	05/14/2020	TESTING	602-49450-310	77.00
MN VALLEY TESTING	1031560	05/19/2020	TESTING	602-49450-310	129.60
MN VALLEY TESTING	1031750	05/19/2020	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1032018	05/19/2020	TESTING	602-49450-310	158.40
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	602-49450-321	43.36
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	602-49450-350	214.20
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	602-49450-404	99.65
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	602-49450-404	201.14
FAITH WILLARD CLEANING	20200555528	06/01/2020	SERVICE - CLEANING	602-49450-404	30.00
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	602-49450-405	51.51

Activity 49450 - Sewer Total: 3,745.99

Fund 602 - SEWER Total: 38,294.87

Fund: 604 - ELECTRIC

DAKOTA SUPPLY GROUP	5100003935.001	05/14/2020	INVENTORY	604-14200	1,161.40
DAKOTA SUPPLY GROUP	5100003935.003	05/21/2020	INVENTORY	604-14200	3,749.30
INTEGRITY CONTRACTING INC	1595-1597	05/14/2020	EAST HILL	604-16300	23,214.80
ELECTRIC FUND	413	06/10/2020	EL-NEW CONSTRUCT #1 - EAS	604-16300	31,947.95
ELECTRIC FUND	414	06/10/2020	EL-NEW CONSTRUCT #2 - GR	604-16300	2,672.49
CMP - CENTRAL MUNICIPAL P	6832	05/14/2020	GENERATOR IMPROVEMENTS	604-16300	25,707.02
JANET KOCH GLINNON	20170111	01/11/2017	REFUND - BALANCE OF UTILIT	604-22000	109.93

88,562.89

Activity: 49550 - Electric

NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	604-49550-133	96.00
QUADIANT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	604-49550-200	23.99
WEX BANK	65790794	06/05/2020	FUEL - ELECTRIC	604-49550-212	619.46
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	604-49550-217	58.73
AMAZON CAPITAL SERVICES, I	1HT3-DRVD-1V6K	06/01/2020	#A2Q0YJ8ZLN2YT - UNIFOR	604-49550-218	40.48
JOANNE NELSON	763544	05/29/2020	SERVICE - UNIFORMS	604-49550-218	90.00
SCHRAMEL LAW OFFICE	20200602	06/09/2020	LEGAL FEES	604-49550-304	780.00
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	604-49550-321	105.22
LEAGUE OF MN CITIES INS TR	#10002745 5-28-20	05/29/2020	WORKERS' COMP #10002745	604-49550-364	161.70
OVERHEAD DOOR COMPANY	57503	05/29/2020	MAINTENANCE - TRANSMITTE	604-49550-402	138.90
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	604-49550-404	59.99
SMITH AUTO SUPPLY - CARQU	#91380 5-31-2020	06/05/2020	MAINTENANCE #91380	604-49550-404	6.66
RDO EQUIPMENT CO	P6231270	06/08/2020	MAINTENANCE - HOSE	604-49550-404	104.38
RDO EQUIPMENT CO	P6370570-A	06/09/2020	CREDIT - HOSE - MAINTENAN	604-49550-404	-95.34
RDO EQUIPMENT CO	P8860704	06/03/2020	MAINTENANCE - SWIVEL	604-49550-404	133.00
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	604-49550-406	317.51
JORDAN BUSSA	022	06/03/2020	SERVICE - CLEANING - MAY 20	604-49550-406	184.60
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	604-49550-408	12.52
ELECTRIC FUND	406	06/05/2020	EL - TRUCK STOCK	604-49550-408	126.64
ELECTRIC FUND	408	06/08/2020	EL - RL REPAIR	604-49550-408	58.18
ELECTRIC FUND	410	06/08/2020	EL - DISTRIBUTION	604-49550-408	789.20
ELECTRIC FUND	407	06/05/2020	EL - ELECTRIC SHOP	604-49550-409	14.72
DGR ENGINEERING	00240648	05/29/2020	PROJ #425302.00 -69 KV TRA	604-49550-413	840.00
MN DEPT OF COMMERCE	1000044749	06/10/2020	#330 - 1ST QUARTER FY 2021	604-49550-433	266.99
MN DEPT OF COMMERCE	1000044749	06/10/2020	#330 - 1ST QUARTER FY 2021	604-49550-450	1,016.00
WINDOM AREA DEVELOPME	20200602	06/02/2020	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00

Activity 49550 - Electric Total: 7,149.53

Fund 604 - ELECTRIC Total: 95,712.42

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	609-49751-133	32.00
QUADIANT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	609-49751-200	23.99
RAGE INC - CAMPUS CLEANER	20649	05/21/2020	#6132 - SERVICE - RIVER BEN	609-49751-211	62.35

## Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	609-49751-217	83.90
BELLBOY CORP	0084067700	05/22/2020	MERCHANDISE	609-49751-251	213.30
VINOCOPIA, INC	0256500-IN	05/14/2020	MERCHANDISE	609-49751-251	196.00
VINOCOPIA, INC	0256504-IN	05/14/2020	MERCHANDISE	609-49751-251	599.00
BREAKTHRU BEVERAGE MN	1081132741	05/19/2020	MERCHANDISE	609-49751-251	3,432.87
JOHNSON BROS.	1557391	05/19/2020	MERCHANDISE	609-49751-251	5,233.21
JOHNSON BROS.	1561644	05/22/2020	MERCHANDISE	609-49751-251	1,632.65
SOUTHERN GLAZER'S OF MN	1952516	05/19/2020	MERCHANDISE	609-49751-251	2,291.61
SOUTHERN GLAZER'S OF MN	1954724	05/22/2020	MERCHANDISE	609-49751-251	3,353.99
BREAKTHRU BEVERAGE MN	2080275682	06/01/2020	CREDIT - MERCHANDISE	609-49751-251	-45.00
PHILLIPS WINE & SPIRITS	6033942	05/19/2020	MERCHANDISE	609-49751-251	4,689.50
PHILLIPS WINE & SPIRITS	6036718	05/22/2020	MERCHANDISE	609-49751-251	3,566.30
SOUTHERN GLAZER'S OF MN	9205175	06/08/2020	CREDIT - MERCHANDISE	609-49751-251	-87.75
BEVERAGE WHOLESALERS	114020	06/01/2020	MERCHANDISE	609-49751-252	7,328.50
BEVERAGE WHOLESALERS	114641	06/01/2020	MERCHANDISE	609-49751-252	549.50
BEVERAGE WHOLESALERS	114998	06/05/2020	MERCHANDISE	609-49751-252	10,355.25
BEVERAGE WHOLESALERS	115723	06/08/2020	MERCHANDISE	609-49751-252	129.00
JOHNSON BROS.	1557393	05/19/2020	MERCHANDISE	609-49751-252	22.99
DOLL DISTRIBUTING, LLC	318009	05/22/2020	MERCHANDISE	609-49751-252	16,196.20
DOLL DISTRIBUTING, LLC	321726	06/01/2020	MERCHANDISE	609-49751-252	4,490.65
DOLL DISTRIBUTING, LLC	323759	06/01/2020	MERCHANDISE	609-49751-252	127.50
ARTISAN BEER COMPANY	3417731	05/19/2020	MERCHANDISE	609-49751-252	130.70
ARTISAN BEER COMPANY	3418620	05/22/2020	MERCHANDISE	609-49751-252	541.95
BEVERAGE WHOLESALERS	51447	06/01/2020	CREDIT - MERCHANDISE	609-49751-252	-58.30
JOHNSON BROS.	8000420200529	06/01/2020	CREDIT - MERCHANDISE	609-49751-252	-30.00
BELLBOY CORP	0084067700	05/22/2020	MERCHANDISE	609-49751-253	104.00
VINOCOPIA, INC	0256500-IN	05/14/2020	MERCHANDISE	609-49751-253	60.00
BREAKTHRU BEVERAGE MN	1081132741	05/19/2020	MERCHANDISE	609-49751-253	296.69
JOHNSON BROS.	1557392	05/19/2020	MERCHANDISE	609-49751-253	1,608.93
JOHNSON BROS.	1561645	05/22/2020	MERCHANDISE	609-49751-253	1,900.99
SOUTHERN GLAZER'S OF MN	1952517	05/19/2020	MERCHANDISE	609-49751-253	419.85
SOUTHERN GLAZER'S OF MN	1954725	05/22/2020	MERCHANDISE	609-49751-253	96.00
ROUND LAKE VINEYARDS & W	2344	06/05/2020	MERCHANDISE	609-49751-253	801.00
PHILLIPS WINE & SPIRITS	6033943	05/19/2020	MERCHANDISE	609-49751-253	237.60
PHILLIPS WINE & SPIRITS	6036719	05/22/2020	MERCHANDISE	609-49751-253	189.00
WINE MERCHANTS	7284853	05/22/2020	MERCHANDISE	609-49751-253	680.00
PAUSTIS WINE COMPANY	89979	05/21/2020	MERCHANDISE	609-49751-253	648.00
SOUTHERN GLAZER'S OF MN	9210959	06/08/2020	CREDIT - MERCHANDISE	609-49751-253	-12.00
BREAKTHRU BEVERAGE MN	1081132741	05/19/2020	MERCHANDISE	609-49751-254	200.14
ATLANTIC COCA-COLA	2432225	05/27/2020	MERCHANDISE	609-49751-254	131.60
DOLL DISTRIBUTING, LLC	321726	06/01/2020	MERCHANDISE	609-49751-254	14.00
PHILLIPS WINE & SPIRITS	6036719	05/22/2020	MERCHANDISE	609-49751-254	48.00
ARCTIC GLACIER U.S.A. INC	3451014004	05/21/2020	MERCHANDISE	609-49751-257	127.60
BELLBOY CORP	0084067700	05/22/2020	MERCHANDISE	609-49751-333	6.00
VINOCOPIA, INC	0256500-IN	05/14/2020	MERCHANDISE	609-49751-333	5.00
VINOCOPIA, INC	0256504-IN	05/14/2020	MERCHANDISE	609-49751-333	7.50
BREAKTHRU BEVERAGE MN	1081132741	05/19/2020	MERCHANDISE	609-49751-333	62.82
JOHNSON BROS.	1557391	05/19/2020	MERCHANDISE	609-49751-333	104.63
JOHNSON BROS.	1557392	05/19/2020	MERCHANDISE	609-49751-333	60.90
JOHNSON BROS.	1561644	05/22/2020	MERCHANDISE	609-49751-333	19.15
JOHNSON BROS.	1561645	05/22/2020	MERCHANDISE	609-49751-333	82.53
SOUTHERN GLAZER'S OF MN	1952516	05/19/2020	MERCHANDISE	609-49751-333	28.70
SOUTHERN GLAZER'S OF MN	1952517	05/19/2020	MERCHANDISE	609-49751-333	24.60
SOUTHERN GLAZER'S OF MN	1954724	05/22/2020	MERCHANDISE	609-49751-333	59.21
SOUTHERN GLAZER'S OF MN	1954725	05/22/2020	MERCHANDISE	609-49751-333	2.05
ARCTIC GLACIER U.S.A. INC	3451014004	05/21/2020	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	6033942	05/19/2020	MERCHANDISE	609-49751-333	69.61
PHILLIPS WINE & SPIRITS	6033943	05/19/2020	MERCHANDISE	609-49751-333	12.62
PHILLIPS WINE & SPIRITS	6036718	05/22/2020	MERCHANDISE	609-49751-333	67.74
PHILLIPS WINE & SPIRITS	6036719	05/22/2020	MERCHANDISE	609-49751-333	8.70

Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINE MERCHANTS	7284853	05/22/2020	MERCHANDISE	609-49751-333	10.44
PAUSTIS WINE COMPANY	89979	05/21/2020	MERCHANDISE	609-49751-333	11.25
SOUTHERN GLAZER'S OF MN	9205261	06/09/2020	CREDIT - MERCHANDISE #193	609-49751-333	-2.05
KDOM RADIO	0229 5-31-2020	06/08/2020	#0229 - ADVERTISING	609-49751-340	648.01
CITIZEN PUBLISHING CO	20200531	06/05/2020	ADVERTISING	609-49751-340	1,193.00
QUICK PRINT	F202062	06/05/2020	SUPPLIES	609-49751-340	234.00
<b>Activity 49751 - Liquor Store Total:</b>					<b>75,330.67</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>75,330.67</b>

Fund: 614 - TELECOM

INTEGRITY CONTRACTING INC	1595-1597	05/14/2020	EAST HILL	614-16300	2,600.40
INTERNAL REVENUE SERVICE	20200607	06/08/2020	EXCISE TAX POSTING - FINAL	614-20201	375.45
INTERNAL REVENUE SERVICE	20200608	06/08/2020	EXCISE TAX POSTING - JUNE 2	614-20201	500.00
MN 9-1-1 PROGRAM	20200608	06/08/2020	911 SERVICE - MAY 2020	614-20206	1,255.63
<b>Activity 49870 - Telecom</b>					<b>4,731.48</b>

NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	614-49870-133	80.00
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	614-49870-200	23.99
RAGE INC - CAMPUS CLEANER	20981	05/29/2020	#6153 - SERVICE - WINDOM N	614-49870-211	21.31
WEX BANK	65790794	06/05/2020	FUEL - TELECOM	614-49870-212	75.36
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	614-49870-217	30.55
AMAZON CAPITAL SERVICES, I	13NR-Q7CK-9DTY	06/03/2020	#A2Q0YJ8ZLN2YT - SUPPLIES	614-49870-217	326.93
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	614-49870-217	100.68
BLACKBURN MFG. CO.	0615118-IN	06/10/2020	MAINTENANCE SUPPLIES	614-49870-227	97.74
POWER & TEL	6966074-00	05/29/2020	SERVICE	614-49870-227	481.78
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	614-49870-241	4.69
MN DEPT OF COMMERCE	1000044454	06/05/2020	WINDOM #6412 - 1ST Q FY 20	614-49870-304	279.08
INTERSTATE TRS FUND	82580760029	06/01/2020	ASSESSMENT FOR 499-A FILIN	614-49870-304	263.92
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	614-49870-321	295.98
RUSHMORE INDUSTRIES, INC	20200527	05/29/2020	SERVICE -	614-49870-322	8.90
KDOM RADIO	#0073 5-31-2020	06/03/2020	#0073 - WINDOM NET - ADVE	614-49870-340	100.98
LEAGUE OF MN CITIES INS TR	#10002745 5-28-20	05/29/2020	WORKERS' COMP #10002745	614-49870-364	161.70
ELITE MECHANICAL SYSTEMS,	6051	06/10/2020	MAINTENANCE - NOC BLDG	614-49870-404	603.26
WINDOM TOWING LLC	10829	05/29/2020	SERVICE	614-49870-405	25.00
CENTURY LINK	7242105D-D-20138	05/29/2020	#5142105DD3 - CABS	614-49870-441	67.43
AZAR COMPUTER SOFTWARE	141874	06/03/2020	CATV SUPPORT 7/1 - 9/30	614-49870-442	2,145.00
NATIONAL CABLE TV COOP	20050540	06/01/2020	SUBSCRIBER	614-49870-442	40,226.88
DISPLAY SYSTEMS INTERNATI	20528	06/03/2020	SERVICE #3142012	614-49870-442	198.44
ARVIG ENTERPRISES, INC	304408	06/03/2020	HEADEND SERVICES	614-49870-442	427.50
E-911 - INDEPENDENT EMERG	#0010143 6-1-20	06/03/2020	MONTHLY 911 SERVICE 6/1 -	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10131146	06/03/2020	#00017668-1 - SPECIAL ACCES	614-49870-445	205.10
ONVOY, LLC dba INTELIIQUENT	200504008508	06/08/2020	#001555600262 - SS7 - MAY 2	614-49870-445	1,267.22
MANKATO NETWORKS, LLC	388995	06/03/2020	SERVICE	614-49870-447	1,004.18
HURRICANE ELECTRIC LLC	98343852-IN	06/03/2020	10 GB INTERNET MIN1 MINN	614-49870-447	1,800.00
HURRICANE ELECTRIC LLC	98343852-IN	06/03/2020	10 GB INTERNET NCC OMAHA	614-49870-447	2,300.00
JEFFREY DAHNA	20200608	06/08/2020	INTERNET SUPPORT-MAR-APR	614-49870-448	90.00
JEREMY ROLFES	20200608	06/08/2020	INTERNET SUPPORT - MAY & J	614-49870-448	54.94
TIM FJELD	20200609	06/09/2020	INTERNET SUPPORT - JAN-AP	614-49870-448	172.00
SWWC - SOUTHWEST WEST C	64171	05/12/2020	SERVICE	614-49870-448	950.00
<b>Activity 49870 - Telecom Total:</b>					<b>53,930.54</b>
<b>Fund 614 - TELECOM Total:</b>					<b>58,662.02</b>

Fund: 615 - ARENA

<b>Activity: 49850 - Arena</b>					
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	615-49850-133	32.00
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	615-49850-200	23.99
HEARTLAND PAPER COMPANY	689923-0	06/01/2020	SUPPLIES #4756-1	615-49850-211	157.00
WEX BANK	65790794	06/05/2020	FUEL - ARENA	615-49850-212	23.73
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	615-49850-215	29.15
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	615-49850-217	103.43
O'REILLY AUTOMOTIVE, INC	4425-272033	06/03/2020	SUPPLIES	615-49850-217	27.99

Expense Approval Report

Payment Dates: 05292020 - 06112020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE, INC	4425-273178	06/03/2020	SUPPLIES	615-49850-217	32.98
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	615-49850-217	58.73
SCHRAMEL LAW OFFICE	20200602	06/09/2020	LEGAL FEES	615-49850-304	120.00
SCHRAMEL LAW OFFICE	20200602	06/09/2020	LEGAL FEES	615-49850-304	75.00
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	615-49850-321	60.32
RUNNINGS SUPPLY, INC	#71920 05242020	06/05/2020	#71920 - MAINTENANCE	615-49850-402	127.90
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	615-49850-404	16.70
MN DEPT OF HEALTH	SHF UID 159 7-1-20	06/08/2020	#3058 - WINDOM ARENA HOS	615-49850-444	40.00
BLUE CROSS/BLUE SHIELD	200602470890	06/08/2020	INSURANCE PREM- JULY 2020	615-49850-480	677.00

Activity 49850 - Arena Total: 1,605.92

Fund 615 - ARENA Total: 1,605.92

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	617-49860-133	48.00
QUADIENT LEASING USA, INC	N8318948	05/29/2020	LEASE PAYMENT -	617-49860-200	23.99
COLE PAPERS INC.	9816906	05/21/2020	SUPPLIES	617-49860-211	66.53
WINDOM AUTO VALU	#3400540 5-25-20	06/02/2020	MAINTENANCE	617-49860-217	136.99
SPENCER WINZENRIED	20200609	06/09/2020	SUPPLIES FOR COMM CENTER	617-49860-217	7.98
A & B BUSINESS	IN731510	06/05/2020	MAINTENANCE CONTRACT AC	617-49860-217	58.70
VERIZON WIRELESS	9855009080	05/29/2020	PHONE SERVICE #48657723	617-49860-321	43.63
QUICK PRINT	F202083	06/01/2020	ADVERTISING	617-49860-340	309.00
RON'S ELECTRIC INC	142390	06/08/2020	SERVICE	617-49860-402	878.59
BLUE CROSS/BLUE SHIELD	200602470890	06/08/2020	INSURANCE PREM- JULY 2020	617-49860-480	677.00
COLE PAPERS INC.	9816906	05/21/2020	SUPPLIES	617-49860-480	66.53

Activity 49860 - M/P Center Total: 2,316.94

Fund 617 - M/P CENTER Total: 2,316.94

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0001763	06/05/2020	Federal Tax Withholding	700-21701	10,188.30
MN Department of Revenue -	INV0001764	06/05/2020	State Withholding	700-21702	4,748.36
Internal Revenue Service-Payr	INV0001763	06/05/2020	Social Security	700-21703	13,620.64
MN Pera	INV0001760	06/05/2020	PERA	700-21704	415.00
MN Pera	INV0001760	06/05/2020	PERA	700-21704	719.52
MN Pera	INV0001760	06/05/2020	PERA	700-21704	7,579.14
MN Pera	INV0001760	06/05/2020	PERA	700-21704	13,747.03
MN State Deferred	INV0001761	06/05/2020	Deferred Roth	700-21705	2,175.00
MN State Deferred	INV0001761	06/05/2020	Deferred Compensation	700-21705	7,043.85
BLUE CROSS/BLUE SHIELD	200602470890	06/08/2020	INSURANCE PREM- JULY 2020	700-21706	55,111.00
MN CHILD SUPPORT PAYMEN	INV0001762	06/05/2020	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001763	06/05/2020	Medicare Withholding	700-21711	3,913.68
FURTHER (Select Account)	39446789	06/03/2020	FLEX SPENDING	700-21712	656.90
FURTHER (Select Account)	39458781	06/10/2020	FLEX SPENDING	700-21712	150.00
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	700-21718	16.00
NCPERS MINNESOTA	844600062020	05/29/2020	INSURANCE #844600 - JUNE 2	700-21718	16.00
FURTHER (Select Account)	INV0001759	06/05/2020	HSA Employee Contribution	700-21723	382.31

120,580.56

Fund 700 - PAYROLL Total: 120,580.56

Grand Total: 921,220.26

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	28,107.12
211 - LIBRARY	327.13
225 - AIRPORT	201.31
230 - POOL	1,512.58
235 - AMBULANCE	16,276.88
250 - EDA GENERAL	3,761.75
254 - NORTH IND PARK	850.00
266 - TIF 1-10 RUNNINGS	21,571.45
268 - TIF 1-12 PM WINDOM/PRIME PORK	134,134.35
270 - TIF 1-16 GDF DISTRICT	7,055.25
271 - TIF 1- 18 AG BUILDERS GDF	6,130.82
308 - 2020 STREET PROJECT	244,094.10
401 - GENERAL CAPITAL PROJECTS	7,228.42
601 - WATER	57,465.70
602 - SEWER	38,294.87
604 - ELECTRIC	95,712.42
609 - LIQUOR STORE	75,330.67
614 - TELECOM	58,662.02
615 - ARENA	1,605.92
617 - M/P CENTER	2,316.94
700 - PAYROLL	120,580.56
<b>Grand Total:</b>	<b>921,220.26</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	331.22
100-20202	Sales Tax Payable	1.11
100-34202	Fire Protection Services -	90.00
100-34780	Park Fees	58.89
100-41110-304	Legal Fees	1,565.00
100-41110-350	Printing & Design	284.40
100-41110-491	Payments to Other Orga	2,410.44
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	17.66
100-41310-217	Other Operating Supplie	100.68
100-41310-218	Uniforms	160.00
100-41310-308	Training & Registrations	45.00
100-41310-321	Telephone	56.99
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	23.99
100-41910-212	Motor Fuels	56.14
100-41910-304	Legal Fees	225.00
100-41910-321	Telephone	77.14
100-41910-350	Printing & Design	104.00
100-41940-211	Cleaning Supplies	70.03
100-41940-406	Repairs & Maint - Groun	858.00
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	112.96
100-42120-212	Motor Fuels	990.39
100-42120-218	Uniforms	79.99
100-42120-321	Telephone	559.61
100-42120-323	Radio Units	108.00
100-42120-326	Data Processing	534.00
100-42120-327	Interpretation Fees	34.82
100-42120-364	Insurance - Worker's Co	269.50
100-42120-405	Repairs & Maint - Vehicl	78.39
100-42120-419	Vehicle Lease	2,307.26

## Account Summary

Account Number	Account Name	Payment Amount
100-42120-480	Other Miscellaneous	677.00
100-42220-211	Cleaning Supplies	42.00
100-42220-212	Motor Fuels	140.50
100-42220-217	Other Operating Supplie	58.73
100-42220-364	Insurance - Worker's Co	161.70
100-42220-406	Repairs & Maint - Groun	29.95
100-42220-433	Dues & Subscriptions	280.00
100-42700-300	Charges for Services	81.40
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	23.99
100-43100-212	Motor Fuels	1,173.25
100-43100-217	Other Operating Supplie	58.73
100-43100-224	Street Maint Materials	3,630.86
100-43100-225	Landscaping Materials	2,500.00
100-43100-241	Small Tools	7.99
100-43100-321	Telephone	46.51
100-43100-364	Insurance - Worker's Co	161.70
100-43100-384	Refuse Disposal	3,229.56
100-43100-401	Repairs & Maint - Buildi	192.47
100-43100-404	Repairs & Maint - M&E	574.39
100-43100-405	Repairs & Maint - Vehicl	153.53
100-43100-406	Repairs & Maint - Groun	19.41
100-43100-480	Other Miscellaneous	677.00
100-45120-200	Office Supplies	23.99
100-45120-217	Other Operating Supplie	12.58
100-45202-133	Employer Paid Insurance	16.00
100-45202-200	Office Supplies	23.99
100-45202-212	Motor Fuels	925.05
100-45202-216	Chemicals and Chemical	437.94
100-45202-217	Other Operating Supplie	20.94
100-45202-384	Refuse Disposal	130.00
100-45202-402	Repairs & Maint - Struct	69.99
100-45202-404	Repairs & Maint - M&E	40.00
100-45202-405	Repairs & Maint - Vehicl	509.37
100-45202-406	Repairs & Maint - Groun	37.99
211-45501-133	Employer Paid Insurance	16.00
211-45501-217	Other Operating Supplie	58.73
211-45501-350	Printing & Design	134.40
211-45501-433	Dues & Subscriptions	118.00
225-45127-200	Office Supplies	32.45
225-45127-406	Repairs & Maint - Groun	168.86
230-45124-217	Other Operating Supplie	12.58
230-45124-402	Repairs & Maint - Struct	1,500.00
235-33436	Reimbursements	7,138.00
235-42153-200	Office Supplies	23.99
235-42153-212	Motor Fuels	853.70
235-42153-217	Other Operating Supplie	1,890.00
235-42153-312	Nursing	3,010.75
235-42153-321	Telephone	108.48
235-42153-326	Data Processing	1,260.00
235-42153-334	Meals/Lodging	218.47
235-42153-364	Insurance - Worker's Co	161.70
235-42153-405	Repairs & Maint - Vehicl	1,583.79
235-42153-406	Repairs & Maint - Groun	28.00
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	23.99
250-46520-321	Telephone	26.96
250-46520-340	Advertising & Promotion	201.30

## Account Summary

Account Number	Account Name	Payment Amount
250-46520-350	Printing & Design	79.50
250-46520-480	Other Miscellaneous	46.00
250-49980-602	Other Long-Term Obliga	2,455.91
250-49980-612	Other Interest	904.09
254-46520-406	Repairs & Maint - Groun	850.00
266-46530-482	TIF Payments	21,571.45
268-46530-482	TIF Payments	134,134.35
270-46530-482	TIF Payments	7,055.25
271-46530-482	TIF Payments	6,130.82
308-41000-304	Legal Fees	60.00
308-41000-500	Capital Outlay	244,034.10
401-49950-501	Capital Outlay - Police	103.42
401-49950-504	Capital Outlay - Parks	7,125.00
601-16300	Improvements Other Th	48,806.82
601-49400-133	Employer Paid Insurance	32.00
601-49400-200	Office Supplies	825.35
601-49400-212	Motor Fuels	218.40
601-49400-216	Chemicals and Chemical	3,760.26
601-49400-217	Other Operating Supplie	58.73
601-49400-241	Small Tools	519.97
601-49400-321	Telephone	427.64
601-49400-340	Advertising & Promotion	15.00
601-49400-381	Electric Utility	23.00
601-49400-386	Landfill	1,198.50
601-49400-404	Repairs & Maint - M&E	1,126.58
601-49400-405	Repairs & Maint - Vehicl	32.10
601-49400-408	Repairs & Maint - Distrib	421.35
602-16200	Buildings	2,011.00
602-16300	Improvements Other Th	32,537.88
602-49450-133	Employer Paid Insurance	48.00
602-49450-200	Office Supplies	825.35
602-49450-211	Cleaning Supplies	181.06
602-49450-212	Motor Fuels	85.56
602-49450-216	Chemicals and Chemical	492.45
602-49450-217	Other Operating Supplie	58.73
602-49450-241	Small Tools	519.98
602-49450-310	Lab Testing	895.00
602-49450-321	Telephone	43.36
602-49450-350	Printing & Design	214.20
602-49450-404	Repairs & Maint - M&E	330.79
602-49450-405	Repairs & Maint - Vehicl	51.51
604-14200	Inventory	4,910.70
604-16300	Improvements Other Th	83,542.26
604-22000	Prepayments	109.93
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	23.99
604-49550-212	Motor Fuels	619.46
604-49550-217	Other Operating Supplie	58.73
604-49550-218	Uniforms	130.48
604-49550-304	Legal Fees	780.00
604-49550-321	Telephone	105.22
604-49550-364	Insurance - Worker's Co	161.70
604-49550-402	Repairs & Maint - Struct	138.90
604-49550-404	Repairs & Maint - M&E	208.69
604-49550-406	Repairs & Maint - Groun	502.11
604-49550-408	Repairs & Maint - Distrib	986.54
604-49550-409	Repairs & Maint - Utilitie	14.72
604-49550-413	Repairs & Maint - Trans	840.00

## Account Summary

Account Number	Account Name	Payment Amount
604-49550-433	Dues & Subscriptions	266.99
604-49550-450	Conservation	1,016.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	23.99
609-49751-211	Cleaning Supplies	62.35
609-49751-217	Other Operating Supplie	83.90
609-49751-251	Liquor	25,075.68
609-49751-252	Beer	39,783.94
609-49751-253	Wine	7,030.06
609-49751-254	Soft Drinks & Mix	393.74
609-49751-257	Ice	127.60
609-49751-333	Freight and Express	642.40
609-49751-340	Advertising & Promotion	2,075.01
614-16300	Improvements Other Th	2,600.40
614-20201	Excise Tax Payable	875.45
614-20206	911 TAP & TACIP Fees Cl	1,255.63
614-49870-133	Employer Paid Insurance	80.00
614-49870-200	Office Supplies	23.99
614-49870-211	Cleaning Supplies	21.31
614-49870-212	Motor Fuels	75.36
614-49870-217	Other Operating Supplie	458.16
614-49870-227	Utility System Maint Sup	579.52
614-49870-241	Small Tools	4.69
614-49870-304	Legal Fees	543.00
614-49870-321	Telephone	295.98
614-49870-322	Postage	8.90
614-49870-340	Advertising & Promotion	100.98
614-49870-364	Insurance - Worker's Co	161.70
614-49870-404	Repairs & Maint - M&E	603.26
614-49870-405	Repairs & Maint - Vehicl	25.00
614-49870-441	Transmission Fees	67.43
614-49870-442	Subscriber Fees	42,997.82
614-49870-445	Switch Fees	1,512.32
614-49870-447	Internet Expense	5,104.18
614-49870-448	On-Call Support	1,266.94
615-49850-133	Employer Paid Insurance	32.00
615-49850-200	Office Supplies	23.99
615-49850-211	Cleaning Supplies	157.00
615-49850-212	Motor Fuels	23.73
615-49850-215	Materials & Equipment	29.15
615-49850-217	Other Operating Supplie	223.13
615-49850-304	Legal Fees	195.00
615-49850-321	Telephone	60.32
615-49850-402	Repairs & Maint - Struct	127.90
615-49850-404	Repairs & Maint - M&E	16.70
615-49850-444	License Fees	40.00
615-49850-480	Other Miscellaneous	677.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	23.99
617-49860-211	Cleaning Supplies	66.53
617-49860-217	Other Operating Supplie	203.67
617-49860-321	Telephone	43.63
617-49860-340	Advertising & Promotion	309.00
617-49860-402	Repairs & Maint - Struct	878.59
617-49860-480	Other Miscellaneous	743.53
700-21701	Federal Withholding	10,188.30
700-21702	State Withholding	4,748.36

**Account Summary**

Account Number	Account Name	Payment Amount
700-21703	FICA Tax Withholding	13,620.64
700-21704	PERA Contributions	22,460.69
700-21705	Retirement	9,218.85
700-21706	Medical Insurance	55,111.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,913.68
700-21712	Flex Account	806.90
700-21718	Individual Insurance-NC	32.00
700-21723	HSA Employee Contribu	382.31
	<b>Grand Total:</b>	<b>921,220.26</b>

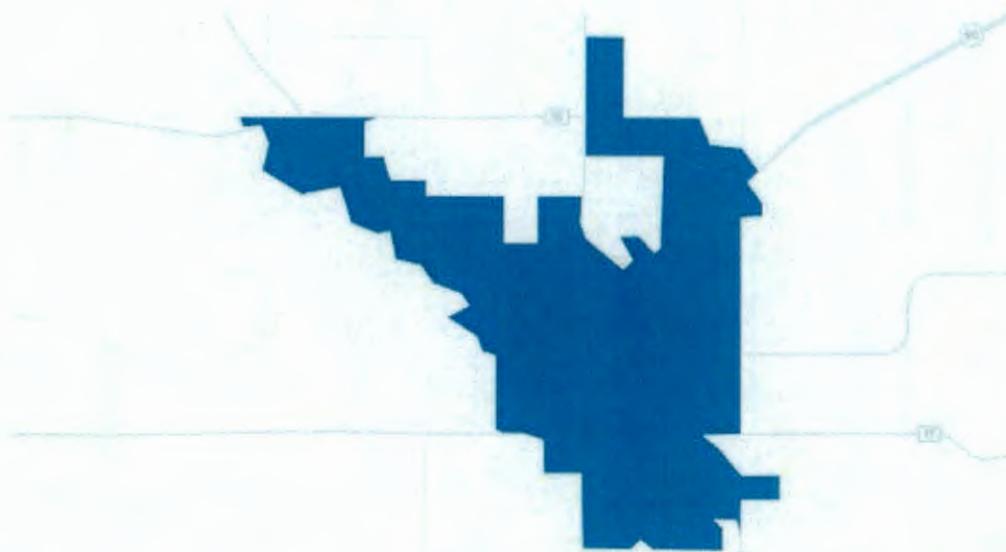
**Project Account Summary**

Project Account Key	Payment Amount
**None**	921,220.26
<b>Grand Total:</b>	<b>921,220.26</b>

6-11-2020  
VA

Minnesota  
Self-Response  
**70.5%**

Windom  
Self-Response  
**73.8%**



Select Mode

Total

Select State

Minnesota

Select City

Windom

Geographies

Return to State

County

City

Census Tract

Congressional  
District

Town and  
Township

Tribal Area



Operational  
Updates



Historical  
Data



Windom, Minnesota Self-Response Rate



## RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION FROM  
IRENE MENKEN FOR THE  
WINDOM POLICE DEPARTMENT**

---

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

**WHEREAS**, Irene Menken is a supporter of the City of Windom and the Windom Police Department; and

**WHEREAS**, the City of Windom has recently received a donation "Honoring Our Heroes" from Irene Menken of \$100.00 for the Windom Police Department; and

**WHEREAS**, Irene Menken designated that the donation is to be used to assist the Police Department.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation of \$100.00 offered by Irene Menken for use by the Windom Police Department.

Adopted by the Council this 16th day of June, 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:** June 16, 2020 (City Council Meeting Date)  
**RE:** Planning Commission Recommendation – Conditional Use Permit Application  
**DEPT:** Building & Zoning  
**CONTACT:** Andrew Spielman, Building & Zoning Official, at 832-8660 or [andrew.spielman@windommn.com](mailto:andrew.spielman@windommn.com)

---

### Recommendations/Options/Action Requested

Approve the Conditional Use Permit Application submitted by Jed and Cynthia Knutson and Kent Kelly (and his siblings) to allow use of a portion of the Kellys' property for an impound lot.

---

### Issue Summary/Background

#### Conditional Use Permit Application:

**Applicants/Owners:** Jed & Cynthia Knutson (Applicants) & Kent Kelly (Owner-Applicant), Kimberly Kelly-Sommer, Kerry Kelly, and Kristi Kelly-Raverty (Co-Owners)

**Address of Property:** 12 Fourth Street, Windom, MN

**Description:** An area 130' X 150' in the Southwest Corner of the Property described as: Part of Lot 1 of County Auditor's Plat No. 14 in the City of Windom, Cottonwood County, Minnesota. (Brief Description.)

**Parcel ID#:** 25-177-0010

The Applicants/Owner filed the Application and the Co-Owners signed Consents to the Application requesting a conditional use permit to allow use of a portion of the Kellys' property for an impound lot for Windom Towing. The Planning Commission held a public hearing on this application on June 9, 2020. The Minutes from the June 9th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Conditional Use Permit Application.

### Fiscal Impact

There is no fiscal impact for the City.

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### Attachments

1. Zoning Application for Conditional Use Permit,
2. Planning Commission's Public Hearing Notice,
3. Beacon Aerial of the Property showing location of proposed impound lot (highlighted in green).

CITY OF WINDOM, MINNESOTA

444 9<sup>th</sup> Street  
Windom, MN 56101  
507-831-6125

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

**Applicant(s):** Name(s) Jed Knutson & Cynthia Knutson  
Address 51273 County Road 44  
City Bingham Lake State MN Zip 56118 (Phone: 307-399-6675)

**Owner(s):** (If other than Applicant)  
Name(s) Kimberly Kelly, Kent Kelly, Kerry Kelly, and Kristi Kelly  
Address c/o Kim Kelly, 2161 County Road B West  
City Roseville State MN Zip 55113 (Phone: \_\_\_\_\_)

**Property Address:** 12 Fourth Street, Windom, MN

**Legal Description of Property:** Lot(s) 1 Block(s) NA Addition County Auditor's Plat 14  
Brief Description: Lot 1 of County Auditor's Plat 14 to the City of Windom, Cottonwood County, Minnesota,  
EXCEPT the East 307.29 Feet. (See Attached Description.) Parcel No. 25-177-0010  
(If metes and bounds, attach description.)

**Existing Use of Property:** \_\_\_\_\_ 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)  
Leasing the Southwest 150' X 130' of the lot to use as an impound lot.

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 Jed Knutson [SIGNATURES OF APPLICANT(S)] X Kent Kelly  
Date: \_\_\_\_\_ Cynthia Knutson

Paid by Windom Towing, LLC Fee: \$150.00 Paid: Ck. 4967 Date: 5-20-20

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 20 day of May, 2020.

WINDOM BUILDING & ZONING OFFICIAL: Andrew J. [Signature]

CONSENT  
TO  
APPLICATION FOR CONSIDERATION OF ZONING REQUEST

The undersigned is one of the property owners of the following real estate:

Lot 1 of County Auditor's Plat No. 14 in the City of Windom, Cottonwood County, Minnesota, EXCEPTING THEREFROM all that part of said Lot 1 which lies East of the following described line: Beginning at a point on the South line of said Lot 1 a distance of 307.29 feet West of the center line of County Road No. 26 and running thence North a distance of 326.04 feet to the center line of said County Road No. 26 and there terminating, said "excepted" Tract contains 1.318 acres, more or less.

Property Address: 12 Fourth Street, Windom, Minnesota 56101

Parcel No. of Tract: 25-177-0010

I have been advised that Jed Knutson and Cynthia Knutson of rural Bingham Lake, Minnesota, who are the owners of Windom Towing, LLC, are interested in leasing a portion of this property. The portion to be leased is more specifically described in the Application for Consideration of a Zoning Request. Their intended use of the property is as an impound lot for the temporary storage of inoperable vehicles pending disposition of said vehicles.

I have been advised that Jed Knutson and Cynthia Knutson have submitted an Application for Consideration of a Zoning Request (requesting a conditional use permit for their proposed use of the property) to the City of Windom Building & Zoning Department.

I, as one of the owners of this property, consent to the submission of this Application to the City of Windom, Minnesota, for review and further proceedings required by the City to process and, if possible, approve this application.

DATED this 20 day of May, 2020.

X Kimberly A Kelly Sommer  
Printed Name: Kimberly A Kelly Sommer

Address: 2161 County Road B. West  
Roseville MN 55113

Phone No: 651 587-1636

\*\*\*\*\*

Instructions for Submission of Consent Form:

1. Please complete the form and sign where indicated.
2. Please scan and e-mail the completed form to: andrew.spielman@windommn.com OR
3. Mail the completed form to: Windom Building & Zoning Office  
P. O. Box 38  
Windom, MN 56101

CONSENT  
TO  
APPLICATION FOR CONSIDERATION OF ZONING REQUEST

The undersigned is one of the property owners of the following real estate:

Lot 1 of County Auditor's Plat No. 14 in the City of Windom, Cottonwood County, Minnesota, EXCEPTING THEREFROM all that part of said Lot 1 which lies East of the following described line: Beginning at a point on the South line of said Lot 1 a distance of 307.29 feet West of the center line of County Road No. 26 and running thence North a distance of 326.04 feet to the center line of said County Road No. 26 and there terminating, said "excepted" Tract contains 1.318 acres, more or less.

Property Address: 12 Fourth Street, Windom, Minnesota 56101

Parcel No. of Tract: 25-177-0010

I have been advised that Jed Knutson and Cynthia Knutson of rural Bingham Lake, Minnesota, who are the owners of Windom Towing, LLC, are interested in leasing a portion of this property. The portion to be leased is more specifically described in the Application for Consideration of a Zoning Request. Their intended use of the property is as an impound lot for the temporary storage of inoperable vehicles pending disposition of said vehicles.

I have been advised that Jed Knutson and Cynthia Knutson have submitted an Application for Consideration of a Zoning Request (requesting a conditional use permit for their proposed use of the property) to the City of Windom Building & Zoning Department.

I, as one of the owners of this property, consent to the submission of this Application to the City of Windom, Minnesota, for review and further proceedings required by the City to process and, if possible, approve this application.

DATED this 20 day of May, 2020.

X Kerry Kelly

Printed Name: Kerry Kelly

Address: 891 St. Clair Ave  
St. Paul, MN 55105

Phone No: 651 354-6167

\*\*\*\*\*

Instructions for Submission of Consent Form:

1. Please complete the form and sign where indicated.
2. Please scan and e-mail the completed form to: andrew.spielman@windommn.com OR
3. Mail the completed form to: Windom Building & Zoning Office  
P. O. Box 38  
Windom, MN 56101

CONSENT  
TO  
APPLICATION FOR CONSIDERATION OF ZONING REQUEST

The undersigned is one of the property owners of the following real estate:

Lot 1 of County Auditor's Plat No. 14 in the City of Windom, Cottonwood County, Minnesota, EXCEPTING THEREFROM all that part of said Lot 1 which lies East of the following described line: Beginning at a point on the South line of said Lot 1 a distance of 307.29 feet West of the center line of County Road No. 26 and running thence North a distance of 326.04 feet to the center line of said County Road No. 26 and there terminating, said "excepted" Tract contains 1.318 acres, more or less.

Property Address: 12 Fourth Street, Windom, Minnesota 56101

Parcel No. of Tract: 25-177-0010

I have been advised that Jed Knutson and Cynthia Knutson of rural Bingham Lake, Minnesota, who are the owners of Windom Towing, LLC, are interested in leasing a portion of this property. The portion to be leased is more specifically described in the Application for Consideration of a Zoning Request. Their intended use of the property is as an impound lot for the temporary storage of inoperable vehicles pending disposition of said vehicles.

I have been advised that Jed Knutson and Cynthia Knutson have submitted an Application for Consideration of a Zoning Request (requesting a conditional use permit for their proposed use of the property) to the City of Windom Building & Zoning Department.

I, as one of the owners of this property, consent to the submission of this Application to the City of Windom, Minnesota, for review and further proceedings required by the City to process and, if possible, approve this application.

DATED this 20 day of May, 2020.

X. Kristi Kelly-Raverty

Printed Name: Kristi Kelly-Raverty

Address: 2471 Hamline Ave  
Roseville MN 55113

Phone No: 651 202 5044

\*\*\*\*\*

Instructions for Submission of Consent Form:

1. Please complete the form and sign where indicated.
2. Please scan and e-mail the completed form to: andrew.spielman@windommn.com OR
3. Mail the completed form to: Windom Building & Zoning Office  
P. O. Box 38  
Windom, MN 56101

**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  
CONDITIONAL USE PERMIT**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545–152.551, notice is hereby given that the Applicants, JED KNUTSON and CYNTHIA KNUTSON, husband and wife, of 51273 County Road 44, Bingham Lake, Minnesota, and Applicant/Owner, KENT KELLY, of Windom, Minnesota, have submitted a zoning application. Owners, KIMBERLY KELLY-SOMMER, KERRY KELLY, and KRISTI KELLY-RAVERTY, have submitted Consents to the zoning application for a conditional use permit on property located in an I-1 (“Light Industrial”) District (City Code Sections 152.150-152.155). The Applicants and Owners request approval of a conditional use permit to allow the use of a portion of the property as an impound lot for Windom Towing [per City Code Section 152.152(C)]. The application, map of the area, and information concerning the proposed project are on file in the Building & Zoning Office in City Hall and may be reviewed prior to the Public Hearing.

A public hearing to consider this application will be held before the Planning Commission in the **City Council Chambers at City Hall, 444 9<sup>th</sup> Street, Windom, MN 56101 on the 9th day of June, 2020, at 7:05 p.m.**

Prior to the public hearing, members of the public may contact the Building & Zoning Office 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.

Due to the health pandemic and the Governor’s Executive Orders limiting the number of attendees at public meetings, the meeting and public hearing 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 of County Auditor’s Plat 14 to the City of Windom, Cottonwood County, Minnesota, except the East 307.29 feet.  
*(Brief Description)*

Parcel ID #: 25-177-0010

Address of the Property: 12 Fourth Street, Windom, MN 56101

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

Published: Cottonwood County Citizen (May 27, 2020)



Green shaded area approximately 130' wide X 150' deep is the portion of lot that will be leased by Windom Towing.

Black line indicates dirt berm and existing vegetative screening.

Red line indicates existing chain link fence with gate.

## 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:** Spencer Winzenried, Community Center Director  
**DATE:** 6/10/20  
**RE:** Composition of Multi-Purpose Center Commission  
**DEPT:** Community Center  
**CONTACT:** Spencer Winzenried [Spencer.Winzenried@windommn.com](mailto:Spencer.Winzenried@windommn.com)

---

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

1. The Multi-Purpose Center Commission is requesting that the City Council amend City Code to modify the composition of the Multi-Purpose Center Commission to cease the inclusion of the EDA Director as an ex-officio member of the Commission.
- 

### **Issue Summary/Background**

The Commission is requesting the code be amended to be in line with other Commissions across the City. The Multi-Purpose Center Commission is the only board that has multiple Department Heads formally assigned to a Commission.

Since the opening of the Multi-Purpose Center over 20 years ago, we feel that our Commission and staff have developed the ability to organize promotions, marketing and coordination with groups such as the Chamber and Convention and Visitors Bureau.

### **Fiscal Impact**

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None.

### **Attachments**

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1. Windom City Code Section 33.10 (A)

**§ 33.10 MULTI-PURPOSE CENTER COMMISSION.**

*(A) Establishment and composition.* A Multi-Purpose Center Commission is hereby established consisting of five voting members to be appointed by the Mayor with the consent of the Council. The Mayor will appoint at least one senior citizen representative that is 55 years of age or older and four at-large members to serve as members of the Commission. These five Commission appointments will be for a three-year term. The initial term for the Commission appointed members shall be for one, two and three years respectively. Thereafter, all Commission members shall be appointed for three-year terms. The Mayor shall also appoint two liaison members of the City Council to serve as members of the Commission. Council appointments will be made in January for a one-year term that expires December 31. The Multi-Purpose Center Manager and EDA Director shall also be ex-officio, non-voting members on the Multi-Purpose Center Commission.

# 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:** Mayor and City Council  
**FROM:** Chelsie Carlson, Finance Director  
**DATE:** 6/10/2020  
**RE:** City Code Changes – Utility Billing  
**DEPT:** City Office  
**CONTACT:** Chelsie Carlson - [Chelsie.Carlson@windommn.com](mailto:Chelsie.Carlson@windommn.com)

---

## Recommendations/Options/Action Requested

Staff requests that the City Council approve revising the City Code to update the name of the Water and Light Board to the Utility Commission and update the Rules and Regulations Relating to Municipal Utilities' language to reflect the current implementation of the billing process.

---

## Issue Summary/Background

The language in the City Code was reviewed and it was determined that names and billing process language required updates. The following are suggested changes to the existing City Code.

### § 50.16 FIXING RATES AND CHARGES FOR MUNICIPAL UTILITIES.

- (A) All rates and charges for municipal utilities, including, but not by way of limitation, rates for service, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment if any, shall be fixed, determined and amended by the Council or ~~Water and Light Board~~ Utility Commission, as the case may be, and adopted by resolution.

### § 50.19 RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES.

- (A) Billing, payment and delinquency. All municipal utilities shall be billed monthly or quarterly and a utilities statement or statements shall be ~~mailed-distributed~~ to each consumer each month. All utilities charges shall be delinquent if they are unpaid at the close of business on the ~~fifteenth day following the billing bill due date~~; provided that, if the ~~fifteenth day- bill due date~~ shall fall on a Saturday, Sunday or legal holiday, the time shall be extended to the close of business on the next succeeding day on which business is normally transacted. A penalty shall be added to, and become part of, all delinquent utility bills. If service is suspended due to delinquency, it shall not be restored at that location until ~~a reconnection charge has been paid for each utility reconnected in addition to amounts owed for service and penalties payment arrangements have been made for past due balances and applicable reconnection fees.~~

## Attachments

---

Ordinance No. 185, 2<sup>nd</sup> Series – Amending City Code

## 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:** June 16, 2020 (City Council Meeting Date)  
**RE:** Planning Commission Recommendation – Proposed City Code Amendments  
**DEPT:** Building & Zoning  
**CONTACT:** Andrew Spielman, Building & Zoning Official, at 832-8660 or  
[andrew.spielman@windommn.com](mailto:andrew.spielman@windommn.com)

---

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

Approve the First Reading of Ordinance No. 185, 2<sup>nd</sup> Series which sets forth proposed Amendments to City Code Chapters 33, 50, and 150. This Memo specifically concerns the amendments regarding zoning and moving permits in Chapter 150.

---

### **Issue Summary/Background**

The Planning Commission is recommending approval of the proposed City Code Amendments regarding zoning and moving permits. These proposed City Code amendments are “housekeeping” amendments to coincide with current City policies.

In the Fall of 2019, the Planning Commission discussed instituting zoning permits for projects on which the Building & Zoning Office spends considerable time answering questions, checking proposed locations, and responding to complaints, but for which there were no existing permits. These zoning projects include construction or placement of a storage building less than 200 square feet, other outdoor structure, a deck not attached to the house and/or less than 30” tall, an in-ground pool, or a fence, wall or hedgerow on property in Windom. A Zoning Permit is also required for the installation of a new driveway and to replace the paving or concrete on a driveway. The Planning Commission also recommended a proposed permit fee. In January 2020, the City Council approved the permit fee. The proposed Code additions set forth language detailing zoning permit requirements and fees.

The City Code requires Moving Permits for anyone moving buildings in (or through) Windom. Since the time that moving permits were set forth in City Code, new permits have been instituted for manufactured structures and accessory buildings. It has been the City’s policy to not require a moving permit if another permit had been issued for the construction or placement of the building. The proposed amendments will align the City Code with the current policy and avoid duplication of permits for a manufactured structure or accessory building, etc.

### **Fiscal Impact**

There is no fiscal impact for the City as the permit fees were approved in January and these policies are already in place.

### **Attachments**

1. Ordinance No. 185, 2<sup>nd</sup> Series.

**ORDINANCE NO. 185, 2<sup>ND</sup> SERIES**

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CERTAIN EXISTING CITY CODE SECTIONS**

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

**TO REVISE CHAPTER 33: "CITY ORGANIZATIONS" BY REVISING THE EXISTING SECTION 33.10 "MULTI-PURPOSE CENTER COMMISSION", SUBSECTION (A) AND REPLACING THE EXISTING SUBSECTION (A) WITH THE FOLLOWING:**

**§ 33.10 MULTI-PURPOSE CENTER COMMISSION.**

(A) *Establishment and composition.* A Multi-Purpose Center Commission is hereby established consisting of five voting members to be appointed by the Mayor with the consent of the Council. The Mayor will appoint at least one senior citizen representative who is 55 years of age or older and four at-large members to serve as members of the Commission. These five Commission appointments will be for three-year terms. The initial term for the Commission's appointed members shall be for one, two and three years respectively. Thereafter, all Commission members shall be appointed for three-year terms. The Mayor shall also appoint two members of the City Council to serve as liaisons to the Commission. Council appointments will be made in January for a one-year term that expires December 31. The Multi-Purpose Center Manager shall also be an ex-officio, non-voting member on the Multi-Purpose Center Commission.

**ALL OTHER PROVISIONS OF SECTIONS 33.01 THROUGH 33.12 SHALL REMAIN IN FULL FORCE AND EFFECT.**

**TO REVISE CHAPTER 50: "GENERAL PROVISIONS" BY REVISING THE EXISTING SECTIONS 50.16 "FIXING RATES AND CHARGES FOR MUNICIPAL UTILITIES" AND 50.19 "RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES" AND REPLACING THE EXISTING SECTIONS WITH THE FOLLOWING:**

**§ 50.16 FIXING RATES AND CHARGES FOR MUNICIPAL UTILITIES.**

(A) All rates and charges for municipal utilities, including, but not by way of limitation, rates for service, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment if any, shall be fixed, determined and amended by the Council or Utility Commission, as the case may be, and adopted by resolution.

**§ 50.19 RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES.**

(A) *Billing, payment and delinquency.* All municipal utilities shall be billed monthly or quarterly and a utilities statement or statements shall be distributed to each consumer each month. All utilities charges shall be delinquent if they are unpaid at the close of business on the billing due date; provided that, if the bill due date shall fall on a Saturday, Sunday or legal holiday, the time shall be extended to the close of business on the next succeeding day on which business is normally transacted. A penalty shall be added to, and become part of, all delinquent utility bills. If service is suspended due to delinquency, it shall not be restored at that location until payment arrangements have been made for past due balances and applicable reconnection fees.

**ALL OTHER PROVISIONS OF SECTIONS 50.01 THROUGH 50.20 SHALL REMAIN IN FULL FORCE AND EFFECT.**

**TO REVISE CHAPTER 150: "BUILDING REGULATIONS; CONSTRUCTION" BY ADDING SECTION 150.04 "ZONING PERMITS REQUIRED" AND SECTION 150.05 "ZONING PERMIT FEES"**

**§ 150.04 ZONING PERMITS REQUIRED.**

Within the City it is unlawful for any person to construct or place: a storage building less than 200 square feet, other outdoor structure, a deck not attached to the house and/or less than 30" tall, an in-ground pool, or a fence, wall or hedgerow on his/her/their property without first obtaining a separate zoning permit from the City for each building, structure, deck, in-ground pool, or fence, wall or hedgerow. Within the City, it is unlawful for any person to install a new driveway with or without a curb cut or to replace the paving or concrete in a driveway without first obtaining a separate zoning permit from the City for the driveway project.

**§ 150.05 ZONING PERMIT FEES.**

Fees for zoning permits shall be determined by the Council and fixed by its resolution, a copy of which shall be in the Office of the City Administrator and uniformly enforced.

**TO REVISE SUBCHAPTER: "MOVING BUILDINGS" BY REVISING THE EXISTING SECTIONS 150.16 "PERMIT REQUIRED AND APPLICATION" AND 150.18 "BUILDING PERMIT AND CODE COMPLIANCE" AND REPLACING THE EXISTING SECTIONS WITH THE FOLLOWING:**

**§ 150.16 PERMIT REQUIRED AND APPLICATION.**

(A) It is unlawful for any person to move a building on any street without a moving permit issued by the City EXCEPT that if a manufactured home/structure permit, building permit, or zoning permit has been issued for the building, no moving permit will be required.

**§ 150.18 BUILDING PERMIT AND CODE COMPLIANCE.**

(B) It is unlawful for any person to move a building without a permit required by the terms of this subchapter unless the exception listed in § 150.16 (A) is applicable.

**ALL OTHER PROVISIONS OF SECTIONS 150.15 THROUGH 150.18 SHALL REMAIN IN FULL FORCE AND EFFECT.**

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

Adopted by the City Council of the City of Windom, Minnesota, this 7<sup>th</sup> day of July, 2020.

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Dominic Jones, Mayor

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

1<sup>st</sup> Reading: June 16, 2020  
2<sup>nd</sup> Reading: July 7, 2020  
Adoption: July 7, 2020  
Published: July 15, 2020

## 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:** Tim Hogan, Recreation Director  
**DATE:** June 16th, 2020  
**RE:** Summer Recreation Schedule  
**DEPT:** Pool and Recreation  
**CONTACT:** Tim Hogan 507-822-0514 (e-mail- [tim.hogan@windommn.com](mailto:tim.hogan@windommn.com))

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

#### **Pool:**

Bi-annual painting of the pool has been completed.

Commission has agreed to open the pool by June 29<sup>th</sup> with Covid 19 Preparedness plan in place.

Swimming Lessons to begin on July 6<sup>th</sup>.

Pool closing date schedule for September 8<sup>th</sup>.

#### **Summer Recreation Programs:**

Youth programs begin June 15<sup>th</sup> through July 31<sup>st</sup>

Adult sand volley ball league cancelled

Softball leagues cancelled

#### **Arena:**

Decision was made to not bring footing in for horse shows. There are only 2 shows left on calendar for late August and early September. Outdoor riding arena will be used if these shows are not cancelled.

### **Fiscal Impact**

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Money is budgeted for the pool and recreation programs.

## **City of Windom Swimming Pool Covid 19 Preparedness Plan**

- 1. Establish a new maximum number of people allowed in the pool facility at one time. (160)**
- 2. Establish Pool Hours.**
- 3. Establish a disinfecting/cleaning schedule.**
- 4. Establish training for staff.**

### **DETAILED STRATEGIES FOR SWIMMING POOL TO OPEN SAFELY**

#### **1. ESTABLISH NEW POOL FACILITY CAPACITY LIMITS TO SUPPORT SOCIAL DISTANCING (Social Distancing Capacity of 160)**

Aside from stating that the social distance policy is in effect at the pool, we will limit the number of people allowed inside the pool area at any one time to 50%. This 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) Build In Time for Entering/Exiting & Disinfecting**

- 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 and pool furniture

Social Distancing markers by the diving board/slide

Limited 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.
- 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**

### **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. 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.**

Employees will be used to monitor the number of people allowed to enter. Employees will also disinfect surfaces.

**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**

Pool Furniture to be cleaned after each session.

## **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.

**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 160**

# 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 *AS*  
**DATE:** June 11, 2020  
**RE:** Executive Order 20-74 – COVID Preparedness Plan  
**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. Approve a COVID Preparedness Plan and provide the City Administrator and/or Personnel Committee the authority to make changes that may be required by the State of Minnesota.

## **Issue Summary/Background**

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On June 5, 2020 Governor Walz issued Executive Order 20-74 which required municipalities to adopt a COVID preparedness plan by June 29, 2020. The Minnesota Department of Employment and Economic Development (DEED) provided a template for businesses, which has been adapted for the City's proposed plan.

## **Fiscal Impact**

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Increased costs for cleaning supplies and services, costs for compliance with State and Federally mandated leaves and accommodations.

## **Attachments**

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1. Executive Order 20-74
2. City of Windom COVID Preparedness Plan

# STATE OF MINNESOTA

Executive Department



## Governor Tim Walz

### Emergency Executive Order 20-74

#### **Continuing to Safely Reopen Minnesota's Economy and Ensure 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 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.

The President declared a national emergency related to COVID-19 on March 13, 2020. Since then, and for the first time in history, the President has approved major disaster declarations for all fifty states and the District of Columbia. In concert with these federal actions and the actions of states across the nation, Minnesota has taken proactive steps to ensure that we remain ahead of the curve. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, endangers the lives of Minnesotans, and local resources were—and continue to be—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. Although Minnesota's April unemployment rate was the second lowest in the country, over 700,000 Minnesotans have applied for unemployment insurance since March 16, 2020. In Executive Order 20-33, seeking to balance public health needs and economic considerations, we began planning to allow more Minnesota workers to safely return to work. We drafted guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. Executive Order 20-38 expanded exemptions for outdoor recreational activities and facilities, and Executive Orders 20-40, 20-48, 20-56, and 20-63 allowed for the

gradual reopening of certain non-critical businesses that planned for and provided safe workplaces.

Our increased preparedness to treat those most vulnerable to COVID-19 allows us to continue slowly and safely reopening our economy in accordance with guidance from MDH, the Department of Employment and Economic Development (“DEED”), and the Department of Labor and Industry (“DLI”). Businesses reentering the economy 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 continue to carefully consider and provide opportunities for such businesses to scale up their operations.

Likewise, certain non-work activities outside of the home are conducive to social distancing and hygiene, while others raise significant public health risks. Indoor activities pose higher risks than outdoor activities. Activities resulting in increased respiration rates pose higher risk than sedentary activities. Unpredictable settings are riskier than more predictable settings. Large social gatherings for extended time periods increase the risk of transmission between households. But the risks of 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 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 20-63 is rescinded as of Tuesday, June 9, 2020 at 11:59 pm.

2. Paragraphs 6 through 8 of this Executive Order are effective as of Tuesday, June 9, 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. As set forth below, Minnesotans may be required to wear cloth face coverings in certain settings. 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," "homes," "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 or Places of Public Accommodation.
  - f. "Place of Public Accommodation" means a business, or an educational, refreshment, entertainment, recreation facility, or an institution of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public. Places of Public Accommodation include, but are not limited to, the businesses identified in paragraph 7.c of this Executive Order.
  - g. "Establishments Providing Personal Care Services" are broadly defined to include tanning establishments, body art establishments, tattoo parlors,

piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.

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 recreational activities must follow the Minnesota Department of Natural Resources ("DNR") and MDH guidelines on outdoor recreation for facilities and the public ("Outdoor Recreation Guidelines") available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- 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. **Social gatherings.** All indoor social gatherings of more than 10 people and all outdoor social gatherings of more than 25 people are prohibited, except as set forth below. Social gatherings are groups of individuals, who are not members of the same household, congregated together for a common or coordinated social, community, or leisure purpose—even if social distancing can be maintained. This prohibition includes planned and spontaneous gatherings as well as public and private gatherings. Prohibited gatherings do not include commercial activity by workers and customers of Critical and Non-Critical Businesses and Places of Public Accommodation.
  - 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 as permitted by state or local authority.
  - 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 people, drive-in gatherings are permitted, provided that all participants remain within their own vehicles and follow the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- v. **Weddings, funerals, and services.** Places of worship, funeral homes, and other venues that offer gathering space for weddings, funerals, or planned services such as worship, rituals, prayer meetings, or scripture studies, may host such weddings, funerals, or services exceeding the limits set forth above, provided that they adhere to the following requirements:
  - A. In all settings, ensure a minimum of 6 feet of physical distancing between households.
  - B. In indoor settings, occupancy must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal, with a maximum of 250 people in a single self-contained space.
  - C. In outdoor settings, gatherings must not exceed 250 individuals.
  - D. Develop and implement a COVID-19 Preparedness Plan in accordance with applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

**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. 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. **Continue to work from home whenever possible.** Any worker who can work from home must do so.
  - b. **Safe work.** The protections noted in Executive Order 20-54 (Protecting Workers from Unsafe Working Conditions and Retaliation) remain 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.
  - c. **Places of Public Accommodation.** Places of Public Accommodation are subject to the following requirements and limitations:
    - i. **All Places of Public Accommodation remaining open or opening under this Executive Order must adhere to the requirements set forth in paragraph 7.e of this order**, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
    - ii. For the purposes of this Executive Order, the following establishments and facilities are not Places of Public Accommodation:
      - A. Establishments and facilities that offer food and beverage not for on-premises consumption, including grocery stores, markets, convenience stores, pharmacies, drug stores, and food pantries, other than those portions of the Place of Public Accommodation otherwise subject to the requirements of this paragraph 7.c.

- B. Health care facilities, child care facilities, residential care facilities, congregate care facilities, and juvenile justice facilities.
  - C. Crisis shelters, soup kitchens, or similar institutions.
  - D. Restaurants and food courts inside the secured zones of airports.
- iii. Places of Public Accommodation, which would otherwise be subject to the restrictions in this Executive Order, may be exempted from such restrictions if they have been repurposed to exclusively provide services permitted under paragraph 7.c.ii.
  - iv. Places of Public Accommodation subject to this Executive Order are encouraged to offer food and beverage using delivery service, window service, walk-up service, drive-through service, or drive-up service, and to use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing.
  - v. Barbershops, salons, and other Establishments Providing Personal Care Services may be open. Occupancy must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal, with a maximum of 250 people in a single self-contained space. Workers, customers, and clients must follow face-covering requirements as set forth in the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - vi. Restaurants, food courts, cafes, coffeehouses, bars, taverns, brewer taprooms, micro distiller cocktail rooms, farm wineries, craft wineries, cideries, golf courses and clubs, dining clubs tobacco product shops, and other Places of Public Accommodation offering food, beverages (including alcoholic beverages), or tobacco products for on-premises consumption, may provide indoor and outdoor service, provided that they adhere to the following requirements:
    - A. Occupancy of any indoor space must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal, with a maximum of 250 people in a single self-contained space.
    - B. Occupancy of any outdoor space must ensure that the number of customers at any one time is limited to the number for whom physical distancing of 6 feet can be maintained between tables, not to exceed 250 people.

- C. Workers and customers must follow face-covering requirements as set forth in the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - D. All establishments must follow applicable state and local laws and regulations. Local governments are encouraged to work collaboratively with establishments to allow for outdoor service.
  - E. The capacity limitation on indoor activity extends to the sale and play of lawful games as provided under Minnesota Statutes 2019, section 349.12. This does not include outdoor and on-premises sale and play.
  - F. Pursuant to Minnesota Statutes 2019, section 349.12, subdivision 3a, veterans or fraternal organizations may lend gambling funds to their general fund accounts for up to one year to pay for allowable expenses necessary to reopen such organizations' permitted premises as set forth in the guidance available at the Gambling Control Board's website (<https://mn.gov/gcb/>).
- vii. Indoor and outdoor pools may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - viii. Gymnasiums, fitness centers, recreation centers, indoor and outdoor sports facilities, indoor climbing facilities, trampoline parks indoor and outdoor exercise facilities, and exercise studios may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - ix. Venues providing indoor events, entertainment, or recreation such as theaters, cinemas, concert halls, museums, performance venues, stadiums, arcades, and bowling alleys may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - x. Venues (including racetracks) providing outdoor events, entertainment, or recreation, paintball, go-karts, mini-golf, and amusement parks may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- 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. Beginning on June 29, 2020, all Critical Businesses must have developed and implemented a COVID-19 Preparedness Plan as set forth in paragraph 7.e of this Executive Order and in accordance with the industry guidance currently posted to the Stay Safe Minnesota website (<https://staysafe.mn.gov>) and any additional applicable industry guidance that will be posted to the Stay Safe Minnesota website (<https://staysafe.mn.gov>) on or before June 15, 2020 as provided in paragraph 7.d.ii of this Executive Order.
  - ii. In consultation with relevant agencies, the Commissioners of Health, Employment and Economic Development, and Labor and Industry are directed to prepare and publish additional industry guidance for Critical Businesses, as necessary, no later than June 15, 2020. All such guidance will be posted to the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - iii. For state licensed or state certified Critical Businesses that are operating under and adhering to existing policies and procedures or requirements related to health and safety, including requirements to establish and implement COVID-19 Preparedness Plans, state agencies are directed to develop guidance and template addendum plans that address unique risks and hazards of COVID-19 for their operations. Relevant agencies must publish such guidance no later than June 15, 2020. All such guidance will be posted to the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- 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 guidance for their specific industry or, if there is no specific guidance, general guidance for all businesses, as well as Minnesota OSHA Standards and MDH and CDC Guidelines in their workplaces. These requirements are set forth in guidance ("Plan Guidance") available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- 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 applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). This includes requirements that workers and customers must maintain physical distancing of 6 feet and that store occupancy must not exceed limits set forth in the guidance. In customer facing businesses that share common areas, such as malls, all Plans must similarly include a facility occupancy that must not exceed the limits set forth in the guidance 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 congregating.
  - 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 applicable guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - iv. **Optional template.** A template COVID-19 Preparedness Plan, which covers the above requirements, is available as part of the Plan Guidance, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
  - 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.** Workers 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 the applicable guidance, Minnesota OSHA Standards and MDH and CDC Guidelines in its workplaces.
- f. **Youth Programs.** This Executive Order intends to allow as many summer programs for youth as can safely be provided. Youth Programs intending to operate must do so in accordance with the following requirements:
- i. "Youth Programs" means programs providing care or enrichment to children or adolescents such as day camps, summer activities, and recreational or educational classes that require registration and have on-site supervision. "Youth Programs" does not include licensed child care facilities or school-district summer learning programs.
  - ii. Youth Programs must adhere to the requirements set forth in paragraph 7.e of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with guidance for youth and student programs available on MDH's website (<https://www.health.state.mn.us/diseases/coronavirus/schools/>). COVID-19 Preparedness Plans must be distributed, available for review, and followed by participants and their parents or guardians.
  - iii. Youth Programs must comply with any public health restrictions implemented by the manager or owner of property or facilities used by

the program, including any restrictions set by school districts on the use of their facilities, and adhere to guidance for youth and student programs available on MDH's website (<https://www.health.state.mn.us/diseases/coronavirus/schools/>).

- g. **Organized Youth Sports.** Organized Youth Sports organizations and programs intending to operate must do so in accordance with the following requirements:
- i. "Organized Youth Sports" means any sports activity, where participants are children or adolescents, organized by an entity, association, club, or organization providing for registration of participants and oversight on a regular basis for a defined period of time. Sports activities within this definition include all sports offered by the Minnesota State High School League as well as dance, cheerleading, and other sports traditionally offered by supplemental associations or organizations.
  - ii. Entities, associations, organizations, and clubs that provide Organized Youth Sports must adhere to the requirements set forth in paragraph 7.e of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for youth sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed and available for review by participants and their parents or guardians.
  - iii. Entities, associations, organizations, and clubs that provide Organized Youth Sports must ensure that all trainers and coaches understand and follow their COVID-19 Preparedness Plan and related guidance.
  - iv. Indoor or outdoor facilities that support Organized Youth Sports must also adhere to the requirements set forth in paragraph 7.e of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for youth sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed to, available for review, and followed by entities, associations, organizations, and clubs that provide Organized Youth Sports.
- h. **Organized Adult Sports.** Organized Adult Sports organizations and programs intending to operate must do so in accordance with the following requirements:
- i. "Organized Adult Sports" means any sports activity, where participants are adults, organized by an entity, association, club, or

organization providing for registration of participants and oversight on a regular basis for a defined period of time.

- ii. Entities, associations, organizations, and clubs that provide Organized Adult Sports must adhere to the requirements set forth in paragraph 7.e of this Executive Order, including development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for adult sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed and available for review by participants or guardians.
  - iii. Entities, associations, organizations, and clubs that provide Organized Adult Sports must ensure that all trainers and coaches understand their COVID-19 Preparedness Plan and related guidance.
  - iv. Indoor or outdoor facilities that support Organized Adult Sports must also adhere to the requirements set forth in paragraph 7.e of this Executive Order, including the development and implementation of a COVID-19 Preparedness Plan in accordance with applicable guidance for adult sports available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). COVID-19 Preparedness Plans must be distributed to, available for review, and followed by entities, associations, organizations, and clubs that provide Organized Adult Sports
- i. **Higher education institutions.** To the extent higher education classes cannot be provided through distance learning, higher education institutions, in consultation with their governing boards, the Office of Higher Education (“OHE”), and MDH, may offer in-person classes or activities consisting of no more than 25 people. Education and training programs not registered or licensed with OHE or part of the Minnesota State Colleges and Universities or University of Minnesota systems must follow the guidance provided by the state agency or board under which they are authorized to operate.
    - i. **Higher education definitions.** For the purposes of paragraph 7.i of this Executive Order:
      - A. “Higher education institution” means all post-secondary institutions, including but not limited to institutions licensed and registered with the OHE, with a physical campus in the State.
      - B. “Staff and instructors” means all employees, contractors, and volunteers of a higher education institution, including but not limited to janitorial and cleaning professionals, secretarial and administrative professionals, instructors, instructor assistants,

researchers, research assistants, graduate assistants, faculty, and administrators.

- C. "Students" means any person enrolled at a higher education institution.
- D. "Activities" includes, but is not limited to, testing, short-term training programs, student services, advising, internships, clinical rotations/placements, customized training, internships, campus visits, programs, credit and non-credit classes, and all research activities and functions.

ii. **Requirements for higher education institutions.** Institutions of higher education should continue to establish and implement a higher education institution COVID-19 Preparedness Plan ("Higher Ed Plan"). Each Higher Ed Plan must provide for implementation of Minnesota OSHA Standards and MDH and CDC Guidelines in classrooms, labs, or other areas that students and staff may visit. Such requirements, which are adaptable to higher education institutions, are set forth in the general guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>) and other applicable guidelines.

A. **Required Higher Ed Plan content.** As set forth in the Plan Guidance, at a minimum, each Higher Ed Plan must adequately address the following areas:

1. **Require distance learning wherever possible.** Each Higher Ed Plan must require that distance learning continues for all students when possible. If in-person indoor or outdoor activities are required, such activities must be subject to limitations set forth by relevant OHE and MDH guidance.
2. **Ensure that sick students and institution staff and instructors stay home.** Each Higher Ed Plan must establish policies and procedures, including health screenings, that prevent sick students or institution staff and instructors from entering the institution for in-person or on-site activities.
3. **Social distancing.** Each Higher Ed Plan must implement social distancing policies and procedures set forth by the CDC and MDH. Such Plans must also include signage in common areas to discourage gathering. Each Higher Ed Plan should encourage all students, visitors, staff, and instructors to wear masks or face coverings.



- 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 in accordance with the Outdoor Recreation Guidelines. 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.
  - m. Public and private campgrounds that have adopted a COVID-19 Preparedness Plan in accordance with the Guidance for Campgrounds website (<https://www.dnr.state.mn.us/aboutdnr/safely-opening-outdoor-recreation.html>).
  - n. Charter boats and launches that have adopted a COVID-19 Preparedness Plan in accordance with Guidance for Charter and Launch Boats website (<https://www.dnr.state.mn.us/aboutdnr/safely-opening-outdoor-recreation.html>).
  - o. Outdoor tournaments, competitions, practices, and sports that allow for social distancing, that do not require gatherings prohibited by paragraph 6.c, and that adhere to the Outdoor Recreation Guidelines. This paragraph does not apply to activities covered by paragraphs 7.f through 7.h.
  - p. Guided and instructional activities such as guided fishing or birding that do not require gatherings prohibited by paragraph 6.c, adhere to social distancing requirements, and are conducted in accordance with the Outdoor Recreation Guidelines. This paragraph does not apply to activities covered by paragraphs 7.c.vii or 7.f.
  - q. Any other outdoor recreation activities and facilities that may be designated in the Outdoor Recreation Guidelines.
9. **Respect for workers.** Minnesotans must respect the efforts of employers and businesses to protect the safety of their workers and customers by complying with

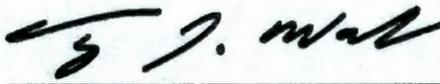
those businesses' social distancing and hygiene instructions. Employers and businesses must post social distancing and hygiene instructions at entrances and in locations that can be easily seen by customers and visitors.

10. **Enhanced local measures permitted.** Nothing in this Executive Order or previous Executive Orders should be construed to prohibit or prevent political subdivisions from implementing, within their jurisdictions and pursuant to applicable law and authority, restrictions beyond the restrictions contained in this Executive Order, as long as those additional restrictions have a real or substantial relation to the public health crisis caused by COVID-19. Pursuant to Minnesota Statutes 2019, section 12.32, political subdivisions may not relax or reduce this Executive Order's restrictions. In other words, to the extent that they have authority to do so, cities and other political subdivisions may take actions that are more protective of the public health but may not take actions that are less protective of the public health.
11. **Enforcement.** 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. State and local licensing and regulatory entities that inspect businesses for compliance with rules and codes to protect the public are encouraged to assess regulated businesses' compliance with this Executive Order and use existing enforcement tools to bring businesses into compliance. 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 June 5, 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 June 5, 2020:

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

## **COVID-19 Preparedness Plan for City of Windom**

The City of Windom is committed to providing a safe and healthy workplace for all our employees and citizens visiting municipal facilities. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, management and citizens. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. City of Windom administration and Department Heads have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at City of Windom. Employee education and cooperation is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by disseminating information from the Minnesota Department of Health, CDC and other resources. The City of Windom's safety consultant has assisted with the preparedness. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48 and 20-74, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off;
- protections and controls for in-person visits;
- communications and instructions for visitors posted.

### **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees know they need to self-report if they are feeling sick or experiencing symptoms. Department Heads notified by employees will be sent home and encouraged to seek medical attention and testing. The City has available thermometers for employees to measure temperatures and KN95 masks have been made available to all employees.

City of Windom has leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees that are sick are able to use the COVID Emergency Sick Leave or their sick leave accruals as needed. Employees are eligible to use the Federal FMLA leaves available by law. Accommodations for employees with

underlying medical conditions or who have household members with underlying health conditions may be able to tele-work or make other scheduling arrangements with Department Heads.

City of Windom will inform employees if they have been exposed to a person with confirmed COVID-19 at their workplace. Exposed employees will be encouraged to stay home for the required amount of time or be tested prior to returning to work.

The City of Windom follows HIPPA laws to protect the privacy of employees' health information.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors and visitors to the workplace will be noticed to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Restrooms or other sinks are available at all work place facilities for employees to conduct handwashing and/or hand sanitizer is supplied and maintained. Employees will be allowed time to perform handwashing to meet this precaution. Signs directing visitors to municipal facilities to use hand sanitizer (provided by the City) are placed at each facility open to the public.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. Signs are posted at municipal facilities that are open to the public (exception of outdoor facilities such as parks, trails and ballfields).

## **Social distancing**

Social distancing of six feet will be implemented and maintained between employees and visitors in the workplace through the following engineering and administrative controls: Signs have been posted on the doors to municipal facilities that are open to the public; glass guards have been placed at locations where employees interact with the public; tape or other markings indicating separation may be used along with physical spacing of desks, chairs or other spaces. Employees that can tele-work are allowed to tele-work with the approval of their Department Head; staggered shifts are available to most City employees; curb-side delivery option is available for library patrons; limits on the number of customers\visitors at the liquor store, library and community center; limits on the number of people in the City Council Chamber; use of electronic meetings for City Council, Boards and Commissions; KN95 masks have been provided to all employees; MMUA Safety Consultant review of in-place measures and assistance with obtaining masks; coordination between Departments for the procurement of cleaning and hand sanitizing supplies; questions about COVID preparedness and actions may be directed to the applicable Department Head or City Administrator's office.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, meeting rooms and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas used by the public, such as phones, keyboards, touch screens, controls, door handles, panels, copy machines, credit card readers, delivery equipment, etc. Facility staff frequently clean the high touch areas used by the public. In additions, municipal facilities that are open to the public are cleaned by a cleaning service twice a week. Employees have access to cleaning products and are encouraged to wipe down surfaces used by staff and visitors.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. Fresh air can be brought into the workplace, air conditioning is being used, but ventilation systems are being properly used and maintained.

## **Communications and training**

This COVID-19 Preparedness Plan was communicated through emails to all employees on various dates and necessary training was provided to Department Heads. Additional communication and training will be ongoing through emails and provided to all employees. Instructions will be communicated to visitors about: how drop-off, pick-up, delivery and in-person business will be conducted to ensure social distancing between the visitors and employees; required hygiene practices; and recommendations that visitors and visitors use face masks when dropping off, picking up, accepting delivery or in-person business. Visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 though signs at the doors of municipal facilities. Managers and supervisors are to monitor how effective the program has been implemented through Department Head meetings every two weeks. Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the City of Windom, City Council and will be posted throughout the workplace on June 17, 2020. It will be updated as necessary.

Certified by:

Steve Nasby

City Administrator

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

## 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   
**DATE:** June 10, 2020  
**RE:** Enhancement(s) to West Fork Des Moines River Stream Gages  
**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. Approve a resolution calling upon the National Oceanic and Atmospheric Administration (NOAA) to undertake efforts to upgrade two stream gages at Avoca, MN and Windom, MN to assist with flood monitoring and prediction.

### **Issue Summary/Background**

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Last year staff and the Mayor met with representatives from the U.S. Geographical Service, National Weather Service, DNR and Cottonwood County Emergency Management regarding improvements to the stream gage in Windom. This conversation led to a larger scope of information to be collected and expanded uses to involve other partners.

Today, the parties met again to discuss needs, options and costs. The City of Windom's primary focus is on emergency management for flood monitoring and prediction; however, data would also be useful for the Water Department (watershed impacts, water management, permitting, etc.). To start the process the City was requested to make a formal request to the National Oceanic and Atmospheric Administration for flood prediction data. The resolution is that formal request, but does not commit the City to funding at this time.

### **Fiscal Impact**

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Based on the conversations with the federal, state and local partners the annual cost of \$14,000 to \$18,000 could be divided up so the local share is one-third of the total, which is \$4,662 to \$6,000 annually. The local share would be further divided between the City, Cottonwood County, Red Rock Rural Water, Windom Water Department and possibly the Heron Lake Watershed District. As such, I estimate the cost to the City of Windom would be approximately \$1,500 to \$2,500 annually.

### **Attachments**

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1. Resolution

**RESOLUTION #2020-**

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Abstained:**

**Absent:**

**RESOLUTION REQUESTING FLOOD PREDICTION GAGES FOR THE WEST  
FORK OF THE DES MOINES RIVER**

**WHEREAS**, the City Council of the City of Windom, Minnesota recognizes the need for improved flood monitoring of the West Fork of the Des Moines River; and

**WHEREAS**, the City Emergency Management Office and Cottonwood County Emergency Management Office relies upon stream gage data from the Avoca, Windom and Jackson, Minnesota sites; and

**WHEREAS**, it is in the interest of the City and County, along with State and Federal partners (e.g. DNR, NOAA, USGS and USACE) to improve data collection; and

**WHEREAS**, increasing the availability of information to emergency management is in the public's best interest; and

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

1. The City of Windom requests the National Oceanic and Atmospheric Administration work with local, state and federal agencies to improve the ability to predict and monitor flooding by enhancing stream gages on the West Fork of the Des Moines River at Avoca, MN and Windom, MN.

**Adopted this 16th day of June, 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:** Jeff Dahna  
**DATE:** June 11, 2020  
**RE:** Revise Resolution EDA CARES Act Grant  
**DEPT:** Telecom  
**CONTACT:** Jeff Dahna 507-832-8680 ([jeff.dahna@windommn.com](mailto:jeff.dahna@windommn.com))

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

Staff requests that the City Council revise the resolution that was adopted on May 19, 2020, authorizing submission of a Federal EDA Grant Application.

### **Issue Summary/Background**

After additional review of estimated project costs from the 2017 project grant application, it was determined that the engineering estimates did not include required Davis Bacon rates. The 2017 cost estimates were updated and the project scope was also revised to include an added fiber route from Windom to Jeffers.

The estimated revised project cost is \$3,890,000 which now includes Davis Bacon rates and the added fiber route from Windom to Jeffers.

### **Fiscal Impact**

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If the grant is awarded and accepted, a 20% match of \$778,000 is required.

### **Attachments**

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1. Revised Resolution Authorizing Submission of Federal EDA Grant Application.

## RESOLUTION # 2020 -

**INTRODUCED:**

**SECONDED:**

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

### CITY OF WINDOM, MINNESOTA

#### **REVISED 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 \$3,112,000. The City match would be the sum of \$778,000 covering total project costs of \$3,890,000. 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 16th day of June, 2020.

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

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

STATE OF MINNESOTA :  
 SS  
 COUNTY OF COTTONWOOD:

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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 June 16, 2020.

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

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

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

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

# RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

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

## **A RESOLUTION CORRECTING THE FILING PERIOD FOR CANDIDATES FOR THE CITY ELECTION**

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**WHEREAS**, vacancies in elected offices for the City of Windom will occur on January 1, 2021; and

**WHEREAS**, vacancies will exist for the following positions:

Mayor  
Councilmember – Ward I  
Councilmember -Ward II

**WHEREAS**, pursuant to State Statute, the filing period shall not commence earlier than 98 days nor less than 84 days before the municipal general election.

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

The filing period for elective office in the City of Windom shall commence on July 28, 2020, at 8:00 a.m. and end on August 11, 2020, at 5:00 p.m. Affidavit of Candidacy papers may be filed at the City Clerk's Office in the Windom City Hall during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.) during said filing period.

Adopted this 16<sup>th</sup> day of June, 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:** Scott Peterson, Chief of Police  
**DATE:** 06/16/20  
**RE:** Police Officer Hire  
**DEPT:** Police  
**CONTACT:** Scott Peterson, Chief of Police; [speterson@windom-mn.com](mailto:speterson@windom-mn.com)

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

Staff recommends that the City Council take the following action:

1. Hire Issak Paulson for the position of full-time police officer.

### **Issue Summary/Background**

Officer David Huse has recently submitted his resignation to accept a position with the Albert Lea Police Department. Issak Paulsen would be filling this vacancy.

Mr. Paulson is a 2020 graduate of Alexandria Tech and is a graduate of Windom Area Schools. If the hiring is approved, his first day of work would tentatively be Thursday, June 18.

### **Fiscal Impact**

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

### **Attachments**

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None.

**CERTIFICATE FOR PAYMENT NO. 1**

M.R. Paving & Excavating, Inc.  
PO Box 517  
Hutchinson, MN 56360

Project: 2020 Street Improvements  
Schedules 3 and 4  
Windom, MN

DGR Project No. 369018

Owner: City of Windom, MN

For Period From: May 29, 2020 to June 10, 2020

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
<b>Schedule 3 - (16th Street)</b>								
1	JOB	Mobilization	L.S.	\$14,081.83	100%	\$14,081.83	100%	\$14,081.83
3	1,950 S.Y.	Remove Pavement	2.36	4,602.00	1,950.00	4,602.00	1,950.00	4,602.00
9	5,660 S.Y.	Anticrack Fabric	1.16	6,565.60	5,660.00	6,565.60	5,660.00	6,565.60
12	1,280 Ton	Bituminous Pavement	95.92	122,777.60	1,016.56	97,508.44	1,016.56	97,508.44
13	1,415 Gal.	Hot Bituminous Material for Tack Coat	2.48	3,509.20	1,050.00	2,604.00	1,050.00	2,604.00
21	780 S.Y.	4" Gravel Driveway	6.49	5,062.20	780.00	5,062.20	780.00	5,062.20
51	1 Ea.	Connect to Existing Water Main	1,817.73	1,817.73	1.00	1,817.73	1.00	1,817.73
56	1 Ea.	8" Gate Valve & Box	3,838.39	3,838.39	1.00	3,838.39	1.00	3,838.39
58	4 Ea.	Adjust Valve Box	312.10	1,248.40	4.00	1,248.40	4.00	1,248.40
66	2,520 S.Y.	Terrace Grading	2.94	7,408.80	2,520.00	7,408.80	2,520.00	7,408.80
69	6 Ea.	Remove and Reinstall Mailbox	122.19	733.14	6.00	733.14	6.00	733.14
71	JOB	Traffic Control	L.S.	2,421.74	100%	2,421.74	100%	2,421.74
75	2 Ea.	Storm Drain Inlet Protection	242.18	484.36		0.00		0.00
76	0.52 Acre	Seeding, Fertilizing and Hydro Mulching	6,659.75	3,463.07	0.52	3,463.07	0.52	3,463.07
79	JOB	Pavement Marking - Railroad Crossing	L.S.	544.89		0.00		0.00
81	3,850 L.F.	Pavement Marking - 4" Solid Line Yellow	0.44	1,694.00		0.00		0.00
82	3,850 L.F.	Pavement Marking - 4" Solid Line White	0.44	1,694.00		0.00		0.00
84	JOB	Railroad Insurance	L.S.	1,331.96	100%	1,331.96	100%	1,331.96
		<b>TOTAL SCHEDULE 3</b>		<b>\$183,278.81</b>		<b>\$152,687.30</b>		<b>\$152,687.30</b>
<b>Schedule 4 - (6th Avenue)</b>								
1	JOB	Mobilization	L.S.	\$4,043.47	100%	\$4,043.47	100%	\$4,043.47
12	680 Ton	Bituminous Pavement	99.44	87,619.20	643.82	64,021.46	643.82	64,021.46
15	1 Ea.	Adjust Frame & Ring Casting	498.33	498.33		0.00		0.00
58	1 Ea.	Adjust Gate Valve Box	498.33	498.33	1.00	498.33	1.00	498.33
71	JOB	Traffic Control	L.S.	1,816.04	100%	1,816.04	100%	1,816.04
		<b>TOTAL SCHEDULE 4</b>		<b>\$74,475.37</b>		<b>\$70,379.30</b>		<b>\$70,379.30</b>
		<b>TOTAL BID</b>		<b>\$267,754.26</b>		<b>\$223,066.60</b>		<b>\$223,066.60</b>

Total Work Completed		\$223,066.60
Stored Materials		
Less Retainage	<u>5</u> %	<u>11,153.33</u>
		\$211,913.27
Less Previous Payments		0.00
<b>TOTAL AMOUNT DUE THIS PAY REQUEST</b>		<b><u>\$211,913.27</u></b>

Payment Requested by:

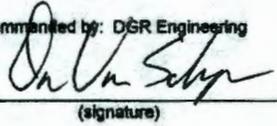
M.R. Paving & Excavating, Inc.  
(Contractor)

  
(signature)

Date

6/9/20

Payment Recommended by: DGR Engineering

  
(signature)

Date

6/9/2020

Payment Approved by: City of Windom, MN

\_\_\_\_\_  
(signature)

Date

\_\_\_\_\_