

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

**Council Meeting**  
**Tuesday, September 1, 2020**  
**City Council Chamber**  
**6:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
  - Council Minutes – August 18, 2020
  - HRA – July 8, 2020
  - Community Center Commission – August 10, 2020
  - Library Board – August 18, 2020
  - Park & Recreation Commission – August 19, 2020
  - Utility Commission – August 26, 2020
- License
  - Amplification Permit – Cottonwood County 4-H Awards Program
  - Temporary Liquor License – Lions Club – September 19, 2020
- Regular Bills

2. City Council Resignation – Rodney Byam

3. Department Heads

4. Resolutions Accepting Donations

- American Legion Auxiliary – Fire Dept. – New Fire Truck Fund
- Barnett Pro Care – Fire Dept. – DeWalt Tool Set
- Josh Ambrose – Police Department – K-9 Unit

5. Windom-Wolf Lake Connection Trail Plan Presentation

6. Liquor Store Recommendation for Feasibility Study Consultant

7. TIF 1-22 Substandard Building Resolution

8. Park & Recreation Commission Recommendation – Campground Closure

9. Street Department

- Street Sign Placements
- Street Closure Request

10. Disposition of Surplus Equipment

11. New Business

12. Old Business

13. Contractor Payments

- Gridor Construction Inc. – WWTF Improvement Project #22 - \$162,862.00
- Hjerpe Contracting, Inc. – 2020 Street Project #4 - \$630,617.26

14. Council Comments



Adjourn

**Regular Council Meeting  
City Hall, Council Chamber  
August 18, 2020  
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Jones

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Drew Hage, Development  
Director; Scott Peterson, Police Chief; Tim Hogan,  
Arena/Park & Recreation Director; Andy Spielman, Building  
& Zoning Official; Spencer Winzenried, Community Center  
Director and Ben Derickson, Fire Chief

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – August 4, 2020
  - EDA – August 10, 2020
  - Community Center Commission – August 10, 2020
- License
  - Amplification Permits
    - Phat Pheasant Pub
      - August 28, 2020
      - September 19, 2020
- Regular Bills

**Motion by Byam second by Ray approving the Consent Agenda. Aye: Quade, Byam, Grunig, Ray and Nelson. Nay: None. Motion carried 5 – 0.**

5. Department Heads:

Ben Derickson, Fire Chief, stated an ad was placed to recruit 3-4 firefighters to try and stay at 30-32 members. The department had some retirements in the past year and more anticipated in the near future. Derickson said there is a memorial and flag area that will be placed in the northeast portion of the Emergency Services Facility.

Quade inquired about the training time for a new recruit. Derickson answered they need to complete Firefighter I, Firefighter II and be Hazmat certified within the first year which is also their probationary period. He is hoping to host the classes at the Emergency Services Facility.

6. Public Hearing – Residential Tax Abatement – 2270 7<sup>th</sup> Avenue:

Drew Hage, Development Director, stated an application was received for 2270 7<sup>th</sup> Avenue that meets the qualifications for the Residential Tax Abatement Program. The new build is valued at \$300,000 and the total abatement over 5 years would be approximately \$11,125 (\$2,225 per year) based on tax rates.

Jones opened the public hearing at 6:40 PM.

No comments were received.

Jones closed the public hearing at 6:41 PM.

**Council Member Grunig introduced the Resolution No. 2020-45, entitled "RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Yes: Grunig, Byam, Quade, Ray and Nelson. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

7. GO Capital Improvement Plan Bonds:

Todd Hagen, Ehlers Associates, explained that the City of Windom is looking to refinance some Bonds to save on interest costs. Ehlers Associates will solicit competitive bids for the purchase of the Bonds from underwriters and banks. Potential interest savings on three bonds are as follows:

2011A GO Bond	\$165,000
2013A Bond	\$231,000
ESF Lease	\$152,000

Hagen stated the ESF Lease can be turned into a CIP Bond. In doing so, the City of Windom would acquire the building from Bremer Bank and refunding the 2016 Lease and become rated as a GO Bond. The entire bonding package is \$6,675,000. The projected schedule includes a public hearing (September 15, 2020), bond sale (October 20, 2020), closing (November 5, 2020), and redemption date for bonds refunded (February 1, 2021).

Grunig questioned the impact COVID-19 has had on the markets. Hagen stated that market has had fluctuation, but bond rates have been favorable.

**Council Member Byam introduced the Resolution No. 2020-46, entitled "CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Yes: Ray, Nelson, Grunig, Byam and Quade. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

**Council Member Byam introduced the Resolution No. 2020-47, entitled "RESOLUTION PROVIDING FOR THE SALE OF \$6,675,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020D" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Yes: Byam, Grunig, Nelson, Quade and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

8. Redevelopment TIF District 1-22 Expansion:

Hage reviewed the areas currently included in TIF District 1-22. Hage is proposing adding the EDA Spec Building lot, the undeveloped portion of 19<sup>th</sup> Street (between Cottonwood Lake Dr and North Redding Ave), and North Redding Ave between 16<sup>th</sup> St and Lot 6. TIF eligible expenses may include, paving the Community Center parking lot; a connection trail between the Windom Recreation Area, Community Center and Tegels Park; a mill and overlay of Cottonwood Lake Dr (TIF included area), repaving the Community Center's South parking lot; and paving the parking lot at the Windom Recreation Area. This may also assist in securing a bond if the EDA Board decided to move forward with the Cemstone Redevelopment Project. The EDA Board is recommending Council approval to the Modification of Development District No. 1 and the Modification of the Tax Increment Financing District No1-22.

Jones asked why the Community Center frontage is not included. Hage answered the TIF dollars can only be used for improvements and the parking lot is the only area that would qualify.

Grunig inquired if modifications to TIF Districts are common. Hage replied if an opportunity arises, Hagen concurred.

Nelson questioned the 19<sup>th</sup> Street right of way as nearby residents would like to see it vacated. Hage said an easement for sewer and water is needed in that location. Currently there are no plans to develop 19<sup>th</sup> Street but a sidewalk could be done.

**Council Member Grunig introduced the Resolution No. 2020-48, entitled "RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY OF WINDOM ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-22 ("CEMSTONE DISTRICT") THEREIN, AS EXPANDED" and moved its adoption. The Resolution was seconded by Ray and on roll call vote: Yes: Nelson, Grunig, Byam, Quade and Ray. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

9. Blighted Homes Incentive Program Guidelines:

Andy Spielman, Building & Zoning Official, explained that the Council has budgeted funds for blighted houses in the community that could be deeded over to the City of Windom, demolished, and then the lot sold to recover the City's funds, creating a revolving fund. As additional homes need to be demolished within the City of Windom, the willingness of blighted property owners has decreased, so staff sought out additional ideas. Spielman presented a Blighted Homes Incentive Program Guidelines. He noted the homeowner(s) would receive demolition assistance based upon the valuation of new construction placed on the area. There is one property in the queue and at least one other potential project in discussion. Spielman believes that this will help reduce the blighted homes in the community and encourage new building projects to emerge. The current balance in the Dilapidated Housing Demolition Fund is \$20,000.

**Motion by Quade second by Byam approving the Blighted Homes Incentive Program Guidelines as presented. Aye: Grunig, Ray, Nelson, Quade and Byam. Nay: None. Motion carried 5 – 0.**

10. Annual Firefighters Relief Association Report:

Nasby stated the Fire Relief Association is required to submit an Annual Pension Plan Report to the State Auditor as they are a stand-alone entity; audited separate from the City of Windom. If there are any liability for insufficient funds, the City of Windom is responsible. The Relief Board files the projection report to the State of Minnesota to receive State Fire Aid. The Windom Fire Department shows an increase in Active Member Liabilities and Assets. Their assets include dividends, interest, cash, bonds, fire and state aid. The City does not contribute any money to the relief account. Conclusively, Nasby noted their projected assets are \$1,249,045 and accrued liability of \$815,126; netting a \$433,919 surplus. Nasby along with the Fire Relief Association Committee is requesting Council approve the report for State Submission.

**Motion by Byam second by Quade approving 2020 Annual Firefighters Relief Association Report to be submitted to the State of Minnesota. Aye: Quade, Ray, Nelson, Grunig and Byam. Nay: None. Motion carried 5 – 0.**

11. CARES ACT Funding Acceptance Resolution:

Nasby briefed that the Minnesota Department of Revenue Coronavirus Relief Fund Certification Form was filled out on June 26, 2020, when eligible cities were able to apply for relief monies due to the COVID-19 pandemic. Funding of \$341,000 was received and must be used by November 15, 2020. The Resolution follows the necessary guidelines that will be followed to spend the dollars. Nasby reviewed some expenditures already allocated to these monies.

**Council Member Grunig introduced the Resolution No. 2020-49, entitled "RESOLUTION ACCEPTING FEDERAL CARES ACT FUNDS AND DECLARATION OF COVID PANDEMIC EXPENSES" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Yes: Ray, Nelson, Quade, Byam and Grunig. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

12. Airport State Grant Resolution:

Nasby said Council previously approved the 2020 Airport Project which includes replacing/updating lighting. Airport projects are normally funded 90% Federal dollars, 5% State dollars, and 5% local dollars. Due to COVID-19 funding, the project will be paid 100% with Federal funds. However, the State of Minnesota is still requiring a grant agreement for the project to be completed with \$0 listed as State share.

**Council Member Byam introduced the Resolution No. 2020-50, entitled "AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Yes: Byam, Grunig, Ray, Nelson and Quade. No: None. Absent: None. Abstain: None. Resolution passed 5 - 0.**

13. City Wide Cleanup Event Recycling Rates:

Nasby reviewed the charges for City-wide Clean-up from the service providers. Appliances, electronics, TV's, and mattress/box springs all require additional tags to be purchased. The Council has previously subsidized costs for mattress/box springs and TV's. Nasby said the City of Windom collects a monthly fee of \$1.00 per household for the cleanup event to cover the costs.

Council discussed the subsidy and potential impact to the General Fund. Council consensus was to subsidize \$15.00 per TV and \$8.00 per mattress/box spring (up to 4 per household). If the purchaser needs more tags for mattresses/box springs, they will have to pay full cost.

**Motion by Grunig second by Byam approving to subsidize City Wide Cleanup cost for TV's \$15.00 per item and mattress/box springs of \$8.00 per item with a limit of 4 subsidized mattress/box spring tags. Aye: Nelson, Quade, Byam, Grunig and Ray. Nay: None. Motion carried 5 – 0.**

14. Personnel Item – Finance Director/Controller:

Nasby said that the Finance Director/Controller, Chelsie Carlson, would like to step back from full-time status for family reasons. After discussing several options, staff recommended that a full-time Finance Director/Controller is needed in the City Hall office. The Personnel Committee agreed to allow Carlson to work part-time in her current duties through the first quarter of 2021 to assist with the transition. She has expressed interest to continue working for the City in some part-time capacity. The Administrative Assistant position hiring will be delayed until a new Finance Director/Controller is hired and gives further direction for the office staffing needs.

**Motion by Byam second by Ray approving to advertise for a Full-time Finance Director/Controller and updated Job Description. Aye: Quade, Byam, Grunig, Ray and Nelson. Nay: None. Motion carried 5 – 0.**

Byam applauded Carlson for taking family time and said it is hard to lose a good staff member.

Grunig said Carlson is an exceptional employee and will be missed.

15. New Business:

Nasby said staff is meeting with the various department heads on August 26 and 27. He said Council may meet prior to the tax levy being set to review the department budgets. The preliminary budget levy has to be sent to the state prior to September 30.

Council consensus was to set the 2020 Workshop dates for October 13 and October 27.

Byam said he will be resigning his Council position by October 1, 2020.

16. Old Business:

None.

17. Council Comments:

Quade said it was nice seeing people out for Riverfest and encouraged patrons to support the Lions Club event on August 22 at Tegels Park.

Preliminary

Byam urged Boards and Commissions to look at SMART goals for 2021.

Jones was pleased with the outcome of Riverfest given the current COVID-19 situation. Social distancing was respected and citizens enjoyed the events. Jones touched on correspondence that was sent from Nasby to Representative Hamilton and Senator Weber. The Minnesota Department of Agriculture has \$1 million in grant funds for entrepreneurship in agriculture and one priority listed was rebuilding the area in the metro that was affected by civil unrest. Nasby's correspondence to Hamilton and Weber was questioning why financing this rebuilding is using grant dollars from an Agriculture. Jones is happy to see compliance in Windom for COVID-19. He thanked Quade for her work with the 2020 Census. Jones ended by acknowledging Council's attendance at meetings.

18. Adjournment:

**Mayor Jones adjourned the meeting by unanimous consent at 8:03 p.m.**

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Dominic Jones, Mayor

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

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

July 8, 2020 at 4:00pm

A regular meeting of the Board of Directors was held on July 8, 2020 at the Riverside Apartments Community Room.

Board Members present: Linda Jaakola, Margaret McDonald, Tom White and Dan Molitor and HS liaison, Robert Stoesz.

Also present was: Executive Director, Connie Clausen. Absent was HS Liaison, Robert Stoesz and City Liaison, James Nelson.

The Regular Board Meeting was called to order at 4:02 pm with the consent agenda approved (McDonald/White) which included minutes from the previous meeting, the agenda, balance report, utility report and bills report.

Scheduled Guests: None

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate. There are no new Fee Accountant Reports to present at this time.
2. Executive Director gave an update on the RV Security Camera Project. The project began on June 30<sup>th</sup>. Currently the old analog cameras have all been replaced and are operational. The next step is adding the additional cameras. The project is set to be completed by or before July 31, 2020.
3. An update on the RV Elevator Project was given by the Executive Director. MEI has ordered parts and materials for the upgrade project and are waiting for their delivery so the work can be scheduled.
4. The Executive Director reported after meeting with representatives from Nielsen Concrete, Bolton & Menk and Cemstone in June that we are waiting for a written resolution to the cement issues with the Riverview parking lot.
5. The Executive Director presented a funding plan for the Cares Funds received through HUD. These funds need to be expended no later than December 31, 2020. Any funds not expended are required to be returned to HUD. After some discussion, the plan was approved as presented on COVID-19 related expenses such as a sanitizing machine, an ozone machine, sanitizing stations and supplies as well as additional face masks (Molitor/McDonald).
6. The Executive Director presented an email from HUD representative, Tammy Widmann, quoting from the HUD 53012 ACC (Annual Contributions Contract) stating federal funds may not be used to pay the Board a per diem. This information concluded the discussion with no further action.
7. The Executive Director reported that Jean Fast was approved as the new Board Commissioner at the City Council Meeting on June 7<sup>th</sup>, 2020. Jean will be completing the term vacated by Pam Dobson. This Commissioner position is set to expire December 31, 2020 at which time Jean will be given the opportunity to renew the 5-year term. The Executive Director will be contacting Jean to set up a time to discuss the position and its responsibilities and expectations. The Executive Director also reports that the City Liaison position, formerly filled by Rod Byam will now be filled by James Nelson per the City Administrator.
8. The Residential Rehab Loan process was brought up for discussion. After some discussion, a motion was made to change the qualification criteria to be able to identify and evaluate multiple points for overall risk. The qualification criteria include the following: having not less than 25% equity in the property to be renovated, existing mortgage balance plus Residential Rehab Loan funds cannot exceed 100% of the property's current estimated marketable tax value, having an acceptable credit score, providing all requested documentation for current homeowners insurance, property taxes and mortgage balance and any other pertinent information the board may deem necessary to help weigh the loan risk (White/McDonald).

New Business consisted of:

1. The Executive Director presented three (3) new Residential Rehab Loan requests. After review and discussion, a motion was made to approve the first Residential Rehab Loan request for Carmel and Scott Benson in the

amount of \$10,000.00 pending Scott's credit score is acceptable when received (McDonald/Molitor). After review and discussion, a motion was also made to approve a second Residential Rehab Loan request for Crystal Zaaft in the amount of \$10,000.00 (White/Molitor). After review and discussion, a motion was made to approve the third Residential Loan request for Owen and Marilyn Ingridson in the amount of \$10,000 (McDonald/White).

2. The Executive Director reported on a sewer pipe issue that caused damage to the caretaker's unit at Riverview Apartments on June 19, 2020. The unit will need major renovation of flooring, drywall, plumbing and kitchen cabinets and appliances. Pictures were presented of the inside of the cast iron sewer pipes. It was decided to get a quote from our current plumbing contract plumbers for doing a "clean-out" of the cast iron pipes. The Executive Director also reported that we do not have Capital Funds set aside for incidents like this and the cost will most likely be paid for out of Operating Funds. The Executive Director reports checking with our insurance policy and we currently do not have sewer coverage on either property.
3. The Executive Director presented a quote to add sewer coverage to our current insurance policy for both Riverview Apartments and Hillside Manor. The quote was for \$5,000 of coverage for a total premium of \$140 per year. After discussion, a motion was approved to accept the insurance bid as requested for this year but to also investigate more options for next year (Molitor/McDonald).
4. The Executive Director presented a request for payment from the Windom EDA for SCDP grant funds pledged by the Windom HRA. The funds request was in the amount of \$550.00. A motion was made to approve the funds request in the amount of \$550.00 as part of our grant pledge for the SCDP grant (McDonald/Molitor).
5. The Executive Director reports that work on the annual audit for FYE 03/31/2020 has begun. She is working with auditors, Abdo, Eick & Meyer, of Mankato MN. Audit staff will be in-house on July 21<sup>st</sup>, however, most of the work is being done remotely at this time due to COVID-19. The audit report is due to HUD no later than 12/31/2020.
6. The Executive Director reports the following HUD and other reports worked on this past month. They include: FYE 03/31/2020 Unaudited REAC submission, MHFA Annual Inspection Paper Review; (J) POCORI Reporting; CFP2021 Certification; Update Environmental Review; Procurement on-line refresher training and Environmental Review on-line training;
7. Upcoming board meetings will be August 12<sup>th</sup> (HS) and September 9<sup>th</sup> (RV).

With no further business, the meeting was adjourned at 5:27 pm (McDonald/Molitor).



Linda Jaakola, Chairman



Connie Clausen, Executive Director

Community Center Commission Minutes  
Monday August 10, 2020

1. Call to Order: The meeting was called to order by President Mitch Voehl at 5:30 p.m.

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

3. Approval of Minutes:

**Motion by Lenny Thiner, seconded by Wayne Maras to approve the July 14, 2020 Community Center Commission Minutes. Motion carried 4-0.**

4. Additions to the agenda:

Rental Survey was Good

5. President's Report:

**Motion by Lenny Thiner, seconded by Linda Stuckenbroker to explore estimate to paint non-stamped concrete of patio to an earth tone color. Motion carried 4-0.**

**Motion by Wayne Maras, seconded by Lenny Thiner to accept with Mitch Voehl Payment in Kind exchange of labor and materials on stamped portion of patio for reunion at Riverfest on Friday June 2021 patio rental. Motion carried 4-0.**

6. Director's Report:

- a. School Update- Still in Negotiations
- b. Dishwasher Update- Has arrived and waiting for Elite Mechanical to install
- c. Planning Meeting with City Council and Department Heads

7. Resource Management:

Schedule of Events: Was Reviewed  
Income & Expense: was Reviewed

8. Miscellaneous:

Community Center Green Space- Ideas talked about and adding to future Smart Goals are an Ampitheater, Camping Space 10-12 sites, additional overflow parking lot, and an outdoor pool.

9. Open Forum:

Nothing to Report

10. Next Meeting:

Tuesday September 8, 2020 @ 5:30 pm

**Adjourn:**

**Motion by Lenny Thiner, seconded by Linda Stuckenbroker, to adjourn the meeting at 6:45 pm. Motion carried 4-0.**

\_\_\_\_\_  
Mitch Voehl, WCC President

\_\_\_\_\_  
Linda Stuckenbroker, WCC Secretary

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

## Windom Library Board Meeting

August 18, 2020

5:00 p.m.

1. Call to order: The meeting was called to order by John Duscher
2. Roll call: Members present: John Duscher, Steve Fresk, Terri Jones, Kari Scheitel, Susan Ebeling

Members absent: Kathy Hiley, Anita Winkel

Library staff present: Dawn Aamot

City council member present: None

3. Approve agenda & minutes: Motion by Steve Fresk, 2<sup>nd</sup> by Kari Scheitel
4. Financial report: Reviewed by Dawn. Motion to accept: Steve Fresk, 2<sup>nd</sup> by Kari Scheitel
5. Librarian's report:

More foot traffic lately; Sammy the snake is quite popular. Library bingo could have more participation (those that are participating are really enjoying it). Craft every 2 weeks is going well. Page Turner Adventures on Facebook every day @ 1 p.m. is doing quite well. Dawn feels this is money well spent; the numbers have been very good. Still doing curbside service. Computer usage has gone back up. Windom Library given two more hotspots from Marshall Library; only Dawn & Kari S have checked hotspots out. Dawn & Denise Nichols are trying to finalize the last grant to send to the state (for the contractors we've hired). No news on carpet yet from Hammer's regarding the hallway. Terry Fredin will write up a quote for bathroom floor for Dawn, but the project won't be completed for a while. Dawn said 4-H zoom was fun.

Motion to approve: Steve Fresk, 2<sup>nd</sup> by Susan Ebeling

6. Old business: Dawn would like to lift some restrictions for library patrons, starting in September. The restrictions list will be updated to reflect the changes.
7. New business: 2021 budge capital outlay may increase slightly due to:
  - a. a/c compressor needs to be replaced
  - b. Plum Creek deliveries and database will be increased
  - c. Side note: benches for front of library ordered, approximately 6-8 weeks to arrive
8. Adjourned: 5:32 p.m.

Respectfully submitted

Susan Ebeling for Kathy Hiley

# Parks & Recreation Commission Minutes

August 19 2020, 5:30 p.m.

Meeting Place: City Council Chambers

Meeting called to order Chairman Jason Kloss

## Roll Call:

Present: Bryan Joyce, Jason Kloss, Jill Knapp, Jackie Jurgens, Ron Kuecker, Jess Smith  
Absent: Josh Schunk,  
Council Liaisons: Jenny Quade,  
City Staff Present: Brian Cooley, Parks and Street Dept. Tim Hogan, Arena /Recreation Director  
Andy Spielman, Building Official  
Public Present: Ron Larson, Citizen

### 1. Approve Agenda and Minutes:

- A. Motion to approve the agenda by Ron Kuecker and seconded by, Jill Knapp, approved by a unanimous vote.
- B. Motion to approve the July 8 minutes was moved to the September 9<sup>th</sup> meeting

### 2. Dog Park Update

- A. The dog park fence is finished. Brian is having his staff fill in dirt along the low areas of the fence.
- B. Parks staff will be installing benches and other park materials such as fire hydrants and rocks.
- C. A sidewalk will be installed from the parking lot to the front entrance.
- D. Brian said that he will be installing signs and dog waste stations in both the large and small dog sections. 2 stations will go into the large dog area and 1 will go into the small dog area. Ron Kuecker added that he recently read an article that talked about the importance of picking up and disposing of dog waste. The spread of disease is a big concern if waste is not taken care of. It was also recommended that it will be required to wear shoes while in the dog park because of the risk of disease transmission with dog waste in the park. Brian stated that he will add that to the sign of Dog Park Rules.

### 3. Island Park Bathroom Discussion

- A. This was moved down to old business discussion

### 4. Discussion regarding the pirate ship east of the Island Park baseball field :

- A. No permission by the city to erect the ship on city property or from the school who rents the field from the city. Brian talked about the fact that this is a violation of city code.
- B. Catwalk does not pass building code and does not have a weight rating on it that is certified. Andy Spielman stated that the catwalk does not require a permit as it is not intended for occupancy. There was additional discussion on the liability of the structure and if the city is liable for the ship and the maintenance
- C. Posts with the American and State flags on them must have lights shining on them in hours of darkness. Brian stated that the flags did not have lights installed by the group that put the ship up and that the city has received complaints about it.
- D. It is a violation of City code:  
§ 92.02 PARK PROPERTY - (C) Construct or erect any building or structure of whatever kind whether permanent or temporary in character or run or string any public service utility into, upon or across the lands, except on special written permit issued hereunder.

Discussion was held about what to do about the ship based on all of the information presented. Bryan Joyce said that it needs to go through the proper process and get city approval. The discussion included the fact that if this is not done that it would likely cause conflict in the future that it is ok to build things in city parks without permission. The issue of just build it and ask for forgiveness later is not something that the commission is in favor of. Discussion was brought up as to who built and had the ship installed at the field. Jason Kloss said that the baseball association had no part in the building or installation of the ship. It was later stated by Kuecker that Hanefeld Construction built the ship and that the City had the poles put in the ground by the electric department. Bryan Joyce had concern that if the city did in fact put the poles in for this project that there should have been knowledge about what was going on. It was recommended by the commission to table the topic on the pirate ship for the next meeting and request the creators to come to the meeting with some information so a recommendation can be made to City Council.

### 5. Discussion regarding the island park campground and inspection on Monday August 17 at 11:00:

- A. Brian said that he had the campground inspected and that after finding many things that are out of compliance and have been since its first inspection in 1986 that it failed its recent inspection again. A list of improvements was given by the inspector to put it in compliance and Brian said that none of those improvements on the list have been completed to this date. Brian included a memo with the concerns based on the inspection. Ron Kuecker addressed that minutes should be reviewed about talks that previously were had about abandoning the Island Park Campground. A motion was then made by Kuecker for the city to not renew the campground permit and close the campground at Island Park. Bryan Joyce seconded that motion. Brian stated that he is looking at other options for campgrounds for the city.

**6. Recreation Director Report:**

- A. Tim discussed that the parking lot repairs have been completed down at the arena and that the facility is now opening to public for racquetball users and that the dryland shooting room is available for hockey.
- B. A reminder was stated that the last day of the pool is September 7<sup>th</sup> this year.
- C. Summer Recreation programs are coming to an end and it was noted by Tim that with the pandemic that we were able to successfully have some recreational activities for kids this summer and that the public was thankful for that.

**7. Park Superintendent Report:**

- A. Brian Cooley said that even though he was gone the past week that the street and parks staff did a great job at getting the parks ready for Riverfest.
- B. Brian said that summer is wrapping up and they will begin to get parks ready for the fall season.
- C. Brian stated that the dirt piles at Island park are being used for the street project on Verona and that what ever is not used will be removed by the contractor.

**8. Old Business:**

- A. Discussion on the Park and Recreation Commission opening the restrooms. Brian said that with the pandemic and the guidelines that opening the bathrooms is problematic. Brian said that except for island park the other bathrooms in the city have all been opened. The bathrooms at island park do not have any fixtures in them so they can not be opened and that porta potties have been placed down at the park.
- B. Discussion with the Windom baseball association regarding the delay in building of the restrooms in Island Park. It was decided that Brian and Jenny Quade would have a meeting with the baseball association to determine what is to be done.
- C. Jenny Quade added the Kayak launch to old business. She wanted an update as to where things are with the funding that was put in for a kayak launch site. Jenny stated that Tod Quiring had donated material and that Brady Haugen was going to construct the launch. A meeting will be held with Drew Hage with the EDA moving this project forward.

**9. New Business:**

- A. Brian said that he is working with the DNR and the city Building official on the shelter at Island Park and the north softball field for possible options. Ron Kuecker talked about placing an additional soccer field in the area.
- B. Ron Kuecker added that he would like something done about the volunteer trees that are growing along the river in island park. Brian said that he needs to discuss options with the DNR as to what they can and cannot do about removing trees along the river.

**10. Open Mic:**

- A. Jill Knapp asked about the large gate at the entrance of mayflower park. Brian said the gate was free and that is why that gate is there and understands it may not have a very nice appearance but that is all that was available. He stated that the gates needs to be up because it is not safe for vehicles to go in the park because of the flooding. Brian stated that the park is walk in only at this time as they continue to work on that area.
- B. Bryan Joyce thanked the parks and recreation employees for all of the summer activities as they did a great job this summer.
- C. Jenny Quade stated that many of our community members are leaving town for activities in other communities. Going to other lakes, Splash pads and places that offer rentals for water equipment. Jenny said it would be nice if the city could offer some of these amenities for our community. Jenny also stated that she was contacted about the skate park that needs some repairs. Brian said that he will have the repairs made. Jenny also stated that there used to be lights at the skate park but was informed that they are not working. Brian said he will look into what the issue is.

D. Jackie Jurgens said that she adopted Legion park and has been up there picking up trash and that Flowers were donated by Schwalbach's in town and she has planted them up at the park. Jackie did mention that the times she was up there that the bathrooms did not appear to be open.

Ron Kuecker and Jason Kloss had nothing for Open Mic.

**Meeting adjourned at 7:00 pm.**

**Next Meeting Wednesday, September 9, 2020 @ 5:30pm at City Council Chambers.**

**UTILITY COMMISSION MINUTES**  
**Council Chambers**  
**August 26, 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; Chelsie Carlson, Finance Director/Controller

**APPROVE MINUTES**

**Motion by Riordan second by Francis to approve the July 29, 2020 minutes. Motion carried 3-0.**

**ELECTRIC ITEMS**

Toro Power Factor

TORO currently has no plans to place an internal capacitor bank to assist with line loss. Sykora is reviewing options for a potential Power Factor Penalty. He is working with an engineer from CMPAS on the calculation and implementation options. This information will be presented for Commission review and discussion at a future meeting.

Other Electric Items

Tristan Joel started as Electric Lineman on August 20<sup>th</sup> and has been well received by crew members.

Missouri River recently conducted infrared tests of transformers and power lines and all passed except the hospital transformer. A replacement transformer has been ordered for the hospital and the old transformer will be repaired and kept as a spare. This work will be completed in 2020.

The crew is finishing underground work for 2020 and will complete a 4 way switch at Island Park next. Sykora plans to start mapping toward the end of fall.

**WATER\ WASTEWATER ITEMS**

Apartment Metering

The Commission discussed water and sewer rates for apartments. Currently larger multi-dwelling complexes have one water minimum charge and Commercial Sewer only charge per unit. The dwelling is charged usage rates on water flow but not sewer usage rates on flow. Lund presented a comparison showing average residential customer water/sewer charges compared to charge per unit under the apartment rate structure. The Commission noted rates were reviewed by engineer for Waste Water Treatment Plant project relatively recently to ensure future

coverage of operation costs and debt service for the utility. The Commission was in agreement to use the apartment rate structure in place without making changes at this time.

Generator Service Contract

Lund presented quotes from Ziegler Cat and Interstate PowerSystems for 3-year maintenance contracts on generators at the main lift and plant. The Commission requested Lund check that City insurance on generators would not be affected by having the maintenance outsourced.

**Motion by Francis second by Riordan to approve 3- year maintenance contract on main lift and plant generators to Interstate PowerSystem pending approval by City insurance company. Motion carried 3-0.**

Other Water/Wastewater Items

Lund updated Commission on several ongoing operational items. He is having Empire Pipe Services perform additional line jetting. Additionally, Ronny Vought will be painting select fire hydrants on a rotation. Lund is also seeking additional contractors as options for hauling biosolids this fall.

Bolton & Menk, Inc. continues to review designs and cost for Well #5.

Lund worked with Hjerpe Contracting to repair a few water services that have been ongoing issues for the utility at \$1200/water service.

Lund is gathering information on future carbon additive costs and chemical costs for operating the new plant. He is accumulating options for contract rates and terms with multiple vendors.

Lund reported a recent accident busting a fire hydrant and a loss of approximately 45,000 gallons of water.

Five applicants were received for Water/Wastewater Superintendent position. The hiring committee is rating applicants with a point system and will schedule interviews for the first week in September.

**REGULAR BILLS**

Regular Bills

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

**OLD BUSINESS**

None.

**NEW BUSINESS**

The next meeting was set for September 23rd at 10:00 in the City Council Chambers.

**ADJOURN**

Schwalbach adjourned the meeting at 11:02 am

\_\_\_\_\_  
Mike Schwalbach, Chairperson

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



City of Windom  
Windom, Minnesota

Permit Application

**For Use of Amplification Equipment in Public**

Date of Event

09/28/2020

Location of Event

Ball Diamond, Island Park

Start Time

04:00 pm

End Time

06:00 pm

Type of Event

Cottonwood County 4-H Awards program

Applicant Name

Crystal Reith

Address

41385 US Hwy 71  
Windom, Minnesota 56101  
United States  
[Map It](#)

Phone

(605) 695-7723

Federal ID #, FEIN # or SSN #

41-0917314

MN ID #

5939

Email

mohrh002@umn.edu

Would you like a copy of this form?

- Yes

License Fee - None \$0.00

Recommends  
 Approval     Denial

*[Signature]*  
 Street/Park Superintendent

Recommends  
 Approval     Denial

*[Signature]*  
 Police Chief

Application  APPROVED  DISAPPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Paid Cash \$25.00



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7513 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Windom Lions Club Date organized 1971 Tax exempt number E-41-6175799

Address P.O. Box 72 City Windom State Minnesota Zip Code 56101

Name of person making application Pres John W Holt Business phone (507) 831-2128 Home phone None

Date(s) of event 19 Sep 2020 Type of organization  Microdistillery  Small Brewer  
 Club  Charitable  Religious  Other non-profit

Organization officer's name President John W. Holt City Windom State Minnesota Zip Code 56101

Organization officer's name Vice Pres - Al Saffert City Windom State Minnesota Zip Code 56101

Organization officer's name Treas. Dustin Thom City Windom State Minnesota Zip Code 56101

Location where permit will be used. If an outdoor area, describe.  
Cottonwood City Fair grounds  
1490 8th Ave Windom, MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

\_\_\_\_\_  
City or County approving the license

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Date

\_\_\_\_\_  
Date Fee Paid

\_\_\_\_\_  
City or County E-mail Address

\_\_\_\_\_  
City or County Phone Number

\_\_\_\_\_  
Signature City Clerk or County Official

**CLERKS NOTICE:** Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



City of Windom  
Windom, Minnesota

Application

**For Authorization to Dispense Intoxicating Liquor**

To the Windom City Council :

The undersigned hereby applies for authorization to dispense intoxicating liquor on City owned property during a City sponsored event in the City of Windom in accordance with the information given below, City of Windom Code Chapter 5 and Minnesota Statute 340A.404:

Location of Event 1480 8th Ave (Fairgrounds)

Date of Event 19 Sep 2020

Hours 1:00 pm - 12:00 pm

Type of Event Beer garden

Windom Lions Club  
Name of Individual/Organization

Jal Whart  
Licensee Officers Signature

45213 City Rd 15  
Street Address

Federal ID # (Required) 23-721-9238

Windom, MN 56101  
City State

State ID # (Required) \_\_\_\_\_

(507) 831-2128  
Telephone Number

Application  Approved  Disapproved

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
City Administrator

<b>License Fee - None \$0.00</b>	
<input type="checkbox"/>	Copy of On-sale license attached
<input checked="" type="checkbox"/>	Proof of insurance attached
<input checked="" type="checkbox"/>	City named as additional insured
<input checked="" type="checkbox"/>	Licensee has signed the Hold Harmless Agreement

**Hold Harmless and Indemnification Agreement**

IN CONSIDERATION OF authorization by the Windom City Council to dispense intoxicating liquor on City-owned property or during a City sponsored event, the undersigned licensee hereby agrees to hold harmless the City of Windom, its employees and its agents, from any and all claims for any damages whatsoever arising out of the licensee providing intoxicating liquor under said authorization on the 19th day of Sep, 2020. Further, the undersigned licensee agrees to indemnify the City of Windom for any such claims for damages whatsoever arising out of licensee's dispensing of said intoxicating liquor, including the reimbursement of the City of Windom's costs and disbursements, including reasonable attorneys' fees in defending any such action for claims and damages.

Jal Whart  
Licensee Officers Signature

27 Aug 2020  
Date



Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 8/15/2020 - 8/28/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
MN REVENUE	20200818	08/18/2020	SALES TAX -	100-2020	24,077.00
MN REVENUE	20200818	08/18/2020	SALES TAX -	100-2020	47.60
MN REVENUE	20200818	08/18/2020	SALES TAX -	100-2020	7,381.28
					<u>31,505.88</u>
<b>Activity: 41110 - Mayor &amp; Council</b>					
INDOFF, INC	3393160	08/06/2020	SUPPLIES	100-41110-200	279.95
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - ZOOM	100-41110-308	16.02
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - SITEG	100-41110-326	90.00
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - EMP	100-41110-434	326.99
WINDOM COMMUNITY CENT	R202072	08/25/2020	EMPLOYEE APPRECIATION	100-41110-434	169.00
					<u>Activity 41110 - Mayor &amp; Council Total: 881.96</u>
<b>Activity: 41310 - Administration</b>					
INDOFF, INC	3389587	07/31/2020	SUPPLIES	100-41310-200	9.84
INDOFF, INC	3392444	08/13/2020	SUPPLIES	100-41310-200	14.71
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - HY-VE	100-41310-200	10.00
FURTHER (Select Account)	20200824	08/24/2020	20200824 - FEES	100-41310-217	165.15
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	100-41310-217	100.68
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-41310-321	98.59
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-41310-326	296.45
COTTONWOOD CO ASSESSOR	20200825	08/25/2020	BEACON SUBSCRIPTIONS	100-41310-433	50.00
MARCIA LIBRA	20200815	08/19/2020	2020 WELLNESS	100-41310-480	360.00
					<u>Activity 41310 - Administration Total: 1,105.42</u>
<b>Activity: 41910 - Building &amp; Zoning</b>					
CENTURY BUSINESS PRODUCT	529325	08/18/2020	ACCT# SF7308 - SUPPLIES	100-41910-200	29.23
WEX BANK	66791882	08/25/2020	FUEL - P/Z	100-41910-212	58.16
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-41910-321	70.97
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - MN B	100-41910-435	732.09
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - MN D	100-41910-443	561.90
COTTONWOOD CO ASSESSOR	20200825	08/25/2020	BEACON SUBSCRIPTIONS	100-41910-480	50.00
					<u>Activity 41910 - Building &amp; Zoning Total: 1,502.35</u>
<b>Activity: 41940 - City Hall</b>					
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - SPLAS	100-41940-211	19.99
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-41940-381	507.96
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-41940-382	57.31
MN ENERGY RESOURCES	20200813	08/19/2020	#0505105084-00001	100-41940-383	90.00
MN ENERGY RESOURCES	20200813A	08/19/2020	#0505105084-00001 - LATE FE	100-41940-383	0.73
HOMETOWN SANITATION SER	0000379728	08/07/2020	GARBAGE DISPOSAL - CITY HA	100-41940-384	92.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-41940-385	118.35
					<u>Activity 41940 - City Hall Total: 887.32</u>
<b>Activity: 42120 - Crime Control</b>					
INDOFF, INC	3390382	08/07/2020	SUPPLIES	100-42120-200	53.35
WEX BANK	66791882	08/25/2020	FUEL - POLICE	100-42120-212	-20.87
WEX BANK	66791882	08/25/2020	FUEL CREDIT - POLICE	100-42120-212	1,297.71
STREICHER'S, INC	I1444469	08/18/2020	ORDER# S1388214 UNIFORMR	100-42120-218	3,808.00
STREICHER'S, INC	I1445761	08/24/2020	ORDER# S1390795 - UNIFOR	100-42120-218	1,182.58
COTTONWOOD CO AUD/TREA	20200817	08/17/2020	DEPUTY ATTORNEY - SEPT 202	100-42120-304	3,957.50
WINDOM AREA HEALTH	308890645	08/24/2020	ACCT# 3005319	100-42120-305	40.00
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-42120-321	35.64
LEASE FINANCE PARTNERS	3250 8-20-20	08/26/2020	FLEET#3250 - LEASE EQUIPME	100-42120-326	534.00
LANGUAGE LINE SERVICES, IN	4869417	08/18/2020	ACC#9020909031 - INTERPRE	100-42120-327	34.83
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - EASY I	100-42120-350	34.00
AMAZON CAPITAL SERVICES, I	19YW-XWNY-3661	08/24/2020	A2Q0YJZNZN2YT - MAINTENA	100-42120-404	32.26

## Expense Approval Report

Payment Dates: 8/15/2020 - 8/28/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM TOWING LLC	11377	08/07/2020	TIRE REPAIR	100-42120-405	25.00
COTTONWOOD CO AUD/TREA	20200714	08/17/2020	RENT - SEPT 2020	100-42120-412	1,950.00
SCB PUBLIC FINANCE	40049-01/5-60	08/24/2020	20200824 - LEASE DUE 9/14/2	100-42120-419	1,054.07
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - STATE	100-42120-433	92.24
<b>Activity 42120 - Crime Control Total:</b>					<b>14,110.31</b>
<b>Activity: 42220 - Fire Fighting</b>					
COTTONWOOD CO ASSESSOR	20200825	08/25/2020	BEACON SUBSCRIPTIONS	100-42220-200	50.00
AMERIPRIDE SERVICES INC.	2801190952	08/18/2020	CUST #280001722 SERVICE	100-42220-211	42.00
WEX BANK	66791882	08/25/2020	FUEL - FIRE	100-42220-212	173.73
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - FIRE 5	100-42220-215	906.95
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - FULL	100-42220-215	24.46
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	100-42220-217	58.73
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - GALLS	100-42220-218	54.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-42220-321	42.49
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-42220-381	378.55
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-42220-382	12.55
MN ENERGY RESOURCES	20200806E	08/18/2020	0616354678-00001	100-42220-383	126.54
MN ENERGY RESOURCES	20200806F	08/19/2020	0616354678-00001 - LATE FEE	100-42220-383	0.50
HOMETOWN SANITATION SER	0000379783	08/01/2020	GARBAGE DISPOSAL - EMS BU	100-42220-384	44.10
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-42220-385	27.05
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - EREPL	100-42220-404	13.49
<b>Activity 42220 - Fire Fighting Total:</b>					<b>1,956.12</b>
<b>Activity: 42500 - Civil Defense</b>					
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-42500-381	31.47
<b>Activity 42500 - Civil Defense Total:</b>					<b>31.47</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	221396	08/06/2020	#328 - SERVICE	100-42700-300	11.00
COTTONWOOD VET CLINIC	221480	08/06/2020	#328 - SERVICE	100-42700-300	15.40
COTTONWOOD VET CLINIC	221844	08/06/2020	#328 - SERVICE	100-42700-300	66.00
COTTONWOOD VET CLINIC	221845	08/06/2020	#328 - SERVICE	100-42700-300	55.00
COTTONWOOD VET CLINIC	221846	08/06/2020	#328 - SERVICE	100-42700-300	77.00
<b>Activity 42700 - Animal Control Total:</b>					<b>224.40</b>
<b>Activity: 43100 - Streets</b>					
MID-AMERICAN RESEARCH C	0707070-IN	08/24/2020	CUST# 00-3304990 - SUPPLIES	100-43100-211	964.41
WEX BANK	66791882	08/25/2020	FUEL - STREET	100-43100-212	-20.87
WEX BANK	66791882	08/25/2020	FUEL - STREET CREDIT	100-43100-212	965.07
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-43100-217	70.00
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	100-43100-217	58.73
DUININCK	543016	08/18/2020	STREET MAINTENANCE MATE	100-43100-224	1,172.60
DUININCK	543115	08/18/2020	STREET MAINTENANCE MATE	100-43100-224	661.74
DUININCK	543117	08/18/2020	STREET MAINTENANCE MATE	100-43100-224	654.36
DUININCK	543239	08/19/2020	STREET MATERIALS	100-43100-224	644.00
DUININCK	543305	08/25/2020	CUST# 50029 - MAINTENANC	100-43100-224	504.00
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	100-43100-225	160.00
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-43100-321	45.94
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-43100-381	252.40
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-43100-381	958.97
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-43100-382	20.33
MN ENERGY RESOURCES	20200805	08/17/2020	#0505064121-00001	100-43100-383	46.16
MN ENERGY RESOURCES	20200805A	08/17/2020	#0505064121-00001 - LATE FE	100-43100-383	0.68
HOMETOWN SANITATION SER	0000379729	08/01/2020	GARBAGE DISPOSAL - STREET	100-43100-384	92.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-43100-385	43.25
CONTINENTAL RESEACH CORP	0017114	08/05/2020	MAINTENANCE -	100-43100-404	469.77
GMS INDUSTRIAL SUPPLIES, I	063225	08/25/2020	CUST # 0003922	100-43100-404	42.48
SANFORD HEALTH	553947	08/18/2020	20200731 BA DOT KETZENBER	100-43100-404	30.00
SMITH AUTO SUPPLY - CARQU	#91380 7-31-2020	08/18/2020	#91380 - MAINTENANCE	100-43100-405	74.90
CRYSTAL WINDSHIELD REPAIR	2091	08/17/2020	DW1685GTW WINDSHIELD	100-43100-405	782.65
CRYSTAL WINDSHIELD REPAIR	2092	08/17/2020	DW 1685GTW WINDSHIELD	100-43100-405	782.65
CRYSTAL WINDSHIELD REPAIR	2093	08/17/2020	CHIP REPAIR SERVICE	100-43100-405	65.00

Expense Approval Report

Payment Dates: 8/15/2020 - 8/28/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CRYSTAL WINDSHIELD REPAIR	2094	08/17/2020	JD 544K WINDSHIELD	100-43100-405	731.86
WINDOM TOWING LLC	4355	08/07/2020	MAINTENANCE	100-43100-405	65.00
FOX BROTHERS OF SANBORN,	527952	08/19/2020	MAINTENANCE	100-43100-405	40.48
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - BAU	100-43100-405	835.10
COTTONWOOD CO ASSESSOR	20200825	08/25/2020	BEACON SUBSCRIPTIONS	100-43100-480	50.00

Activity 43100 - Streets Total: 11,264.64

Activity: 45120 - Recreation

A & B BUSINESS	IN751325	08/18/2020	ACCT#5078316129	100-45120-217	12.58
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Activity 45120 - Recreation Total: 12.58

Activity: 45202 - Park Areas

JCL SOLUTIONS - JANITORS CL	1207986	08/17/2020	SUPPLIES	100-45202-211	61.89
JCL SOLUTIONS - JANITORS CL	1209821-1	08/17/2020	SUPPLIES	100-45202-211	302.52
WEX BANK	66791882	08/25/2020	FUEL - PARK	100-45202-212	392.29
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	100-45202-217	149.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-45202-381	877.52
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-45202-382	7,945.32
HOMETOWN SANITATION SER	0000379730	08/01/2020	GARBAGE DISPOSAL - SQUAR	100-45202-384	51.98
HOMETOWN SANITATION SER	0000379749	08/01/2020	GARBAGE DISPOSAL - ISLAND	100-45202-384	19.31
HOMETOWN SANITATION SER	0000379750	08/01/2020	GARBAGE DISPOSAL - TEGELS	100-45202-384	31.50
HOMETOWN SANITATION SER	0000379751	08/01/2020	GARBAGE DISPOSAL - WRA	100-45202-384	26.25
HOMETOWN SANITATION SER	0000379752	08/01/2020	GARBAGE DISPOSAL - KASTLE	100-45202-384	58.48
HOMETOWN SANITATION SER	0000379789	08/01/2020	GARBAGE DISPOSAL - ABBY P	100-45202-384	19.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	100-45202-385	878.80
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	100-45202-404	805.60
MTI DISTRIBUTING, INC	1269651-00	08/05/2020	MAINTENANCE	100-45202-404	182.73
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	100-45202-405	9.48
SMITH AUTO SUPPLY - CARQU	#91380 7-31-2020	08/18/2020	#91380 - MAINTENANCE	100-45202-405	38.07
JOHNSON HARDWARE	11403	08/17/2020	MAINTENANCE	100-45202-405	15.33
JOHNSON HARDWARE	20200814	08/24/2020	20200814 - REPAIRS	100-45202-405	52.98
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	100-45202-406	276.93
ST CROIX RECREATION FUN PL	20623	08/25/2020	20200818 - MAINTENANCE	100-45202-406	3,708.78
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - LOEW	100-45202-406	2,028.46

Activity 45202 - Park Areas Total: 18,400.85

Fund 100 - GENERAL Total: 81,883.30

Fund: 211 - LIBRARY

Activity: 45501 - Library

A & B BUSINESS	IN751325	08/18/2020	ACCT#5078316129	211-45501-217	58.73
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	211-45501-321	29.24
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	211-45501-381	429.05
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	211-45501-382	18.20
MN ENERGY RESOURCES	20200806B	08/17/2020	#0504542703-00001	211-45501-383	45.00
MN ENERGY RESOURCES	2020806B	08/17/2020	#0504542703-00001 - LATE FE	211-45501-383	0.68
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	211-45501-385	36.66
RAGE INC - CAMPUS CLEANER	OTC101414	08/05/2020	CREDIT - #20306 - SERVICE	211-45501-402	-34.00
KIPLINGER'S	009072844	08/25/2020	SUBSCRIPTION	211-45501-433	29.95
MAGNOLIA JOURNAL	20200825	08/25/2020	SUBSCRIPTION	211-45501-433	20.00
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - FORB	211-45501-433	10.00
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - MARY	211-45501-433	19.95
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - TIME	211-45501-433	32.01
INGRAM INDUSTRIES	#2004243 8-1-2020	08/17/2020	#2004243 - BOOKS	211-45501-435	1,637.08
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	211-45501-435	4.79
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	211-45501-435	-1.28
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	211-45501-435	29.95
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	211-45501-435	178.63

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MICROMARKETING, LLC	820226	08/25/2020	ACCT#9985 - BOOKS	211-45501-435	39.99
				<b>Activity 45501 - Library Total:</b>	<b>2,787.96</b>
				<b>Fund 211 - LIBRARY Total:</b>	<b>2,787.96</b>
<b>Fund: 225 - AIRPORT</b>					
<b>Activity: 45127 - Airport</b>					
SOUTHWEST MN BROADBAN	#886 8-15-2020	08/18/2020	#886 #507-831-6120 - SERVI	225-45127-321	27.21
				<b>Activity 45127 - Airport Total:</b>	<b>27.21</b>
				<b>Fund 225 - AIRPORT Total:</b>	<b>27.21</b>
<b>Fund: 230 - POOL</b>					
<b>Activity: 45124 - Pool</b>					
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	230-45124-211	19.99
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	230-45124-217	203.33
LEWIS FAMILY DRUG, LLC	268950	08/18/2020	ACCT# 102826-9 - COVID SUP	230-45124-217	117.05
LEWIS FAMILY DRUG, LLC	268990	08/18/2020	ACCT # 102826-9 - COVID SUP	230-45124-217	54.25
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	230-45124-217	101.40
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	230-45124-217	28.17
A & B BUSINESS	IN751325	08/18/2020	ACCT#5078316129	230-45124-217	12.58
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	230-45124-321	64.72
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	230-45124-381	1,069.82
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	230-45124-382	1,193.96
MN ENERGY RESOURCES	202008061	08/25/2020	0504917677-00007	230-45124-383	1,011.89
HOMETOWN SANITATION SER	0000379753	08/01/2020	GARBAGE DISPOSAL - POOL	230-45124-384	91.99
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	230-45124-385	44.99
LAMPERTS YARDS, INC.	20200801	08/17/2020	MAINTENANCE	230-45124-401	2,356.78
LUCAN COMMUNITY TV INC	817	08/25/2020	20200812 - MAINTENANCE	230-45124-401	150.00
MN REVENUE	20200818	08/18/2020	SALES TAX -	230-45124-460	938.00
				<b>Activity 45124 - Pool Total:</b>	<b>7,458.92</b>
				<b>Fund 230 - POOL Total:</b>	<b>7,458.92</b>
<b>Fund: 235 - AMBULANCE</b>					
<b>Activity: 42153 - Ambulance</b>					
WEX BANK	66791882	08/25/2020	FUEL - AMBULANCE	235-42153-212	-20.87
WEX BANK	66791882	08/25/2020	FUEL CREDIT - AMBULANCE	235-42153-212	1,528.83
EMSRB	00000621992	08/18/2020	MN STAR SUPPLEMENTAL FOR	235-42153-217	18.00
PRAXAIR DISTRIBUTION INC	98148406	08/13/2020	#71709956 - OPERATING SUP	235-42153-217	306.05
A & B BUSINESS	IN751325	08/18/2020	ACCT#5078316129	235-42153-217	58.73
JENNA VACHUSKA	20200820	08/25/2020	EXPENSE - AMB - TEST FEE	235-42153-308	80.00
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	235-42153-321	28.33
VERIZON WIRELESS	9860283392	08/18/2020	SERVICE - AMBULANCE	235-42153-321	81.96
ROBIN SHAW	20200817	08/18/2020	EXPENSE - AMBULANCE	235-42153-334	53.60
JIM AXFORD	20200819	08/19/2020	EXPENSE - AMBULANCE	235-42153-334	15.80
MEGAN BRAMSTEDT	20200819	08/19/2020	EXPENSE - AMBULANCE	235-42153-334	39.46
DAN MESNER	20200819	08/19/2020	EXPENSE - AMBULANCE	235-42153-334	28.06
ROB VISKER	20200823	08/25/2020	EXPENSE - AMBULANCE	235-42153-334	31.91
KRISTEN PORATH	20200823	08/25/2020	EXPENSE - AMBULANCE	235-42153-334	19.41
JUSTIN HARRINGTON	20200823	08/25/2020	EXPENSE - AMBULANCE	235-42153-334	23.10
JOHN C NELSON	20200823	08/25/2020	EXPENSE - AMBULANCE	235-42153-334	67.90
BUCKWHEAT JOHNSON	20200823	08/23/2020	EXPENSE - AMBULANCE	235-42153-334	22.38
JIM AXFORD	20200823	08/25/2020	EXPENSE - AMBULANCE	235-42153-334	13.73
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	235-42153-381	252.37
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	235-42153-382	8.37
MN ENERGY RESOURCES	20200806E	08/18/2020	0616354678-00001	235-42153-383	84.36
MN ENERGY RESOURCES	20200806F	08/19/2020	0616354678-00001 - LATE FEE	235-42153-383	0.34
HOMETOWN SANITATION SER	0000379783	08/01/2020	GARBAGE DISPOSAL - EMS BU	235-42153-384	29.40
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	235-42153-385	18.04
ZOLL MEDICAL CORPORATION	3118845	08/19/2020	MAINTENANCE - DEFIB CABLE	235-42153-404	423.31
P.M. REPAIR & DETAILING	12894	08/18/2020	20200818 - MAINTENANCE U	235-42153-405	313.41
P.M. REPAIR & DETAILING	12961	08/18/2020	20200818 - MAINTENANCE U	235-42153-405	113.43
P.M. REPAIR & DETAILING	12964	08/18/2020	20200818 - MAINTENANCE U	235-42153-405	113.43

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMERIPRIDE SERVICES INC.	2801190952	08/18/2020	CUST #280001722 SERVICE	235-42153-406	28.00
				<b>Activity 42153 - Ambulance Total:</b>	<b>3,780.84</b>
				<b>Fund 235 - AMBULANCE Total:</b>	<b>3,780.84</b>
<b>Fund: 250 - EDA GENERAL</b>					
<b>Activity: 46520 - EDA</b>					
CENTURY BUSINESS PRODUCT	529325	08/18/2020	ACCT# SF7308 - SUPPLIES	250-46520-200	58.44
EHLERS & ASSOC., INC.	84303	08/18/2020	20200731 - CONSULTING	250-46520-301	375.00
EHLERS & ASSOC., INC.	84327	08/18/2020	SERVICE - TIF REPORTING 201	250-46520-301	4,437.50
SCHRAMMEL LAW OFFICE	20200807	08/19/2020	LEGAL SERVICE - EDA	250-46520-304	400.00
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	250-46520-321	256.80
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	250-46520-321	70.97
LOOP NET	112177870-1	08/18/2020	LOC #162635601 - ADVERTISI	250-46520-340	69.00
QUICK PRINT	20343	08/18/2020	20200818 - EDA ADVERTISING	250-46520-340	174.61
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - 4LM P	250-46520-340	478.45
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	250-46520-381	42.24
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - MN D	250-46520-443	215.23
COTTONWOOD CO ASSESSOR	20200825	08/25/2020	BEACON SUBSCRIPTIONS	250-46520-480	50.00
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - MN S	250-46520-480	20.00
				<b>Activity 46520 - EDA Total:</b>	<b>6,648.24</b>
				<b>Fund 250 - EDA GENERAL Total:</b>	<b>6,648.24</b>
<b>Fund: 253 - EDA RIVERBLUFF ESTATES</b>					
<b>Activity: 46520 - EDA</b>					
COTTONWOOD CO ABSTRACT	10542-C	08/25/2020	CONT OF ABSTRACT - RIVERBL	253-46520-480	105.00
				<b>Activity 46520 - EDA Total:</b>	<b>105.00</b>
				<b>Fund 253 - EDA RIVERBLUFF ESTATES Total:</b>	<b>105.00</b>
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
MICKY MASTERS	20200807	08/17/2020	MAINTENANCE - MOWING -	254-46520-406	552.50
				<b>Activity 46520 - EDA Total:</b>	<b>552.50</b>
				<b>Fund 254 - NORTH IND PARK Total:</b>	<b>552.50</b>
<b>Fund: 301 - 2003 IMPROVEMENT BOND</b>					
<b>Activity: 47000 - Debt Service</b>					
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	301-47000-480	380.00
				<b>Activity 47000 - Debt Service Total:</b>	<b>380.00</b>
				<b>Fund 301 - 2003 IMPROVEMENT BOND Total:</b>	<b>380.00</b>
<b>Fund: 302 - 4TH AVENUE IMPROVEMENT</b>					
<b>Activity: 47000 - Debt Service</b>					
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	302-47000-480	380.00
				<b>Activity 47000 - Debt Service Total:</b>	<b>380.00</b>
				<b>Fund 302 - 4TH AVENUE IMPROVEMENT Total:</b>	<b>380.00</b>
<b>Fund: 305 - 2009 STREET IMPROVEMENT</b>					
<b>Activity: 47000 - Debt Service</b>					
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	305-47000-480	380.00
				<b>Activity 47000 - Debt Service Total:</b>	<b>380.00</b>
				<b>Fund 305 - 2009 STREET IMPROVEMENT Total:</b>	<b>380.00</b>
<b>Fund: 306 - 2013 STREET IMPROVEMENT</b>					
<b>Activity: 41000 - General Government</b>					
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	306-41000-480	380.00
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	306-41000-480	380.00
				<b>Activity 41000 - General Government Total:</b>	<b>760.00</b>
				<b>Fund 306 - 2013 STREET IMPROVEMENT Total:</b>	<b>760.00</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 307 - 2017 STREET PROJECT</b>					
Activity: 41000 - General Government					
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	307-41000-480	380.00
Activity 41000 - General Government Total:					<b>380.00</b>
Fund 307 - 2017 STREET PROJECT Total:					<b>380.00</b>
<b>Fund: 308 - 2020 STREET PROJECT</b>					
Activity: 41000 - General Government					
DGR ENGINEERING	00241948	08/17/2020	2020 STREET IMPROVEMENTS	308-41000-500	41,156.53
Activity 41000 - General Government Total:					<b>41,156.53</b>
Fund 308 - 2020 STREET PROJECT Total:					<b>41,156.53</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
Activity: 49950 - Capital Outlay					
AMAZON CAPITAL SERVICES, I	1XD4-FTHH-KDJJ	08/24/2020	A2Q0YJ8ZLN2YT - COVID SU	401-49950-439	24.99
VIDEO SERVICES INC	20200814	08/14/2020	OWNER/CONTRACTOR AGREE	401-49950-439	28,485.00
MN MUNICIPAL UTILITIES ASS	55710	07/31/2020	KN95 MASKS - COVID	401-49950-439	4,000.00
COLE PAPERS INC.	9867739	08/19/2020	SUPPLIES-COVID- SANITIZER	401-49950-439	79.16
MALTERER MECHANICAL	20-1895	08/24/2020	20200727	401-49950-502	1,480.00
DGR ENGINEERING	00241947	08/17/2020	CITY TENNIS COURT	401-49950-504	2,208.50
AMERICAN ENGINEERING TES	809226	08/17/2020	TENNIS COURTS - WINDOM	401-49950-504	172.00
Activity 49950 - Capital Outlay Total:					<b>36,449.65</b>
Fund 401 - GENERAL CAPITAL PROJECTS Total:					<b>36,449.65</b>
<b>Fund: 601 - WATER</b>					
Activity: 49400 - Water					
WEX BANK	66791882	08/25/2020	FUEL - WATER	601-49400-212	392.59
HAWKINS, INC	4764750	08/07/2020	CHEMICALS	601-49400-216	3,242.85
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	601-49400-217	58.73
MN VALLEY TESTING	1044877	08/18/2020	CUST # 23162 - TESTING	601-49400-310	77.00
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - UP5	601-49400-310	13.57
GOPHER STATE ONE CALL	0070837	08/05/2020	LOCATES	601-49400-321	28.35
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	601-49400-321	50.78
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	POSTAGE	601-49400-322	208.31
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	601-49400-326	70.00
INNOVATIVE SYSTEMS LLC	49889	08/05/2020	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	50013	08/07/2020	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	PROCESSING	601-49400-326	169.68
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	INSERTS	601-49400-350	18.10
FEDERATED RURAL ELECTRIC	#112843 7-31-20	08/13/2020	#112843 - SERVICE	601-49400-381	14.00
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	601-49400-381	5,178.10
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	601-49400-382	17.86
MN ENERGY RESOURCES	20200806	08/17/2020	#0505923431-00001	601-49400-383	531.18
MN ENERGY RESOURCES	20200806A	08/17/2020	#0505923431-00001 - LATE FE	601-49400-383	2.54
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	601-49400-385	35.58
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	601-49400-386	1,132.37
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - LOCAT	601-49400-404	56.29
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	601-49400-404	115.37
LUCAN COMMUNITY TV INC	818	08/18/2020	MAINTENANCE - BATTERY	601-49400-404	32.00
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	601-49400-406	14.99
HJERPE CONTRACTING INC.	8990	08/10/2020	NEW HYDRANT - 16TH ST	601-49400-408	10,178.00
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	601-49400-480	190.00
Activity 49400 - Water Total:					<b>23,106.24</b>
Fund 601 - WATER Total:					<b>23,106.24</b>
<b>Fund: 602 - SEWER</b>					
GRIDOR CONSTRUCTION, INC.	20200805	08/07/2020	WASTEWATER TREATMENT FA	602-16200	172,236.00
					<b>172,236.00</b>
Activity: 49450 - Sewer					
WEX BANK	66791882	08/25/2020	FUEL - SEWER	602-49450-212	130.21
HAWKINS, INC	4764751	08/07/2020	CHEMICALS	602-49450-216	159.27

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HAWKINS, INC	4769231	08/06/2020	ACCT# 139741 - CHEMICALS	602-49450-216	309.04
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	602-49450-217	58.73
MN VALLEY TESTING	1043706	08/05/2020	#23162 - TESTING	602-49450-310	588.00
MN VALLEY TESTING	1043730	08/05/2020	TESTING	602-49450-310	158.40
MN VALLEY TESTING	1044008	08/07/2020	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1044735	08/13/2020	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1044790	08/13/2020	TESTING	602-49450-310	158.40
GOPHER STATE ONE CALL	0070837	08/05/2020	LOCATES	602-49450-321	28.35
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	602-49450-321	175.26
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	POSTAGE	602-49450-322	208.30
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	602-49450-326	70.00
INNOVATIVE SYSTEMS LLC	49889	08/05/2020	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	50013	08/07/2020	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	PROCESSING	602-49450-326	169.68
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	INSERTS	602-49450-350	18.11
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	602-49450-381	8,591.23
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	602-49450-382	100.58
MN ENERGY RESOURCES	20200807	08/17/2020	#0616938201-00004	602-49450-383	81.12
MN ENERGY RESOURCES	20200807A	08/17/2020	#0616938201-00004 - LATE FE	602-49450-383	1.34
MN ENERGY RESOURCES	20200807B	08/17/2020	#0506646838-00002	602-49450-383	20.74
MN ENERGY RESOURCES	20200807C	08/17/2020	#0506646838-00002 - LATE FE	602-49450-383	0.30
MN ENERGY RESOURCES	20200807D	08/17/2020	#0506746718-00001	602-49450-383	18.00
MN ENERGY RESOURCES	20200810	08/17/2020	#0504488160-00001	602-49450-383	18.00
MN ENERGY RESOURCES	20200810A	08/17/2020	#0504488160-00001 - LATE FE	602-49450-383	0.27
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	602-49450-404	48.97
DUANE W. NIELSEN COMPAN	12065	08/18/2020	ORDER #2090 - MAINTENANC	602-49450-408	671.70
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOSUR	602-49450-480	190.00

Activity 49450 - Sewer Total: 13,741.60

Fund 602 - SEWER Total: 185,977.60

Fund: 604 - ELECTRIC

FULDA CREDIT UNION	20200817	08/17/2020	ACH FUNDS TO FULDA CREDIT	604-10400	250,000.00
WERNER ELECTRIC	S010343939.001	08/25/2020	#31969 - INVENTORY	604-14200	82.50
J. H. LARSON	S102300831.001	07/29/2020	#6975 - INVENTORY	604-14200	63.93
ELECTRIC FUND	20200823	08/23/2020	CAP LABOR EAST HILL	604-16300	15,135.87
WESCO DISTRIBUTION, INC	294510	08/05/2020	#80437 - INVENTORY	604-16300	72.50
WESCO DISTRIBUTION, INC	298965	08/07/2020	INVENTORY - EAST HILL-NEW	604-16300	1,269.18
ELECTRIC FUND	444	08/18/2020	EL - NEW CONSTR #1 - EAST H	604-16300	704.29
ELECTRIC FUND	445	08/19/2020	EL CONSTRUCTION #1 - EAST	604-16300	583.45
WERNER ELECTRIC	S010337011.001	08/18/2020	#31969 IMPROVEMENTS	604-16300	712.27
WERNER ELECTRIC	S010337011.002	08/18/2020	#31969 IMPROVEMENTS	604-16300	398.81
WERNER ELECTRIC	S010337011.004	08/18/2020	CREDIT - INVENTORY - NEW C	604-16300	-514.58
MAR PUOT JANG	20200826	08/26/2020	REFUND-BALANCE OF UTILITY	604-22000	239.85

268,748.07

Activity: 49550 - Electric

WEX BANK	66791882	08/25/2020	FUEL - ELECTRIC	604-49550-212	640.79
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	604-49550-217	58.73
CMP - CENTRAL MUNICIPAL P	6887	08/18/2020	ENERGY - TRANSMISSION	604-49550-263	141,571.27
CMP - CENTRAL MUNICIPAL P	6887	08/18/2020	ENERGY - TRANSMISSION	604-49550-263	193,837.44
DEPARTMENT OF ENERGY	BFPB000800720	08/18/2020	POWER COST	604-49550-263	79,821.84
GOPHER STATE ONE CALL	0070837	08/05/2020	LOCATES	604-49550-321	28.35
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	604-49550-321	78.18
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	POSTAGE	604-49550-322	208.31
GOLDEN WEST TECH & INT SO	200700309	08/05/2020	#A3862 - SERVICE	604-49550-325	60.36
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	604-49550-326	191.37
INNOVATIVE SYSTEMS LLC	49889	08/05/2020	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	50013	08/07/2020	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	PROCESSING	604-49550-326	169.68
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	INSERTS	604-49550-350	18.11
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	604-49550-381	121.71

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	604-49550-382	24.11
MN ENERGY RESOURCES	20200807E	08/07/2020	0506419706-00001	604-49550-383	45.00
MN ENERGY RESOURCES	20200807F	08/07/2020	0506419706-00001 - LATE FEE	604-49550-383	0.68
HOMETOWN SANITATION SER	0000379733	08/01/2020	GARBAGE DISPOSAL - ELECTRI	604-49550-384	94.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	604-49550-385	50.32
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	604-49550-408	259.64
ELECTRIC FUND	441	08/17/2020	EL - DISTRIBUTION	604-49550-408	153.14
ELECTRIC FUND	443	08/18/2020	EL - TRUCK STOCK	604-49550-408	50.04
ELECTRIC FUND	446	08/24/2020	20200819 - EL DISTRIBUTION	604-49550-408	729.32
J. H. LARSON	S102310490.001	08/18/2020	ACCT# 34714 - MAINTENANC	604-49550-408	183.48
ELECTRIC FUND	442	08/18/2020	EL - ELECTRIC SHOP	604-49550-409	22.55
COTTONWOOD CO ASSESSOR	20200825	08/25/2020	BEACON SUBSCRIPTIONS	604-49550-433	50.00
CMP - CENTRAL MUNICIPAL P	6887	08/18/2020	ENERGY - TRANSMISSION	604-49550-450	2,540.81
MN REVENUE	20200818	08/18/2020	SALES TAX -	604-49550-460	90.18
				<b>Activity 49550 - Electric Total:</b>	<b>422,845.29</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>691,593.36</b>

## Fund: 609 - LIQUOR STORE

MN REVENUE	20200818	08/18/2020	SALES TAX -	609-20202	20,876.00
					<b>20,876.00</b>

## Activity: 49751 - Liquor Store

RAGE INC - CAMPUS CLEANER	25056	08/13/2020	#6132 - SERVICE - RIVER BEN	609-49751-211	63.64
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - WAL	609-49751-211	201.99
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - AMAZ	609-49751-211	14.95
AH HERMEL COMPANY	838335	08/06/2020	MERCHANDISE	609-49751-217	33.54
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	609-49751-217	83.90
VINOCOPIA, INC	0261058-IN	08/05/2020	MERCHANDISE	609-49751-251	126.25
BREAKTHRU BEVERAGE MN	1081165017	08/07/2020	MERCHANDISE	609-49751-251	2,025.57
JOHNSON BROS.	112143	08/25/2020	ACCT# 156083 CREDIT	609-49751-251	-13.88
JOHNSON BROS.	1609010	07/31/2020	MERCHANDISE	609-49751-251	3,553.57
JOHNSON BROS.	1614120	08/07/2020	MERCHANDISE	609-49751-251	1,682.31
SOUTHERN GLAZER'S OF MN	1978226	07/31/2020	MERCHANDISE	609-49751-251	3,401.75
SOUTHERN GLAZER'S OF MN	1978227	07/31/2020	MERCHANDISE	609-49751-251	440.00
DOLL DISTRIBUTING, LLC	369815	08/18/2020	ACCT# 51450 - BEER & LIQUO	609-49751-251	314.70
SOUTHERN GLAZER'S OF MN	5059729	08/18/2020	MERCHANDISE	609-49751-251	450.00
SOUTHERN GLAZER'S OF MN	5060160	08/18/2020	ACCT# 8704 - LIQUOR	609-49751-251	3,039.10
PHILLIPS WINE & SPIRITS	6068396	07/31/2020	MERCHANDISE	609-49751-251	1,413.25
PHILLIPS WINE & SP RITS	6071888	08/07/2020	MERCHANDISE	609-49751-251	6,072.31
BREAKTHRU BEVERAGE MN	1081165018	08/07/2020	MERCHANDISE	609-49751-252	122.75
JOHNSON BROS.	112143	08/25/2020	ACCT# 156083 CREDIT	609-49751-252	-6.72
BEVERAGE WHOLESALERS	126284	08/17/2020	MERCHANDISE	609-49751-252	1,068.80
BEVERAGE WHOLESALERS	126694	08/18/2020	ACCT# 70063 - BEER	609-49751-252	15,157.90
BEVERAGE WHOLESALERS	127807	08/19/2020	ACCT# 70063 - BEER	609-49751-252	10,350.75
BEVERAGE WHOLESALERS	20200821	08/24/2020	ACCT# 70063 - BEER	609-49751-252	2,251.90
ARTISAN BEER COMPANY	3429960	07/31/2020	MERCHANDISE	609-49751-252	226.20
ARTISAN BEER COMPANY	3431124	08/07/2020	MERCHANDISE	609-49751-252	221.40
DOLL DISTRIBUTING, LLC	365270	08/07/2020	MERCHANDISE	609-49751-252	13,410.40
DOLL DISTRIBUTING, LLC	365306	08/13/2020	MERCHANDISE	609-49751-252	139.00
DOLL DISTRIBUTING, LLC	366377	08/07/2020	MERCHANDISE	609-49751-252	162.40
DOLL DISTRIBUTING, LLC	367451	08/13/2020	MERCHANDISE	609-49751-252	2,073.60
DOLL DISTRIBUTING, LLC	368060	08/13/2020	MERCHANDISE	609-49751-252	356.80
DOLL DISTRIBUTING, LLC	369813	08/18/2020	ACCT# 51450 - BEER	609-49751-252	607.60
DOLL DISTRIBUTING, LLC	369815	08/18/2020	ACCT# 51450 - BEER & LIQUO	609-49751-252	9,679.35
VINOCOPIA, INC	0261058-IN	08/05/2020	MERCHANDISE	609-49751-253	216.00
BREAKTHRU BEVERAGE MN	1081165017	08/07/2020	MERCHANDISE	609-49751-253	336.00
JOHNSON BROS.	112142	08/25/2020	#156083 - CREDIT	609-49751-253	-13.86
JOHNSON BROS.	112143	08/25/2020	ACCT# 156083 CREDIT	609-49751-253	-13.79
JOHNSON BROS.	1604180	07/27/2020	MERCHANDISE	609-49751-253	1,099.42
JOHNSON BROS.	1609011	08/05/2020	MERCHANDISE	609-49751-253	1,260.01
JOHNSON BROS.	1614121	08/07/2020	MERCHANDISE	609-49751-253	2,152.19

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	1978227	07/31/2020	MERCHANDISE	609-49751-253	89.91
INDIAN ISLAND WINERY	3299	08/17/2020	20200817 - WINE	609-49751-253	490.56
SOUTHERN GLAZER'S OF MN	5060161	08/18/2020	MERCHANDISE	609-49751-253	64.98
PHILLIPS WINE & SPIRITS	6068397	07/31/2020	MERCHANDISE	609-49751-253	38.00
PHILLIPS WINE & SPIRITS	6071889	08/07/2020	MERCHANDISE	609-49751-253	1,626.40
BREAKTHRU BEVERAGE MN	1081165017	08/07/2020	MERCHANDISE	609-49751-254	307.33
ATLANTIC COCA-COLA	2516631	08/18/2020	8373693 - POP	609-49751-254	272.89
DOLL DISTRIBUTING, LLC	365270	08/07/2020	MERCHANDISE	609-49751-254	28.00
PHILLIPS WINE & SPIRITS	6068397	07/31/2020	MERCHANDISE	609-49751-254	24.00
PHILLIPS WINE & SPIRITS	6071889	08/07/2020	MERCHANDISE	609-49751-254	204.00
AH HERMEL COMPANY	838335	08/06/2020	MERCHANDISE	609-49751-254	74.37
RED BULL DISTRIBUTION CO, I	K-1563381	08/05/2020	MERCHANDISE	609-49751-254	225.50
ARCTIC GLACIER U.S.A. INC	3450021302	07/31/2020	MERCHANDISE	609-49751-257	39.60
ARCTIC GLACIER U.S.A. INC	3451021103	07/31/2020	MERCHANDISE	609-49751-257	109.20
ARCTIC GLACIER U.S.A. INC	3452021802	08/06/2020	MERCHANDISE	609-49751-257	260.20
ARCTIC GLACIER U.S.A. INC	3452022002	08/07/2020	MERCHANDISE	609-49751-257	53.70
AH HERMEL COMPANY	838335	08/06/2020	MERCHANDISE	609-49751-261	61.89
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	609-49751-321	131.54
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	609-49751-326	656.06
VINOPIA, INC	0261058-IN	08/05/2020	MERCHANDISE	609-49751-333	7.50
BREAKTHRU BEVERAGE MN	1081165017	08/07/2020	MERCHANDISE	609-49751-333	57.81
JOHNSON BROS.	1604180	07/27/2020	MERCHANDISE	609-49751-333	34.80
JOHNSON BROS.	1609010	07/31/2020	MERCHANDISE	609-49751-333	59.60
JOHNSON BROS.	1609011	08/05/2020	MERCHANDISE	609-49751-333	41.75
JOHNSON BROS.	1614120	08/07/2020	MERCHANDISE	609-49751-333	22.62
JOHNSON BROS.	1614121	08/07/2020	MERCHANDISE	609-49751-333	78.74
SOUTHERN GLAZER'S OF MN	1978226	07/31/2020	MERCHANDISE	609-49751-333	52.97
SOUTHERN GLAZER'S OF MN	1978227	07/31/2020	MERCHANDISE	609-49751-333	12.30
ARCTIC GLACIER U.S.A. INC	3450021302	07/31/2020	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3451021103	07/31/2020	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3452021802	08/06/2020	MERCHANDISE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3452022002	08/07/2020	MERCHANDISE	609-49751-333	1.00
SOUTHERN GLAZER'S OF MN	5059729	08/18/2020	MERCHANDISE	609-49751-333	14.35
SOUTHERN GLAZER'S OF MN	5060160	08/18/2020	ACCT# 8704 - LIQUOR	609-49751-333	50.91
SOUTHERN GLAZER'S OF MN	5060161	08/18/2020	MERCHANDISE	609-49751-333	2.04
PHILLIPS WINE & SPIRITS	6068396	07/31/2020	MERCHANDISE	609-49751-333	13.92
PHILLIPS WINE & SPIRITS	6068397	07/31/2020	MERCHANDISE	609-49751-333	3.48
PHILLIPS WINE & SPIRITS	6071888	08/07/2020	MERCHANDISE	609-49751-333	87.44
PHILLIPS WINE & SPIRITS	6071889	08/07/2020	MERCHANDISE	609-49751-333	83.52
AH HERMEL COMPANY	838335	08/06/2020	MERCHANDISE	609-49751-333	6.95
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	609-49751-381	1,168.14
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	609-49751-382	20.52
MN ENERGY RESOURCES	202008108	08/18/2020	#0507314125-00001	609-49751-383	56.69
MN ENERGY RESOURCES	20200810C	08/18/2020	#05073141125-00001 - LATE F	609-49751-383	0.27
HOMETOWN SANITATION SER	0000379731	08/01/2020	GARBAGE DISPOSAL - RIVER B	609-49751-384	169.00
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	609-49751-385	39.90
MN REVENUE	20200818	08/18/2020	SALES TAX -	609-49751-460	23.56
DOLL DISTRIBUTING, LLC	369814	08/18/2020	ACCT# 51450 - MISC	609-49751-480	260.00
<b>Activity 49751 - Liquor Store Total:</b>					<b>90,891.96</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>111,767.96</b>
<b>Fund: 614 - TELECOM</b>					
LOGIC NETWORKS LLC	2619	08/24/2020	PO# 20200730MIGRJD	614-16400	4,224.88
POWER & TEL	7010493-00	08/18/2020	CUST #307494 MIGRATION	614-16400	2,597.47
MONTCLAIR FIBER OPTICS, IN	IN0007397	08/24/2020	ID# MNCITY	614-16400	385.53
MN REVENUE	20200818	08/18/2020	SALES TAX -	614-20202	-19.28
					<b>7,188.60</b>
<b>Activity: 49870 - Telecom</b>					
RAGE INC - CAMPUS CLEANER	23903	08/19/2020	#6153 - SERVICE - WINDOM N	614-49870-211	21.31
RAGE INC - CAMPUS CLEANER	24664	08/18/2020	ACCT# 6153 - CLEANING	614-49870-211	21.31

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX BANK	66791882	08/25/2020	FUEL - TELECOM	614-49870-212	198.92
AMAZON CAPITAL SERVICES, I	1NFV-N76T-KJJY	08/18/2020	A2Q0YJ8ZN2YT - SUPPLIES	614-49870-217	131.98
COTTONWOOD CO ASSESSOR	20200825	08/25/2020	BEACON SUBSCRIPTIONS	614-49870-217	50.00
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	614-49870-217	100.68
LAMPERTS YARDS, INC.	431906	08/24/2020	LA3902020	614-49870-227	18.04
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - CUPIC	614-49870-227	108.03
NATIONAL CABLE TV COOP	SI-662893	08/26/2020	ACCT# WIN0101	614-49870-227	65.24
AMAZON CAPITAL SERVICES, I	16C3-49LT-Q16F	08/24/2020	A2Q0YJ8ZN2YT	614-49870-241	58.08
INTERSTATE TRS FUND	82580760032	08/25/2020	ASSESSMENT FOR 499-A FILIN	614-49870-304	395.07
INTERSTATE TRS FUND	82580760032	08/25/2020	ASSESSMENT FOR 499-A FILIN	614-49870-304	123.93
GOPHER STATE ONE CALL	0070837	08/05/2020	LOCATES	614-49870-321	28.35
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	614-49870-321	377.56
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	POSTAGE	614-49870-322	208.31
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - UPS S	614-49870-322	13.40
INNOVATIVE SYSTEMS LLC	49889	08/05/2020	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	49889	08/05/2020	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	50013	08/07/2020	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	PROCESSING	614-49870-326	169.68
NEUSTAR, INC.	L-0000032943	08/13/2020	#10202	614-49870-326	8.50
KDOM RADIO	20070384	08/18/2020	ACCT# 0073 - ADVERTISING	614-49870-340	100.98
WINDOM FIRE DEPT.	20200818	08/18/2020	20200818 - ADV CALENDAR -	614-49870-340	300.00
WINDOM BOOSTER CLUB	202020818	08/18/2020	20200818 - ADV CALENDAR -	614-49870-340	225.00
INNOVATIVE SYSTEMS LLC	50037	08/07/2020	INSERTS	614-49870-350	18.11
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	614-49870-381	2,705.55
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	614-49870-382	19.72
MN ENERGY RESOURCES	20200806G	08/24/2020	0507509833-00001	614-49870-383	12.41
MN ENERGY RESOURCES	20200806H	08/24/2020	0507509833-00001 - LATE FEE	614-49870-383	0.17
HOMETOWN SANITATION SER	0000379734	08/01/2020	CUST # 1471 - DISPOSAL	614-49870-384	82.99
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	614-49870-385	37.58
AMAZON CAPITAL SERVICES, I	1P7G-7TF9-NW4D	08/26/2020	A2Q0YJ8ZN2YT - MAINTEN	614-49870-404	67.99
AMAZON CAPITAL SERVICES, I	1PVH-LGDV-3LXT	08/18/2020	A2Q0YJ8ZN2YT -	614-49870-405	120.99
CENTURY LINK	20200820	08/25/2020	DIRECTORY LISTINGS	614-49870-441	160.54
CONSOLIDATED COMMUNICA	#507-151-0204/0	08/13/2020	10 GB TRANSPORT	614-49870-442	1,443.00
GRAY MEDIA GROUP INC	077614	08/18/2020	20200731 - SUBSCRIBER FEES	614-49870-442	3,260.00
MLB NETWORK	145463	08/18/2020	20200731 - SUBSCRIBER FEES	614-49870-442	388.49
CBS TELEVISION STATIONS	20200818	08/18/2020	20200731 SUBSCRIBER FEES	614-49870-442	2,526.50
INDEPENDENT COMMUNICAT	20200818	08/18/2020	20200731 - SUBSCRIBER FEES	614-49870-442	1,947.85
REGISTER OF COPYRIGHTS	20200824	08/25/2020	ACCT# 0050016 - ROYALTY CH	614-49870-442	1,069.32
DISPLAY SYSTEMS INTERNATI	20899	08/18/2020	PO # 3142012 - SUBSCRIBER F	614-49870-442	198.44
SHOWTIME NETWORKS INC	23612	08/18/2020	20200731 SUBSCRIBER FEES	614-49870-442	218.88
NEXSTAR BROADCASTING GR	343050	08/18/2020	2020	614-49870-442	247.39
NEXSTAR BROADCASTING GR	343217	08/18/2020	20200731 SUBSCRIBER FEES	614-49870-442	3,296.85
TEGNA	345035	08/18/2020	SUBSCRIPTION	614-49870-442	3,423.00
FOX TELEVISION STATIONS, IN	345215	08/18/2020	20200731 - SUBSCRIBER FEES	614-49870-442	2,681.35
FOX SPORTS NET NORTH	R83410	08/18/2020	ACCT# 37515-23590 SUBSCRI	614-49870-442	7,498.59
BTN - BIG TEN NETWORK	R84873	08/18/2020	ACCT# 12330-51715 - SUBSC	614-49870-442	1,597.94
UNIVERSAL SERVICE ADMIN C	20200824	08/25/2020	ACCT# 825807 - 499A CONTRI	614-49870-443	1,691.66
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - DEPT	614-49870-444	128.00
CONSOLIDATED CALL CENTER	16531	07/31/2020	DA / OPERATOR ASSISTANCE	614-49870-445	119.69
ICONECTIV	L-10186950	08/19/2020	#L-201353 - LNP SERVICE	614-49870-445	593.36
1623 FARNAM LLC	003182	08/13/2020	WINDOM - SERVICE	614-49870-447	200.00
ZAYO GROUP, LLC	2020080027696	08/13/2020	#027696 - TRANSPORT	614-49870-447	1,950.00
ZAYO GROUP, LLC	2020080027696A	08/24/2020	CUST# 027696	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389050	08/26/2020	20200819 - INTERNET EXPENS	614-49870-447	1,004.18
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - DREA	614-49870-447	139.00
GOLDEN WEST TECH & INT SO	200700249	08/13/2020	#A3790 - SERVICE	614-49870-448	86.43
JEREMY ROLFES	20200807	08/18/2020	INTERNET SUPPORT JUL & AU	614-49870-448	54.94
ZAYO GROUP, LLC	2020080002376	08/13/2020	#114184-002376 - TRANSPOR	614-49870-451	940.48
CENTURY LINK	20200816	08/26/2020	SERVICE 831-1075 104	614-49870-451	80.33
MN REVENUE	20200818	08/18/2020	SALES TAX -	614-49870-460	47.66

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOS	614-49870-480	380.00
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOS	614-49870-480	380.00
				<b>Activity 49870 - Telecom Total:</b>	<b>49,735.85</b>
				<b>Fund 614 - TELECOM Total:</b>	<b>56,924.45</b>
<b>Fund: 615 - ARENA</b>					
<b>Activity: 49850 - Arena</b>					
WEX BANK	66791882	08/25/2020	FUEL - ARENA	615-49850-212	152.39
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	615-49850-217	44.98
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	615-49850-217	58.73
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	615-49850-321	125.96
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - USPS	615-49850-322	19.04
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	615-49850-326	363.00
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	615-49850-381	1,702.71
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	615-49850-382	37.73
MN ENERGY RESOURCES	20200811	08/25/2020	0504094426-00001	615-49850-383	108.84
MN ENERGY RESOURCES	20200811A	08/25/2020	0504094426-00001 - LATE FEE	615-49850-383	0.93
HOMETOWN SANITATION SER	0000379735	08/07/2020	GARBAGE DISPOSAL - ARENA	615-49850-384	143.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	615-49850-385	81.65
RUNNINGS SUPPLY, INC	#71920 7-31-2020	08/18/2020	#71920 - MAINTENANCE	615-49850-404	39.35
EHLERS & ASSOC., INC.	84106	08/17/2020	2020 CONTINUING DISCLOS	615-49850-480	380.00
				<b>Activity 49850 - Arena Total:</b>	<b>3,259.29</b>
				<b>Fund 615 - ARENA Total:</b>	<b>3,259.29</b>
<b>Fund: 617 - M/P CENTER</b>					
SECR REV FUND/CITY OF WD	20200819	08/19/2020	PETTY CASH - COMM CENTER	617-10200	275.00
MN REVENUE	20200818	08/18/2020	SALES TAX -	617-20202	-788.16
					<b>-513.16</b>
<b>Activity: 49860 - M/P Center</b>					
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - HY VE	617-49860-211	3.73
A & B BUSINESS	IN751325	08/18/2020	ACCT# 5078316129	617-49860-217	58.70
RIVER BEND LIQUOR	20200818	08/18/2020	ACCT# 8316149 WCC	617-49860-251	731.78
RIVER BEND LIQUOR	20200818	08/18/2020	ACCT# 8316149 WCC	617-49860-252	805.90
RIVER BEND LIQUOR	20200818	08/18/2020	ACCT# 8316149 WCC	617-49860-253	27.58
RIVER BEND LIQUOR	20200818	08/18/2020	ACCT# 8316149 WCC	617-49860-254	36.98
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - HY VE	617-49860-254	14.94
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	617-49860-321	62.08
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	617-49860-326	403.33
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - GO D	617-49860-340	11.34
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - FACEB	617-49860-340	65.80
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	617-49860-381	1,893.06
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	617-49860-382	207.13
MN ENERGY RESOURCES	20200806C	08/18/2020	0503741572-00001	617-49860-383	86.48
MN ENERGY RESOURCES	20200806D	08/18/2020	0503741572-00001 - LATE FEE	617-49860-383	0.89
HOMETOWN SANITATION SER	0000379736	08/07/2020	GARBAGE DISPOSAL - COMM	617-49860-384	68.98
ELECTRIC FUND	20200818	08/18/2020	MONTHLY UTILITY & TELECO	617-49860-385	301.10
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - GDF E	617-49860-402	11.87
US BANK	6710 7-20-2020	08/25/2020	#6710 - CREDIT CARD - EVERY	617-49860-404	48.36
GDF ENTERPRISES, INC	A18451	08/19/2020	MAINTENANCE - COMM CENT	617-49860-404	80.26
MN REVENUE	20200818	08/18/2020	SALES TAX -	617-49860-460	1,053.16
				<b>Activity 49860 - M/P Center Total:</b>	<b>5,973.45</b>
				<b>Fund 617 - M/P CENTER Total:</b>	<b>5,460.29</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0001800	08/28/2020	Federal Tax Withholding	700-21701	9,451.66
MN Department of Revenue -	INV0001801	08/28/2020	State Withholding	700-21702	4,662.54
Internal Revenue Service-Payr	INV0001800	08/28/2020	Social Security	700-21703	14,108.62
MN Pera	INV0001797	08/28/2020	PERA	700-21704	6,588.89
MN Pera	INV0001797	08/28/2020	PERA	700-21704	871.62
MN Pera	INV0001797	08/28/2020	PERA	700-21704	13,849.53
MN State Deferred	INV0001798	08/28/2020	Deferred Compensation	700-21705	7,238.85

Expense Approval Report

Payment Dates: 8/15/2020 - 8/28/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN State Deferred	INV0001798	08/28/2020	Deferred Roth	700-21705	305.00
LOCAL UNION #949	20200818	08/18/2020	20200831 LOCAL UNION AUG	700-21707	1,878.88
LAW ENFORCEMENT LABOR S	20200818	08/18/2020	ACCT# 351 - POLICE UNION A	700-21708	465.72
MN CHILD SUPPORT PAYMEN	INV0001793	08/14/2020	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001800	08/28/2020	Medicare Withholding	700-21711	3,913.88
FURTHER (Select Account)	39524838	08/19/2020	FLEX SPENDING	700-21712	736.72
FURTHER (Select Account)	39532375	08/25/2020	#S142IWD353	700-21712	82.00
AFLAC	033010	08/18/2020	INSURANCE - AUG 2020 - AFT	700-21715	320.22
AFLAC	033010	08/18/2020	INSURANCE - AUG 2020 - PRE	700-21716	606.15
MN BENEFIT ASSOCIATION	2020-0102807	08/18/2020	INSURANCE - 9-1-2020 - PRE T	700-21717	4.84
MN BENEFIT ASSOCIATION	2020-0102807	08/18/2020	INSURANCE - 9-1-2020 - AFTE	700-21719	91.76
MII LIFE	20200819	08/19/2020	VEBA - AUG 2020	700-21720	312.50
MII LIFE	20200819	08/19/2020	VEBA - AUG 2020	700-21720	10,208.49
MII LIFE	20200819	08/19/2020	HSA AUG 2020	700-21722	3,229.23
FURTHER (Select Account)	INV0001796	08/28/2020	HSA Employee Contribution	700-21723	382.31
					<b>79,407.24</b>
<b>Fund 700 - PAYROLL Total:</b>					<b>79,407.24</b>
<b>Grand Total:</b>					<b>1,340,626.58</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	81,883.30
211 - LIBRARY	2,787.96
225 - AIRPORT	27.21
230 - POOL	7,458.92
235 - AMBULANCE	3,780.84
250 - EDA GENERAL	6,648.24
253 - EDA RIVERBLUFF ESTATES	105.00
254 - NORTH IND PARK	552.50
301 - 2003 IMPROVEMENT BOND	380.00
302 - 4TH AVENUE IMPROVEMENT	380.00
305 - 2009 STREET IMPROVEMENT	380.00
306 - 2013 STREET IMPROVEMENT	760.00
307 - 2017 STREET PROJECT	380.00
308 - 2020 STREET PROJECT	41,156.53
401 - GENERAL CAPITAL PROJECTS	36,449.65
601 - WATER	23,106.24
602 - SEWER	185,977.60
604 - ELECTRIC	691,593.36
609 - LIQUOR STORE	111,767.96
614 - TELECOM	56,924.45
615 - ARENA	3,259.29
617 - M/P CENTER	5,460.29
700 - PAYROLL	79,407.24
<b>Grand Total:</b>	<b>1,340,626.58</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	31,505.88
100-41110-200	Office Supplies	279.95
100-41110-308	Training & Registrations	16.02
100-41110-326	Data Processing	90.00
100-41110-434	Employee Appreciation	495.99
100-41310-200	Office Supplies	34.55
100-41310-217	Other Operating Supplie	265.83
100-41310-321	Telephone	98.59
100-41310-326	Data Processing	296.45
100-41310-433	Dues & Subscriptions	50.00
100-41310-480	Other Miscellaneous	360.00
100-41910-200	Office Supplies	29.23
100-41910-212	Motor Fuels	58.16
100-41910-321	Telephone	70.97
100-41910-435	Books and Pamphlets	732.09
100-41910-443	Intergovernmental Fees	561.90
100-41910-480	Other Miscellaneous	50.00
100-41940-211	Cleaning Supplies	19.99
100-41940-381	Electric Utility	507.96
100-41940-382	Water Utility	57.31
100-41940-383	Gas Utility	90.73
100-41940-384	Refuse Disposal	92.98
100-41940-385	Sewer Utility	118.35
100-42120-200	Office Supplies	53.35
100-42120-212	Motor Fuels	1,276.84
100-42120-218	Uniforms	4,990.58
100-42120-304	Legal Fees	3,957.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	35.64
100-42120-326	Data Processing	534.00

## Account Summary

Account Number	Account Name	Payment Amount
100-42120-327	Interpretation Fees	34.83
100-42120-350	Printing & Design	34.00
100-42120-404	Repairs & Maint - M&E	32.26
100-42120-405	Repairs & Maint - Vehicl	25.00
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	1,054.07
100-42120-433	Dues & Subscriptions	92.24
100-42220-200	Office Supplies	50.00
100-42220-211	Cleaning Supplies	42.00
100-42220-212	Motor Fuels	173.73
100-42220-215	Materials & Equipment	931.41
100-42220-217	Other Operating Supplie	58.73
100-42220-218	Uniforms	54.98
100-42220-321	Telephone	42.49
100-42220-381	Electric Utility	378.55
100-42220-382	Water Utility	12.55
100-42220-383	Gas Utility	127.04
100-42220-384	Refuse Disposal	44.10
100-42220-385	Sewer Utility	27.05
100-42220-404	Repairs & Maint - M&E	13.49
100-42500-381	Electric Utility	31.47
100-42700-300	Charges for Services	224.40
100-43100-211	Cleaning Supplies	964.41
100-43100-212	Motor Fuels	944.20
100-43100-217	Other Operating Supplie	128.73
100-43100-224	Street Maint Materials	3,636.70
100-43100-225	Landscaping Materials	160.00
100-43100-321	Telephone	45.94
100-43100-381	Electric Utility	1,211.37
100-43100-382	Water Utility	20.33
100-43100-383	Gas Utility	46.84
100-43100-384	Refuse Disposal	92.98
100-43100-385	Sewer Utility	43.25
100-43100-404	Repairs & Maint - M&E	542.25
100-43100-405	Repairs & Maint - Vehicl	3,377.64
100-43100-480	Other Miscellaneous	50.00
100-45120-217	Other Operating Supplie	12.58
100-45202-211	Cleaning Supplies	364.41
100-45202-212	Motor Fuels	392.29
100-45202-217	Other Operating Supplie	149.98
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	877.52
100-45202-382	Water Utility	7,945.32
100-45202-384	Refuse Disposal	207.50
100-45202-385	Sewer Utility	878.80
100-45202-404	Repairs & Maint - M&E	988.33
100-45202-405	Repairs & Maint - Vehicl	115.86
100-45202-406	Repairs & Maint - Groun	6,014.17
211-45501-217	Other Operating Supplie	58.73
211-45501-321	Telephone	29.24
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	429.05
211-45501-382	Water Utility	18.20
211-45501-383	Gas Utility	45.68
211-45501-385	Sewer Utility	36.66
211-45501-402	Repairs & Maint - Struct	-34.00
211-45501-433	Dues & Subscriptions	111.91
211-45501-435	Books and Pamphlets	1,889.16

## Account Summary

Account Number	Account Name	Payment Amount
225-45127-321	Telephone	27.21
230-45124-211	Cleaning Supplies	19.99
230-45124-217	Other Operating Supplie	516.78
230-45124-321	Telephone	64.72
230-45124-381	Electric Utility	1,069.82
230-45124-382	Water Utility	1,193.96
230-45124-383	Gas Utility	1,011.89
230-45124-384	Refuse Disposal	91.99
230-45124-385	Sewer Utility	44.99
230-45124-401	Repairs & Maint - Buildi	2,506.78
230-45124-460	Miscellaneous Taxes	938.00
235-42153-212	Motor Fuels	1,507.96
235-42153-217	Other Operating Supplie	382.78
235-42153-308	Training & Registrations	80.00
235-42153-321	Telephone	110.29
235-42153-334	Meals/Lodging	315.35
235-42153-381	Electric Utility	252.37
235-42153-382	Water Utility	8.37
235-42153-383	Gas Utility	84.70
235-42153-384	Refuse Disposal	29.40
235-42153-385	Sewer Utility	18.04
235-42153-404	Repairs & Maint - M&E	423.31
235-42153-405	Repairs & Maint - Vehicl	540.27
235-42153-406	Repairs & Maint - Groun	28.00
250-46520-200	Office Supplies	58.44
250-46520-301	Auditing & Consulting Se	4,812.50
250-46520-304	Legal Fees	400.00
250-46520-321	Telephone	327.77
250-46520-340	Advertising & Promotion	722.06
250-46520-381	Electric Utility	42.24
250-46520-443	Intergovernmental Fees	215.23
250-46520-480	Other Miscellaneous	70.00
253-46520-480	Other Miscellaneous	105.00
254-46520-406	Repairs & Maint - Groun	552.50
301-47000-480	Other Miscellaneous	380.00
302-47000-480	Other Miscellaneous	380.00
305-47000-480	Other Miscellaneous	380.00
306-41000-480	Other Miscellaneous	760.00
307-41000-480	Other Miscellaneous	380.00
308-41000-500	Capital Outlay	41,156.53
401-49950-439	Special Projects	32,589.15
401-49950-502	Capital Outlay - Fire	1,480.00
401-49950-504	Capital Outlay - Parks	2,380.50
601-49400-212	Motor Fuels	392.59
601-49400-216	Chemicals and Chemical	3,242.85
601-49400-217	Other Operating Supplie	58.73
601-49400-310	Lab Testing	90.57
601-49400-321	Telephone	79.13
601-49400-322	Postage	208.31
601-49400-326	Data Processing	1,517.68
601-49400-350	Printing & Design	18.10
601-49400-381	Electric Utility	5,192.10
601-49400-382	Water Utility	17.86
601-49400-383	Gas Utility	533.72
601-49400-385	Sewer Utility	35.58
601-49400-386	Landfill	1,132.37
601-49400-404	Repairs & Maint - M&E	203.66
601-49400-406	Repairs & Maint - Groun	14.99

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-408	Repairs & Maint - Distrib	10,178.00
601-49400-480	Other Miscellaneous	190.00
602-16200	Buildings	172,236.00
602-49450-212	Motor Fuels	130.21
602-49450-216	Chemicals and Chemical	468.31
602-49450-217	Other Operating Supplie	58.73
602-49450-310	Lab Testing	1,394.40
602-49450-321	Telephone	203.61
602-49450-322	Postage	208.30
602-49450-326	Data Processing	1,517.68
602-49450-350	Printing & Design	18.11
602-49450-381	Electric Utility	8,591.23
602-49450-382	Water Utility	100.58
602-49450-383	Gas Utility	139.77
602-49450-404	Repairs & Maint - M&E	48.97
602-49450-408	Repairs & Maint - Distrib	671.70
602-49450-480	Other Miscellaneous	190.00
604-10400	Investments - Current	250,000.00
604-14200	Inventory	146.43
604-16300	Improvements Other Th	18,361.79
604-22000	Prepayments	239.85
604-49550-212	Motor Fuels	640.79
604-49550-217	Other Operating Supplie	58.73
604-49550-263	Merchandise for Resale -	415,230.55
604-49550-321	Telephone	106.53
604-49550-322	Postage	208.31
604-49550-325	Dispatching	60.36
604-49550-326	Data Processing	2,105.95
604-49550-350	Printing & Design	18.11
604-49550-381	Electric Utility	121.71
604-49550-382	Water Utility	24.11
604-49550-383	Gas Utility	45.68
604-49550-384	Refuse Disposal	94.98
604-49550-385	Sewer Utility	50.32
604-49550-408	Repairs & Maint - Distrib	1,375.62
604-49550-409	Repairs & Maint - Utilitie	22.55
604-49550-433	Dues & Subscriptions	50.00
604-49550-450	Conservation	2,540.81
604-49550-460	Miscellaneous Taxes	90.18
609-20202	Sales Tax Payable	20,876.00
609-49751-211	Cleaning Supplies	280.58
609-49751-217	Other Operating Supplie	117.44
609-49751-251	Liquor	22,504.93
609-49751-252	Beer	55,822.13
609-49751-253	Wine	7,345.82
609-49751-254	Soft Drinks & Mix	1,136.09
609-49751-257	Ice	462.70
609-49751-261	Other Merchandise	61.89
609-49751-321	Telephone	131.54
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	634.70
609-49751-381	Electric Utility	1,168.14
609-49751-382	Water Utility	20.52
609-49751-383	Gas Utility	56.96
609-49751-384	Refuse Disposal	169.00
609-49751-385	Sewer Utility	39.90
609-49751-460	Miscellaneous Taxes	23.56
609-49751-480	Other Miscellaneous	260.00

## Account Summary

Account Number	Account Name	Payment Amount
614-16400	Machinery & Equipment	7,207.88
614-20202	Sales Tax Payable	-19.28
614-49870-211	Cleaning Supplies	42.62
614-49870-212	Motor Fuels	198.92
614-49870-217	Other Operating Supplie	282.66
614-49870-227	Utility System Maint Sup	191.31
614-49870-241	Small Tools	58.08
614-49870-304	Legal Fees	519.00
614-49870-321	Telephone	405.91
614-49870-322	Postage	221.71
614-49870-326	Data Processing	4,420.28
614-49870-340	Advertising & Promotion	625.98
614-49870-350	Printing & Design	18.11
614-49870-381	Electric Utility	2,705.55
614-49870-382	Water Utility	19.72
614-49870-383	Gas Utility	12.58
614-49870-384	Refuse Disposal	82.99
614-49870-385	Sewer Utility	37.58
614-49870-404	Repairs & Maint - M&E	67.99
614-49870-405	Repairs & Maint - Vehicl	120.99
614-49870-441	Transmission Fees	160.54
614-49870-442	Subscriber Fees	29,797.60
614-49870-443	Intergovernmental Fees	1,691.66
614-49870-444	License Fees	128.00
614-49870-445	Switch Fees	713.05
614-49870-447	Internet Expense	5,243.18
614-49870-448	On-Call Support	141.37
614-49870-451	Call Completion	1,020.81
614-49870-460	Miscellaneous Taxes	47.66
614-49870-480	Other Miscellaneous	760.00
615-49850-212	Motor Fuels	152.39
615-49850-217	Other Operating Supplie	103.71
615-49850-321	Telephone	125.96
615-49850-322	Postage	19.04
615-49850-326	Data Processing	363.00
615-49850-381	Electric Utility	1,702.71
615-49850-382	Water Utility	37.73
615-49850-383	Gas Utility	109.77
615-49850-384	Refuse Disposal	143.98
615-49850-385	Sewer Utility	81.65
615-49850-404	Repairs & Maint - M&E	39.35
615-49850-480	Other Miscellaneous	380.00
617-10200	Petty Cash	275.00
617-20202	Sales Tax Payable	-788.16
617-49860-211	Cleaning Supplies	3.73
617-49860-217	Other Operating Supplie	58.70
617-49860-251	Liquor	731.78
617-49860-252	Beer	805.90
617-49860-253	Wine	27.58
617-49860-254	Soft Drinks & Mix	51.92
617-49860-321	Telephone	62.08
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	77.14
617-49860-381	Electric Utility	1,893.06
617-49860-382	Water Utility	207.13
617-49860-383	Gas Utility	87.37
617-49860-384	Refuse Disposal	68.98
617-49860-385	Sewer Utility	301.10

**Account Summary**

Account Number	Account Name	Payment Amount
617-49860-402	Repairs & Maint - Struct	11.87
617-49860-404	Repairs & Maint - M&E	128.62
617-49860-460	Miscellaneous Taxes	1,053.16
700-21701	Federal Withholding	9,451.66
700-21702	State Withholding	4,662.54
700-21703	FICA Tax Withholding	14,108.62
700-21704	PERA Contributions	21,310.04
700-21705	Retirement	7,543.85
700-21707	Union Dues	1,878.88
700-21708	PD Union Dues	465.72
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,913.88
700-21712	Flex Account	818.72
700-21715	Individual Insurance-Afla	320.22
700-21716	Individual Insurance-Afla	606.15
700-21717	Individual Insurance-MB	4.84
700-21719	Individual Insurance-MB	91.76
700-21720	VEBA Contributions	10,520.99
700-21722	HSA Contribution	3,229.23
700-21723	HSA Employee Contribu	382.31
	<b>Grand Total:</b>	<b>1,340,626.58</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	1,340,626.58
<b>Grand Total:</b>	<b>1,340,626.58</b>

8/27/2020  


Steve Nasby  
City Administrator  
City of Windom

Dear Steve, Mayor Dominic Jones and Council,

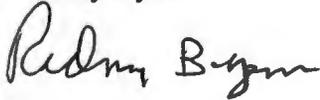
I never dreamed that I would ever again leave Windom. It was a village growing up and as it grew became a city. A City that I would serve as an EMT, Fireman and even police officer. It has been my pleasure to serve my Ward that I grew up in, as a councilmember.

The learning curve is sharp, the commission meetings are long and intense as well as rewarding. I had planned to move, renting our home of 44 years in October however things change. We had an offer on our home and help showed up to move everything we had packed up to a new opportunity for my son and daughter in law. It is proving to be a physical challenge to say the least. This resignation is effective September 1<sup>st</sup>.

Thank you council for the opportunity to work with each of you this past three years, you will have some big decisions to make in the near future. Make them with the best interest of the people in mind, integrity counts.

Best regards,

Rodney Byam

A handwritten signature in cursive script that reads "Rodney Byam".

## RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION FROM  
THE AMERICAN LEGION AUXILIARY  
FOR THE WINDOM FIRE DEPARTMENT**

---

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

**WHEREAS**, the American Legion Auxiliary is a supporter of the City of Windom and the Windom Fire Department; and

**WHEREAS**, the Windom Fire Department has received a donation of \$250.00 from the American Legion Auxiliary to be used towards the purchase of new fire truck.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation of \$250.00 from the American Legion Auxiliary to use towards the purchase of a new fire truck for the Windom Fire Department.

Adopted by the Council this 1st day of September, 2020.

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

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

## RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION FROM  
BARNETT PRO CARE  
FOR THE WINDOM FIRE DEPARTMENT**

---

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

**WHEREAS**, Barnett Pro Care is a supporter of the City of Windom and the Windom Fire Department; and

**WHEREAS**, the Windom Fire Department has received a donation from Barnett Pro Care of a Dewalt tool set with a retail value of \$800.00.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation of a Dewalt tool set valued at \$800.00 from Barnett Pro Care for use by the Windom Fire Department.

Adopted by the Council this 1st day of September, 2020.

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

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

## RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT DONATION  
FROM JOSH AMBROSE  
TO THE WINDOM POLICE DEPARTMENT K-9 UNIT**

---

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

**WHEREAS**, the City of Windom has received a donation of \$20.00 from Josh Ambrose for the Windom Police Department K-9 Unit; and

**WHEREAS**, the donation requires that the donation be used for the K-9 Unit.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council accepts the donation of \$20.00 offered by Josh Ambrose to be used for the K-9 Unit.

Adopted by the Council this 1<sup>st</sup> day of September, 2020.

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

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

# ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** DREW HAGE, DEVELOPMENT DIRECTOR  
**CC MEETING DATE:** SEPTEMBER 1, 2020  
**RE:** WOLF LAKE CONNECTION TRAIL PLAN - PRESENTATION  
**DEPT:** Development Department  
**CONTACT:** Drew Hage, Development Director, at 832-8661 or [drew.hage@windommn.com](mailto:drew.hage@windommn.com)

---

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

Staff recommends that the City Council review and adopt the Wolf Lake Connection Trail Plan.

---

## **Issue Summary/Background**

In June 2019, the City of Windom applied for technical assistance from the National Park Service to lead a trail planning process for a connection trail from the City of Windom to the Wings on the Prairie Discovery Center at Wolf Lake Waterfowl Production Area, a property of the US Fish and Wildlife Service. The Wolf Lake Connection Trail Plan is the product of the planning process.

Planning Process Vision: The Wolf Lake Connection Trail will be an appealing and inviting recreation amenity, an asset for bicycling, walking, running, physical training, teaching & nature observation, while also acting as a key recreation destination that is safe for all ages and family groups.

The Wolf Lake Connection Trail Plan is a summary of possible routes based on a community planning process. The preferred trail route is shown in the map and is the product of a nine-month community engagement process whereby the Windom Community was provided multiple opportunities to provide their input. When surveyed, residents of Windom responded with broad support for a connection trail to Wolf Lake. Important goals for the Wolf Lake Connection Trail:

- The Wolf Lake Connection Trail aims to utilize national, state, and local grant monies for design and construction.
- The Wolf Lake Connection Trail will be a multi-use, accessible, recreation trail that will provide a safe connection to a nearby and ecologically significant asset.
- The Wolf Lake Connection Trail can be expected to provide numerous economic and health benefits to existing and future residents of Windom.
- The Wolf Lake Connection Trail will be an attraction and retention tool for new residents and businesses.

Link to Wolf Lake Connection Trail Plan: <https://windom-mn.com/draft-wolf-lake-trail-plan-public-review/>

## **Fiscal Impact**

None.

## **Attachments**

---

1. Wolf Lake Connection Trail Plan



# Wolf Lake Connection Trail

Preferred Trail Corridors  
July 2020

## Preferred Trail Corridors

- Opportunity A
- Opportunity B
- Opportunity C
- Opportunity D
- Opportunity E

## Landscape Designations

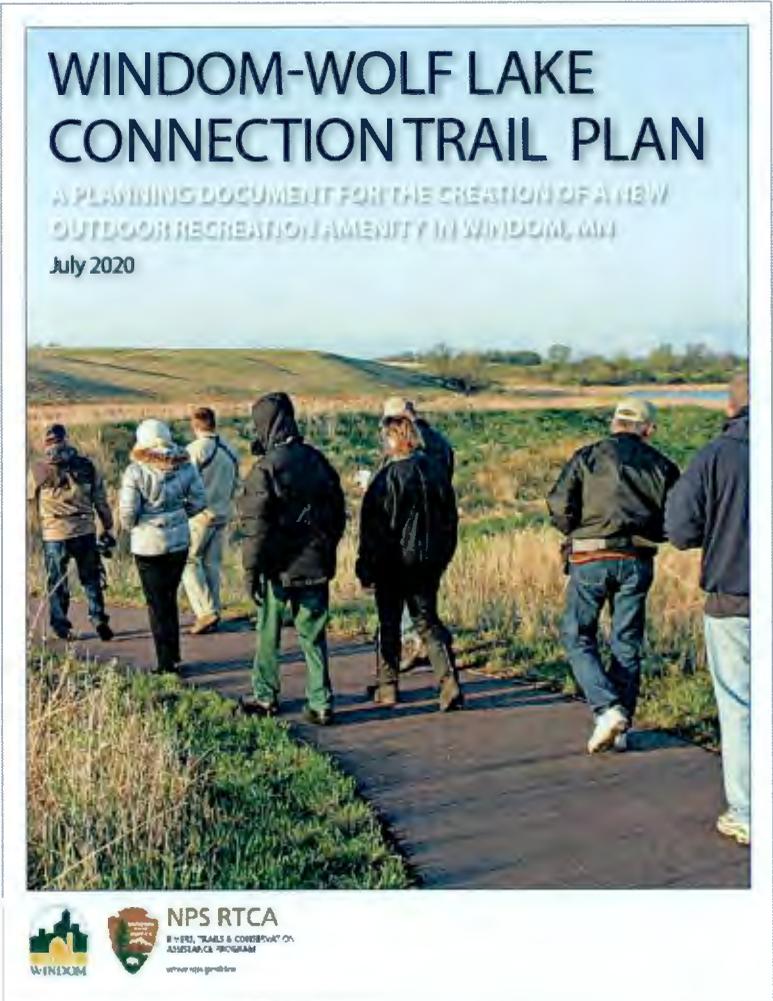
- Water Features
- Lakeview Cemetery
- Windom Parks

- US Fish & Wildlife Service
- MN DNR Property
- MndOT Property



Sources: Esri, HERE, Garmin

# Windom-Wolf Lake Connection Trail Plan Presentation



Windom City Council  
September 1, 2020

## Windom-Wolf Lake Trail Connection Opportunity

The community of Windom seeks a safe, nonvehicular connection to Wolf Lake.

Doing so will:

- 1) Encourage community members to walk and bike to Wolf Lake instead of driving.
- 2) Provide for expanded outdoor play and recreation destinations for the 12-15% of the Windom population who are unable to drive.
- 3) Build community interest in an active lifestyle while promoting outdoor activities.

The Comprehensive Plan outlines a goal to establish a connection trail between the City of Windom and the U.S. Fish & Wildlife Service's (USFWS) Wolf Lake Waterfowl Production Area.

In June 2019, the City of Windom applied for technical assistance from the National Park Service for this project.

## EXECUTIVE SUMMARY

The Wolf Lake Connection Trail Plan is an summary of possible routes based on a community planning process. The preferred trail route is shown in the map and is the product of a nine-month community engagement process whereby the Windom Community was provided multiple opportunities to provide their input. When surveyed, residents of Windom responded with broad support for a connection trail to Wolf Lake. Important goals for the Wolf Lake Connection Trail:

- The Wolf Lake Connection Trail aims to utilize national, state, and local grant monies for design and construction.
- The Wolf Lake Connection Trail will be a multi-use, accessible, recreation trail that will provide a safe connection to a nearby and ecologically significant asset.
- The Wolf Lake Connection Trail can be expected to provide numerous economic and health benefits to existing and future residents of Windom.
- The Wolf Lake Connection Trail will be an attraction and retention tool for new residents and businesses.



A full page spread of this map can be found in the Preferred Route Chapter on page 25.

## Engagement with Community- Trail Preferences Survey

The Trail Preferences Survey was promoted:

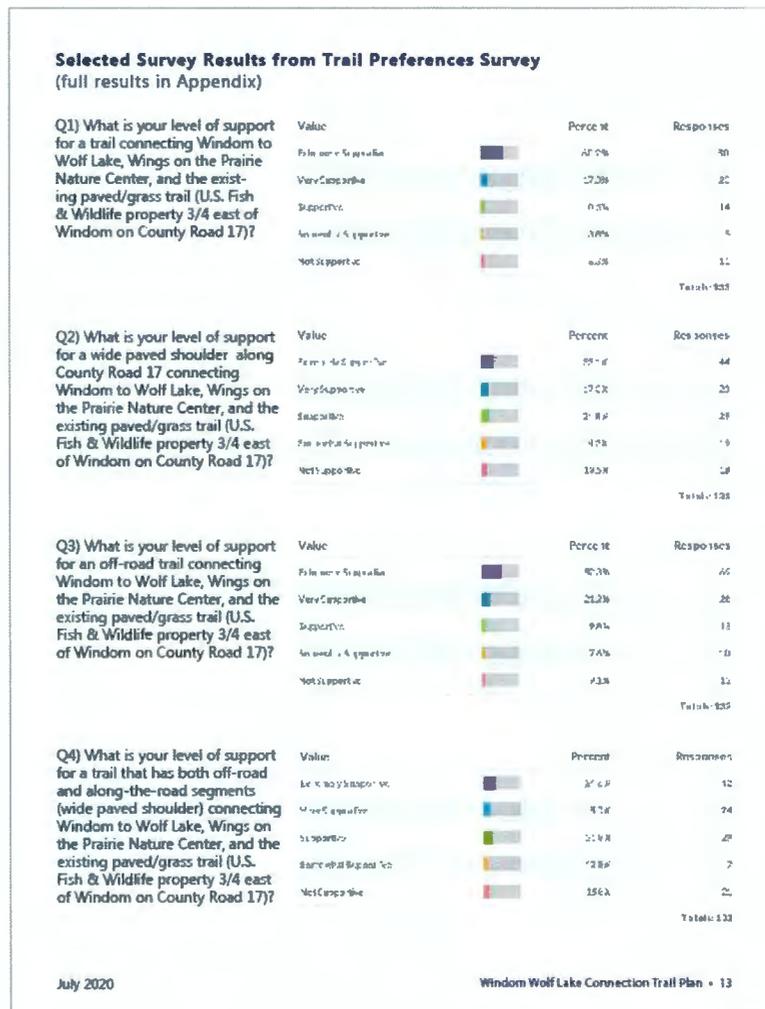
- Within the organizations that Work Committee members represent.
- In the memo section of the Windom Utility Bill mailing.

The survey was designed to:

- Gauge the level of community support for trail types.
- Capture specific sentiments about having a trail using short-answer sentiment questions.

Results:

- 133 respondents indicated broad support for a recreational trail for purposes of walking, running, and bicycling.
- Across all survey questions that asked about levels of support, more than half of respondents provided responses in the “Extremely Supportive” and “Very Supportive” answer categories.



## Engagement with Community- Open House

### Community Input Open House:

- Total visitation for the night was between 40-50 people.
- Background on trail project was shared.
- Survey results to-date were shared with attendees.
- Additional feedback was solicited.
- Two potential trail corridors were shared via map and slideshow of moving along corridor.
- The primary outcome of the open house was the public's creation of a variety of potential trail routes.



Scenes from the January 7, 2020 Community Input Open House.

- and Parks & Recreation Liaison.
  - Lindsey Englar, Windom Area Health Wellness Center Coordinator.
  - Luke Ewald, Des Moines Valley Health & Human Services, Statewide Health Improvement Partnership.
  - Nick Klisch, Cottonwood County Engineer.
  - Phil Nasby, Department of Natural Resources Parks & Trails Area Supervisor.
  - Rod Byam, City Council Representative and Parks & Recreation Liaison.
  - Ron Kuecker, Parks & Recreation Representative.
  - Todd Luke, U.S. Fish & Wildlife Wetland Management District.
- The Work Committee collaboratively planned

and carried out the trail planning and community engagement strategies for the Windom Wolf Lake Connection Trail (Wolf Lake Connection Trail), in partnership with the National Park Service, resulting in this Connection Trail Plan. In the section that follows, a chronological summary of the meetings, public events, and community engagement activities of the Work Committee are described. Meeting minutes and official results from each of the following activities and events can be located in the Appendix.

#### **Kickoff Work Committee Meeting October 28, 2019**

An orientation meeting between all partners was facilitated by the National Park Service.



### Wolf Lake Connection Trail

All Trail Ideas Generated from  
Community-Input Open House  
01-23-2020

#### Open House Proposed Trail Routes

- |   |   |   |    |
|---|---|---|----|
| 1 | 4 | 7 | 10 |
| 2 | 5 | 8 | 11 |
| 3 | 6 | 9 | 12 |

- Wide Paved Shoulder on Road
- DNR RIM Conservation Easements
- DNR Water Features



## **Engagement with Community- Other Opportunities to Engage with Public**

### **Trail Route Preference Survey:**

The public was given the opportunity to respond to the four most viable Wolf Lake Connection Trail route options in a Route Preferences Survey. This online survey was promoted using the Farm and Home Show, City of Windom website & Facebook page, and a mailer sent within Windom utility bills.

### **Farm & Home Show:**

Map of the four preferred trail routes was displayed, paper copies of the online survey link were made available for the public, and work committee members operated a Q&A booth about the project.

### **Question & Answer Form:**

In April, this document was posted to the City of Windom website to provide answers to FAQ.

### **Draft Plan Public Comment Period:**

The draft Wolf Lake Connection Trail Plan was released to the public for comment starting June 10 – July 2. The trail plan was shared on the City of Windom Website and City of Windom Facebook page. A notice of public comment was published in the Windom Citizen.

➤ No comments were received from the public.



### Wolf Lake Connection Trail

All Proposed Trail Routes approved by  
Community Stakeholder Committee  
February 2020

#### Proposed Trail Routes

- 3
- - - 6
- . - 9
- . . 12

- Wide Paved Shoulder on Road
- DNR RIM Conservation Easements
- DNR Water Features



## Managing Safety- Vehicle Concerns & Hunting Conflict

### Trail Use & Vehicle Safety:

- Stated concern among committee members early and consistently in process.
- Stated concern from survey respondents in both surveys.
- Topic of discussion among work committee evaluation of routes throughout process.
- Specific plan language about designing trail to ensure safety by minimizing conflicts with vehicles.

### Hunting Conflict:

April 2020, MN trail use data show that:

- 63% of trail use occurs between 1pm – 6pm.
- Less than 7% of use occurring before 10 am.

Hunting seasons in the Windom region are late fall or spring activities that have little overlap with warm weather season of recreational biking and walking:

- Wild Turkey: April 15 – May 31
- Deer, Firearm Season A: November 7 - 15
- Ducks: Sept. 26 – October 11 & October 17 – December 6
- Pheasant: October 10 – January 3

### Opportunity E (White Corridor): Wolf Lake to County Road 17



The opportunity E trail would travel from the scenic overlook at Wolf Lake, ideally connecting to trail established in the corridor along County Road 17. This trail corridor would be entirely away from roads and the most scenic portion of all the trail opportunities identified within this plan.

\*\*\*The trail Opportunity E corridor does not have the support of an important landowner at the time this plan was created. The Windom Wolf Lake Connection Trail Work Committee has elected to keep this trail opportunity in the plan in the event that landowner sentiment changes. Alternative ways to connect the east end of trail opportunity D to the Wings on the Prairie Visitor Center and nature trails will continue to be explored by the work committee and the City of Windom.\*\*\*

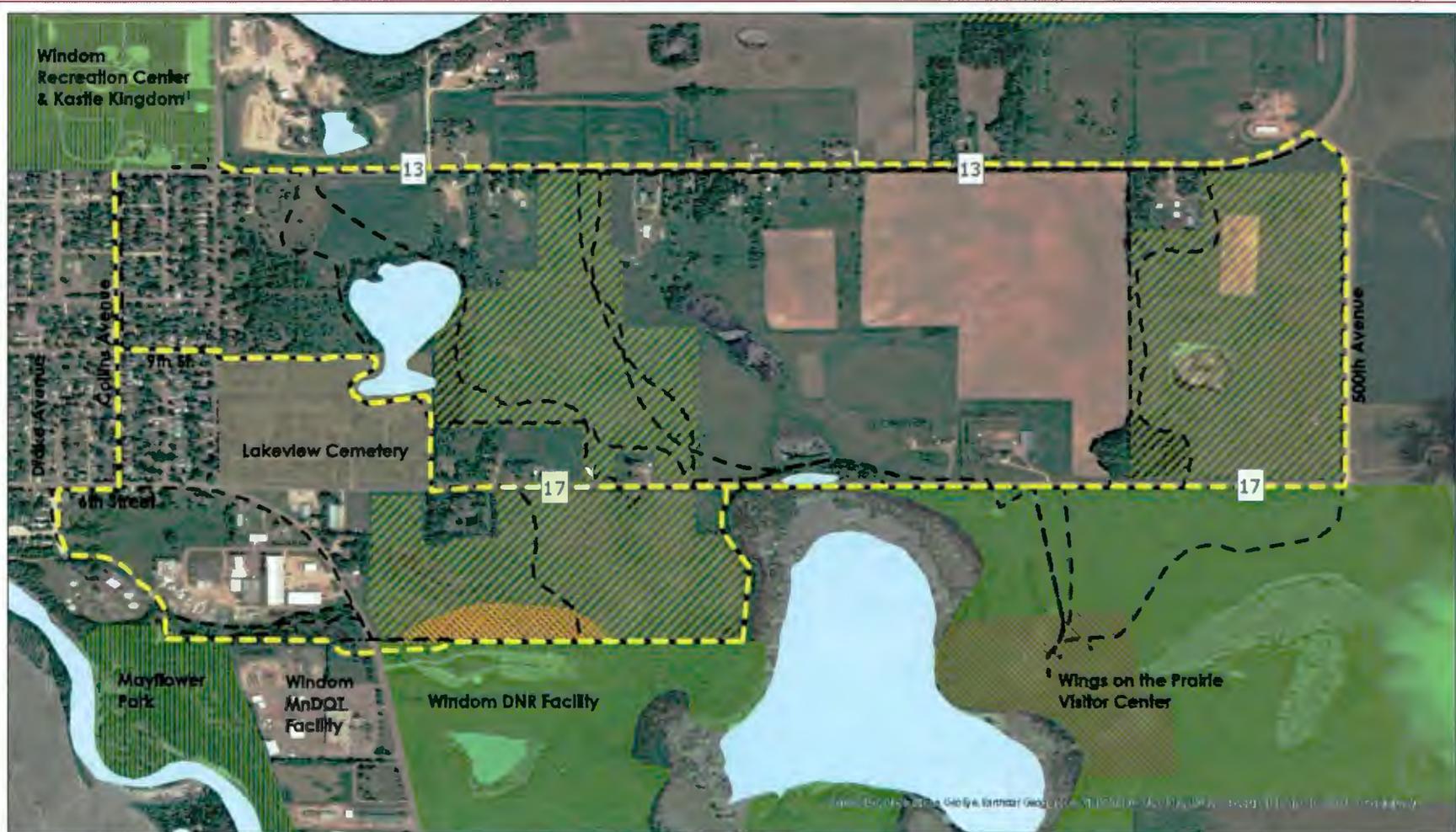
### Safety Resources for Detail Trail Corridor Planning

This plan recommends that all future trail corridor design phases reference official guidance and standards in the design of trails approaching and existing within the right-of-way of county roads and city streets. Doing so will allow for flexibility in these future projects as well as demonstrate to the public good faith in working to achieve safe trail conditions in areas that may be perceived as unsafe.

As an example, consider County Road 17. If the shoulder was widened, an 8' paved shoulder would be sought for Bicycles and pedestrians. According to page 3-10 of the Bicycle Facility Design Manual a 4' to 5' shoulder is considered adequate; so the effort to create pedestrian safe trail conditions on a road shoulder would exceed the recommendations from the Bicycle Facility Design Manual.

### Official Resources and Publications to Guide Planning and Design

- State Aid Rules and Standards: <http://dot.state.mn.us/stateaid/programlibrary/stateaidrules.pdf>
- Bicycle Facility Design Manual: <http://www.dot.state.mn.us/bike/bicycle-facility-design-manual.html>
- Best Practices & Guidance in At-Grade Trail Crossing Treatments: <https://www.lrrb.org/media/reports/201323.pdf>
- Best Practices for Bicycle and Pedestrian Safety: <https://researchprojects.dot.state.mn.us>



## Wolf Lake Connection Trail

Trail Routes and Hunting Conflicts  
June 2020

### Trail Information

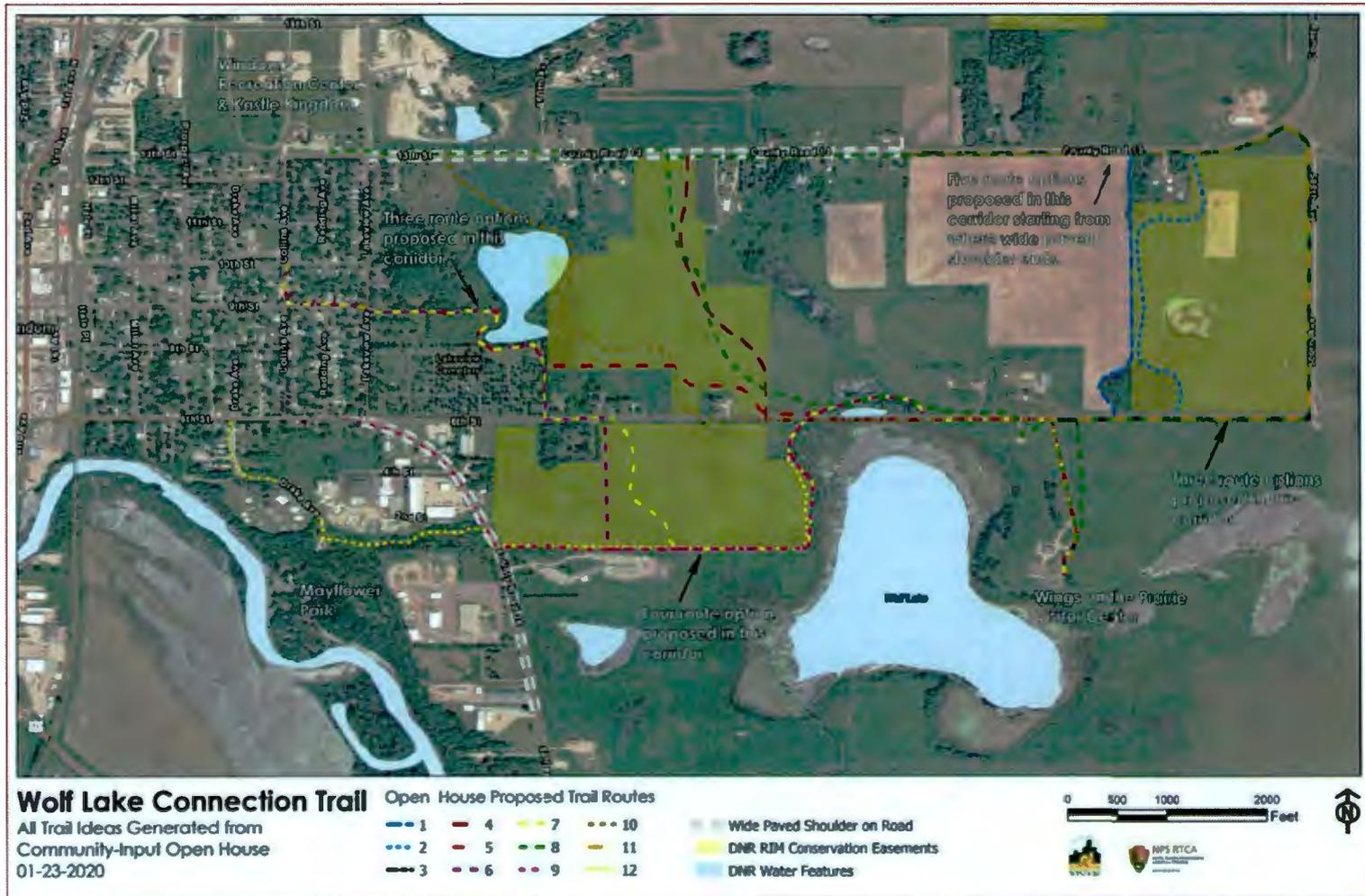
- Preferred Trail Routes
- Discarded Trail Routes
- Water Features

### Hunting Lands

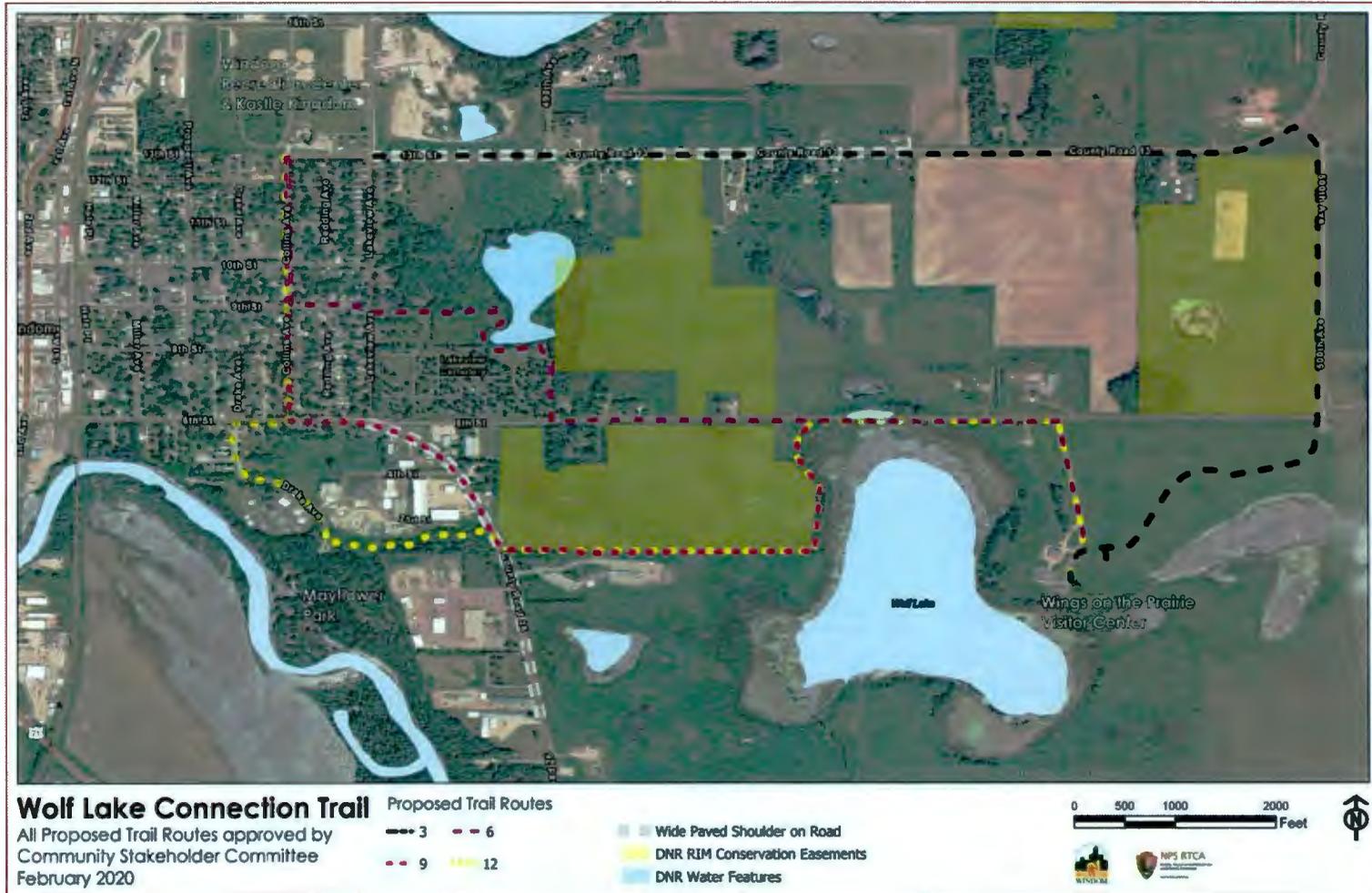
- Public Hunting Land
- USFWS Hunting Restriction
- Minnesota Hunting Regulation Restriction (within 500' of occupied building)
- DNR RIM Conservation Easements (private land)



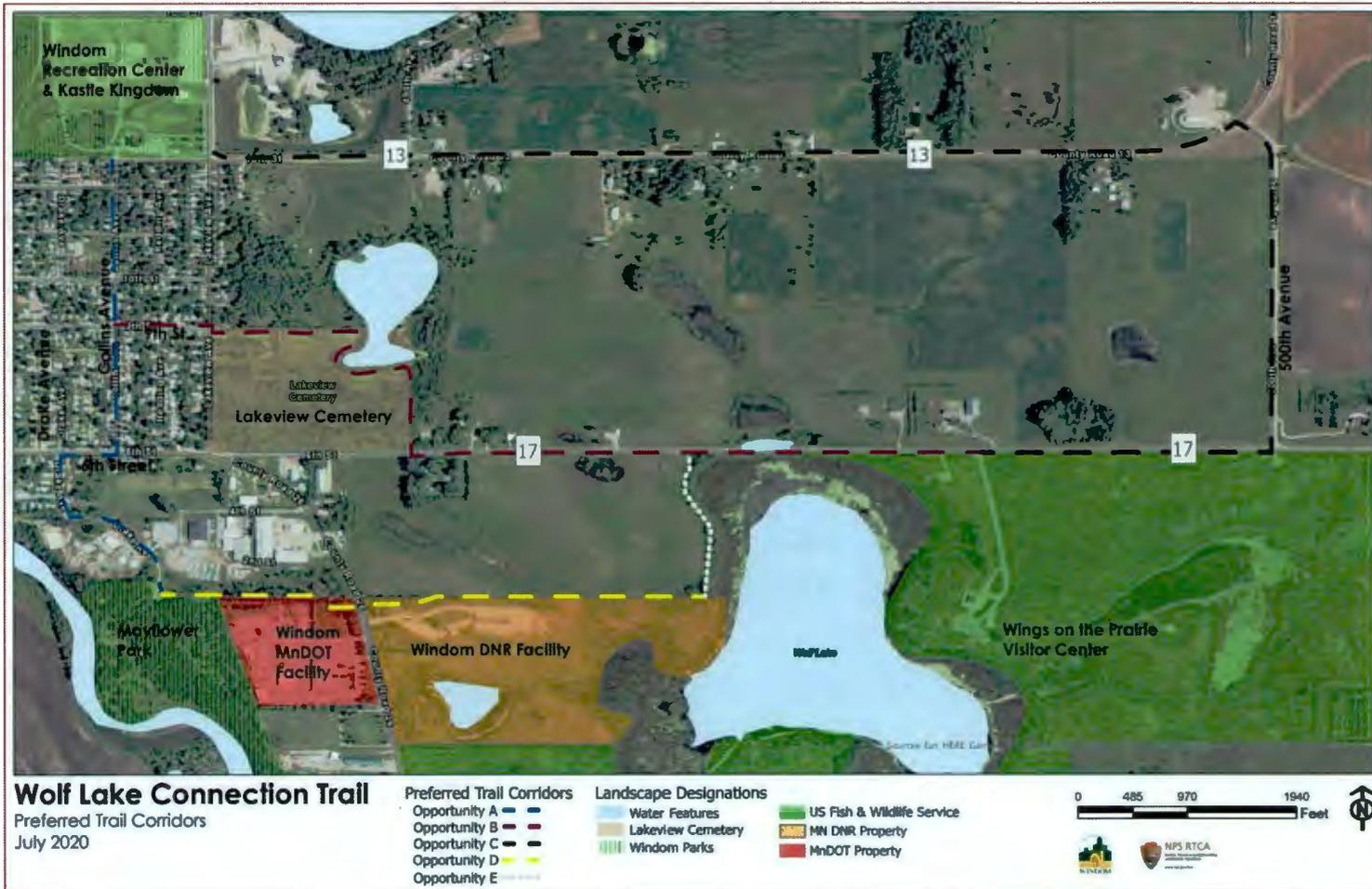
# Trail Corridor Plans- All Trail Opportunities



# Trail Corridor Plans- Top 4 Trail Opportunities



# Trail Corridor Plans- Final Map of Trail Opportunities



## Estimated Construction Costs & Funding Sources

### Construction Cost Estimate Table

Trail Segment Description	New		New Cty Rd 17 Shoulder (ft)
	Trail (ft)	Sidewalk (ft)	New Cty Rd 13 Shoulder (ft)
Trail Opportunity A (Blue Route) Windom Recreation Area to Mayflower Park (1,092 ft of existing sidewalk can be used)	1,057	1,447	-
Trail Opportunity B (Purple Route) Collins Ave & Lakeview Cemetery to Wings on the Praire (553 ft. of existing sidewalk can be used)	2,564	-	-
Trail Opportunity C (Black Route) Windom Recreation Area to Wings on the Prairie Entrance (6,770 ft of existing wide paved shoulder can be used)	2,970	-	1,878
Trail Opportunity D (Yellow Route) Mayflower Park to Wolf Lake	3,524	-	3,630
Trail Opportunity E (White Route) Wolf Lake to County Road 17	1,340	-	-

	Construction Costs: \$	504,027 per mile	\$50/ft per 5' wide	\$220,000/per side/mile Cty Rd 17 \$110,000/per side/mile Cty Rd 13	Phase Construction Costs
Trail Opportunity A (Blue Route) Windom Recreation Area to Mayflower Park	\$	100,901	\$ 72,350	\$ -	\$ 173,251
Trail Opportunity B (Purple Route) Collins Ave & Lakeview Cemetery to Wings on the Praire	\$	244,759	\$ -	\$ -	\$ 244,759
Trail Opportunity C (Black Route) Windom Recreation Area to Wings on the Prairie Entrance	\$	283,515	\$ -	\$ 78,250	\$ 361,765
Trail Opportunity D (Yellow Route) Mayflower Park to Wolf Lake	\$	336,400	\$ -	\$ 145,264	\$ 481,664
Trail Opportunity E (White Route) Wolf Lake to County Road 17	\$	127,916	\$ -	\$ -	\$ 127,916
<b>Total:</b>	<b>\$</b>	<b>1,093,490</b>	<b>\$ 72,350</b>	<b>\$ 279,785</b>	<b>\$ 1,389,354</b>

Wolf Lake Connection Trail construction cost estimates for various surfaces types for the finished trail plan.

## Estimated Construction Costs & Funding Sources

Funding for this project is sought from GRANTS.

- The biggest grants will be from federal and state sources.
- Private grant sources are more numerous, w/ smaller awards.
- Requirements are going to vary by grant.
- Matching funds will need to be on-hand at the time of application for many grants.

In the funding tables:

- A wide variety of public and private grants are described.
- Are organized by funding source, chronologically by application period, and whether the grant supports infrastructure.

## TRAIL FUNDING SOURCES

Funding for the Wolf Lake Connection Trail should come from a broad variety of sources, but the bulk of the monies are sought from grants. The biggest grants will be from federal and state sources, with private grant sources being more numerous, but with smaller awards. Requirements are going to vary by each grant. Some grants will be limited to municipalities or registered 501(c)(3) organizations. For many grants, matching funds will need to be on-hand at the time of application. Funds can come from the City of Windom, in-kind donations, corporate or philanthropic sponsorship, or other forms of fundraising. In the tables shown, a wide variety of public and private grants are described. The tables are organized by funding source, chronologically by application period, and whether the grant supports infrastructure. Applicants usually have 30 days to complete their application. Applications may need letters of support from partner organizations and financial statements to provide evidence of due-diligence or requirements being met. Some data within the tables is missing (indicated with an N/A) and could not be obtained.

### National, State and Public Grants

Grant Source	Infrastructure/ Non-Infrastructure	Trail Elements Eligible for Funding	Amount Available Annually	Grant Min/Max	Matching Funds Requested	Applications Due
<a href="#">People for Bikes Community Grants</a>	Both	Trails, paths, lanes, racks, parking, storage	\$100,000	Up to \$10,000	100%	January & July
<a href="#">DNR Federal Recreational Trail Program</a>	Both	Trailhead, trails, parking, restroom, signs	\$2.4 mil statewide	\$1000 - \$150,000	33%	February
<a href="#">DNR Local Trail Connections</a>	Infrastructure	Trailhead, trails, parking, restroom, signs	Share of \$850K +	\$5000 - \$150,000	33%	March
<a href="#">DNR Regional Trail Grants</a>	Infrastructure	Trailhead, trails, parking, restroom, signs	Share of \$850K +	\$5000 - \$250,000	33%	March
<a href="#">DNR Outdoor Recreation</a>	Both	All elements	Share of \$850K +	\$10,000 - \$250,000	100%	March

## Recommended Next Steps

1. Adoption of trail plan by Windom City Council.
2. Add the cost of the preferred route into the City's Capital Improvement Plan to provide a match for a grant.
3. Identify any of the needed right-of-way along the preferred route.
4. Apply for grants through Minnesota Department of Natural Resources and the Minnesota Department of Transportation. Other grant opportunities will be explored from both traditional public and private sources.



## NEXT STEPS

Plans and actions to take after city council adoption

### CITY OF WINDOM IDENTIFIED STEPS

**1.**

Adoption of trail plan by Windom City Council.

**2.**

Add the cost of the preferred route into the City's Capital Improvement Plan to provide a match for a grant. Within five years of the completion of the Connection Trail Plan, funding will need to be secured for trail construction.

**3.**

Identify any of the needed right-of-way along the preferred route.

**4.**

Apply for grants through Minnesota Department of Natural Resources and the Minnesota Department of Transportation. Other grant opportunities will be explored from both traditional public and private sources.

## Recommended Next Steps

5. Creation of a Wolf Lake Connection Trail Friends Group
6. Develop Seed Funding for Next Steps
7. Issuing an RFP for Preliminary Cost Estimating
8. Evaluate comparable trail usage & plan to count users as part of trail design.

## NPS & WORK COMMITTEE RECOMMENDED STEPS

**5.**

### **Creation of a Wolf Lake Connection Trail Friends Group**

The Windom City Council can make a commitment to stand up a Friends Group and can demonstrate intention in this effort by ensuring that one city council member is part of this new group. Friends groups play an important role in advocating for and ultimately stewarding public outdoor recreation facilities. A Friends Group would be able to utilize the Windom Foundation, a tax-exempt non-profit organization that was set up to provide fund management for non-profits in Windom. Additionally, having a Friends Group may provide more opportunities for accessing a wider variety of funding sources as some grant sources require the applicant to have a non-profit status to be eligible for applying for funds.

The following websites provide good resources about the benefits, costs and action steps of creating a successful friends group:

- 1) <https://www.parksandtrails.org/friends-groups/resources/>
- 2) <https://www.nrpa.org/parks-recreation-magazine/2016/february/friends-groups-people-with-passion-for-parks/>
- 3) <https://www.the-napf.org/single-post/2015/08/08/What-is-an-Optimally-Functioning-Friends-Group-or-Park-Foundation>

**6.**

### **Develop Seed Funding for Next Steps**

Using the finished trail plan, the City of Windom should seek funding from private grants or from a charitable trust. This funding could be used for cost estimates, setting up a friends group, or as leveraged funds for new grant applications where a match is required.

**7.**

### **Issuing an RFP for Preliminary Cost Estimating**

When applying to grants, having some detailed cost estimates will help make the case that the project is close to shovel-ready and ready to use funds. Using seed money acquired from a private source, an estimate for trail construction should be sought and paid for.

**8.**

### **Evaluate comparable trail usage & plan to count users as part of trail design**

Gather data about trail usage from trails in communities similar to Windom and use this information to inform trail design. A conversation with trail stewards in neighboring communities, such as Jackson, that have trails and are measuring their use will likely be easier and provide more useful information than trying to make a forecast of trail use. However, if the City of Windom feels a trail forecast is needed, many methods for estimating use of a future trail exist<sup>23</sup>.

**Q&A**

## ACTION ITEM



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

**TO:** City Council  
**FROM:** John Nelson, Manager, River Bend Liquor  
**DATE:** August 27, 2020  
**RE:** Feasibility and Preliminary Design Services  
**DEPT:** Liquor  
**CONTACT:** John Nelson Email: [John.Nelson@windommn.com](mailto:John.Nelson@windommn.com) Phone: (507) 831-6132

---

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

---

1. The Liquor Committee recommends that the City Council approve hiring TSP, Inc. as the architectural firm for the feasibility study and preliminary design for a potential River Bend Liquor Store project.

### **Issue Summary/Background**

---

On July 7, 2020, the Windom City Council approved advertising a Request for Proposal (RFP) to begin exploring options for expanding the current liquor store or construction of a new liquor store. The Liquor Committee received two (2) proposals; from TSP, Inc from Sioux Falls, SD and Ringdahl Architects, Inc. from Alexandria, MN.

On August 25, 2020, Liquor Committee Members JoAnn Ray and Jenny Quade, along with Liquor Store Manager John Nelson and City Administrator Steve Nasby, interviewed the two firms in regards to qualifications, related experience, approach to identifying needs and method of compensation.

Upon completion of the interviews, the Liquor Committee and staff concurred that TSP, Inc. be the recommended consulting firm. TSP, Inc will complete Phase 1 (Feasibility and Pre-Design) in regards to exploring options and cost on expanding the current liquor store or construction of a new liquor store either on the current location of a second location.

### **Fiscal Impact**

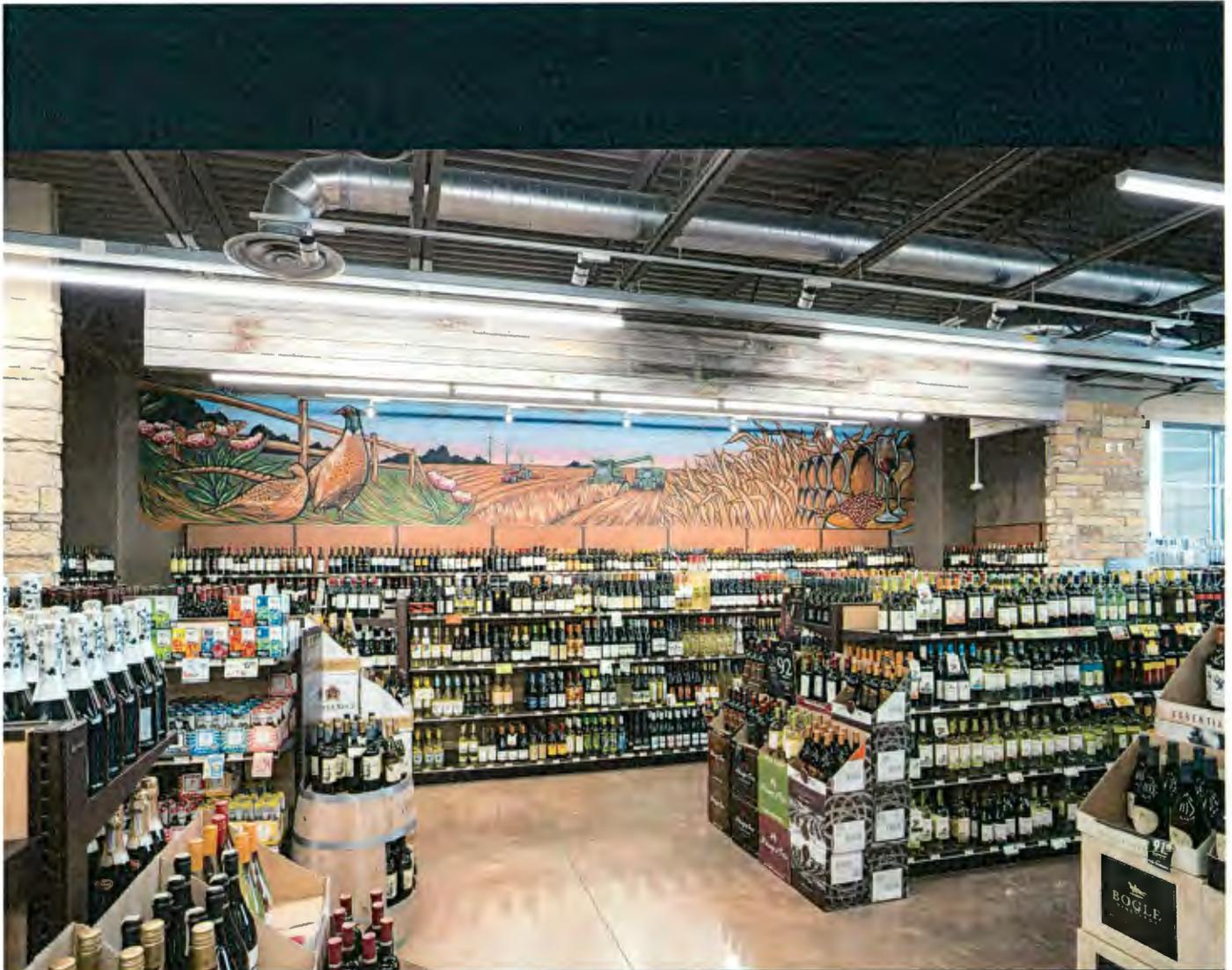
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The cost of Phase 1 is \$10,725.00. The City Council has approved \$10,000 as a Capital budget for Feasibility and Preliminary Design. Expenses will be covered by liquor store revenues in 2020.

### **Attachments**

---

- TSP, Inc. Request for Proposal



# CITY OF WINDOM, MN

River Bend Liquor Store



PROPOSAL FOR FEASIBILITY STUDY

**TSP**

Architecture  
Engineering  
Planning



**Proposal for  
City of Windom River Bend Liquor Store  
Qualifications for Architectural & Engineering Services**

---

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August 3, 2020

1112 N. West Ave.  
Sioux Falls, SD 57104  
(605) 336-1160  
TeamTSP.com

Mr. Steven Nasby, City Administrator  
City of Windom, MN  
444 Ninth Street  
Windom, MN 56101

---

**RE: River Bend Liquor**

Architecture  
Engineering  
Planning

Dear Mr. Nasby and Selection Committee Members,

Last month, a member of the TSP team visited the Worthington Liquor Store on a Saturday morning, shortly after it had opened for the day. She had stopped for the specific purpose of purchasing a bottle of amarula, which can't be found in any Sioux Falls liquor store. As she walked to the door, the first two people she saw leaving both were pushing grocery carts filled with merchandise. The team member was delighted because she knew that was Project Architect Greg Schoer's goal: a well-designed building that attracted customers, made it easy to shop with wide aisles and easily reachable products, and was large enough to offer an extensive variety of beverages.

Tall Grass Liquor in Marshall offers a similar success story, and it is one we are eager to repeat for River Bend Liquors in Windom. Currently, your 47-year-old municipal liquor store follows the typical layouts of the past with narrow aisles and hard-to-reach products. The changes our team will propose with insights from your staff and user groups can make shopping there a much-improved process.

Architect Greg Schoer believes "art in architecture" is key to creating a retail store that attracts customers. A visually stunning exterior not only captures the attention of customers and travelers, but enhances community pride and uplifts the city as a whole. A building's artistic presentation of rhythm, textures, and shade-and-shadow is an unspoken but dramatic statement. An interior that creates a pleasant shopping experience with fluidly functioning spaces and materials, colors, and aromas expands the length of time shoppers explore. Customers with uplifted "spirits" ultimately lead to increased sales.

We have assembled a team that includes our frequent partners at the civil engineering firm of Bolton & Menk. Bolton & Menk team members and TSP have worked together on projects that include Tall Grass Liquor, the Beverage Wholesalers buildings in Marshall and Alexandria, and the Runnings Warehouse and its expansion in Marshall. We work well together, and you will be pleased with the results. Our other consultant, Confluence, is a frequent partner on landscape design on many of our projects.

Let me emphasize that TSP stresses a team approach. We don't come in and tell you what must be done. We work with you together to determine the best solution for your needs. Windom needs a liquor store that is welcoming, attractive, and large enough to meet its customers needs. Coming together as a unified team, we can make that happen.

Sincerely,  
TSP, Inc.

Tim Jensen, PE  
Principal-in-Charge

Greg Schoer, AIA  
Project Manager | Project Architect



# COMMITMENT & INTEGRITY

SINCE 1930

**TSP, Inc.**  
1112 N. West Avenue  
Sioux Falls, SD 57104

**Main Contact**  
Tim Jensen, PE  
Principal-in-Charge  
Cell: (605) 929-7252  
Office: (605) 336-1160 ext. 2422

**Established:** 1930  
**Size of Firm:** 65 team members  
**Office Locations:** Sioux Falls, Rapid City & Watertown, SD; Omaha, NE, and Rochester, MN

## ABOUT TSP

As a company, we're built around a few beliefs that resonate with 65 team members in communities across the Upper Midwest—including your project's core team in our Sioux Falls office. The heart of this philosophy stretches back to 1930 and founder Harold Spitznagel's credo, "Design it like we own it."

We've dedicated ourselves to pursuits that hold the greatest potential for communities: civic projects that uplift our quality of life, education, and healthcare. Focusing on the work we want to do gives us more time to understand each client's vision, study emerging opportunities, and expertly weigh the inherent risks. We find the greatest success when we use our skills and passion to develop the single best

solution that meets a client's needs. Our full-service team ensures that spaces, systems, layouts, finishes, furniture, and technology function as a whole.

TSP's architects, engineers, planners, and interior designers are exceptionally talented people. But client needs come before our own desire for self expression. We believe our clients hold the keys to discover their designs and that we have the knowledge and skill to unlock those ideas. We seek out clients with complex projects that demand design expertise and reliability. These projects require comprehensive, integrated services and fully engaged stakeholders.



## PROXIMITY TO WINDOM

TSP is five minutes from access to Interstate 90 and less than 90 minutes away from Windom. The interior designer on our team works in our Rochester, MN, office. We are familiar with southwest Minnesota and regularly travel through the area. Past regional work has included Worthington Liquor Store, Murray County Health in Slayton, Edgerton Christian School, and Tall Grass Liquor Store and many other projects in Marshall.

## COMPREHENSIVE IN-HOUSE EXPERTISE

TSP offers a complementary set of design, engineering, planning, and specialty services professionals who devote themselves to your success. Our experts in our Sioux Falls office work in concert to help you create an overarching plan and develop design concepts that get the most out of your square footage and what you can do within it—

- Architecture
- Mechanical Engineering
- Electrical Engineering
- Structural Engineering
- Technology & Security Planning
- Cost Estimating
- Interior Design and FF&E Coordination
- Total Project Cost Modeling
- Facility Master Planning
- Site Planning & Design
- Sustainable Design
- Building and Life Safety Code Compliance
- Construction Documents
- Constructability Reviews
- Construction Administration

## WHY CHOOSE TSP?

Architect Greg Schoer feels a connection to Windom based on how frequently he travels through your community back home to southwest Minnesota. He has long admired its distinctive character and says the art and architecture on key structures is phenomenal. We would love to be part of a project that will further shape your appearance and culture. That culture is enhanced by works of art/architecture such as the Cottonwood County Courthouse and the municipal building on Highway 60. Residents can be proud of how your town presents itself to travelers.

We would like to help shape the Windom experience. Our work with Tall Grass Liquor in Marshall and the Worthington Liquor Store shows how a welcoming exterior and customer-friendly interior can make a difference. In Tall Grass' first full year of operations, unaudited sales topped \$4.45 million, compared to \$3.8 million sales for the former store's last year of operation. That represents a 15% increase in sales.

The increased business can be attributed to:

- A more favorable location.
- Convenient vehicle access and parking.
- A larger store with more product selection.
- An improved shopping environment that encourages extended patron visits and multiple purchases.

Our team's focus is on community. We would like to be a part of contributing to the fabric that makes Windom special. At TSP, we are passionate about the process of discovery and finding the true challenge, the real problem. Together, we will figure out the ultimate vision and goals for your project. We are excited about the potential of envisioning a new River Bend Liquor Store with you.





1501 South State Street Suite 100  
Fairmont, MN 56031-4467  
(507) 238-4738

**Real People. Real Solutions.**

Since 1949, Bolton & Menk has provided specialized municipal engineering services to all sizes of communities – from rural townships to large metropolitan cores. We offer more than two generations of community understanding and a wide range of expertise. Over the years, we have learned that every project and every community is unique, and we treat them that way.

As the designated consultant city engineer for more than 175 cities, Bolton & Menk takes care of our communities by providing the highest-quality services and solutions possible. And we will take care of you, from speaking on your behalf to designing your dreams, to finding funding; we deliver our best to the communities we serve.

We believe in the power of face-to-face meetings, friendly conversations, and a collaborative decision-making process to keep your projects on schedule, within budget, and focused on real, workable solutions.

Bolton & Menk has offices in Iowa, North Dakota, North Carolina, and Minnesota, including Baxter, Burnsville, Chaska, Duluth, Fairmont, Golden Valley, Mankato, Maplewood, Minneapolis, Ramsey, Rochester, Sleepy Eye, and Willmar.

**TSP + Bolton & Menk projects include:**

Tall Grass Liquor Store, Marshall, MN

Beverage Wholesalers Distribution Center, Warehouse & Office Facility, Marshall, MN

Beverage Wholesalers Distribution Center, Warehouse & Office Facility, Alexandria, MN

Bolton & Menk office expansion, Rochester, MN

Rice Memorial Hospital, Redwood Falls, MN



524 N. Main Ave. Suite 201  
Sioux Falls, SD 57104  
(605) 339-1205

Confluence is a professional consulting firm comprised of landscape architects and planners. Our firm's work includes a wide range of public, educational, institutional, and private sector projects. Our process is focused on collaboration and interaction with our clients, consultants and the community in which we work. Confluence's staff includes licensed landscape architects and AICP certified planners. Our landscape architects carry licenses in Kansas, Iowa, Missouri, Minnesota, Nebraska, North Dakota, South Dakota, Tennessee, Wisconsin, and Wyoming.

We bring the skills of landscape architecture, land planning and urban design to each project, giving us the tools to merge our client's needs with the environment. Our work is characterized by a philosophy of place-making; creating unique, human connections with every project, its location, and its surrounding environment.

Momentum, energy, and depth: These three words best describe the passion, creativity, experience, and people of Confluence. With over a decade of award winning experience and hundreds of completed projects, Confluence has helped shape the practice of landscape architecture, planning, and

urban design across the Midwest. We believe the values that we share define who we are and serve as the basis for our success. The same core principles set forth with our founding in 1998 continue to guide our growth. We strive to exceed expectations, better our communities, deliver exceptional service, and collaboratively design built environments with a sense of place.

**TSP + Confluence projects include:**

Augustana University, Sioux Falls, SD

- » 2020 Campus Master Plan
- » Froiland Science Complex

South Dakota State University American Indian Student Center, Brookings, SD

Midco Aquatic Center, Sioux Falls, SD

City of Brookings/Brookings School District Bob Shelden Athletic Complex, Brookings, SD

TSP Office Remodel, Sioux Falls, SD



**Licensure** SD, MN, NE, IA

**Education** Bachelor of Science, Electrical Engineering, South Dakota State University

**Office Location** TSP, Sioux Falls

**Contact** (605) 336-1160, ext. 2422  
JensenTT@teamtsp.com

**Years with TSP** 37



As the Principal-in-Charge, Tim has led the design efforts on three large projects, the Brookings Health System Medical Office Building's second-floor fit-up in Brookings, SD, Capital Services' new headquarters in Sioux Falls, and the South Dakota State University American Indian Center in Brookings, which opens this summer. These projects not only have met the clients' programmatic and

budgetary goals but also have created a sense of place. Tim has ultimate responsibility for your overall satisfaction with the TSP team's performance. He will provide leadership and ensure the right resources are assigned to the project. His commitment is evident in every project he serves. Tim joined TSP almost a quarter century ago. In his passion to give back, he has become an active volunteer with multiple groups. Tim takes special pride in adding value through his role as Principal-in-Charge.

#### Selected Experience

- Windom Area Hospital Addition/Renovation including Obstetrics, Laboratory, Radiology, Inpatient Services, and Nursing, Windom, MN
- South Dakota State University, Brookings, SD
  - » American Indian Student Center
  - » President's Home
  - » Alumni Center Addition
  - » Solberg Hall Renovation
- Augustana University 2020 Campus Master Plan, Sioux Falls, SD
- Graco, Inc Expansion, Sioux Falls, SD
- Lockwood Motors Body Shop Renovation, Marshall, MN
- Peace Lutheran Church Conceptual Design, Sioux Falls, SD
- Special Olympics Unify Center, Sioux Falls, SD
- Capital Services' New Building, Sioux Falls, SD
- Western Mall, Sioux Falls, SD
  - » Engineering Study
  - » Generator Replacement
  - » PUC Meter Review
  - » Rooftop HVAC Install
- Foet, Sioux Falls, SD (formerly Broin)
  - » Corporate Headquarters Expansion
  - » Office Building Addition
  - » Lab Renovation
- IBP Office Headquarters, Dakota Dunes, SD
- LodgeNet Entertainment Electrical, Sioux Falls, SD
- Avera McKennan Hospital, Sioux Falls, SD
  - » Prairie Center
  - » Total Power Generation Plant
  - » Women's Center
  - » Emergency Department Addition
- Avera Sacred Heart, Yankton, SD
  - » Surgery Remodel
  - » Northern Lights Addition

## SECTION 3 | ASSIGNED PERSONNEL



### GREG SCHOER, AIA

Project Manager | Project Architect

**Licensure** MN, SD

Master of Architecture, Southern California Institute of Architecture (SCI-Arc)

**Education**

Bachelor of Arts, Art History & Studio Arts, Augsburg University

**Years with TSP** 37

**Office Location** TSP, Sioux Falls | Rapid City

**Contact** (612) 723-8660  
SchoerGA@teamtsp.com



A proud native of southwest Minnesota, Greg is an architect who strongly values client relationships. He applies his connection to the community to all his projects to create visually pleasing and long-lasting design solutions. Greg works to create energizing environments that draw in customers and making shopping **a pleasurable experience—and** that are a source of pride for

the community in general. He is involved in all phases of a building, from planning and conceptual design through design development and construction. His design for Tall Grass Liquor Store in Marshall, MN, won the People's Choice Award at the AIA South Dakota convention.

#### Selected Experience

- City of Northfield Municipal Liquor Store Study & Concepts, Northfield, MN
- City of Worthington Liquor Store, Worthington, MN
- City of Marshall Tall Grass Liquor Store, Marshall, MN
- Brau Brothers Brewing Co. New Space Remodel, Marshall, MN
- Montana State University American Indian Hall, Bozeman, MT
- SDN Communications Building Design, Sioux Falls, SD
- City of Sioux Falls Midco Aquatic Center, Sioux Falls, SD
- North Star Mutual Insurance Company Corporate Office Addition, Cottonwood, MN
- South Dakota State University, Brookings, SD
  - » President's Home
  - » Alumni Center Addition
- Bremer Bank Remodel, Marshall, MN
- Daktronics Plant Addition, Redwood Falls, MN
- Raven Industries Aerostat Building, Minnehaha County, SD
- Mandan, Hidatsa and Arikara Nation Dive Rescue Facility, New Town, ND
- South Dakota School for the Blind & Visually Impaired New School, Aberdeen, SD
- Perham-Dent Public Schools, Perham, MN
  - » New High School
  - » Prairie Wind Middle School Remodel
  - » District-Wide Renovations & Accessibility Improvements
- Little Falls Public Schools Master Planning and District-Wide Additions/Renovations & Accessibility Improvements, Little Falls, MN
- Intermediate District 287 North Education Center, New Hope, MN
- Marshall Public Schools Facilities Assessment, Marshall, MN
- St. John Lutheran School, Redwood Falls, MN



## LORETTA HAUGEN, CID, NCIDQ

Interior Designer



Loretta has provided space planning and finish selections for a wide range of project types to her TSP design teams. Loretta's extensive experience with municipal projects allows her to resolve most any space planning issue quickly and incorporate creative flair through application of furniture and finishes. She was involved in Rochester, MN's Mayo Civic Center arena and auditorium renovation projects. Her keen eye for color and extensive furniture experience is well suited to provide interior services for this project.

**Licensure:** MN Board of AELSGID, National Council for Interior Design Qualifications

**Education:** Bachelor of Fine Arts, Interior Design, University of Wisconsin-Stout

### Selected Experience:

- Montana State University American Indian Hall, Bozeman, MT
- Rochester Public Utilities, Rochester, MN
  - » Public Utilities Customer Service Center Lobby Renovations
  - » Public Utilities Interior Design Consulting
  - » Public Utilities Long-Range Facilities Master Plan Update & Lobby Study
  - » Public Utilities Directors' Offices Main Hallway Carpet Replacement
  - » Public Utilities Customer Service Center Board Room Renovations
- Kandiyohi County, Willmar, MN
  - » Humane Society
  - » Rescue Squad
- Lake City City Hall Addition/Remodel, Lake City, MN
- City of Cannon Falls, MN
  - » New City Hall
  - » Fire Station Addition/Renovation
  - » Government Center Relocation
- Home Federal Savings Bank Operation Center Concept Plan, Rochester, MN
- Kirgis Office Building Interior Services, Rochester, MN



## ALEX WEIERS, PE

Structural Engineer



Alex enjoys the challenges that come with finding the right mix of structural systems that both shape and support client facilities. His responsibilities include load analysis, design of foundation and framing elements, plan production, project specifications, submittal review, and construction observation/inspection. Alex brings a strong background in site design and quantity estimating. He's well-versed in Revit and AutoCAD, which allows him to collaborate fully as part of our cross-disciplinary engineering team.

**Registered:** MN, SD, ND, WY, CO

**Education:** Bachelor of Science, Civil Engineering, South Dakota School of Mines & Technology

### Selected Experience:

- ONEOK Spearfish Field Office, Spearfish, SD
- The First National Bank in Sioux Falls South Louise Agriculture Services Addition/Renovation, Sioux Falls, SD
- Black Hills Corporation Deadwood Avenue Service Center, Rapid City, SD
- **North Star Mutual Insurance Company Corporate Office** Expansion/Renovation, Cottonwood, MN
- Goldcorp, Inc. Wharf Gold Mine, Lead, SD
  - » Carbon Regeneration Facilities Modification
  - » Denitrification Plant
  - » Crusher Plant Compressor Building
  - » Ambulance Garage & Administration Addition
- Runnings Farm & Fleet Stores
  - » **Warehouse/Office Expansion, Marshall, MN**
  - » Elevation Study, Rapid City, SD
- Holiday Inn Express, Sturgis, SD
- Dean Building Historic Renovation (329 Main Street), Rapid City, SD
- 919 Main Street Redevelopment, Rapid City, SD
- Gilded Mountain Development, Deadwood, SD
- Big D Oil Company Gas Station Renovation, Gillette, WY
- Fulda Area Credit Union Addition, Fulda, MN
- City of Rochester Public Works & Transit Operations Center, Rochester, MN
- Marshall-Lyon County New Public Library, Marshall, MN



**KIRBY QUAMEN, PE**  
Mechanical Engineer



Kirby brings to your project 19 years of experience working with healthcare, education, civic, commercial, and military clients. His broad background exposes him to a variety of building styles and systems. This enables him to apply best practices from multiple resources

and deliver consistently efficient, high-performance designs.

**Registered:** MN, IA, SD

**Education:** Bachelor of Science, Mechanical Engineering, South Dakota State University

**Selected Experience:**

- City of Marshall Tall Grass Liquor Store, Marshall, MN
- City of Worthington Liquor Store, Worthington, MN
- City of Rochester, MN
  - » Bus Garage Phase 6
  - » Rochester Recreation Center Addition/Renovation & 125 LIVE Center for Active Adults
- Raven Industries Engineered Films Building, Sioux Falls, SD
- TSP, Inc. Office Relocation, Excelsior, MN
- First Dakota National Bank South Branch, Sioux Falls, SD
- Butterfly House & Aquarium Addition & Remodeling, Sioux Falls, SD
- The First National Bank in Sioux Falls, Sioux Falls, SD
  - » Louise Branch Agriculture Services Addition/Renovation
  - » Arrowhead Branch
- Beverage Wholesalers New Warehouse & Office Facility, Alexandria, MN
- South Dakota Department of Transportation
  - » Wilmot Rest Area, Wilmot, SD
  - » Valley Springs Rest Area, Valley Springs, SD
- Special Olympics of South Dakota Unify Center, Sioux Falls, SD



**CARLY NORD, PE, LEED GA**  
Electrical Engineer



Carly focuses on projects that highlight her strong interest in a wide variety of indoor and outdoor lighting designs, including specialty features. The LEED strategies she's incorporated in all her projects has have created more energy-efficient buildings. Carly makes

communication between team members and Owners an essential part of her approach to deliver the best building for their needs, particularly with her experience in healthcare projects. When Carly designs a system with lighting controls, she ensures the Owner's needs and technical ability along with the budget are considered first. She understands there is no "one size fits all" solution.

**Registered:** SD

**Education:** Bachelor of Science, Electrical Engineering, South Dakota State University

**Selected Experience:**

- City of Marshall Tallgrass Liquor Store, Marshall, MN
- City of Worthington Liquor Store, Worthington, MN
- Concrete Materials/Sweetman Construction Corporate Headquarters, Sioux Falls, SD
- First Dakota National Bank
  - » South Branch, Sioux Falls, SD
  - » Vermillion Branch, Vermillion, SD
- Runnings Warehouse and Office Expansion, Marshall, MN
- Graco, Inc. Expansion, Sioux Falls, SD
- Bell, Inc. Algonquin Warehouse Expansion, Sioux Falls, SD
- Devil's Tower Golf Club Clubhouse Renovation, Hulett, WY
- Black Hills Corporation Deadwood Avenue Service Center, Rapid City, SD
- South Dakota Office of the State Engineer
  - » Rest Area Addition & Remodel, Wilmot, SD
  - » Rest Area and Port of Entry, Valley Springs, SD
- City of Sioux Falls, Sioux Falls, SD
- Rochester Public Library Cooling System, Rochester, MN
- South Dakota State University, Brookings, SD
  - » American Indian Student Center
  - » SDSU Foundation Alumni Center
  - » SDSU Foundation President's House
  - » Wecota Annex Renovation Planning & Design



## TRAVIS WINTER, PE

Civil Engineer



Travis began his career in civil engineering in 2004 and currently serves as a principal engineer. He enjoys working with clients to learn about their infrastructure needs and help them find solutions and funding. His range of experience includes planning, design,

bidding, and construction administration of municipal projects—from street improvements to water system supply and wastewater collection and treatment to site grading and erosion control to park, trail, and recreation facilities.

**Registered:** MN, SD, IA

**Education:** Bachelor of Science, Civil Engineering, North Dakota State University

### Selected Experience:

- City of Windom, Windom, MN
  - » 2016 Sanitary Sewer Rehabilitation
  - » Emergency Services Building
  - » 2019 Waste Water Treatment Facility Improvement
- Windom Housing & Redevelopment Authority, Windom, MN
  - » Riverview Apartments
  - » Hillside Manor Apartments
- City of Wells, Wells, MN
  - » Liquor Store Building Rehabilitation
  - » 2017 Business Park Development, TED Project
  - » 2016 Safe Routes to School Infrastructure
  - » 2014 Street Improvements
  - » 2nd Avenue NE Sewer and Water Improvements
  - » CSAH 62 Improvements
  - » Airport Apron Resurfacing
  - » 5-Year Capital Improvement Plan
  - » 2012 Street Improvements
  - » South Industrial Park Improvements
- City of Pipestone, MN
  - » TH 30 Street & Utility Improvements (SP 5903-24)
  - » Robson Building Demolition
  - » Airport Runway Mill & Overlay
  - » 5th Avenue SW Street & Utility Improvements
  - » Water Treatment Plant
- City of Worthington North Industrial Park Improvements, Worthington, MN
- City of Luverne Comprehensive Plan Update, Luverne, MN



## CHAD KUCKER, AIA, PLA, CID, LEED AP

Landscape Architect



Chad is involved in a wide variety of projects including irrigation and recreation design and site planning and development. No matter what the challenge, he finds a way to see through the details and make a project shine.

Chad has 22 years of experience with the last 15 at Confluence in Sioux Falls.

**Registered:** SD, IA

**Education:** Bachelor of Landscape Architecture, South Dakota State University

### Selected Experience:

- Take 16 Brewing Company Taproom and Parking Plaza, Luverne, MN
- Butterfly House & Aquarium Expansion, Sioux Falls, SD\*
- Four Corners - Highway 75 & Main Street, Luverne, MN
- Hawkinson Park, Luverne, MN
- Campground Planning, Luverne, MN
- Island Park Planning, Rock Rapids, IA
- Bike Trail Amenity Planning, Luverne, MN
- Rotary Centennial Plaza, Sioux Falls, SD
- Harrisburg City Hall Master Plan, Harrisburg, SD
- Rail Yard Flats, Sioux Falls, SD
- Sioux Steel Redevelopment, Sioux Falls, SD
- Arc of Dreams, Sioux Falls, SD
- East Main Street Planning, Luverne, MN
- Historic 8th Street Bridge Renovation & Greenway Improvements, Sioux Falls, SD
- Main Avenue Streetscape Design (8th to 11th Streets), Sioux Falls, SD
- Hawkinson Park, Luverne, MN
- Kirby Dog Park at Ford Sod, Sioux Falls, SD
- Softball Complex, Aberdeen, SD
- Aberdeen Trail Planning, Aberdeen, SD
- Cherry Rock Park Little League Field Renovation, Sioux Falls, SD
- Tea Athletic Complex Master Plan and Implementation (Phases I, II, and III), Tea, SD
- Veterans Memorial Park, Sioux Falls, SD

**TSP** **CHRIS KENOW**  
Design Technician



Chris brings to this project a background that encompasses both design and the knowledge gained during years of customer service in the restaurant and bar industry. That gives him an insight that allows him to design spaces that are visually appealing and user

friendly. Chris' design skills allow the Owner to revisualize an existing building or take the Owner's vision to create something completely new. During his interaction with the client, his intuition and art can turn a vision into a reality. Using Sketchup and hand sketching, along with Enscapes and Lumion to render photo-realistic imagery, Chris creates designs that will captivate and inspire you.

**Education:** Bachelor of Design in Architecture, University of Minnesota

**Selected Experience:**

- City of Northfield Municipal Liquor Store Study & Concepts, Northfield, MN
- Bolton & Menk Office Expansion, Rochester, MN
- MACCRAY School District New Schools, Clara City, MN
- City of Rochester, Rochester, MN
  - » City Hall Programming
  - » Bus Garage Phase 6
- Blackstone Business Improvement District, Omaha, NE
- Greenslate Development Deck Addition, Omaha, NE
- Diamond Club New Concessions Building, Stewartville, MN

**TSP** **SCOTT LARDY**  
Construction-Cost Estimator



Scott has extensive experience providing cost estimating for new construction and renovation projects. He is exceptionally qualified to provide construction cost services nationwide, with concentrated expertise in the Midwest. His experience encompasses construction cost

estimating, including cost projections, value engineering, constructability reviews, and material, labor, and equipment evaluations. He offers alternative products and procedures while advising on economic factors affecting these choices. Scott is responsible for developing the estimates and/or working with the Owner's contractor or other representatives to complete these forecasted budgets.

**Education:** Associate of Applied Science, Architectural Drafting & Estimating, North Dakota School of Science

**Selected Experience:**

- City of Marshall Tall Grass Liquor Store, Marshall, MN
- City of Northfield Municipal Liquor Store Study & Concepts, Northfield, MN
- City of Worthington Liquor Store, Worthington, MN
- Washakie County Repurpose/Renovation to Create New Library, Worland, WY
- Bryant City Hall/Community Center, Bryant, SD
- City of Dundas New City Hall, Dundas, MN
- Crisis Prevention & Response Center Addition/Renovation, Worland, WY
- City of Rapid City CAC (City Administration Center) Space Study & Multiphase Remodel, Rapid City, SD
- Minnehaha County Public Safety Building Re-Roof, Sioux Falls, SD
- Special Olympics of South Dakota Unify Center, Sioux Falls, SD
- City of Sioux Falls, SD
  - » Fire Rescue Station 12
  - » Fire Rescue Station 4 Remodel
  - » Fire Rescue Station 9 Remodel
  - » Fire Rescue Station 4 and Station 9 Siding Replacement
  - » City Hall Phased Improvements (2nd-floor lobby and offices)
  - » Police Department Space-Needs Assessment (8 hours)
  - » City Hall Window Replacement

# ORGANIZATION CHART



**TIM JENSEN**  
PRINCIPAL-IN-CHARGE  
TSP

**GREG SCHOER**  
PROJECT MANAGER | PROJECT ARCHITECT  
TSP

## ARCHITECTURE & INTERIORS

**CHRIS KENOW**  
DESIGN TECHNICIAN  
TSP

**LORETTA HAUGEN**  
INTERIOR DESIGNER  
TSP

## ENGINEERING

**ALEX WEIERS**  
STRUCTURAL ENGINEER  
TSP

**KIRBY QUAMEN**  
MECHANICAL ENGINEER  
TSP

**CARLY NORD**  
ELECTRICAL ENGINEER  
TSP

**TRAVIS WINTER**  
CIVIL ENGINEER  
BOLTON & MENK

## SUPPORT

**SCOTT LARDY**  
COST ESTIMATOR  
TSP

**CHAD KUCKER**  
LANDSCAPE ARCHITECT  
CONFLUENCE

## STATEMENT OF COMMITMENT

TSP's design team for this project is experienced and accessible. We will strive to bring you the highest value and the best flexibility. We know you need reliable, complete information to make decisions on the design direction and details for River Bend Liquor Store. Availability is partly about

proximity. But it also is about setting priorities, allocating resources, and delivering on our promises. We've selected your team based on necessary skills and experience as well as current workloads.

**TSP** **TALL GRASS LIQUOR**  
CITY OF MARSHALL



Marshall's municipal liquor store long had surpassed the retail-space-to-sales threshold and was severely undersized relative to the community's growth. The City looked to TSP for planning and design services. Our team engaged project stakeholders in conceptual sessions to gain a feel for the strong new brand identity the City envisioned.

The new store, Tall Grass Liquor, reflects the area's landscape and character. With a location among major retailers, the store is positioned for an increase in traffic and sales volume to match its much larger footprint.

By design, more than half of the building is retail/display space, with a walk-in cooler that's larger than the store's total warehouse area. Inventory moves quickly from loading dock to sales floor—eliminating the lags that inevitably hit products when they're relegated to unseen storage spaces.

The new cooler features 34 doors, 13 more than before. It allows for deliveries by semi-truck trailer and accommodates 62 parking spaces, compared to 28 at the previous store.

TSP's designers worked closely with the City to help build areas for art into the plan. The City organized local and regional artisans to add art and homegrown craft for customers to experience throughout the building. Reclaimed wood figures prominently inside and out, as does natural-colored stone. Local artists created a metal-framed tasting bar with telescoping counters, and the exterior's metal



frames hold in place expansive glass panels. Additional murals depicting grassland and prairie scenes adorn spaces above beverage shelves. Hand-welded metal signs hung from wood soffits complement the rough-hewn metal icons that mark the restroom doors. The project earned the 2018 People's Choice Award from AIA South Dakota.

- Size** | 11,576 sf
- 5,622 sf Display/Retail
  - 1,640 sf Cooler
  - 1,499 sf Warehouse
  - 432 sf Office

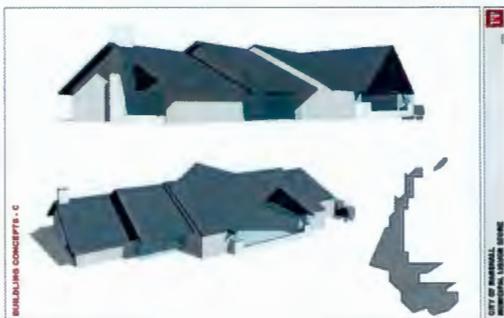
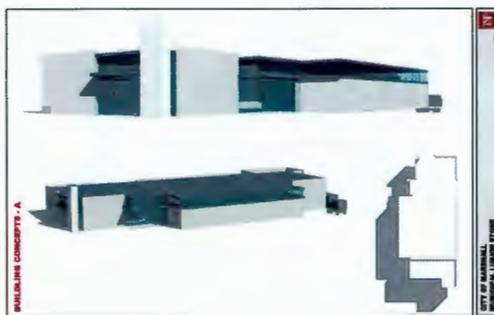
**Construction Cost** | \$1,839,518

**Completed** | November 2015

## SITE CONCEPTS FOR TALL GRASS LIQUOR



## BUILDING CONCEPTS FOR TALL GRASS LIQUOR





**TSP** **WORTHINGTON LIQUOR STORE**  
**CITY OF WORTHINGTON, MN**

Worthington's municipal liquor store had aged and was undersized to support any sales growth. City officials decided a new retail-store space was essential. Inspired by results in Marshall, where a new TSP-designed liquor store led to a 15% increase in sales, City of Worthington officials chose our team to co-create their new facility as well.

TSP began by helping the Owner evaluate several different sites and select the optimal parcel. The chosen site is located on the city's main shopping thoroughfare, where a former Dollar General store stood. Collaborating with the Owner and stakeholders, TSP developed a plan to redevelop the existing building inside and out—plus create small additions to the front and back.

The new front façade features three large windows, with 30 feet of glass. Shoppers and staff alike benefit from an abundance of natural light in the retail area. The rear addition expands the available warehouse space and provides accessibility for deliveries via a receiving area. Our

work gutted the existing interior, even replacing the concrete floor slab. The new floor adds to the modern industrial vibe that starts with the exterior's architectural metal panels overlaying knotty cedar.

Extra-wide aisles allow plenty of room for carts, and shelving is purposely low so customers easily can spot the items they're looking for. In fact, the units along the perimeter are retail floor's only full-height shelving. Warehouse space is limited, allocating more room to display products on the sales floor. Two large reach-in cooler areas and a walk-in "beer cave" offer seamless stop-and-go shopping.

The design's general purpose is to have as much product on display as possible rather than hidden in storage and out of sight. That will increase customer awareness and sales. The retail space's interior was designed with an industrial feel but also includes a number of wood materials and a earth-tone color palette, which brings natural warmth to the new space.

**Construction Cost |**  
\$1,100,000

**Size | 11,300 sf**  
• 2,300 sf additions  
• 9,000 sf renovation

**Completed | July 2018**

### SITE CONCEPTS FOR WORTHINGTON LIQUOR



### BUILDING CONCEPTS FOR WORTHINGTON LIQUOR



**TSP** **NORTHFIELD LIQUOR STORE FEASIBILITY STUDY**  
CITY OF NORTHFIELD, MN

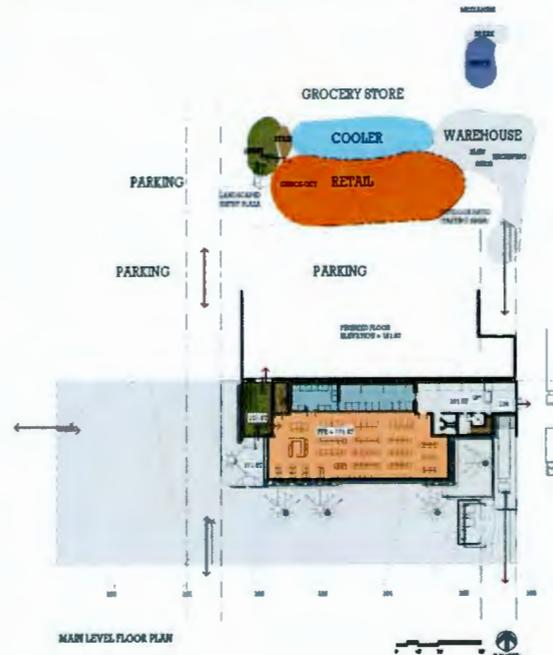


After more than 70 years in the same downtown location, It's time for a change at the Northfield Liquor Store. When it opened in 1948, two historic buildings were joined to create a combined floor area of about 4,200 sf. For years, its downtown location served the community well.

Times change, however. Knowing that the current location is cramped and does not offer full accessibility, in 2017 city officials asked TSP to conduct a feasibility study for several possible sites that would allow the liquor store to expand. One site would put the liquor store along the highway while the other two would have placed it next to a grocery store. One proposal kept the buildings separate, the other connected them. TSP's feasibility study included traffic impact, parking options, and costs for each location.

Eighteen months later, city officials asked TSP to conduct a new feasibility study, this one exploring the option of remodeling the existing building since keeping the liquor store downtown is a priority. Smaller liquor stores are open within 20 minutes of Northfield, but the municipal liquor

**OPTION 1 - ECONO FOODS SITE**



store serves a unique clientele. The completed study offered Northfield officials three options to expand the current facility. Completed in April 2020, the study included general floor-plan layouts and preliminary cost estimates.

Changes proposed to the current store would make it more user-friendly, separating shelving units that are too close together and bringing them lower for better customer access. The sales floor would be expanded. Restrooms would be renovated to be ADA compliant, and a chairlift installed to surmount a three-foot barricade between stores. Store workers currently must store all products in a basement, climbing steep stairs between floors. An elevator would solve that issue. Downtown buildings in Northfield must be two stories. A second floor on the current structure could be used for offices or living spaces.

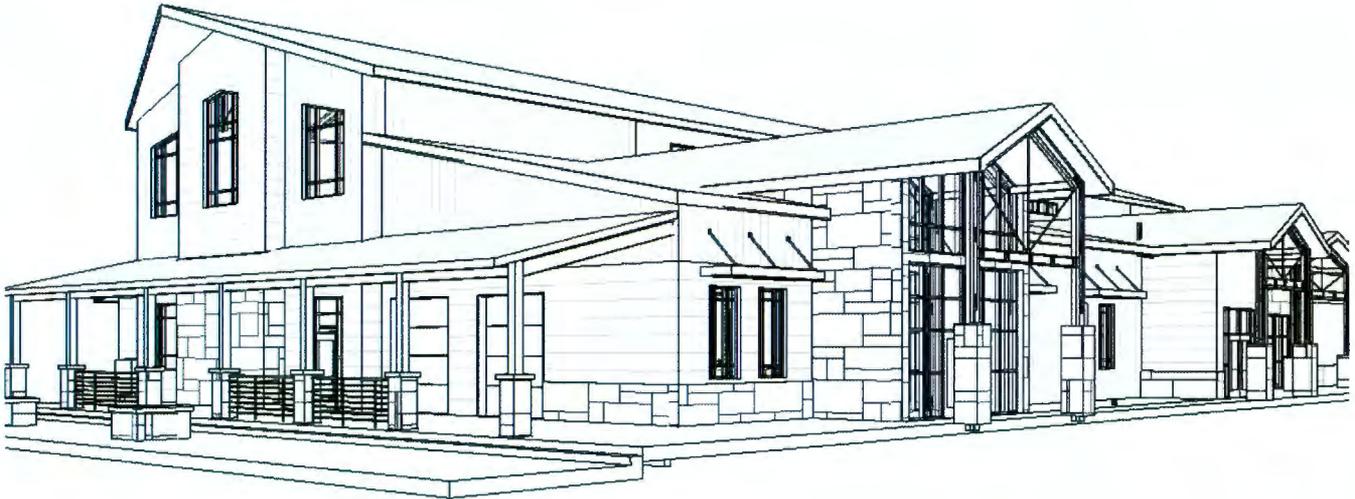
The feasibility study offered a full range of cost estimates for the different options. The Northfield City Council currently is considering the most recent options and determining whether it wants to conduct a third study of alternate sites.

## TSP STURGIS BREWING COMPANY STURGIS, SD

Size | 17,500 sf

Expected Completion | 2021

Constructed Cost | Private  
at client's request



Faced with an increasing demand for their craft beer, two businessmen turned to TSP when they decided to rebrand and expand their facility. The Sturgis Brewing Company's 71,000 sf property will include a 17,500 sf brewery, warehouse, tap room, restaurant, kitchen, and gift shop. The large central bar will feature a window where patrons can view the fermenting tanks.

Glass garage doors take advantage of the scenic Northern Black Hills, bringing in views of the nearby creek and woodland. An exterior fire pit and seating will draw diners outdoors, while the interior industrial-railroad design will make customers comfortable indoors. Corrugated and CorTen steel, clear varnished maple woods, and a poured concrete bar top will give the brewery a vintage feel. Adjacent to the restaurant and tap room is an 850 sf merchandise area for sale of Sturgis Brewing Company products and clothing. It will serve as an additional revenue source, especially during the annual motorcycle rally that takes place in Sturgis.

The vaulted, exposed decorative structure ceiling runs the building's length for two reasons. It creates the feeling of a train depot, a testament to early settlers, and allows for clearance on the 23-foot fermenting and brite tanks in the backhouse brewery space.

Nearly 5,000 sf of brewing space allows for a four-vessel steam and chilled water brewhouse, increasing production capacity to 200 times the current amount. Eight fermenters

and four brite tanks will be installed as the brewery hits its production stride. An industrial-sized air compressor plant provides the compressed air required for the controls and user needs throughout the brewery. Shell and tube heat exchangers tie together the HVAC, domestic water heating, and brewery loads served by the large steam boiler and air-cooled chiller. This lowers the overall operational and utility costs and minimizes service needs. A corner of the brewery was carved out for relocation of existing brewing equipment to create small-batch specialty beers. Floor-to-ceiling windows showcase the brewing equipment to the public.

A 1,700 sf distribution space and 1,400 sf walk-in cooler are adjacent to the brewery. Cooler supports were specifically engineered to eliminate columns taking up expensive real estate. Revenue-producing kegs now can occupy that space. The walk-in cooler is accessible from the rear to the kitchen cooler and freezer. That allows easy offloading from deliveries and permits using the brewing process' spent grains in the kitchen to make pretzels, a local favorite. The distribution area's layout allows for ample storage of the increased production along with an efficient flow of empty can/keg delivery on one side. Filled can/keg loading minimizes bottlenecks and forklift traffic on the other side.

HVAC equipment centrally located on the second-floor mezzanine allows full usage of all sides: dining and entertaining to the east, curb appeal to the north, grain deliveries and brewery production to the west, and product loading/unloading to the south.

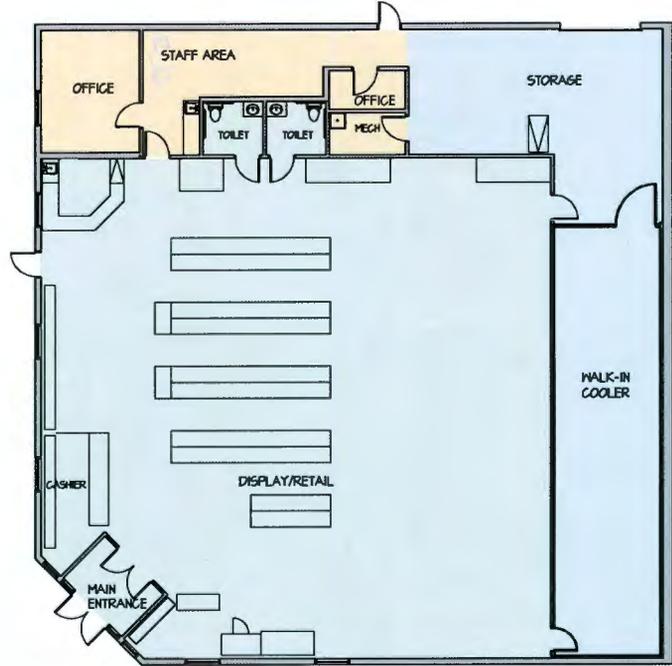
**TSP** **STURGIS LIQUOR**  
CITY OF STURGIS, SD

The City of Sturgis needed a new liquor store to better handle the increased volume of business. Our team worked with City and project stakeholders to develop concept and design solutions that worked best for the project goals. A new building was selected as the best solution, so the project also included site development and a parking lot near the center of Sturgis. TSP provided all the Architectural and Engineering services to complete the project.

- Size** | 6,300 sf
- 3,924 sf Display/retail area
  - 732 sf Cooler area
  - 612 sf Storage
  - 540 sf Office space

**Construction Cost** | \$660,000

**Completion** | May 2010



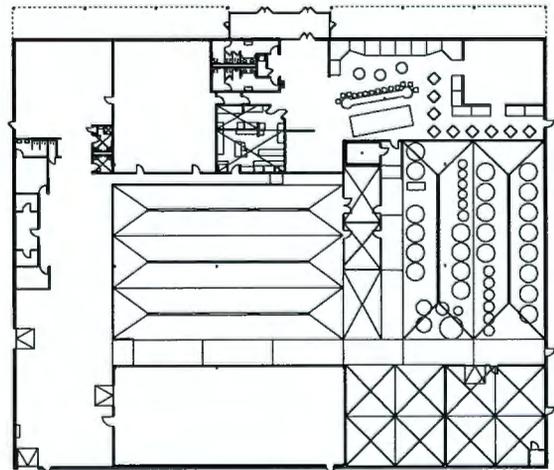
STURGIS LIQUOR - STURGIS, SOUTH DAKOTA

**TSP** **BRAU BROTHERS BREWING COMPANY**  
MARSHALL, MN

Brau Brothers Brewing Company had expanded, and its goal was to create a place where its customers could enjoy themselves in a relaxing atmosphere—with a fire truck nearby. They wanted a place where they could get to know their customers, and their customers could get to know them.

Brau Brothers converted an old retail shopping center into a brewery and a restaurant. The renovations included the creation of the following production spaces: brew lab, coolers, barrel room, warehousing, bottling station, distribution and receiving, and offices. The restaurant portion includes a full-service kitchen, bar, dining area, and musical performance space.

The restaurant was designed to allow visitors and customers to both see and smell the brewery beyond. Large expanses of glazed windows allows diners to see the glimmering copper and stainless steel tanks in the brew house and watch the complete brew process. Partial height walls between the brew house and restaurant were designed to allow the brew's aroma to filter through to the customers.



- Size** | 34,900 sf
- 28,800 sf Brewery
  - 6,100 sf Restaurant

**Construction Cost** | \$600,000

**Completed** | November 2013



Interested in a strong and new brand identity, the City of Marshall, MN, worked with the design team to incorporate a prairie theme into its new facility and enhance the shopping experience for customers.

The ingredients: native landscaping, reclaimed wood fencing, Southwestern Minnesota natural stone, polished concrete, exposed stainless steel ductwork, industrial-type lighting, large colorful artwork, and plenty of natural light.

The result: a new liquor store, named Tall Grass Liquor!



AIA SOUTH DAKOTA

AIA

People's Choice Award

SPECIAL AWARD

The AIA South Dakota Chapter of the American Institute of Architects presents this Certificate of Award to:

TSP  
Sioux Falls, South Dakota

Project:  
Tall Grass Liquor  
Marshall, Minnesota

Client:  
City of Marshall  
Marshall, Minnesota

September 16, 2016

*Carol Howell*  
President



# ON TIME & ON BUDGET

As a multidisciplinary firm, TSP offers a complementary set of design, engineering, and specialty services experts who devote themselves to your project's success. Through our daily work, we've developed extremely efficient processes that save you time and money. Integrated planning and design brings together building infrastructure, aesthetics, and functionality so you're assured your finished project will work just as good as it looks.

Your Project Architect, Greg Schoer, also will serve as Project Manager. He understands how all the parts fit together. He'll guide the design team, working with you and your stakeholders to confirm "needs" and separate them from "wants." Defining these goals up front enables us to maximize available funds. It also allows us to minimize operations expenses, staff time, and maintenance costs. We'll help you understand the possibilities and any drawbacks of each option.

Our team of engineers will capably and efficiently assess your current municipal liquor store building and consider

all options. Our team members have the added benefit of working together on multiple projects. We also choose our partners in civil engineering and landscape design carefully.

Interior Designer Loretta Haugen will outline ways to get the most out of your square footage and what you place within it. Durable, easily cleaned materials mean less upkeep. If desired, she can create custom furniture, fixtures, and equipment (FF&E) that increase flexibility for true multi-use spaces.

Our Project Road Map keeps us on track and accountable to one another. Your time and money are valuable to us, and we know it's crucial to deliver projects that meet—or exceed—taxpayers' expectations across multiple categories

From a dollars-and-cents perspective, TSP can leverage the skills of our in-house, full-time construction-cost estimator to keep a close eye on developing budgets and the materials market. It's one more double-check to ensure design concepts align with your budget.

PROJECT DESCRIPTION	LOCATION	DESIGN ESTIMATE	FINAL CONTRACT	ON TIME
Tall Grass Liquor Store	Marshall, MN	\$ 2,376,000	\$1,943,513	Yes
Worthington Liquor Store	Worthington, MN	\$ 1,123,530	\$1,100,000	Yes
Bryant Community Center	Bryant, SD	\$ 705,000	\$630,000	Yes
Dundas City Hall	Dundas, MN	\$ 1,375,000	\$ 1,628,759	Yes



# OUR APPROACH

## PHASE 1: PRE-DESIGN SERVICES

The **Pre-Design Services** phase of the project, as we understand it, will consist of a feasibility study comparing site options and associated conceptual designs. This phase shall include the following:

### A. Evaluation

1. TSP will evaluate the existing facility, working with the store manager and city members to determine needs and clarify goals.

### B. Site

1. TSP will develop two preliminary conceptual site layouts for each of the three buildings. These will include a site layout and a building's footprint (or "bubble diagram") onto an existing site-plan aerial photo.

### C. Conceptual Design

1. TSP will provide preliminary conceptual floorplan layouts for each of the buildings at each site. The Owner then works with distributors on relaying shelving and cooler space options to gain understanding of projections and profitability.
2. TSP will develop one preliminary conceptual exterior design for each of the buildings on each proposed site.
3. TSP will provide preliminary cost estimates for the options.

### D. Conceptual Design Discussion Meeting

1. TSP and the City of Windom meet via virtual meeting and will review preliminary conceptual layouts and select one option for each site.
2. TSP and the City of Windom will review the preliminary conceptual exterior designs.

### E. Conceptual Design Refinement

1. The selected site schemes will be refined, the exterior design will be refined, and the conceptual probable construction cost detail will be updated to assist the City of Windom in decision making.

### E. Feasibility Study Report

TSP will summarize this phase with a Feasibility Study Report.

### F. Meetings

TSP will meet with the City of Windom (either in person or via virtual meeting) to discuss the Feasibility Study Report and present the final conceptual designs and associated preliminary estimate of probable construction costs.

## PHASE 2: DESIGN & CONSTRUCTION SERVICES

The **Design & Construction Services** phase will consist of our entire full-service team working together to carry out Schematic Design, Design Development, Construction Documentation, Bidding and Negotiations, Construction Administration, and Project Closeout.

### A. Schematic Design

The thorough information-gathering and programming conducted during Pre-Design & Conceptual Design reveals its value here. We now can judge the work within the appropriate context, quickly eliminating any solutions that rely on flawed assumptions. Schematic Design brings the most tangible solutions to the group for critical evaluation.

### B. Design Development

The emphasis is on bringing in the building's details as they apply to engineering, construction technology and systems, program requirements, and user needs.

### C. Construction Documents

TSP will use the detailed graphics created in Design Development to produce the Construction Documents (CDs) that ultimately will provide instructions to your chosen construction partners. You'll have the opportunity to review and help advise various "coordination sets" as we approach the final CDs.

### D. Bidding

We'll then package the CDs into a bid-letting request and help distribute these notices to qualified construction professionals. Our role in the Bidding phase includes answering questions from prospective bidders, plus providing additional guidance with respect to the design intent and level of finish or materials.

### E. Construction Administration

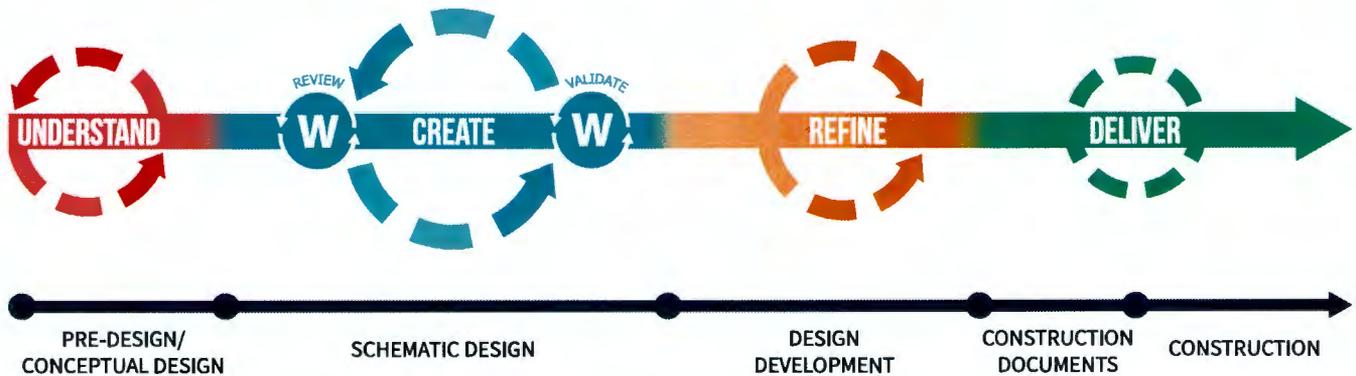
TSP's documents help inform contractors' planning, too: CDs provide guidance on design intent as contractors source the materials that TSP listed in the specifications for each component and room in your building. Throughout the build, TSP will make site visits and write observation reports as part of Construction Administration services.

# COLLABORATION

## CUSTOMIZATION

The TSP team believes design is for people. That's why we've developed a highly collaborative process that engages all key stakeholders and leads to a clear understanding of the problems to be solved. Our process aligns with the

traditional design phases—however, we describe each in a way that's customized for your project. We group these phases into several major stages: **Understand**, **Create**, **Refine**, and **Deliver**. We then create a detailed work plan that breaks each process stage and design phase into tasks that tactically address specific items.



## OBJECTIVES BY PHASE

### PROJECT MANAGEMENT

Customize, document, communicate, and continuously update the tools and tactics we'll use throughout the process to provide high-quality professional services so we can deliver your project within the established budget and schedule.

### PRE-DESIGN / CONCEPTUAL DESIGN (**Understand**)

Gain a clear understanding of the complex set of diverse "things" to be solved so we can judge our work within the appropriate context and eliminate any flawed solutions quickly and early. Then we can focus more time on making the good stuff even better.

### SCHEMATIC DESIGN (**Create**)

Illuminate the issues, working through multiple iterations as we collaborate with you and your stakeholders to establish a unified expectation of what the design will be.

### DESIGN DEVELOPMENT (**Refine**)

Optimize the design solution and ensure a balanced approach to the project that allows us to meet the collective goals, objectives, and key results.

### CONSTRUCTION DOCUMENTS, BIDDING, & CONSTRUCTION (**Deliver**)

Stop designing and start producing clear drawings and specifications that convey to your construction partners the design's intent—in actionable form that supports your vision.

# 'ROAD MAP' TOOL

## RATIONALE

TSP's approach to project management is proactive and inclusive. Our comprehensive Project Road Map serves two purposes. First, it lays out all the necessary design-related tasks, from visioning and programming through construction. Second, it establishes the correct sequence for this work, assigning dates for milestones we must reach before taking the project forward.

We'll customize this tool for your project. This not only keeps team members on track but also informs the District and other stakeholders of progress and crucial dates that may require input or approval.

## QUESTIONING ASSUMPTIONS

The Road Map reminds us to ask the right questions at the right times. This sounds deceptively simple. It can be difficult to keep so many pieces in their proper order once a project gains momentum. Initiating key conversations at critical points uncovers layers of information about you, your operations, and your project needs.

Our goal is to discover each detail at the exact moment it can be incorporated most effectively into your design. We'll use our skills and experience to minimize backtracking and do-overs that negatively impact the work to follow. It costs time and money to make changes after certain elements are in place.

ON/OFFLINE SORT	TASK/ACTIVITY DESCRIPTION	TASK SORT	PD SD											
			Nov 1 - 23, 2016	11/28/2016	12/2/2016	12/5/2016	12/9/2016	12/13/2016	12/17/2016	12/21/2016	12/25/2016	12/29/2016		
			300	301	302	303	304	305	306	307	308			
IPM	Pricing Set													
IPM	Review Check Set													
IPM	QA / QC													
IPM	Conduct initial 1% meeting and conduct 1% implementation meeting			X										
IPM	Conduct brief weekly team meeting with the team.		X	X	X	X	X	X	X	X	X	X	X	
AS	Determine Structural system.	301												
AS	Establish major grid lines, columns, shearwalls and other vertical elements. Determine dimensional requirements and size structural components.	305		X										
AS	Address Major slab openings on typical floor(s), size major beams and spandrel beams.	307						X						
AS	Establish Lateral system design	308										X		
SA	Define Sustainability performance Criteria	301												
SA	Prepare preliminary building code review; as complete as possible. Follow up as necessary with governing authorities. 8101-2007-3.1.5 / 3.2.1	301			X									
SA	Develop Building elevations and note exterior materials. Indicate the extent of their use. Confirm alternatives with the Owner. 8101-2007-3.2.5	305		X										
SA	Verify that all program requirements are incorporated in the plans including support areas such as staff break rooms / toilets, building storage areas, janitor closets, and trash rooms and recycling.	305						X						
SA	Develop Building sections including typical foundation details. Indicate floor to floor dimensions, ceiling heights, major structural elements and major MEP transfer or horizontal distribution zones. 8101-2007-3.2.5	307										X		
SA	Develop preliminary selections of major building systems with construction materials noted on the drawings or described in writing. 8101-2007-3.2.5	307										X		
SA	Develop typical exterior wall sections, typical exterior details and typical exterior wall types with sufficient detail delineated in the drawings and adequately described in the Basis of Design Project Manual so that initial system pricing can be obtained.	307										X		

## MOVING FORWARD

The Road Map also helps us maintain a sense of urgency in the communication process. The early stages of Conceptual Design can feel a bit like a roundabout at an intersection:

- The site impacts a building's placement, orientation, and floor plan.
- The way rooms are grouped together across levels affects the structural supports a facility will need.
- The building's skeleton influences how we plan system components for HVAC, lighting, and IT.
- Miles of ductwork, electrical wire, and network cabling determine how individual rooms will function.
- It all is closely tied to estimating models that forecast each option's cost.

Every choice seems to depend on everything else. That's enough to send us around the circle again. But at several points in each project, we must decide which direction we'll take. If we put off those decisions, we push back other deadlines and jeopardize the overall project schedule. We can't keep moving forward if needed information is missing in-between. That mindset sometimes trades one mistake for another, causing a domino effect.

## KEEPING YOU INFORMED

The Road Map holds team members accountable within TSP and across our consultant firms so we can serve as your project advocate in collaboration with your construction professionals. The tool also sets clear expectations for Owner involvement. It outlines a schedule for regular check-ins to share updates and gather input from stakeholders, agencies, and code officials. Because you stay informed on progress, you know in advance when you'll need to direct the team to explore one option over another.

# PRICING PHILOSOPHY

The TSP team establishes fees differently than many of our competitors do. We believe a fee should be easy to comprehend so you can plan for the services you'll actually use. You deserve a fair price, but it's even more important to get exceptional value for your investment. The TSP team offers both.

Our two-phase approach is intentionally efficient in Phase 1 to make the effort less costly until the project is fully funded and assured of moving forward. We don't believe it's fair to charge a small fee up front, only to recover the additional effort down the road. The following fee proposal assumes this approach, though we certainly can adjust this pricing model to fit your decision-making style and schedule.

We believe a lump-sum fee based upon a clearly defined scope of services is much easier for you to manage and relieves a great deal of the stress that often comes with budget uncertainties.

## DRIVING FACTORS

Below, we offer an overview of how the most common factors affect professional fees.

- **Size.** The larger the project—whether in cost or square footage—the lower the fee percentage.
- **Scope of Services.** Basic services produce a lower fee than a project that requires additional scope or specialty services.
- **Nature of the Work.** New, stand-alone buildings create lower fees. An addition or expansion, remodel, or any combination thereof causes higher fees.
- **Complexity.** More complex or sophisticated work requires higher fees.
- **Number of Construction Contracts.** Multiple contracts result in a higher fee.
- **Job Site Services.** The greater the number of services and visits required during Construction Administration, the higher the fee.

## CUSTOMIZED SOLUTIONS

The fees within this proposal are based on a typical AIA Agreement that incorporates Pre-Design services along with traditional project-design processes. If you are interested in discussing options to streamline the design, approval, and bidding processes, we are open to presenting opportunities that reduce our professional fees. The TSP team looks forward to additional conversations.

# FEE PROPOSAL

The TSP team proposes the following fees in a two-phased approach:

## Phase 1: Pre-Design Phase

Based upon our suggested approach for Phase 1, TSP will conduct a feasibility study comparing site options and create preliminary concepts and associated opinions of probable construction costs for each option. At the end of Phase 1, the City of Windom will use this information to select one building site and concept.

For Phase 1, TSP proposes a lump-sum fee of \$10,725.00, plus applicable taxes and reimbursable expenses, payable upon completion of Phase 1.

Additional promotional assistance for public presentations, community meetings, etc... can be provided upon request as an additional fee, negotiated separately based upon TSP's standard hourly rates.

## Phase 2: Design and Construction

Phase 2 includes the traditional design process of Schematic Design, Design Development, Construction Documents, Bidding, and Contract Administration. TSP will provide standard professional design services including architectural, civil engineering, mechanical engineering, electrical engineering, and structural engineering.

For Phase 2, TSP proposes a lump-sum fee range based upon 10% – 12% of the total budgeted construction cost established for the selected option at the end of Phase 1, plus all applicable taxes and reimbursable expenses.

This fee specifically excludes site surveys or soils testing/ engineering and specialty design consultants, as these are typically contracted by the Client outside of the design contract. Per the proposal requirements, construction observations will be billed separately at TSP's standard hourly rate.

Professional architecture and engineering fees are highly dependent on the unique nature of each specific project. This professional fee proposal is the opening dialogue to help clearly establish your anticipated and desired scope of services. Our ensuing joint conversations will define a project that fits your budget and provides a reasonable and fair fee for the high-quality services tailored to your specific needs and objectives. TSP's Standard Hourly Rates can be furnished upon request.

## REFERENCES

**Dan Wycoff, Manager**  
Worthington Liquor Store  
Worthington, MN  
worthingtonliquor@frontier.com  
(507) 372-8620

**Steve Robinson, City Administrator**  
City of Worthington, MN  
ser@ci.worthington.mn.us  
(507) 372-8622

**Ben Martig, City Administrator**  
City of Northfield, MN  
Ben.Martig@ci.northfield.mn.us  
(507) 645 - 3009

**Eric Luther, Manager**  
Tall Grass Liquor Store  
Marshall, MN  
Eric.Luther@ci.marshall.mn.us  
(507) 537-6830

**Roger Call and Bryan Carter, Owners**  
Sturgis Brewing Company  
Sturgis, SD  
sturgisbrewing@  
sturgisbrewingcompany.com  
(605) 347-0106

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“ *We really like what Marshall did with their new (TSP-designed) liquor store, which had more of a shopper-friendly environment. You come in and you browse and shop, get a cart, rather than come in, grab a case of beer and leave.*

— *Steve Robinson, City Administrator  
Worthington, MN*

”



## POTENTIAL CONFLICT OF INTEREST

TSP, Inc. pledges that it has no potential conflicts of interest for the architectural and engineering services needed for the River Bend Liquor Store remodeling/construction project.

No one employed with TSP also works with or for the City of Windom nor is there any relationship with City of Windom employees.



Architecture  
Engineering  
Planning

 TSP, INC.  @TSP\_INC

 TSP-ARCHITECTS

**TEAMTSP.COM**

# ACTION ITEM



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

**TO:** CITY COUNCIL  
**FROM:** DREW HAGE, DEVELOPMENT DIRECTOR  
**CC MEETING DATE:** SEPTEMBER 1, 2020  
**RE:** TIF DISTRICT 1-22 – EXPANSION – SUBSTANDARD BUILDING  
**DEPT:** Development Department  
**CONTACT:** Drew Hage, Development Director, at 832-8661 or [drew.hage@windommn.com](mailto:drew.hage@windommn.com)

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

Staff recommends that the City Council take the following action regarding a substandard building located on a parcel to be included in the proposed expansion of TIF District 1-22:

1. Adopt the RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND SUBSTANDARD BUILDING concerning the EDA's Spec Building at 1925 North Redding Avenue (Parcel No. 25-839-0075).
- 

## **Issue Summary/Background**

There are various substandard qualifications for Redevelopment Tax Increment Financing ("TIF") Districts. Minnesota Statutes Section 469.174, Subdivision 10 (b), states that "'structurally substandard' shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance". A determination needs to be made that certain conditions exist concerning any substandard buildings before the parcel is included in a TIF District.

These conditions or substandard elements in regards to the EDA Spec Building include the concrete floor, ceiling height, interior partitions, and energy standards. The Substandard Building Report details these deficiencies and is included in the City Council Packet. These deficiencies have limited the potential industrial use of the building and have limited opportunities for sale of the building.

The EDA's Spec Building was constructed in 2001. It has been leased to various companies throughout the years for use as a warehouse. The building was originally designed for a cell phone repair company. However, after 9-11, the company walked away from the project. The design included 14-foot ceiling height, interior partitions, and a concrete floor that was only 4 inches thick, and these elements contribute to the substandard qualifications for a Redevelopment TIF District.

The EDA Spec Building is safe for use as a warehouse. The City is not requiring any immediate repair or renovation of this building. Adoption by the City Council of the Resolution finding that this building is substandard is for the purpose of inclusion of the building in the proposed expansion of TIF District 1-22. Adoption of this resolution will not affect the current use of the building by the EDA or the tenants in the building.

### TIF District 1-22

On June 18, 2019, the City Council adopted a resolution establishing Tax Increment Financing (“TIF”) District 1-22 known as the “Cemstone District”. Pursuant to the TIF statutes, this is a redevelopment district.

The EDA is proposing to expand TIF District 1-22 to include land adjoining the current district. This land would include the parcel on which the EDA Spec Building is located (1925 North Redding Avenue). There are improvements on this parcel including the building, utility infrastructure, and gravel parking areas.

In a redevelopment TIF District, a determination needs to be made that certain conditions exist concerning any substandard buildings before the parcel is included in a TIF District.

### **Fiscal Impact**

None.

### **Attachments**

---

1. Report on Substandard Inspection of building located at 1925 North Redding Avenue,
2. Resolution Finding Parcel to be Occupied by Improvements and Substandard Building.

August 19, 2020

Re: Substandard Building Inspection

Property Address: 1925 North Redding Avenue

Parcel No: 25-839-0075

Minnesota Statutes Section 469.174, Subdivision 10 (b), states that "'structurally substandard' shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance".

### **EDA Spec Building – Substandard Building Report**

TO WHOM IT MAY CONCERN:

The EDA Spec Building has been for sale or lease since it was built in 2001. The 28,000 square foot building was designed for a cell phone repair company, but the project did not move forward. With that specific use, there are several limiting elements in the EDA Spec Building. These deficiencies are outlined below and are the basis of the "structurally substandard" report.

#### **Defects or Deficiencies**

- Concrete Floor

The existing concrete floor in the Windom EDA Spec Building is only 4 inches thick, since the building was originally designed for a cell phone repair company. Warehousing activities have cracked the floor, since the building was designed for lighter uses (refer to Appendix A for pictures). The floor thickness limits industrial activity in the building. The City of Jackson completed a new spec building in 2019. The concrete floor in that building is 6 inches thick and can handle heavier industrial activity.

Cost to Replace the Concrete Floor: \$187,000 plus the removal of the existing concrete.

It is possible to replace the building floor after the existing concrete is removed. The new Windom Tennis Court Project has a reinforced 5-inch concrete base. The tennis court project was competitively bid in the Fall of 2019. Based on the tennis court project, the costs for a reinforced 6-inch concrete floor for the 28,000 square foot spec building would be approximately \$187,000.

Cost to Remove the Concrete Floor: \$42,000 to \$56,000

The cost to remove the concrete floor is based on an estimate from Negen Construction. The cost per square foot is \$1.50 to \$2 for removal and disposal.

The total cost to address the concrete floor deficiencies is \$229,000 to \$243,000.

- Ceiling Height

The ceiling height in the Windom EDA Spec Building is only 14 feet which limits industrial development opportunity for the building. The building was originally designed for a cell phone repair company in 2001, but that project did not move forward. The building has been for sale since 2001. Several businesses have leased the building. However because the building has limited industrial capabilities, the EDA Spec Building has not been sold.

Cost to Increase the Ceiling Height: \$500,000 plus

To increase the ceiling height would require significant engineering, if it is even possible. An analysis by a structural engineer regarding the footings, support beams, and other building supports would be required. The renovation to increase the ceiling height would likely require new footings, support beams, siding, and would essentially require an entire rebuild (DGR Engineering). The City of Jackson completed a new spec building in 2019. The ceiling height of that building is 22 feet. Most industrial spec buildings have a ceiling height of 18 to 22 feet.

- Interior Partitions

The EDA Spec Building is not a clear span building. There are two rows of interior beams that run north and south in the EDA Spec Building (refer to Appendix B for pictures). These interior beams act as partitions and limit industrial activity. Several businesses have used the EDA Spec Building for warehousing, and these interior beams have been damaged by forklifts.

A building designed for warehousing and light industrial would be designed as a clear span building. A clear span building would have an open layout. The City of Jackson completed a new spec building in 2019, and it is a clear span building.

- Energy Standards

Energy standards have changed significantly since the Windom EDA Spec Building was built in 2001. For example, a remodel of the EDA Spec Building into a housing complex would require a substantial new investment in insulation, heating, and cooling.

**Total Costs to Address Defects or Deficiencies: \$729,000 to \$743,000 plus**

This total cost only includes the \$187,000 for a new concrete floor, \$42,000 to \$56,000 for removal and disposal of the existing concrete floor, and \$500,000 to increase the ceiling height. There would likely be additional costs to bring the building up to current energy standards.

\*The City of Jackson completed a new spec building in 2019. The spec building is 30,000 square feet. The cost to build was \$70 per square foot for a total cost of \$2,100,000. The Windom EDA Spec Building is 28,000 square feet. The estimated cost to rebuild the Windom EDA Spec Building based on \$70 per square foot is \$1,960,000.

\*\*The June 2016 Building Valuation Data Table from the Minnesota Development of Labor and Industry estimates a cost for construction of a VB Construction Type, S-1 Occupancy building to be \$51.33 per square foot. The estimated cost to rebuild the Windom EDA Spec Building based on \$51.33 per square foot is \$1,437,240.

\*\*\*The estimated cost to rebuild the Windom EDA Spec Building is between \$1,437,240 and \$1,960,000 based on the two estimates above. A building is not structurally substandard if it could be brought up to building code applicable to new buildings at a cost of less than 15 percent of the cost of constructing a new building of the same size and type on the site. Fifteen percent of the two estimates is \$215,586 to \$294,000.

\*\*\*\* A Complete Appraisal Report was completed on the EDA Spec Building and submitted to the Economic Development Authority of Windom (Windom EDA) on May 29, 2004, by Grandprey Appraisal Services. The value established by the Certified General Real Property Appraiser was \$940,000 (refer to Appendix C – Appraisal). Regular maintenance and improvements have been completed on the EDA Spec Building since the appraisal.

The Cottonwood County Assessor has a market value of the EDA Spec Building at \$452,800 in 2020 for 2021 taxes. The value of the EDA Spec Building is between \$940,000 and \$452,800. The Windom EDA Board placed a value of the EDA Spec Building at \$750,000 in 2020.

\*\*\*\*\*The proposed redevelopment project includes remodeling the existing Windom EDA Spec Building into a 21-unit apartment building.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Drew Hage', written over a light blue horizontal line.

Drew Hage | Development Director | City of Windom

444 9<sup>th</sup> St., P.O. Box 38 | Windom, MN | 56101 | 507-832-8661 (Office) | [drew.hage@windommn.com](mailto:drew.hage@windommn.com)

## RESOLUTION # 2020-

**INTRODUCED:**

**SECONDED:**

**VOTED:     AYE:**

**NAY:**

**ABSENT:**

### **RESOLUTION FINDING PARCEL TO BE OCCUPIED BY IMPROVEMENTS AND SUBSTANDARD BUILDING**

---

WHEREAS, on June 18, 2019, the City Council for the City of Windom, Minnesota, (the "City") established redevelopment Tax Increment Financing ("TIF") District 1-22 known as the "Cemstone District"; and

WHEREAS, a proposal is now under consideration to expand TIF District 1-22 to include adjoining parcels of land; and

WHEREAS, in order to expand this type of TIF district, the City Council for the City of Windom, Minnesota, (the "City") must make a determination that certain conditions existed concerning any substandard buildings; and

WHEREAS, this Resolution addresses the conditions found on Parcel No. 25-839-0075 located at 1925 North Redding Avenue which parcel is potentially be included in TIF District 1-22 (the "Parcel"); and

WHEREAS, a building locally known as the EDA Spec Building is situated on the Parcel and is currently rented to a local manufacturing company for use as a warehouse; and

WHEREAS, an inspection of the Parcel and the building on the Parcel has been completed and said inspection finds that at least 15 percent of the area of the Parcel is occupied by a building, utilities, and gravel parking areas; that the building is structurally substandard due to defects or deficiencies in the existing concrete floor which is only 4 inches thick, the ceiling height of only 14 feet which limits industrial development, interior partitions which limit industrial activity because the interior of the building is not a clear span building, and the fact that the building does not meet current energy code standards; and

WHEREAS, the existing defects and deficiencies could not be removed and remedied at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on this site; and

WHEREAS the City intends to consider expanding TIF District 1-22 to include the Parcel; and

WHEREAS, even though for purposes of inclusion in TIF District 1-22, the building is considered to be structurally substandard, the City of Windom is not requesting or requiring any immediate repair or renovation of this building; the building is safe to use for its current purpose; and the property owner may continue to use this building as warehouse space.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windom that at least 15 percent of the area of the Parcel identified herein contains improvements and is occupied by a

building that is structurally substandard; and that the City intends to consider including this area in an expansion of TIF District 1-22. Nothing in this Resolution is intended to constitute an approval of any project that may take place on the Parcel or an agreement regarding any such project.

Dated this 1st day of September, 2020.

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

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

## ACTION ITEM



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

**TO:** Steve Nasby and the City Council  
**FROM:** Brian Cooley, Street and Parks Superintendent  
**DATE:** **August 27, 2020**  
**RE:** Campground at Island Park  
**DEPT:** Street & Parks Department  
**CONTACT:** [Brian.Cooley@windimmn.com](mailto:Brian.Cooley@windimmn.com)

---

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

At the September 19<sup>th</sup> Park and Recreation Meeting, the Commission voted unanimously to recommend to the City Council to have the Island Park Campground close it indefinitely after reading my memo that I provided them at the meeting. As of now there are no immediate plans in place for to construct another campground, but if the council votes to close it more than likely the Park and Recreation Commission will get to work on some sort of plan for the future regarding the campground and funding issues.

---

### **Issue Summary/Background:**

In early July, the MDH (Minnesota Department of Health) relaxed many of its mandates and decided to open campgrounds back up with some stringent Covid 19 procedures in place. There were limits on the amount of units permitted due to social distancing related to how far apart the campers needed to be placed. I went to the Island Park Campground to do some measuring at each site to make sure that we had enough space to let people camp down there again, that is when I noticed a lot of discrepancies' between our campground and what the actual rules that all Minnesota campgrounds must meet to be licensed. Please read the memo attached to this for further detailed information regarding the campground closure.

---

### **Fiscal Impact:**

The Campground typically makes an average of \$1,500 dollars annually. The last full year that it was open in 2017, it made just over \$1700 dollars. The highest amount that I found in recent years is just over \$2,000 dollars, all of those totals also include the money from the dump station fee.

---

### **Attachments**

Memo from the Street and Parks Superintendent.  
Park and recreation priority list that they approved.



# MEMO

## Windom Street and Parks Department

**To:** Park and Recreation Commission Members and City Council Members

**From:** Brian Cooley, Street and Parks Superintendent

**cc:** Steve Nasby, City Administrator

**Date:** August 19, 2020

**Re:** Island Park Campground

---

In early July, the MDH (Minnesota Department of Health) relaxed many of its mandates and decided to open campgrounds back up with some stringent Covid 19 procedures in place. There were limits on the amount of units permitted due to social distancing related to how far apart the campers needed to be placed. I went to the Island Park Campground to do some measuring at each site to make sure that we had enough space to let people camp down there again, that is when I noticed a lot of discrepancies' between our campground and what the actual rules that all Minnesota campgrounds must meet to be licensed.

I then did some research into our campground through all of the files that I had in my office. I found the very first inspection from the 1980's that had been conducted, and our campground had failed. At that time, the MDH inspected and licensed all of the campgrounds and now Brown-Nicollet Environmental Health has done those inspections every year since 1994. In that first inspection, the inspector listed the discrepancies and listed ways to fix them, such as; making the camping spaces 2,000 square feet as required. No such reconfiguration or repairs have been made to this date. They also noted that the potable water and bathrooms were too far away at over 600 feet, the rule says no more than 400 feet. Otherwise you have to put up a sign stating only campers that have bathrooms in them are allowed to camp there, no such sign was ever erected.

As I did more research, I found even more code violations according to the MDH rules. In 1975 the codes (MDH 187 – 194) governing all Minnesota campgrounds were established. Then I contacted the Brown-Nicollet Environmental Health office. I asked Jesse Harmon, their inspector, if he could come to Windom and go over the campground with me.

On Monday, August 17<sup>th</sup> at 11:00 am Jesse Harmon arrived to go over the list of violations that I had found according to the rules and codes governing Minnesota Campgrounds throughout the state.

The following is a list of other violations that I had found, all of which he verified:

- The size of the existing camping spaces only measure 1,050 square feet, which is 950 square feet, short of the required 2,000 square feet. This is clearly a violation even from when they completed the first inspection in the 1980's. He told Justin and I that when he comes here to inspect the campground that there is rarely anyone camping here and that he did state he not realize that the sites were as close as they are.
- The Campground is not all on City property; a portion actually lies in Minnesota Department of Transportation property and is closer than the 25-foot setback requirement from the property line.
- The bathroom and potable water are still too far away, over 600 feet. It should be to be no more than 400 feet. A sign needs to be erected stating that only campers with bathrooms in them can camp at this campground, also no tent camping allowed.
- The rule states no to build campgrounds in an area that can flood, or is prone to flooding. The primary reason being that if, the people are gone or become trapped in their camper. Having the camper moved out of the campground, creates liability issues. Ours is obviously violating that rule.
- The camper dump station is less than 25 feet away from the baseball concession stand (food). In addition, the potable water faucet location is closer than 25 feet to the camper dump station. The camper dump station should have a privacy fence built around it
- Any attempt to improve this campground would require it to come completely in compliance with all rules.
- All guests must registered and those guests on the registration list be kept in a separate location. In the past guests registered and paid on special envelopes and dropped them in the lock box located next to the campground this was not acceptable, because there was no actual list kept anywhere. It needs to change to our City Web site for registrations and pay with a card online so that we can keep the proper paperwork documentation for the state. All registrations need to be retained for up to a year and are subject to inspection at any time by the MDH. Reference M.S.327.11

Respectfully submitted by,

Brian L. Cooley, Street and Parks Department.

## Parks and Recreation Commission project ranking for 2020.

Project/Idea	Commission Members Individual Ranking							Total	Rank	Funded
ADA Compliancy	7	6	6	5	7	10	9	<b>50</b>	<b>7</b>	<b>No</b>
Build shelter at Island Park	3	2	2	8	10	2	6	<b>33</b>	<b>3</b>	<b>No</b>
Adopt a Park	11	11	11	1	3	1	10	<b>48</b>	<b>5</b>	<b>N/A</b>
Bathroom In Island Park	1	1	1	2	2	3	1	<b>11</b>	<b>1</b>	<b>Yes</b>
Park Building Repairs	4	5	4	6	5	6	5	<b>35</b>	<b>4</b>	<b>No</b>
New campground in different location	8	4	5	12	11	4	7	<b>51</b>	<b>8</b>	<b>No</b>
Renovate current campground	5	10	8	10	8	12	11	<b>64</b>	<b>11</b>	<b>No</b>
Move Mayflower shelter to Schmaltz Park	10	7	9	11	9	8	12	<b>63</b>	<b>10</b>	<b>No</b>
Discuss the future use of the old North softball field	6	8	7	7	12	7	2	<b>49</b>	<b>6</b>	<b>N/A</b>
Continued repairs at the Arena	9	9	10	4	4	9	8	<b>53</b>	<b>9</b>	<b>No</b>
New Pool & new location	3	3	3	3	1	5	3	<b>21</b>	<b>2</b>	<b>No</b>
Renovate current pool	12	12	12	9	6	11	4	<b>66</b>	<b>12</b>	<b>No</b>

Park and Recreation Commission priority list of projects/Ideas I have seen the most conversation about so far this year. Please number what you think the public and yourself, as members of the Commission feel is the most important for the City to fund and go forward with. I will also be using this as a helpful tool for the long range-planning meeting and setting smart goals.

Date: 6/21/2020

Brian Cooley

# ACTION ITEM



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

**TO:** Steve Nasby and the City Council  
**FROM:** Brian Cooley, Street and Parks Superintendent  
**DATE:** August 27, 2020  
**RE:** Replacement and / or upgrade signs.  
**DEPT:** Street & Parks Department  
**CONTACT:** [Brian.Cooley@windimmn.com](mailto:Brian.Cooley@windimmn.com)

---

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

The Street Department Superintendent, along with the Police Chief Scott Pederson and the Street Committee would like to recommend to the Council the following changes and updates to some signs at various locations in town. Please see the attached maps for the sign locations.

---

## **Issue Summary/Background:**

The signs that are to be updated or repaired are requests that came from concerned citizens. The Hospital signs are an addition to a safety issue with people crossing the street while using the "be well" path. Changing the Yield sign to a stop sign at the corner of 16<sup>th</sup> Street and Cottonwood Lake Drive brought to my attention by several people saying that very few people actually yield there is concerning to them because of the increased traffic that will be in that area from the new apartment complex. The added stop signs that will be added to the corner of 11<sup>th</sup> Street and 5<sup>th</sup> Avenue is because of many near misses involving children and pedestrians using the Barq center and also some recent accidents at that location as well. I personally sat at these locations a verified the issues that were brought to me to make sure the changes are necessary.

---

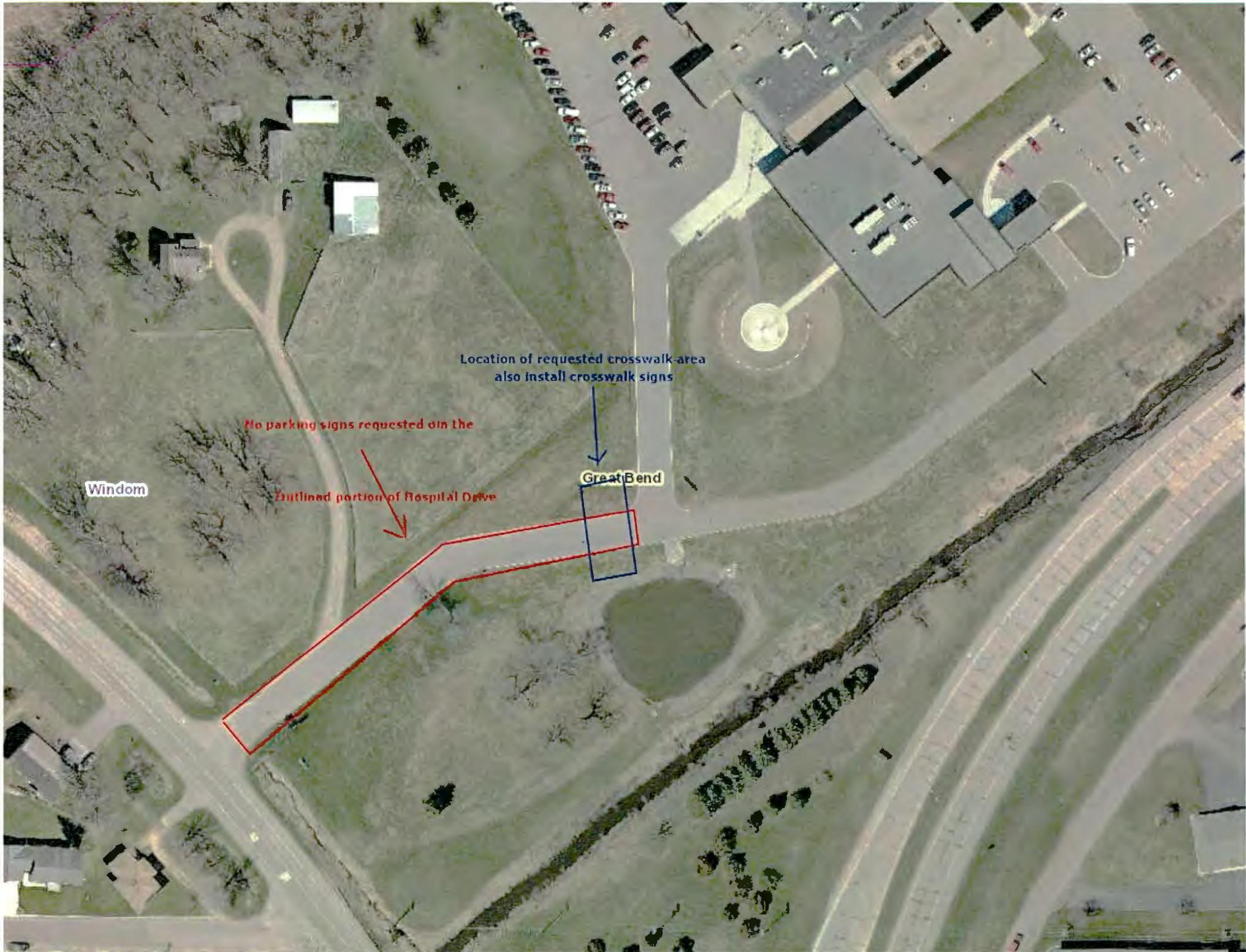
## **Fiscal Impact:**

I currently have all of these signs on hand, and I will be using used posts that are still in good shape. The total for the three stop signs is 110 dollars, and the crosswalk and arrow signs will be 120 dollars.

---

## **Attachments**

Maps from the Street and Parks Superintendent showing the locations of the signs.



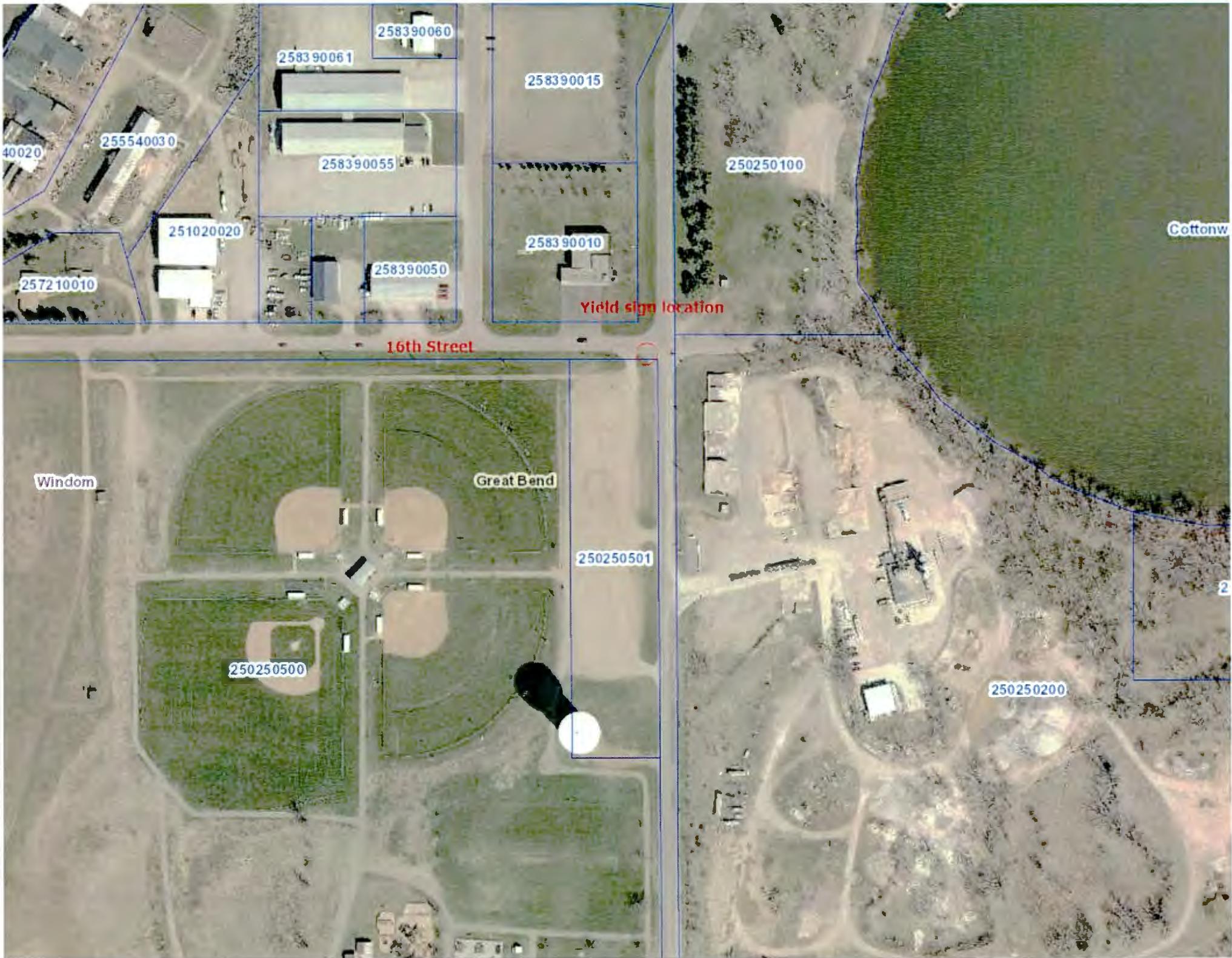
Location of requested crosswalk-area  
also install crosswalk signs

No parking signs requested on the

Outlined portion of Hospital Drive

Great Bend

Windom



16th Street

Yield sign location

Windom

Great Bend

Cottonw

40020

255540030

258390060

258390061

258390055

258390015

251020020

258390050

258390010

257210010

250250100

250250501

250250500

250250200

2



5th Avenue

Suggested stop sign locations

11th Street

Suggested stop sign locations

11th Street

5th Avenue

10th Street

10th Street

## ACTION ITEM



**CITY OF WINDOM**

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

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

**TO:** Steve Nasby and the City Council  
**FROM:** Brian Cooley, Street and Parks Superintendent  
**DATE:** **August 27, 2020**  
**RE:** Street Closure on 19<sup>th</sup> Street  
**DEPT:** Street & Parks Department  
**CONTACT:** [Brian.Cooley@windimn.com](mailto:Brian.Cooley@windimn.com)

---

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

The Windom Fire Department has requested that the city close a portion of 19<sup>th</sup> Street in the 400-block area while they burn a structure down for training purposes. They will start at 7:30 am on September 27, and hope to finish around noon. These plans may change if ant inclement weather arrives that day. The Street Superintendent and Police Chief both approve of the street closure.

---

### **Issue Summary/Background:**

The Fire Department has done these types of burns before in town and it is a good time for them to hone their skills. The Street Department will bring barricades up to 19<sup>th</sup> Street for them and pick them up.

---

### **Fiscal Impact:**

None.

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### **Attachments**

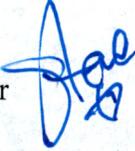
Map of the 19<sup>th</sup> Street closure area



# ACTION ITEM



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

**TO:** City Council  
**FROM:** City Administrator   
**DATE:** August 26, 2020  
**RE:** Disposition of Surplus Equipment  
**DEPT:** Administration  
**CONTACT:** Steve Nasby: [Steve.Nasby@windommn.com](mailto:Steve.Nasby@windommn.com)

---

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

---

Staff recommends that the City Council take the following action:

1. Declaring surplus equipment and approving disposition.

## **Issue Summary/Background**

---

The City has a 2005 Jeep that had formerly been used by the Windom Police Department and as a general vehicle for other City use. Over a year ago the Jeep was conveyed to the Community Center for its use in sales and advertising. At that time the vehicle was inspected by the City mechanic and found to have some existing and potential mechanical issues. The decision of the Community Center Commission based on the City mechanic's advice was that the cost to repair the vehicle was not worthwhile. The vehicle has been parked at the Street Shop and unused since. Essentially making the vehicle surplus with little value.

Based on the condition of the vehicle staff placed an estimated value of \$1,000. This threshold allows for the sale of the vehicle by negotiated sale (City Code 96.72). Routinely the Windom Police Department disposes of junk or abandon vehicles. A vendor that is currently working with the Department has made an offer on the 2005 Jeep. Staff is recommending to accept the offer, which is greater than \$1,000. The other alternative is to go through a bidding process to sell the vehicle.

## **Fiscal Impact**

---

Positive impact to the General Fund for sale of this surplus equipment.

## **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

August 27, 2020

Via Email

City of Windom  
444 9<sup>th</sup> Street  
PO Box 38  
Windom, MN 56101-0038

RE: Payment Request No. 22  
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. 22 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 \$162,862.00 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	Scheduled Value	Work Completed		Material Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	Percent Completed (G/C)	Balance To Finish (C-G)	
			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	
<b>Subtotal for</b>	<b>Division 1</b>	<b>\$871,000</b>	<b>\$639,177</b>			<b>\$639,177</b>	<b>73.4%</b>	<b>\$231,823</b>	
			\$639,177		check	\$639,177			

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	\$120,000	5.00%	\$15,000	\$135,000	45.0%	\$165,000
2.004	Demo Labor and Material	\$420,000	\$415,800	1.00%	\$4,200	\$420,000	100.0%	\$0
2.005	General Excavation	\$400,000	\$396,000	1.00%	\$4,000	\$400,000	100.0%	\$0
2.006	General Backfill Materials	\$250,000	\$247,500	1.00%	\$2,500	\$250,000	100.0%	\$0
2.007	Pipe Lining - Alt #1	\$1,270,000	\$1,238,250	0.50%	\$6,350	\$1,244,600	98.0%	\$25,400
2.008	Pipe Lining - Alt #2	\$330,000	\$323,400			\$323,400	98.0%	\$6,600
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	\$8,750			\$8,750	5.0%	\$166,250
2.012	Site Utilities - Labor & Equipment	\$315,000	\$308,700	1.00%	\$3,150	\$311,850	99.0%	\$3,150
2.013	Site Utilities - Material	\$425,000	\$382,500	10.00%	\$42,500	\$425,000	100.0%	\$0
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$40,000			\$40,000	100.0%	\$0
<b>Subtotal for</b>	<b>Division 2</b>	<b>\$4,035,000</b>	<b>\$3,544,400.00</b>		<b>\$77,700</b>	<b>\$0</b>	<b>89.77%</b>	<b>\$412,900</b>
			check	\$3,544,400	Check	\$3,622,100		

3.001	F/P/I Concrete 4000 cy @ 450 cy	\$1,800,000	\$1,791,000	0.50%	\$9,000	\$1,800,000	100.0%	\$0
3.002	Rebar Materials	\$530,000	\$530,000			\$530,000	100.0%	\$0
3.003	Rebar Install	\$230,000	\$230,000			\$230,000	100.0%	\$0
3.004	Precast Concrete / Hollowcore	\$60,000	\$60,000			\$60,000	100.0%	\$0
<b>Subtotal for</b>	<b>Division 3</b>	<b>\$2,620,000</b>	<b>\$2,611,000.00</b>		<b>\$9,000</b>	<b>\$0</b>	<b>100.00%</b>	<b>\$0</b>
			check	\$2,611,000	Check	\$2,620,000		

Item No.	B Description of Work	C Scheduled Value	D		E		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)
			Work Completed		Percent	Amount				
			From Previous Application	This Period						
4.001	Masonry	\$360,000	\$360,000				\$360,000	100.0%	\$0	
Subtotal for	Division 4	\$360,000	\$360,000.00		\$0	\$0	\$360,000	100.00%	\$0	
		check	\$360,000			Check	\$360,000			
5.001	Misc Metals - Materials	\$240,000	\$223,200	7.00%	\$16,800		\$240,000	100.0%	\$0	
5.002	Misc Metals - Labor	\$60,000	\$55,800	4.00%	\$2,400		\$58,200	97.0%	\$1,800	
5.003	Hatches	\$20,000	\$20,000				\$20,000	100.0%	\$0	
Subtotal for	Division 5	\$320,000	\$299,000.00		\$19,200	\$0	\$318,200	99.44%	\$1,800	
		check	\$299,000			Check	\$318,200			
6.001	Carpentry	\$10,000	\$9,700	3.00%	\$300		\$10,000	100.0%	\$0	
Subtotal for	Division 6	\$10,000	\$9,700.00		\$300	\$0	\$10,000	100.00%	\$0	
		check	\$9,700			Check	\$10,000			
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	\$0	\$150,000	100.00%	\$0	
		check	\$150,000			Check	\$150,000			
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	\$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)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
9.001	Painting - Headworks	\$100,000	\$99,000	0.50%	\$500	\$99,500	99.5%	\$500	
9.002	Painting - Anerobix / Anoxic Basins	\$70,000		75.00%	\$52,500	\$52,500	75.0%	\$17,500	
9.003	Painting - Rapid Mix Tank	\$35,000	\$35,000			\$35,000	100.0%	\$0	
9.004	Painting - Aeration Tanks 1-3	\$110,000	\$110,000			\$110,000	100.0%	\$0	
9.005	Painting - Clarifiers 1 & 2	\$35,000	\$35,000			\$35,000	100.0%	\$0	
9.006	Painting - Control Building	\$40,000	\$22,000			\$22,000	55.0%	\$18,000	
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	
<b>Subtotal for</b>	<b>Division 9</b>	<b>\$530,000</b>	<b>\$437,000.00</b>		<b>\$53,000</b>	<b>\$0</b>	<b>\$490,000</b>	<b>92.45%</b>	<b>\$40,000</b>
		check	\$437,000			Check	\$490,000		
10.001	Specialties	\$5,000	\$2,500	25.00%	\$1,250	\$3,750	75.0%	\$1,250	
<b>Subtotal for</b>	<b>Division 10</b>	<b>\$5,000</b>	<b>\$2,500.00</b>		<b>\$1,250</b>	<b>\$0</b>	<b>\$3,750</b>	<b>75.00%</b>	<b>\$1,250</b>
		check	\$2,500			Check	\$3,750		
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	\$55,000			\$55,000	100.0%	\$0	
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	\$38,800	2.00%	\$800	\$39,600	99.0%	\$400	
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	
<b>Subtotal for</b>	<b>Division 11</b>	<b>\$2,035,000</b>	<b>\$1,881,500.00</b>		<b>\$800</b>	<b>\$133,108</b>	<b>\$2,015,408</b>	<b>99.04%</b>	<b>\$19,592</b>
		check	\$1,881,500						

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
12.001	Fumishings	\$3,200	\$3,200			\$3,200	100.0%	\$0	
Subtotal for	Division 12	\$3,200	\$3,200.00		\$0	\$3,200	100.00%	\$0	
		check	\$3,200		Check	\$3,200			
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	\$760,000	100.00%	\$0	
		check	\$760,000		Check	\$760,000			
14.001	Davit Hoists	\$7,000	\$5,250			\$5,250	75.0%	\$1,750	
Subtotal for	Division 14	\$7,000	\$5,250.00		\$0	\$5,250	75.00%	\$1,750	
		check	\$5,250		Check	\$5,250			
15.001	Int. DIP & FTGS - Material	\$850,000	\$838,950	1.30%	\$11,050	\$850,000	100.0%	\$0	
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	\$47,500			\$47,500	95.0%	\$2,500	
15.005	Misc Process Pipe - Labor	\$30,000	\$28,500			\$28,500	95.0%	\$1,500	
15.006	Mechanical Insulation	\$32,000	\$28,800	5.00%	\$1,600	\$30,400	95.0%	\$1,600	
15.007	Pre-treatment Plumbing / HVAC	\$250,000	\$247,500			\$247,500	99.0%	\$2,500	
15.008	Sludge Building Plumbing /HVAC	\$50,000	\$50,000			\$50,000	100.0%	\$0	
15.009	Filter Building Plumbing / HVAC	\$50,000	\$50,000			\$50,000	100.0%	\$0	
15.010	Control Building Plumbing / HVAC	\$50,000	\$50,000			\$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	\$2,118,450.00		\$12,650	\$2,131,100	99.49%	\$10,900	
		check	\$2,118,450		Check	\$2,131,100			

Item No.	Description of Work	C Scheduled Value	D Work Completed		E Material Presently Stored (Not In D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	I Balance To Finish (C-G)	
			From Previous Application	This Period					
				Percent					Amount
16.001	Electrical GC's	\$30,000	\$28,800	1.00%	\$300	\$29,100	97.0%	\$900	
16.002	Basic Materials	\$100,000	\$94,000	2.00%	\$2,000	\$96,000	96.0%	\$4,000	
16.003	Conduit and Fittings	\$250,000	\$237,500	2.00%	\$5,000	\$242,500	97.0%	\$7,500	
16.004	Wire and Cable	\$210,000	\$203,700	1.00%	\$2,100	\$205,800	98.0%	\$4,200	
16.005	Outlet Boxes	\$10,000	\$9,700	1.00%	\$100	\$9,800	98.0%	\$200	
16.006	Pull and Junction Boxes	\$15,000	\$14,550	1.00%	\$150	\$14,700	98.0%	\$300	
16.007	Wiring Devices	\$10,000	\$9,200	1.00%	\$100	\$9,300	93.0%	\$700	
16.008	Electrical Motors	\$15,000	\$13,650	2.00%	\$300	\$13,950	93.0%	\$1,050	
16.009	Disconnects	\$60,000	\$55,200	1.00%	\$600	\$55,800	93.0%	\$4,200	
16.010	Grounding	\$10,000	\$9,400	1.00%	\$100	\$9,500	95.0%	\$500	
16.011	Transformers	\$20,000	\$20,000			\$20,000	100.0%	\$0	
16.012	Panelboards	\$25,000	\$24,250	1.00%	\$250	\$24,500	98.0%	\$500	
16.013	MCC's	\$410,000	\$405,900	1.00%	\$4,100	\$410,000	100.0%	\$0	
16.014	Transfer Switches	\$50,000	\$50,000			\$50,000	100.0%	\$0	
16.015	Lighting	\$100,000	\$98,000			\$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	\$21,750	2.00%	\$500	\$22,250	89.0%	\$2,750	
16.018	Softwear	\$135,000	\$124,200			\$124,200	92.0%	\$10,800	
16.019	Control Panels	\$670,000	\$663,300			\$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	\$25,000	20.00%	\$10,000	\$35,000	70.0%	\$15,000	
16.022	Nitrate Analyzers	\$60,000	\$30,000	20.00%	\$12,000	\$42,000	70.0%	\$18,000	
16.023	Ammonia Analyzers	\$35,000	\$10,500	20.00%	\$7,000	\$17,500	50.0%	\$17,500	
16.024	Phosphorus Analyzers	\$35,000	\$10,500	20.00%	\$7,000	\$17,500	50.0%	\$17,500	
16.025	LEL Gas Monitoring	\$15,000	\$15,000			\$15,000	100.0%	\$0	
16.026	Cable Junction Boxes	\$35,000	\$27,300	2.00%	\$700	\$28,000	80.0%	\$7,000	
16.027	Control Stations	\$15,000	\$13,950	1.00%	\$150	\$14,100	94.0%	\$900	
16.028	Instrumentation	\$115,000	\$97,750	2.00%	\$2,300	\$100,050	87.0%	\$14,950	
16.029	Coordination Study	\$15,000				\$0	0.0%	\$15,000	
Subtotal for	Division 16	\$2,700,000	\$2,493,100.00		\$54,750	\$0	\$2,547,850	94.36%	\$152,150
		check	\$2,493,100			Check	\$2,547,850		
	<b>Grand Total</b>	<b>\$16,598,200</b>	<b>\$15,363,577</b>		<b>\$228,650</b>	<b>\$133,108</b>	<b>15,725,335</b>	<b>94.74%</b>	<b>\$872,865</b>
							<b>15,725,335</b>		

# Windom, MN WWTF

## Stored Materials & Equipment Summary

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



Pay Req. No. 22  
Period Ending: 8/31/2020

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

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	\$325,000	\$41,370	\$366,370	
2.014	Manholes - Labor/ Equipment & Material	\$40,000	\$29,007		\$29,007	\$29,007		\$29,007	
<b>Subtotal for</b>	<b>Division 2</b>	<b>\$4,035,000</b>	<b>\$395,377</b>	<b>\$0</b>	<b>\$395,377</b>	<b>\$354,007</b>	<b>\$41,370</b>	<b>\$395,377</b>	<b>\$0</b>

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	
<b>Subtotal for</b>	<b>Division 3</b>	<b>\$2,620,000</b>	<b>\$211,158</b>	<b>\$0</b>	<b>\$211,158</b>	<b>\$211,158</b>	<b>\$0</b>	<b>\$211,158</b>	<b>\$0</b>

4.001	Masonry	\$360,000							
<b>Subtotal for</b>	<b>Division 4</b>	<b>\$360,000</b>	<b>\$0</b>						

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

6.001	Carpentry	\$10,000							
<b>Subtotal for</b>	<b>Division 6</b>	<b>\$10,000</b>	<b>\$0</b>						

# Windom, MN WWTF

## Stored Materials & Equipment Summary

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



Pay Req. No. 22  
Period Ending: 8/31/2020

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

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

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								
<b>Subtotal for</b>	<b>Division 9</b>	<b>\$530,000</b>	<b>\$0</b>							

10.001	Specialties	\$5,000								
<b>Subtotal for</b>	<b>Division 10</b>	<b>\$5,000</b>	<b>\$0</b>							

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	\$21,514		\$21,514	
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								
<b>Subtotal for</b>	<b>Division 11</b>	<b>\$2,035,000</b>	<b>\$1,649,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,649,643</b>	<b>\$1,516,535</b>	<b>\$0</b>	<b>\$1,516,535</b>	<b>\$133,108</b>

# Windom, MN WWTF

## Stored Materials & Equipment Summary

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



Pay Req. No. 22  
Period Ending: 8/31/2020

12.001	Furnishings	\$3,200							
Subtotal for	Division 12	\$3,200	\$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

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

15.001	Int. DIP & FTGS - Material	\$850,000	\$308,614		\$308,614	\$300,000	\$8,614	\$308,614	
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	\$766,654	\$8,614	\$775,268	\$0

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							
16.018	Software	\$135,000	\$100,000		\$100,000	\$100,000		\$100,000	
16.019	Control Panels	\$670,000	\$206,549		\$206,549	\$206,549		\$206,549	

# Windom, MN WWTF

## Stored Materials & Equipment Summary

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



Pay Req. No. 22  
Period Ending: 8/31/2020

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	Instrumentation	\$115,000	\$40,291		\$40,291	\$40,291		\$40,291		
16.029	Coordination Study	\$15,000								
<b>Subtotal for</b>	<b>Division 16</b>	<b>\$2,700,000</b>	<b>\$664,895</b>	<b>\$0</b>	<b>\$664,895</b>	<b>\$355,982</b>	<b>\$0</b>	<b>\$664,895</b>	<b>\$0</b>	<b>\$0</b>

**Grand Totals**                      **\$16,598,200**              **\$3,971,320**              **\$0**                      **\$3,971,320**              **\$3,463,521**              **\$65,788**              **\$3,838,212**              **\$133,108**

**CERTIFICATE FOR PAYMENT NO. 4**

**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: July 31, 2020 to August 28, 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>
<b>Schedule 1 - (Des Moines Dr., Highland Rd., Verona Dr., Fairview Dr.)</b>								
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	417.00	1,501.20	18,102.00	65,167.20
4	17 L.F.	Remove Reinforced PCC Retaining Wall	150.00	2,550.00		0.00	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	4,880.00	81,000.00	10,200.00	127,500.00
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	5,250.00	9,187.50	14,250.00	24,937.50
11	18,430 S.Y.	12" Aggregate Base Class 5	10.75	198,122.50	5,250.00	56,437.50	14,250.00	153,187.50
12	3,420 Ton	Bituminous Pavement	90.00	307,800.00	481.05	43,294.50	481.05	43,294.50
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	2,829.54		0.00		0.00
19	9,200 L.F.	Concrete Curb and Gutter Design B624	19.20	176,640.00	3,933.00	75,513.60	6,862.00	131,750.40
22	2,312 S.Y.	6" Concrete Driveway Pavement	83.50	193,052.00	868.75	72,540.63	1,596.75	133,328.63
23	160 S.Y.	Valley Gutter	111.15	17,784.00	80.00	8,892.00	80.00	8,892.00
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	2,578.00	32,225.00	6,985.00	87,312.50
28	32 Ea.	Subdrain Outlet	500.00	16,000.00	10.00	5,000.00	34.00	17,000.00
29	25 L.F.	12" PVC Pipe Sewer, SDR-26	80.00	2,000.00		0.00	27.00	2,160.00
31	1,869 L.F.	15" RC Pipe Sewer, Class III	66.00	123,354.00	668.00	44,088.00	1,870.00	123,420.00
32	829 L.F.	18" RC Pipe Sewer, Class III	68.00	56,372.00	148.00	10,064.00	820.00	55,760.00
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	36.00	3,852.00		0.00
38	4 Ea.	Connect to Existing Storm Sewer	1,300.00	5,200.00	3.00	3,900.00	4.00	5,200.00
41	24 Ea.	Single Grate Intake	1,920.00	46,080.00	10.00	19,200.00	24.00	46,080.00
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	2.00	7,880.00	3.00	11,820.00
45	1,390 L.F.	4" PVC Sanitary Service Pipe	30.00	41,700.00	515.00	15,450.00	1,754.00	52,620.00
46	59 Ea.	Preformed Service Wye	885.00	52,215.00	10.00	8,850.00	67.00	59,295.00
47	3,214 L.F.	8" PVC Pipe Sewer SDR-26	55.00	176,770.00	266.00	14,630.00	3,027.00	166,485.00
48	6 Ea.	Connect to Existing Sanitary Sewer	1,270.00	7,620.00	1.00	1,270.00	7.00	8,890.00
49	14 Ea.	Sanitary Sewer Manhole	5,720.00	80,080.00	2.00	11,440.00	14.00	80,080.00

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date		
					Units	Value	Units	Value	
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	3.00	4,350.00	6.00	8,700.00	
52	78 Ea.	1" Curb Stop	925.00	72,150.00	13.00	12,025.00	68.00	62,900.00	
53	78 Ea.	1" Corp Stop	660.00	51,480.00	13.00	8,580.00	68.00	44,880.00	
54	2,620 L.F.	1" Municipex Water Service	18.00	47,160.00	723.00	13,014.00	2,482.00	44,676.00	
55	19 Ea.	6" Gate Valve & Box	2,060.00	39,140.00	6.00	12,360.00	21.00	43,260.00	
57	9 Ea.	Fire Hydrant	5,590.00	50,310.00	2.00	11,180.00	9.00	50,310.00	
59	13 Ea.	6" Tee	900.00	11,700.00	3.00	2,700.00	13.00	11,700.00	
61	1 Ea.	10" x 6" Tee	1,200.00	1,200.00	1.00	1,200.00	1.00	1,200.00	
63	9 Ea.	6" Bend	750.00	6,750.00	2.00	1,500.00	4.00	3,000.00	
64	4,752 L.F.	6" PVC Water Main	40.00	190,080.00	1,513.00	60,520.00	4,775.00	191,000.00	
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	2,500.00	7,000.00	2,500.00	7,000.00	
67	JOB	Dewatering	L.S.	2,500.00		0.00	50%	1,250.00	
68	525 Ton	Special Rock Bedding	0.01	5.25	275.00	2.75	525.00	5.25	
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		\$640,647.68		\$1,900,636.48

Line No.	Estimated Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
<b>Schedule 2 - (14th Street)</b>								
1	JOB	Mobilization	L.S.	\$5,000.00		\$0.00	50%	\$2,500.00
2	JOB	Maint & Restoration of Access	L.S.	950.00	25%	237.50	75%	712.50
3	9,665 S.Y.	Remove Pavement	2.25	21,746.25		0.00	9,880.00	22,185.00
6	5 Ea.	Remove Salvage and Reinstall Sign	250.00	1,250.00		0.00	5.00	1,250.00
7	2,000 C.Y.	Common Excavation	12.50	25,000.00		0.00	2,000.00	25,000.00
10	9,700 S.Y.	12" Subgrade Preparation	1.75	16,975.00		0.00	9,818.00	17,161.50
11	9,700 S.Y.	12" Aggregate Base Class 5	10.75	104,275.00		0.00	9,818.00	105,543.50
12	2,315 Ton	Bituminous Pavement	90.00	208,350.00	286.27	25,764.30	2,281.12	205,300.80
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		0.00	134.00	29,111.50
18	370 L.F.	Concrete Curb and Gutter Design B618	32.15	11,895.50		0.00	354.00	11,381.10
20	1,010 L.F.	Concrete Curb and Gutter Match	32.15	32,471.50		0.00	1,124.00	36,136.60
22	100 S.Y.	6" Concrete Driveway Pavement	83.50	8,350.00		0.00	114.10	9,527.35
23	132 S.Y.	Valley Gutter	111.15	14,671.80	-2.90	-322.34	139.10	15,460.97
24	160 S.F.	Truncated Domes	38.75	6,200.00		0.00	160.00	6,200.00
27	2,770 L.F.	4" Perforated Drain Pipe	12.50	34,625.00		0.00	2,770.00	34,625.00
28	8 Ea.	Subdrain Outlet	500.00	4,000.00		0.00	8.00	4,000.00
30	409 L.F.	12" RC Pipe Sewer, Class III	60.00	24,540.00		0.00	414.00	24,840.00
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		0.00	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		0.00	261.00	7,830.00
46	8 Ea.	Prefomed Service Wye	935.00	7,480.00		0.00	7.00	6,545.00
47	720 L.F.	8" PVC Pipe Sewer SDR-26	79.00	56,880.00		0.00	711.00	56,169.00
48	5 Ea.	Connect to Existing Sanitary Sewer	4,500.00	22,500.00		0.00	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	18.00	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.	6" 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
82	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 Units	Description	Unit Price	Contract Price	This Application		Completed to Date	
					Units	Value	Units	Value
65	JOB	Temporary Water Service	L.S.	2,500.00		0.00	100%	2,500.00
66	780 S.Y.	Terrace Grading	2.55	1,989.00	150.00	382.50	780.00	1,989.00
67	JOB	Dewatering	L.S.	45,500.00		0.00	100%	45,500.00
68	125 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 Mall Service	L.S.	100.00		0.00	50%	50.00
71	JOB	Traffic Control	L.S.	2,800.00	25%	700.00	75%	2,100.00
72	3 Ea.	Install Handicap Sign	300.00	900.00		0.00		0.00
73	JOB	SWPPP Management	L.S.	1,000.00	25%	250.00	75%	750.00
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	10.00	1,300.00
76	0.16 Acre	Seeding, Fertilizing and Hydro Mulching	4,000.00	640.00		0.00	0.08	320.00
78	3 Ea.	Pavement Marking - Symbol	80.00	240.00		0.00		0.00
80	1,345 L.F.	Pavement Marking - 4" Parking Stalls	0.60	1,075.00		0.00		0.00
<b>TOTAL SCHEDULE 2</b>				<b>\$858,933.30</b>	<b>\$27,011.97</b>		<b>\$853,482.07</b>	
<b>TOTAL BID</b>				<b>\$3,413,529.29</b>	<b>\$867,659.64</b>		<b>2,754,118.54</b>	
							<b>Total Work Completed</b>	<b>\$2,754,118.54</b>
							<b>Stored Materials</b>	
							<b>Less Retainage</b>	<b>137,705.93</b>
								<b>\$2,616,412.61</b>
							<b>Less Previous Payments</b>	<b>1,985,796.35</b>
							<b>TOTAL AMOUNT DUE THIS PAY REQUEST</b>	<b>\$630,617.26</b>

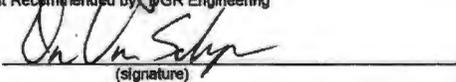
Payment Requested by:

Hjerpe Contracting, Inc.  
(Contractor)

  
(signature)

Date 8/27/2020

Payment Recommended by: JGR Engineering

  
(signature)

Date 8/27/2020

Payment Approved by: City of Winston, MN

  
(signature)

Date \_\_\_\_\_