

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

**Council Meeting
Tuesday, July 7, 2020
City Council Chamber
6:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – June 16, 2020
 - Park & Recreation Commission – June 10, 2020
 - Utility Commission – June 24, 2020
- License – Solicitation Permit – Laura Moritz – Southwestern Advantage
- Regular Bills

2. Department Heads

3. 2019 City Audit –Clifton Larson Allen

4. Liquor Store Committee Recommendation – Request for Proposals

5. 2020 Electric Rate Study/Increase

6. City Code Revisions

- First Reading Ordinance No 186, 2nd Series – Amending City Code 117 - Tobacco
- Second Reading Ordinance No 185, 2nd Series – Amending City Code

7. Personnel – Hiring Recommendation

- Part-time Office Assistant
- Part-time Police Officer

8. City Code Chapter 93 – Domestic Fowl

9. Mayor Appointment – HRA Board

10. New Business

11. Old Business

12. Contractor Payment

- Gridor Construction, Inc. – WWTF Improvement Project #20 - \$376,601.00
- Hjerpe Contracting, Inc. – 2020 Street Project #2 - \$845,536.50
- Empire Building Construction LLC – Tennis Court Project #2 - \$30,592.70

13. Council Comments

14. Adjourn



Reminder – 5:00 p.m. July 14, 2020 Special Meeting-Strategic Planning

P.O. Box 38 • 444 Ninth Street • Windom, MN 56101 • Phone 507-831-6129 • FAX 507-831-6127
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**Regular Council Meeting
City Hall, Council Chamber
June 16, 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, Marv Grunig, Rod Byam,
Jenny Quade and James Nelson

Council Absent: JoAnn Ray

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; Dawn Aamot,
Library Director; Scott Peterson, Police Chief; Ben
Derickson, Fire Chief; Drew Hage, Development Director

3. Pledge of Allegiance

4. 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

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

5. Department Heads:

Dawn Aamot, Library Director, said the Library has been open since June 2nd. The guidelines that they are following include a twenty minute time limit and no more than five visitors per side. Her staff is continuing to offer curbside pickup and encouraging patrons to practice social distancing. She has two computers for use for a twenty minute period. Aamot said the Summer Reading Program is underway with virtual programs included, such as Storytime on Tuesdays and Thursdays. The Library has been chosen for a Minnesota Legacy Grant through the Minnesota Arts and Cultural Fund for entertainers. Aamot is coordinating online options for this grant.

Spencer Winzenried, Community Center Director, explained that they are starting to reopen for activities. Per order, he is allowed a 25% capacity of up to 250 people. Senior dining is still offering Meals on Wheels, but on-site dining is still not open. Winzenried stated at the last budget cycle, his department requested an ice machine. He estimates the Center uses approximately \$800 in ice annually. The replacement machine would cost approximately \$3,200 and the Community Center Commission is recommending approval using equipment reserve funds.

Council discussed the longevity of the last machine, warranty work, and its use during large events. Winzenried responded the new machine would have a 3-5 year warranty and staff would plan accordingly for large events.

Motion by Byam second by Quade approving the purchase of an Ice Machine for the Community Center not to exceed \$3,200 using Equipment Reserve Funds. Aye: Grunig, Quade and Byam. Nay: Nelson. Motion carried 3 – 1.

Ben Derickson, Fire Chief, explained that during a recent drill, the Fire Department's main engine broke down. Emergency Apparatus was called to access the damage and repair the engine. It was found that the pipes are going bad in the unit, some are exposed and others are not. The truck cannot be relied upon, so Derickson is only using the truck to haul department staff and equipment. The unit is 28 years old and needs replacement. Staff has started to reach out to the Windom Fire District and discuss replacement options.

Council consensus is to direct staff to start truck specifications and estimates for replacement as a new engine can take up to two years to be built to requested orders.

6. U.S. Census Update:

Jim Accurso, US Census Bureau, provided an update on the local census reports. He thanked the local Complete Count Committee for their work. Accurso said that Windom has a self-response rate of 74%. The State of Minnesota average is 71% and the United States average is 61.4%. The self-response time frame was extended through October 31, 2020. Committee members have added videos to online websites and on social media to promote being counted. Accurso said Census workers will begin knocking on doors starting August 11th. College students should have been counted as if they were still at school as of April 1st. Census staff will be counting the homeless population on September 24-26th.

7. Resolution Accepting Donation – Police Department – Irene Menken:

Council Member Grunig introduced the Resolution No. 2020-37, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM IRENE MENKEN FOR THE WINDOM POLICE DEPARTMENT" and moved its adoption. The resolution was seconded by Nelson and on roll call vote: Yes: Quade, Nelson, Grunig and Byam. No: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

8. Planning Commission Recommendation – Conditional Use – 12 4th Street:

Andrew Spielman, Building & Zoning Official, explained a conditional use application that was submitted for 12 4th Street in Windom. The application would allow a portion of the property to be used as an impound lot for a Windom business and signed consents from all invested owners was attached to the application. This use is being considered under the I-1 Zoning District as "all

other uses” to qualify for the conditional use permit. The leased area of the parcel (Southwest corner) will be fenced with a screen and a berm. It was stated that no scrapping of vehicles or dismantling will be allowed. Spielman stated a public hearing was held and minutes from the meeting are in the Council Packet. The Planning Commission is recommending approval.

Jed Knutson, Windom Towing, stated his business is hazmat certified and all vehicles temporarily placed will have fluids removed if the fuel, oil or other tanks/reservoirs have been ruptured.

Jones stated several surrounding landowners spoke at the public hearing and some concerns were addressed. The berm and fencing will help shelter the impounded vehicles. The proposed impound lot is outside of the wellhead protection area. If the proposed conditions are not maintained, Council can revoke the permit.

Motion by Grunig second by Byam approving the Conditional Use Permit for 12 4th Street as presented. Aye: Nelson, Quade, Byam and Grunig. Nay: None. Motion carried 4 – 0.

9. First Reading Ordinance No. 185, 2nd Series – Amending City Code:

Spielman explained two proposed City Code Amendments in regards to zoning and moving permits. The zoning permit change would include projects such as storage buildings, outdoor structures, decks, driveway installation/replacement, in-ground pools, and fencing/hedgerows. The zoning permit fee is already established and the proposed Code would set forth language detailing zoning permit requirements and fees. The moving permit amendment will exempt a needed moving permit for a manufactured home/structure if another permit has been issued for the construction or placement of said home/structure.

Nasby added the Multi-Purpose Center Commission proposed a Code Amendment to take the EDA Director off as an ex-officio member of the Multi-Purpose Center Commission, which aligns board composition with other City Departments and they have the abilities to do marketing and outreach with staff.

Additionally, other sections of City Code had minor edits where the Water and Light Board would be renamed to the Windom Utility Commission to be consistent with the Charter. Last, Nasby said Code language related to specific dates for billing statements are proposed to change to be consistent with the current billing processes.

Motion by Byam second by Grunig approving the First Reading of Ordinance No. 185, 2nd Series – Amending City Code. Aye: Byam, Grunig, Nelson and Quade. Nay: None. Motion carried 4 – 0.

10. Park & Recreation Commission – Pool & Summer Recreation Recommendations:

Tim Hogan, Arena/Park Recreation Director, presented the changes to the 2020 Summer Pool and Recreation programs due the Covid-19. Youth programs that are skills based began on June 15th with reduced program fees of \$25. Hogan is planning on the pool opening on June 29th at 50% capacity (160 people) and extending the swimming season through Labor Day. Swimming lesson registration is open and available online. First Session of lessons will begin July 6th. There is a Covid-19 Preparedness plan in place for all activities that will be followed. He noted that the Arena will not host any indoor horse shows, however the outdoor riding arena can be used. The

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Cottonwood County Fair has been cancelled and the two remaining horse shows would have to use the outdoor arena if allowed.

Motion by Byam second by Quade approving the fee of \$25 for the 2020 Summer Recreation Programs. Aye: Nelson, Quade, Byam and Grunig. Nay: None. Motion carried 4 – 0.

11. COVID-19 Preparedness Plan:

Steve Nasby, City Administrator, explained that on June 5th, the Minnesota Governor stated essential businesses had to have a written Covid-19 Preparedness Plan. He spoke with Personnel Committee and followed the Minnesota Department of Employment and Economic Development's template for the City of Windom's Covid-19 Preparedness Plan. Nasby said the various departments have already been following these procedures, and just formalized the plan in writing.

Motion by Quade second by Grunig approving the City of Windom Covid-19 Preparedness Plan as presented. Aye: Grunig, Byam, Quade, and Nelson. Nay: None. Motion carried 4 – 0.

12. Resolution Requesting Flood Prediction Gauges:

Jones said he and Nasby met with representatives from the U.S. Geographical Service, National Weather Service, Minnesota DNR and Cottonwood County Emergency Management regarding improvements to the stream gauge in Windom. The intention is to better predict flooding events that may occur in Windom and surrounding communities. A formal request should be made to the National Oceanic and Atmospheric Administration, but this does not commit the City to any funding at this time. There are several entities that would have a financial responsibility in upgrades/replacement costs.

Council Member Byam introduced the Resolution No. 2020-38, entitled "RESOLUTION REQUESTING FLOOD PREDICTION GAGES FOR THE WEST FORK OF THE DES MOINES RIVER" and moved its adoption. The resolution was seconded by Quade and on roll call vote: Yes: Nelson, Grunig, Byam, and Quade. No: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

13. Resolution Revising Telecom Federal EDA CARES Act Grant Application:

Jeff Dahna, Telecom Manager, addressed the Resolution revision. He said a change was needed due to Davis-Bacon prevailing wage rates being factored into the fiber project. The project cost would increase to \$3,890,000. If awarded and accepted, a 20% match of \$778,000 is required. The Telecom Commission is recommending approval.

Jones said the match monies should be covered without City dollars.

Grunig was hopeful that there is potential to get customers hooked up and raise the needed match.

Council Member Byam introduced the Resolution No. 2020-39, entitled "REVISED RESOLUTION AUTHORIZING SUBMISSION OF FEDERAL EDA GRANT APPLICATION" and moved its adoption. The resolution was seconded by Quade and on

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

14. Resolution Correcting Filing Period Dates:

Nasby stated the previous Resolution had a typo on the dates and this resolution corrects the dates.

Council Member Grunig introduced the Resolution No. 2020-40, entitled "A RESOLUTION CORRECTING 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: Nelson, Grunig, Byam and Quade. No: None. Absent: Ray. Abstain: None. Resolution passed 4 - 0.

15. Personnel – Hiring Recommendation – Police Officer:

Scott Peterson, Police Chief, presented a hiring recommendation to the Council. He would like approval to hire Issak Paulson for a full-time police officer to replace Officer David Huse who recently submitted his resignation to the department.

Motion by Byam second by Quade to approve hiring Issak Paulson as a Full-Time Police Officer. Aye: Grunig, Byam, Quade and Nelson. Nay: None. Motion carried 4 – 0.

Quade wishes Officer Huse the best and thanked him for his service to the City of Windom.

Jones thanked Chief Peterson and his department for the traffic control on South Highway 71.

16. New Business:

None.

17. Old Business:

Jones said the Strategic Planning Meeting is slated for July 14th.

Council consensus was to host an in-person meeting on July 14th at 5:00 PM at the Community Center as Planning and Zoning has use of the Council Chambers that evening.

18. Contractor Payments:

Motion by Byam second by Grunig to approve the Pay Request #1 for M & R Paving in the amount of \$211,913.27 for the 2020 Street Project Overlay #1. Aye: Quade, Nelson, Grunig and Byam. Nay: None. Motion carried 4 – 0.

Nasby stated the restriping on 16th Street was completed as a Contractors expense.

19. Council Comments:

Byam began by reminding the community that Sunday is Father's Day and encouraged the public to reach out to their fathers. He said that COVID-19 is not going away and encouraged mask-wearing in public. Byam urged the public to support local businesses. He added that there are several locations in town that are eye-sores and is pushing to make more progress. The Windom Foundation is still seeking donations. Byam spoke about the City Ordinance regarding chickens,

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ducks, and bees. He would like to see them in town as other communities are allowing these animals and it could be a teaching tool for kids.

Nelson said stay safe and wash your hands.

Grunig would like the July 21st Meeting to be in-person at the Council Chambers.

Quade explained that she may be required to self-quarantine, so she is in favor of having the Zoom Meeting platform as an option.

Jones stated there is a broad range of opinion on COVID-19 and citizens should do what they feel is best. He ended by urging the public to support local businesses.

20. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 8:19 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Parks & Recreation Commission Minutes

June 10 2020, 5:30 p.m.

Meeting Place: Windom City Hall, Council Chambers at 5:30

Meeting called to order Chairman Jason Kloss

Roll Call:

Present: Bryan Joyce, Jason Kloss, Jill Knapp, Jackie Jurgens, Jess Smith, Ron Kuecker
Absent: Josh Schunk, and Rod Byam
Council Liaisons: Jenny Quade
City Staff Present: Brian Cooley, Street/Park Superintendent,
Tim Hogan, Arena /Recreation Director
Public Present: none

1. Approve Agenda and Minutes:

- A. Motion to approve the amended agenda by Jill Knapp and seconded by, Jackie Jurgens, approved by a unanimous vote.
- B. Motion to approve the march 11 minutes as written by Jess Smith and seconded by Jackie Jurgens, approved by a unanimous vote.

2. Update from Tim Hogan Arena and Rec Director:

A. Update on pool activity:

- 1) Tim informed the commission that some of the lifeguards have been working on the pool to get it ready for the season. They will be working on painting the inside of the pool on June 13 and that it will take 5 to 7 days to cure
- 2) Tim said that right now the opening date would be either the 25th or the 26th. He also stated that they would be using all of the MDH mandated and some of their own Covid 19 safety precautions. Tim stated that there are several rules and that if any of the Commission members wanted more information that he could e-mail them the whole list. Some of the Commission members had questions about some of the specifics of the rules that apply to the pool and wanted to make sure that the people who use the pool kept safe from the virus, but try to not be too restrictive and make sure that the rules make sense.
- 3) Tim informed the Commission members that he is expecting to have swimming lessons start on June 29.

B. Summer Ball programs:

- 1) The summer rec program for the younger kids is expected to start on June 15. Tim informed that all of the Covid 19 precautions will be followed and that a list is provided to the parents that have registered their children. Right now, they will be focusing on fundamentals and are hoping to maybe schedule some game later in the summer.
- 2) Tim informed the Commission that the 5-8 grade program has been cancelled.
- 3) The softball season has been canceled through the City but some of the members have worked on playing this season without the city's help because we are not supposed to organize any of the sports in the ball fields. No one will be charged for any field prep this year and that the fields will only be dragged once a day for weed control.

C. Sand volleyball:

- 1) For this summer the City managed sand volleyball season has been cancelled. Many of the people that play in the league have organized their own season to be played this summer. Tim will continue to do prep work on the courts.

D. 2020 Horse shows and the Arena usage:

- 1) Tim stated that all of the summer horse shows have been cancelled for this year. As of now there are only two still remaining, August 28 and September 11. Tim informed that it would not be worthwhile to put all of the clay and sand on the arena floor for only two shows. After some discussion, the members told him not to put in the clay and sand. Tim suggested that if those two shows do not cancel that they can utilize the outdoor arena to the west of the indoor arena, the Commission concurred with his recommendation.
- 2) Tim informed the Commission that the 2020 Cottonwood County fair has been cancelled. Commission member Jackie Jurgens stated that they will still be doing judging for the Counties 4-H members and other if possible.

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

A. **Tennis court construction:**

- 1) Brian gave an update to the Commission that the tennis court construction has started. Empire Construction from Sioux Falls, SD has started working on removing excess dirt and will start on the base when that is work completed.

B. **Dog Park update:**

- 1) Brian informed the Commission that he has hired Zieske Land Surveying to find and mark the corner posts in the lot that the dog park will be built so that we have all of the proper distances from the surrounding properties.
- 2) He also informed them that the CCAR has raised all of the money for the fence to be installed. I talking to the fence installer we are hoping to install it toward the middle of July sometime.

C. **Ball field prep and other summer projects:**

- 1) Brian informed the Commission that we have been dragging the ag-lime parts of the fields to keep them soft and for weed control. Once the fields will get used more, they will drag them once a day for maintenance, because the City is not allowed to be involved in any way with any organized sports played on their fields due to the Covid 19 virus.
- 2) When the recreation programs are using the rec area they will unlock clean and disinfect the bathrooms according to the MDH guidelines then lock them when they leave.
- 3) Brian informed the Commission that he will be having the workers painting all of the parks buildings this summer, installing benches, and other larger maintenance items that have not been done the last couple of years due to the floods and wind storms that delayed many thing from being done. It will also help this year that we do not have to do ballfield prep work.

4. **New business:**

None

5. **Old business:**

- 1) Brian informed the Commission that he is currently looking into different types of buildings, funding, and location for possibly replacing the Island shelter. He will have more information after he has completed His research.

6. **Open mike discussion:**

None

Meeting adjourned at 7:07 pm.

Next Meeting Wednesday, July 8, 2020 @ 5:30pm Windom City Hall Council Chambers.

UTILITY COMMISSION MINUTES
Council Chambers
June 24, 2020

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Glen Francis and Tom Riordan
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Glenn Lund, Wastewater Foreman; Jason Sykora, Electric Superintendent; Leesa Arndt, Utility Billing/Analyst; Steve Nasby, City Administrator; Drew Hage, Development Director (11:00 AM)

APPROVE MINUTES

Motion by Riordan second by Francis to approve the May 27, 2020 minutes. Motion carried 3-0.

ELECTRIC ITEMS

2021 Electric Rates

Sykora stated electric rate changes recommended by the rate study are included in the packet. He said TORO is the only business that would be currently affected if a Power Factor Penalty would be implemented. Sykora stated a switch bank placed on the line side of TORO would cost \$60,000. The City would recoup this expense within 5-6 years by lowering the line loss caused by Toro's poor Power Factor. The switch bank equipment could last 25-30 years. TORO would install Capacitor Banks if the City of Windom would implement a Power Factor Penalty, however, due to COVID-19, they would not have the funds until their 2022 budget. The Commission will continue to discuss the Power Factor Penalty and costs to both parties.

Motion by Riordan second by Schwalbach to approve RESOLUTION UT #2020-6-1 RESOLUTION REVISING THE UTILITY RATE SCHEDULE IN THE CITY OF WINDOM, MN. Aye: Francis, Riordan, and Schwalbach. Nay: None. Motion carried 3 – 0

Transmission Line Reconstruction

Sykora provided a cost estimate from PSE to provide services for the replacement of the 69 kV transmission line reconstructions. Costs were in line with the DGR Engineering Amendment.

Motion by Riordan second by Francis to approve the Task Order Amendment to the DGR Engineering Master Agreement for Professional Services. Motion carried 3-0.

Other Electric Items

Sykora would like to hire a full-time lineman in anticipation of a retirement in his department. Monies remaining from a second part-time seasonal position are available which would cover the 2020 costs for an employee.

Motion by Francis second by Riordan to approve advertising for a Full-time Lineman position. Motion carried 3-0.

Sykora discussed the work his department has done for the School and questioned the Commission on how much pro bono time should the department spend versus charging for these services. The Commission discussed the work with the Daktronics sign, installing field goal posts, and other various services that the department does for the School (inside or outside of City Facilities).

Motion by Francis second by Riordan to approve providing up to 12 hours of work for school related time and begin charging the school for any staff/equipment time exceeding the 12 hours. Motion carried 3-0.

Sykora mentioned removal and replacement of the Electric Department's parking area and the dead end area of 11th Street. Both items he would like to include in the 2021 Budget. Commission consensus was to seek out additional quotes and replacement options.

Sykora reported updates on the door replacement at his facility. His staff has placed advertising signs along Hwy 60-71 S for downtown Windom. The department has seen a recent transformer outage along with some customers being struck by lightning. 16th Street underground work is progressing and Cottonwood Co 13 services are being changed over to the new underground lines.

WATER\ WASTEWATER ITEMS

Prime Pork SIU Rates

Lund explained that negotiations are continuing with Prime Pork SIU. One focus is the TKN values that have higher fluctuations. Glenn is also reviewing future carbon compliance numbers and costs.

Sewer Jet Truck

Lund presented three quotes for the Sewer Jet Truck. The low bid came from Flexible Pipe Tool Company with a potential for more Trade in Value due to an interested party. The 2020 CIP budgeted \$100,000 for the replacement. The truck would take over six months to build to the requested specifications.

Motion by Riordan second by Francis to approve the bid from Flexible Pipe Tool Company in the amount of \$214,861.00 off of the MN State Contract. Motion carried 3-0.

Other Water/Wastewater Items

Lund stated Kelly Yahnke, Bolton & Menk, Inc. is still gathering quotes for Well #5.

Lund explained that they are currently working with a property owner on 7th Avenue who is having sewer issues. This property's water line runs to 7th Avenue and sewer runs to 6th Avenue. Lund believes the property's connection was not completed during the 2013 Street Project. There was not a property assessment included in the project; however, the hookup was included in the plans. Contractors are currently digging on 7th Avenue to find the solution. Commission discussed how the costs would be paid. Staff stated that it would have to be determined upon the findings from digging the area where service should be connected. Advice was to determine

a voluntary assessment cost and present the additional costs to City insurance as the work guarantee has expired.

Lund provided an update of the construction of the Wastewater Treatment Plant.

REGULAR BILLS

Motion by Francis second by Riordan to approve the regular bills in the packet. Motion carried 3-0.

OLD BUSINESS

None.

NEW BUSINESS

Hage and Dominic Jones, Red Rock Rural Water, joined the meeting at 11:00 AM.

Hage was approached by a developer about a potential property annexation on Cottonwood County 25 southeast of Windom to review possible utility service connections. Dominic Jones, Red Rock Rural Water, stated that they already have a service line to that area and believes the pressurized line would be sufficient to service the potential development. Hage would like consideration for sewer services as Federated Rural Electric already has service to that area. The Commission discussed the annexation requirements, easements, installation routes, and service connections. Further information on fire service requirements and project costs are needed.

Grunig mentioned the future management of the Water/Wastewater Department due to Lund's future retirement plans around January 2021. Grunig believes the Commission should begin the process of training a candidate for the position in the near future. Commission consensus was to advertise for an additional Water/Wastewater Superintendent position to assist with the transition.

The next meeting was set for July 29th at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:52 am

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

First Name

Laura

Middle name

Liis

Last Name

Moritz

Date of Birth

Federal ID # - FEIN # or SSN #

MN ID#

Driver's License Number

EV524366

State of Issue

Minnesota

Solicitor's Address

1923 Dover St.
Worthington, Tennessee 37187
United States
[Map It](#)

Phone

(312) 612-9793

Email

lauraliis.moritz@gmail.com

Name of Business/Organization

Laura's Books

Contractor's License

Independent contractor

Address of Business/Organization

2451 Atrium Way
Nashville, Tennessee 37214

Business/Organization Phone

(888) 551-5901

Purpose of Solicitation

Showing learning tools to families, from pre-schoolers all the way to ACT/SAT prep.

If door to door solicitation, indicate area to be solicited

Residential District

Informed Consent Form completed
Initial Investigation Fee - \$20.00

Annual License Fee - \$40.00

6/29/2020
Date

See attached
Applicant's Signature

I have on 6/27, 2020 collected from applicant \$ 60.00 as prescribed in City Code,
TITLE XI BUSINESS REGULATIONS, CHAPTER 114.

City Clerk

Referred to the Police Chief on 6/29/2020
Recommendation: Approved Disapproved . If disapproved give reason: _____

06/29/20
Date

[Signature]
Police Chief

Approved by the City Council on _____, 20____.

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Southwestern Advantage

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2451 Atrium Way
Nashville, TN 37214

<http://southwesternadvantage.com>

Email this Business

(615) 391-2801

ADDITIONAL BUSINESS INFORMATION

[See all additional business information](#)

Additional Information: INFORMATION FOR STUDENTS & PARENTS:

Students are interviewed and recruited by Southwestern Advantage Sales Leaders and local student leaders during the fall and spring. If selected for the program, the students may begin initial training to know what to expect, and informal product training. Students, although legally classified as adults, are endor...[Read More](#)

Accreditation



Accredited Since:

10/1/1961

Years in Business: 165

BBB Rating

A+

Customer Reviews are not used in the calculation of BBB Rating

Customer Reviews and Complaints



[Average of 632 Customer Reviews](#)



Business Details

Location of This Business

2451 Atrium Way, Nashville, TN 37214

Email this Business

BBB File Opened: 10/1/1961



Windom, MN

Expense Approval Report

By Fund

Payment Dates 06122020 - 06252020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
COURTNEY EBEL	20200611	06/12/2020	REFUND - STATEMENT CREDIT	100-20191	12.57
DEREK & DARCI JONES	20200612	06/12/2020	REFUND - STATEMENT CREDIT	100-20191	2.80
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	100-20202	16,588.00
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	100-20202	8.45
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	100-20202	7,501.82
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	100-22000	44,000.00
					68,113.64
Activity: 41310 - Administration					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	100-41310-133	80.00
QUICK PRINT	20242	06/22/2020	SUPPLIES	100-41310-200	390.00
INDOFF, INC	3372666	06/03/2020	SUPPLIES	100-41310-200	23.27
INDOFF, INC	3373218	06/03/2020	SUPPLIES	100-41310-200	24.19
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-41310-321	137.08
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-41310-322	8.70
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-41310-322	1.24
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-41310-322	5.58
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-41310-322	0.62
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-41310-326	312.98
					Activity 41310 - Administration Total: 983.66
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	100-41910-133	24.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-41910-321	90.39
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	100-41910-480	169.86
					Activity 41910 - Building & Zoning Total: 284.25
Activity: 41940 - City Hall					
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-41940-381	356.95
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-41940-382	57.02
MN ENERGY RESOURCES	20200608	06/15/2020	#0505105084-00001	100-41940-383	215.59
HOMETOWN SANITATION SER	0000371879	06/03/2020	GARBAGE DISPOSAL - CITY HA	100-41940-384	92.98
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-41940-385	117.44
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	100-41940-406	295.41
AMAZON CAPITAL SERVICES, I	1CFK-LGTQ-N4FK	06/05/2020	#A2Q0YJ8ZLN2YT - SUPPLIES	100-41940-406	5.75
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	100-41940-409	564.65
ELECTRIC FUND	380	06/15/2020	EL - CITY HALL	100-41940-409	18.22
					Activity 41940 - City Hall Total: 1,724.01
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	100-42120-133	144.00
INDOFF, INC	3373217	06/08/2020	SUPPLIES	100-42120-200	43.90
ASPEN MILLS INCORPORATED	257933	06/19/2020	#56101WPD - UNIFORMS	100-42120-218	1,416.48
COTTONWOOD CO AUD/TREA	20200612	06/12/2020	DEPUTY ATTORNEY	100-42120-304	3,957.50
WINDOM AREA HEALTH	308413864	06/17/2020	#30005319 - SERVICE	100-42120-305	40.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-42120-321	31.72
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-42120-322	23.60
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-42120-322	4.60
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-42120-322	7.50
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-42120-322	7.75
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	100-42120-322	4.60
LEASE FINANCE PARTNERS	#3250 6-19-20	06/24/2020	#3250 - SERVICE	100-42120-326	534.00
LANGUAGE LINE SERVICES, IN	4834903	06/17/2020	#9020909031 - SERVICE	100-42120-327	34.82
LOUIS NORELL	20200615	06/17/2020	EXPENSE-K9 TRAINING MAY 2	100-42120-334	149.57
QUICK PRINT	20235	06/22/2020	SUPPLIES	100-42120-350	87.35
LESS LETHAL, LLC	IN4600	06/10/2020	MAINTENANCE - OPERATING	100-42120-404	999.95

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COTTONWOOD CO AUD/TREA	20200612	06/12/2020	RENT	100-42120-412	1,950.00
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	100-42120-480	55.74
Activity 42120 - Crime Control Total:					9,493.08
Activity: 42220 - Fire Fighting					
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-42220-321	42.07
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-42220-381	207.48
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-42220-382	11.92
MN ENERGY RESOURCES	20200605B	06/17/2020	#0616354678-00001	100-42220-383	109.91
HOMETOWN SANITATION SER	0000372074	06/08/2020	GARBAGE - EMS BUILDING	100-42220-384	44.10
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-42220-385	25.11
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	100-42220-406	241.24
Activity 42220 - Fire Fighting Total:					681.83
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-42500-381	31.47
Activity 42500 - Civil Defense Total:					31.47
Activity: 43100 - Streets					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	100-43100-133	80.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-43100-217	70.00
RED ROCK QUARRY INC	1964	06/10/2020	STREET MAINTENANCE MATE	100-43100-224	282.39
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-43100-321	45.59
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-43100-381	1,005.31
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-43100-381	199.60
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-43100-382	19.07
MN ENERGY RESOURCES	20200604	06/10/2020	#0505064121-00001	100-43100-383	53.42
HOMETOWN SANITATION SER	0000371880	06/10/2020	GARBAGE DISPOSAL - STREET	100-43100-384	92.98
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-43100-385	39.36
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	100-43100-404	93.42
GMS INDUSTRIAL SUPPLIES, I	061149	06/17/2020	#0003922 - MAINTENANCE - P	100-43100-404	35.29
SETON IDENTIFICATION PRO	9343600425	06/17/2020	MAINTENANCE - TAGS	100-43100-404	105.91
DICKS WELDING INC	69839	06/15/2020	REPAIRS / MAINTENANCE	100-43100-405	461.26
CRYTEEL TRUCK EQUIPMENT	LP197445	06/10/2020	MAINTENANCE - CYLINDER	100-43100-405	174.00
RDO EQUIPMENT CO	W1535104	06/17/2020	MAINTENANCE - LOADER	100-43100-405	1,304.57
Activity 43100 - Streets Total:					4,062.17
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	100-45202-133	16.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-45202-381	429.79
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-45202-382	487.42
HOMETOWN SANITATION SER	0000371881	06/10/2020	GARBAGE DISPOSAL - SQUAR	100-45202-384	51.98
HOMETOWN SANITATION SER	0000371897	06/10/2020	GARBAGE DISPOSAL - ISLAND	100-45202-384	19.31
HOMETOWN SANITATION SER	0000371898	06/10/2020	GARBAGE DISPOSAL - TEGELS	100-45202-384	31.50
HOMETOWN SANITATION SER	0000371899	06/10/2020	GARBAGE DISPOSAL - WRA	100-45202-384	10.21
HOMETOWN SANITATION SER	0000371900	06/10/2020	GARBAGE DISPOSAL - KASTLE	100-45202-384	58.48
HOMETOWN SANITATION SER	0000371938	06/10/2020	GARBAGE DISPOSAL - ABBY P	100-45202-384	19.98
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	100-45202-385	44.99
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	100-45202-402	0.99
Activity 45202 - Park Areas Total:					1,637.32
Fund 100 - GENERAL Total:					87,011.43
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	211-45501-133	16.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	211-45501-321	30.62
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	211-45501-381	96.85
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	211-45501-382	17.86
MN ENERGY RESOURCES	20200605A	06/15/2020	#0504542703-00001	211-45501-383	110.15
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	211-45501-385	35.58
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	211-45501-402	85.85

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INGRAM INDUSTRIES	#2004243 6-1-20	06/01/2020	#2004243 - BOOKS	211-45501-435	1,941.02
				Activity 45501 - Library Total:	2,537.26
				Fund 211 - LIBRARY Total:	2,537.26
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	#886 b004 6-15-2020	06/16/2020	#507-831-9120 - SERVICE	225-45127-321	26.74
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	225-45127-406	84.10
				Activity 45127 - Airport Total:	110.84
Activity: 49950 - Capital Outlay					
SEH	386935	06/05/2020	#6931 - SERVICE	225-49950-500	2,860.00
				Activity 49950 - Capital Outlay Total:	2,860.00
				Fund 225 - AIRPORT Total:	2,970.84
Fund: 230 - POOL					
Activity: 45124 - Pool					
HAWKINS, INC	4724698	06/08/2020	CHEMICALS	230-45124-216	252.23
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	230-45124-217	14.93
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	230-45124-217	133.33
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	230-45124-321	17.42
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	230-45124-381	58.92
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	230-45124-382	36.38
HOMETOWN SANITATION SER	0000371901	06/08/2020	GARBAGE DISPOSAL	230-45124-384	80.59
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	230-45124-402	196.89
NICK PETERSON - QUALITY PAI	20200530A	06/24/2020	SERVICE - POOL PAINTING - FI	230-45124-402	1,500.00
				Activity 45124 - Pool Total:	2,290.69
				Fund 230 - POOL Total:	2,290.69
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	235-42153-217	83.88
PRAXAIR DISTRIBUTION INC	969699672	06/08/2020	OPERATING SUPPLIE	235-42153-217	342.82
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	235-42153-321	28.05
VERIZON WIRELESS	9856176018	06/16/2020	#986701203-00001 - SERVICE	235-42153-321	81.96
TIM HACKER	20200605	06/10/2020	EXPENSE - AMBULANCE MILE	235-42153-331	80.96
TIM HACKER	20200616	06/16/2020	EXPENSE - AMBULANCE MILE	235-42153-331	171.35
LANDON JOHNSON	20200615	06/15/2020	EXPENSE - AMBULANCE	235-42153-334	174.32
JOHN MEYER	20200615	06/15/2020	EXPENSE - AMBULANCE	235-42153-334	26.63
DONNA MARCY	20200615	06/15/2020	EXPENSE - AMBULANCE	235-42153-334	18.13
KRISTEN PORATH	20200615	06/15/2020	EXPENSE - AMBULANCE	235-42153-334	49.10
JIM AXFORD	20200615	06/15/2020	EXPENSE - AMBULANCE	235-42153-334	31.21
MEGAN BRAMSTEDT	20200615	06/15/2020	EXPENSE - AMBULANCE	235-42153-334	35.69
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	235-42153-381	138.32
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	235-42153-382	7.95
MN ENERGY RESOURCES	20200605B	06/17/2020	#0616354678-00001	235-42153-383	73.28
HOMETOWN SANITATION SER	0000372074	06/08/2020	GARBAGE - EMS BUILDING	235-42153-384	29.40
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	235-42153-385	16.74
ALPHA WIRELESS - MANKATO	6533	06/16/2020	#303543 - SERVICE	235-42153-404	30.00
P.M. REPAIR & DETAILING	12387	06/10/2020	MAINTENANCE #27	235-42153-405	154.97
				Activity 42153 - Ambulance Total:	1,574.76
				Fund 235 - AMBULANCE Total:	1,574.76
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	250-46520-133	24.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	250-46520-321	256.06
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	250-46520-321	90.39
DREW HAGE	20200617	06/19/2020	EXPENSE - JEFFERS SCHOOL T	250-46520-331	53.48
FEDERATED RURAL ELECTRIC	#112954 5-31-20	06/19/2020	#1129454 - SERVICE	250-46520-381	14.00

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ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	250-46520-381	47.11
Activity 46520 - EDA Total:					485.04
Fund 250 - EDA GENERAL Total:					485.04

Fund: 308 - 2020 STREET PROJECT

Activity: 41000 - General Government

DGR ENGINEERING	00240877	06/15/2020	#369018.00 - 2020 STREET IM	308-41000-303	31,619.56
M R PAVING & EXCAVATING I	369018 6-10-2020	06/22/2020	2020C STREET PROJ SCHEDUL	308-41000-500	211,913.27
Activity 41000 - General Government Total:					243,532.83
Fund 308 - 2020 STREET PROJECT Total:					243,532.83

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

DGR ENGINEERING	00240876	06/15/2020	#369017.00 - CITY TENNIS CO	401-49950-504	1,607.00
Activity 49950 - Capital Outlay Total:					1,607.00
Fund 401 - GENERAL CAPITAL PROJECTS Total:					1,607.00

Fund: 601 - WATER

CORE & MAIN LP	M479267	06/19/2020	#181738 - INVENTORY	601-14200	720.20
HIGLEY FORD	E10133	06/17/2020	2020 FORD F150 CREW CAB	601-16440	34,774.90
					35,495.10

Activity: 49400 - Water

NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	601-49400-133	32.00
AMAZON CAPITAL SERVICES, I	17RV-TMCD-417Y	06/17/2020	#A2QDY8ZLN2YT - SUPPLIES	601-49400-200	60.88
HAWKINS, INC	4724708	06/08/2020	CHEMICALS	601-49400-216	299.04
GOPHER STATE ONE CALL	00S0837	06/03/2020	LOCATES	601-49400-321	56.36
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	601-49400-321	50.08
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	601-49400-322	50.00
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	601-49400-322	4.60
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	POSTAGE	601-49400-322	208.86
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	48785	06/01/2020	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	48893	06/01/2020	BILLING SYSTEM SOFTWARE 5	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	PROCESSING	601-49400-326	170.18
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	601-49400-381	4,572.66
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	601-49400-382	17.86
MN ENERGY RESOURCES	20200610B	06/16/2020	#0505923421-00001	601-49400-383	306.38
MN ENERGY RESOURCES	20200610C	06/16/2020	#0505923431-00001 - LATE FE	601-49400-383	7.43
HOMETOWN SANITATION SER	0000371883	06/05/2020	GARBAGE DISPOSAL - WASTE	601-49400-384	94.98
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	601-49400-385	35.58
MN VALLEY TESTING	1033236	05/27/2020	TESTING - LANDFILL	601-49400-386	80.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	601-49400-386	1,131.06
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	601-49400-404	19.99
THEIN WELL CO.	7051	06/15/2020	MAINTENANCE	601-49400-408	7,809.80
THEIN WELL CO.	7052	06/15/2020	MAINTENANCE	601-49400-408	1,815.55
Activity 49400 - Water Total:					18,171.29
Fund 601 - WATER Total:					53,666.39

Fund: 602 - SEWER

GRIDOR CONSTRUCTION, INC.	20200605	06/05/2020	WASTEWATER TREATMENT FA	602-16200	169,750.00
					169,750.00

Activity: 49450 - Sewer

NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	602-49450-133	48.00
AMAZON CAPITAL SERVICES, I	17RV-TMCD-417Y	06/17/2020	#A2QDY8ZLN2YT - SUPPLIES	602-49450-200	60.89
DACOTAH PAPER CO	74110	06/15/2020	#681154 - SUPPLIES	602-49450-211	65.65
HAWKINS, INC	4727310	06/08/2020	CHEMICALS	602-49450-216	815.62
MN VALLEY TESTING	1033190	05/27/2020	TESTING	602-49450-310	158.40
MN VALLEY TESTING	1033732	06/01/2020	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1033747	06/01/2020	TESTING	602-49450-310	244.00
MN VALLEY TESTING	1034115	06/01/2020	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1034858	06/08/2020	TESTING	602-49450-310	158.40

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MN VALLEY TESTING	1035052	06/05/2020	TESTING	602-49450-310	244.80
GOPHER STATE ONE CALL	0050837	06/03/2020	LOCATES	602-49450-321	56.36
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	602-49450-321	184.84
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	POSTAGE	602-49450-322	208.84
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	48785	06/01/2020	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	48893	06/01/2020	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	PROCESSING	602-49450-326	170.16
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	602-49450-381	9,591.69
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	602-49450-382	125.64
MN ENERGY RESOURCES	20200608A	06/15/2020	#0616938201-00004	602-49450-383	343.44
MN ENERGY RESOURCES	20200608B	06/15/2020	#0506746718-00001	602-49450-383	18.00
MN ENERGY RESOURCES	20200608C	06/15/2020	#0506646838-00002	602-49450-383	19.24
MN ENERGY RESOURCES	20200609	06/15/2020	#0504488160-00001	602-49450-383	23.63
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	602-49450-404	9.99

Activity 49450 - Sewer Total: 14,385.19

Fund 602 - SEWER Total: 184,135.19

Fund: 604 - ELECTRIC

BORDER STATES	920156810	06/19/2020	INVENTORY	604-14200	2,317.70
BORDER STATES	920164990	06/22/2020	INVENTORY	604-14200	544.20
ELECTRIC FUND	20200617	06/17/2020	HOSPITAL LOOP - CAPITALIZED	604-16300	5,256.39
ELECTRIC FUND	20200617	06/17/2020	EAST HILL - CAPITALIZED LABO	604-16300	1,836.57
ELECTRIC FUND	393	06/19/2020	EL - CASH CUSTOMER - NEW	604-16300	96.80
ELECTRIC FUND	401	06/19/2020	EL - CASH CUSTOMER - NEW S	604-16300	770.41
ELECTRIC FUND	421	06/19/2020	EL CONSTRUCTION -NEW #2-	604-16300	8,149.38
ELECTRIC FUND	422	06/19/2020	EL CONSTRUCTION -NEW #2 -	604-16300	22,059.42
ASHLEY GRIESE	20200612	06/12/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
WAYNE POWERS	20200612	06/12/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
COURTNEY EBEL	20200612	06/12/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
BETTY JO BENNER	20200612	06/12/2020	REFUND - BAL OF UTILITY PRE	604-22000	198.94
ANDREA C FLORES NAVARRO	20200612	06/12/2020	REFUND - UTILITY PREPAYME	604-22000	300.00

42,429.81

Activity: 49550 - Electric

NCBERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	604-49550-133	96.00
AMAZON CAPITAL SERVICES, I	1VMX-VL99-PPMX	06/16/2020	#A2Q0Y8ZN2YT - SUPPLIES	604-49550-200	45.00
ALPHA WIRELESS - MANKATO	7171	06/12/2020	SERVICE	604-49550-217	122.32
BORDER STATES	920107345	06/15/2020	UNIFORMS	604-49550-218	190.90
CMP - CENTRAL MUNICIPAL P	6849	06/12/2020	ENERGY - TRANSMISSION	604-49550-263	72,866.60
CMP - CENTRAL MUNICIPAL P	6849	06/12/2020	ENERGY - TRANSMISSION	604-49550-263	125,651.07
DEPARTMENT OF ENERGY	BFPB000800520	06/12/2020	POWER COST	604-49550-263	79,709.52
SKARSHAUG TESTING LAB	244284	06/01/2020	SERVICE #22810-1	604-49550-310	1,472.50
GOPHER STATE ONE CALL	0050837	06/03/2020	LOCATES	604-49550-321	56.36
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	604-49550-321	77.44
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	POSTAGE	604-49550-322	208.86
GOLDEN WEST TECH & INT SO	200510309	06/03/2020	#A3862 - SERVICE	604-49550-325	29.08
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	48785	06/01/2020	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	48893	06/01/2020	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	PROCESSING	604-49550-326	170.18
SKARSHAUG TESTING LAB	244284	06/01/2020	SERVICE #22810-1	604-49550-333	219.51
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	604-49550-381	110.71
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	604-49550-382	24.70
MN ENERGY RESOURCES	20200610D	06/19/2020	#0506419706-00001	604-49550-383	45.64
MN ENERGY RESOURCES	20200610E	06/19/2020	#0506419706-00001 - LATE FE	604-49550-383	1.55
HOMETOWN SANITATION SER	0000371884	06/05/2020	GARBAGE DISPOSAL - ELECTRI	604-49550-384	94.98
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	604-49550-385	52.05
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	604-49550-404	10.74
RDO EQUIPMENT CO	P8912904	06/22/2020	MAINTENANCE -	604-49550-404	1,537.83
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	604-49550-408	62.98

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FLAGSHOOTER, INC.	120106345	06/03/2020	MAINTENANCE - FLAGS	604-49550-408	296.22
ELECTRIC FUND	379	06/15/2020	EL - DISTRIBUTION	604-49550-408	1,349.45
ELECTRIC FUND	382	06/15/2020	EL - TRUCK STOCK	604-49550-408	73.39
ELECTRIC FUND	400	06/19/2020	EL - CASH CUSTOMER-WINDO	604-49550-408	239.35
ELECTRIC FUND	405	06/19/2020	EL - CASH CUSTOMER - KIRBY	604-49550-408	57.15
ELECTRIC FUND	411	06/19/2020	9EL - CASH CUSTOMER - CAN	604-49550-408	200.41
ELECTRIC FUND	412	06/19/2020	EL - CASH CUSTOMER-MARK	604-49550-408	83.29
ELECTRIC FUND	416	06/19/2020	EL - ACCIDENT	604-49550-408	1,204.26
ELECTRIC FUND	417	06/19/2020	EL - ACCIDENT	604-49550-408	949.09
ELECTRIC FUND	418	06/19/2020	EL - ACCIDENT	604-49550-408	2,304.93
IRBY ELECTRICAL DISTRIBUTO	5011927081.001	06/05/2020	MAINTENANCE - STINGER CO	604-49550-408	336.45
CMP - CENTRAL MUNICIPAL P	6849	06/12/2020	ENERGY - TRANSMISSION	604-49550-450	2,540.81
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	604-49550-460	40.08
ELECTRIC FUND	381	06/15/2020	EL - OBSOLETE	604-49550-463	492.18

Activity 49550 - Electric Total: 294,959.85

Fund 604 - ELECTRIC Total: 337,389.66

Fund: 609 - LIQUOR STORE

MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	609-20202	21,281.00
					21,281.00

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	609-49751-133	32.00
INDOFF, INC	3373613	06/10/2020	SUPPLIES	609-49751-200	7.12
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	609-49751-211	29.97
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	609-49751-217	17.49
AH HERMEL COMPANY	828609	06/01/2020	MERCHANDISE	609-49751-217	158.46
BREAKTHRU BEVERAGE MN	1081137428	06/01/2020	MERCHANDISE	609-49751-251	3,121.29
BREAKTHRU BEVERAGE MN	1081139661	06/08/2020	MERCHANDISE	609-49751-251	492.81
JOHNSON BROS.	1566079	06/01/2020	MERCHANDISE	609-49751-251	1,874.82
JOHNSON BROS.	1570380	06/08/2020	MERCHANDISE	609-49751-251	998.78
JOHNSON BROS.	1570383	06/08/2020	MERCHANDISE	609-49751-251	14.10
SOUTHERN GLAZER'S OF MN	1956790	06/01/2020	MERCHANDISE	609-49751-251	3,076.20
SOUTHERN GLAZER'S OF MN	1958882	06/08/2020	MERCHANDISE	609-49751-251	734.30
PHILLIPS WINE & SPIRITS	6039303	06/01/2020	MERCHANDISE	609-49751-251	257.00
PHILLIPS WINE & SPIRITS	6039304	06/01/2020	MERCHANDISE	609-49751-251	3,234.16
PHILLIPS WINE & SPIRITS	6041834	06/08/2020	MERCHANDISE	609-49751-251	940.45
BREAKTHRU BEVERAGE MN	1081137429	06/01/2020	MERCHANDISE	609-49751-252	139.20
BEVERAGE WHOLESALERS	116152	06/15/2020	MERCHANDISE	609-49751-252	16,069.73
BEVERAGE WHOLESALERS	117221	06/19/2020	MERCHANDISE	609-49751-252	12,929.89
JOHNSON BROS.	1566081	06/01/2020	MERCHANDISE	609-49751-252	96.00
JOHNSON BROS.	1570382	06/08/2020	MERCHANDISE	609-49751-252	63.00
DOLL DISTRIBUTING, LLC	326174	06/05/2020	MERCHANDISE	609-49751-252	18,003.60
DOLL DISTRIBUTING, LLC	330650	06/15/2020	MERCHANDISE	609-49751-252	9,541.48
DOLL DISTRIBUTING, LLC	332647	06/15/2020	MERCHANDISE	609-49751-252	52.70
ARTISAN BEER COMPANY	3419752	06/01/2020	MERCHANDISE	609-49751-252	129.25
ARTISAN BEER COMPANY	3420742	06/08/2020	MERCHANDISE	609-49751-252	394.65
DOLL DISTRIBUTING, LLC	921931	06/19/2020	CREDIT - MERCHANDISE	609-49751-252	-220.00
BREAKTHRU BEVERAGE MN	1081137428	06/01/2020	MERCHANDISE	609-49751-253	48.00
JOHNSON BROS.	1566080	06/01/2020	MERCHANDISE	609-49751-253	2,442.35
JOHNSON BROS.	1570381	06/08/2020	MERCHANDISE	609-49751-253	168.00
JOHNSON BROS.	1570384	06/08/2020	MERCHANDISE	609-49751-253	940.04
SOUTHERN GLAZER'S OF MN	1956791	06/02/2020	MERCHANDISE	609-49751-253	270.00
SOUTHERN GLAZER'S OF MN	1958883	06/08/2020	MERCHANDISE	609-49751-253	96.00
PHILLIPS WINE & SPIRITS	6039304	06/01/2020	MERCHANDISE	609-49751-253	66.43
PHILLIPS WINE & SPIRITS	6039305	06/01/2020	MERCHANDISE	609-49751-253	2,516.60
PHILLIPS WINE & SPIRITS	6041835	06/08/2020	MERCHANDISE	609-49751-253	277.33
PAUSTIS WINE COMPANY	91434	06/05/2020	MERCHANDISE	609-49751-253	661.33
BREAKTHRU BEVERAGE MN	1081137428	06/01/2020	MERCHANDISE	609-49751-254	120.10
BEVERAGE WHOLESALERS	116152	06/15/2020	MERCHANDISE	609-49751-254	128.00
JOHNSON BROS.	1566080	06/01/2020	MERCHANDISE	609-49751-254	32.00

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JOHNSON BROS.	1570381	06/08/2020	MERCHANDISE	609-49751-254	37.00
PBC - PEPSI BEVERAGES COM	17480905	06/01/2020	MERCHANDISE	609-49751-254	296.34
ATLANTIC COCA-COLA	2432351	06/08/2020	MERCHANDISE	609-49751-254	213.60
DOLL DISTRIBUTING, LLC	326174	06/05/2020	MERCHANDISE	609-49751-254	254.00
DOLL DISTRIBUTING, LLC	330650	06/15/2020	MERCHANDISE	609-49751-254	28.00
PHILLIPS WINE & SPIRITS	6041835	06/08/2020	MERCHANDISE	609-49751-254	46.25
AH HERMEL COMPANY	828609	06/01/2020	MERCHANDISE	609-49751-254	133.81
AH HERMEL COMPANY	828609	06/01/2020	MERCHANDISE	609-49751-256	360.52
ARCTIC GLACIER U.S.A. INC	3452015502	06/05/2020	MERCHANDISE	609-49751-257	320.50
PHILLIPS WINE & SPIRITS	6039305	06/01/2020	MERCHANDISE	609-49751-257	24.00
AH HERMEL COMPANY	828609	06/01/2020	MERCHANDISE	609-49751-261	71.86
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	609-49751-321	130.06
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	609-49751-326	656.06
BREAKTHRU BEVERAGE MN	1081137428	06/01/2020	MERCHANDISE	609-49751-333	65.60
BREAKTHRU BEVERAGE MN	1081139661	06/08/2020	MERCHANDISE	609-49751-333	5.86
JOHNSON BROS.	1566079	06/01/2020	MERCHANDISE	609-49751-333	33.64
JOHNSON BROS.	1566080	06/01/2020	MERCHANDISE	609-49751-333	97.44
JOHNSON BROS.	1570380	06/08/2020	MERCHANDISE	609-49751-333	13.92
JOHNSON BROS.	1570381	06/08/2020	MERCHANDISE	609-49751-333	8.70
JOHNSON BROS.	1570383	06/08/2020	MERCHANDISE	609-49751-333	0.23
JOHNSON BROS.	1570384	06/08/2020	MERCHANDISE	609-49751-333	22.62
SOUTHERN GLAZER'S OF MN	1956790	06/01/2020	MERCHANDISE	609-49751-333	41.00
SOUTHERN GLAZER'S OF MN	1956791	06/02/2020	MERCHANDISE	609-49751-333	12.30
SOUTHERN GLAZER'S OF MN	1958882	06/08/2020	MERCHANDISE	609-49751-333	10.76
SOUTHERN GLAZER'S OF MN	1958883	06/08/2020	MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	5057989	06/15/2020	MERCHANDISE	609-49751-333	8.20
PHILLIPS WINE & SPIRITS	6039303	06/01/2020	MERCHANDISE	609-49751-333	1.74
PHILLIPS WINE & SPIRITS	6039305	06/01/2020	MERCHANDISE	609-49751-333	106.59
PHILLIPS WINE & SPIRITS	6041834	06/08/2020	MERCHANDISE	609-49751-333	10.44
PHILLIPS WINE & SPIRITS	6041835	06/08/2020	MERCHANDISE	609-49751-333	12.61
AH HERMEL COMPANY	828609	06/01/2020	MERCHANDISE	609-49751-333	6.95
PAUSTIS WINE COMPANY	91434	06/05/2020	MERCHANDISE	609-49751-333	8.75
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	609-49751-381	795.87
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	609-49751-382	19.59
MN ENERGY RESOURCES	202006098	06/19/2020	#0507314125-00001	609-49751-383	34.89
HOMETOWN SANITATION SER	0000371882	06/08/2020	GARBAGE SERVICE - RIVER BE	609-49751-384	169.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	609-49751-385	37.20
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	609-49751-404	15.98
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	609-49751-406	23.99
CARLSON & STEWART REFRIG	26309	06/15/2020	MAINTENANCE - PREVENTIVE	609-49751-444	231.33
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	609-49751-460	6.54

Activity 49751 - Liquor Store Total: 84,330.42

Fund 609 - LIQUOR STORE Total: 105,611.42

Fund: 614 - TELECOM

MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	614-20202	-4.82
					-4.82

Activity: 49870 - Telecom

NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	614-49870-133	80.00
AMAZON CAPITAL SERVICES, I	1RJM-LCVW-7HFG	06/12/2020	#A2Q0Y8ZLN2YT - SUPPLIES	614-49870-211	100.57
RAGE INC - CAMPUS CLEANER	20304	06/12/2020	#6153 - SERVICE - WINDOM N	614-49870-211	21.31
RAGE INC - CAMPUS CLEANER	21664	06/10/2020	#6153 - SERVICE - WINDOM N	614-49870-211	21.31
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	614-49870-227	27.56
TRI-STATE POWER SOLUTIONS	1912999025590	06/03/2020	#C9072000003519 - MAINT	614-49870-227	309.60
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	614-49870-241	33.58
GOPHER STATE ONE CALL	0050837	06/03/2020	LOCATES	614-49870-321	56.37
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	614-49870-321	402.07
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	614-49870-322	1.20
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	614-49870-322	1.20
SECR REV FUND/CITY OF WD	20200617	06/17/2020	PETTY CASH	614-49870-322	8.70

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	POSTAGE	614-49870-322	208.86
INNOVATIVE SYSTEMS LLC	48785	06/01/2020	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	48785	06/01/2020	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	48893	06/01/2020	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	48948	06/05/2020	PROCESSING	614-49870-326	170.18
NEUSTAR, INC.	L-0000032351	06/15/2020	#10202	614-49870-326	3.25
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	614-49870-381	2,484.84
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	614-49870-382	19.69
MN ENERGY RESOURCES	20200605	06/15/2020	#0507509833-00001	614-49870-383	23.66
HOMETOWN SANITATION SER	0000371885	06/03/2020	GARBAGE SERVICE - TELECOM	614-49870-384	82.99
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	614-49870-385	37.53
CENTURY LINK	491074	06/22/2020	DIRECTORY LISTINGS #491074	614-49870-441	160.54
GRAY MEDIA GROUP INC	073270	06/15/2020	SUBSCRIBER	614-49870-442	3,340.00
MLB NETWORK	142412	06/15/2020	SUBSCRIBER	614-49870-442	347.50
INDEPENDENT COMMUNICAT	20200531	06/15/2020	SUBSCRIBER	614-49870-442	1,995.55
CBS TELEVISION STATIONS	20200531	06/15/2020	SUBSCRIBER	614-49870-442	2,538.50
SHOWTIME NETWORKS INC	21860	06/15/2020	SUBSCRIBER	614-49870-442	232.56
NEXSTAR BROADCASTING GR	335381-WGN	06/15/2020	SUBSCRIBER-WGN AMERICA	614-49870-442	253.13
NEXSTAR BROADCASTING GR	335555	06/15/2020	SUBSCRIBER	614-49870-442	3,381.25
TEGNA	336484	06/15/2020	SUBSCRIBER	614-49870-442	3,507.00
FOX TELEVISION STATIONS, IN	336643	06/15/2020	SUBSCRIBER	614-49870-442	2,747.15
CONSOLIDATED COMMUNICA	507-151-0204/0 6-1-20	06/08/2020	10 GB TRANSPORT - JUNE 202	614-49870-442	1,443.00
ADARA TECHNOLOGIES INC	AP100223CW-42	06/03/2020	SET TOP BOX HOSTING 6/1/20	614-49870-442	10,500.00
FOX SPORTS NET NORTH	R61309	06/15/2020	SUBSCRIBER	614-49870-442	7,672.50
BTN - BIG TEN NETWORK	R63216	06/15/2020	SUBSCRIBER	614-49870-442	1,635.00
CONSOLIDATED CALL CENTER	16189	06/03/2020	DA / OPERATOR ASSISTANCE	614-49870-445	119.37
ONVOY, LLC dba INTELIGENT	200602008508	06/08/2020	#001555600262 - SS7 - JUNE	614-49870-445	1,232.30
ICONECTIV	L-10166211	06/16/2020	#L-201353 - \$49.10 - CREDIT	614-49870-445	45.56
ZAYO GROUP, LLC	2020060027696	06/03/2020	#027696 - TRANSPORT	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389001	06/16/2020	SERVICE	614-49870-447	1,004.18
GOLDEN WEST TECH & INT SO	200510250	06/03/2020	#A3790 - SERVICE	614-49870-448	205.23
ONVOY, LLC dba INTELIGENT	200504009049-C	06/09/2020	ADJUSTMENT GIVEN ON #00	614-49870-451	-500.00
ONVOY, LLC dba INTELIGENT	200602009049	06/08/2020	#001553603305 - SWITCHING	614-49870-451	133.60
ZAYO GROUP, LLC	2020060002376	06/03/2020	#114184-002376 - TRANSPOR	614-49870-451	889.26
ONVOY, LLC dba INTELIGENT	82850	06/08/2020	#6482 - DEDICATED LD SERVIC	614-49870-451	2,850.55
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	614-49870-460	12.93

Activity 49870 - Telecom Total: 56,143.33

Fund 614 - TELECOM Total: 56,143.33

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	615-49850-133	32.00
BECKER ARENA PRODUCTS, IN	1023479	06/08/2020	SUPPLIES	615-49850-211	120.17
BECKER ARENA PRODUCTS, IN	1023480	06/08/2020	MATERIALS & EQUIPMENT	615-49850-215	630.00
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	615-49850-217	12.99
SEH	384240	06/16/2020	PROJ 154576 - ARENA ROOF E	615-49850-303	2,450.00
SEH	385397	06/15/2020	#6931 - SERVICE - PROJECT 15	615-49850-303	6,570.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	615-49850-321	124.56
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	615-49850-326	363.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	615-49850-381	1,836.77
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	615-49850-382	40.57
MN ENERGY RESOURCES	20200611	06/17/2020	#0504094426-00001	615-49850-383	264.83
MN ENERGY RESOURCES	20200611A	06/17/2020	#0504094426-00001 - LATE FE	615-49850-383	10.04
HOMETOWN SANITATION SER	0000371886	06/08/2020	GARBAGE DISPOSAL - ARENA	615-49850-384	143.98
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	615-49850-385	79.12
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	615-49850-402	216.39
OVERHEAD DOOR COMPANY	57651	06/17/2020	MAINTENANCE - REPAIR OPE	615-49850-402	312.00

Activity 49850 - Arena Total: 13,206.42

Fund 615 - ARENA Total: 13,206.42

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 617 - M/P CENTER					
WebstaurantStore, Inc	#53686347	06/24/2020	ORDER #53686347 - DISHWAS	617-16400	6,374.02
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	617-20202	-31.63
DANIELLE NELSON	20200612	06/12/2020	REFUND - COMM CENTER RES	617-38510	200.00
					6,542.39
Activity: 49860 - M/P Center					
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	617-49860-133	48.00
SCHWALBACH HARDWARE	#72861 5-25-20	06/15/2020	#72861 - MAINTENANCE	617-49860-217	158.01
MN DEPT OF HEALTH	850125	06/15/2020	STATEWIDE HOSPITALITY FEE	617-49860-217	40.00
RITA HACKER -CREATIVE DESI	729	06/15/2020	SERVICE - COMM CENTER	617-49860-218	30.00
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	617-49860-321	64.70
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	617-49860-326	403.33
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	617-49860-381	1,254.96
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	617-49860-382	64.41
MN ENERGY RESOURCES	20200610	06/16/2020	#0503741572-00001	617-49860-383	367.33
MN ENERGY RESOURCES	20200610A	06/16/2020	#0503741572-00001 - LATE FE	617-49860-383	9.84
HOMETOWN SANITATION SER	0000371887	06/05/2020	GARBAGE DISPOSAL - COMM	617-49860-384	68.98
ELECTRIC FUND	20200605	06/05/2020	MONTHLY UTILITY & TELECO	617-49860-385	135.81
MN REVENUE	20200616	06/16/2020	SALES TAX - MAY 2020	617-49860-460	37.63
					Activity 49860 - M/P Center Total: 2,683.00
					Fund 617 - M/P CENTER Total: 9,225.39
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0001770	06/19/2020	Federal Tax Withholding	700-21701	9,787.71
MN Department of Revenue -	INV0001771	06/19/2020	State Withholding	700-21702	4,679.18
Internal Revenue Service-Payr	INV0001765	06/15/2020	Social Security	700-21703	55.37
Internal Revenue Service-Payr	INV0001770	06/19/2020	Social Security	700-21703	13,233.58
MN Pera	INV0001767	06/19/2020	PERA	700-21704	6,861.18
MN Pera	INV0001767	06/19/2020	PERA	700-21704	913.12
MN Pera	INV0001767	06/19/2020	PERA	700-21704	13,937.59
MN State Deferred	INV0001768	06/19/2020	Deferred Compensation	700-21705	7,443.85
MN State Deferred	INV0001768	06/19/2020	Deferred Roth	700-21705	1,775.00
LOCAL UNION #949	20200616	06/19/2020	UNION DUES - JUNE 2020	700-21707	1,827.80
LAW ENFORCEMENT LABOR S	20200616	06/19/2020	POLICE - UNION DUES - JUNE	700-21708	434.00
MN CHILD SUPPORT PAYMEN	INV0001769	06/19/2020	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001770	06/19/2020	Medicare Withholding	700-21711	3,747.30
FURTHER (Select Account)	39460813	06/16/2020	FLEX SPENDING	700-21712	280.71
AFLAC	205358	06/16/2020	INSURANCE - JUNE 2020 - AFT	700-21715	320.22
AFLAC	205358	06/16/2020	INSURANCE - JUNE 2020 - PRE	700-21716	606.15
MN BENEFIT ASSOCIATION	2020-0097159	06/15/2020	INSURANCE 7/1/2020 - PRE T	700-21717	4.84
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	700-21718	16.00
NCPERS MINNESOTA	844600072020	06/22/2020	INSURANCE #844600 - JULY 2	700-21718	16.00
MN BENEFIT ASSOCIATION	2020-0097159	06/15/2020	INSURANCE 7/1/2020 - AFTER	700-21719	129.76
MII LIFE	20200616	06/16/2020	VEBA	700-21720	312.50
MII LIFE	20200616	06/16/2020	VEBA	700-21720	10,416.82
MII LIFE	20200616	06/16/2020	HSA	700-21722	3,229.23
FURTHER (Select Account)	INV0001766	06/19/2020	HSA Employee Contribution	700-21723	382.31
					80,508.05
					Fund 700 - PAYROLL Total: 80,508.05
					Grand Total: 1,181,890.88

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	87,011.43
211 - LIBRARY	2,537.26
225 - AIRPORT	2,970.84
230 - POOL	2,290.69
235 - AMBULANCE	1,574.76
250 - EDA GENERAL	485.04
308 - 2020 STREET PROJECT	243,532.83
401 - GENERAL CAPITAL PROJECTS	1,607.00
601 - WATER	53,666.39
602 - SEWER	184,135.19
604 - ELECTRIC	337,389.66
609 - LIQUOR STORE	105,611.42
614 - TELECOM	56,138.51
615 - ARENA	13,206.42
617 - M/P CENTER	9,225.39
700 - PAYROLL	80,508.05
Grand Total:	1,181,890.88

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	15.37
100-20202	Sales Tax Payable	24,098.27
100-22000	Prepayments	44,000.00
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	437.46
100-41310-321	Telephone	137.08
100-41310-322	Postage	16.14
100-41310-326	Data Processing	312.98
100-41910-133	Employer Paid Insurance	24.00
100-41910-321	Telephone	90.39
100-41910-480	Other Miscellaneous	169.86
100-41940-381	Electric Utility	356.95
100-41940-382	Water Utility	57.02
100-41940-383	Gas Utility	215.59
100-41940-384	Refuse Disposal	92.98
100-41940-385	Sewer Utility	117.44
100-41940-406	Repairs & Maint - Groun	301.16
100-41940-409	Repairs & Maint - Utilitie	582.87
100-42120-133	Employer Paid Insurance	144.00
100-42120-200	Office Supplies	43.90
100-42120-218	Uniforms	1,416.48
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	31.72
100-42120-322	Postage	48.05
100-42120-326	Data Processing	534.00
100-42120-327	Interpretation Fees	34.82
100-42120-334	Meals/Lodging	149.57
100-42120-350	Printing & Design	87.35
100-42120-404	Repairs & Maint - M&E	999.95
100-42120-412	Rentals - Building	1,950.00
100-42120-480	Other Miscellaneous	55.74
100-42220-321	Telephone	42.07
100-42220-381	Electric Utility	207.48
100-42220-382	Water Utility	11.92
100-42220-383	Gas Utility	109.91
100-42220-384	Refuse Disposal	44.10

Account Summary

Account Number	Account Name	Payment Amount
100-42220-385	Sewer Utility	25.11
100-42220-406	Repairs & Maint - Groun	241.24
100-42500-381	Electric Utility	31.47
100-43100-133	Employer Paid Insurance	80.00
100-43100-217	Other Operating Supplie	70.00
100-43100-224	Street Maint Materials	282.39
100-43100-321	Telephone	45.59
100-43100-381	Electric Utility	1,204.91
100-43100-382	Water Utility	19.07
100-43100-383	Gas Utility	53.42
100-43100-384	Refuse Disposal	92.98
100-43100-385	Sewer Utility	39.36
100-43100-404	Repairs & Maint - M&E	234.62
100-43100-405	Repairs & Maint - Vehicl	1,939.83
100-45202-133	Employer Paid Insurance	16.00
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	429.79
100-45202-382	Water Utility	487.42
100-45202-384	Refuse Disposal	191.46
100-45202-385	Sewer Utility	44.99
100-45202-402	Repairs & Maint - Struct	0.99
211-45501-133	Employer Paid Insurance	16.00
211-45501-321	Telephone	30.62
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	96.85
211-45501-382	Water Utility	17.86
211-45501-383	Gas Utility	110.15
211-45501-385	Sewer Utility	35.58
211-45501-402	Repairs & Maint - Struct	85.85
211-45501-435	Books and Pamphlets	1,941.02
225-45127-321	Telephone	26.74
225-45127-406	Repairs & Maint - Groun	84.10
225-49950-500	Capital Outlay	2,860.00
230-45124-216	Chemicals and Chemical	252.23
230-45124-217	Other Operating Supplie	148.26
230-45124-321	Telephone	17.42
230-45124-381	Electric Utility	58.92
230-45124-382	Water Utility	36.38
230-45124-384	Refuse Disposal	80.59
230-45124-402	Repairs & Maint - Struct	1,696.89
235-42153-217	Other Operating Supplie	426.70
235-42153-321	Telephone	110.01
235-42153-331	Travel Expense	252.31
235-42153-334	Meals/Lodging	335.08
235-42153-381	Electric Utility	138.32
235-42153-382	Water Utility	7.95
235-42153-383	Gas Utility	73.28
235-42153-384	Refuse Disposal	29.40
235-42153-385	Sewer Utility	16.74
235-42153-404	Repairs & Maint - M&E	30.00
235-42153-405	Repairs & Maint - Vehicl	154.97
250-46520-133	Employer Paid Insurance	24.00
250-46520-321	Telephone	346.45
250-46520-331	Travel Expense	53.48
250-46520-381	Electric Utility	61.11
308-41000-303	Engineering and Surveyi	31,619.56
308-41000-500	Capital Outlay	211,913.27
401-49950-504	Capital Outlay - Parks	1,607.00

Account Summary

Account Number	Account Name	Payment Amount
601-14200	Inventory	720.20
601-16440	Motor Vehicles	34,774.90
601-49400-133	Employer Paid Insurance	32.00
601-49400-200	Office Supplies	60.88
601-49400-216	Chemicals and Chemical	299.04
601-49400-321	Telephone	106.44
601-49400-322	Postage	263.46
601-49400-326	Data Processing	1,518.18
601-49400-381	Electric Utility	4,572.66
601-49400-382	Water Utility	17.86
601-49400-383	Gas Utility	313.81
601-49400-384	Refuse Disposal	94.98
601-49400-385	Sewer Utility	35.58
601-49400-386	Landfill	1,211.06
601-49400-404	Repairs & Maint - M&E	19.99
601-49400-408	Repairs & Maint - Distrib	9,625.35
602-16200	Buildings	169,750.00
602-49450-133	Employer Paid Insurance	48.00
602-49450-200	Office Supplies	60.89
602-49450-211	Cleaning Supplies	65.65
602-49450-216	Chemicals and Chemical	815.62
602-49450-310	Lab Testing	1,295.20
602-49450-321	Telephone	241.20
602-49450-322	Postage	208.84
602-49450-326	Data Processing	1,518.16
602-49450-381	Electric Utility	9,591.69
602-49450-382	Water Utility	125.64
602-49450-383	Gas Utility	404.31
602-49450-404	Repairs & Maint - M&E	9.99
604-14200	Inventory	2,861.90
604-16300	Improvements Other Th	38,168.97
604-22000	Prepayments	1,398.94
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	45.00
604-49550-217	Other Operating Supplie	122.32
604-49550-218	Uniforms	190.90
604-49550-263	Merchandise for Resale -	278,227.19
604-49550-310	Lab Testing	1,472.50
604-49550-321	Telephone	133.80
604-49550-322	Postage	208.86
604-49550-325	Dispatching	29.08
604-49550-326	Data Processing	2,106.45
604-49550-333	Freight and Express	219.51
604-49550-381	Electric Utility	110.71
604-49550-382	Water Utility	24.70
604-49550-383	Gas Utility	47.19
604-49550-384	Refuse Disposal	94.98
604-49550-385	Sewer Utility	52.05
604-49550-404	Repairs & Maint - M&E	1,548.57
604-49550-408	Repairs & Maint - Distrib	7,156.97
604-49550-450	Conservation	2,540.81
604-49550-460	Miscellaneous Taxes	40.08
604-49550-463	Obsolete Inventory	492.18
609-20202	Sales Tax Payable	21,281.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	7.12
609-49751-211	Cleaning Supplies	29.97
609-49751-217	Other Operating Supplie	175.95

Account Summary

Account Number	Account Name	Payment Amount
609-49751-251	Liquor	14,743.91
609-49751-252	Beer	57,199.50
609-49751-253	Wine	7,486.08
609-49751-254	Soft Drinks & Mix	1,289.10
609-49751-256	Tobacco Products	360.52
609-49751-257	Ice	344.50
609-49751-261	Other Merchandise	71.86
609-49751-321	Telephone	130.06
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	469.40
609-49751-381	Electric Utility	795.87
609-49751-382	Water Utility	19.59
609-49751-383	Gas Utility	34.89
609-49751-384	Refuse Disposal	169.00
609-49751-385	Sewer Utility	37.20
609-49751-404	Repairs & Maint - M&E	15.98
609-49751-406	Repairs & Maint - Groun	23.99
609-49751-444	License Fees	231.33
609-49751-460	Miscellaneous Taxes	6.54
614-20202	Sales Tax Payable	-4.82
614-49870-133	Employer Paid Insurance	80.00
614-49870-211	Cleaning Supplies	143.19
614-49870-227	Utility System Maint Sup	337.16
614-49870-241	Small Tools	33.58
614-49870-321	Telephone	458.44
614-49870-322	Postage	219.96
614-49870-326	Data Processing	4,415.53
614-49870-381	Electric Utility	2,484.84
614-49870-382	Water Utility	19.69
614-49870-383	Gas Utility	23.66
614-49870-384	Refuse Disposal	82.99
614-49870-385	Sewer Utility	37.53
614-49870-441	Transmission Fees	160.54
614-49870-442	Subscriber Fees	39,693.24
614-49870-445	Switch Fees	1,407.23
614-49870-447	Internet Expense	2,954.18
614-49870-448	On-Call Support	205.23
614-49870-451	Call Completion	3,373.41
614-49870-460	Miscellaneous Taxes	12.93
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	120.17
615-49850-215	Materials & Equipment	630.00
615-49850-217	Other Operating Supplie	12.99
615-49850-303	Engineering and Surveyi	9,020.00
615-49850-321	Telephone	124.56
615-49850-326	Data Processing	363.00
615-49850-381	Electric Utility	1,836.77
615-49850-382	Water Utility	40.57
615-49850-383	Gas Utility	274.87
615-49850-384	Refuse Disposal	143.98
615-49850-385	Sewer Utility	79.12
615-49850-402	Repairs & Maint - Struct	528.39
617-16400	Machinery & Equipment	6,374.02
617-20202	Sales Tax Payable	-31.63
617-38510	M/P Room Rent	200.00
617-49860-133	Employer Paid Insurance	48.00
617-49860-217	Other Operating Supplie	198.01
617-49860-218	Uniforms	30.00

Account Summary

Account Number	Account Name	Payment Amount
617-49860-321	Telephone	64.70
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,254.96
617-49860-382	Water Utility	64.41
617-49860-383	Gas Utility	377.17
617-49860-384	Refuse Disposal	68.98
617-49860-385	Sewer Utility	135.81
617-49860-460	Miscellaneous Taxes	37.63
700-21701	Federal Withholding	9,787.71
700-21702	State Withholding	4,679.18
700-21703	FICA Tax Withholding	13,288.95
700-21704	PERA Contributions	21,711.89
700-21705	Retirement	9,218.85
700-21707	Union Dues	1,827.80
700-21708	PD Union Dues	434.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,747.30
700-21712	Flex Account	280.71
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	606.15
700-21717	Individual Insurance-MB	4.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	129.76
700-21720	VEBA Contributions	10,729.32
700-21722	HSA Contribution	3,229.23
700-21723	HSA Employee Contribu	382.31
	Grand Total:	1,181,890.88

Project Account Summary

Project Account Key	Payment Amount
None	1,181,890.88
Grand Total:	1,181,890.88

6-24-2020




Windom, MN

Expense Approval Report By Fund

Payment Dates 06262020 - 07022020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
CONVENT. & VISITOR BUREAU	202000623	06/25/2020	LODGING TAX - AMERIC INN	100-41110-491	2,937.94
CONVENT. & VISITOR BUREAU	20200625	06/25/2020	LODGING TAX - RED CARPET I	100-41110-491	861.15
CONVENT. & VISITOR BUREAU	20200925	06/25/2020	LODGING TAX - GUARDIAN IN	100-41110-491	1,443.41
Activity 41110 - Mayor & Council Total:					5,242.50
Activity: 41310 - Administration					
FURTHER (Select Account)	15484220	06/08/2020	ADMIN FEE	100-41310-217	158.25
J. H. LARSON	S102246995.001	07/01/2020	SERV CHARGE	100-41310-480	1.96
Activity 41310 - Administration Total:					160.21
Activity: 41910 - Building & Zoning					
CENTURY BUSINESS PRODUCT	522004	06/15/2020	#SF7308 - SUPPLIES	100-41910-200	32.95
Activity 41910 - Building & Zoning Total:					32.95
Activity: 41940 - City Hall					
COLE PAPERS INC.	9842496	06/22/2020	#84948900	100-41940-211	233.36
SANDRA HERDER	20200701	07/01/2020	CLEANING	100-41940-406	429.00
MELISSA PENAS	20200701	07/01/2020	SERVICE - CLEANING	100-41940-406	429.00
Activity 41940 - City Hall Total:					1,091.36
Activity: 42120 - Crime Control					
AMAZON CAPITAL SERVICES, I	1FJQ-YT13-4QCW	07/01/2020	#A2QQY8ZNN2YT - SUPPLIES	100-42120-218	32.02
FORD MOTOR CREDIT CO LLC	1753426	07/01/2020	#9482800 - #1753426 - DUE 7	100-42120-419	663.95
Activity 42120 - Crime Control Total:					695.97
Activity: 42220 - Fire Fighting					
AMERIPRIDE SERVICES INC.	2801171503	06/19/2020	#280001722	100-42220-211	42.00
Activity 42220 - Fire Fighting Total:					42.00
Activity: 43100 - Streets					
CLARKE MOSQUITO CONTROL	5091431	06/17/2020	PEST CONTROL	100-43100-214	14,229.13
EARL F. ANDERSEN	0123499-IN	06/24/2020	STREET MAINT MATERIALS	100-43100-224	156.00
SCOTT VEENKER	26917	07/01/2020	SERVICE - GRAVEL	100-43100-224	776.72
EARL F. ANDERSEN	0123464-IN	06/15/2020	MAINTENANCE - SIGNS	100-43100-404	387.65
MILLER SELLNER EQUIP	257468	07/01/2020	MAINTENANCE	100-43100-405	27.35
MACQUEEN EQUIP. CO.	P27994	06/10/2020	MAINTENANCE - TRANSDUCE	100-43100-405	215.65
Activity 43100 - Streets Total:					15,792.50
Activity: 45120 - Recreation					
GOPHER	9743523	07/01/2020	SERVICE - #4328743	100-45120-215	121.45
Activity 45120 - Recreation Total:					121.45
Activity: 45202 - Park Areas					
JOHNSON HARDWARE	10929	06/25/2020	MAINTENANCE	100-45202-405	85.48
Activity 45202 - Park Areas Total:					85.48
Fund 100 - GENERAL Total:					23,264.42
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
ILLINOIS LIBRARY ASSOCIATIO	176036	07/01/2020	SUPPLIES	211-45501-200	48.14
RAGE INC - CAMPUS CLEANER	20307	06/30/2020	SERVICE - CLEANING - WINDO	211-45501-217	34.00
MELISSA PENAS	20200701	07/01/2020	SERVICE - CLEANING	211-45501-402	440.00
SANDRA HERDER	20200701	07/01/2020	CLEANING	211-45501-402	440.00
ILLINOIS LIBRARY ASSOCIATIO	176036	07/01/2020	BOOKS	211-45501-480	19.00
Activity 45501 - Library Total:					981.14
Fund 211 - LIBRARY Total:					981.14

Expense Approval Report

Payment Dates: 06262020 - 07022020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
BEST OIL COMPANY	21342	07/01/2020	FUEL - AIRPORT - JETA	225-45127-264	20,650.69
SOUTH CENTRAL ELECTRIC	#367400 5-31-2020	07/01/2020	#367400 - SERVICE	225-45127-381	176.00
SOUTH CENTRAL ELECTRIC	#367403 5-31-2020	07/01/2020	#367403 - SERVICE	225-45127-381	116.28
Activity 45127 - Airport Total:					20,942.97
Fund 225 - AIRPORT Total:					20,942.97
Fund: 230 - POOL					
Activity: 45124 - Pool					
ELITE MECHANICAL SYSTEMS,	6195	07/01/2020	MAINTENANCE	230-45124-402	152.03
ELITE MECHANICAL SYSTEMS,	6240	07/01/2020	MAINTENANCE	230-45124-402	80.00
ELITE MECHANICAL SYSTEMS,	6245	07/01/2020	MAINTENANCE	230-45124-402	256.31
Activity 45124 - Pool Total:					488.34
Fund 230 - POOL Total:					488.34
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
EXPERT BILLING	7031	06/10/2020	SERVICE	235-42153-326	1,652.00
BUCKWHEAT JOHNSON	20200630	06/30/2020	EXPENSE - AMBULANCE	235-42153-334	151.66
HEATHER JANSSEN	20200701	07/01/2020	EXPENSE - AMBULANCE	235-42153-334	35.33
JODI JOHNSON	20200701	07/01/2020	EXPENSE - AMBULANCE	235-42153-334	17.19
KIM POWERS	20200701	07/01/2020	EXPENSE - AMBULANCE	235-42153-334	23.87
KRISTEN PORATH	20200701	07/01/2020	EXPENSE - AMBULANCE	235-42153-334	26.14
MEGAN BRAMSTEDT	20200701	07/01/2020	EXPENSE - AMBULANCE	235-42153-334	128.96
ROBIN SHAW	20200701	07/01/2020	EXPENSE - AMBULANCE	235-42153-334	38.66
JOHN C NELSON	20200701	07/01/2020	EXPENSE - AMBULANCE	235-42153-334	56.49
AMERIPRIDE SERVICES INC.	2801171503	06/19/2020	#280001722 - SERVICE	235-42153-406	28.00
Activity 42153 - Ambulance Total:					2,158.30
Fund 235 - AMBULANCE Total:					2,158.30
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
CENTURY BUSINESS PRODUCT	522004	06/15/2020	#SF7308 - SUPPLIES	250-46520-200	65.88
Activity 46520 - EDA Total:					65.88
Fund 250 - EDA GENERAL Total:					65.88
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	#367404 5-31-20	07/01/2020	#367404 - SERVICE	254-46520-381	96.66
Activity 46520 - EDA Total:					96.66
Fund 254 - NORTH IND PARK Total:					96.66
Fund: 601 - WATER					
Activity: 49400 - Water					
HAWKINS, INC	4730773	06/15/2020	CHEMICALS	601-49400-216	2,003.93
MN VALLEY TESTING	1035464	06/15/2020	TESTING	601-49400-310	77.00
WENCK ASSOCIATES, INC.	12003761	06/24/2020	WINDOM LANDFILL	601-49400-386	2,887.35
COLBERT'S SERVICES	4055	07/01/2020	MAINTENANCE - OIL AND FILT	601-49400-408	807.65
COLBERT'S SERVICES	4256	06/30/2020	MAINTENANCE - V-BELTS	601-49400-408	150.30
CORE & MAIN LP	M469785	06/25/2020	INVENTORY	601-49400-408	220.81
CORE & MAIN LP	M469785	06/25/2020	INVENTORY	601-49400-480	671.97
Activity 49400 - Water Total:					6,819.01
Fund 601 - WATER Total:					6,819.01
Fund: 602 - SEWER					
AMERICAN ENGINEERING TES	809078	06/24/2020	2018 WWTF IMPROVEMENTS	602-16200	739.60
					739.60
Activity: 49450 - Sewer					
MN VALLEY TESTING	1035260	06/08/2020	TESTING	602-49450-310	158.40
MN VALLEY TESTING	1035916	06/15/2020	TESTING	602-49450-310	129.60
MN VALLEY TESTING	1036170	06/15/2020	TESTING	602-49450-310	244.80

Expense Approval Report

Payment Dates: 06262020 - 07022020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	1036239	06/15/2020	TESTING	602-49450-310	158.40
SOUTH CENTRAL ELECTRIC	#367405 5-31-20	07/01/2020	#367405 - SERVICE	602-49450-381	97.41
				Activity 49450 - Sewer Total:	788.61
				Fund 602 - SEWER Total:	1,528.21
Fund: 604 - ELECTRIC					
RESCO - RURAL ELECTRIC SUP	789377-00	06/17/2020	INVENTORY	604-14200	171.60
BORDER STATES	920198253	06/30/2020	INVENTORY	604-14200	283.50
J. H. LARSON	S102274236.001	06/19/2020	INVENTORY	604-14200	14.40
J. H. LARSON	S102281145.001	07/01/2020	INVENTORY	604-14200	29.47
					498.97
Activity: 49550 - Electric					
WINDOM FIRE & SAFETY, LLC	7410	07/01/2020	SERVICE - ELECTRIC DEPT	604-49550-217	25.00
RESCO - RURAL ELECTRIC SUP	789893-00	06/25/2020	MAINTENANCE	604-49550-408	633.60
J. H. LARSON	S102281145.001	07/01/2020	MAINTENANCE -	604-49550-408	23.72
ELECTRIC FUND	424	07/01/2020	EL - OBSOLETE	604-49550-463	715.49
				Activity 49550 - Electric Total:	1,397.81
				Fund 604 - ELECTRIC Total:	1,896.78
Fund: 609 - LIQUOR STORE					
Activity: 49751 - Liquor Store					
RAGE INC - CAMPUS CLEANER	21316	07/01/2020	#6132 - SERVICE - RIVER BEN	609-49751-211	73.47
RAGE INC - CAMPUS CLEANER	22047	06/19/2020	#6132 - SERVICE - RIVER BEN	609-49751-211	63.64
BREAKTHRU BEVERAGE MN	1081142352	06/15/2020	MERCHANDISE	609-49751-251	3,073.76
JOHNSON BROS.	1574471	06/15/2020	MERCHANDISE	609-49751-251	4,805.22
SOUTHERN GLAZER'S OF MN	1961192	06/15/2020	MERCHANDISE	609-49751-251	6,093.75
SOUTHERN GLAZER'S OF MN	1961193	06/15/2020	MERCHANDISE	609-49751-251	1,567.76
PHILLIPS WINE & SPIRITS	6044535	06/15/2020	MERCHANDISE	609-49751-251	2,921.21
BREAKTHRU BEVERAGE MN	1081142353	06/15/2020	MERCHANDISE	609-49751-252	208.80
BEVERAGE WHOLESALERS	118442	06/26/2020	MERCHANDISE	609-49751-252	1,085.50
BEVERAGE WHOLESALERS	118442	06/26/2020	MERCHANDISE	609-49751-252	8,024.05
JOHNSON BROS.	1574473	06/15/2020	MERCHANDISE	609-49751-252	120.00
ARTISAN BEER COMPANY	3421601	06/15/2020	MERCHANDISE	609-49751-252	180.20
DOLL DISTRIBUTING, LLC	921932	06/19/2020	MERCHANDISE	609-49751-252	8,482.57
BREAKTHRU BEVERAGE MN	1081142352	06/15/2020	MERCHANDISE	609-49751-253	112.00
JOHNSON BROS.	1574472	06/15/2020	MERCHANDISE	609-49751-253	970.29
SOUTHERN GLAZER'S OF MN	1961194	06/15/2020	MERCHANDISE	609-49751-253	180.00
PHILLIPS WINE & SPIRITS	6044536	06/15/2020	MERCHANDISE	609-49751-253	646.75
WINE MERCHANTS	7287028	06/15/2020	MERCHANDISE	609-49751-253	600.00
BREAKTHRU BEVERAGE MN	1081142352	06/15/2020	MERCHANDISE	609-49751-254	229.19
ARCTIC GLACIER U.S.A. INC	3451016202	06/15/2020	MERCHANDISE	609-49751-257	218.00
BREAKTHRU BEVERAGE MN	1081142352	06/15/2020	MERCHANDISE	609-49751-333	79.86
JOHNSON BROS.	1574471	06/15/2020	MERCHANDISE	609-49751-333	120.94
JOHNSON BROS.	1574472	06/15/2020	MERCHANDISE	609-49751-333	36.54
SOUTHERN GLAZER'S OF MN	1961192	06/15/2020	MERCHANDISE	609-49751-333	153.75
SOUTHERN GLAZER'S OF MN	1961193	06/15/2020	MERCHANDISE	609-49751-333	26.39
SOUTHERN GLAZER'S OF MN	1961194	06/15/2020	MERCHANDISE	609-49751-333	20.50
ARCTIC GLACIER U.S.A. INC	3451016202	06/15/2020	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	6044535	06/15/2020	MERCHANDISE	609-49751-333	36.54
PHILLIPS WINE & SPIRITS	6044536	06/15/2020	MERCHANDISE	609-49751-333	22.62
WINE MERCHANTS	7287028	06/15/2020	MERCHANDISE	609-49751-333	19.14
				Activity 49751 - Liquor Store Total:	40,173.44
				Fund 609 - LIQUOR STORE Total:	40,173.44
Fund: 614 - TELECOM					
CALIX	222929	06/24/2020	CORE MITIGATION	614-16400	6,604.70
					6,604.70
Activity: 49870 - Telecom					
INTERSTATE TRS FUND	82580760030	07/01/2020	ASSESSMENT FOR 499-A FILIN	614-49870-304	263.97
ELITE MECHANICAL SYSTEMS,	6147	06/24/2020	MAINTENANCE	614-49870-402	520.57
AMAZON CAPITAL SERVICES, I	16YX-3QD1-6492	06/30/2020	#A2Q0Y8ZNNZ2YT - SUPPLIES	614-49870-404	222.84

Expense Approval Report

Payment Dates: 06262020 - 07022020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NATIONAL CABLE TV COOP	200260625	07/01/2020	SUBSCRIBER	614-49870-442	39,973.95
UNIVERSAL SERVICE ADMIN C	UBDI00001121717	07/01/2020	499A CONTRIBUTION	614-49870-443	1,509.51
CENTURY LINK	507-831-1075 104 6-16-20	06/24/2020	#507-831-1075 104 - SERVICE	614-49870-451	76.05
Activity 49870 - Telecom Total:					42,566.89
Fund 614 - TELECOM Total:					49,171.59
Fund: 615 - ARENA					
Activity: 49850 - Arena					
MN DEPT OF HEALTH	00000587416	07/01/2020	INDOOR AIR ADMIN #857	615-49850-217	500.00
O'REILLY AUTOMOTIVE, INC	4425-274325	07/01/2020	MAINTENANCE	615-49850-217	27.99
O'REILLY AUTOMOTIVE, INC	4425-274402	07/01/2020	MAINTENANCE - SUPPLIES	615-49850-217	27.99
JERRY'S REPAIR	9568	06/24/2020	RENTAL	615-49850-217	35.00
SEH	387701	06/15/2020	#6931 - SERVICE - PROJECT 15	615-49850-303	8,760.00
Activity 49850 - Arena Total:					9,350.98
Fund 615 - ARENA Total:					9,350.98
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
TOWN 'N COUNTRY	9776	07/01/2020	SERVICE - DISPOSE OF ICE MA	617-49860-217	100.00
Activity 49860 - M/P Center Total:					100.00
Fund 617 - M/P CENTER Total:					100.00
Fund: 700 - PAYROLL					
FURTHER (Select Account)	39469900	07/01/2020	FLEX SPENDING	700-21712	160.50
FURTHER (Select Account)	39478696	07/01/2020	FLEX SPENDING	700-21712	2,713.26
					2,873.76
Fund 700 - PAYROLL Total:					2,873.76
Grand Total:					159,911.48

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	23,264.42
211 - LIBRARY	981.14
225 - AIRPORT	20,942.97
230 - POOL	488.34
235 - AMBULANCE	2,158.30
250 - EDA GENERAL	65.88
254 - NORTH IND PARK	96.66
601 - WATER	6,819.01
602 - SEWER	1,528.21
604 - ELECTRIC	1,896.78
609 - LIQUOR STORE	40,173.44
614 - TELECOM	49,171.59
615 - ARENA	9,350.98
617 - M/P CENTER	100.00
700 - PAYROLL	2,873.76
Grand Total:	159,911.48

Account Summary

Account Number	Account Name	Payment Amount
100-41110-491	Payments to Other Orga	5,242.50
100-41310-217	Other Operating Supplie	158.25
100-41310-480	Other Miscellaneous	1.96
100-41910-200	Office Supplies	32.95
100-41940-211	Cleaning Supplies	233.36
100-41940-406	Repairs & Maint - Groun	858.00
100-42120-218	Uniforms	32.02
100-42120-419	Vehicle Lease	663.95
100-42220-211	Cleaning Supplies	42.00
100-43100-214	Pest Control	14,229.13
100-43100-224	Street Maint Materials	932.72
100-43100-404	Repairs & Maint - M&E	387.65
100-43100-405	Repairs & Maint - Vehicl	243.00
100-45120-215	Materials & Equipment	121.45
100-45202-405	Repairs & Maint - Vehicl	85.48
211-45501-200	Office Supplies	48.14
211-45501-217	Other Operating Supplie	34.00
211-45501-402	Repairs & Maint - Struct	880.00
211-45501-480	Other Miscellaneous	19.00
225-45127-264	Merchandise For Resale	20,650.69
225-45127-381	Electric Utility	292.28
230-45124-402	Repairs & Maint - Struct	488.34
235-42153-326	Data Processing	1,652.00
235-42153-334	Meals/Lodging	478.30
235-42153-406	Repairs & Maint - Groun	28.00
250-46520-200	Office Supplies	65.88
254-46520-381	Electric Utility	96.66
601-49400-216	Chemicals and Chemical	2,003.93
601-49400-310	Lab Testing	77.00
601-49400-386	Landfill	2,887.35
601-49400-408	Repairs & Maint - Distrib	1,178.76
601-49400-480	Other Miscellaneous	671.97
602-16200	Buildings	739.60
602-49450-310	Lab Testing	691.20
602-49450-381	Electric Utility	97.41
604-14200	Inventory	498.97
604-49550-217	Other Operating Supplie	25.00
604-49550-408	Repairs & Maint - Distrib	657.32

Account Summary

Account Number	Account Name	Payment Amount
604-49550-463	Obsolete Inventory	715.49
609-49751-211	Cleaning Supplies	137.11
609-49751-251	Liquor	18,461.70
609-49751-252	Beer	18,101.12
609-49751-253	Wine	2,509.04
609-49751-254	Soft Drinks & Mix	229.19
609-49751-257	Ice	218.00
609-49751-333	Freight and Express	517.28
614-16400	Machinery & Equipment	6,604.70
614-49870-304	Legal Fees	263.97
614-49870-402	Repairs & Maint - Struct	520.57
614-49870-404	Repairs & Maint - M&E	222.84
614-49870-442	Subscriber Fees	39,973.95
614-49870-443	Intergovernmental Fees	1,509.51
614-49870-451	Call Completion	76.05
615-49850-217	Other Operating Supplie	590.98
615-49850-303	Engineering and Surveyi	8,760.00
617-49860-217	Other Operating Supplie	100.00
700-21712	Flex Account	2,873.76
	Grand Total:	159,911.48

Project Account Summary

Project Account Key	Payment Amount
None	159,911.48
Grand Total:	159,911.48

7-2-2020
 US

ACTION ITEM



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

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: 08/02/2018
RE: Request for Proposal – Feasibility and Preliminary Design Services
DEPT: Liquor Store
CONTACT: John Nelson Email: John.Nelson@windommn.com Phone: (507) 831-6132

Recommendations/Options/Action Requested

The Liquor Committee recommends the City council approve and advertise the attached Request for Proposal to explore options to expand on the currently liquor store or reconstruction of a new liquor store either on the same location or second location.

Issue Summary/Background

On June 10, 2020, the Liquor Committee met and discussed a proposed Request for Proposal (RFP) to begin exploring options for expanding the current liquor store or construction of a new liquor store. The attached request for proposal will help with a feasibility study to explore costs associated with expanding the currently liquor store vs. construction of a new liquor store. The Liquor Committee has reviewed and approved the attached RFP.

The current liquor store (4,800 sq. ft.), was built in 1974 and is in need more space to accommodate customers and storage. Both cooler space and floor space is limited. Costs exploration will help with deciding a future budgeted amount for the capital outlay expenses. Annually the Liquor Store transfers \$100,000 to the general fund, but would be able to support some debt service.

Fiscal Impact

The City Council has approved \$10,000 as a Capital Expenditure for 2020 Preliminary Design work for a exploration of expansion or construction of the larger liquor store. No costs are associated with receiving RFPs. It is estimated that Preliminary Design work would be less than \$10,000.

Attachments

- Request for Proposal

June 11, 2020

**City of Windom, Minnesota
City Architectural Services
REQUEST FOR PROPOSALS (RFP)**

The City of Windom is requesting proposals from Architectural firms for City Architectural Services related to the feasibility of options to include renovation and/or expansion of the existing Liquor Store up to the construction of a Liquor Store. The City expects to select an Architectural firm that will serve the City for an indefinite period of time, commencing on or before September 16, 2020. Detailed information concerning the City's needs is outlined below.

The community desires to select the best-qualified Architectural firm through the RFP process. The ideal firm should have extensive experience in municipal Architectural services including planning, design, and review of construction projects, preparation of feasibility reports, and construction inspection. The ideal firm will be a full-service firm.

General Information Regarding the City

The City of Windom is located in Cottonwood County approximately 125 miles southwest of the Twin Cities.

- The City Council of Windom is made up of one Mayor (four-year term) and Five Council members. The City Administrator\Clerk is accountable to the City Council for implementing Council directives and managing the City. Council meetings are held the 1st and 3rd Tuesdays of each month.
- The existing Liquor Store was constructed approximately 50 years ago. The building is approximately 4,800 square feet.
- The City of Windom has 4,646 Residents and has three (3) large employers, whom many of their employees commute from out of town. The Liquor Store is situated on Highways 60/71 which generates approximately 8,000 vehicles trips per day.

Project Description

The City of Windom is pursuing the potential of their current Liquor Store Operations. The City of Windom is considering options to include renovation and/or an addition to the existing liquor store. A third option is to consider construction of a new Liquor Store on two potential sites, either on their current location at 575 2nd Ave N or in a lot owned by the city located between the Existing Shopko Building and Guardian Inn Motel located at 2055 1st Avenue N.

These options may consist of the following:

- a. A renovation/expansion or new construction will need to accommodate current and future needs. The designed space must have adequate cooler capacity, shelving, product handling (Storage, Delivery and display areas), open sightlines and effective shopping flow patterns.
- b. Cooler Doors located on a walk in cooler for cold beer storage. Gravity Feed Shelving will be used to display items to customers.

June 11, 2020

- c. Relocation of underground utilities (water, wastewater, electric, telecom), if need be.

The City is accepting proposals to include a feasibility study, and then as approved by the City Council, preliminary design and final design services for construction to include architectural, mechanical, electrical, plumbing and other disciplines as needed.

1. Instructions to Proposers

- A. All proposals should be sent and all questions and correspondence should be directed to:

City of Windom
Attn: Steven Nasby, City Administrator
444 9th Street
P.O. Box 38
Windom, MN 56101
507-831-6129
Steve.Nasby@windommn.com

- B. Seven (7) copies of the proposal must be received no later than **5:00 P.M. August 3, 2020**. The copies shall be sealed and clearly identified with **“Proposal for Liquor Store Architectural Services”** by the submittal deadline. Proposals received after the deadline will not be considered.
- C. A person who can be held accountable for all representations must sign the proposal or attached cover letter.
- D. **The proposal (including the cover letter) shall be limited to a maximum of 25 pages**, including all supporting documentation. Additional material, other than that requested by the City of Windom, will be disregarded.
- E. The City will review the proposals and may schedule interviews for short-listed finalists.
- F. Proposers are prohibited from contacting any representative of the City Council, Liquor Store Manager or Staff, or City staff. All questions are to be directed to the City Administrator regarding this proposal. Tours of the existing Liquor Store are available via appointment only.
- G. Right of Rejection and Clarification: The City of Windom reserves the right to reject any and all proposals and to request clarification of information from any proposer. The City of Windom is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
- H. Denial of Reimbursement: The City of Windom will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- I. Right of Withdrawal: A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
- J. Right of Rejection of Lowest Fee Estimate: The City of Windom is under no obligation to award this project to the proposer having the lowest fee estimate. Evaluation criteria included in this document (and other information deemed pertinent) shall be used in evaluating proposals.
- K. Indemnification: Any proposal shall include a provision that the Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Windom, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services,. The Proposer shall secure and maintain General Liability Insurance as will protect them from claims under the

Worker's Compensation acts and from claims for bodily injury, death, or property damage which may arise from the performance of their services under this contract. Further, the proposer shall provide the City of Windom with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect.

- L. Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts and other documentation submitted by proposers shall become property of the City of Windom when received.
- M. Proposal Reservations: The City of Windom shall reserve the right to award in whole or in part any proposals received and at its sole discretion may waive any minor immaterial defects in proposals.

2. Proposal Contents

A. Title Page

Show the proposal subject, the name of the proposer's firm, address, telephone number and name of the contact person, and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Proposing Firm Overview

- 1) Background information concerning the firm, including the number of years in business under this name and services available from the firm.
- 2) Services available from personnel in the proposing office.
- 3) Other services offered by your firm that may benefit the City of Windom.

D. Identification and Qualification of Assigned Personnel

- 1) The name of the person who will be responsible for the management and administration of service with the City together with a resume describing that person's experience and qualifications.
- 2) The name and resumes of the key professional staff that will be assigned to provide services to the City.
- 3) An organization chart identifying team members and their areas of responsibility.
- 4) A statement committing the aforementioned staff to this proposal.

E. Related Experience

- 1) The firm's experience in performing similar work.
- 2) The firm's demonstrated ability to deliver work on time and within budget.
- 3) If applicable, list of communities serving as City Architect and number of years.

F. Proposer's Detailed Approach to the Scope of Services

- 1) The proposal shall present the firm's detailed approach to the Scope of Work.

G. Basis for Compensation

- 1) The proposal shall include a description of a proposed method of compensation. If you are proposing a monthly retainer, indicate what services are to be provided. It is not the intent of the City to select a firm on the basis of compensation, but to negotiate a method of compensation with the successful proposer that best satisfies the mutual needs of the City and the proposer.

- 2) Services provided to review the work of private parties proposing projects in the City shall be charged according to a list of rates created by the Architectural firm and approved by the Council annually.
- 3) Independent Contractor: The proposer represents itself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the City of Windom. Therefore, the proposer shall assume all legal and financial responsibility for taxes, FICA, employee benefits, workers compensation, insurance and other expenses, and agrees to indemnify, save, and hold harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

H. List of References and Potential Conflicts

- 1) A minimum of five references for public clients shall be provided, preferably for comparable city Architectural services performed within the past five years.
- 2) Potential conflicts of interest must be disclosed.

3. Evaluation of Proposals

The City of Windom will evaluate firms based on their experience and statements of qualification to perform the preliminary scope of work outlined in the RFP. To ensure that we have the most qualified firm, the City specifically will review and evaluate:

- A. Experience in providing Architectural services to other cities; and
- B. Sampling of municipal projects completed with an emphasis on Liquor Store projects; and
- C. Experience and availability of staff assigned to serve the City of Windom; and
- D. Ability to design within budget and timely completion of design; completeness and accuracy of contract documents; and
- E. References

Interviews

Following an initial review of interested firms, the City of Windom may interview the most qualified firms to more specifically outline the City's needs and the consultants' expertise. The City, however, reserves the right to select a consultant based solely on the quality of proposal submission in lieu of conducting interviews.

4. Scope of Work

The City of Windom is searching for a firm that will provide comprehensive professional services. The general work elements are outlined below to include, but not limited to:

A. Feasibility Study

- Review of current sales data, customer trends, site access and staffing considerations.
- Projections of sales and profitability from the options proposed.
- Estimated cost of options proposed.

B. General Architectural Services

- Comprehensive design services including pre-design, a schematic of concept design, design development, construction documents, bidding and negotiations, construction phase administration and project closeout.

- Provide signed and sealed Architectural and Engineering drawings and specifications for all aspects of construction, including but not limited to, the HVAC system, lighting & electrical system, plumbing and structural system. All system specifications shall be based on engineering calculations so as to properly size the systems for the building involved. Current City of Windom, State of Minnesota and IBC Technical Specifications shall be the basis for all designs. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for building permits.
 - Conduct construction observations for general compliance with project specifications.
 - Attend pre-bid and pre-construction meetings.
 - Provide Fees for Design and Construction Services.
 - Provide Hourly Fees for Services not specifically shown in the Scope.
 - The building shall be designed to meet or exceed Minnesota State Building Code.
 - Exterior and interior materials and finishes are anticipated to be as low-maintenance and high-durability, with minimal cost.
 - HVAC, electrical and plumbing systems should be high efficiency, cost-effective systems.
 - General Description of Spaces includes bays, offices, meeting room, rest room\showers, hose room\hose storage and\or other operational or support areas.
 - All appliances and furnishings will be purchased outside of the construction contract, but allowances for these items included in the construction budget.
 - The design shall include development of the immediate site and landscaping, all utilities and utility routing and development of parking areas.
 - Reviews construction plans for consistency with State and\or City adopted Architectural specifications, city policies and relevant laws, rules and regulations and ensure council actions are implemented.
 - Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
 - Provides Architectural services on projects and oversees project management for the construction of this municipal project.
- C. Prepare Architectural Reports
- Determine the need for preliminary studies, reviews all preliminary studies for compliance with ordinances, comprehensive plans, Architectural standards and financial guidelines including:
 - Feasibility reports
 - Prepare comments regarding reports, plans and studies of other agencies
 - Presents feasibility studies at public meetings.
- D. Design and Bidding Services
- Prepare plans and specifications for the Liquor Store project with the input of City staff and Liquor Store Management. Plans and specifications shall be presented to the City Council for approval.
 - Consults with state and federal agencies having jurisdictional authority over the project as warranted.

June 11, 2020

- Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
- Reproduce Contract Documents for bidding purposes.
- Review the bids and prepare a bid tabulation.
- Evaluate bids, assist staff in preparing a recommendation to the City Council and assemble and award contracts.

E. Project Management/Construction Services

- Convene a pre-construction conference with staff, contractor, utility company representatives, etc.
- Perform or supervise construction staking and surveying.
- Provide construction observation during construction. Work for this portion of projects shall be at an hourly rate.
- Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
- Convene regular construction progress meetings, as required.
- Prepare, review and recommend action for proposed change orders.
- Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
- Provide as-built drawings upon conclusion of projects to the City.

F. Participates in city meetings, including:

- Internal and external meetings with City or other Architectural firms involving Architectural questions and issues.
- Meets with members of the public on the proposed project in order to relate the processes and procedures involved with the project. Reviews bids and plans for conformance with City Standards.
- City Council meetings and work sessions, Liquor Committee meetings, and other City meetings as needed.

5. Terms and Conditions

- A. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
- B. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Windom.
- C. Termination of Contract: The City of Windom may cancel the contract at any time for breach of contractual obligations by providing the successful proposer with a written notice of such cancellation. Should the City of Windom exercise its right to cancel the contract for such reasons, the cancellation shall be come effective on the date as specified in the notice of cancellation.

Memo

To: City Council
From: Jason Sykora
cc: Utility Commission
Date: July 1, 2020
Re: Rate Adjustment

The Utility Commission approved the recommended rate increases for the electric utility. City staff worked with Missouri River Energy Services reviewing our current rates and developing rate recommendations going forward. As with the previous rate study the changes are intended to cover the true cost of service for each rate class. With these changes there is little or no increase in revenue. Only the shifting of cost between rate classes to cover the true cost of service for each class.

The follow rate changes will be implemented over two years starting January 2021.

Residential in town class and residential out of town class will see a small increase in the monthly meter charge in both 2021 and 2022. The residential in town and out of town classes will see no change to the Kwh charge.

The Commercial class will see a small increase for three phase service. It was also decided to go with one flat rate for the Kwh charge instead of tiered rates.

The industrial class will see an increase to the meter charge and to the charge per KW. This class will also see a decrease in the Kwh charge. These changes more accurately reflect how transmission costs are billed to the utility. The majority of customers in this class will have minimal impact to their total bill.

The Street light class will see an increase to the Kwh charge. Due to converting the street lights to LED there are now fewer Kwhs to cover the fixed maintenance costs. Although the cost per Kwh has increased the city will still be paying less than before the lights were converted to LED.

A copy of the resolution regarding the rate changes is attached to this memo. A copy of the rate study can be made available at your request.

**UTILITY COMMISSION RESOLUTION
RESOLUTION NO. UT 2020-6-1**

INTRODUCED: **Riordan**

SECONDED: **Schwalbach**

VOTED: **Aye:** **Francis, Riordan and Schwalbach**
 Nay: **None**
 Absent: **None**

**A RESOLUTION REVISING THE UTILITY RATE SCHEDULE
IN THE CITY OF WINDOM, MN**

WHEREAS, City Charter, Chapter X, Section 10.03 authorizes the Utility Commission to establish rates and charges for municipally-owned utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

WHEREAS, the Utility Commission periodically establishes rates and fees for municipally-owned utilities; and

WHEREAS, the Windom Utility Commission has modified the electric rates charged to Residential, General Service (commercial), Industrial and Municipal customers; and

WHEREAS, the City Council has the authority to direct the Windom Utility Commission concerning the Municipal rate; and

WHEREAS, the Windom Utility Commission is recommending the City Council revise the Municipal rate class by transitioning services within the class to Street Lighting and Commercial; and

WHEREAS, it is in the best interests of the City of Windom and its citizens to operate the city enterprise funds in a financially sound and cost-effective manner.

NOW, THEREFORE, BE IT RESOLVED by the Utility Commission of Windom, Minnesota, to modify the electric rates charged Residential, Commercial, Industrial and Municipal customers as listed below. Said rates will be effective upon the first billing cycle of each year.

Table of Contents

1. Residential Service
2. Out-of-City Service
3. Commercial Service
4. Municipal & Street Lighting Service
5. Industrial Service
6. Security Lights

1. Residential Service

APPLICABLE TO: Residential customers for all domestic uses in single-family dwellings and individually-metered apartments within the service territory of the City of Windom Electric Utility and within the City limits of Windom.

SERVICE AVAILABLE: Single-phase, 60 hertz, 120/240 volt, 400 amp max., 3-wire, single meter.

MONTHLY RATE:

Billing Year	2021	2022
Customer Charge No kwh	\$13.00 Per Meter	\$14.00 Per Meter
Energy Charge All kwh	\$0.079 Per kwh	\$0.079 Per kwh

Power Cost Adjustment: The rate shown above is subject to a Power Cost Adjustment. (See Exhibit "A" Power Cost Adjustment Rider)

PROMPT PAYMENT PROVISIONS: All charges are net. If the bill is not paid by the monthly due date, a late payment charge of 5 percent of the balance due shall apply.

SALES TAX: Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of the State of Minnesota.

2. Out-of-City Service

APPLICABLE TO: Residential customers within the service territory of the City of Windom Electric Utility and outside of the City limits of Windom.

SERVICE AVAILABLE: Single-phase, 60 hertz, 120/240 volt, 400 amp max., 3-wire, single meter.

MONTHLY RATE:

Billing Year	2021	2022
Customer Charge No kwh	\$25.00 Per Meter	\$26.00 Per Meter
Energy Charge All kwh	\$0.079 Per kwh	\$0.079 Per kwh

Power Cost Adjustment: The rate shown above is subject to a Power Cost Adjustment. (See Exhibit "A" Power Cost Adjustment Rider)

PROMPT PAYMENT PROVISIONS: All charges are net. If the bill is not paid by the monthly due date, a late payment charge of 5 percent of the balance due shall apply.

SALES TAX: Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of the State of Minnesota.

3. Commercial Service

APPLICABLE TO: Any commercial, industrial, mulit-family single meter apartments, municipal (City), or farm load within the service territory of the City of Windom Electric Utility for all purposes, where the maximum monthly demand is less than 50 K.W.

SERVICE AVAILABLE: Single-phase, 60 hertz, 120/240 volt, 400 amp max., 3-wire, single meter; or three-phase, 60 hertz, 240/120V, 208Y/120V, or 480Y/277V, 4-wire, single meter.

MONTHLY RATE:

Billing Year	Description	2021	2022
Customer Charge No kwh	Single Phase	\$21.00 Per Meter	\$21.00 Per Meter
	Three Phase	\$29.50 Per Meter	\$30.00 Per Meter
Energy Charge all kwh		\$0.085 Per kwh	\$0.085 Per kwh

Power Cost Adjustment: The rate shown above is subject to a Power Cost Adjustment. (See Exhibit "A" Power Cost Adjustment Rider)

PROMPT PAYMENT PROVISIONS: All charges are net. If the bill is not paid by the monthly due date, a late payment charge of 5 percent of the balance due shall apply.

SALES TAX: Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of the State of Minnesota.

4. Municipal Service & Street Lighting (This Class will become Street Lighting only in 2018. All other Customers remaining in this class will be moved to the Commercial Customers)

APPLICABLE TO: Any City of Windom owned facilities, where the maximum monthly demand is less than 50 K.W.

SERVICE AVAILABLE: Single-phase, 60 hertz, 120/240 volt, 400 amp max., 3-wire, single meter; or three-phase, 60 hertz, 240/120V, 208Y/120V, or 480Y/277V, 4-wire, single meter.

MONTHLY RATE:

Billing Year	2021	2022
Customer Charge No kwh	Move to Commercial	Move to Commercial
Energy Charge All kwh	Move to Commercial	Move to Commercial
Street Lighting kwh only	\$0.11 Per kwh	\$0.12 Per kwh

Power Cost Adjustment: The rate shown above is subject to a Power Cost Adjustment. (See Exhibit "A" Power Cost Adjustment Rider)

PROMPT PAYMENT PROVISIONS: All charges are net. If the bill is not paid by the monthly due date, a late payment charge of 5 percent of the balance due shall apply.

SALES TAX: Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of the State of Minnesota.

5. Industrial Service

APPLICABLE TO: Any commercial, industrial, municipal (City), or farm load within the City of Windom Electric Utility service territory, for all purposes, where the metered maximum demand in any one month exceeds 50KW.

SERVICE AVAILABLE: Single-phase, 60 hertz, 120/240 volt, 400 amp max., 3-wire, single meter or three-phase, 240/120 V, 208 Y/120 V, or 480 Y/277 V, 4-wire. Special voltages may be provided at the discretion of the Utility. Utility furnishes only one transformer bank and/or one meter.

MONTHLY RATE:

Billing Year	2021	2022
Customer Charge No kwh	\$46.50 Per Meter	\$48.00 Per Meter
Energy Charge All kwh	\$0.044 Per kwh	\$0.042 Per kwh
Demand Charge All KW	\$13.95 Per KW	\$14.55 Per KW
Minimum Demand %	30%	30%

METERED DEMAND: The metered demand for any month shall be the maximum kilowatt demand established by the consumer for any thirty-minute interval during the month as indicated or recorded by a demand meter.

BILLING DEMAND: The billing demand shall be the maximum measured thirty-minute integrated demand in the billing month, but not less than the percentage shown in table above, of the maximum thirty-minute demand established in any of the twelve preceding months.

PRIMARY METERING: For large customers (at the option of the City), metering may be on the high voltage or primary side of transformer, in which case a discount of 2% of the monthly Energy, Demand and Power Cost Adjustment will be allowed. NOTE: Primary Metered customers are required to own all equipment past the meter including Transformers, High Voltage Lines and Related Equipment and are responsible for the maintenance and operation of equipment.

PROMPT PAYMENT PROVISIONS: All charges are net. If the bill is not paid by the monthly due date, a late payment charge of 5 percent of the balance due shall apply.

SALES TAX: Sales tax to be added to all electric bills so as to be in compliance with the provisions of the laws of the State of Minnesota.

5. Security Lighting

APPLICABLE TO: Available for year around illumination for area and security lighting by electric lamps in luminaries supported on wood poles, where the facilities for this service are furnished by the Municipal Utility. (Availability to be determined by the Utility.)

MONTHLY RATE

Billing Year	2021	2022
100Watt	\$8.00 Per Month	\$8.00 Per Month
400Watt	\$18.00 Per Month	\$18.00 Per Month

(APPLICABLE TO ELECTRIC UTILITY RATES 2016 – 1)

There shall be added to or deducted from the net monthly bill \$.00001 per kilowatt hour for each \$.00001 increase above or below the estimated monthly average new cost of power supply delivered to the customer, i.e., power supply from Central Minnesota Municipal Power Agency plus local production plant costs of providing for standby and emergency services.

Purchased power bills from Central Minnesota Municipal Power Agency for power, energy, and transmission service and/or any local production plant operating costs or operating costs from any additional suppliers shall be added together to arrive at total cost of power supply and that combined cost shall then be divided by the net kilowatt hours billed to the consumer to arrive at average net cost of power supply.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Utility Commission of Windom, Minnesota, that the Municipal rate is revised to transition services within the class to Street Lighting and Commercial rate classes as described above.

Adopted this 24th day of June, 2020.

CITY OF WINDOM, MINNESOTA

Mike Schwalbach
Utilities Commission Chair

ATTEST:

Steven Nasby
City Administrator

ACTION ITEM



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

TO: City Council
FROM: City Administrator *Steve Nasby*
DATE: July 1, 2020
RE: Tobacco Ordinance – Age 21 State Statute
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Pass the first reading of an ordinance to amend Windom City Code Chapter 117 – Tobacco to be consistent with the changes in Minnesota State law.

Issue Summary/Background

On May 126, 2020 Governor Walz signed legislation to increase the legal age to purchase tobacco products from 18 to 21 years old. This new law goes into effect on August 1, 2020. The City's tobacco code needs to be amended to reflect this change.

Fiscal Impact

None

Attachments

1. Public Health Law Center FAQs on Tobacco 21.

ORDINANCE NO. 186, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE CHAPTER 117 "TOBACCO" TO COMPLY WITH LEGISLATION RAISING THE MINIMUM LEGAL SALES AGE FOR COMMERCIAL TOBACCO PRODUCTS FROM 18 TO 21.

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

TO REVISE CHAPTER 117: "TOBACCO" REVISING THE EXISTING SECTIONS 117.01 "DEFINITIONS", 117.04 "BASIS FOR DENIAL OF LICENSE" SUBSECTION (C) (1), 117.05 "PROHIBITED SALES" SUBSECTION (A), 117.07 "SELF-SERVICE SALES", AND 117.09 "COMPLIANCE CHECKS AND INSPECTIONS", SUBSECTION (B), BY REPLACING THE EXISTING SECTIONS WITH THE FOLLOWING:

§ 117.01 DEFINITIONS.

MINOR. Any natural person who has not yet reached the age of 21 years.

§ 117.04 BASIS FOR DENIAL OF LICENSE.

(C) The following applies:

(1) The applicant is under the age of 21 years;

§ 117.05 PROHIBITED SALES.

It is a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco product or tobacco-related device:

(A) To any person under the age of 21 years;

§ 117.07 SELF-SERVICE SALES.

It is unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco products or tobacco-related devices by any means whereby the customer may have access to the items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product or the tobacco-related device between the licensee or his or her clerk and the customer. All tobacco, tobacco products and tobacco-related devices shall either be stored behind a counter or other area not freely accessible to customers or in a case or other storage unit not left open and accessible to the general public. Licensees which prohibit individuals less than 21 years of age from entering the premises and which derive at least 90% of their revenue from tobacco and tobacco-related products are exempt from this section.

(Prior Code, § 6.30) (Ord. 101, 2nd Series, eff. 12-25-1997) Penalty, see § 117.99

§ 117.09 COMPLIANCE CHECKS AND INSPECTIONS.

(B) From time to time, but at least once per year, the city shall conduct compliance checks by engaging minors over the age of 17 years, but less than 21 years, to enter the licensed premise to attempt to purchase tobacco, tobacco products or tobacco-related devices. If minors are under the age of 18, then written consent of their parents or guardians is needed to participate in compliance checks.

ALL OTHER PROVISIONS OF CHAPTER 117 "TOBACCO" 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 21st day of July, 2020.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: July 7, 2020
2nd Reading: July 21, 2020
Adoption: July 21, 2020
Published: July 29, 2020



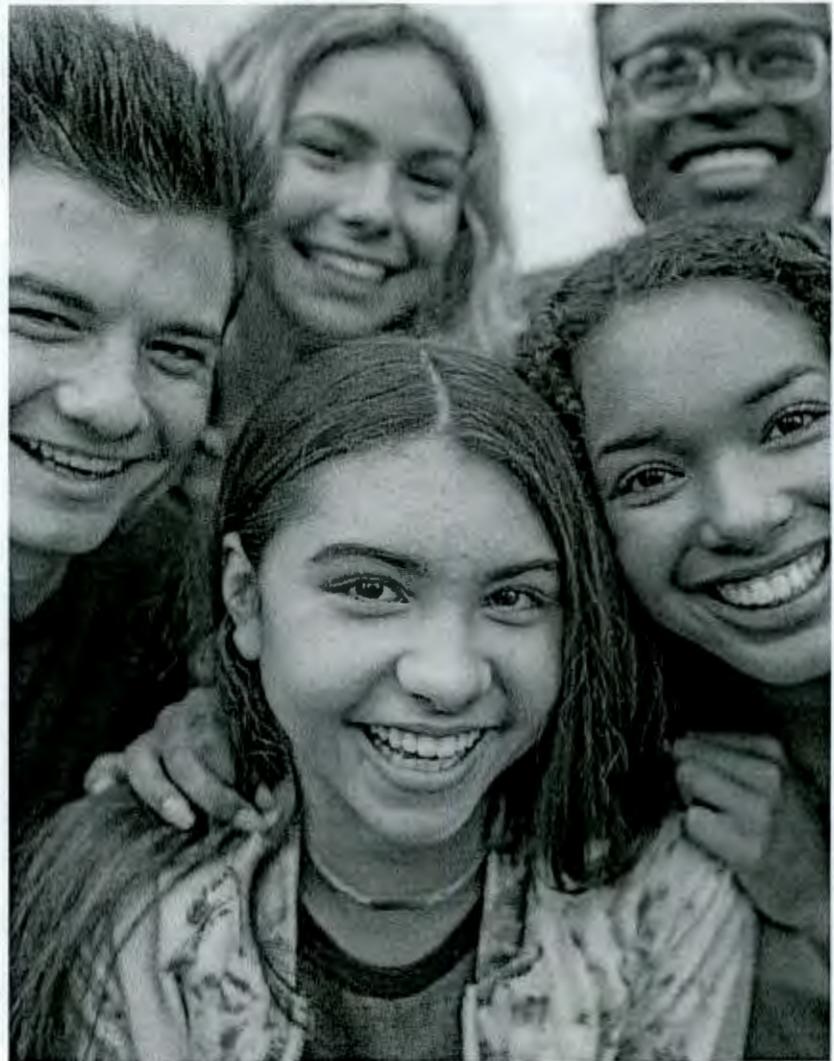
TOBACCO 21 AND OTHER STATUTORY CHANGES

Frequently Asked Questions



On May 16, 2020, Governor Tim Walz signed Minnesota's Tobacco 21 bill, HF 331, Minnesota Session Laws, Regular Session, Ch. 88 – HF 331 (2020), raising the minimum legal sales age (MLSA) from 18 to 21.

This legislation also includes important updates and reforms to Minnesota's commercial tobacco retailer licensing laws and youth access laws that will improve state and local regulation and enforcement. The new law reflects years of effort by communities, local public health professionals, and advocates to advance public health. This FAQ document is designed to help communities understand these changes.



Q: How does this legislation change regulation of commercial tobacco in Minnesota?

A: Effective August 1, 2020, the legislation:

- Raises the minimum legal sales age for commercial tobacco products to 21;
- Increases retailer penalties for furnishing or selling to persons under 21;
- Eliminates criminal penalties for underage possession, use, or purchase (PUP) violations, allowing only non-monetary, civil penalties for underage use of false identification to purchase or attempt to purchase;
- Updates compliance check protocols to require decoys to be between 17 and 20 years of age;
- Narrows the adult-only store exceptions for self-service and sampling, allowing these activities only in stores that prohibit entry by anyone under the age of 21, have an entrance directly to the outside, and derive at least 90 percent of gross revenue from licensed products;¹
- Requires retailers to check photo identification to verify the age of anyone under 30;
- Requires MLSA signage at every licensed retail location; and
- Updates the definition of electronic delivery devices, providing broader coverage than federal law.

Q: What are the key changes that every local community should know about?

A: The main points to understand are that, effective August 1, 2020:

- All local licensing authorities must enforce the Minnesota MLSA and other changes to state laws.
- State law no longer criminally penalizes PUP by underage persons. Civil, non-monetary penalties are allowed for underage use of false identification for purchases or attempted purchases. Federal law has never penalized underage PUP. Therefore, any local prosecution of an underage person for these activities no longer aligns with state or federal law.
- Compliance check decoys must now be 17 to 20 years old, instead of 15 to 17.

- The definition of electronic delivery devices will now include natural or synthetic nicotine and non-nicotine e-liquids.
- Retailer penalties for sales to underage persons and other violations will increase to a minimum of \$300 for a 1st violation, \$600 for a 2nd violation within 36 months, and \$1,000 for a 3rd or subsequent violation within 36 months. Upon the 3rd or subsequent violation within 36 months of the first violation, a suspension of the retailer's license of at least seven days will be required and the retailer's license may be revoked.
- Self-service and sampling are allowed only in tobacco product shops that prohibit any person under the age of 21 to enter or be present, have an entrance directly to the outside, and derive at least 90 percent of gross revenue from sales of licensed products.¹

Q: What commercial tobacco products are covered by the new law?

A: No one in Minnesota can sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery devices to anyone under the age of 21. The definition of electronic delivery devices has been updated to include natural and synthetic formulations of nicotine or other substances.

Q: If my community passed a Tobacco 21 law before the passage of the state law, are any changes needed?

A: Every community must, at a minimum, abide by the new state law requirements. We strongly recommend that all communities review their current licensing ordinances and regulatory practices, consider updating policy provisions that are inconsistent with state law, and take steps to ensure that all licensing and enforcement practices will conform with the state law by August 1, 2020.

Q: What should my community do if it has not yet passed a Tobacco 21 law? Do we have to change our local ordinance by August 1, 2020?

A: No. Although local licensing authorities must comply with and enforce the new Tobacco 21 MLSA by this date, state law does not require them to amend their current ordinances to do so. If a jurisdiction's current ordinance is less restrictive than the new changes to state law, it must

enforce the state provisions. State licensing and underage access laws allow local authorities to adopt more stringent regulations to further protect public health. An existing ordinance may create confusion if it conflicts with state law. An updated local law will help ensure retailer compliance and provide clarity for enforcement. A community may also want to adopt additional commercial tobacco policies to align with public health best practices and further protect community health.

Q: What about penalties for those under the age of 21?

A: In alignment with best practices and promotion of equity, PUP penalties have been removed from state law; however, a person under 21 who uses false identification to purchase or attempt to purchase commercial tobacco products may face court-ordered civil, non-monetary alternative penalties such as community service.²

Q: Who is responsible for conducting compliance checks under the state law?

A: State law continues to require a local licensing authority to conduct at least one unannounced compliance check per calendar year at each licensed location.

Q: Does the Minnesota Tobacco 21 law apply to Tribal lands?

A: Because Tribal reservations are sovereign territories, they are not subject to most state laws, including this one. Tribal reservations are required to comply with the federal Tobacco 21 law, however. As a result, retailers on Tribal lands may only sell commercial tobacco products to persons aged 21 or older.

Q: How does the Minnesota Tobacco 21 law intersect with the federal law enacted in 2019?

A: Since December 20, 2019, the federal MLSA has been age 21 in all U.S. states and territories, and in all Tribal jurisdictions. The Food and Drug Administration (FDA) is responsible for enforcing the federal law and conducts compliance checks for that purpose. In Minnesota, FDA compliance checks are conducted under a contract with DHS.³

Q: Will new retailer signs, window clings, and other resources be made available?

A: The Minnesota Department of Health (MDH) will work with its tobacco technical assistance providers, like the Association for Nonsmokers-Minnesota, to provide signs and window clings. MDH will also post a PDF online for retailers and public health workers to print and distribute.⁴

Q: Is help available if our community wants to review or update its ordinance?

A: Please contact your local public health department or the Public Health Law Center for assistance. The Public Health Law Center provides free legal technical assistance to help communities amend or adopt commercial tobacco control ordinances.

This publication was prepared by the Public Health Law Center at Mitchell Hamline School of Law, St. Paul, Minnesota, and made possible with funding from the Minnesota Department of Health. The Center provides information and legal technical assistance on issues related to public health and does not provide legal representation or advice. This document should not be considered legal advice.

Endnotes

- ¹ Communities that have clean indoor air and/or flavored products ordinances should review language to ensure compliance with the new state MLSA.
- ² Please see discussion of PUP penalties in the Public Health Law Center's model policies for MN cities and counties.
- ³ Click here for information on the federal Tobacco 21 law and what it means for Tribal, state, and local governments.
- ⁴ The FDA's *This is Our Watch* webpage also provides resources for retailers, including age calculator clocks.

ORDINANCE NO. 185, 2ND 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 7th day of July, 2020.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: June 16, 2020
2nd 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

TO: City Council
FROM: Personnel Committee
DATE: July 1, 2020
RE: City Hall Administrative Staff
DEPT: Finance/Office
CONTACT: Chelsie Carlson, Finance Director\Controller at Chelsie.Carlson@windommn.com

Recommendations/Options/Action Requested

The Personnel Committee and staff recommends that the City Council take the following action for City Hall office staff positions.

1. Approve internal/external posting for a part-time Administrative Assistant II union position to be filled by October 1, 2020.
 2. Approve grade change to Administrative Assistant II step 12 for part-time administrative City Hall employee Emily Prokosch effective August 1, 2020.
 3. Approve grade change to Administrative Assistant II step 2 for part-time administrative City Hall employee Jill Falk effective August 1, 2020.
-

Issue Summary/Background

Robin Shaw, the full-time Senior Administrative Assistant for City Hall will be retiring on or before January 15, 2021. The Ambulance Director, City Administrator and Finance Director\Controller internally discussed the duties of this position as well as the overall staffing needs for City Hall and would recommend not filling the Senior Administrative Assistant position. Instead, staff is seeking approval to hire a part-time Administrative Assistant II position to fill a large portion of these duties.

The more complex duties will be undertaken by the Finance Director\Controller and the Ambulance duties currently done by Ms. Shaw will be delegated. Also, this recommendation can be made because of financial system upgrades and process improvements that improved efficiency of office functions as well as reduced customer traffic at City Hall.

The current administrative employees possess the skills and have the capacity to fill the remaining functions with training. As such, staff requests approval for grade changes to Administrative Assistant II for the two current part-time employees who will each take on additional responsibilities if the full-time Senior Administrative position is not filled. Having three equal part-time positions allows best flexibility within the office for cross-training and coverage. Considering the overall needs of the City, Staff recommends this option as the appropriate budget conscious approach.

Fiscal Impact

If the full-time position is replaced with a lower grade part-time employee and current staff are bumped up into the Administrative Assistant II grade it would result in an overall reduction of personnel costs for the City. Savings estimated to be \$27,812 to \$40,165 (depending if new FT position would have been single or family health insurance)

Attachments

None.

ACTION ITEM



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

TO: City Council
FROM: Scott Peterson, Chief of Police
DATE: 07/07/20
RE: Part-Time Police Officer Hire
DEPT: Police
CONTACT: Scott Peterson, Chief of Police; speterson@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

Tessla Crowell be hired for the vacant part-time officer position

Issue Summary/Background

Tessla is a 2020 graduate of Minnesota West Community College. She was a Minnesota Chief's of Police Association "Wear the Badge Scholar." Currently, she is a jailer/dispatcher with the Cottonwood County Sheriff's Office.

Fiscal Impact

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

Attachments

ACTION ITEM



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

TO: City Council
FROM: City Administrator
DATE: June 25, 2020
RE: City Code Chapter 93 – Domestic Fowl
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Provide direction to staff on researching possible changes to Windom City Code Chapter 93.

Issue Summary/Background

At the June 16, 2020 City Council meeting, Council member Byam requested that the Planning and Zoning Commission look into possible changes to Windom City Code Chapter 93 as it relates to chickens. Prior to committing time and resources of staff and and Planning\Zoning Commission time staff is requesting that the City Council provide direction.

Preliminary research has shown that domestic fowl have been prohibited in non-agriculturally zoned areas since at least 1995.

Fiscal Impact

Use of staff time for research of City of Windom history on the issue and collection\review of other municipalities' codes and ordinances.

Attachments

1. None.

AN ORDINANCE ADOPTING A REVISION AND CODIFICATION WITH CERTAIN ADDITIONS AND DELETIONS, OF ALL ORDINANCES OF THE CITY OF WINDOM, MINNESOTA, PURSUANT TO AUTHORITY GRANTED IN MINNESOTA STATUTES, SECTION 415.021, EXCEPT SUCH ORDINANCES AS ARE NUMBERED AND CITED IN THE TEXT OF CHAPTERS 1 THROUGH 12, INCLUSIVE, (COMMONLY REFERRED TO AS REFERENCE LEGISLATION), AND ALSO EXCEPT SUCH ORDINANCES AS ARE DESCRIBED IN THE CATEGORIES LISTED IN CHAPTER 20 (COMMONLY REFERRED TO AS SPECIAL LEGISLATION); ESTABLISHING A NAMED FOR SAID CODIFICATION, MEANS OF CITATION, EFFECTIVE DATE, NOTICE AND PRINTING PROCEDURE, SPECIFICATIONS AND INSTRUCTIONS; AND, PROVIDING PENALTIES FOR THE VIOLATION THEREOF.

BE IT ORDAINED BY THE CITY OF WINDOM, MINNESOTA, AS FOLLOWS:

Sec. 1 Adoption. All ordinances of the City of Windom, Minnesota, heretofore adopted, except such ordinances as are numbered and cited in the text of Chapters 1 through 12, inclusive, and also except such ordinances as are categorized in Chapter 20 should be and are hereby revised, codified, and with additions and deletions, adopted as set forth in that certain document known as the CITY CODE OF THE CITY OF WINDOM, MINNESOTA, pursuant to authority granted by Minnesota Statutes, Section 415.021.

Sec. 2. Citation. The CITY CODE may be cited as "City Code, Sec."

DDH096
 Sec. 3. Effective Date, Printing, and Notice of Availability. The CITY CODE shall be effective on Nov. 1, 1980. The City Clerk shall cause said CITY CODE to be printed in looseleaf form and copies thereof in a substantial quantity made available for distribution to the public at a reasonable charge, the exact quantity, charge and printing specifications to be more specifically determined by the City Council. The City Clerk shall cause Notice of Availability of copies to be published in the official newspaper for at least two (2) successive weeks prior to such effective date, which notice shall state that copies of the CITY CODE are available at his office for general distribution to the public at a reasonable charge.

Sec. 4. Prima Facie Evidence. Such codification, known as the CITY CODE, is hereby declared to be prima facie evidence of the law of the City of Windom, Minnesota.

Sec. 5. Effective Date and Preservation of Rights and Obligations. This ordinance shall take effect upon adoption, provided, however, that the adoption of such CITY CODE shall not affect or impair any act done, right vested or accrued, proceeding, suit or prosecution commenced prior to such effective date and under ordinance provisions then in effect, but the same shall survive to a conclusion thereof. It being the express intent of this Section that no offense committed, liability, penalty or forfeiture, civil or criminal, under ordinance provisions in effect prior to the effective date of the CITY CODE be in any way affected by the adoption thereof.

Sec. 6. Penalty. Every person violates the CITY CODE when he intentionally performs an act therein prohibited or declared unlawful, and upon conviction thereof, shall be sentenced as for a misdemeanor to not more than ninety (90) days or a fine of not more than \$500.00, or both, or, as for a petty misdemeanor, sentence of a fine of not more than \$100.00.

Adopted by the City Council of Windom, Minnesota this 16th day of September, 1980

Wes Lee, Mayor

ATTEST: *T. N. Weeks*
 T. N. Weeks, City Clerk
 First Reading: 9-2-80
 Second Reading: 9-16-80
 Published: 9-24-80

(Citizen-September 24, 1980)

Subd. 19. Quarantine of Dogs or Cats. Whenever any dog or cat has bitten any person, the owner shall immediately quarantine it at home or at some other suitable place within the City, as directed by the City Health Officer, or other designated officer, for a period of ten days and report the bite to the Animal Control Officer. During the quarantine period, said animal shall be securely confined within the building so as to prevent it from contact with other persons or animals. Failure to comply with the quarantine requirements herein shall subject the animal to impoundment under the authority of the Animal Control Officer or City Police at the owner's expense. At the end of the ten-day quarantine period, the animal may be released if a licensed veterinarian determines that it is not rabid. If the animal is determined to be rabid, it shall be destroyed humanely after completion of necessary medical procedures.

Subd. 20. Violations, Fines, and Penalties. Any person who shall violate any provisions of this Section shall be liable for civil fines of \$25.00 for the first offense, \$50.00 for the second offense and \$75.00 for the third offense, together with any handling fee and cost of any license for such dog or cat not licensed. Further, any violation by any person of this Section shall be deemed a misdemeanor, and upon conviction, there shall be punishment by a fine of not more than \$300.00, or by imprisonment of not more than 90 days, or both.

Source: Ordinance No. 83, 2nd Series
Effective Date: 8-25-94

SEC. 10.12. ANIMALS, FOWL AND HONEY BEES - PERMIT, KEEPING, HOUSING, TREATMENT, RESTRAINT, CONFINEMENT AND TRESPASSES.

Subd. 1. Definitions. The following terms, as used in this Section, shall have the meanings stated:

A. "Owner" - Any person who owns, harbors, feeds, boards, keeps, or otherwise possesses an animal, and who is the head of the household of the residence, or the owner or manager in charge of the establishment or premises at which an animal remains, or to which it returns.

B. "Animal" - Cattle, horses, mules, sheep, goats, swine, ponies, ducks, geese, turkeys, chickens, guinea hens, dogs, cats, and other animals, feathered fowl and honey bees.

C. "Dangerous Animals" - Any wild mammal, reptile or fowl which is not naturally tame or gentle but is of a wild nature or disposition and which, because of its size, vicious nature or other characteristics would constitute a danger to human life or property if it is not kept or maintained in a safe manner or in secure quarters. The term "dangerous animal" also means and includes any domestic mammal, reptile or fowl which because of its size or vicious propensity or other characteristic, would constitute a danger to human life or property if it is not kept or maintained in a safe manner or in secure quarters.

Subd. 2. Permit Required. It is unlawful for any person to keep or maintain any dangerous animal without a special permit therefor from the City. No such permit shall be issued for a period exceeding one year and such permit shall specify the conditions under which such animal shall be kept. The Chief of Police shall issue a special permit for the purpose of keeping or maintaining a dangerous animal if it is found that:

A. The animal is at all times kept or maintained in a safe manner and confined securely so that the keeping of such animal will not constitute the danger to human life or property of others.

B. Adequate safeguards are made to prevent unauthorized access to such animals by members of the public.

C. The health or well-being of the animal is not in any way endangered by the manner of keeping or confinement.

D. The keeping of such animal does not constitute a nuisance and will not harm the surrounding neighborhood or disturb the peace and quiet of the surrounding neighborhood.

E. The keeping of such animal will not create or cause offensive odors or constitute a danger to public health.

F. The quarters in which such animal is kept or confined are adequately lighted, ventilated and are so constructed that they may be kept in a clean and sanitary condition.

G. The applicant for such special permit proves his ability to respond in damages to and including the amount of \$100,000.00 for bodily injury to or death of any person or persons or for the damage to property owner by any other persons which may result in the ownership, keeping or maintenance of such animal. Proof of liability to respond in damages may be given by filing with the Chief of Police a certificate of insurance stating that the applicant is, at the time of his/her application, and will be during the period of such special permit, insured against liability to respond in such damages, or by posting with the City a surety bond, approved by the City Attorney, in the amount of \$100,000.00 conditioned upon the payment of such damages during the period of such special permit. Such certificate of insurance or bond shall provide that no cancellation of the insurance or bond will be made unless ten days' written notice is first given to the City.

Subd. 3. Investigation Required. The Chief of Police in investigating any applicant for a permit under this Section or any enforcement of this Section, is authorized to consult with and seek the advice of the Society for the Prevention of Cruelty to Animals, the Humane Society, any representative of the Animal Control Center of the County, if there be one, or any other individual, agency,

organization or society which may be able to provide information and advice concerning the keeping of dangerous animals.

Source: City Code
Effective Date: 11-1-80

Subd. 4. Permit Fee. Upon compliance with all provisions of this Section, a permit shall be issued for an annual fee as established and may from time-to-time be amended by resolution of the Council; provided that such permit shall not be issued for the keeping of more than two dangerous animals at any single location.

Source: Ordinance No. 91, 2nd Series
Effective Date: 6-15-95

Subd. 5. Exception. The provisions of this Section shall not apply to the keeping of dangerous animals in the following cases:

A. The keeping of such animal for exhibition to the public by a traveling circus, carnival or other exhibit or show holding a permit issued by the Commissioner of Natural Resources pursuant to Minnesota Statutes, Section 97.6111.

B. The keeping of such animals in a licensed veterinary hospital for treatment.

C. Dangerous or poisonous reptiles may be maintained by a bona fide educational or medical institution for the purpose of instruction or study, provided such reptiles are securely confined and are properly cared for in a manner satisfactory to the Chief of Police.

Source: City Code
Effective Date: 11-1-80

Subd. 6. Unlawful Acts.

A. It is unlawful for any person to suffer or permit animals to run at large in the streets or public places, or to be herded or driven thereon unless each animal is confined within a vehicle or restrained by means of bridles, halters, ropes or other means of individual restraint. It is also unlawful for any person to permit any animal under his/her care, custody or control to be left standing unattended in any street or public place, whether leashed or unleashed.

Source: Ordinance No. 93, 2nd Series
Effective Date: 11-9-95

B. It is unlawful for any person to attach any animal under his care, custody or control to any tree, shrub or other planting, or to any post or pole in any street or public place.

C. Except as herein otherwise provided, it is unlawful for any person to keep any animal, not in transit, in any part of the City not zoned for agricultural purposes, except for pets which shall be only dogs and cats.

D. It is unlawful for any person to keep any animals in any structure infested by rodents, vermin, flies or insects.

E. It is unlawful for any person to treat any animal or fowl in a cruel or inhumane manner.

F. It is unlawful for any person to herd, ride or drive any animal over and upon any grass, turf, boulevard, City park, cemetery, garden or lot without specific permission therefor from the owner.

G. It is unlawful for any person to keep or allow to be kept any hive or other facility for the housing of honey bees.

H. It is unlawful for any person to sell baby chicks, or sell, offer for sale, barter, give away or be in possession of any artificially colored animals or fowl.

Subd. 7. Destruction of Dangerous Animals. The City, through the Chief of Police, shall order the destruction or disposition of any animal which it deems dangerous. For the purposes of this Section, any animal which has bitten a person on two or more occasions or any animal prohibited in this Section shall be deemed a dangerous animal. The Chief of Police after having been advised of the existence of such animal shall proceed in the following manner:

A. The owner shall be notified in writing as to the dates, times, places and persons bitten and shall be given ten (10) days to request a hearing before the Chief of Police for a determination as to the dangerous nature of the animal. If the owner does not request a hearing within ten days of this notice the Chief of Police shall make such order as he/she deems proper including ordering the animal into custody for destruction.

B. If the owner requests a hearing for determination as to the dangerous nature of the animal the hearing shall be held before the Chief of Police not more than three (3) weeks after demand for said hearing. The records of the Police Department and the Poundmaster shall be admissible for consideration without further foundation. After considering all evidence, the Chief of Police shall make the determination as to whether or not the animal is found to be dangerous and the Chief of Police shall make such order as he/she deems proper including ordering the animal into custody for destruction.

C. A dangerous animal running at large shall be apprehended by the Chief of Police or Poundmaster and if the animal has no identification which reasonably reveals its ownership, the

animal shall be impounded during such quarantine period as the Chief of Police shall order. If the animal has not been claimed it shall be destroyed at the end of the quarantine period. Minimum quarantine period shall be five (5) days. If the animal is claimed, upon payment of impounding fees and board fees, it shall be released to the person paying such fees upon a showing that such keeping of the animal is in compliance with this Section.

Subd. 8. Seeing-Eye Dogs Permitted in Public Places.

Wherever a blind person accompanied by a "seeing-eye" or guide dog presents himself or herself for accommodation or service at any public conveyance, vehicle or to any café or restaurant, store, or other place of business open to the public, it is unlawful for any owner, or his agent, to refuse admission to the dog or service to the blind person.

SEC. 10.13. CURFEW.

Subd. 1. Curfew - Minors Under the Age of Eighteen (18).

It is unlawful for any minor person under the age of eighteen years to be or loiter upon the streets or public places between the hours of 11:00 o'clock P.M. and 5:00 o'clock A.M.

Subd. 2. Curfew - Parents and Guardians.

It is unlawful for any parent, guardian, or other person having the legal care or custody of any minor person to allow or permit such minor person to be or loiter upon the streets or public places in violation of this Section unless such minor is accompanied by a person of lawful age having such minor person in charge.

Subd. 3. Curfew - Places of Amusement, Entertainment or Refreshment.

It is unlawful for any person operating, or in charge of, any place of amusement, entertainment or refreshment, or other place of business, to allow or permit any minor person to be or loiter in such place in violation of this Section unless such minor is accompanied by a person of lawful age having such minor person in charge. This Subdivision shall not be construed to permit the presence, at any time, of any person under age in any place where his/her presence is otherwise prohibited by law.

Subd. 4. Exceptions.

Such curfew shall not apply to any students under the age of eighteen years who are lawfully attending, going to or returning from school, church, or community sponsored athletic, musical or social activities or events.

Source: City Code
Effective Date: 11-1-80

SEC. 10.14. TOBACCO.

Subd. 1. Minor Defined.

"Minor" means any natural person who has not yet reached the age of eighteen (18) years.

**Regular Council Meeting
Windom City Hall, Council Chamber
September 2, 2014
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Corey Maricle at 7:30 p.m.

2. Roll Call:
- | | |
|---------------------|---|
| Mayor: | Corey Maricle |
| Council Present: | Brian Cooley, Dominic Jones and JoAnn Ray |
| Council Absent: | Kelsey Fossing and Bradley Powers |
| City Staff Present: | Steve Nasby, City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Dan Olsen, Telecom Manager; Aaron Backman, EDA Director; Al Baloun, Recreation Director and Terry Glidden, Telecom |

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Cooley second by Jones to approve the City Council minutes from August 19, 2014. Motion carried 3 – 0 (Fossing and Powers absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Housing & Redevelopment Authority – July 9, 2014
- Fire Hall Building Committee – August 18, 2014
- Parks & Recreation Commission – August 19, 2014
- Economic Development Authority – August 25, 2014
- Community Center Commission – August 25, 2014
- Utility Commission – August 27, 2014

Motion by Ray second by Cooley to accept the receipt of minutes from the Boards and Commissions. Motion carried 3 – 0 (Fossing and Powers absent).

6. Department Heads:

None.

7. Southwest Minnesota Broadband Services (SMBS) – Shared Manager Agreement:

Dan Olsen, Telecom Manager, said that the agreement with SMBS had expired and the proposed shared manager agreement is for now until the end of the year. He said a committee would be formed to work on options for services and setting goals. Olsen said the proposed agreement was recommended for approval by the Personnel Committee.

Jones clarified that the intent is to have a committee set up to review the goals of the organizations and look at options between SMBS and Windomnet.

Cooley asked if this is going to be a joint committee from members of SMBS and the Windom Telecom Commission. Olsen said yes

Motion by Cooley second by Ray to approve the shared telecom manager agreement as proposed. Motion carried 3 – 0.

8. Dynamite Park – Cottonwood County Offer:

Jacqueline Zevenbergen, County Park and Trail Director, said that the County has offered Dynamite Park to the City of Windom with the stipulation that it remain as a park use.

Bruce Caldwell, Streets & Parks Superintendent, said that the Windom Parks and Recreation Commission had discussed the County's offer on Dynamite Park and had the following items and conditions. First, the fire place needed to be removed or made unusable as it is a hazard. This was reinforced by the insurance provider. Second, the out houses need to be removed and the holes filled. Third, the County takes care of the property transfer and any fees. Last, there are some bad poles in the parking lot that need attention but the City will take care of this item as the parking configuration may change.

Caldwell added that the City is planning on providing satellite restrooms for facilities and that the existing basketball court is old but in usable condition. He noted that there is a fence on a portion of the property and that there is vegetation growing into it where it abuts private property. The riverbank has had some rip rap done, but this will need to be monitored especially during high water.

Cooley said he recalls this park being used in the past for graduations, etc.

Zevenbergen said the County is not willing to do anything with the fireplace, but the County will do the restroom removal and handle the transfer fees.

Jones said he is in favor of retaining a public park. There are uses such as a fishing spot. Caldwell said the river bank is steep and is difficult to get to the river due to the rip rap.

Motion by Jones second by Cooley to accept Cottonwood County's offer of conveying Dynamite Park to the City of Windom. Motion carried 3 – 0 (Fossing and Powers absent).

9. EDA TIF 1-18 Development Agreement:

Aaron Backman, EDA Executive Director, said that the proposed development agreement is for redevelopment of the 6.3 acre site that was formerly Towleron Motors. The site had been vacant for many years and the new owner will be moving GDF Enterprises to the site. Glen Francis is the owner and has been working on redeveloping the site. The TIF Redevelopment area was approved on June 17, 2014 and this document is the development agreement which specifies the amount of the TIF assistance and the responsibilities of the developer. The agreement is for a maximum \$100,000 as reimbursement for TIF eligible redevelopment costs. The estimate of private investment in addition to the purchase price is \$450,000, which should double the taxable market value of the property. The EDA Board has recommended approval of the proposed \$100,000 TIF over a 10-year period. Backman noted that the TIF payments are determined by the value added to the property and if the additional taxes are not enough to cover the \$100,000 maximum then the developer will get less and if the taxes are higher the developer will max out the \$100,000 but it could be in less than the anticipated 10 years.

Jones asked if the work done at the site so far this year is TIF eligible. Backman said that the interior building work is not eligible, but that TIF eligible work includes parking lots, demolition, lighting, utility work and loading docks.

Motion by Ray second by Cooley to approve TIF Development Agreement 1 – 18 between the City of Windom and GDF Properties LLC as presented. Motion carried 3 – 0 (Fossing and Powers absent).

Backman said that the Career Fair planned for October 29th is going well and there are 53 businesses that will have booths.

10. Establish 2015 Budget Hearing Dates:

Nasby said that the budget and tax levy dates need to be formerly set and the information provided to the County Auditor for inclusion on the tax statements. Normally the City Council uses their two regularly scheduled meetings in December. As such, the proposed dates are December 2nd for the public input session on the budget and tax levy with December 16th set for the formal budget and tax levy approval. The December 2nd meeting will start at 7:00 pm due to the time needed for the budget presentation and the December 16th meeting will be at the regular 7:30 pm time.

Motion by Jones second by Ray to set the 2015 Budget and Tax Levy meeting dates as December 2, 2014 and December 16, 2014. Motion carried 3 – 0 (Fossing and Powers absent).

Nasby said the September 9th budget work session was scheduled by the Council at the last meeting, but not a starting time. Consensus of the Council to schedule that meeting for 6:00 pm.

Jones said that he would like to have that meeting televised as it is an important meeting and the public would get a lot of background on the reasons for many decisions the Council needs to make. He realizes that this year there is a conflict with using the Council Chamber but future meetings could be televised.

11. SW Area Multi-county Multi-type Interlibrary Exchange (SAMMIE) Library Donation:

Maricle said the donation is for the Teen Read program and thanked SAMMIE for the \$100 donation to the Windom Library.

Council member Jones introduced the Resolution No. 2014-42, entitled "AUTHORIZATION TO ACCEPT A DONATION TO THE WINDOM LIBRARY FOR THE TEEN READ PROGRAM" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Ray, Jones and Cooley. Nay: None. Absent: Fossing and Powers. Abstain: None. Resolution passed 3 - 0.

12. New Business:

None.

→ 13. Old Business:

Maricle said that he would like to send the nuisance ordinance to the Planning & Zoning Commission for review as there may be problems with the complaints being submitted. One person came in and turned in 25 complaint forms which are overwhelming staff. His view of the ordinance is to focus on health and safety items.

Cooley suggested that the definition of a nuisance could be discussed and refined, if needed.

Jones said that he is not sure the department is overwhelmed, but they did appreciate the intern this summer. He thinks the ordinance is doing good things in the community. He does get a few calls on it, but that is okay. Progress is being made and that we need to look at community goals. Maybe a discussion on the definition in the ordinance is something that is needed as there are always more ways to look at things. Jones added that he would also like to see some work on permitting for fences and possibly neighbor notifications. The permits could address such items as materials and right-of-way issues.

Cooley said there are easements behind many properties that are not marked by an alley so people may not know there are utilities present and that could be problematic.

Maricle asked if the Council was in agreement that these two items could be referred to the Planning and Zoning Commission. Unanimous consensus of the Council in agreement.

Preliminary

14. Regular Bills:

Motion by Ray seconded by Cooley to approve the regular bills. Motion carried 3 – 0 (Fossing and Ray absent).

15. Council Concerns:

Jones and Cooley congratulated Nasby on the Coalition of Greater Minnesota Cities award.

16. Adjourn:

Maricle adjourned the meeting by unanimous consent at 8:12 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator



City of Windom Staff Report

To: Mayor and Windom City Council
From: Jim Kartes, Building/Zoning Official (Chapter 90) & Mary Hensen, Admin. Asst. (Chapters 93 & Section 33.12)
Meeting Date: September 15, 2015
Item Title/Subject: Ordinance Nos. 151, 152, & 153, 2nd Series (City Code Chapters 90, 93, & Section 33.12)

Background: In the Fall of 2014, the City Council requested that the Planning Commission review "Chapter 90: Nuisances; Health and Safety". The Planning Commission reviewed Chapter 90 and suggested revisions. The proposed revisions have been reviewed by the Assistant City Attorney and have been incorporated into Ordinance No. 151, 2nd Series.

The existing City Code contains references to animals in both Chapters 90 and 93. The Planning Commission recommended transferring all references to animals from Chapter 90 to Chapter 93 which is the designated "Animals" chapter. The proposed revisions have been reviewed by the Assistant City Attorney and have been incorporated into Ordinance No. 152, 2nd Series.

On August 20, 2013, the City Council adopted Ordinance No. 143, 2nd Series which added "Section 33.12 Nuisance Board" to the City Code. It is necessary to add two subsections to Section 33.12 for purposes of clarifying the timing of the payment of the administrative fees and assessments for non-payment of those fees. The proposed additions have been reviewed by the Assistant City Attorney and have been incorporated into Ordinance No. 153, 2nd Series.

These three proposed Ordinances have been scheduled for first readings at the September 15th City Council Meeting. The second readings would be scheduled for October 6th.

Summary of Modifications to Chapter 90:

The sections on "Animals" have been moved to the "Animal Chapter" (Chapter 93).

Section 90.02(D) – Word added.

Section 90.02 (H)(5) - search warrant deleted and assessment language added.

Section 90.02 – Section (I)(b), (c), and (d) – Language from Bruce Caldwell (Tree Inspector) added.

Section 90.02 – Section (I)(2) – Word corrected.

Section 90.04(J) – Specific items added.

Section 90.20(B) – Correction made in the wording.

Section 90.55(B)(1) – Wording deleted that was inadvertently included.

Sections 90.59, 90.60 and 90.61 were removed as they are criminal offenses and charged under Minnesota Statutes, etc.

Section 90.99(C) – Deleted sections were removed.



Summary of Modifications to Chapter 93:

The order of existing sections was changed to bring the most commonly-used sections to the beginning of the chapter (such as licensing, impoundment, etc.). Also there are some expanded definitions in Section 93.01.

New Section 93.16 – Came in from Chapter 90.

New Section 93.25 – Incorporates items from both Chapters 90 and 93 and some items were modified.

Sections 93.30 through 93.33 - "Wild and Exotic Animals" – These sections were updated to include certain requirements from the Minnesota Statutes while maintaining the basic format from Chapter 93.

Section 93.35 – "Dangerous Animals" – Some language from Chapter 90 was retained, some language was updated by the Assistant City Attorney. The wording "Animal Control Officer" was changed to "Animal Control Authority" as recommended by the Planning Commission.

Section 93.99 – "Penalty" – This section was updated by the City Attorney's Office.

Should you have any questions concerning these modifications, please do not hesitate to contact our office. Thank you.

Requested Action: Approve the first readings of Ordinances No. 151, 152, and 153, 2nd Series.

mah

ORDINANCE NO. 152, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
AMENDING CITY CODE CHAPTER 93

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the City Council previously adopted ordinances setting forth regulations concerning animals within city limits and these regulations were contained in several chapters of the City Code, including "Chapter 13 Public Nuisance"; and

WHEREAS, thereafter the City Council adopted Ordinance No. 138, 2nd Series on October 16, 2012, (effective October 24, 2012) which codified the City Code and renumbered the chapters of the City Code, including the public nuisance chapter which was renumbered as Chapter 90 and the existing chapter on animals which was renumbered as Chapter 93; and

WHEREAS, there are numerous updates to Chapter 90 which the Planning Commission has recommended to the City Council; and

WHEREAS, one of the updates recommended by the Planning Commission was to transfer the animal regulations previously contained in Chapter 90 to Chapter 93 thereby consolidating the animal sections into Chapter 93; and

WHEREAS, it is in the best interests of the citizens of Windom that Chapter 93 be updated and amended as set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY DELETING CHAPTER 93 IN ITS ENTIRETY AND INSERTING THE FOLLOWING IN LIEU THEREOF:

GENERAL PROVISIONS; DOG AND CAT LICENSING AND REGULATIONS

§ 93.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANIMAL. Cattle, horses, ponies, mules, sheep, goats, swine, feathered fowl such as ducks, geese, turkeys, chickens, guinea hens; dogs, cats and other animals; and honey bees.

ANIMAL CONTROL AUTHORITY. See Section 93.35(A) for definition.

DANGEROUS ANIMAL. See Section 93.35(A) for definition.

OWNER. Any person who owns, harbors, feeds, boards, keeps or otherwise possesses an animal, and who is the head of the household of the residence, or the owner or manager in charge of the establishment or premises at which an animal remains, or to which it returns.

(Prior Code, § 10.12)

CHAPTER 93: ANIMALS

Section

General Provisions; Dog and Cat Licensing and Regulations

- 93.001 Definitions
- 93.002 License required
- 93.003 License fee
- 93.004 Collar tags
- 93.005 Violations, fines and penalties
- 93.006 Limitation on ownership
- 93.007 Seeing-eye dogs permitted in public places
- 93.008 Animal restraint
- 93.009 Running at large
- 93.010 Seizure and impoundment
- 93.011 Notice of impoundment
- 93.012 Exception
- 93.013 Notice of impounding; claiming interest
- 93.014 Right to hearing and release from animal pound
- 93.015 Release from impoundment
- 93.016 Habitual barking and noise
- 93.017 Removal of nuisance when owner not found
- 93.018 Diseased dogs and cats
- 93.019 Quarantine of dogs or cats

Unlawful Acts Relating to Animals

- 93.035 Unlawful acts relating to animals

Removal of Animals

- 93.050 Removing animals subject to cruel, inhumane treatment; duty of officers

Wild and Exotic Animals

- 93.065 License and registration required for wild and exotic animals
- 93.066 Investigation period
- 93.067 Site inspection fees and permit fee for wild or exotic animals
- 93.068 Exception

Dangerous Animals

93.080 Dangerous animals

93.999 Penalty

Cross-reference:

Public nuisances, see § 90.02

GENERAL PROVISIONS; DOG AND CAT LICENSING AND REGULATIONS**§ 93.001 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANIMAL. Cattle, horses, ponies, mules, sheep, goats, swine, feathered fowl such as ducks, geese, turkeys, chickens, guinea hens; dogs, cats and other animals; and honey bees.

ANIMAL CONTROL AUTHORITY. See § 93.080(A) for definition.

DANGEROUS ANIMAL. See § 93.080(A) for definition.

OWNER. Any person who owns, harbors, feeds, boards, keeps or otherwise possesses an animal, and who is the head of the household of the residence, or the owner or manager in charge of the establishment or premises at which an animal remains, or to which it returns.

POTENTIALLY DANGEROUS ANIMAL. See § 93.080(A) for definition.

PROPER ENCLOSURE. See § 93.080(A) for definition.

UNPROVOKED. See § 93.080(A) for definition.

WILD OR EXOTIC ANIMALS. Any wild mammal, reptile or fowl which is not naturally tame or gentle, but is of a wild nature or disposition and which, because of its size, vicious nature or other characteristics would constitute a danger to human life or property if it is not kept or maintained in a safe manner or in secure quarters. Examples of wild or exotic animals include, but are not limited to, skunks, foxes, coyotes, raccoons, minks, weasels, ostriches, emus, snakes, reptiles, lizards, lions, tigers, cougars, leopards, cheetahs, bears, lemurs, monkeys, chimpanzees, gorillas, etc.
(Ord. 152, 2nd Series, passed 10-12-2015)

§ 93.018 DISEASED DOGS AND CATS.

It is unlawful for any person having custody or control of any diseased dog or cat to keep or allow the dog or cat to suffer unless the dog or cat is under the care of a veterinarian.
(Ord. 152, 2nd Series, passed 10-12-2015) Penalty, see § 93.999

§ 93.019 QUARANTINE OF DOGS OR CATS.

Whenever any dog or cat has bitten any person, the owner shall immediately quarantine it at home or at some other suitable place within the city, as directed by the City Health Officer, or other designated officer, for a period of ten days and report the bite to the Animal Control Authority. During the quarantine period, the animal shall be securely confined within the building so as to prevent it from contact with other persons or animals. Failure to comply with the quarantine requirements herein shall subject the animal to impoundment under the authority of the Animal Control Authority or city police at the owner's expense. At the end of the ten-day quarantine period, the animal may be released if a licensed veterinarian determines that it is not rabid. If the animal is determined to be rabid, it shall be destroyed humanely after completion of necessary medical procedures.
(Ord. 152, 2nd Series, passed 10-12-2015)

UNLAWFUL ACTS RELATING TO ANIMALS**§ 93.035 UNLAWFUL ACTS RELATING TO ANIMALS.**

(A) It is unlawful for any person to keep any animal, not in transit, in any part of the city not zoned for agricultural purposes, except for domestic pets (dogs, cats, parakeets, aquarium fish, and the like).

(B) It is unlawful for any person to keep domestic fowl, such as ducks, geese, turkeys, chickens, guinea hens, etc. or wild fowl, such as doves, pigeons, pheasants, peacocks, etc. in any part of the city not zoned for agricultural purposes; and in the A-O Zoning District, only in limited quantities and not as a commercial hatchery, feeding, finishing or egg operation.

(C) It is unlawful for any person to sell baby chicks, or sell, offer for sale, barter, give away or be in possession of any artificially colored animals or fowl.

(D) It is unlawful for any person to keep mammals, such as cattle, buffalo, elk, pigs, pot-bellied pigs, sheep, goats, llama, alpaca, etc. in any part of the city not zoned for agricultural purposes; and in the A-O Zoning District, only in limited numbers and not as a commercial calving or farrowing, feeding or finishing operation.

(E) It is unlawful for any person to keep horses, ponies, mules, or donkeys in any part of the city not zoned for agricultural purposes.

Windom - General Regulations

(F) It is unlawful for any person to keep predators or any animals classified as exotic, wild or dangerous, such as skunks, foxes, coyotes, raccoons, minks, weasels, ostriches, emus, snakes, reptiles, lizards, lions, tigers, cougars, leopards, cheetahs, bears, lemurs, monkeys, chimpanzees, gorillas, etc., except after proper licensing with the United States Department of Agriculture and/or registration with the city (depending upon the specific animal), and then only in accordance with all applicable city, state and Federal regulations. (See §§ 93.065 through 93.068; M.S. § 346.155 "Possessing Regulated Animals", as amended from time to time; and applicable Federal regulations.)

(G) It is unlawful for any person to keep or allow to be kept any hive or other facility for the housing of honey bees.

(H) It is unlawful for any person to harbor or keep any stray animal. Animals known to be strays shall be immediately reported to the Police Department.

(I) It is unlawful for any person to suffer or permit animals to run at large in the streets or public places, or to be herded or driven thereon, unless each animal is confined within a vehicle or restrained by means of bridles, halters, ropes or other means of individual restraint. It is also unlawful for any person to permit any animal under his or her care, custody or control to be left standing unattended in any street or public place, whether leashed or unleashed.

(J) It is unlawful for any person to herd, ride or drive any animal over and upon any grass, turf, boulevard, city park, cemetery, garden or lot without specific permission therefor from the owner.

(K) It is unlawful for any person to attach any animal under his or her care, custody or control to any tree, shrub or other planting, or to any post or pole in any street or public place.

(L) It is unlawful for the owner, caretaker or attendant of any animal to allow it to defecate on public or private property other than his or her own, or to permit any accumulation thereof on his or her own property. If the animal does defecate on public or private property other than his or her own, it shall not be a violation of this provision if the owner, caretaker or attendant shall immediately and thoroughly clean the fecal material from the property, and properly dispose thereof.

(M) It is unlawful for any person to keep any animals in any structure infested by rodents, vermin, flies or insects.

(N) It is unlawful for any person to abuse, neglect, or treat any animal in a cruel or inhumane manner.

(O) It is unlawful for any person, not acting under instructions from the owner or the city, to willfully or maliciously administer or cause to be administered poison of any sort whatsoever to any animal, with the intent to injure or destroy the animal, or to willfully or maliciously place any poison or poisoned food where the same is accessible to any animal.

(P) It is unlawful for any person to abandon an animal owned by him or her.

(Q) It is unlawful for any person to give any false information or statement concerning the owner, keeper or attendant of any animal, or concerning any animal brought into the animal shelter or impounded therein.

(Ord. 152, 2nd Series, passed 10-12-2015)

REMOVAL OF ANIMALS

§ 93.050 REMOVING ANIMALS SUBJECT TO CRUEL, INHUMANE TREATMENT; DUTY OF OFFICERS.

(A) Any peace officer or Animal Control Authority may remove, shelter and care for any animal which has been found to be treated in a cruel and inhumane manner or which is not properly sheltered from cold, heat or inclement weather or any animal not properly fed or watered or provided with suitable food and drink in circumstances that threaten the life of the animal.

(B) When necessary, a peace officer or Animal Control Authority may deliver the animal to another person to be sheltered and cared for and furnished with suitable food and drink.

(C) In all cases, the owner, if known, shall be immediately notified as provided in M.S. § 343.235(3), as amended from time to time, which is incorporated by reference, and the person having possession of the animal shall have a lien thereon for its actual cost of care in keeping and the expenses of notice.

(Ord. 152, 2nd Series, passed 10-12-2015)

WILD AND EXOTIC ANIMALS

§ 93.065 LICENSE AND REGISTRATION REQUIRED FOR WILD AND EXOTIC ANIMALS.

(A) It is unlawful for any person to keep or maintain any wild or exotic animal without a license therefor from the United States Department of Agriculture (USDA), compliance with the USDA regulations and standards, registration with the local Animal Control Authority, and other requirements as set forth in M.S. § 346.155, as amended from time to time, which is incorporated by reference.

(B) Any wild or exotic animals not covered by M.S. § 346.155, as amended from time to time, shall be subject to special permitting by the city. A permit may be issued for the keeping of no more than two wild or exotic animals at any single location. No permit for such animal(s) shall be issued for a period exceeding one year and the permit shall specify the conditions under which the animal shall be kept. These animals shall also be subject to all regulations, standards, and procedures provided for by the United States Department of Agriculture and also as set forth in M.S. § 346.155, as amended from time to time.

ACTION ITEM



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

TO: City Council
FROM: Mayor Dominic Jones
DATE: July 1, 2020
RE: HRA Board Appointment
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

I recommend that the City Council take the following action:

1. Appoint Jean Fast to a vacancy on the Housing and Redevelopment Authority (HRA) Board for an unexpired term ending on December 31, 2020.

Issue Summary/Background

Pam Dobson resigned her seat on the HRA leaving an unexpired term. The HRA Executive Director notified me of the vacancy and discussed making an appointment.

Fiscal Impact

None.

Attachments

1. None.



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

June 29, 2020

Via Email

City of Windom
444 9th Street
PO Box 38
Windom, MN 56101-0038

RE: Payment Request No. 20
Wastewater Treatment Facility Improvements
Windom, Minnesota
Project No. T22.113672

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 20 from Gridor Constr., Inc. for the work completed to date for the construction of the Wastewater Treatment Facility Improvements. We reviewed this application and find it acceptable for payment. We recommend making a payment of \$376,601.00 to Gridor Constr., Inc. Please sign the first page of the application, forward copy along with the payment to Gridor Constr., Inc., a copy to Chelsea Alger, Bolton & Menk, and keep one copy for your records.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

Item No.	Description of Work	C Scheduled Value	E Work Completed		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			D From Previous Application	This Period					
				Percent					Amount
1.001	Mobilization Insurance and Bonds	\$450,000	\$450,000			\$450,000	100.0%	\$0	
1.001	Allowances	\$421,000	\$189,177			\$189,177	44.9%	\$231,823	
Subtotal for	Division 1	\$871,000	\$639,177			\$639,177	73.4%	\$231,823	
			check	\$639,177					

Division 2									
2.001	Erosion Control / Silt Fence	\$30,000	\$25,500			\$25,500	85.0%	\$4,500	
2.002	Clear and Grub Site	\$35,000	\$35,000			\$35,000	100.0%	\$0	
2.003	Fine Grade and Restore Site	\$300,000	\$90,000	10.00%	\$30,000	\$120,000	40.0%	\$180,000	
2.004	Demo Labor and Material	\$420,000	\$399,000	3.00%	\$12,600	\$411,600	98.0%	\$8,400	
2.005	General Excavation	\$400,000	\$384,000	2.00%	\$8,000	\$392,000	98.0%	\$8,000	
2.006	General Backfill Materials	\$250,000	\$240,000	2.00%	\$5,000	\$245,000	98.0%	\$5,000	
2.007	Pipe Lining - Alt #1	\$1,270,000	\$1,231,900			\$1,231,900	97.0%	\$38,100	
2.008	Pipe Lining - Alt #2	\$330,000	\$313,500			\$313,500	95.0%	\$16,500	
2.009	Fencing	\$20,000	\$3,000			\$3,000	15.0%	\$17,000	
2.010	Landscaping and Seedings	\$25,000				\$0	0.0%	\$25,000	
2.011	Roads, Walks and Curbs	\$175,000		5.00%	\$8,750	\$8,750	5.0%	\$166,250	
2.012	Site Utilities - Labor & Equipment	\$315,000	\$283,500	5.00%	\$15,750	\$299,250	95.0%	\$15,750	
2.013	Site Utilities - Material	\$425,000	\$382,500			\$41,370	\$423,870	99.7%	\$1,130
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$40,000			\$40,000	100.0%	\$0	
Subtotal for	Division 2	\$4,035,000	\$3,427,900.00		\$80,100	\$41,370	\$3,549,370	87.96%	\$485,630
			check	\$3,427,900			Check	\$3,549,370	

Division 3									
3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000	\$1,629,000	7.00%	\$126,000		\$1,755,000	97.5%	\$45,000
3.002	Rebar Materials	\$530,000	\$503,500	4.00%	\$21,200		\$524,700	99.0%	\$5,300
3.003	Rebar Install	\$230,000	\$218,500	3.00%	\$6,900		\$225,400	98.0%	\$4,600
3.004	Precast Concrete / Hollowcore	\$60,000	\$60,000				\$60,000	100.0%	\$0
Subtotal for	Division 3	\$2,620,000	\$2,411,000.00		\$154,100	\$0	\$2,565,100	97.90%	\$54,900
			check	\$2,411,000			Check	\$2,565,100	

Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	E This Period					
				Percent					Amount
Division 4									
4.001	Masonry	\$360,000	\$360,000			\$360,000	100.0%	\$0	
Subtotal for	Division 4	\$360,000	\$360,000.00		\$0	\$360,000	100.00%	\$0	
		check	\$360,000		Check	\$360,000			
Division 5									
5.001	Misc Metals - Materials	\$240,000	\$223,200		\$15,804	\$239,004	99.6%	\$996	
5.002	Misc Metals - Labor	\$60,000	\$54,600	2.00%	\$1,200	\$55,800	93.0%	\$4,200	
5.003	Hatches	\$20,000	\$20,000			\$20,000	100.0%	\$0	
Subtotal for	Division 5	\$320,000	\$297,800.00		\$1,200	\$314,804	98.38%	\$5,196	
		check	\$297,800		Check	\$314,804			
Division 6									
6.001	Carpentry	\$10,000	\$9,500			\$9,500	95.0%	\$500	
Subtotal for	Division 6	\$10,000	\$9,500.00		\$0	\$9,500	95.00%	\$500	
		check	\$9,500		Check	\$9,500			
Division 7									
7.001	Dampproofing	\$30,000	\$30,000			\$30,000	100.0%	\$0	
7.002	Insulation / Vapor Barriers	\$35,000	\$35,000			\$35,000	100.0%	\$0	
7.003	Roof System	\$70,000	\$70,000			\$70,000	100.0%	\$0	
7.004	Caulking	\$15,000	\$15,000			\$15,000	100.0%	\$0	
Subtotal for	Division 7	\$150,000	\$150,000.00		\$0	\$150,000	100.00%	\$0	
		check	\$150,000		Check	\$150,000			
Division 8									
8.001	Hollow Metal Doors Frames and Hardware	\$35,000	\$34,300			\$34,300	98.0%	\$700	
8.002	Overhead Doors	\$15,000	\$15,000			\$15,000	100.0%	\$0	
Subtotal for	Division 8	\$50,000	\$49,300.00		\$0	\$49,300	98.60%	\$700	
		check	\$49,300		Check	\$49,300			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
Division 9									
9.001	Painting - Headworks	\$100,000	\$99,000			\$99,000	99.0%	\$1,000	
9.002	Painting - Anerobix / Anoxic Basins	\$70,000				\$0	0.0%	\$70,000	
9.003	Painting - Rapid Mix Tank	\$35,000		100.00%	\$35,000	\$35,000	100.0%	\$0	
9.004	Painting - Aeration Tanks 1-3	\$110,000	\$38,500	35.00%	\$38,500	\$77,000	70.0%	\$33,000	
9.005	Painting - Clarifiers 1 & 2	\$35,000	\$35,000			\$35,000	100.0%	\$0	
9.006	Painting - Control Building	\$40,000		25.00%	\$10,000	\$10,000	25.0%	\$30,000	
9.007	Painting - Filter Building	\$25,000	\$24,250			\$24,250	97.0%	\$750	
9.008	Painting - Chlorine / Post Aeration	\$50,000	\$50,000			\$50,000	100.0%	\$0	
9.009	Painting - Sludge Building / Biosolids	\$65,000	\$61,750			\$61,750	95.0%	\$3,250	
Subtotal for	Division 9	\$530,000	\$308,500.00		\$83,500	\$0	\$392,000	73.96%	\$138,000
		check	\$308,500			Check	\$392,000		
Division 10									
10.001	Specialties	\$5,000				\$0	0.0%	\$5,000	
Subtotal for	Division 10	\$5,000	\$0.00		\$0	\$0	0.00%	\$5,000	
		check				Check	\$0		
Division 11									
11.001	Horizontal End Suction Pumps	\$80,000	\$80,000			\$80,000	100.0%	\$0	
11.002	Chemical Feed Equipment	\$230,000	\$227,700			\$227,700	99.0%	\$2,300	
11.003	Hydraulic Gates	\$55,000	\$48,950		\$4,514	\$53,464	97.2%	\$1,536	
11.004	Submersible Pumps	\$50,000	\$10,000		\$33,024	\$43,024	86.0%	\$6,976	
11.005	Recess Vortex Pumps	\$110,000	\$110,000			\$110,000	100.0%	\$0	
11.006	Rotary Lobe Pumps	\$75,000	\$75,000			\$75,000	100.0%	\$0	
11.007	Grit Removal Equipment	\$160,000	\$160,000			\$160,000	100.0%	\$0	
11.008	Fine Screen	\$275,000	\$275,000			\$275,000	100.0%	\$0	
11.009	Clarifier Equipment	\$250,000	\$250,000			\$250,000	100.0%	\$0	
11.010	Blowers	\$375,000	\$375,000			\$375,000	100.0%	\$0	
11.011	Fine Bubble Aeration	\$100,000	\$40,000		\$55,000	\$95,000	95.0%	\$5,000	
11.012	Sludge Heat Exchanger	\$40,000	\$40,000			\$40,000	100.0%	\$0	
11.013	Course Bubble Aeration	\$40,000	\$40,000			\$40,000	100.0%	\$0	
11.014	Rapid Mixers	\$40,000	\$4,000	85.00%	\$34,000	\$38,000	95.0%	\$2,000	
11.015	Submersible Mixers	\$50,000			\$45,084	\$45,084	90.2%	\$4,916	
11.016	Biosolids Tank Mixers	\$75,000	\$75,000			\$75,000	100.0%	\$0	
11.017	Lab Equipment	\$10,000	\$10,000			\$10,000	100.0%	\$0	
11.018	Samplers	\$20,000	\$20,000			\$20,000	100.0%	\$0	
Subtotal for	Division 11	\$2,035,000	\$1,840,650.00		\$34,000	\$137,622	\$2,012,272	98.88%	\$22,728
		check	\$1,840,650						

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period						
				Percent						Amount
Division 12										
12.001	Furnishings	\$3,200		100.00%	\$3,200		\$3,200	100.0%	\$0	
Subtotal for	Division 12	\$3,200	\$0.00		\$3,200	\$0	\$3,200	100.00%	\$0	
		check				Check	\$3,200			
Division 13										
13.001	Disc Filters	\$730,000	\$730,000				\$730,000	100.0%	\$0	
13.002	FRP Wiers and Baffles	\$30,000	\$30,000				\$30,000	100.0%	\$0	
Subtotal for	Division 13	\$760,000	\$760,000.00		\$0	\$0	\$760,000	100.00%	\$0	
		check	\$760,000			Check	\$760,000			
Division 14										
14.001	Davit Hoists	\$7,000	\$5,250				\$5,250	75.0%	\$1,750	
Subtotal for	Division 14	\$7,000	\$5,250.00		\$0	\$0	\$5,250	75.00%	\$1,750	
		check	\$5,250			Check	\$5,250			
Division 15										
15.001	Int. DIP & FTGS - Material	\$850,000	\$837,250	0.20%	\$1,700	\$8,614	\$847,564	99.7%	\$2,436	
15.002	Int. DIP & FTGS - Labor	\$150,000	\$148,500				\$148,500	99.0%	\$1,500	
15.003	Valves	\$500,000	\$500,000				\$500,000	100.0%	\$0	
15.004	Misc Process Pipe - Material	\$50,000	\$45,000	3.00%	\$1,500		\$46,500	93.0%	\$3,500	
15.005	Misc Process Pipe - Labor	\$30,000	\$27,000	3.00%	\$900		\$27,900	93.0%	\$2,100	
15.006	Mechanical Insulation	\$32,000					\$0	0.0%	\$32,000	
15.007	Pre-treatment Plumbing / HVAC	\$250,000	\$247,500				\$247,500	99.0%	\$2,500	
15.008	Sludge Building Plumbing /HVAC	\$50,000	\$49,500	1.00%	\$500		\$50,000	100.0%	\$0	
15.009	Filter Building Plumbing / HVAC	\$50,000	\$49,500	1.00%	\$500		\$50,000	100.0%	\$0	
15.010	Control Building Plumbing / HVAC	\$50,000	\$49,500	1.00%	\$500		\$50,000	100.0%	\$0	
15.011	Insulation	\$50,000	\$49,500				\$49,500	99.0%	\$500	
15.012	Temp Controls	\$80,000	\$79,200				\$79,200	99.0%	\$800	
Subtotal for	Division 15	\$2,142,000	\$2,082,450.00		\$5,600	\$8,614	\$2,096,664	97.88%	\$45,336	
		check	\$2,082,450			Check	\$2,096,664			

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period						
				Percent						Amount
16.001	Electrical GC's	\$30,000	\$27,600	3.00%	\$900		\$28,500	95.0%	\$1,500	
16.002	Basic Materials	\$100,000	\$92,000	1.00%	\$1,000		\$93,000	93.0%	\$7,000	
16.003	Conduit and Fittings	\$250,000	\$230,000	2.00%	\$5,000		\$235,000	94.0%	\$15,000	
16.004	Wire and Cable	\$210,000	\$199,500	1.00%	\$2,100		\$201,600	96.0%	\$8,400	
16.005	Outlet Boxes	\$10,000	\$9,500	1.00%	\$100		\$9,600	96.0%	\$400	
16.006	Pull and Junction Boxes	\$15,000	\$14,250	1.00%	\$150		\$14,400	96.0%	\$600	
16.007	Wiring Devices	\$10,000	\$8,500	5.00%	\$500		\$9,000	90.0%	\$1,000	
16.008	Electrical Motors	\$15,000	\$13,050	3.00%	\$450		\$13,500	90.0%	\$1,500	
16.009	Disconnects	\$60,000	\$52,200	3.00%	\$1,800		\$54,000	90.0%	\$6,000	
16.010	Grounding	\$10,000	\$9,200	1.00%	\$100		\$9,300	93.0%	\$700	
16.011	Transformers	\$20,000	\$20,000				\$20,000	100.0%	\$0	
16.012	Panelboards	\$25,000	\$23,750	1.00%	\$250		\$24,000	96.0%	\$1,000	
16.013	MCC's	\$410,000	\$405,900				\$405,900	99.0%	\$4,100	
16.014	Transfer Switches	\$50,000	\$50,000				\$50,000	100.0%	\$0	
16.015	Lighting	\$100,000	\$97,000	1.00%	\$1,000		\$98,000	98.0%	\$2,000	
16.016	Generator	\$160,000	\$160,000				\$160,000	100.0%	\$0	
16.017	Electrical Resistance Heating	\$25,000	\$21,000	2.00%	\$500		\$21,500	86.0%	\$3,500	
16.018	Softwear	\$135,000	\$121,500	2.00%	\$2,700		\$124,200	92.0%	\$10,800	
16.019	Control Panels	\$670,000	\$656,600	1.00%	\$6,700		\$663,300	99.0%	\$6,700	
16.020	Fiber Optics	\$20,000	\$20,000				\$20,000	100.0%	\$0	
16.021	DO Analyzers	\$50,000	\$20,000	10.00%	\$5,000		\$25,000	50.0%	\$25,000	
16.022	Nitrate Analyzers	\$60,000	\$24,000	10.00%	\$6,000		\$30,000	50.0%	\$30,000	
16.023	Ammonia Analyzers	\$35,000	\$7,000	10.00%	\$3,500		\$10,500	30.0%	\$24,500	
16.024	Phosphorus Analyzers	\$35,000	\$7,000	10.00%	\$3,500		\$10,500	30.0%	\$24,500	
16.025	LEL Gas Monitoring	\$15,000	\$15,000				\$15,000	100.0%	\$0	
16.026	Cable Junction Boxes	\$35,000	\$24,500	5.00%	\$1,750		\$26,250	75.0%	\$8,750	
16.027	Control Stations	\$15,000	\$13,500	2.00%	\$300		\$13,800	92.0%	\$1,200	
16.028	Instrumentation	\$115,000	\$94,300	3.00%	\$3,450		\$97,750	85.0%	\$17,250	
16.029	Coordination Study	\$15,000					\$0	0.0%	\$15,000	
Subtotal for	Division 16	\$2,700,000	\$2,436,850.00		\$46,750	\$0	\$2,483,600	91.99%	\$216,400	
		check	\$2,436,850			Check	\$2,483,600			
	Grand Total	\$16,598,200	\$14,778,377		\$408,450	\$203,410	15,390,237	92.72%	\$1,207,963	
							15,390,237			

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 20
Period Ending: 6/30/2020

Grand Totals		\$16,598,200							
1.001	Mobilization Insurance and Bonds	\$450,000							
1.001	Allowances	\$421,000							
Subtotal for	Division 1	\$871,000							

2.001	Erosion Control / Silt Fence	\$30,000							
2.002	Clear and Grub Site	\$35,000							
2.003	Fine Grade and Restore Site	\$300,000							
2.004	Demo Labor and Material	\$420,000							
2.005	General Excavation	\$400,000							
2.006	General Backfill Materials	\$250,000							
2.007	Pipe Lining - Alt #1	\$1,270,000							
2.008	Pipe Lining - Alt #2	\$330,000							
2.009	Fencing	\$20,000							
2.010	Landscaping and Seedings	\$25,000							
2.011	Roads, Walks and Curbs	\$175,000							
2.012	Site Utilities - Labor & Equipment	\$315,000							
2.013	Site Utilities - Material	\$425,000	\$366,370		\$366,370	\$275,000	\$50,000	\$325,000	\$41,370
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$29,007		\$29,007	\$29,007		\$29,007	
Subtotal for	Division 2	\$4,035,000	\$395,377	\$0	\$395,377	\$304,007	\$50,000	\$354,007	\$41,370

3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000							
3.002	Rebar Materials	\$530,000	\$189,303		\$189,303	\$189,303		\$189,303	
3.003	Rebar Install	\$230,000							
3.004	Precast Concrete / Hollowcore	\$60,000	\$21,855		\$21,855	\$21,855		\$21,855	
Subtotal for	Division 3	\$2,620,000	\$211,158	\$0	\$211,158	\$211,158	\$0	\$211,158	\$0

4.001	Masonry	\$360,000							
Subtotal for	Division 4	\$360,000	\$0						

5.001	Misc Metals - Materials	\$240,000	\$160,804		\$160,804	\$145,000		\$145,000	\$15,804
5.002	Misc Metals - Labor	\$60,000							
5.003	Hatches	\$20,000	\$14,716		\$14,716	\$14,716		\$14,716	
Subtotal for	Division 5	\$320,000	\$175,520	\$0	\$175,520	\$159,716	\$0	\$159,716	\$15,804

6.001	Carpentry	\$10,000							
Subtotal for	Division 6	\$10,000	\$0						

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. **20**
Period Ending: **6/30/2020**

7.001	Dampproofing	\$30,000								
7.002	Insulation / Vapor Barriers	\$35,000								
7.003	Roof System	\$70,000								
7.004	Caulking	\$15,000								
Subtotal for	Division 7	\$150,000	\$0							

8.001	Hollow Metal Doors Frames and Hardware	\$35,000	\$23,110			\$23,110	\$23,110		\$23,110	
8.002	Overhead Doors	\$15,000								
Subtotal for	Division 8	\$50,000	\$23,110	\$0	\$0	\$23,110	\$23,110	\$0	\$23,110	\$0

9.001	Painting - Headworks	\$100,000								
9.002	Painting - Anaerobic / Anoxic Basins	\$70,000								
9.003	Painting - Rapid Mix Tank	\$35,000								
9.004	Painting - Aeration Tanks 1-3	\$110,000								
9.005	Painting - Clarifiers 1 & 2	\$35,000								
9.006	Painting - Control Building	\$40,000								
9.007	Painting - Filter Building	\$25,000								
9.008	Painting - Chlorine / Post Aeration	\$50,000								
9.009	Painting - Sludge Building / Biosolids	\$65,000								
Subtotal for	Division 9	\$530,000	\$0							

10.001	Specialties	\$5,000								
Subtotal for	Division 10	\$5,000	\$0							

11.001	Horizontal End Suction Pumps	\$80,000	\$63,343			\$63,343	\$63,343		\$63,343	
11.002	Chemical Feed Equipment	\$230,000	\$150,000			\$150,000	\$150,000		\$150,000	
11.003	Hydraulic Gates	\$55,000	\$21,514			\$21,514	\$17,000		\$17,000	\$4,514
11.004	Submersible Pumps	\$50,000	\$33,024			\$33,024				\$33,024
11.005	Recess Vortex Pumps	\$110,000	\$100,000			\$100,000	\$100,000		\$100,000	
11.006	Rotary Lobe Pumps	\$75,000	\$62,986			\$62,986	\$62,986		\$62,986	
11.007	Grit Removal Equipment	\$160,000	\$151,416			\$151,416	\$151,416		\$151,416	
11.008	Fine Screen	\$275,000	\$245,813			\$245,813	\$245,813		\$245,813	
11.009	Clarifier Equipment	\$250,000	\$197,603			\$197,603	\$197,603		\$197,603	
11.010	Blowers	\$375,000	\$327,311			\$327,311	\$327,311		\$327,311	
11.011	Fine Bubble Aeration	\$100,000	\$85,000			\$85,000		\$30,000	\$30,000	\$55,000
11.012	Sludge Heat Exchanger	\$40,000	\$35,000			\$35,000	\$35,000		\$35,000	
11.013	Coarse Bubble Aeration	\$40,000	\$35,000			\$35,000	\$35,000		\$35,000	
11.014	Rapid Mixers	\$40,000	\$31,849			\$31,849		\$31,849	\$31,849	
11.015	Submersible Mixers	\$50,000	\$45,084			\$45,084				\$45,084
11.016	Biosolids Tank Mixers	\$75,000	\$64,700			\$64,700	\$64,700		\$64,700	
11.017	Lab Equipment	\$10,000								
11.018	Samplers	\$20,000								
Subtotal for	Division 11	\$2,035,000	\$1,649,643	\$0	\$0	\$1,649,643	\$1,450,172	\$61,849	\$1,512,021	\$137,622

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
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Pay Req. No. 20
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12.001	Furnishings	\$3,200								
Subtotal for	Division 12	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

13.001	Disc Filters	\$730,000	\$51,349		\$51,349	\$51,349		\$51,349		
13.002	FRP Wiers and Baffles	\$30,000	\$25,000		\$25,000	\$25,000		\$25,000		
Subtotal for	Division 13	\$760,000	\$76,349	\$0	\$76,349	\$76,349	\$0	\$76,349	\$0	\$0

14.001	David Hoists	\$7,000								
Subtotal for	Division 14	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

15.001	Int. DIP & FTGS - Material	\$850,000	\$308,614		\$308,614	\$290,000	\$10,000	\$300,000		\$8,614
15.002	Int. DIP & FTGS - Labor	\$150,000								
15.003	Valves	\$500,000	\$466,654		\$466,654	\$466,654		\$466,654		
15.004	Misc Process Pipe - Material	\$50,000								
15.005	Misc Process Pipe - Labor	\$30,000								
15.006	Mechanical Insulation	\$32,000								
15.007	Pre-treatment Plumbing / HVAC	\$250,000								
15.008	Sludge Building Plumbing /HVAC	\$50,000								
15.009	Filter Building Plumbing / HVAC	\$50,000								
15.010	Control Building Plumbing / HVAC	\$50,000								
15.011	Insulation	\$50,000								
15.012	Temp Controls	\$80,000								
Subtotal for	Division 15	\$2,142,000	\$775,268	\$0	\$775,268	\$756,654	\$10,000	\$766,654		\$8,614

16.001	Electrical GC's	\$30,000								
16.002	Basic Materials	\$100,000								
16.003	Conduit and Fittings	\$250,000	\$20,000		\$20,000	\$20,000		\$20,000		
16.004	Wire and Cable	\$210,000	\$110,103		\$110,103	\$110,103		\$110,103		
16.005	Outlet Boxes	\$10,000								
16.006	Pull and Junction Boxes	\$15,000								
16.007	Wiring Devices	\$10,000								
16.008	Electrical Motors	\$15,000								
16.009	Disconnects	\$60,000	\$2,500		\$2,500	\$2,500		\$2,500		
16.010	Grounding	\$10,000								
16.011	Transformers	\$20,000	\$12,300		\$12,300	\$12,300		\$12,300		
16.012	Panelboards	\$25,000	\$14,000		\$14,000	\$14,000		\$14,000		
16.013	MCC's	\$410,000	\$150,000		\$150,000	\$150,000		\$150,000		
16.014	Transfer Switches	\$50,000								
16.015	Lighting	\$100,000								
16.016	Generator	\$160,000								
16.017	Electrical Resistance Heating	\$25,000								

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313



Pay Req. No. 20
Period Ending: 6/30/2020

Prev										
16.018	Softwear	\$135,000	\$100,000			\$100,000	\$100,000		\$100,000	
16.019	Control Panels	\$670,000	\$206,549			\$206,549	\$206,549		\$206,549	
16.020	Fiber Optics	\$20,000								
16.021	DO Analyzers	\$50,000								
16.022	Nitrate Analyzers	\$60,000								
16.023	Ammonia Analyzers	\$35,000								
16.024	Phosphorus Analyzers	\$35,000								
16.025	LEL Gas Monitoring	\$15,000								
16.026	Cable Junction Boxes	\$35,000								
16.027	Control Stations	\$15,000	\$9,152			\$9,152	\$9,152		\$9,152	
16.028	Instumentation	\$115,000	\$40,291			\$40,291	\$40,291		\$40,291	
16.029	Coordination Study	\$15,000								
Subtotal for	Division 16	\$2,700,000	\$664,895	\$0		\$664,895	\$355,992	\$0	\$664,895	\$0

Grand Totals **\$16,598,200** **\$3,971,320** **\$0** **\$3,971,320** **\$3,337,158** **\$121,849** **\$3,767,910** **\$203,410**

CERTIFICATE FOR PAYMENT NO. 2

**Hjerpe Contracting, Inc.
PO Box 517
Hutchinson, MN 55350**

Project: 2020 Street Improvements
Schedules 1 and 2
Windom, MN

DGR Project No. 369018

Owner: City of Windom, MN

For Period From: May 28, 2020 to July 1, 2020

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
					<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
Schedule 1 - (Des Moines Dr., Highland Rd., Verona Dr., Fairview Dr.)								
1	JOB	Mobilization	L.S.	\$5,000.00		\$0.00	50%	\$2,500.00
2	JOB	Maint & Restoration of Access	L.S.	950.00		0.00	50%	475.00
3	18,102 S.Y.	Remove Pavement	3.60	65,167.20	7,000.00	25,200.00	17,685.00	63,666.00
4	17 L.F.	Remove Reinforced PCC Retaining Wall	150.00	2,550.00	17.00	2,550.00	17.00	2,550.00
5	28 S.Y.	Salvage Brick	15.00	420.00		0.00	30.00	450.00
6	9 Ea.	Remove Salvage and Reinstall Sign	250.00	2,250.00		0.00		0.00
7	14,120 C.Y.	Common Excavation (P)	12.50	176,500.00	800.00	10,000.00	800.00	10,000.00
8	400 S.Y.	Geotextile Fabric Type IV	2.00	800.00		0.00		0.00
10	18,430 S.Y.	12" Subgrade Preparation	1.75	32,252.50	2,335.00	4,086.25	2,335.00	4,086.25
11	18,430 S.Y.	12" Aggregate Base Class 5	10.75	198,122.50	2,335.00	25,101.25	2,335.00	25,101.25
12	3,420 Ton	Bituminous Pavement	90.00	307,800.00		0.00		0.00
15	2 Ea.	Adjust Frame & Ring Casting	915.00	1,830.00		0.00		0.00
17	12.7 S.Y.	6" Concrete Walk	207.05	2,629.54		0.00		0.00
19	9,200 L.F.	Concrete Curb and Gutter Design B624	19.20	176,640.00		0.00		0.00
22	2,312 S.Y.	6" Concrete Driveway Pavement	83.50	193,052.00		0.00		0.00
23	160 S.Y.	Valley Gutter	111.15	17,784.00		0.00		0.00
24	8 S.F.	Truncated Domes	38.75	310.00		0.00		0.00
27	9,162 L.F.	4" Perforated Drain Pipe	12.50	114,525.00	1,230.00	15,375.00	1,230.00	15,375.00
28	32 Ea.	Subdrain Outlet	500.00	16,000.00	10.00	5,000.00	10.00	5,000.00
29	25 L.F.	12" PVC Pipe Sewer, SDR-26	80.00	2,000.00	27.00	2,160.00	27.00	2,160.00
31	1,869 L.F.	15" RC Pipe Sewer, Class III	66.00	123,354.00	101.00	6,666.00	101.00	6,666.00
32	829 L.F.	18" RC Pipe Sewer, Class III	68.00	56,372.00	672.00	45,696.00	672.00	45,696.00
33	30 L.F.	24" RC Pipe Sewer, Class III	150.00	4,500.00		0.00		0.00
34	328 L.F.	30" RC Pipe Sewer, Class III	107.00	35,096.00		0.00		0.00
38	4 Ea.	Connect to Existing Storm Sewer	1,300.00	5,200.00	1.00	1,300.00	1.00	1,300.00
41	24 Ea.	Single Grate Intake	1,920.00	46,080.00	6.00	11,520.00	6.00	11,520.00
42	1 Ea.	Double Grate Intake	5,930.00	5,930.00		0.00		0.00
43	5 Ea.	Single Grate Intake - Special	3,940.00	19,700.00	1.00	3,940.00	1.00	3,940.00
45	1,390 L.F.	4" PVC Sanitary Service Pipe	30.00	41,700.00	279.00	8,370.00	279.00	8,370.00
46	59 Ea.	Prefomed Service Wye	885.00	52,215.00	25.00	22,125.00	25.00	22,125.00
47	3,214 L.F.	8" PVC Pipe Sewer SDR-26	55.00	176,770.00	1,515.00	83,325.00	1,515.00	83,325.00
48	6 Ea.	Connect to Existing Sanitary Sewer	1,270.00	7,620.00	2.00	2,540.00	2.00	2,540.00
49	14 Ea.	Sanitary Sewer Manhole	5,720.00	80,080.00	7.00	40,040.00	7.00	40,040.00

<u>Line No.</u>	<u>Estimated Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Contract Price</u>	<u>This Application</u>		<u>Completed to Date</u>	
					<u>Units</u>	<u>Value</u>	<u>Units</u>	<u>Value</u>
50	1 Ea.	4" Sanitary Sewer Cleanout	980.00	980.00		0.00		0.00
51	6 Ea.	Connect to Existing Water Main	1,450.00	8,700.00	1.00	1,450.00	1.00	1,450.00
52	78 Ea.	1" Curb Stop	925.00	72,150.00	9.00	8,325.00	9.00	8,325.00
53	78 Ea.	1" Corp Stop	660.00	51,480.00	9.00	5,940.00	9.00	5,940.00
54	2,620 L.F.	1" Muncipex Water Service	18.00	47,160.00	393.00	7,074.00	393.00	7,074.00
55	19 Ea.	6" Gate Valve & Box	2,080.00	39,140.00	7.00	14,420.00	9.00	18,540.00
57	9 Ea.	Fire Hydrant	5,590.00	50,310.00	3.00	16,770.00	4.00	22,360.00
59	13 Ea.	6" Tee	900.00	11,700.00	5.00	4,500.00	6.00	5,400.00
61	1 Ea.	10" x 6" Tee	1,200.00	1,200.00		0.00		0.00
63	9 Ea.	6" Bend	750.00	6,750.00	2.00	1,500.00	2.00	1,500.00
64	4,752 L.F.	6" PVC Water Main	40.00	190,080.00	1,730.00	69,200.00	1,766.00	70,640.00
65	JOB	Temporary Water Service	L.S.	18,000.00		0.00	50%	9,000.00
66	16,445 S.Y.	Terrace Grading	2.80	46,046.00		0.00		0.00
67	JOB	Dewatering	L.S.	2,500.00		0.00	50%	1,250.00
68	525 Ton	Special Rock Bedding	0.01	5.25	250.00	2.50	250.00	2.50
69	59 Ea.	Remove and Reinstall Mailbox	100.00	5,900.00		0.00	30.00	3,000.00
70	JOB	Temporary Mail Service	L.S.	2,800.00		0.00	50%	1,400.00
71	JOB	Traffic Control	L.S.	8,000.00		0.00	50%	4,000.00
73	JOB	SWPPP Management	L.S.	2,500.00		0.00	50%	1,250.00
74	800 L.F.	Silt Fence/Bio Wattles/Filter Sock	3.00	2,400.00		0.00		0.00
75	29 Ea.	Storm Drain Inlet Protection	130.00	3,770.00		0.00	15.00	1,950.00
76	3.4 Acre	Seeding, Fertilizing and Hydro Mulching	4,000.00	13,600.00		0.00		0.00
77	90 S.Y.	Erosion Control Blankets Category 4	2.50	225.00		0.00		0.00
TOTAL SCHEDULE 1				\$2,556,595.99		\$444,176.00		\$519,967.00

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
Schedule 2 - (14th Street)								
1	JOB	Mobilization	L.S.	\$5,000.00		\$0.00	50%	\$2,500.00
2	JOB	Maint & Restoration of Access	L.S.	950.00		0.00	50%	475.00
3	9,665 S.Y.	Remove Pavement	2.25	21,746.25	3,997.00	8,993.25	9,860.00	22,185.00
6	5 Ea.	Remove Salvage and Reinstall Sign	250.00	1,250.00	5.00	1,250.00	5.00	1,250.00
7	2,000 C.Y.	Common Excavation	12.50	25,000.00	2,000.00	25,000.00	2,000.00	25,000.00
10	9,700 S.Y.	12" Subgrade Preparation	1.75	16,975.00	9,818.00	17,181.50	9,818.00	17,181.50
11	9,700 S.Y.	12" Aggregate Base Class 5	10.75	104,275.00	9,818.00	105,543.50	9,818.00	105,543.50
12	2,315 Ton	Bituminous Pavement	90.00	208,350.00	913.00	82,170.00	913.00	82,170.00
15	7 Ea.	Adjust Frame & Ring Casting	915.00	6,405.00		0.00		0.00
16	1 Ea.	Install Frame & Ring Casting	915.00	915.00		0.00		0.00
17	100 S.Y.	6" Concrete Walk	217.25	21,725.00	126.50	27,482.13	126.50	27,482.13
18	370 L.F.	Concrete Curb and Gutter Design B618	32.15	11,895.50		0.00		0.00
20	1,010 L.F.	Concrete Curb and Gutter Match	32.15	32,471.50	1,124.00	36,136.60	1,124.00	36,136.60
22	100 S.Y.	6" Concrete Driveway Pavement	63.50	8,350.00	96.90	8,091.15	96.90	8,091.15
23	132 S.Y.	Valley Gutter	111.15	14,671.80	132.00	14,671.80	132.00	14,671.80
24	160 S.F.	Truncated Domes	38.75	6,200.00	160.00	6,200.00	160.00	6,200.00
27	2,770 L.F.	4" Perforated Drain Pipe	12.50	34,625.00	2,770.00	34,625.00	2,770.00	34,625.00
28	8 Ea.	Subdrain Outlet	500.00	4,000.00	8.00	4,000.00	8.00	4,000.00
30	409 L.F.	12" RC Pipe Sewer, Class III	60.00	24,540.00		0.00	414.00	24,640.00
32	370 L.F.	18" RC Pipe Sewer, Class III	67.00	24,790.00		0.00	370.00	24,790.00
37	2 Ea.	Pipe Bend	400.00	800.00		0.00	2.00	800.00
38	6 Ea.	Connect to Existing Storm Sewer	1,300.00	7,800.00	2.00	2,600.00	6.00	7,800.00
39	1 Ea.	Storm Manhole 4 x 4 Minimum	4,870.00	4,870.00		0.00	1.00	4,870.00
41	5 Ea.	Single Grate Intake	2,250.00	11,250.00		0.00	5.00	11,250.00
45	266 L.F.	4" PVC Sanitary Service Pipe	30.00	7,980.00	146.00	4,380.00	261.00	7,830.00
46	8 Ea.	Preformed Service Wye	935.00	7,480.00	2.00	1,870.00	7.00	6,545.00
47	720 L.F.	8" PVC Pipe Sewer SDR-26	79.00	56,880.00	409.00	32,311.00	711.00	56,169.00
48	5 Ea.	Connect to Existing Sanitary Sewer	4,500.00	22,500.00	2.00	9,000.00	5.00	22,500.00
49	1 Ea.	Sanitary Sewer Manhole	6,470.00	6,470.00		0.00	1.00	6,470.00
51	7 Ea.	Connect to Existing Water Main	1,450.00	10,150.00		0.00	7.00	10,150.00
52	5 Ea.	1" Curb Stop	950.00	4,750.00		0.00	6.00	5,700.00
53	5 Ea.	1" Corp Stop	650.00	3,250.00		0.00	6.00	3,900.00
54	104 L.F.	1" Muncipex Water Service	16.00	1,872.00		0.00	171.00	3,078.00
55	9 Ea.	6" Gate Valve & Box	2,030.00	18,270.00		0.00	9.00	18,270.00
57	2 Ea.	Fire Hydrant	5,580.00	11,160.00		0.00	2.00	11,160.00
59	3 Ea.	8" Tee	950.00	2,850.00		0.00	2.00	1,900.00
60	1 Ea.	6" Cross	1,310.00	1,310.00		0.00	1.00	1,310.00
62	6 Ea.	6" x 4" Reducer	585.00	3,510.00		0.00	6.00	3,510.00
63	1 Ea.	6" Bend	780.00	780.00		0.00	3.00	2,340.00
64	880 L.F.	6" PVC Water Main	46.00	40,480.00		0.00	819.00	37,674.00

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date		
	Units	Description			Units	Value	Units	Value	
65	JOB	Temporary Water Service	L.S.	2,500.00		0.00	100%	2,500.00	
66	760 S.Y.	Terrace Grading		2.55	1,989.00	630.00	1,606.50	630.00	1,606.50
67	JOB	Dewatering	L.S.	45,500.00	50%	22,750.00	100%	45,500.00	
68	126 Ton	Special Rock Bedding		0.01	1.25		0.00	125.00	1.25
69	1 Ea.	Remove and Reinstall Mailbox		100.00	100.00		0.00		0.00
70	JOB	Temporary Mail Service	L.S.	100.00		0.00	50%	50.00	
71	JOB	Traffic Control	L.S.	2,800.00		0.00	50%	1,400.00	
72	3 Ea.	Install Handicap Sign		300.00	900.00		0.00		0.00
73	JOB	SWPPP Management	L.S.	1,000.00		0.00	50%	500.00	
74	80 L.F.	Silt Fence/Bio Wattles/Filter Sock		3.00	240.00		0.00		0.00
75	10 Ea.	Storm Drain Inlet Protection		130.00	1,300.00		0.00	5.00	650.00
76	0.16 Acre	Seeding, Fertilizing and Hydro Mulching		4,000.00	640.00		0.00		0.00
78	3 Ea.	Pavement Marking - Symbol		80.00	240.00		0.00		0.00
80	1,345 L.F.	Pavement Marking - 4" Parking Stalls		0.80	1,076.00		0.00		0.00
TOTAL SCHEDULE 2					\$866,933.30		\$445,982.43		\$712,575.43
TOTAL BID					\$3,413,529.29		\$890,038.43		1,232,542.43
Total Work Completed								\$1,232,542.43	
Stored Materials									
Less Retainage							5 %	61,627.12	
								\$1,170,915.30	
Less Previous Payments								325,378.80	
TOTAL AMOUNT DUE THIS PAY REQUEST								\$845,536.50	

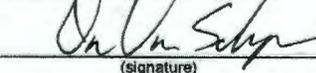
Payment Requested by:

Hjerpe Contracting, Inc.
(Contractor)


(signature)

Date 7/1/20

Payment Recommended by: DCR Engineering


(signature)

Date 7/1/2020

Payment Approved by: City of Windom, MN

(signature)

Date _____

CERTIFICATE FOR PAYMENT NO. 2

Empire Building Construction, LLC
 1709 N Industrial Ave
 Sioux Falls, SD 57104

Project: Legion Park Tennis Courts
 Windom, MN

DGR Project No. 369017

Owner: City of Windom, MN

For Period From: May 28, 2020 to July 1, 2020

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
1	1,630 S.Y.	12" Subgrade Preparation, 2112.604	\$5.00	\$8,150.00	1,630.00	\$8,150.00	1,630.00	\$8,150.00
2	300 C.Y.	Excavation and embankment, 2105.501	6.00	1,800.00	300.00	1,800.00	300.00	1,800.00
3	1,515 S.Y.	5" PCC pavement, 2531.604	39.00	59,085.00		0.00		0.00
4	1,515 S.Y.	PCC reinforcement (1' x 1')	14.00	21,210.00		0.00		0.00
5	1,630 S.Y.	Class 5 base, 2211.508	5.00	8,150.00	1,630.00	8,150.00	1,630.00	8,150.00
6	464 L.F.	10' chain link fencing	41.49	19,251.36	116.00	4,812.84	116.00	4,812.84
7	3 Ea.	Chain link gate	1,065.00	3,195.00		0.00		0.00
8	486 L.F.	HDPE subdrain, 2502.541	15.00	7,290.00	486.00	7,290.00	486.00	7,290.00
9	1 Ea.	CMP subdrain outlet	500.00	500.00	1.00	500.00	1.00	500.00
10	2 Ea.	Tennis court net assembly	2,600.00	5,200.00		0.00		0.00
11	1,630 S.Y.	Court surfacing and marking	11.45	18,663.50		0.00		0.00
12	200 L.F.	Silt fence, 2564.603	3.00	600.00	100.00	300.00	100.00	300.00
13	400 C.Y.	Topsoil spreading & finish grading	3.00	1,200.00		0.00		0.00
14	0.5 Acre	Seeding, fertilizing and mulching	5,000.00	2,500.00		0.00		0.00
15	JOB	Stabilized construction entrance	L.S.	1,400.00	50%	700.00	50%	700.00
16	JOB	Traffic Control, 2563.601	L.S.	1,000.00	50%	500.00	50%	500.00
17	JOB	Mobilization, 2021.501	L.S.	15,000.00		0.00	50%	7,500.00
TOTAL BID				\$174,194.86	\$32,202.84		\$39,702.84	

Total Work Completed	\$39,702.84
Stored Materials	
Less Retainage	<u>5</u> % <u>1,985.14</u>
	\$37,717.70
Less Previous Payments	7,125.00
TOTAL AMOUNT DUE THIS PAY REQUEST	<u>\$30,592.70</u>

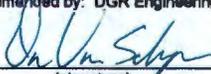
Payment Requested by:

Empire Building Construction, LLC
 (Contractor)


 (signature)

Date 7/1/2020

Payment Recommended by: DGR Engineering


 (signature)

Date 7/1/2020

Payment Approved by: City of Windom, MN

 (signature)

Date _____