

**Council Meeting  
Tuesday, October 20, 2020  
City Council Chamber  
6:30 p.m.  
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda
  - Minutes
    - Council Minutes – October 6 & 13, 2020
    - Telecom Commission – September 28, 2020
    - EDA – October 12, 2020
    - Planning Commission – October 13, 2020
    - Library Board – October 13, 2020
    - Community Center Commission – October 13, 2020
  - Regular Bills
2. Department Heads
3. Planning Commission Recommendation - PUD – General Concept Plan – 350 19<sup>th</sup> Street
4. Hwy 60 Corridor Study Update
5. Transportation Alternatives Program (TAP) Grant Application
6. Windom Fire Department – Resolution Accepting Donation –Jan Gove
7. Resolution Calling For a Public Hearing - 2020 Street Improvement Project Assessments
8. Telecom Commission - Resolution Rate Recommendation
9. New Business
10. Old Business
11. Council Comments
12. Adjourn



**Regular Council Meeting  
City Hall, Council Chamber  
October 6, 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,  
James Nelson and Jenny Quade

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Drew Hage, Development  
Director; Scott Peterson, Police Chief; John Nelson, Liquor  
Store Manager; Rebekah McPeak, Police Officer; Isaak  
Paulson, Police Officer; Ryan Hillesheim, Police Officer;  
Ben Derickson, Donna Marcy, Police Officer; Fire Chief;  
Glenn Lund, Water/Wastewater Superintendent; Spencer  
Winzenried, Community Center Director

3. Pledge of Allegiance

4. Consent Agenda:

- Minutes
  - Council Minutes – September 15 & 22, 2020
  - Utility Commission – September 23, 2020
  - EDA – September 28, 2020 (Special Meeting)
- Regular Bills

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

5. Department Heads:

John Nelson, Liquor Store Manager, stated that the Minnesota Municipal Beverage Association and Miller Lite have teamed up to do a community food drive for the local food shelf for the month of October. Non-perishable food items and monetary donations can be brought to Riverbend Liquor this month to support their efforts. As several municipals are participating, the top store will receive an additional monetary donation to their local food shelf.

6. Police Department:

Officer McPeak was sworn in as a Police Officer with the City of Windom.

Officer Paulson was sworn in as a Police Officer with the City of Windom.

Scott Peterson, Police Chief, congratulated the Officers and extended appreciation to his Department for all their work.

Peterson introduced Scott McConkey, Minnesota Office of Traffic Safety. McConkey presented Officer Ryan Hillesheim with the DWI All-Star recognition certificate and challenge coin from the Minnesota Office of Traffic Safety for his actions to prevent impaired driving.

Hillesheim appreciated the recognition and extended thanks to his co-workers and dispatchers.

7. Public Hearing – TIF District 1-22 Boundary Expansion:

Drew Hage, Development Director, along with Todd Hagen, Ehlers Associates, reviewed the expansion of TIF District 1-22. The proposed expansion included the EDA Spec Building lot, undeveloped portion of 19<sup>th</sup> Street (between Cottonwood Lake Dr. and North Redding Avenue), and North Redding Avenue between 16<sup>th</sup> Street and Lot 6 of Windom Industrial Park Subdivision. By including these areas, the tax increment generated can be used for TIF eligible expenses. Notifications have been sent to the public, School and County. The term limit is 26-years; however, modifications to the District can only be done within the first five years.

Nelson inquired about the undeveloped portion of 19<sup>th</sup> Street and the future intentions. Hage stated that the City has a Utility Easement, but there is no current plan to build a street and if there were plans it would need to come back to the City Council for approval.

Jones opened the public hearing at 7:01 PM.

No comments were received.

Jones closed the public hearing at 7:02 PM.

**Council Member Grunig introduced the Resolution No. 2020-60, entitled "RESOLUTION OF THE CITY OF WINDOM, MINNESOTA APPROVING A MODIFICATION OF THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND THE MODIFICATION OF THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 22: "CEMSTONE DISTRICT" (A REDEVELOPMENT DISTRICT)" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Grunig, Ray, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.**

8. Small Cities Development Program (SCDP) Policy Amendment:

Hage noted that there is still Residential Rehab dollars for the East Hill area of town. He added the income certification requirements now do not need to be re-certified if their documentation is more than 90 days old. Hage had been contacted by the Program Lending Underwriter after receiving this clarification from MN DEED and is requesting a policy change be accepted to expedite the application process. Amendments to both the Residential Owner Occupied Program and the Rental Rehabilitation Program will need to be approved reflecting this recommendation.

**Motion by Ray second by Nelson approving the First Amendment to the City of Windom Small Cities Development Program Procedural Guidelines for both Residential Owner**

**Occupied and Rental Rehabilitation Programs. Aye: Nelson, Quade, Grunig and Ray. Nay: None. Motion carried 4 – 0.**

9. Resolution Accepting Donations – Windom Fire Department Relief Association:

Jones stated the Windom Fire Department Relief Association donated a thermal imaging camera and a Dewalt tool set valued at \$7,800 to the Windom Fire Department.

**Council Member Quade introduced the Resolution No. 2020-61, entitled "AUTHORIZATION TO ACCEPT DONATIONS FROM THE WINDOM FIRE DEPARTMENT RELIEF ASSOCIATION FOR THE WINDOM FIRE DEPARTMENT" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Quade, Grunig, Ray and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.**

10. River Bend Liquor – Open Air Cooler Purchase:

Nelson presented a purchase request of \$11,649.38 for an Open Air Merchandiser to help market higher profit items in the store. This allows more single items such as wine and champagne to be sold as chilled items. Nelson stated that other local liquor stores have seen been successful in offering this type of sales option.

Council discussed the purchase and questioned the timing of the request as the Capital Improvement Program is just up for discussion for 2021. Nelson stated he had been working on getting quotes along with specifications for about four months. He solicited bids and spoke with various vendors. This was not a budgeted item; however, Nelson stated he has profits from this year's sales to cover the expense. Steve Nasby, City Administrator, added that the Liquor Store CIP included an "equipment" fund, but that does not specifically identify this cooler. The CIP request in this fund is currently at \$10,000 and the Liquor Store has over \$500,000 in reserve dollars. Nelson said the single beer items sold in 2019 added up to \$11,858.28. By adding more items, sale revenues should increase to recover the expenses.

**Motion by Grunig second by Nelson approving the purchase of the Open Air Merchandiser in the amount of \$11,649.38. Aye: Grunig, Quade, Ray and Nelson. Nay: None. Motion carried 4 – 0.**

11. Airport Consulting Engineering Service Agreement:

Nasby overviewed the requirements of the FAA to have an engineer of record in order to receive monies directly related to airport projects. The City must solicit Requests for Proposals (RFPs) at least every five years. The City received three responses to the RFP request and staff is recommending entering into an agreement with S.E.H. Engineering, Inc. S.E.H. Engineering, Inc. is the City's current engineering services consultant.

Alec Boyce, S.E.H. Customer Relations Representative, extended appreciation to the Council for trusting the company for the last five years. Boyce said the Windom Airport is a great development tool and looks forward to assisting in future renovations and grants for the facility.

Jones asked if there were any contract changes from the previous agreement. Boyce answered the general services agreement only changed based on the City's CIP, MN DOT regulations and project specific needs.

**Motion by Nelson second by Quade approving staff to execute a Airport Consulting Engineering Service Agreement with S.E.H Engineering, Inc. Aye: Ray, Nelson, Grunig and Quade. Nay: None. Motion carried 4 – 0.**

12. Resolution Calling for a Public Hearing for 2020 Miscellaneous Special Assessments:

Nasby said Miscellaneous Assessments incurred are from snow removal, mowing, fire calls and other expenses that have been unpaid by property owners. Property owners will get one more notice to pay the expense prior to being assessed on property taxes. A listing of the assessments are included in the Council packet.

**Council Member Grunig introduced the Resolution No. 2020-62, entitled "RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2020 MISCELLANEOUS SPECIAL ASSESSMENTS"" and moved its adoption. The Resolution was seconded by Ray and on roll call vote: Aye: Grunig, Nelson, Quade and Ray. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.**

13. Resolution Appointing Additional Election Judges:

Nasby noted an additional name had been added to the listing that was in the Council packet and would like approval of the amended Additional Election Judge resolution that was handed out.

**Council Member Quade introduced the Resolution No. 2020-63, entitled "A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE FORTHCOMING ELECTIONS IN 2020" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Grunig, Quade and Ray. Nay: None. Absent: None. Abstain: None. Resolution passed 4 - 0.**

14. Personnel – Hiring Recommendations:

Grunig stated the Utility Commission is recommending hiring Ryan Anderson for the position of Water/Wastewater Superintendent. Anderson had previously worked for the City of Windom for six years and is also bringing new managerial experience with him. He holds a Class-A License that is required to run the new Wastewater Treatment Plant and is familiar with the regulatory requirements for large industrial customers.

Glenn Lund, Water/Wastewater Superintendent, added that the City is gaining a great employee for this position.

**Motion by Ray second by Grunig approving hiring Ryan Anderson for the Water/Wastewater Superintendent Position and the presented compensation package. Aye: Grunig, Ray, Nelson and Quade. Nay: None. Motion carried 4 – 0.**

Preliminary

Spencer Winzenried, Community Center Director, would like approval to hire Pamela Hogan as an on-call Bar Attendant at the rate of \$10.00 per hour. This is a budgeted position.

**Motion by Grunig second by Nelson approving hiring Pamela Hogan as a part-time, on-call Bar Attendant at the rate of \$10.00 per hour. Aye: Quade, Ray, Nelson and Grunig. Nay: None. Motion carried 4 – 0.**

15. New Business:

Nasby will consult with the Police Chief and the City Attorney for direction to set Trick or Treating hours. He added that it is a personal choice and to exercise caution. Council concurred.

16. Old Business:

None.

17. Contractor Payments:

**Motion by Nelson second by Ray to approve the Pay Request #5 for APX Construction Group LLC in the amount of \$18,046.28 for the Airport Hanger and Taxi-lane Project. Aye: Ray, Nelson, Quade and Grunig. Nay: None. Motion carried 4 – 0.**

**Motion by Grunig second by Nelson to approve the Pay Request #23 for Gridor Construction in the amount of \$128,442 for the Wastewater Treatment Facility Improvement Project. Aye: Grunig, Ray, Nelson and Quade. Nay: None. Motion carried 4 – 0.**

**Motion by Ray second by Nelson to approve the Pay Request #2 for Gridor Construction in the amount of \$3,100 for the Wastewater Treatment Facility Improvements - Control Building Floor Removal. Aye: Nelson, Quade, Grunig and Ray. Nay: None. Motion carried 4 - 0.**

**Motion by Grunig second by Quade to approve the Pay Request #5 for Empire Building Construction LLC in the amount of \$21,272.50 for the Tennis Court Project. Aye: Quade, Grunig, Ray and Nelson. Nay: None. Motion carried 4 – 0.**

**Motion by Ray second by Quade to approve the Pay Request #5 for Hjerpe Contracting, Inc. in the amount of \$642,062.21 for the 2020 Street Project. Aye: Grunig, Quade, Ray and Nelson. Nay: None. Motion carried 4 – 0.**

18. Council Comments:

Quade thanked for those who attended Night to Unite. She reminded citizens to watch for kids as school is in session.

Nasby reminded Council that the budget meetings are set for October 13<sup>th</sup> (Non-Enterprise Funds) and 27<sup>th</sup> (Enterprise Funds).

Jones noted that the Night to Unite was well attended. He extended thanks to all emergency personnel. Jones also thanked Quade and the Chamber for coordinating the event.

Preliminary

19. Adjournment:

**Mayor Jones adjourned the meeting by unanimous consent at 7:52 p.m.**

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

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

**City Council  
Windom Community Center  
October 13, 2020  
6:00 p.m. Budget Work Session**

1. Call to Order:

The City Council budget workshop\meeting was called to order by Mayor Dominic Jones.

2. Roll Call:

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

Council Absent: None

City Staff Present: Steve Nasby, City Administrator; Chelsie Carlson, Finance Director/Controller; Andy Spielman, Building Official; Dawn Aamot, Library Director; Tim Hogan, Recreation Director; Spencer Winzenried, Community Center Director; Brian Cooley, Streets & Parks Superintendent; Cory Hillesheim, Assistant Police Chief; Ben Derickson, Fire Chief; and Drew Hage, Development Director

3. 2020 Budget – Presentation of Capital Requests Impacting the Tax Levy:

Nasby gave a brief overview of the process as the Council will be reviewing the operational budgets and Capital items tonight from those funds that impact the tax levy. On October 27<sup>th</sup> the Council would have a workshop to hear the operational budget information Capital requests from the Enterprise funds, which do not impact the tax levy.

Building/Zoning

- Revenues estimated to be the same as in 2020. Overall a 3.72% increase in the operational budget due to personal and supplies expense changes.
- CIP requests include a copier, code review and blighted homes demolition program funds.
- Cost of \$3,750 to cover 50% of the color copier should it be necessary. EDA would pay the other half.
- Building demolition program has a \$20,000 request. All funds currently committed and the new grant incentive program is generating interest.
- The Planning Commission would still like to have a comprehensive review done of the land use code completed by a consultant with expertise in this area. The costs are unknown, but anticipated to be \$10,000 or more. In 2020 the City Council approved \$5,000 in funds and the request for 2021 is for another \$5,000.
- Jones said he would like to see more funds in the Demolition program if needed and they could come back to the City Council and request funding if the program commits all the 2021 funds.

## Preliminary

### Library

- Expenses were up 0.36%. Shifting within the expense budget to lessen the tax impact.
- CIP requests included the need for on-going computer replacement and upgrades. The remodeling request for \$20,000 can be eliminated as a donor has offered to pay for the hallway renovation. Also, the Friends of the Library are going to provide up to \$5,000 for the A\C unit repair\replacement.

### Recreation

- No operational budget changes or expenses. Maybe try to start some recreational programming around the new tennis\pickle ball courts.
- No CIP request for 2021.

### Pool

- Budget is down a little for 2021 as the maintenance cost is lower as it is not a painting year. They are continuing on maintenance items. Doors were replaced last year. Revenue adjustment done for admissions as there was a lower amount taken in for 2020.
- No large capital requests, will use maintenance funds to do repairs. The large CIP request will be when a new or renovated pool occurs.

### Arena

- Revenue is 8% lower due to fewer horse and livestock shows. Typically five shows per year and will need to be evaluating the costs to do the conversions from ice to a riding rink in the near future. Expenses are about the same as prior years.
- CIP items include the roof and possible outdoor riding rink. The roof is eligible for insurance funds for 75% of the cost and the balance will be City responsibility. The City cost may be \$100,000 or more depending on the bids and final disposition by the insurance company. In 2020 the Council had set aside \$50,000 for the roof project. The outdoor riding rink can be pushed back to future years, but would be an item to seriously consider if the decision is made not to use the indoor Arena rink for horse and livestock shows.

Jones left the budget meeting at 7:05 pm to attend the Planning Commission meeting. Ray now presiding.

### Community Center

- The budget is \$28,000 lower than last year due to reductions in staff costs and elimination of the October-fest beer tasting event. Have had discussions with the Library about a future plan to share space and staffing.
- CIP includes roof work. The shingled roof may be eligible for insurance at an estimated cost of \$55,000. The flat roof would cost \$88,000 to \$110,000 depending on the roof system selected. The City Council set aside \$50,000 to help with the costs last year.
- The current reserve\replacement fund for equipment and mechanical systems at the Center has a \$54,000 balance.
- In 2021 they are asking for \$10,000 to replace another A\C unit.
- The Sound System had an issue, but they think it has been repaired so that CIP item could be moved out to a future year.

## Preliminary

- The parking lot had crack-filling done and in 2021 they would like to do a seal coating that the County could do for cost. They did not have a cost estimate yet.

### Streets

- Made some cuts to the operational budget to help keep costs level from 2020. Heating costs are up as the equipment stored in the back part of the building needs to have snow/ice melted off and putting these items in the shop is not working. Also, landfill expenses are a little higher as more items have to be taken versus burned or buried.
- The annual CIP request for funding to replenish the Equipment Replacement fund is \$0 because their priority is funding for new trucks.
- Top priority is two new trucks. The cost is \$254,000 for the trucks from the State contract and equipped. This includes the trade-in credits. There is an ability to finance these over several years. A 6 – 18 month backlog of orders is anticipated.
- A trailer purchase for \$10,000 was requested to haul the skid loader. The skid loader is now driven from location to location which is wear and tear on the equipment and takes staff time.

### Parks

- Operational budget is 3% higher than 2020 and the change is personnel costs.
- Recreation field lighting for \$85,000 is again requested to match the \$85,000 already funded for this project. Approximately 30-40 times a year there are conflicts on scheduled games that occur due to lack of lighting.
- Kastle Kingdom is showing its age and many of the wooden posts have to be replaced. This will be very costly and need to be addressed in the very near future.
- Money for the Playground Replacement Fund. This fund currently has about \$12,000 available, which is not a lot to purchase equipment.
- Funds are already budgeted for the Island Park restroom and shelter so something should be constructed in 2021.

Mayor Pro Tem Ray recessed the meeting at 7:45 pm for 10 minutes for a break.

Mayor Pro Tem Ray reconvened the meeting at 7:55 pm.

### Police

- Operational budget was up 1.25%.
- CIP request is for body cameras and taser replacement. The taser cost can be paid for from within the current budget so no 2021 CIP request. The CIP request is about \$23,000 for body cameras. Due to the emphasis on policing and incidents the time for body cameras is here to provide accurate information.
- In 2020 there was \$746 left from the CIP project and the PD is asking to transfer those funds to canine support.

### Fire

- No change in the operational budget.
- The fleet of trucks is getting older and needs significant upgrades and it took 16 months to get the last truck. No FEMA grants have been awarded, but will keep trying.

## Preliminary

- Unit 21 (rural pumper) has major mechanical issues so the City engine is now sent on rural calls as well. Replacement cost is \$443,450 at this time.
- Unit 22 (city engine) is due for replacement and the department wants to get a used platform truck at an estimated cost of \$360,000 to \$425,000.
- The six wheeler is 15 years old and needs to be replaced as does the boat which was purchased in 1985. Estimated cost \$30,000 to \$35,000.
- The first response truck is on the replacement list for 2022. Cost \$70,000 to \$75,000.
- The boat is over 20 years old and would cost \$10,000 to \$15,000 to replace.
- The light tower is still okay.
- Agreement with the Windom Fire District is needed to help pay for the costs as the use of the Department is about 50/50 between Windom and the Fire District calls.
- Possibility of doing a bond or USDA loan to purchase and spread the costs over the lifetime of the equipment would make it a lower annual cost than purchasing outright.

## Airport

- Little change in the operational budget as the Airport is self-sufficient with the exception of capital projects.
- Capital includes taxi and apron pavement management, AWOS tower rehab and credit card reader software updates. The pavement management and credit card software will be covered by State and Airport operational budgets. The request to the General Fund is for \$10,000 to pay the local match for the AWOS tower rehab project.

## City Hall

- This budget is for the building only so the budget has not changed as the costs for utilities is consistent year to year.
- The roof was replaced in 2007 and had a 10-year warranty. Some leaking has occurred the last couple years and has been repaired. Quotes to do the replacement with a 15-year product is about \$60,000 and with a couple recommended additions the cost is \$80,000. The prices were from June 2019 and will need to be updated. There is \$27,050 in a fund for this project. Some of the alternates are not required if the additional insulation is not added and the cost for the wrapping of the duct work is a trade off in energy savings.

## City Office

- Expenses for personnel are down a bit due to the retirement of a senior office staff person. This fund covers a small percent of City Hall staff for activities not related to enterprise funds or specific project administration.

## EDA

- The operational budget is changed due to the anticipated sale of the Spec Building so the rent revenue is eliminated, but so is the property tax and debt service expenses. Otherwise no change from the prior year.
- North Windom Industrial Park infrastructure extension to the south 80 acres will be needed if other businesses are attracted. No general funds are requested at this time and it is hoped that excess TIF funds could be available to do a project or provide a local match to a grant.
- Cottonwood Lake Redevelopment Area (aka Cemstone redevelopment) is in the CIP for an estimated cost of \$2.5 million. These funds would be from new tax revenues generated or

Preliminary

grants. Some in-kind costs are shown for extension of electric, water, sewer and telecom. No General Funds are being requested for the project. Currently this project is on-hold as other projects are occurring throughout the community.

Ray said there is a New Business item on the agenda for discussion of 2020 Halloween Hours. Nasby said that the Council had discussed this and staff researched the State requirements and COVID guidelines. Staff is recommending that the hours be set for 4:00 pm to 8:00 pm on October 31<sup>st</sup> and that the public notice include information related to the CDC guidelines for trick or treating.

**Motion by Grunig second by Quade to set the 2020 Halloween Trick or Treating hours for 4:00 pm to 8:00 pm on October 31, 2020. Motion carried 4 – 0.**

Jones rejoined the meeting at 8:55 pm.

Hage said a new CIP item may be a Transportation Alternatives Program (TAP) letter of interest and grant application will come to the City Council for discussion. This is an 80/20 grant with 20% local match may be coming from the TIF district to do some pedestrian and traffic safety work by the WRA, Community Center, Tegels Park and Cottonwood Lake Drive.

Nasby reviewed the health insurance and personnel budgets for 2021 and noted that the Personnel Committee would be in negotiations with both labor unions for new contracts. Council provided their thoughts to the Personnel Committee. Jones noted that any proposed settlement would come back to the full City Council for approval.

4. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 9:15 PM.

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Dominic Jones, Mayor

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

**TELECOMMUNICATIONS COMMITTEE MEETING  
CITY OF WINDOM COMMUNITY CENTER September 28<sup>th</sup>, 2020**

**I. Call Meeting to Order.** The meeting was called to order by President Eichstadt at 6:10 PM

**II. Roll Call:**

President:	Travis Eichstadt	City Staff:	Steve Nasby
V President:	JD Palm	City Staff:	Jeff Dahna
Secretary:	Mike Schowalter <i>Absent</i>	Council Liaison:	Jenny Quade
Commissioner:	Josh Peterson	Council Liaison:	Marv Grunig
Commissioner:	Vacant <i>Absent</i>	Media:	Dirk Abraham
Media:	Rahn Larson <i>Absent</i>	Others Present:	-

**III. Approval of Minutes from August 24<sup>th</sup>, 2020 meeting**

**Motion by Peterson, to approve minutes from the August 24<sup>th</sup>, 2020 meeting. Seconded by Palm. Motion approves 3 to 0.**

**IV. Project Updates:**

Dahna reports:

- Telecom Staff continues to work on the migration of Central Office CSA subscribers to E7-2 system. Due to the COVID-19 Executive Orders, staff has been limited migration cutovers and been working network additions.
- Outside Plant Expansion – Co Rd 13/17 Telecom installation project. As time allows, Telecom staff will be splicing fiber optic cables in the PON Peds and handholes.
- New Avera Medical Clinic – Techs installed 100Mb TLS service connection and PR1 phone system connection. Dahna and Telecom staff worked on Local Number Porting process of 45 telephone numbers from CenturyLink to Windomnet.
- Street Project Des Moines Drive – Techs have completed moving several fiber optic pedestals and raised up a handhole.

**V. Manager's Report:**

Dahna covers:

- Supply and Equipment – Calix announced End of Sale (EOS) of several G.Fast premise products i.e. 844F (computer chip manufacturer went out of business COVID-19) used to provide service to Multi Dwelling Units that only have coax and telephone cabling structured wiring. Other service providers have bought out the remaining supplies of G.Fast Premise Products. Calix recommends a two-box solution on the G.Fast systems to replace the EOS premise equipment: G.Fast modem and a GigaCenter 844E or GigaSpire 6.0. Dahna says he has several production G.Fast units in MDUs and purchased 15 844Fs from reseller market.
- Calix meeting – Telecom GM and Telecom Staff met with Calix Sales Engineers. Calix covered the G.Fast premise product issue and that the 844G GigaCenter is also falling into the chipset supply vendor issue. Calix is recommending a two-box solution 803G (fiber) & 844E (copper) or GigaSpire 6.0 (copper).
- NOC -48VDC power system - System load currently at 225.8 AMPS and 49.7% capacity.

- COVID-19 Windom Area Schools Distance Learning- Have had three requests for internet accounts for school distance learning students.
- Lakeside Apartments – Techs installing telecom services to the apartment. A few of the CATV cables and one Cat5e data cable are not usable due to possible damage during construction.
- Eagle TV wants to be on new video platform if possible.
- Dahna reviews timelines for migration with commission.

**VI. New Business:**

Dahna covers: - Establish rates/fees Business Hosted Email domains and email accounts

Objectives: Establish rates/fees for Business Hosted Email domains and related email accounts

Outline: Windomnet email system has about 120 Business email accounts on Hosted Email Domains. Dahna is looking to cover costs of email server, spam server, save for upgrades, and compensate staff time.

Plan: Propose the following rates/fees for Business Hosted Email Domain email services:

Email account rate	\$3.50 MRC
Email account setup fee	\$5.00 NRC
Domain setup/change fee	\$50.00 NRC
Troubleshooting	Hourly Labor Rate – Current
Custom setup	Individual Case Basis (ICB)

Reasoning: We have had inquires for Hosted Email Domain services. Other hosted email platforms cost \$3.50-\$6.00 per mailbox per month. Windomnet SPAM and Email license renewals are about \$7,300 per year. SPAM server appliance will need to be replaced in the next year or two. Revenues generated would help offset licensing renewals and SPAM server upgrade costs.

Requested action: Commission vote and approve proposed rates and fees for Hosted Email Domains and email accounts.

Commissioners and Dahna discuss the new rates and fees for Hosted Business Email Domains / related email accounts and add Off Network email account rate \$4.50 MRC to the rates.

On Network - Email account rate	\$3.50 MRC
Off Network - Email account rate	\$4.50 MRC
Email account setup fee	\$5.00 NRC
Email Domain setup/change fee	\$50.00 NRC
Troubleshooting	Hourly Labor Rate – Current
Custom setup	Individual Case Basis (ICB)

**Motion by Palm, to establish Hosted Business Email Domains and related email accounts. On Network email account rate \$3.50 MRC, Off Network email account \$4.50 MRC, email account setup fee \$5.00 NRC, Email Domain setup/change fee \$50.00, Troubleshooting at hourly rate, Custom setup Individual Case Basis. Seconded by Peterson, Motion approved 3 – 0.**

Notice will be sent out in bills and will be effective if council approves the rates/fees.

Dahna reports that there are 208 video subs on the E7-2 system.

**VII. Old Business:**

- Video/Internet rates – Dahna and commissioners discuss rates and options.
- Video Service – Focus on migrating video customers onto the E7-2 system.
- Federal EDA CARES Act Grant – Dahna covers that the engineering costs per customer served is very high and trying to reduce the costs. Cottonwood County engineer - no right of way issues with the scope of the project scope.

**VIII. Commissioner’s concerns and questions:** Dahna replies to commissioner’s concern over a Windomnet internet customer complaining about WiFi service on social media. Dahna covers the sub is in an MDU and a building wiring issue was addressed and sub was going to report back with results. Dahna explains that troubleshooting is a step by step process and additional building wiring issues that may be continuing to impact sub’s internet WiFi. Telecom staff will continue to work to resolve issue.

**IX. Set Next Telecom meeting:** October 26<sup>th</sup>, 2020 at 6:00 PM at the Community Center.

**X. Adjourn:** Meeting adjourned by unanimous consent at 7:56 PM.

\_\_\_\_\_  
Eichstadt, Telecom Commission President

\_\_\_\_\_  
Schowalter, Telecom Commission Secretary

Attest: \_\_\_\_\_  
Jeff Dahna, Telecom General Manager

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
OCTOBER 12, 2020

1. Call to Order: The meeting was called to order by Secretary Herding at 12:03 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Betsy Herding, Marv Grunig, and Rick Clerc (by phone).  
Absent: Linda Sandberg

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.;  
City Administrator Steve Nasby; Kathy Hanson, WADC Liaison (by phone), Kevin  
Stevens, Co. Comm. Liaison; and Rahn Larson (Citizen).

3. Approval of Minutes: September 14, 2020 & September 28, 2020

**Motion by Commissioner Grunig, seconded by Commissioner Clerc, to approve the Minutes of the EDA Meeting held on September 14, 2020, and the EDA Special Meeting held on September 28, 2020. Vote by roll call: Ayes: Commissioners Herding, Grunig, and Clerc; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

4. North Windom Industrial Park Subdivision

A. Public Hearing – Sale of Property

1) 1.09 Acre Tract in Lot 2, Block 2 of North Windom Industrial Park Subdivision - Parcel No. 25-556-0070 (Entire Parcel)

The Board received copies of the survey of the property completed by Zieske Land Surveying, the Purchase Agreement, Public Hearing Notice, and proposed Resolution. Director Hage displayed the survey of the property. He reviewed the terms of the Purchase Agreement with the Board. The sales price of \$25,000 was based on an appraisal completed several years ago. The Purchase Agreement also provides for the Purchaser to make an annual PILOT (Payment in Lieu of Taxes) payment of the City's share of the real estate taxes on the property if the Purchaser is exempt from payment of real estate taxes.

Secretary Herding opened the public hearing at 12:06 p.m. and asked for public comments. No public comments were received. Secretary Herding closed the public hearing at 12:07 p.m.

B. Follow-up Action

1) Resolution No. 2020-09 (Re: Sale of Land – North Windom Industrial Park Subd.)

**Resolution introduced and motion by Commissioner Grunig, seconded by Commissioner Clerc, to adopt EDA Resolution No. 2020-09, entitled “Resolution Approving Sale of Property Described as the East 1.09 Acres of Lot Two (2), Block Two (2) of North Windom Industrial Park Subdivision in the City of Windom, Cottonwood County, Minnesota”.**

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

5. North Windom Industrial Park Subdivision

A. HyLife Lease Request – Lot 1, Block 2: HyLife Foods Windom has a goal to add another shift and create 300 new jobs. The Windom EDA is working with HyLife and housing developers on various projects. However, it takes time to build, so HyLife is requesting a lease for Lot 1, Block 2 in the North Windom Industrial Park to use the property for a Modular Housing Project. The

EDA will maintain ownership of the property, and HyLife will oversee the 193-bed modular housing project.

Director Hage displayed a draft layout of the 33 modular 5-bedroom and 6-bedroom units on the lot. He indicated that DGR Engineering is preparing engineered site plans for the proposed project. The EDA and HyLife filed a joint application requesting a conditional use permit for multi-family housing on Lot 1, Block 2 of the North Windom Industrial Park Subdivision. Previously HyLife was considering longer 44-unit buildings. Their plan has changed and they are proposing 5- and 6-bedroom units. The application for the conditional use permit has changed from multi-family housing to a manufactured home park. The modular units will be built offsite and some of the units are used. Some of the permit requirements have also changed. Director Hage advised that the EDA Board needs to go into Closed Session to discuss the terms of a proposed lease with HyLife for use of this property.

**B. Closed Session – Land Negotiations – Parcel No. 25-556-0060**

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, authorizing the Board to go into closed session. Vote by roll call: Ayes: Commissioners Herding, Grunig, and Clerc; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

Secretary Herding closed the meeting to the public at 12:12 p.m.

Present for Closed Session: Commissioners Grunig, Herding, and Clerc; Director Hage, City Admin. Nasby, WADC Liaison Hanson, Co. Liaison Stevens, and Admin. Asst. Hensen.

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, authorizing the Secretary to reopen the meeting to the public. Vote by roll call: Ayes: Commissioners Clerc, Herding, and Grunig; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

Secretary Herding reopened the meeting to the public at 12:35 p.m.

Director Hage recapped that the Board discussed a potential lease with HyLife Foods of Windom. He summarized that it would be a 3-year lease with a 6-month termination notice by either party. The property is Lot 1, Block 2 of the North Windom Industrial Park and contains 5.39 acres. The lease is contingent on the approval of a conditional use permit for a manufactured home park by the City. HyLife would pay for the site work and installation of utilities and return the lot to a graveled lot on termination of the lease. The annual rent payments will be \$1,132 which is similar to our farm lease rental of \$210 per acre. The EDA is not currently receiving any rent for this lot.

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the proposed Lease Agreement with HyLife Foods Windom for Lot 1, Block 2 of the Windom Industrial Park Subdivision for use as a manufactured home park for modular units to house HyLife’s employees. The lease is for a period of three years with an annual rental rate of \$1,132. Vote by roll call: Ayes: Commissioners Grunig, Herding, and Clerc; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

**6. EDA Spec Building**

- A. Update: APX is no longer interested in the EDA Spec Building Project. Director Hage has been talking with other developers and builders. The discussions with the developers have centered on selling approximately 9.3 acres and maintaining a 1.196 acre parcel in the southwest corner of the original parcel for access to the EDA’s water retention pond and for a compost site. The lot was previously rezoned as R-3 Multi-Family.

B. Closed Session – Land Negotiations - Parcel: 25-839-0075:

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, authorizing the Board to go into closed session. Vote by roll call: Ayes: Commissioners Clerc, Grunig, and Herding; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

Secretary Herding closed the meeting to the public at 12:40 p.m.

Present for Closed Session: Commissioners Grunig, Herding, and Clerc; Director Hage, City Admin. Nasby, WADC Liaison Hanson, Co. Liaison Stevens, and Admin. Asst. Hensen.

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, authorizing the Secretary to reopen the meeting to the public. Vote by roll call: Ayes: Commissioners Grunig, Herding, and Clerc; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

Secretary Herding reopened the meeting to the public at 1:05 p.m.

Director Hage recapped that the property is for sale. The EDA anticipates receiving offers and discussing the sale of the property in more detail and potentially scheduling a public hearing on the sale of the property. Previously the property had been rezoned as R-3 Multi-Family. The reason for the closed session was discussion of a potential purchase price and potential TIF on a multi-family housing project on that property.

7. Oddson Underground

A. Job Creation Fund: Director Hage recapped that EDA Staff worked with Oddson Underground on a Job Creation Fund (JCF) Application for their new office addition project. JCF is available to businesses engaged in select industries including manufacturing, warehousing, distribution, and technology. In 2019, 95 percent of Oddson Underground's business was related to the installation and maintenance of fiber optic systems and networks. In 2019, 58.67 percent of Oddson Underground's sales were in Texas, Iowa, and South Dakota. The City received a copy of the notification letter dated September 25, 2020, from DEED announcing the \$100,000 award based on proposed eligible capital expenditures and the creation of five new jobs related to the project.

B. Commercial Rehab Application: Director Hage reviewed the Commercial Rehab Application received from Oddson Underground in connection with the new office addition project at 50 16<sup>th</sup> Street. They are requesting a \$5,000 forgivable loan in connection with installation of a new forced air furnace/central air conditioning throughout. Oddson will be providing at least \$10,000 of the costs of the materials and labor for this new HVAC system. Staff had reviewed the other required attachments to the Application. The EDA previously reviewed the preliminary information on the proposal.

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the proposed Commercial Rehab Application submitted by Oddson Underground, Inc., for property situated at 50 16<sup>th</sup> Street, and to approve the forgivable loan of \$5,000 from the EDA Commercial Rehab Program for this project. Vote by roll call: Ayes: Commissioners Clerc, Grunig, and Herding; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

8. Housing Study Update

A. Existing Housing Study Overview

B. Housing Need

Director Hage provided the history of the housing study initially completed in May 2014 and the subsequent updates. He also recapped recent growth and proposed future growth with both HyLife Foods and Toro planning to hire additional employees. He provided preliminary estimates to update the full housing study and to update only the rental portion of the study. The consensus of the Board was to wait and re-evaluate the need for an update to the housing study when the EDA has more information concerning commitments for other housing projects.

9. Chamber Gala: Director Hage related information that had been provided by the Chamber concerning their annual gala to be held on Thursday, November 5<sup>th</sup>. He outlined the costs, indicated that the EDA would pay the cost for EDA Commissioners to attend, and asked if any EDA Commissioners wished to attend, to please contact the EDA Office.
10. S.M.A.R.T. Goals: Director Hage reviewed the 2020 S.M.A.R.T. Goals and suggestions for potential new goals for 2021 with the Board. He requested that the Commissioners review the goals and provide any suggestions for new goals and priority of the goals. This information will be compiled and presented to the Board for review and approval at the November Meeting.
11. New Business: Director Hage said that the proposed manufactured home park in NWIP will require review and licensing by the Minnesota Department of Health through Brown-Nicollet Environmental Health. An application for plan review needs to be submitted.

**Motion by Commissioner Clerc, seconded by Commissioner Grunig, to approve the submission of an application for plan review to Brown-Nicollet Environmental Health for the proposed manufactured home park on Lot 1, Block 2 of the North Windom Industrial Park. Vote by roll call: Ayes: Commissioners Clerc, Herding, and Grunig; Nays: None; and Absent: Commissioner Sandberg. Motion carried 3-0.**

12. Old Business: In answer to a question, Director Hage reported that there had not been frequent discussion on the Cemstone project currently as the EDA has also been working on other housing projects. However, discussions are continuing among Cemstone, the EDA, and potential developers.
13. Miscellaneous Information
  - A. EDA Monthly Financial Recap: The Board received a copy of the September 2020 recap.
  - B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the August 2020 Financials provided by Van Binsbergen & Associates.
14. Adjourn: On consensus, Secretary Herding adjourned the meeting at 1:25 p.m.

Attest:

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

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

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
OCTOBER 13, 2020**

1. Call to Order: The meeting was called to order by Commissioner Pfeffer, Acting Chairman, at 7:05 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; Mayor Dominic Jones (Liaison); Drew Hage, EDA Development Director; Len Bakken and Tom Seigfreid of HyLife Foods; Daryl Ray, Lindsey Cartwright, Jerry Bauer, Dennis Johnson, Mike Johnson, Catherine Jorgensen (by Zoom), Wyn Ray (by Zoom), and Rahn Larson (Citizen).

3. Approval of Minutes: September 8, 2020:

**Motion by Commissioner Baloun, seconded by Commissioner Johnson, to approve the Planning Commission Minutes for the Meeting held on September 8, 2020. Vote by roll call: Ayes: Commissioners Pfeffer, Cole, Baloun, Johnson, Hartman, and Byam. Nay: None; Response Inaudible: Commissioner Wahl; Absent: Commissioner Mattson. Motion carried 6-0.**

4. Public Hearing

A. 7:05 P.M.: Zoning Application – EDA – HyLife Foods Windom, LLC – 580 Opportunity Drive (Conditional Use Permit – Multi-Family Use in I-1 District)

Acting Chairperson Pfeffer referred to Zoning Admin. Spielman for introduction of this agenda item. Zoning Admin. Spielman advised that a joint application was submitted by the Economic Development Authority of Windom (as “Owner”) of the property and HyLife Foods Windom, LLC requesting a conditional use permit to allow a multi-family use on the property. HyLife will be leasing the property from the EDA and managing the property. Initially the request was for a CUP for a multi-family use which was submitted pursuant to the “all other uses” section of Conditional Uses in the I-1 Zoning District. However, HyLife’s plans have changed and rather than 44-unit buildings, they are planning to move in thirty-three (33) 5- and 6-bedroom modular units to house their employees. The Application has been modified to a request for a conditional use permit to allow housing in the form of a manufactured home park in an I-1 District. Acting Chairperson Pfeffer asked if Director Hage would like to begin his presentation.

Director Hage provided a Powerpoint presentation. The property is owned by the EDA. At the EDA Meeting on October 12<sup>th</sup>, the EDA Board formally approved the Lease to HyLife. Director Hage reiterated that the EDA has no intention to sell the property to HyLife. He advised that HyLife is looking at modular housing units containing 5- or 6-bedrooms for a total of 193 beds. Each building is considered a unit. He presented a slide showing the location of the parcel which is 5.39 acres. Access to the property would be from Opportunity Drive.

Director Hage advised that if the City approves the Conditional Use Permit, the permit is for the lifetime of the land. However, if the use stops for 12 months, then the Conditional Use Permit terminates. He advised that the lease is for three years and it is the intention of the EDA Board not to renew the lease. Director Hage indicated that the EDA looked at a number of other sites for these units. He acknowledged that this property is not ideal for this use, but that the EDA does not want to have the units placed on other property where new multi-family housing could be constructed.

Director Hage said that the property is zoned I-1 Light Industrial and that housing is a lesser use. He advised that HyLife knows they are putting these modular housing units in an industrial park and that the EDA could sell adjacent property for an industrial use. He discussed the current uses of the property surrounding this lot, discussed traffic flow, the potential addition of a stop sign at the east intersection line of Opportunity Drive and Commerce Boulevard. Director Hage said that the proposed project meets the City Code requirements for a manufactured home park. Private vehicles and a shuttle would be used to transport workers to and from the

plant. Director Hage reviewed a slide of the engineered plan created by DGR Engineering which includes the building layout, streets, setbacks, etc. He referenced the State's requirement for the minimum area for each manufactured home site within the park which is 2,800 square feet. City Code requires a minimum area of 3,500 square feet per site. The plan submitted by DGR Engineering provides for more than 3,500 square feet per site. Director Hage said that DGR believes the housing project would only utilize 15% of the existing sewer capacity. He reviewed the parking required as 66 parking spaces and said that DGR had identified 151 potential parking spaces. He said that City Code requires that not less than 10 percent of the manufactured home park shall be improved for recreational activities for residents of the park and that DGR provides for 23,500 square feet on the plan. Director Hage advised that DGR is working on the storm water plan to submit to the State. He said that the EDA is trying to support one of Windom's largest employers who has a goal to reach 1,000 employees in Windom.

In response to questions, Director Hage clarified the location of the 5- and 6-bedroom units on the site plan; there are provisions in the lease for the removal of the modular units, utility lines, footings, and returning the property back to a graveled lot at the end of the lease term and money will be escrowed to ensure the restoration of the lot is completed; HyLife will be paying for scraping the lot and hauling out the black dirt to City locations and backfilling the areas (except greenspace) with gravel; HyLife is responsible for installation and removal of utility lines (electric, sewer, water, telecom, etc.); HyLife is responsible for snow removal, lawn mowing, and garbage removal on the property; HyLife will prepare a COVID-19 plan for the site; HyLife will be making an annual rent payment and will be paying taxes on the lot and the modular units; HyLife estimates that 25% of the park's residents will be using personal vehicles and the remainder will use shuttle services; individuals and possibly some couples who work at HyLife will be residing in these units, but not families; the plan is to construct new multi-family housing in Windom for families.

Commissioner Baloun said that this is the third time we're considering putting housing in an industrial zoning district. He questioned why the City is not working to find additional residential land because housing should never be in an industrial area no matter how great the need is for housing. Director Hage said that the EDA is looking at areas that would work for multi-family housing but doesn't want to encumber other sites with this use. He said that this project is a bridge to provide time for construction of more permanent housing and he speculated at potential valuation increases to be created by future housing projects.

A concern was raised about the volume of traffic passing at 60+ mph at the intersection of the Industrial Park entrance and Highway 71 as this area was designed for truck traffic and not all the additional residential traffic that may be generated by this project. Zoning Admin. Spielman advised that he had contacted Marc Fischer at MnDOT regarding increased traffic to be generated by this project. MnDOT considers this a change of use. Mr. Fischer said that turning lanes were installed for the Industrial Park and he believes that these improvements can accommodate the change in use. However, Mr. Fischer was going to refer the question to their engineers and respond back to the City.

In response to a question of access for fire trucks since there is limited access to this site, Zoning Admin. Spielman indicated that the fire code requires a minimum street width of 20 feet for access. If the streets on the site are 20 feet in width and are not obstructed with parking, they would meet the minimum requirements in fire code and for manufactured home parks.

Tom Seigfreid, CFO for HyLife, advised that HyLife began two shifts Mondays through Fridays on October 5<sup>th</sup>. The first shift begins at 6:30 a.m. and the second shift ends at midnight.

There was a discussion as to what would happen at the end of the 3-year lease term.

Acting Chairman Pfeffer asked for any other questions from the Commission. As there were none, Chairman Pfeffer opened the public hearing for public comments at 7:38 p.m. Zoning Admin. Spielman asked if any members of the public—either present at the meeting or on the phone/computer—wished to speak.

Wyn Ray, an adjacent landowner, asked if there were any safety net measures in place, such as a dry camp and zero tolerance for drugs and prostitution. He said that a friend's son had worked at a man camp in North Dakota and it wasn't exactly the best situation. He said that he's looking out for the community. What are the conditions to live in these units? Not saying that's going to happen, but wondered about the rules.

Director Hage said that the EDA discussed with Police Chief Scott Peterson a requirement for open dialogue between HyLife and the Police Department. The Police Chief also has offered to provide education regarding assimilation into the community. These provisions were included in the lease between the EDA and HyLife. Director Hage also advised that there is provision in the lease for a six-month termination of the lease if things do not go well.

Mr. Seigfreid thanked the Commission for taking time to consider this request. He said that HyLife will have set rules and expectations for employees while working at the plant and living in these units. He said that for the housing units, they are considering a no alcohol and a no smoking policy. They are in the process of setting up these rules.

Acting Chairman Pfeffer asked if there were any other questions from the public—both in person or online. No other questions or comments were received from the public. Acting Chairman Pfeffer closed the public hearing at 7:44 p.m. and referred the application to the Planning Commission for discussion.

Zoning Admin. Spielman reminded the Commissioners that if a conditional use permit is granted, it is permanent. It cannot be revoked unless a condition of the permit is violated. Then the City Council could revoke the conditional use permit after an appropriate revocation hearing is held. We can't put a timeframe on a conditional use. The conditional use permit would transfer to any new owners. Pursuant to City Code: A conditional use permit shall become void one year after being granted by the City Council unless used.

Commissioner Pfeffer asked what is the guarantee after this 3-year lease is up, that it's not going to end up being a 25-year lease? Director Hage responded that it's the EDA Board's intent not to lease the property beyond 3 years. He said that Windom has two large employers who are hiring. The EDA's goals are to work with existing businesses to allow them to be successful.

Mr. Seigfreid stated that HyLife is in the pork business and they do not want to be in housing, but they realize this is a bridge to allow time for new multi-family housing.

Zoning Admin. Spielman reiterated that a conditional use listed as such in code is considered a permitted use on which a City can put conditions. However, housing is not a permitted or conditional use in the I-1 Zoning District. He said that the application was submitted under Section 152.152(C) of the Code for I-1 Districts. He reviewed the findings set forth in Section 152.546 for the granting of a conditional use permit. Many of these criteria are from State Statutes. He reminded the Commissioners that we need to consider these criteria for all conditional uses and particularly a use that is not listed as a conditional use for that zoning district.

In response to a question as to whether the granting of a conditional use permit for this use would set any precedence for future decisions. Zoning Admin. Spielman advised that it could if we have another application for a similar use in the I-1 District. Normally it should not. For the granting of variances, there's typically something unique and specific to that individual property.

Zoning Admin. Spielman stated, in our Code for manufactured home parks, there is a requirement that each manufactured home lot shall have a hard-surface, off-street parking space for two automobiles. All streets shall be hard-surfaced and have a minimum width of 20 feet. HyLife is proposing gravel streets. In Code, there is no definition for "hard-surface". The City has, in the past, allowed gravel parking areas. Spielman asked whether the Commission believes gravel meets the code requirement.

Commissioner Hartman asked if the City or EDA will receive a copy of the park rules from HyLife for employees living in the units. If there are any violations, will we have any recourse? Director Hage said that the plans are for the EDA Board to receive a report from HyLife once a month and that HyLife would also report to the City Department Heads' Meeting once a month. Later they may not need that many meetings.

Mr. Seigfreid said that if they have abuses or violations, HyLife will deal with those and they could result in termination of the employee(s)' employment.

Commissioner Byam said that looking at the map, it looks like a very, very compact area. It's dense and looks very confining and small. Has there been any consideration in putting in a shelter house (community building) for people to hang out in? Director Hage referred to the space around the units.

There was some discussion regarding setbacks. The gap between some units is 15 feet and in some places, it is 20 feet. The EDA will provide the updated site plans that were in the presentation to the Planning Commission. These were not available at the time that the packet was sent out.

Commissioner Pfeffer said that in town everyone has garages and sheds. What happens to the bicycles and grills and miscellaneous stuff people tend to collect? Mr. Seigfreid said that is a good question. HyLife has to consider those items in the rules and expectations for the premises. HyLife needs to figure out limitations regarding the Code and what kind of risks they want to take on.

Commissioner Pfeffer said that he's thinking about the people coming into town and seeing junk scattered around on the property. Mr. Seigfreid said that it's important to HyLife as to how they are perceived in the community.

In response to a question regarding HyLife's long-term plan on housing, Mr. Seigfreid said that their plan is to grow the business up to 1,000 fulltime employees in two shifts. They are trying to launch other multi-family projects. The plan is that the temporary modular housing is to bridge the gap until there is multi-family housing available. Then the employees would ultimately find other housing whether an apartment or a single-family home or something of that nature.

Commissioner Hartman made a motion to more clearly delineate what are the conditions we would pass along to the City Council for approval or disapproval of this project. The motion died for lack of a second. Commissioner Baloun said that he would like to hear the Police and Fire Departments' opinions and concerns on the project.

There was a discussion as to whether the Planning Commission needed to make a decision at this meeting. The Application was filed on September 28<sup>th</sup> and the 60-day rule applies. Zoning Admin. Spielman advised that the Planning Commission needs to make it clear what additional information they are requesting.

Commissioner Cole asked that the Planning Commission receive a copy of the Lease between the EDA and HyLife. Admin. Asst. Hensen advised that the attorneys for HyLife are currently reviewing the lease and we can provide a copy to the Commissioners after the Lease has been approved by HyLife's attorneys.

Director Hage said that HyLife is working on a timeline in which they want to have the modular units in place by early December.

There was a discussion about the possibility of recessing the discussion until a later special meeting in October and potential dates for a special meeting. Mayor Jones said that would provide time for the Planning Commission to gain more information. He said we have a major employer who wants to get going on this, but they understand the guidelines and the timeframe and it goes both ways. Commissioner Hartman said then the Planning Commission would have more time to think about this matter and may receive calls regarding concerns from the public as information on this project was just published recently in the paper.

**Motion by Commissioner Baloun, seconded by Commissioner Hartman, to recess the discussion on the CUP Application by the EDA and HyLife until a Special Meeting to be held at 7:00 p.m. on Tuesday, October 27<sup>th</sup>. The Motion further requested that the Planning Commission be provided with a copy of the Lease Agreement between the EDA and HyLife, the updated site plans from DGR Engineering, and verification from an assimilation meeting with the Police and Fire Departments that they have reviewed the plans and what concerns they have regarding the project. Vote by roll call: Ayes: Commissioners Byam, Hartman, Johnson, Baloun, Wahl, Cole and Pfeffer. Nay: None; Absent: Commissioner Mattson. Motion carried 7-0.**

Mr. Seigfried said that he believes that HyLife can meet the requirements that the Planning Commission requested. HyLife is open and available to meet with the community on assimilation. He said that he is not that close to those working on this project so he doesn't know how the meeting schedule works for them.

Mayor Jones commented that they have 60 days to act on this application. He thinks the Planning Commission has made a reasonable action to do this.

Director Hage and Mr. Seigfreid both thanked the Commission. Mayor Jones excused himself at 8:35 p.m. to return to the City Council's Budget Meeting.

5. Zoning Application - CUP/PUD – 350 19th Street

A. General Concept Plan

(1) Review & Recommendation: Acting Chairman Pfeffer referred to Zoning Admin. Spielman for introduction of this agenda item. Zoning Admin. Spielman reported that a joint application had been submitted by Preferred Choice Homes (Lindsey Cartwright and Jerry Bauer) as purchasers of the property and Janice Gove as owner of the property. The Applicants are requesting a conditional use permit for a planned unit development in an R-2 Zoning District. He stated that a PUD is allowed in an R-2 District as a conditional use. At this meeting, the Planning Commission is reviewing the General Concept Plan and making a recommendation to the City Council on this plan. Zoning Admin. Spielman advised that submission of the "general concept plan" is a way to allow the Planning Commission and City Council to review a project in general terms and approve the project regarding density and use of the property before the developers incur additional expense to finalize the engineering, etc. Zoning Admin. Spielman commended the project Developers (Jerry Bauer and Lindsey Cartwright) and Engineers (Dennis Johnson and Mike Johnson) for the thorough plans and detailed information they had provided in conformance with the requirements of City Code. He advised that the City Departments will review the Development Stage Plan before it is presented to the Planning Commission. After the Development Stage Plan is submitted, the Planning Commission will hold a public hearing.

Zoning Admin. Spielman stated that the City Code sets forth the information to be presented in the General Concept Plan including overall maximum PUD density range; general location of major streets and pedestrian ways; general location and extent of public and common open spaces; general location of residential and non-residential land uses with approximate type and intensities of development; staging and time schedule of development; and other special criteria for the development. The Commissioners received information submitted by the Developers and the Engineers in the packet for the Planned Unit Development to be known as "Gove Acres" (55+ Community).

Zoning Admin. Spielman reviewed the information included in the General Concept Plan briefly described as follows: Ownership information, property purchase schedule with a proposed closing on the property on or before February 27, 2021; applicant information; list of professional consultants; purpose of this PUD; zoning areas surrounding the property; zoning map; aerial showing location of property; photo of access from Highway 71 (which will be closed); Master Utility Map showing existing utilities in the area; individual lot information; contours of property; grading plan; PUD Concept Plan identifying lots, locations for townhouses and single-family homes, utility lines, street, walking path, etc.; elevations and floor plans for townhouse units, single-family units ("Senior Cottages"), and Community Clubhouse; Homeowners' Association ("HOA") information; and proposed Restrictive Covenants. Zoning Admin. Spielman advised that in this development there are only residential land uses.

Pursuant to the submittal, the general purpose of this PUD is to provide a specific demographic in Windom, Minnesota, a place to live and interact with people of their own age and station in life. The market is aimed at adults, 55 plus years of age, who desire to live in a small community of individuals and wish for reduced home maintenance needs. There will be 15 home units comprised of two 2-bedroom townhouses and eleven 2-bedroom single-family homes (cottages). The owners of each unit will be responsible to follow specific covenants and pay monthly Homeowners' Association (HOA) dues for property upkeep and management. In the drainage plan, water will flow from the site into a ditch system on Highway 71 and eventually into Perkins Creek. There will be piping and a detention pond before the storm water reaches the ditch system. Per the Engineer, there will be a control structure. The access to the property will be from 19<sup>th</sup> Street.

Maintenance of the public areas, common open space, sanitary sewer and water sub-mains, and the 22'-wide private street will be provided by the HOA. Taxes, utilities, and insurance for the common areas will also be paid through the HOA. In addition, the HOA will provide grass mowing of public areas, street snow

removal, walking path upkeep, minor house maintenance, management (and scheduling) of the clubhouse, and general management of the development.

The building plan timeline is: Fall 2020 permitting/site work/debris removal/survey work/pre-sales; 2021 site work/infrastructure work/townhouse construction, cottage construction; and 2022 cottage construction.

Zoning Admin. Spielman explained primary differences between a subdivision and PUD. In a subdivision, the streets and public utilities are required to be constructed to the City's standards. The streets and public utilities are then dedicated to the public and the City is responsible for maintenance of those streets and public utilities. There are minimum setbacks, lot size, lot coverage etc. In a PUD, the developers can vary somewhat on lot size, street width as the streets are private, etc. The infrastructure in the development is installed and maintained by the development. In the PUD community, the developers can require the same type of architecture and similar design plans, etc.

Zoning Admin. Spielman advised that he has been in contact with MnDOT and the project's Engineers are working with MnDOT regarding storm water permitting.

In response to questions, the Developers provided the following information: Some site work has begun. If the CUP/PUD is approved, they plan to do more site work this fall. The timeline for buildout of the development depends on sales. They plan to build on lots that have been sold. Jerry Bauer said that the costs of building materials will be rising in the next few years and they want to build as many units as they can prior to that increase. They are currently working on pre-sales as part of the lot and house sales prices will be used for infrastructure costs. The price range for the units has not been fully determined yet. They are estimating base price as \$140,000 to \$150,000 and a price range of \$140,000 to \$185,000 per unit depending on kitchen and bathroom upgrades, storage area, landscaping, and type of deck requested by the lot purchasers. Lindsey Cartwright said that the key for them is to make a development that's affordable and functional and is a "community within a community" for this age group.

Engineer Dennis Johnson identified an area on the west side where there is a retaining wall. There is a house and a fence that are actually on the Gove property. They are trying to contact and work with the owners of that adjoining property. There is a walking path around the perimeter of the property. On the east side, they will be installing a retaining wall as there is a 20' drop. There will be a step down in that area. Otherwise, the remainder of the property is handicapped-accessible.

In response to a question, Zoning Admin. Spielman advised that the City will provide lighting at the entrance on 19<sup>th</sup> Street and can install additional lighting in the PUD at the Developers' expense. Lindsey Cartwright said that he thinks there would be a light pole at the cul-de-sac and clubhouse areas and they may need an additional light half way down.

In answer to a question concerning the HOA, Jerry Bauer advised that the homeowners will be part of the HOA process and have input. However, Lindsey Cartwright and Jerry Bauer will manage the property.

Commissioner Baloun said that he is a neighbor to the property and is pleased with the proposed project.

Zoning Admin. Spielman said that PUDs are a three-step process: General Concept Plan, Development Stage Plan (when public hearing is held), and Final Plan. The final stage is the last chance to review the plan regarding any needed modifications.

**Motion by Commissioner Hartman, seconded by Commissioner Byam, to recommend City Council approval of the General Concept Plan for Gove Acres submitted by Preferred Choice Homes and Janice Gove. Vote by roll call: Ayes: Commissioners Pfeffer, Cole, Baloun, Johnson, Hartman, and Byam. Nay: None; Response Inaudible: Commissioner Wahl; Absent: Commissioner Mattson. Motion carried 6-0.**

Zoning Admin. Spielman noted that the General Concept Plan will be presented to the City Council for approval on October 20<sup>th</sup>.

B. Next Steps

- (1) Development Plan
- (2) Public Hearing

Zoning Admin. Spielman stated that the next regularly-scheduled Planning Commission Meeting would be November 10<sup>th</sup>. Due to publication requirements, the public hearing cannot be held at the Planning Commission's Special Meeting on October 27<sup>th</sup>. Lindsey Cartwright did ask if it would be possible to combine review of the Development Stage Plan and the Final Plan into the November 10<sup>th</sup> Meeting. Zoning Admin. Spielman replied that because of the completeness of the plans, we may be able to combine the two if there are no comments from the public or the City Council requiring modification of the plans. He will also verify this with the City Attorney.

6. Review of Proposed Code Amendments

A. Rental Housing Ordinance – Proposed Updates: Zoning Admin. Spielman explained the reasons for the proposed updates and reviewed the proposed amendments. After approval by the Planning Commission, the proposed amendments will be reviewed by the City Attorney. If there are no major changes, they will be presented to the City Council for two readings of an ordinance.

**Motion by Commissioner Hartman, seconded by Commissioner Baloun, to recommend approval by the City Council of the proposed amendments to the City Code for Sections 150.55, 150.56 and 150.58 concerning rental housing licensing and inspections. Vote by roll call: Ayes: Commissioners Byam, Hartman, Johnson, Baloun, Wahl, Cole, and Pfeffer. Nay: None. Absent: Commissioner Mattson. Motion carried 7-0.**

7. Other Business/Reports: None.

8. Unfinished Business

A. Review of 2020 S.M.A.R.T. Goals & Suggestions for 2021: Zoning Admin. Spielman recapped that at the September 8<sup>th</sup> Meeting, the Planning Commission reviewed the 2020 Goals. He asked for any suggestions and indicated that proposed goals for 2021 would be prepared and submitted for review and approval by the Planning Commission at the November 10<sup>th</sup> Meeting. Commissioner Hartman, pursuant to a previous discussion, suggested a possible goal to encourage the City or EDA to acquire property for residential development.

9. New Business: None.

10. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman inquired about the status of the temporary structures to be used in connection with COVID-19 procedures/requirements that were discussed at the September 8<sup>th</sup> Planning Commission Meeting. Zoning Admin. Spielman updated the Commissioners concerning the plans of the two businesses and advised that they are taking steps to comply with City Code concerning setbacks and design, etc.

11. Recess: On consensus, Acting Chairperson Pfeffer recessed the meeting at 9:26 p.m. until Tuesday, October 27, 2020, at 7:00 p.m.

\_\_\_\_\_  
Greg Pfeffer, Acting Chairman

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

Windom Library Board Meeting

City of Windom Council Chamber

October 13, 2020

5:00 p.m.

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

Members Absent: Terri Jones

Library Staff Present: Dawn Aamot

City Council Member Present: None

3. Agenda and Minutes:

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

4. Financial Report:

Dawn reviewed the financial report. With 36% of the budget remaining, we are aligned at where we were last year at this time.

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

5. Librarian's Report:

Dawn reported that there were many new registrations for library cards during September Library Card sign-up month.

The new outdoor benches were picked up in Worthington by the Windom Street Department and setup by the front doors. Thank you to the Windom Street Department. Dawn received a thank you call from Sue Resh.

Nancy started virtual storytime on Facebook today. A monthly family storytime kit is being offered. Each month will offer a different theme. This month is a fall theme with a craft, fingerplay and recipes. The kits can be customized for daycares or the number of children in the family.

Dawn is considering a subscription to Ancestry.com that would be available to Windom library patrons. Funds would be available from the Nelson family gift. Laptops to be used in the library may also be purchased with this gift.

High school student, Dora Larson has offered to volunteer at the library. Dawn has put her to work organizing and re-shelving the videos. Dawn and her husband picked up video shelves that were given away by a closed video store in New Ulm.

Denise Nichols at the city office and Dawn gathered invoices for the \$44,000 grant that covered carpet, bathroom and painting and submitted them to the state. The state responded within 24 hours with a glowing approval. The state said that it is unusual for approval to be granted on the first submission. Kudos to Denise Nichol for the fine work that she did on this!

Dawn will be meeting with the City Council this evening for the library's 2021 budget. She will be asking for a capital outlay of \$2,000 for computer maintenance and replacement. Some budget line item cuts will be reviewed.

The Friends of the Windom Library applied for a Cares grant through Cottonwood County. They received \$5,000 and have agreed to put these dollars towards the \$5600 needed to replace the air conditioner compressor.

The library is purchasing a touchless water fountain and bottle filler with funding from the Cares Act through the city.

With all the dusting and deep cleaning that was done this year, Dawn has contacted Coit Cleaners for a quote to clean the library ventilation and duct work. It is a cost of \$1450. The company also cleaned the library's curtains in 2018. She requested an approval to go forward with this task.

This is Teen-tober week. A give away will be posted on Facebook. Next week is National Friends of the Library Week. Dawn is looking to next year to plan a proper recognition for all that the Windom Friends have done for our library and the building itself.

Librarian's Report was approved on a motion by Steve Fresk and seconded by Kari Scheitel.

6. Old Business:

See Librarian's Report

7. New Business:

The 2020 Goals that were set for the library have been slightly altered due to the Covid pandemic. Dawn believes that 75% of the outreach goal has been reached. She still plans to purchase more bilingual books and materials for children and adults. She hopes to rotate the books at Mikkelsen Manor soon. She needs to get permission first to enter the building.

Patrons are still requesting curbside pickup almost daily. The library staff are still dealing with patrons who don't like wearing masks. They are reminded that they want everyone to feel safe at the library.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:33p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

Community Center Commission Minutes  
Tuesday October 13, 2020

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

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

3. Approval of Minutes:

**Motion by Lenny Thiner, seconded by Virgil Meier to approve the August 10, 2020 Community Center Commission Minutes. Motion carried 5-0.**

4. Additions to the agenda:

Rental Surveys were good

5. President's Report:

**Motion by Virgil Meier, seconded by Lenny Thiner to get information for plaque to signify Thank You with modifications. Motion carried 5-0.**

The Outdoor Patio floor paint is done and looks great.

6. Director's Report:

- a. Covid 19 Update
- b. Camp Sites-WCC Director Spencer Winzenried approached Street and Park Superintendent Brian Cooley about the Commission's proposal and Brian Cooley will be attending future Commission Meetings to discuss options.
- c. Budget 2021- asking for 1.) HVAC Replacement 2.) Parking Lot Chip and Seal
- d. Winter Pricing- Discussed options for incentives to use in the winter months Dec.15- March 15.
- e. Bar Pricing Updating-WCC Director Spencer Winzenried will be doing some bench marking to see if our pricing is comparable with surrounding facilities

7. Resource Management:

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

8. Miscellaneous:

Carpet Cleaning in Senior Citizens Room

9. Open Forum:

Fence between WCC Parking lot and Apartments

10. Next Meeting:

Monday November 9, 2020 @ 5:30 pm

**Adjourn:**

**Motion by Virgil Meier, seconded by Lenny Thiner, to adjourn the meeting at 6:09 pm. Motion carried 5-0.**

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

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

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



Windom, MN

# Expense Approval Report

By Fund

Payment Dates 10/2/2020 - 10/15/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
WILMA SOGGE	20170315	03/15/2017	REFUND - STATEMENT CREDIT	100-20191	10.15
ARNOLD OLSON	20201014	10/14/2020	REFUND - STATEMENT CREDIT	100-20191	123.50
BRUCE ELIASON & ALICE LAM	20201014	10/14/2020	REFUND - STATEMENT CREDIT	100-20191	149.69
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	100-20202	17,609.00
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	100-20202	7,536.12
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	100-20202	42.41
					<b>25,470.87</b>
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	100-41110-304	570.00
					<b>Activity 41110 - Mayor &amp; Council Total: 570.00</b>
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	100-41310-133	80.00
INDOFF, INC	3407182	10/02/2020	SUPPLIES	100-41310-200	6.18
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	100-41310-217	100.68
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-41310-321	111.32
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - CITY OFF	100-41310-322	409.91
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-41310-326	293.23
STEVE NASBY	20200925	10/02/2020	EXPENSE - SC COOP CITY ADM	100-41310-331	77.05
					<b>Activity 41310 - Administration Total: 1,078.37</b>
<b>Activity: 41410 - Elections</b>					
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - ELECTIO	100-41410-480	45.25
					<b>Activity 41410 - Elections Total: 45.25</b>
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	100-41910-133	24.00
SCHRAMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	100-41910-304	270.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-41910-321	77.35
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - P & Z	100-41910-322	5.72
					<b>Activity 41910 - Building &amp; Zoning Total: 377.07</b>
<b>Activity: 41940 - City Hall</b>					
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-41940-381	401.92
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-41940-382	58.45
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-41940-385	121.92
MELISSA PENAS	20201002	10/02/2020	CLEANING	100-41940-406	363.00
SANDRA HERDER	20201002	10/02/2020	CLEANING	100-41940-406	363.00
					<b>Activity 41940 - City Hall Total: 1,308.29</b>
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	100-42120-133	160.00
INDOFF, INC	3404504	09/30/2020	SUPLIES	100-42120-200	43.90
INDOFF, INC	3405236	09/30/2020	SUPPLIES	100-42120-200	64.78
INDOFF, INC	3407183	10/12/2020	SUPPLIES	100-42120-200	8.69
SCHRAMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	100-42120-304	435.00
COTTONWOOD CO AUD/TREA	20201013	10/13/2020	DEPUTY ATTORNEY - NOV 202	100-42120-304	3,957.50
WINDOM AREA HEALTH	734-0078-09-20-0078	10/13/2020	SEPT CHARGES - #734-0078	100-42120-305	40.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TEL ECO	100-42120-321	34.54
AT & T MOBILITY	287293102788X10032020	10/12/2020	#287293102788 - SERVICE	100-42120-321	560.97
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - POLICE	100-42120-322	0.52
ALPHA WIRELESS - MANKATO	8672	10/08/2020	SERVICE -	100-42120-323	108.00
ALPHA WIRELESS - MANKATO	8878	10/12/2020	RADIO UNITS	100-42120-323	560.25
DEVIN KOPPERUD	20200927	10/12/2020	EXPENSE - BASIC SWAT	100-42120-334	637.51
COTTONWOOD VET CLINIC	224293	10/08/2020	BRUNO	100-42120-334	103.42
WINDOM AUTO VALU	#3400540 9-25-2020	10/06/2020	#3400540 - MAINTENANCE	100-42120-404	14.99

## Expense Approval Report

Payment Dates: 10/2/2020 - 10/15/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COUNTRY PRIDE SERVICE	20200930	10/05/2020	MAINTENANCE	100-42120-405	189.00
COTTONWOOD CO AUD/TREA	20201012	10/13/2020	RENT - NOV 2020	100-42120-412	1,950.00
BLUE CROSS/BLUE SHIELD	201002081625	10/13/2020	BLUE CROSS BLUE SHIELD INS	100-42120-480	677.00
<b>Activity 42120 - Crime Control Total:</b>					<b>9,546.07</b>
<b>Activity: 42220 - Fire Fighting</b>					
FIRE SAFETY USA, INC	139267	10/06/2020	MATERIALS & EQUIPMENT	100-42220-215	92.00
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	100-42220-217	58.73
SCHRAMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	100-42220-304	435.00
FERRELLGAS	1027955136 9-20-2020	10/02/2020	#47483982 - SERVICE	100-42220-308	28.39
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-42220-321	42.53
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - FIRE	100-42220-322	17.06
ALPHA WIRELESS - MANKATO	8790	10/13/2020	SERVICE - WINDOMFD	100-42220-323	3,024.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-42220-381	315.19
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-42220-382	12.55
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-42220-385	27.05
RUNNINGS SUPPLY, INC	#71920 9-30-2020	10/07/2020	MAINTENANCE -	100-42220-404	13.18
JOHNSON HARDWARE	11390	10/02/2020	MAINTENANCE	100-42220-404	43.50
FEDER MECHANICAL INC	12634	09/30/2020	#CITYW14 - SERVICE	100-42220-404	412.80
O'REILLY AUTOMOTIVE, INC	4425-286397	10/06/2020	MAINTENANCE	100-42220-404	4.79
WW COMMUNICATIONS AND	4860	10/06/2020	MAINTENANCE	100-42220-404	180.00
WINDOM FIRE & SAFETY, LLC	7443	10/07/2020	SERVICE - FIRE DEPT	100-42220-404	40.90
BUILDING SPRINKLER INC.	80505	09/24/2020	WINDOMEM - MAINTENANCE	100-42220-404	117.00
LAMPERTS YARDS, INC.	LA3902020 10-1-2020	10/06/2020	#LA3902020 - MAINTENANCE	100-42220-404	17.55
HEIMAN FIRE EQUIP. CO	0892197-IN	10/12/2020	MAINTENANCE	100-42220-405	76.32
EMERGENCY APPARATUS MAI	112658	09/22/2020	WINDOM FIRE - ENGINE 21	100-42220-405	1,016.95
EMERGENCY APPARATUS MAI	112659	09/22/2020	WINDOM FIRE - ENGINE 23	100-42220-405	1,253.06
EMERGENCY APPARATUS MAI	112660	09/22/2020	WINDOM FIRE - UNIT #24	100-42220-405	260.97
EMERGENCY APPARATUS MAI	112661	09/22/2020	WINDOM FIRE - RESCUE 20	100-42220-405	1,153.50
EMERGENCY APPARATUS MAI	112662	09/22/2020	WINDOM FIRE - TANKER 22	100-42220-405	260.97
EMERGENCY APPARATUS MAI	113989	09/22/2020	WINDOM FIRE - UNIT #24	100-42220-405	236.11
EMERGENCY APPARATUS MAI	113990	09/22/2020	WINDOM FIRE - RESCUE 20	100-42220-405	844.64
EMERGENCY APPARATUS MAI	113991	09/22/2020	WINDOM FIRE - TANKER 22	100-42220-405	441.65
EMERGENCY APPARATUS MAI	113992	09/22/2020	WINDOM FIRE - ENGINE 23	100-42220-405	1,624.37
P.M. REPAIR & DETAILING	13349	09/22/2020	WINDOM FIRE - MAINTENAN	100-42220-405	621.95
WINDOM FARM SERVICE	20200930	10/07/2020	REPAIRS	100-42220-405	111.00
<b>Activity 42220 - Fire Fighting Total:</b>					<b>12,783.71</b>
<b>Activity: 42500 - Civil Defense</b>					
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-42500-381	31.03
<b>Activity 42500 - Civil Defense Total:</b>					<b>31.03</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	223827	10/05/2020	SERVICE	100-42700-103	15.40
COTTONWOOD VET CLINIC	223690	10/05/2020	SERVICE	100-42700-300	30.80
<b>Activity 42700 - Animal Control Total:</b>					<b>46.20</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	100-43100-133	80.00
RUNNINGS SUPPLY, INC	#71920 9-30-2020	10/07/2020	MAINTENANCE -	100-43100-211	29.78
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-43100-217	70.00
MN MUNICIPAL UTILITIES ASS	55994	10/06/2020	2020 DRUG-ALCOHOL TESTIN	100-43100-217	186.00
SANFORD HEALTH OCCUPATIO	565738	10/12/2020	WINDOM - SERVICE	100-43100-217	30.00
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	100-43100-217	58.73
DUININCK	543886	10/06/2020	STREET MAINTENANCE MATE	100-43100-224	680.00
DUININCK	544025	10/07/2020	#50029 - MAINTENANCE MAT	100-43100-224	1,326.76
DUININCK	544111	10/07/2020	MAINTENANCE MATERIALS	100-43100-224	1,306.26
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-43100-321	45.97
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - STREET	100-43100-322	7.28
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-43100-381	1,198.75
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-43100-381	224.32
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-43100-382	20.07
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-43100-385	42.44

**Expense Approval Report**

Payment Dates: 10/2/2020 - 10/15/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN DEPT OF LABOR & INDUS	ABR0239785X	10/07/2020	#00000421771 - 301963 PRES	100-43100-401	10.00
WINDOM AUTO VALU	#3400540 9-25-2020	10/06/2020	#3400540 - MAINTENANCE	100-43100-404	487.48
WINDOM AUTO VALU	#3400540 9-25-2020	10/06/2020	#3400540 - MAINTENANCE	100-43100-405	508.73
BLUE CROSS/BLUE SHIELD	201002081625	10/13/2020	BLUE CROSS BLUE SHIELD INS	100-43100-480	677.00
<b>Activity 43100 - Streets Total:</b>					<b>6,989.57</b>

**Activity: 43210 - Sanitation**

KDOM RADIO	#0951 10-1-20	10/12/2020	#0951 - ADVERTISING	100-43210-340	216.00
<b>Activity 43210 - Sanitation Total:</b>					<b>216.00</b>

**Activity: 45120 - Recreation**

A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	100-45120-217	12.58
<b>Activity 45120 - Recreation Total:</b>					<b>12.58</b>

**Activity: 45202 - Park Areas**

NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	100-45202-133	16.00
JCL SOLUTIONS - JANITORS CL	1220776	10/06/2020	SUPPLIES	100-45202-211	68.14
JCL SOLUTIONS - JANITORS CL	1220781	10/06/2020	SUPPLIES	100-45202-211	48.19
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-45202-381	530.09
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-45202-382	4,518.47
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	100-45202-385	216.48
RUNNINGS SUPPLY, INC	#71920 9-30-2020	10/07/2020	MAINTENANCE -	100-45202-402	25.99
JOHNSON HARDWARE	10930	10/07/2020	MAINTENANCE	100-45202-404	37.58
RUNNINGS SUPPLY, INC	#71920 9-30-2020	10/07/2020	MAINTENANCE -	100-45202-406	1.49
EARL F. ANDERSEN	0124634-IN	10/05/2020	MAINTENANCE	100-45202-406	172.40
COUNTRY PRIDE SERVICE	20200930	10/05/2020	MAINTENANCE	100-45202-406	105.00
KOLANDER TREE SERVICE	2417	10/06/2020	SERVICE	100-45202-406	300.00
RON VOUGHT	730984	10/05/2020	SERVICE	100-45202-406	120.00
SEED CENTER	9452	10/12/2020	SERVICE	100-45202-406	40.00
<b>Activity 45202 - Park Areas Total:</b>					<b>6,666.50</b>
<b>Fund 100 - GENERAL Total:</b>					<b>65,141.51</b>

**Fund: 211 - LIBRARY**

**Activity: 45501 - Library**

NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	211-45501-133	16.00
DEMCO	6848646	10/05/2020	#220099830 - SUPPLIES	211-45501-200	198.40
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	211-45501-217	58.73
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	211-45501-321	27.16
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	211-45501-326	203.33
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	211-45501-381	176.76
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	211-45501-382	18.41
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	211-45501-385	37.31
SANDRA HERDER	20201002	10/02/2020	CLEANING	211-45501-402	385.00
MELISSA PENAS	20201002	10/02/2020	CLEANING	211-45501-402	385.00
ENTERTAINMENT WEEKLY	20201006	10/06/2020	SUBSCRIPTION - #BXBCDGB	211-45501-433	25.00
MIDWEST GAME & FISH	20201012	10/12/2020	SUBSCRIPTION -	211-45501-433	18.00
INGRAM INDUSTRIES	#2004243 10-1-2020	10/12/2020	#2004243 - BOOKS	211-45501-435	1,581.86
<b>Activity 45501 - Library Total:</b>					<b>3,130.96</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>3,130.96</b>

**Fund: 225 - AIRPORT**

**Activity: 45127 - Airport**

RED ROCK RURAL WATER	#106026 10-1-2020	10/06/2020	#106026 - WATER	225-45127-200	30.45
RED ROCK RURAL WATER	#106026 10-1-2020	10/06/2020	#106026 - WATER	225-45127-200	2.00
ELECTRIC FUND	20201002	10/02/2020	LAWN MOWING FUEL - AIRPO	225-45127-212	41.31
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - AIRPORT	225-45127-217	6.92
<b>Activity 45127 - Airport Total:</b>					<b>80.68</b>

**Activity: 49950 - Capital Outlay**

APX CONSTRUCTION GROUP L	20201008	10/08/2020	AIRPORT HANGAR / TAXILANE	225-49950-500	18,046.28
<b>Activity 49950 - Capital Outlay Total:</b>					<b>18,046.28</b>
<b>Fund 225 - AIRPORT Total:</b>					<b>18,126.96</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 230 - POOL</b>					
<b>Activity: 45124 - Pool</b>					
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	230-45124-217	96.00
MN DEPT OF LABOR & INDUS	ABR0239791X	10/07/2020	#00000421771 - 111430 BOIL	230-45124-217	10.00
MN DEPT OF LABOR & INDUS	ABR0239791X	10/07/2020	#00000421771 - 138809 BOIL	230-45124-217	10.00
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	230-45124-217	12.58
AH HERMEL COMPANY	834010	10/07/2020	MERCHANDISE	230-45124-260	541.02
AH HERMEL COMPANY	836138	10/07/2020	MERCHANDISE	230-45124-260	651.12
AH HERMEL COMPANY	838200	10/07/2020	MERCHANDISE	230-45124-260	1,002.49
AH HERMEL COMPANY	840279	10/07/2020	MERCHANDISE	230-45124-260	421.40
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	230-45124-321	-34.52
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	230-45124-321	19.50
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	230-45124-381	301.10
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	230-45124-382	220.23
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	230-45124-460	36.00
<b>Activity 45124 - Pool Total:</b>					<b>3,286.92</b>
<b>Fund 230 - POOL Total:</b>					<b>3,286.92</b>
<b>Fund: 235 - AMBULANCE</b>					
JASON W. ANDERSON	20201007	10/07/2020	REFUND - AMBULANCE BILLIN	235-34205	1,349.51
					<b>1,349.51</b>
<b>Activity: 42153 - Ambulance</b>					
BRITTANY ESPENSON - RIVERS	1195	10/07/2020	SERVICE	235-42153-217	200.00
VAN PAPER COMPANY INC	551619-00	10/06/2020	OPERATING SUPPLIES	235-42153-217	72.61
BOUND TREE MEDICAL, LLC	83779178	09/29/2020	OPERATING SUPPLIES	235-42153-217	174.67
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	235-42153-217	58.73
WINDOM AREA HEALTH	734-0024-09-20-0024	10/13/2020	NURSING SERVICE #734-0024	235-42153-312	4,179.26
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	235-42153-321	28.35
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - AMBULA	235-42153-322	1.98
MEGAN BRAMSTEDT	20201007	10/07/2020	EXPENSE - AMBULANCE	235-42153-334	46.93
KIM POWERS	20201007	10/07/2020	EXPENSE - AMBULANCE	235-42153-334	221.26
APRIL HARRINGTON	20201007	10/07/2020	EXPENSE - AMBULANCE	235-42153-334	12.61
BUCKWHEAT JOHNSON	20201007	10/07/2020	EXPENSE - AMBULANCE	235-42153-334	14.46
ROB VISKER	20201007	10/07/2020	EXPENSE - AMBULANCE	235-42153-334	62.86
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	235-42153-381	210.13
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	235-42153-382	8.37
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	235-42153-385	18.04
WINDOM FARM SERVICE	20200930	10/07/2020	REPAIRS	235-42153-404	19.40
SANFORD HEALTH	50034	10/13/2020	MAINTENANCE - MAY 2020	235-42153-404	136.50
ALPHA WIRELESS - MANKATO	8877	10/08/2020	MAINTENANCE	235-42153-404	567.80
P.M. REPAIR & DETAILING	13446	10/07/2020	SERVICE - #27	235-42153-405	206.72
FEDER MECHANICAL INC	12634	09/30/2020	#CITYW14 - SERVICE	235-42153-406	275.20
WW COMMUNICATIONS AND	4860	10/06/2020	MAINTENANCE	235-42153-406	120.00
BUILDING SPRINKLER INC.	80505	09/24/2020	WINDOMEM - MAINTENANCE	235-42153-406	78.00
MN REVENUE	20201007	10/07/2020	MN CARE TAX - 2020 Q3	235-42153-460	1,400.00
<b>Activity 42153 - Ambulance Total:</b>					<b>8,113.88</b>
<b>Fund 235 - AMBULANCE Total:</b>					<b>9,463.39</b>
<b>Fund: 250 - EDA GENERAL</b>					
<b>Activity: 46520 - EDA</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	250-46520-133	24.00
SCHRAMMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	250-46520-304	120.00
SCHRAMMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	250-46520-304	780.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	250-46520-321	256.86
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	250-46520-321	77.35
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - EDA	250-46520-322	2.60
RITA HACKER -CREATIVE DESI	735	10/05/2020	ROYAL POLO - PROMOTION	250-46520-340	28.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	250-46520-381	44.06
<b>Activity 46520 - EDA Total:</b>					<b>1,332.87</b>
<b>Fund 250 - EDA GENERAL Total:</b>					<b>1,332.87</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 308 - 2020 STREET PROJECT</b>					
<b>Activity: 41000 - General Government</b>					
HJERPE CONTRACTING INC.	20201012	10/12/2020	2020 STREET PROJECT #36901	308-41000-500	481,546.66
<b>Activity 41000 - General Government Total:</b>					<b>481,546.66</b>
<b>Fund 308 - 2020 STREET PROJECT Total:</b>					<b>481,546.66</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 49950 - Capital Outlay</b>					
DELL EMC	10427435018	09/29/2020	#44046203 - COVID - REMOTE	401-49950-439	11,646.24
AMAZON CAPITAL SERVICES, I	1Y3Y-M1M6-YCJF	10/02/2020	#A2QDY8ZLN2YT - SUPPLIES	401-49950-439	306.89
CHELSIE CARLSON	20201005	10/07/2020	COUNCIL CHAMBER A/V PROJ	401-49950-439	191.31
EMPIRE BUILDING CONSTRUCT	20201008	10/08/2020	TENNIS COURTS - PROJECT 36	401-49950-504	21,272.50
WINDOM TOWING LLC	11620	10/13/2020	SERVICE	401-49950-506	134.88
SCHRAMMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES - NETSCH	401-49950-506	270.00
SCHRAMMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES - 1453 6TH AVE	401-49950-506	345.00
HJERPE CONTRACTING INC.	9142	10/06/2020	#9142 - NETSCH NUISANCE	401-49950-506	474.00
<b>Activity 49950 - Capital Outlay Total:</b>					<b>34,640.82</b>
<b>Fund 401 - GENERAL CAPITAL PROJECTS Total:</b>					<b>34,640.82</b>
<b>Fund: 601 - WATER</b>					
HJERPE CONTRACTING INC.	20201012	10/12/2020	2020 STREET PROJECT #36901	601-16300	96,309.33
					<b>96,309.33</b>
<b>Activity: 49400 - Water</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	601-49400-133	32.00
HAWKINS, INC	4795833	09/24/2020	#126930 - CHEMICALS	601-49400-216	3,544.12
HAWKINS, INC	4800040	10/06/2020	CHEMICALS	601-49400-216	2,970.34
MN MUNICIPAL UTILITIES ASS	55994	10/06/2020	2020 DRUG-ALCOHOL TESTIN	601-49400-217	155.00
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	601-49400-217	58.73
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	601-49400-321	50.84
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - WATER	601-49400-322	118.16
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - WATER	601-49400-322	11.97
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	601-49400-326	70.00
FEDERATED RURAL ELECTRIC	#112843 9-30-2020	10/12/2020	#112843 - SERVICE	601-49400-381	14.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	601-49400-381	5,162.74
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	601-49400-382	17.80
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	601-49400-385	35.42
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	601-49400-386	1,061.52
WINDOM AUTO VALU	#3400540 9-25-2020	10/06/2020	#3400540 - MAINTENANCE	601-49400-404	24.96
RUNNINGS SUPPLY, INC	#71920 9-30-2020	10/07/2020	MAINTENANCE -	601-49400-404	56.75
MN DEPT OF HEALTH	1170006 WINDOM 10-1-20	10/07/2020	#1170006-WINDOM - WATER	601-49400-443	5,127.00
<b>Activity 49400 - Water Total:</b>					<b>18,511.35</b>
<b>Fund 601 - WATER Total:</b>					<b>114,820.68</b>
<b>Fund: 602 - SEWER</b>					
AMERICAN ENGINEERING TES	809265	10/07/2020	PROJ - 2018 WWTF IMPROVE	602-16200	1,998.60
HJERPE CONTRACTING INC.	20201012	10/12/2020	2020 STREET PROJECT #36901	602-16300	64,206.22
					<b>66,204.82</b>
<b>Activity: 49450 - Sewer</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	602-49450-133	48.00
DACOTA PAPER CO	78646	10/07/2020	#681154 - SUPPLIES	602-49450-211	216.14
HAWKINS, INC	4800041	10/06/2020	CHEMICALS	602-49450-216	761.99
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	602-49450-217	58.73
MN VALLEY TESTING	1050262	09/18/2020	#23162 - TESTING	602-49450-310	117.20
MN VALLEY TESTING	1050263	09/18/2020	#23162 - TESTING	602-49450-310	119.60
MN VALLEY TESTING	1050271	09/18/2020	#23162 - TESTING	602-49450-310	244.00
MN VALLEY TESTING	1050277	09/18/2020	#23162 - TESTING	602-49450-310	158.40
MN VALLEY TESTING	1051152	09/22/2020	#23162 - TESTING	602-49450-310	244.80
MN VALLEY TESTING	1051436	09/21/2020	TESTING	602-49450-310	158.40
MN VALLEY TESTING	1052180	09/24/2020	TESTING	602-49450-310	244.80
MN VALLEY TESTING	1052248	09/24/2020	TESTING	602-49450-310	158.40
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	602-49450-321	174.71

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - SEWER	602-49450-322	118.16
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	602-49450-326	70.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	602-49450-381	10,207.92
SOUTH CENTRAL ELECTRIC	367405 8-31-2020	10/02/2020	#367405 - SERVICE	602-49450-381	109.43
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	602-49450-382	154.15
RUNNINGS SUPPLY, INC	#71920 9-30-2020	10/07/2020	MAINTENANCE -	602-49450-404	224.92
DODA USA INC	24338	10/12/2020	MAINTENANCE	602-49450-404	36.34
ELECTRIC PUMP INC	0069301-IN	09/30/2020	#8316129 - MAINTENANCE	602-49450-408	1,085.40
<b>Activity 49450 - Sewer Total:</b>					<b>14,711.49</b>
<b>Fund 602 - SEWER Total:</b>					<b>80,916.31</b>

## Fund: 604 - ELECTRIC

ELECTRIC FUND	459	10/07/2020	EL -CONSTRUCT-#1 EAST HILL	604-16300	41.84
ELECTRIC FUND	460	10/12/2020	EL -NEW CONSTRUCT -EAST H	604-16300	12,244.95
WAYNE POWERS	20200612	06/12/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
CINDY A DELGADO-DIAZ	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
BRAD LEE YOSUE VALLE VARG	20201014	10/14/2020	REFUND - BALANCE OF UTILIT	604-22000	172.76
CARLOS W SANTIAGO	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
BLAKE WESTMAN	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
ANNA R SIMONSON	20201014	10/14/2020	REFUND - BALANCE OF UTILIT	604-22000	39.16
XAVIER MAISONET	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
WANDA TOWNSEND	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
AARON W NIELSEN	20201014	10/14/2020	REFUND-UTILITY PREPAYMEN	604-22000	300.00
MICHAEL J SANDMEYER	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
LORNA MCPHERSON	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
BREANA HALVORSON	20201014	10/14/2020	REFUND - BALANCE OF UTILIT	604-22000	182.39
KIM BRAMSTEDT	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	125.00
GABRIL SAYA CASTILLO	20201014	10/14/2020	REFUND - BALANCE OF UTILIT	604-22000	33.24
DAVID DIAZ	20201014	10/14/2020	REFUND - BALANCE OF UTILIT	604-22000	237.70
KEVIN FOIGHT	20201014	10/14/2020	REFUND - UTILITY PREPAYME	604-22000	300.00
					<b>16,077.04</b>

## Activity: 49550 - Electric

NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	604-49550-133	96.00
ELK RIVER WINLECTRIC	320256 00	09/15/2020	CUST# 00753-002474	604-49550-217	4,460.00
MN MUNICIPAL UTILITIES ASS	55994	10/06/2020	2020 DRUG-ALCOHOL TESTIN	604-49550-217	186.00
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	604-49550-217	58.73
BORDER STATES	920687503	10/02/2020	UNIFORMS	604-49550-218	35.78
BORDER STATES	920795064	10/07/2020	UNIFORMS	604-49550-218	127.99
DEPARTMENT OF ENERGY	BFPB000800920	10/12/2020	#1781 - POWER COST	604-49550-263	80,582.58
SANFORD HEALTH OCCUPATIO	565738	10/12/2020	WINDOM - SERVICE	604-49550-310	30.00
SANFORD HEALTH OCCUPATIO	565738	10/12/2020	WINDOM - SERVICE	604-49550-310	30.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	604-49550-321	78.24
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - ELECTRIC	604-49550-322	1.56
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - ELECTRIC	604-49550-322	118.16
GOLDEN WEST TECH & INT SO	200910322	10/06/2020	#A3862 - SERVICE	604-49550-325	31.80
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	604-49550-326	191.37
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	604-49550-381	102.43
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	604-49550-382	25.07
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	604-49550-385	53.13
LAMPERTS YARDS, INC.	LA3902020 10-1-2020	10/06/2020	#LA3902020 - MAINTENANCE	604-49550-402	220.05
FORKLIFTS OF MINNESOTA, IN	0157894620	10/07/2020	MAINTENANCE	604-49550-404	213.47
JORDAN BUSSA	026	10/07/2020	CLEANING - SEPT 2020	604-49550-406	184.60
ELECTRIC FUND	458	10/07/2020	EL - DISTRIBUTION	604-49550-408	743.18
ELECTRIC FUND	461	10/12/2020	EL - DISTRIBUTION	604-49550-408	7.76
ELECTRIC FUND	462	10/13/2020	EL - TRUCK STOCK	604-49550-408	34.48
J. H. LARSON	S102346855.001	10/02/2020	MAINTENANCE	604-49550-408	139.50
MISSOURI RIVER ENERGY SER	SM00000006187	10/07/2020	MAINTENANCE	604-49550-408	2,575.13
SIoux EQUIPMENT	173026T	10/02/2020	#173026 - SERVICE	604-49550-410	319.40
SIoux EQUIPMENT	233202	09/23/2020	MAINTENANCE	604-49550-410	33.70
LAMPERTS YARDS, INC.	LA3902020 10-1-2020	10/06/2020	#LA3902020 - MAINTENANCE	604-49550-410	190.52

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHRAMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	604-49550-413	533.58
VERNON LIEN	20201001	10/06/2020	ENERGY REBATE	604-49550-450	300.00
CAROL HANSEN	20201002	10/02/2020	ENERGY REBATE	604-49550-450	400.00
BETH FLEMING	20201005	10/05/2020	ENERGY REBATE	604-49550-450	150.00
JOANN VAN NORMAN	20201006	10/06/2020	ENERGY REBATE	604-49550-450	150.00
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	604-49550-460	18.47

Activity 49550 - Electric Total: 92,422.68

Fund 604 - ELECTRIC Total: 108,499.72

## Fund: 609 - LIQUOR STORE

STAN MORGAN & ASSOCIATES	60694	10/13/2020	COOLER -	609-16460	11,649.38
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	609-20202	16,891.00

28,540.38

## Activity: 49751 - Liquor Store

NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	609-49751-133	32.00
INDOFF, INC	3405197	09/30/2020	SUPPLIES	609-49751-200	108.66
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	609-49751-217	83.90
BELLBOY CORP	0085903000	09/30/2020	MERCHANDISE	609-49751-251	639.00
BREAKTHRU BEVERAGE MN	1081182414	09/18/2020	#4312 - OPERATING SUPPLIES	609-49751-251	3,739.63
BREAKTHRU BEVERAGE MN	1081185445	09/30/2020	MERCHANDISE	609-49751-251	1,090.02
JOHNSON BROS.	117800	09/30/2020	CREDIT - MERCHANDISE	609-49751-251	-5.38
JOHNSON BROS.	118670	10/07/2020	CREDIT - MERCHANDISE	609-49751-251	-364.98
JOHNSON BROS.	1639139	09/14/2020	#156083 - LIQUOR	609-49751-251	269.49
JOHNSON BROS.	1639141	09/14/2020	#156083 - liquor	609-49751-251	3,106.78
JOHNSON BROS.	1644219	09/18/2020	#156083 - LIQUOR	609-49751-251	4,163.95
JOHNSON BROS.	1649084	09/30/2020	MERCHANDISE	609-49751-251	1,904.92
SOUTHERN GLAZER'S OF MN	1996180	09/18/2020	#8704 - LIQUOR	609-49751-251	2,799.52
SOUTHERN GLAZER'S OF MN	1998662	09/30/2020	MERCHANDISE	609-49751-251	1,751.13
BREAKTHRU BEVERAGE MN	2080290300	10/05/2020	CREDIT - MERCHANDISE	609-49751-251	-79.80
DOLL DISTRIBUTING, LLC	400767	10/05/2020	MERCHANDISE	609-49751-251	117.00
PHILLIPS WINE & SPIRITS	6089625	09/14/2020	ACCT# 156083 - LIQUOR	609-49751-251	260.00
PHILLIPS WINE & SPIRITS	6089626	09/14/2020	#156083	609-49751-251	654.92
PHILLIPS WINE & SPIRITS	6093199	09/18/2020	#156083 - LIQUOR	609-49751-251	3,973.65
PHILLIPS WINE & SPIRITS	6096749	09/30/2020	MERCHANDISE	609-49751-251	381.00
PHILLIPS WINE & SPIRITS	615603	09/30/2020	CREDIT - MERCHANDISE	609-49751-251	-7.17
PHILLIPS WINE & SPIRITS	615604	09/30/2020	CREDIT - MERCHANDISE	609-49751-251	-14.49
PHILLIPS WINE & SPIRITS	615605	09/30/2020	CREDIT - MERCHANDISE	609-49751-251	-6.39
BREAKTHRU BEVERAGE MN	1081185446	09/30/2020	MERCHANDISE	609-49751-252	98.20
BEVERAGE WHOLESALERS	134359	10/05/2020	MERCHANDISE	609-49751-252	8,189.80
BEVERAGE WHOLESALERS	135039	10/05/2020	MERCHANDISE	609-49751-252	665.60
BEVERAGE WHOLESALERS	135343	10/13/2020	MERCHANDISE	609-49751-252	10,306.63
JOHNSON BROS.	1644221	09/18/2020	#156083 - BEER	609-49751-252	210.00
ARTISAN BEER COMPANY	3437333	09/11/2020	#156083 - BEER	609-49751-252	297.10
ARTISAN BEER COMPANY	3438236	09/18/2020	#156083 - BEER	609-49751-252	110.00
ARTISAN BEER COMPANY	3439405	09/30/2020	MERCHANDISE	609-49751-252	173.60
DOLL DISTRIBUTING, LLC	396413	09/30/2020	MERCHANDISE	609-49751-252	4,180.00
DOLL DISTRIBUTING, LLC	400767	10/05/2020	MERCHANDISE	609-49751-252	5,192.13
DOLL DISTRIBUTING, LLC	402778	10/05/2020	MERCHANDISE	609-49751-252	22.10
PAUSTIS WINE COMPANY	102025	09/30/2020	MERCHANDISE	609-49751-253	863.00
BREAKTHRU BEVERAGE MN	1081182414	09/18/2020	#4312 - OPERATING SUPPLIES	609-49751-253	168.00
BREAKTHRU BEVERAGE MN	1081185445	09/30/2020	MERCHANDISE	609-49751-253	72.00
JOHNSON BROS.	1639140	09/14/2020	#156083 - WINE	609-49751-253	70.30
JOHNSON BROS.	1639142	09/14/2020	#156083 - OPERATING SUPPLI	609-49751-253	851.53
JOHNSON BROS.	1644220	09/18/2020	#156083 - WINE	609-49751-253	1,006.15
JOHNSON BROS.	1649085	09/30/2020	MERCHANDISE	609-49751-253	3,946.57
PAINTED PRAIRIE VINEYARD	20201009	10/12/2020	MERCHANDISE	609-49751-253	384.00
PHILLIPS WINE & SPIRITS	6089627	09/14/2020	#156083 - WINE	609-49751-253	249.33
PHILLIPS WINE & SPIRITS	6093200	09/18/2020	#156083	609-49751-253	311.25
PHILLIPS WINE & SPIRITS	6096750	09/30/2020	MERCHANDISE	609-49751-253	188.00
WINE MERCHANTS	7299796	09/30/2020	MERCHANDISE	609-49751-253	72.00

## Expense Approval Report

Payment Dates: 10/2/2020 - 10/15/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINE MERCHANTS	7300747	10/06/2020	MERCHANDISE	609-49751-253	124.00
BELLBOY CORP	010203855	09/30/2020	MERCHANDISE	609-49751-254	84.00
BREAKTHRU BEVERAGE MN	1081182414	09/18/2020	#4312 - OPERATING SUPPLIES	609-49751-254	60.00
BEVERAGE WHOLESALERS	135343	10/13/2020	MERCHANDISE	609-49751-254	338.00
JOHNSON BROS.	1639142	09/14/2020	#156083 - OPERATING SUPPLI	609-49751-254	36.00
ATLANTIC COCA-COLA	2564228	09/30/2020	MERCHANDISE	609-49751-254	104.00
PBC - PEPSI BEVERAGES COM	34766205	09/14/2020	CUST #9345008	609-49751-254	227.24
PHILLIPS WINE & SPIRITS	6096750	09/30/2020	MERCHANDISE	609-49751-254	23.50
ARCTIC GLACIER U.S.A. INC	3447026002	09/18/2020	ACCT#172363 - ICE	609-49751-257	125.60
ARCTIC GLACIER U.S.A. INC	3451026702	09/30/2020	MERCHANDISE	609-49751-257	90.00
DOLL DISTRIBUTING, LLC	396413	09/30/2020	MERCHANDISE	609-49751-261	225.00
TSP	0056315	10/13/2020	SERVICE - PROJECT 03201413	609-49751-301	1,198.80
SCHRAMEL LAW OFFICE	20200405	10/07/2020	LEGAL FEES	609-49751-304	120.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	609-49751-321	131.66
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - LIQUOR	609-49751-322	1.56
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	609-49751-326	656.06
BELLBOY CORP	0085903000	09/30/2020	MERCHANDISE	609-49751-333	17.00
BELLBOY CORP	010203855	09/30/2020	MERCHANDISE	609-49751-333	4.40
PAUSTIS WINE COMPANY	102025	09/30/2020	MERCHANDISE	609-49751-333	11.25
BREAKTHRU BEVERAGE MN	1081182414	09/18/2020	#4312 - OPERATING SUPPLIES	609-49751-333	61.21
BREAKTHRU BEVERAGE MN	1081185445	09/30/2020	MERCHANDISE	609-49751-333	20.58
JOHNSON BROS.	118670	10/07/2020	CREDIT - MERCHANDISE	609-49751-333	-2.61
JOHNSON BROS.	1639139	09/14/2020	#156083 - LIQUOR	609-49751-333	5.22
JOHNSON BROS.	1639140	09/14/2020	#156083 - WINE	609-49751-333	3.48
JOHNSON BROS.	1639141	09/14/2020	#156083 - LIQUOR	609-49751-333	36.97
JOHNSON BROS.	1639142	09/14/2020	#156083 - OPERATING SUPPLI	609-49751-333	28.27
JOHNSON BROS.	1644219	09/18/2020	#156083 - LIQUOR	609-49751-333	101.22
JOHNSON BROS.	1644220	09/18/2020	#156083 - WINE	609-49751-333	34.80
JOHNSON BROS.	1649084	09/30/2020	MERCHANDISE	609-49751-333	28.50
JOHNSON BROS.	1649085	09/30/2020	MERCHANDISE	609-49751-333	78.10
SOUTHERN GLAZER'S OF MN	1993359	10/07/2020	MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	1996180	09/18/2020	#8704 - LIQUOR	609-49751-333	29.08
SOUTHERN GLAZER'S OF MN	1998662	09/30/2020	MERCHANDISE	609-49751-333	28.70
SOUTHERN GLAZER'S OF MN	1998663	09/30/2020	MERCHANDISE	609-49751-333	0.34
BREAKTHRU BEVERAGE MN	2080290300	10/05/2020	CREDIT - MERCHANDISE	609-49751-333	-1.85
ARCTIC GLACIER U.S.A. INC	3447026002	09/18/2020	ACCT#172363 - ICE	609-49751-333	1.00
ARCTIC GLACIER U.S.A. INC	3451026702	09/30/2020	MERCHANDISE	609-49751-333	1.00
PHILLIPS WINE & SPIRITS	6089625	09/14/2020	ACCT#156083 - LIQUOR	609-49751-333	1.88
PHILLIPS WINE & SPIRITS	6089626	09/14/2020	#156083 - LIQUOR	609-49751-333	12.37
PHILLIPS WINE & SPIRITS	6089627	09/14/2020	#156083 - WINE	609-49751-333	12.61
PHILLIPS WINE & SPIRITS	6093199	09/18/2020	#156083 - LIQUOR	609-49751-333	67.86
PHILLIPS WINE & SPIRITS	6093200	09/18/2020	#156083 - WINE	609-49751-333	12.18
PHILLIPS WINE & SPIRITS	6096749	09/30/2020	MERCHANDISE	609-49751-333	3.62
PHILLIPS WINE & SPIRITS	6096750	09/30/2020	MERCHANDISE	609-49751-333	5.22
WINE MERCHANTS	7299796	09/30/2020	MERCHANDISE	609-49751-333	1.74
WINE MERCHANTS	7300747	10/06/2020	MERCHANDISE	609-49751-333	1.74
KDOM RADIO	#0229 10-1-20	10/13/2020	#0229 - ADVERTISING - RIVER	609-49751-340	606.50
RADIO WORKS LLC	20090604	10/06/2020	#1933 - ADVERTISING	609-49751-340	60.00
RADIO WORKS LLC	20090605	10/06/2020	#1933 - ADVERTISING	609-49751-340	60.00
KKOJ - KUXX	20091095	10/13/2020	#101449 - ADVERTISING	609-49751-340	355.00
FORUM COMMUNICATIONS C	2220595	10/13/2020	#299981 - ADVERTISING	609-49751-340	36.06
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	609-49751-381	873.38
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	609-49751-382	19.84
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	609-49751-385	37.96
ELECTRIC FUND	20201013	10/13/2020	CIGARETTE LICENSE - RIVER B	609-49751-444	20.00
<b>Activity 49751 - Liquor Store Total:</b>					<b>68,446.74</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>96,987.12</b>
<b>Fund: 614 - TELECOM</b>					
TELEPHONE SWITCHING INT'L	0068823-IN	09/30/2020	INVENTORY - MIGRATION	614-16400	2,091.30
CALIX	235001	09/29/2020	INVENTORY - MIGRATION	614-16400	589.01

## Expense Approval Report

Payment Dates: 10/2/2020 - 10/15/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INTERNAL REVENUE SERVICE	20201009	10/12/2020	EXCISE TAX POSTING - SEPT 2	614-20201	388.05
INTERNAL REVENUE SERVICE	20201012	10/12/2020	EXCISE TAX POSTING - OCT 20	614-20201	500.00
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	614-20202	-77.12
MN 9-1-1 PROGRAM	20201007	10/07/2020	911 SERVICE - SEPT 2020	614-20206	1,247.10
					<u>4,738.34</u>

## Activity: 49870 - Telecom

NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	614-49870-133	80.00
MN MUNICIPAL UTILITIES ASS	55994	10/06/2020	2020 DRUG-ALCOHOL TESTIN	614-49870-217	155.00
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	614-49870-217	100.68
POWER & TEL	7052245-00	09/30/2020	#307494 - MATERIALS USED	614-49870-227	496.26
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	614-49870-321	383.34
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - TELECOM	614-49870-322	118.16
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - TELECO	614-49870-322	6.40
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	614-49870-381	2,440.12
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	614-49870-382	19.77
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	614-49870-385	37.74
GRAY MEDIA GROUP INC	081882	10/12/2020	SUBSCRIPTION	614-49870-442	3,244.00
INDEPENDENT COMMUNICAT	20200930	10/12/2020	SUBSCRIBER	614-49870-442	1,938.29
DISPLAY SYSTEMS INTERNATI	21264	10/05/2020	SERVICE	614-49870-442	198.44
ARVIG ENTERPRISES, INC	307997	09/29/2020	#104725 - SERVICE	614-49870-442	407.75
NEXSTAR BROADCASTING GR	350791 - WGN AM	10/13/2020	SUBSCRIBER-WGN AMERICA #	614-49870-442	244.35
NEXSTAR BROADCASTING GR	350934	10/12/2020	SUBSCRIBER	614-49870-442	3,277.75
TEGNA	352856	10/13/2020	SUBSCRIBER	614-49870-442	3,406.20
FOX TELEVISION STATIONS, IN	353104	10/12/2020	SUBSCRIBER	614-49870-442	2,668.19
BTN - BIG TEN NETWORK	S11366	10/12/2020	SUBSCRIBER #12330-51715	614-49870-442	1,629.00
E-911 - INDEPENDENT EMERG	#0010143 10-1-2020	10/07/2020	#0010143 - MONTHLY 911 SE	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10141826	10/07/2020	#00017668-1 - SERVICE	614-49870-445	205.10
ONVOY, LLC dba INTELIGUENT	201002008509	10/07/2020	#001555600262	614-49870-445	1,287.87
HURRICANE ELECTRIC LLC	98355915-IN	10/07/2020	10 GB INTERNET MIN1 MINN	614-49870-447	1,800.00
HURRICANE ELECTRIC LLC	98355915-IN	10/07/2020	10 GB INTERNET NCC OMAHA	614-49870-447	2,300.00
GOLDEN WEST TECH & INT SO	200910263	10/07/2020	#A3790 - SERVICE	614-49870-448	130.35
SWWC - SOUTHWEST WEST C	64977	09/15/2020	CUST#1-1849 - ON CALL SUPP	614-49870-448	950.00
SWWC - SOUTHWEST WEST C	65098	10/07/2020	#1-1849 SERVICE	614-49870-448	950.00
ONVOY, LLC dba INTELIGUENT	105854	10/07/2020	#6482 - DEDICATED LD SERVIC	614-49870-451	2,980.30
ONVOY, LLC dba INTELIGUENT	105927	10/07/2020	#6579 - SWITCHING SERVICE	614-49870-451	201.44
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	614-49870-460	42.12

Activity 49870 - Telecom Total: 31,738.62Fund 614 - TELECOM Total: 36,476.96

## Fund: 615 - ARENA

## Activity: 49850 - Arena

NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	615-49850-133	32.00
HEARTLAND PAPER COMPANY	72965-0	10/07/2020	#4756-1 - SUPPLIES	615-49850-211	30.00
WINDOM AUTO VALU	#3400540 9-25-2020	10/06/2020	#3400540 - MAINTENANCE	615-49850-215	36.10
WINDOM AUTO VALU	#3400540 9-25-2020	10/06/2020	#3400540 - MAINTENANCE	615-49850-217	44.15
RUNNINGS SUPPLY, INC	#71920 9-30-2020	10/07/2020	MAINTENANCE -	615-49850-217	84.65
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	615-49850-217	58.73
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	615-49850-321	126.08
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	615-49850-326	363.00
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	615-49850-381	1,729.49
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	615-49850-382	71.15
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	615-49850-385	79.63
BLUE CROSS/BLUE SHIELD	201002081625	10/13/2020	BLUE CROSS BLUE SHIELD INS	615-49850-480	677.00

Activity 49850 - Arena Total: 3,331.98Fund 615 - ARENA Total: 3,331.98

## Fund: 617 - M/P CENTER

SECR REV FUND/CITY OF WD	20201007	10/07/2020	PETTY CASH - COMM CENTER	617-10200	2,000.00
SECR REV FUND/CITY OF WD	20201013	10/13/2020	PETTY CASH - COMM CENTER	617-10200	2,000.00
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	617-20202	-408.39

## Expense Approval Report

Payment Dates: 10/2/2020 - 10/15/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DANIELLE NELSON	20200612	06/12/2020	REFUND - COMM CENTER RES	617-38510	200.00
					<u>3,791.61</u>
<b>Activity: 49860 - M/P Center</b>					
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	617-49860-133	32.00
INDOFF, INC	3405632	09/30/2020	SUPPLIES	617-49860-211	3.29
INDOFF, INC	3407159	10/06/2020	SUPPLIES	617-49860-217	33.94
A & B BUSINESS	IN766270	10/07/2020	#5078316129 - MAINT CONTR	617-49860-217	58.70
RIVER BEND LIQUOR	20201001	10/06/2020	#8316149 - COMM CENTER	617-49860-251	1,313.20
RIVER BEND LIQUOR	20201001	10/06/2020	#8316149 - COMM CENTER	617-49860-252	1,069.63
RIVER BEND LIQUOR	20201001	10/06/2020	#8316149 - COMM CENTER	617-49860-253	30.30
RIVER BEND LIQUOR	20201001	10/06/2020	#8316149 - COMM CENTER	617-49860-254	147.19
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	617-49860-321	62.57
CMRS - TMS #256704	20201008	10/08/2020	POSTAGE #256704 - M/P	617-49860-322	8.63
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	617-49860-326	403.33
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	617-49860-381	1,438.90
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	617-49860-382	137.41
ELECTRIC FUND	20201012	10/12/2020	MONTHLY UTILITY & TELECO	617-49860-385	227.28
BUILDING SPRINKLER INC.	80518	09/22/2020	WINDOMMCO - MAINTENAN	617-49860-402	225.00
BEACON 20	0069180-IN	10/07/2020	#0026857 - SERVICE	617-49860-409	556.20
MN REVENUE	SEP 2020	10/12/2020	SALES TAX -	617-49860-460	1,545.39
BLUE CROSS/BLUE SHIELD	201002081625	10/13/2020	BLUE CROSS BLUE SHIELD INS	617-49860-480	677.00
					<u>7,969.96</u>
					<b>Activity 49860 - M/P Center Total:</b>
					<b>Fund 617 - M/P CENTER Total: 11,761.57</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0001818	10/09/2020	Federal Tax Withholding	700-21701	9,314.50
MN Department of Revenue -	INV0001819	10/09/2020	State Withholding	700-21702	4,361.03
Internal Revenue Service-Payr	INV0001818	10/09/2020	Social Security	700-21703	12,694.72
MN Pera	INV0001815	10/09/2020	PERA	700-21704	6,735.49
MN Pera	INV0001815	10/09/2020	PERA	700-21704	912.02
MN Pera	INV0001815	10/09/2020	PERA	700-21704	15.00
MN Pera	INV0001815	10/09/2020	PERA	700-21704	13,886.31
MN State Deferred	INV0001816	10/09/2020	Deferred Compensation	700-21705	7,263.85
MN State Deferred	INV0001816	10/09/2020	Deferred Roth	700-21705	305.00
BLUE CROSS/BLUE SHIELD	201002081625	10/13/2020	BLUE CROSS BLUE SHIELD INS	700-21706	54,010.00
MN CHILD SUPPORT PAYMEN	INV0001817	10/09/2020	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001818	10/09/2020	Medicare Withholding	700-21711	3,601.92
FURTHER (Select Account)	39574358	10/07/2020	FLEX SPENDING	700-21712	405.04
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	700-21718	16.00
NCPERS MINNESOTA	844600102020	10/02/2020	INSURANCE #844600 - OCT 20	700-21718	16.00
FURTHER (Select Account)	INV0001814	10/09/2020	HSA Employee Contribution	700-21723	382.31
					<u>114,017.02</u>
					<b>Fund 700 - PAYROLL Total: 114,017.02</b>
					<b>Grand Total: 1,183,481.45</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	65,141.51
211 - LIBRARY	3,130.96
225 - AIRPORT	18,126.96
230 - POOL	3,286.92
235 - AMBULANCE	9,463.39
250 - EDA GENERAL	1,332.87
308 - 2020 STREET PROJECT	481,546.66
401 - GENERAL CAPITAL PROJECTS	34,640.82
601 - WATER	114,820.68
602 - SEWER	80,916.31
604 - ELECTRIC	108,499.72
609 - LIQUOR STORE	96,987.12
614 - TELECOM	36,476.96
615 - ARENA	3,331.98
617 - M/P CENTER	11,761.57
700 - PAYROLL	114,017.02
<b>Grand Total:</b>	<b>1,183,481.45</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	283.34
100-20202	Sales Tax Payable	25,187.53
100-41110-304	Legal Fees	570.00
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	6.18
100-41310-217	Other Operating Supplie	100.68
100-41310-321	Telephone	111.32
100-41310-322	Postage	409.91
100-41310-326	Data Processing	293.23
100-41310-331	Travel Expense	77.05
100-41410-480	Other Miscellaneous	45.25
100-41910-133	Employer Paid Insurance	24.00
100-41910-304	Legal Fees	270.00
100-41910-321	Telephone	77.35
100-41910-322	Postage	5.72
100-41940-381	Electric Utility	401.92
100-41940-382	Water Utility	58.45
100-41940-385	Sewer Utility	121.92
100-41940-406	Repairs & Maint - Groun	726.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	117.37
100-42120-304	Legal Fees	4,392.50
100-42120-305	Medical & Dental Fees	40.00
100-42120-321	Telephone	595.51
100-42120-322	Postage	0.52
100-42120-323	Radio Units	668.25
100-42120-334	Meals/Lodging	740.93
100-42120-404	Repairs & Maint - M&E	14.99
100-42120-405	Repairs & Maint - Vehicl	189.00
100-42120-412	Rentals - Building	1,950.00
100-42120-480	Other Miscellaneous	677.00
100-42220-215	Materials & Equipment	92.00
100-42220-217	Other Operating Supplie	58.73
100-42220-304	Legal Fees	435.00
100-42220-308	Training & Registrations	28.39
100-42220-321	Telephone	42.53
100-42220-322	Postage	17.06

## Account Summary

Account Number	Account Name	Payment Amount
100-42220-323	Radio Units	3,024.00
100-42220-381	Electric Utility	315.19
100-42220-382	Water Utility	12.55
100-42220-385	Sewer Utility	27.05
100-42220-404	Repairs & Maint - M&E	829.72
100-42220-405	Repairs & Maint - Vehicl	7,901.49
100-42500-381	Electric Utility	31.03
100-42700-103	Part-Time Employees	15.40
100-42700-300	Charges for Services	30.80
100-43100-133	Employer Paid Insurance	80.00
100-43100-211	Cleaning Supplies	29.78
100-43100-217	Other Operating Supplie	344.73
100-43100-224	Street Maint Materials	3,313.02
100-43100-321	Telephone	45.97
100-43100-322	Postage	7.28
100-43100-381	Electric Utility	1,423.07
100-43100-382	Water Utility	20.07
100-43100-385	Sewer Utility	42.44
100-43100-401	Repairs & Maint - Buildi	10.00
100-43100-404	Repairs & Maint - M&E	487.48
100-43100-405	Repairs & Maint - Vehicl	508.73
100-43100-480	Other Miscellaneous	677.00
100-43210-340	Advertising & Promotion	216.00
100-45120-217	Other Operating Supplie	12.58
100-45202-133	Employer Paid Insurance	16.00
100-45202-211	Cleaning Supplies	116.33
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	530.09
100-45202-382	Water Utility	4,518.47
100-45202-385	Sewer Utility	216.48
100-45202-402	Repairs & Maint - Struct	25.99
100-45202-404	Repairs & Maint - M&E	37.58
100-45202-406	Repairs & Maint - Groun	738.89
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	198.40
211-45501-217	Other Operating Supplie	58.73
211-45501-321	Telephone	27.16
211-45501-326	Data Processing	203.33
211-45501-381	Electric Utility	176.76
211-45501-382	Water Utility	18.41
211-45501-385	Sewer Utility	37.31
211-45501-402	Repairs & Maint - Struct	770.00
211-45501-433	Dues & Subscriptions	43.00
211-45501-435	Books and Pamphlets	1,581.86
225-45127-200	Office Supplies	32.45
225-45127-212	Motor Fuels	41.31
225-45127-217	Other Operating Supplie	6.92
225-49950-500	Capital Outlay	18,046.28
230-45124-217	Other Operating Supplie	128.58
230-45124-260	Concessions	2,616.03
230-45124-321	Telephone	-15.02
230-45124-381	Electric Utility	301.10
230-45124-382	Water Utility	220.23
230-45124-460	Miscellaneous Taxes	36.00
235-34205	Ambulance Revenues -	1,349.51
235-42153-217	Other Operating Supplie	506.01
235-42153-312	Nursing	4,179.26
235-42153-321	Telephone	28.35

## Account Summary

Account Number	Account Name	Payment Amount
235-42153-322	Postage	1.98
235-42153-334	Meals/Lodging	358.12
235-42153-381	Electric Utility	210.13
235-42153-382	Water Utility	8.37
235-42153-385	Sewer Utility	18.04
235-42153-404	Repairs & Maint - M&E	723.70
235-42153-405	Repairs & Maint - Vehicl	206.72
235-42153-406	Repairs & Maint - Groun	473.20
235-42153-460	Miscellaneous Taxes	1,400.00
250-46520-133	Employer Paid Insurance	24.00
250-46520-304	Legal Fees	900.00
250-46520-321	Telephone	334.21
250-46520-322	Postage	2.60
250-46520-340	Advertising & Promotion	28.00
250-46520-381	Electric Utility	44.06
308-41000-500	Capital Outlay	481,546.66
401-49950-439	Special Projects	12,144.44
401-49950-504	Capital Outlay - Parks	21,272.50
401-49950-506	Capital Outlay - Building	1,223.88
601-16300	Improvements Other Th	96,309.33
601-49400-133	Employer Paid Insurance	32.00
601-49400-216	Chemicals and Chemical	6,514.46
601-49400-217	Other Operating Supplie	213.73
601-49400-321	Telephone	50.84
601-49400-322	Postage	130.13
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	5,176.74
601-49400-382	Water Utility	17.80
601-49400-385	Sewer Utility	35.42
601-49400-386	Landfill	1,061.52
601-49400-404	Repairs & Maint - M&E	81.71
601-49400-443	Intergovernmental Fees	5,127.00
602-16200	Buildings	1,998.60
602-16300	Improvements Other Th	64,206.22
602-49450-133	Employer Paid Insurance	48.00
602-49450-211	Cleaning Supplies	216.14
602-49450-216	Chemicals and Chemical	761.99
602-49450-217	Other Operating Supplie	58.73
602-49450-310	Lab Testing	1,445.60
602-49450-321	Telephone	174.71
602-49450-322	Postage	118.16
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	10,317.35
602-49450-382	Water Utility	154.15
602-49450-404	Repairs & Maint - M&E	261.26
602-49450-408	Repairs & Maint - Distrib	1,085.40
604-16300	Improvements Other Th	12,286.79
604-22000	Prepayments	3,790.25
604-49550-133	Employer Paid Insurance	96.00
604-49550-217	Other Operating Supplie	4,704.73
604-49550-218	Uniforms	163.77
604-49550-263	Merchandise for Resale -	80,582.58
604-49550-310	Lab Testing	60.00
604-49550-321	Telephone	78.24
604-49550-322	Postage	119.72
604-49550-325	Dispatching	31.80
604-49550-326	Data Processing	191.37
604-49550-381	Electric Utility	102.43

## Account Summary

Account Number	Account Name	Payment Amount
604-49550-382	Water Utility	25.07
604-49550-385	Sewer Utility	53.13
604-49550-402	Repairs & Maint -Struct	220.05
604-49550-404	Repairs & Maint -M&E	213.47
604-49550-406	Repairs & Maint -Groun	184.60
604-49550-408	Repairs & Maint -Distrib	3,500.05
604-49550-410	Repairs & Maint -Gener	543.62
604-49550-413	Repairs & Maint -Trans	533.58
604-49550-450	Conservation	1,000.00
604-49550-460	Miscellaneous Taxes	18.47
609-16460	Furniture & Fixtures	11,649.38
609-20202	Sales Tax Payable	16,891.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	108.66
609-49751-217	Other Operating Supplie	83.90
609-49751-251	Liquor	24,372.80
609-49751-252	Beer	29,445.16
609-49751-253	Wine	8,306.13
609-49751-254	Soft Drinks & Mix	872.74
609-49751-257	Ice	215.60
609-49751-261	Other Merchandise	225.00
609-49751-301	Auditing & Consulting Se	1,198.80
609-49751-304	Legal Fees	120.00
609-49751-321	Telephone	131.66
609-49751-322	Postage	1.56
609-49751-326	Data Processing	656.06
609-49751-333	Freight and Express	607.93
609-49751-340	Advertising & Promotion	1,117.56
609-49751-381	Electric Utility	873.38
609-49751-382	Water Utility	19.84
609-49751-385	Sewer Utility	37.96
609-49751-444	License Fees	20.00
614-16400	Machinery & Equipment	2,680.31
614-20201	Excise Tax Payable	888.05
614-20202	Sales Tax Payable	-77.12
614-20206	911 TAP & TACIP Fees CI	1,247.10
614-49870-133	Employer Paid Insurance	80.00
614-49870-217	Other Operating Supplie	255.68
614-49870-227	Utility System Maint Sup	496.26
614-49870-321	Telephone	383.34
614-49870-322	Postage	124.56
614-49870-381	Electric Utility	2,440.12
614-49870-382	Water Utility	19.77
614-49870-385	Sewer Utility	37.74
614-49870-442	Subscriber Fees	17,013.97
614-49870-445	Switch Fees	1,532.97
614-49870-447	Internet Expense	4,100.00
614-49870-448	On-Call Support	2,030.35
614-49870-451	Call Completion	3,181.74
614-49870-460	Miscellaneous Taxes	42.12
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	30.00
615-49850-215	Materials & Equipment	36.10
615-49850-217	Other Operating Supplie	187.53
615-49850-321	Telephone	126.08
615-49850-326	Data Processing	363.00
615-49850-381	Electric Utility	1,729.49
615-49850-382	Water Utility	71.15

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
615-49850-385	Sewer Utility	79.63
615-49850-480	Other Miscellaneous	677.00
617-10200	Petty Cash	4,000.00
617-20202	Sales Tax Payable	-408.39
617-38510	M/P Room Rent	200.00
617-49860-133	Employer Paid Insurance	32.00
617-49860-211	Cleaning Supplies	3.29
617-49860-217	Other Operating Supplie	92.64
617-49860-251	Liquor	1,313.20
617-49860-252	Beer	1,069.63
617-49860-253	Wine	30.30
617-49860-254	Soft Drinks & Mix	147.19
617-49860-321	Telephone	62.57
617-49860-322	Postage	8.63
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,438.90
617-49860-382	Water Utility	137.41
617-49860-385	Sewer Utility	227.28
617-49860-402	Repairs & Maint - Struct	225.00
617-49860-409	Repairs & Maint - Utilitie	556.20
617-49860-460	Miscellaneous Taxes	1,545.39
617-49860-480	Other Miscellaneous	677.00
700-21701	Federal Withholding	9,314.50
700-21702	State Withholding	4,361.03
700-21703	FICA Tax Withholding	12,694.72
700-21704	PERA Contributions	21,548.82
700-21705	Retirement	7,568.85
700-21706	Medical Insurance	54,010.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,601.92
700-21712	Flex Account	405.04
700-21718	Individual Insurance-NC	32.00
700-21723	HSA Employee Contribu	382.31
	<b>Grand Total:</b>	<b>1,183,481.45</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	1,183,481.45
<b>Grand Total:</b>	<b>1,183,481.45</b>

10-15-20  
AS

## ACTION ITEM



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

**TO:** City Council  
**FROM:** Building & Zoning Office  
**DATE:** October 20, 2020 (City Council Meeting Date)  
**RE:** Planning Commission Recommendation – PUD – General Concept Plan  
**DEPT:** Building & Zoning  
**CONTACT:** Andrew Spielman, Building & Zoning Official, at 832-8660 or  
[andrew.spielman@windommn.com](mailto:andrew.spielman@windommn.com)

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

Approve the General Concept Plan submitted by Preferred Choice Homes and Janice Gove for a residential PUD.

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### **Issue Summary/Background**

#### **Zoning Application:**

**Applicants/Owners:** Preferred Choice Homes (Lindsey Cartwright & Jerry Bauer) (Purchasers & Applicants) & Janice E. Gove (Owner & Applicant)

**Address of Property:** 350 19th Street, Windom, MN

**Description:** Lots 10, 11 and 12 in Billings Subdivision Number 2 of the Southwest Quarter of the Southwest Quarter of Section 24, Township 105, Range 36 in the City of Windom, Cottonwood County, Minnesota.

**Parcel ID#:** 25-133-0070

The Applicants/Owner are requesting approval of the General Concept Plan for a residential Planned Unit Development (PUD) proposed for this property. On October 13<sup>th</sup>, the Planning Commission reviewed and recommended approval of the General Concept Plan for the "Gove Acres" PUD. A copy of the Minutes of the October 13<sup>th</sup> Meeting are included in the Council packet. If the Council approves the General Concept Plan, the next steps are review of the Development Stage Plan by the City Departments, and scheduling of a public hearing and review of the Development Stage Plan by the Planning Commission at the Commission's November 10<sup>th</sup> Meeting.

### **Fiscal Impact**

There is no fiscal impact for the City if the City Council approves the General Concept Plan.

### **Attachments**

1. Zoning Application for CUP/PUD,
2. General Concept Plan for Gove Acres.

**CITY OF WINDOM, MINNESOTA**

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

**APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST**

**Applicant(s):** Name(s) Preferred Choice Homes (By: Jerry Bauer and Lindsey Cartwright)  
Address Bauer: 247 Buckwheat Avenue Cartwright: 709 River Road  
City Windom State MN Zip 56101 (Phone: B: 507-822-3700  
C: 507-830-1305)

**Owner(s):** (If other than Applicant)  
Name(s) Janice E. Gove, Trustee  
Address 41796 US Highway 71  
City Windom State MN Zip 56101 (Phone: 507-)

**Property Address:** 350 19th Street, Windom, MN

**Legal Description of Property:** Lot(s) 10, 11, 12 Block(s) Addition Billings' Subdivision No. 2  
Parcel No. 25-133-0070  
(If metes and bounds, attach description.)

**Existing Use of Property:** Single-Family Present Zoning: R-2

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

**Description and Reason for Request** (Attach Additional Information if necessary and/or required) Requesting  
a PUD to create a 55+ age community consisting of 15 Home Units: 4 Townhouse  
Units and 11 Single-Family Units.

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

X Jerry Bauer [SIGNATURES OF APPLICANT(S)] Lindsey Cartwright  
Date: October, 2020 Consent to Application: X Janice E. Gove

Fee: \$150.00 Paid: Ck. 10-32 Date: 10-7-20

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 7 day of October, 2020.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]



Gerald Bauer

Lindsey Cartwright

PUD (Planned Unit Development)

For

# *Gove Acres*

*55plus Community*

Townhouses and Single Family Homes

2020

**Landowner:**

**Jan Gove**

**350 19<sup>th</sup> St.**

**Windom, MN 56101**

**Purchase agreement has been signed between Jan Gove and Preferred Choice Homes on October 5, 2020.**

**Presumed closing date on or before February 27, 2021**



**Applicant:**



**Jerry Bauer**

**507 822-3700**

**247 Buckwheat Ave.**

**Windom, MN 56101**

**Lindsey Cartwright**

**507 830-1305**

**709 River Rd.**

**Windom, MN 56101**

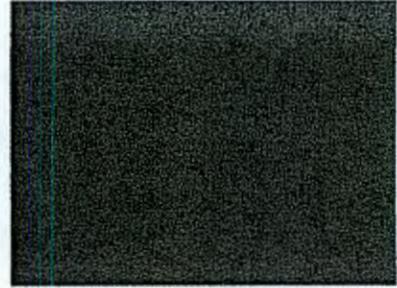
## Professional Consultants:

1. Dennis Johnson, Engineering Consultant
2. Dennis Esplan, Land Surveyor
3. Ron Schramel, Attorney
4. Patrick Pauly, DDK Construction Chaska, MN
5. Mark Fischer, MDOT
6. Drew Hage, Windom EDA
7. Andrew Spielman, Windom Planning and Zoning
8. Minnesota Pollution Control Agency
9. Jason Sykora, Windom Electric
10. Scott Veenker, SVE LLC
11. Justin Schmit, Financial Consultant, Bank Midwest



File or Card or Kind or  
Book No. 173 Page No. 509 Inst. Warranty Deed  
Doc. No. 189301 Date Filed Jan 17, 1986  
Grantor Margaret Bryant, et ux  
Grantee Charles D. Gove, et ux J.T.  
Description

Lots 10,11, & 12, Billings Subd.  
No. 2 of SW $\frac{1}{4}$ SW $\frac{1}{4}$  of Sec. 24-105-36.



County Recorder  
Cottonwood Co., Minn.

## Purpose (p.85 #3)

The general purpose of the proposed Planned Unit Development (PUD) is to provide a specific demographic in Windom, Minnesota, a place to live and interact with people of their own age and station in life. The market is aimed at adults, 55 plus years of age, who desire to live in a small community of individuals who wish for reduced home maintenance needs. There will be 15 home units: two townhouses/ two bedroom units and 11 single family/ two bedroom units. Each unit will be responsible to following specific covenants and pay monthly HOA dues for property upkeep. The building plan timeline is as follows: Fall 2020 permitting/site work/debris remove/survey work/pre-sales; 2021 site work/infrastructure work/duplex construction, cottage construction; 2022 cottage construction.



Jerry Bauer

Lindsey Cartwright

507 822-3700

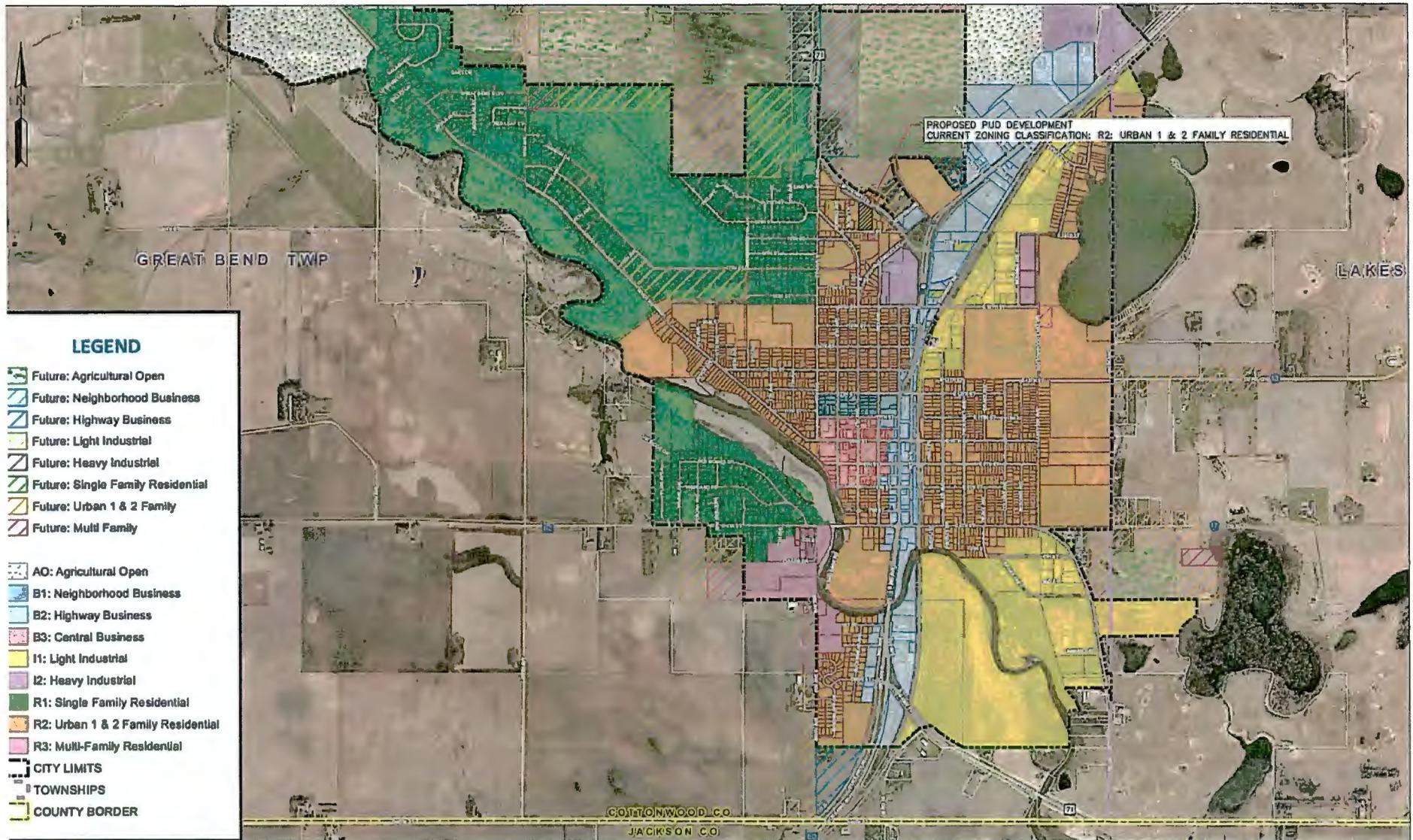
507 830-1305

Zoning Areas: (within 1000 feet of property)

R-1, R-2, I-1, I-2, AO

See: Windom Zoning Map





**LEGEND**

- Future: Agricultural Open
- Future: Neighborhood Business
- Future: Highway Business
- Future: Light Industrial
- Future: Heavy Industrial
- Future: Single Family Residential
- Future: Urban 1 & 2 Family
- Future: Multi Family
  
- AO: Agricultural Open
- B1: Neighborhood Business
- B2: Highway Business
- B3: Central Business
- I1: Light Industrial
- I2: Heavy Industrial
- R1: Single Family Residential
- R2: Urban 1 & 2 Family Residential
- R3: Multi-Family Residential
- CITY LIMITS
- TOWNSHIPS
- COUNTY BORDER

PROPOSED PID DEVELOPMENT  
CURRENT ZONING CLASSIFICATION: R2: URBAN 1 & 2 FAMILY RESIDENTIAL

GREAT BEND TWP

LAKES

COTTONWOOD CO  
JACKSON CO

REV	REVISION DESCRIPTION	DWN	APP	REV DATE

**JEG JOHNSON ENGINEERING GROUP**  
 PD: Bill 204  
 Winom, MN 56101  
 (507) 833-9450

DWN BY MPJ	CHK'D MPJ	APP'D DJJ
DWG DATE 9/28/2020		
SCALE Not to Scale		

PROJECT Gove Acres	CLIENT Lindsey Cartwright Construction 709 River Road Winom, MN 56101
-----------------------	--

SHEET TITLE Zoning Classification Map		
PROJECT NO. 0035-01	SHEET NO. G-103	REV NO.

**Gove Property**  
**350 19<sup>th</sup> Street**  
**2.5 Acres**  
**250' of frontage along 19<sup>th</sup> Street**  
**472' (west property line)**  
**367' (east property line)**





**Existing Access off of Highway 71**

# Master Utility Map – Gove Property

- Electric
  - OH\_primary
  - OHLines\_Secondary
- UGLines\_Primary
  - A Phase
  - B Phase
  - C Phase
  - 3 Phase
  - null
- UGLines\_Secondary
- Lights
- Power\_Pole
- Water
  - water\_lines\_private
  - water\_service\_pipe
  - Water\_Valve
  - Water\_Main
- Sewer
  - San\_Pipe
  - San\_MH
- Fiber
  - proposed\_cables
  - Fiber Drops
  - Duct\_Cables\_Buried



Gove Acres									
Lot Number	Lot Size, S.F.	Residential Uses, S.F.	Residential Use Building, S.F.	Common Open Space, S.F.	Public Open Space, S.F.	Streets, S.F.	Offstreet Parking, S.F.	Commercial Building, S.F.	Office Building, S.F.
B1: L1	6185.56	4724.18	1876	0	255.93	600.38	605.07	0	0
B1: L2	5569.94	4198.29	1876	0	226.67	539.91	605.07	0	0
B1: L3	4702.6	3349.81	1568	0	193.29	455.72	703.78	0	0
B1: L4	6179.47	4724.11	1960	0	253.77	598.68	602.91	0	0
B1: L5	6179.35	4728.31	1960	0	249.68	598.51	602.85	0	0
B1: L6	6179.08	4721.84	1960	0	256.09	598.34	602.81	0	0
B1: L7	6178.8	4728.03	1960	0	249.85	598.16	602.76	0	0
B1: L8	5838.67	4424.28	1860.5	0	229.66	652.56	532.17	0	0
B1: L9	5833.95	4361	1860.5	0	229.67	249.95	993.33	0	0
B1: L10	5690.46	4404.44	1860.5	0	230.73	552.79	502.5	0	0
B1: L11	5690.53	4404.81	1860.5	0	231.09	552.65	501.98	0	0
B1: L12	5690.49	4405.09	1860.5	0	231.45	552.5	501.45	0	0
B1: L13	5691.02	4405.86	1860.5	0	231.83	552.4	500.93	0	0
B1: L14	5690.05	4405.34	1860.5	0	232.15	552.16	500.4	0	0
B1: L15	5567.72	4194.99	1876	0	227.51	540.15	605.07	0	0
B1: L16	6189.29	4730.63	1876	0	253.31	600.28	605.07	0	0
OUTLOT A	15905.77	0	0	13081.59	1544.04	1280.14	0	0	0
<b>Total</b>	<b>108962.75</b>	<b>70911.01</b>	<b>29935.5</b>	<b>13081.59</b>	<b>5326.72</b>	<b>10075.28</b>	<b>9568.15</b>	<b>0</b>	<b>0</b>

Gove Acres Property Breakdown		
Land Allocation Type	Total for Allocation	% of Total
Total Project Size	2.50 Acres	100%
Total Residential Uses	1.63 Acres	65%
Total Residential Use Buildings	0.69 Acres	27%
Total Common Open Space	0.30 Acres	12%
Total Public Open Space	0.12 Acres	5%
Total Street	0.23 Acres	9%
Total Offstreet Parking	0.22 Acres	9%
Total Commercial Building Uses	-	0%
Total Office Building Uses	-	0%

**Location Type Definition**

- Lot Size: Overall lot size including sidewalk and streets that encompasses the limits of each individual lot
- Residential Uses: Overall lot size excluding common & public space, streets, offstreet parking, commercial & office buildings that encompasses the limits of each individual lot
- Residential Uses Building: The size of the house on each individual lot
- Common Open Space: This includes any outlots designated for ponds or similar site features excluding sidewalk and streets that encompasses the limits of each individual lot
- Public Open Space: This includes areas of sidewalk that encompasses the limits of each individual lot
- Streets: This includes areas of street that encompasses the limits of each individual lot
- Offstreet Parking: This includes any common parking areas and driveways that encompass the limits of each individual lot
- Commercial Building: This includes any commercial buildings that encompasses the limits of each individual lot
- Office Building: This includes any office buildings that encompasses the limits of each individual lot.

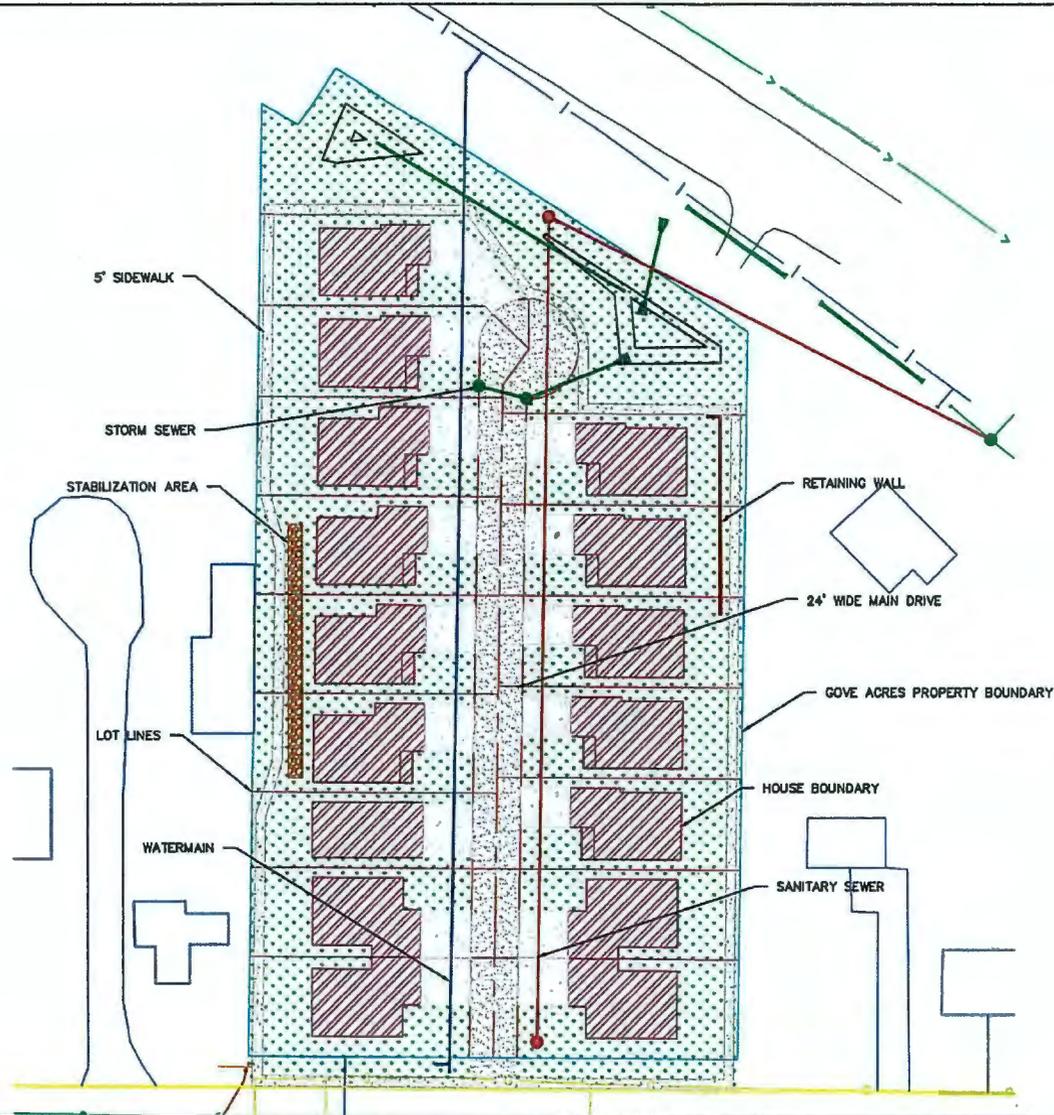
					PD No. 304 Windom, MN 56101 (507) 832-8400		DWN BY MPJ	CHK'D MPJ	APP'D DJJ	PROJECT Gove Acres	SHEET TITLE PUD Dwelling Information
REV	REVISION DESCRIPTION	DWN	APP	REV DATE	DWG DATE 9/28/2020	CLIENT Lindsey Cartwright Construction 709 River Road Windom, MN 56101		PROJECT NO. 0035-01	SHEET NO. G-102	REV NO.	
					SCALE 1" = 100'						



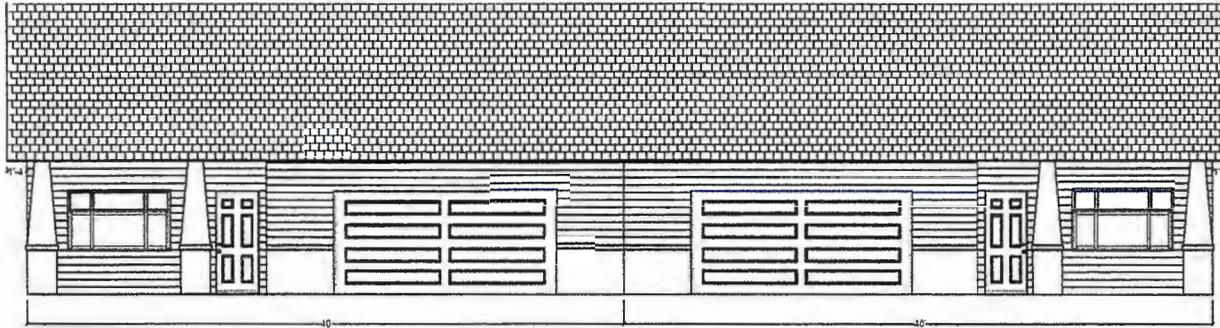
<p>GRAPHIC SCALE IN FEET</p>					DWN BY MPJ	CHK'D MPJ	APP'D DJJ	PROJECT Gove Acres	SHEET TITLE Existing Site Conditions Waterbodies & Drainage Map		
	REV 	REVISION DESCRIPTION 	DWN 	APP 	REV DATE 	DWG DATE 9/28/2020	CLIENT Lindsey Cartwright 709 River Road Windom, MN 56101			PROJECT NO. 0035-01	SHEET NO. C-103



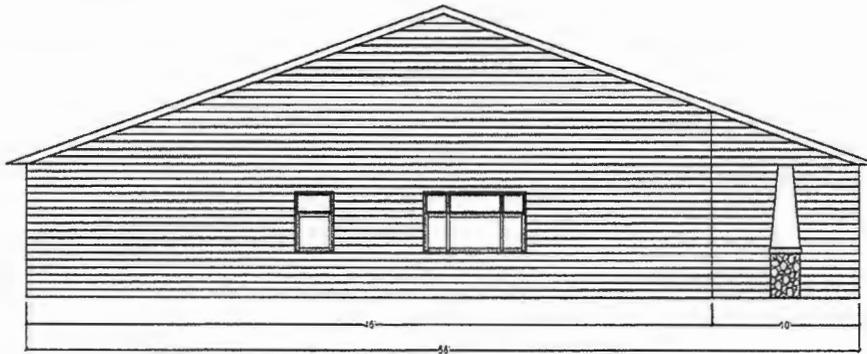
<p>GRAPHIC SCALE IN FEET</p>	<table border="1"> <thead> <tr> <th>REV</th> <th>REVISION DESCRIPTION</th> <th>DWN</th> <th>APP</th> <th>REV DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				REV	REVISION DESCRIPTION	DWN	APP	REV DATE																<p>PO Box 324 Windom, MN 56101 (507) 832-0450</p>	DWN BY DJJ	CHK'D MPJ	APP'D DJJ	PROJECT Goves Acres	SHEET TITLE Grading Plan		
	REV	REVISION DESCRIPTION	DWN	APP	REV DATE																											
DWG DATE 9/28/2020	CLIENT Lindsey Cartwright Construction 709 River Road Windom, MN 56101	SCALE 1" = 70'	PROJECT NO. 0035-01	SHEET NO. C-106	REV NO.																											



						PROJECT Gove Acres CLIENT Lindsey Cartwright Construction 709 River Road Windom, MN 56101		SHEET TITLE PUD Concept Plan PROJECT NO. 0035-01 SHEET NO. C-100 REV NO.	
REV	REVISION DESCRIPTION	DWN	APP	REV DATE		DWG DATE 10/1/2020 SCALE 1" = 60'			

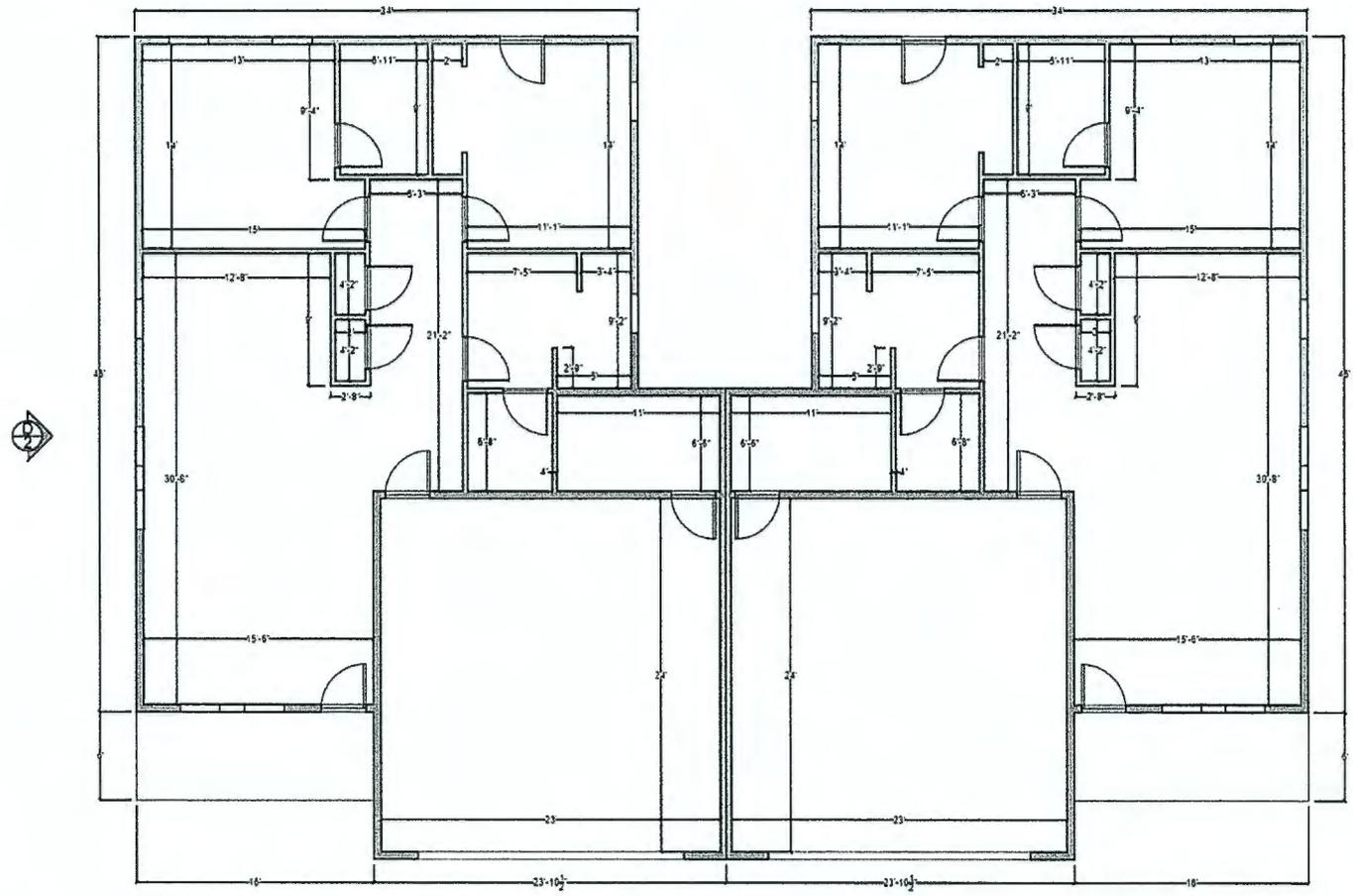


① ELEVATION  
SCALE: 1/8" = 1'-0"



② ELEVATION  
SCALE: 1/8" = 1'-0"

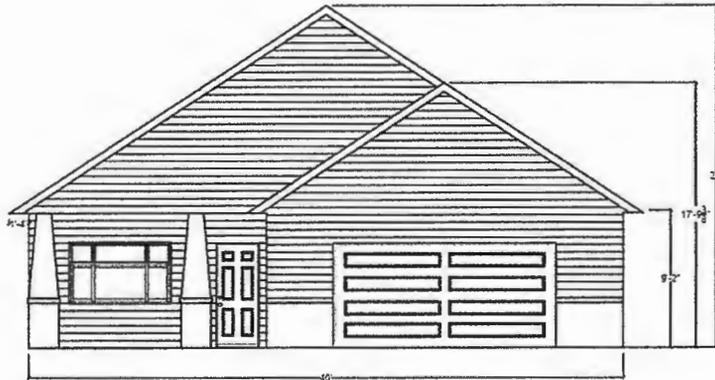
Approved By:	Issue Date: 9-29-2020	Project: Senior Cottage PUD	
		Plan: Duplex	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	Sheet: <b>D</b>
	Contact: Jerry Bauer Phone: 507-822-3700	Scale: 1/8" = 1'-0"	
			Drawn By: MC
		Page: 4 of 6	



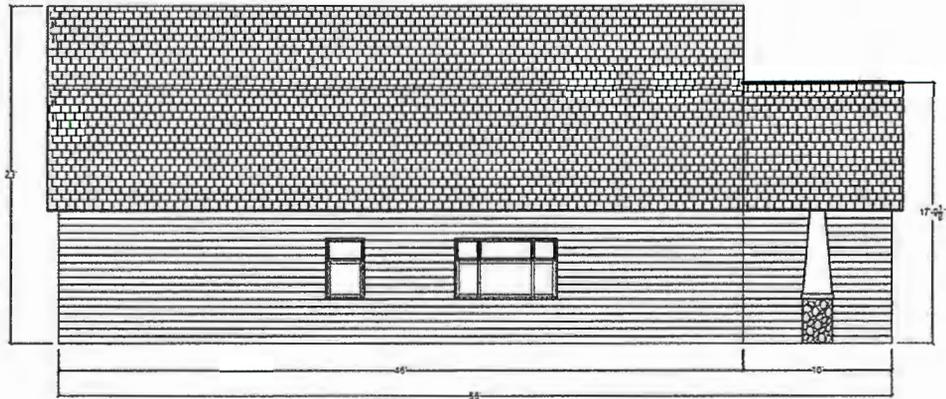

  
 PLAN
   
 SCALE: 1/8" = 1'-0"



Approved By:	Issue Date: 9-29-2020	Project: Senior Cottage PUD	
		Contact: Lindsey Cartwright Phone: 507-830-1305	Plan: Duplex
	Contact: Jerry Bauer Phone: 507-822-3700	Set: Preliminary 1	Scale: 1/8" = 1'-0"
		Drawn By: MC	Sheet:
		Page: 3 of 6	<b>C</b>

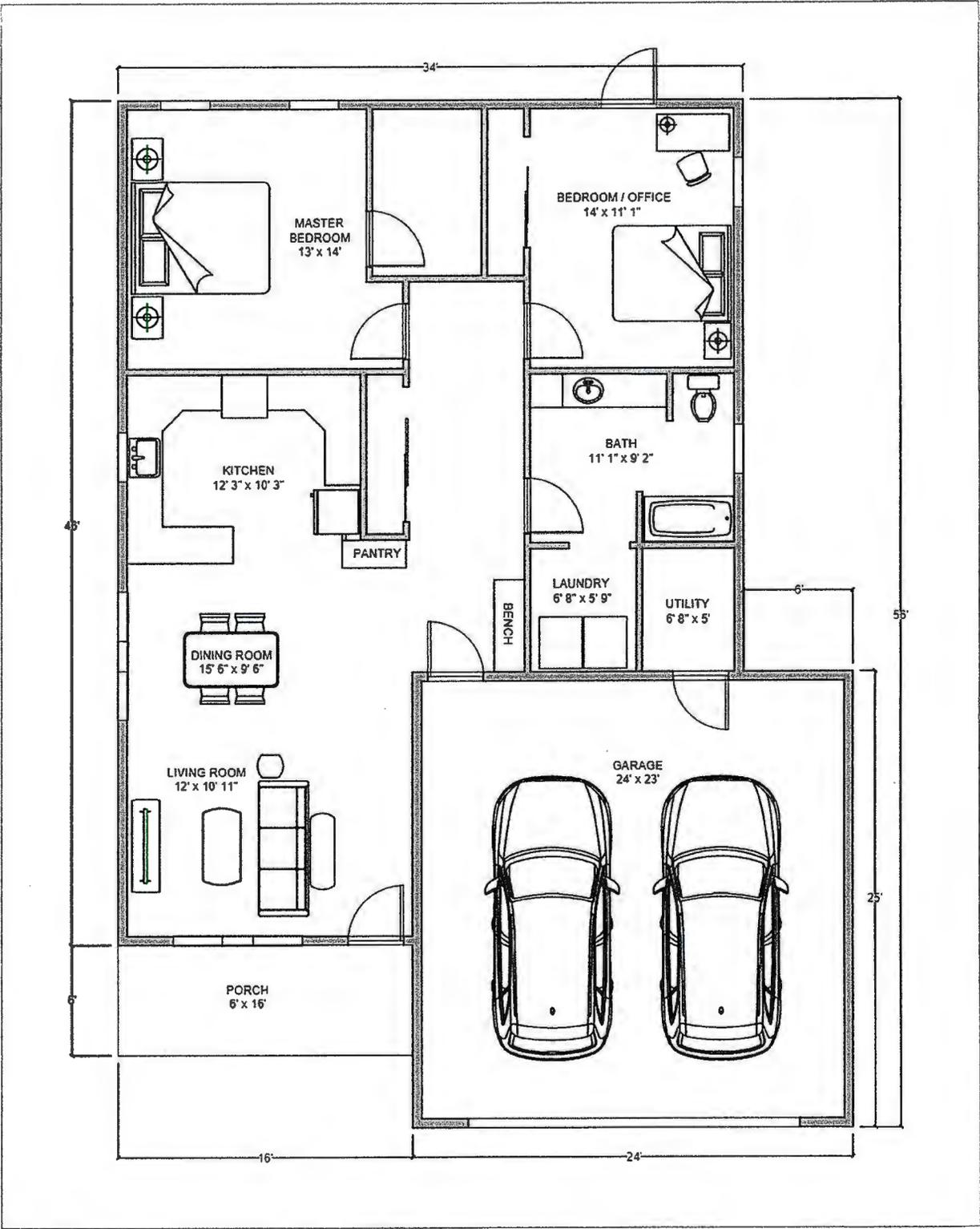


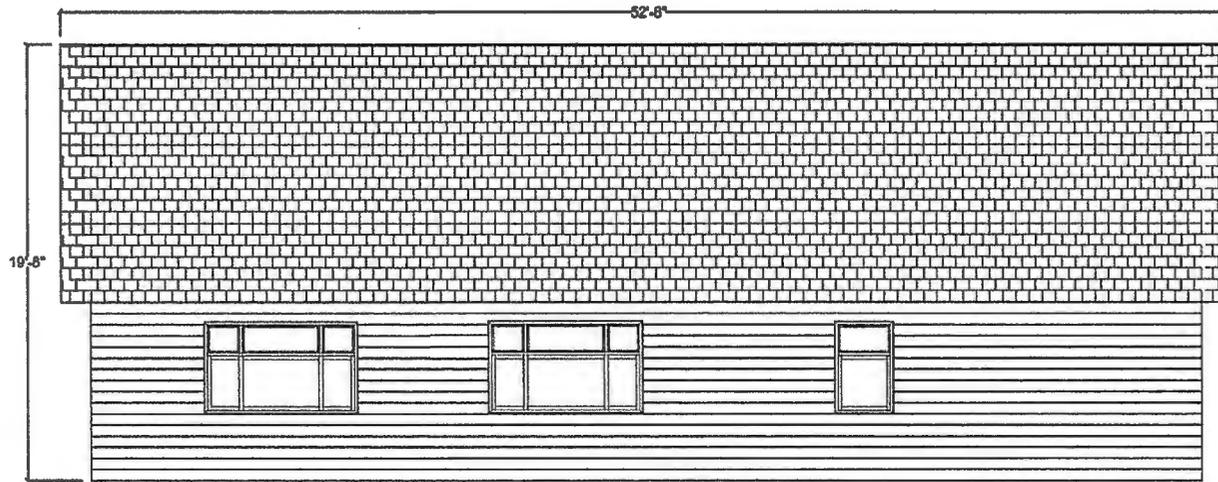
⑧ ELEVATION  
SCALE: 1/8" = 1'-0"



⑨ ELEVATION  
SCALE: 1/8" = 1'-0"

Approved By:	Issue Date:	Project: Senior Cottage PUD	
	9-29-2020	Plan: Cottage Plan	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	
	Contact: Jerry Bauer	Scale: 3/16" = 1'-0"	Sheet:
		Drawn By: MC	<b>R</b>



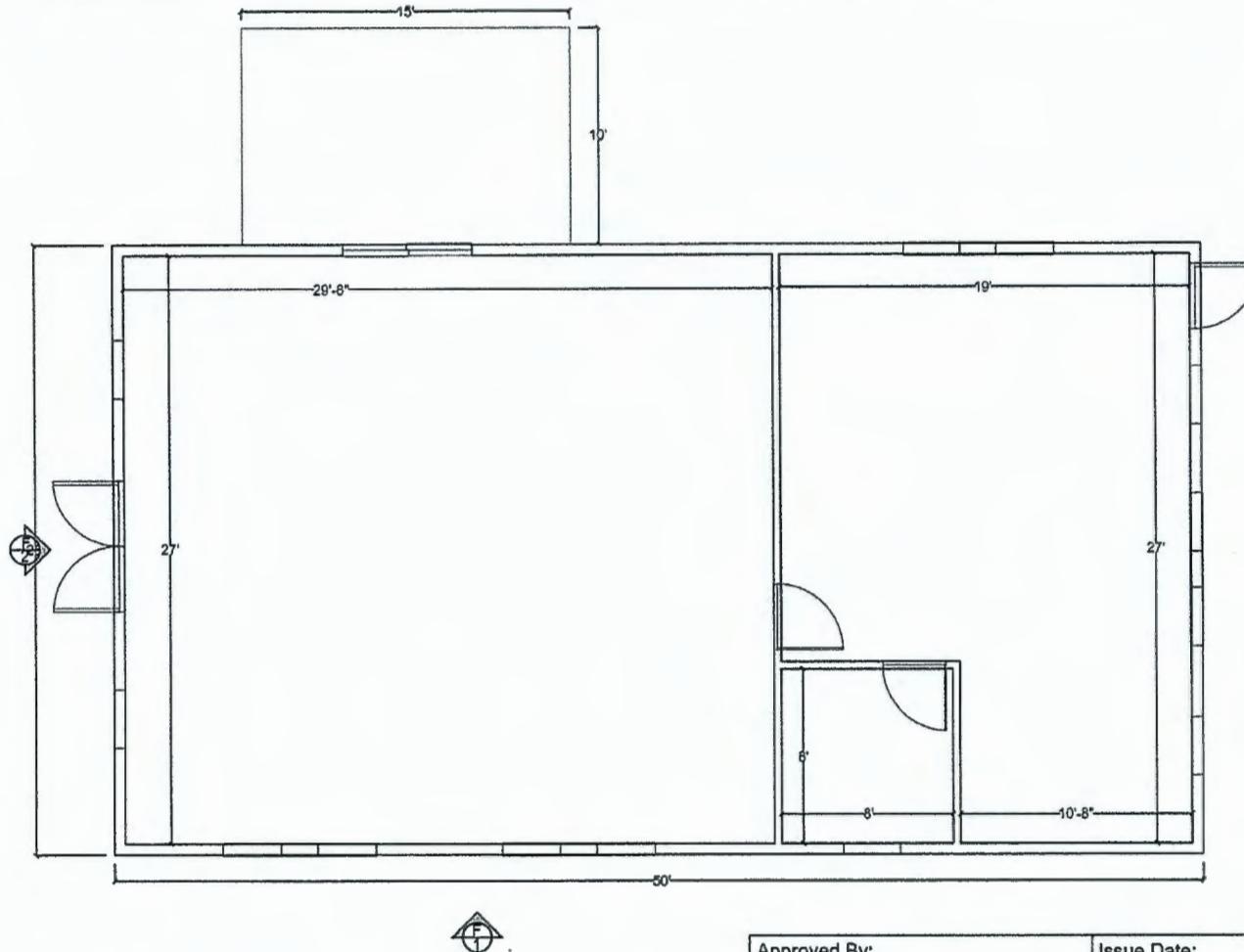


Ⓢ ELEVATION  
1 SCALE: 3/16" = 1'-0"



Ⓢ ELEVATION  
2 SCALE: 3/16" = 1'-0"

Approved By:	Issue Date:	Project: Senior Cottage PUD	
	9-29-2020	Plan: Clubhouse	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	
	Contact: Jerry Bauer Phone: 507-822-3700	Scale: 1/8" = 1'-0"	Sheet: <b>F</b>
		Drawn By: MC	
		Page: 6 of 6	



**E** PLAN  
 SCALE: 3/16" = 1'-0"

Approved By:	Issue Date:	Project: Senior Cottage PUD	
	9-29-2020	Plan: Clubhouse	
	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	
	Contact: Jerry Bauer Phone: 507-822-3700	Scale: 1/8" = 1'-0"	Sheet: <b>E</b>
		Drawn By: MC	
		Page: 5 of 6	

## **Maintenance of Common Spaces (p.86 #8)**

The PUD provision for public areas, common open space, sanitary sewer and water sub-mains, and private street made for care and maintenance will be provided by an HOA (Homeowners' Association) site manager with a monthly, quarterly, or yearly charge to each unit. This HOA will cover taxes, utilities, and insurance for common areas, street maintenance, sewer and water sub-mains, grass mowing, street snow removal, Clubhouse use, walking path upkeep, minor house maintenance, and general management of the development.

## **Restrictive Covenants (p.86 #9)**

The general intents of restrictive covenants within the PUD that will be recorded with respect to each individual property include the following:

- a) The homeowner is responsible for your property. The property may not be leased or rented.
- b) You may not be allowed to run a business from your home.
- c) Unit exterior color (walls, trim, shingles) will be determined from a choice of six wall colors, three trim colors, and three shingle colors presented by management.
- d) Unit design is controlled by management. Any modification to the property must be approved by management.
- e) Maximum size storage shall not exceed 6'x8' and 6' wall height.
- f) Fences are not allowed in front yards. 4' maximum height fence for rear yard. An access gate must be provided in the rear yard fence. Fences may not impede any part of the walking path.
- g) Street parking is not allowed between the hours of 11:00p.m. and 7:00 a.m. When street parking is allowed, the vehicle must allow room for emergency vehicles to pass.
- h) Snow must be cleared from driveway within 48 hours of the end of a snow event.
- i) Clubhouse may be used by homeowners and their guests with pre-arrangements required with management.
- j) No trailer parking is allowed for more than 24 hours.
- k) Garbage/garbage containers and recycling containers must be hidden from view from the street.
- l) The walking path is for public use.
- m) No more than two vehicles may be parked in any unit's driveway or lot.
- n) All plantings must be done with the approval of the management.
- o) The speed limit in the development is 20mph or less.
- p) The types of pets you can have on your property are limited to cats and dogs. You can only own a small or medium-sized dog. All pets must be on leads or a leash.
- q) There are strict limits on commercial breeding. You cannot breed or sell animals from your residential property. You may not own livestock, chickens, or other farm animals.
- r) Holiday lights are acceptable as long as they do not create a nuisance and are not used before Thanksgiving and one month after Christmas.
- s) Exterior maintenance is required, and an annual exterior inspection of each property will occur. (painting, weeding, cleaning, etc)
- t) Loud activities are strictly forbidden. (parties, music, cars etc.)

An aerial photograph showing a multi-lane highway bridge crossing a wide river. A large blue semi-truck is driving across the bridge. In the foreground, there is a building with a green roof and a sign that says 'SUBWAY'. The surrounding area includes grassy banks, trees, and some industrial or commercial buildings in the distance.

# TH60 CORRIDOR STUDY

*Project Update  
October 20, 2020*

# Process



# Alternatives Analysis Segments and Alternatives



# TH 60 South

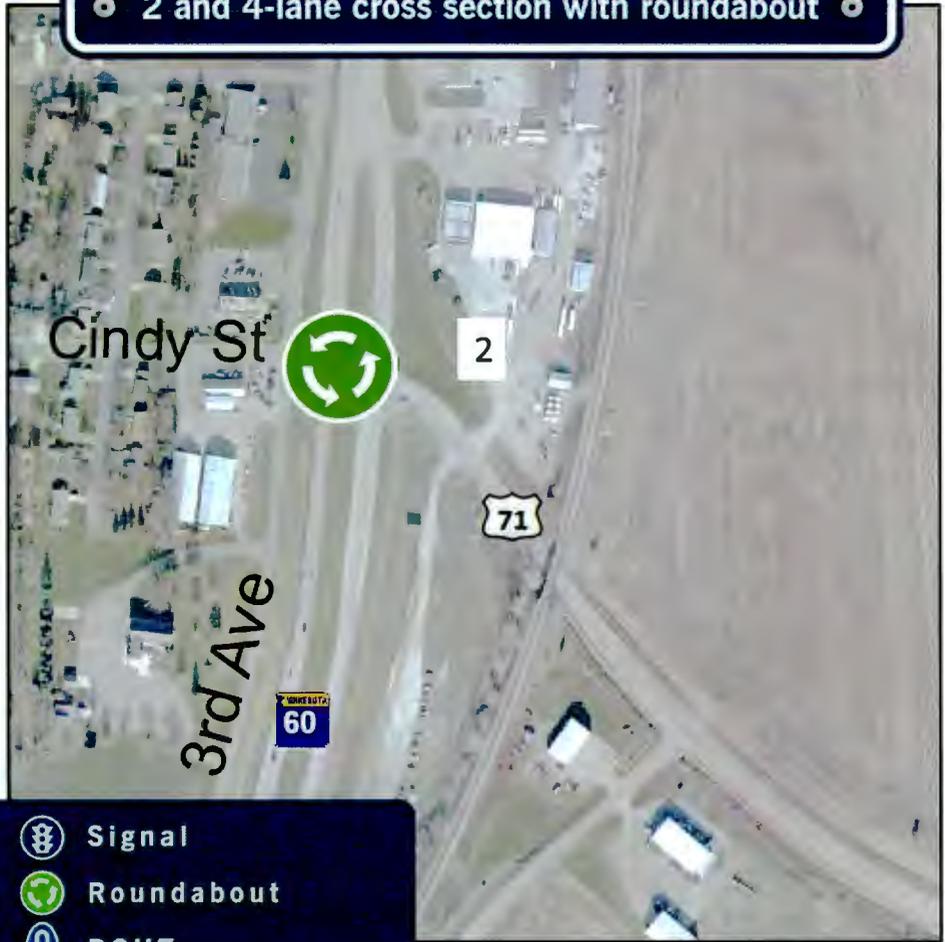
Transition points from Urbanizing to Urban Core

# TH 60

Transitioning from Urbanizing to Urban Core

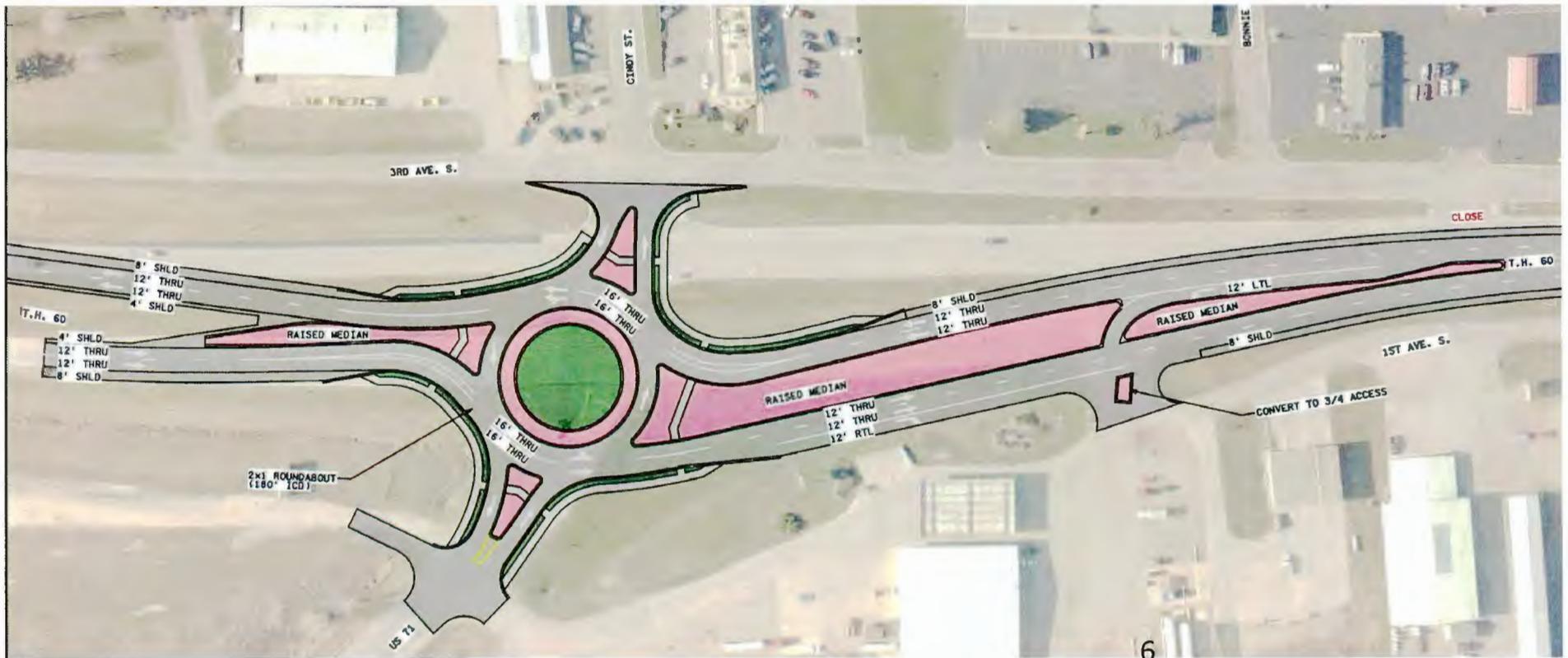


• 2 and 4-lane cross section with roundabout •



-  Signal
-  Roundabout
-  RCUT

# 2x1 Roundabouts – US 71 South



# TH 60

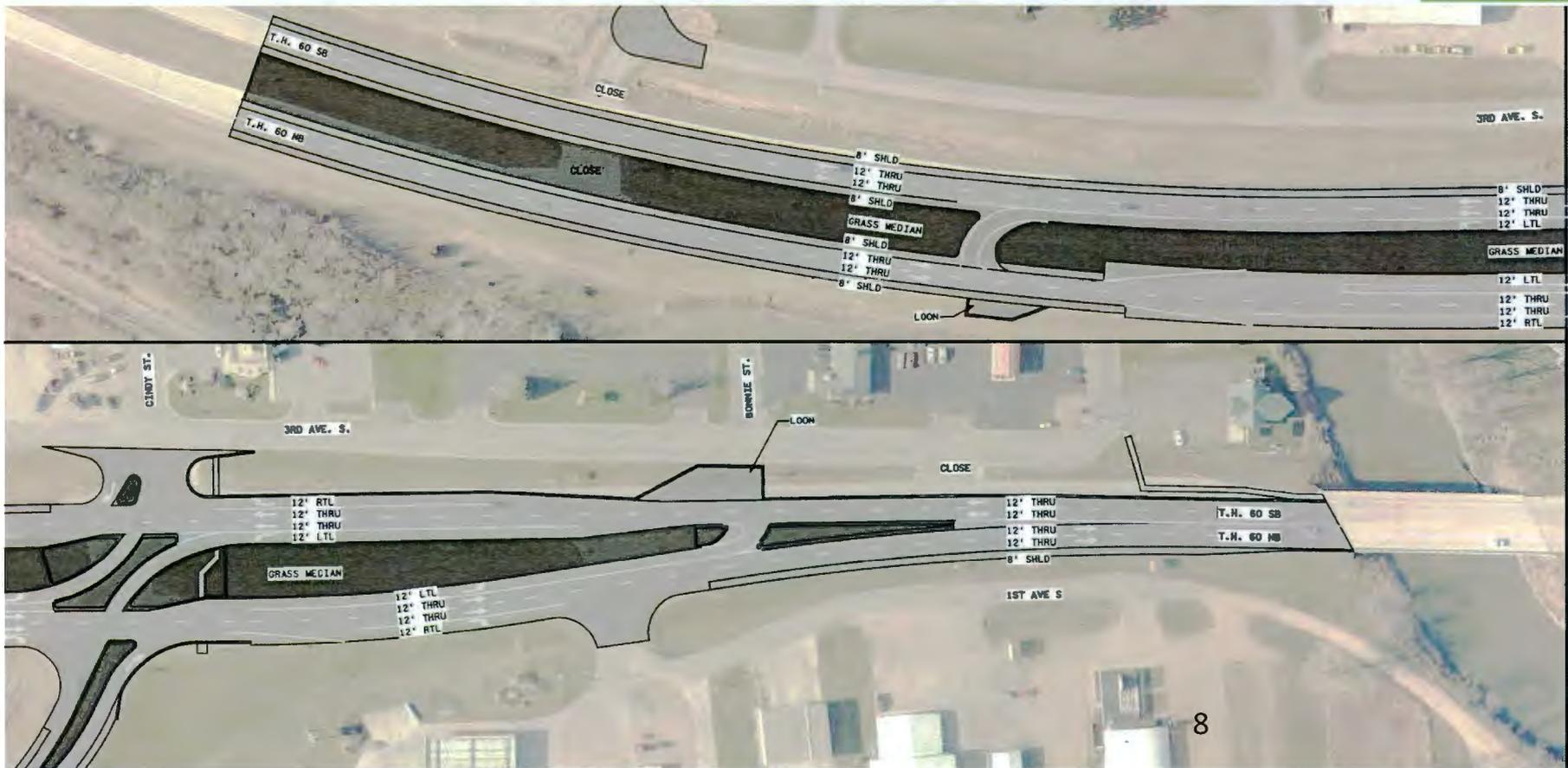
Transitioning from Urbanizing to Urban Core



• 2 and 4-lane cross section with RCUT •



# RCUT (4-Lane) – US 71 South

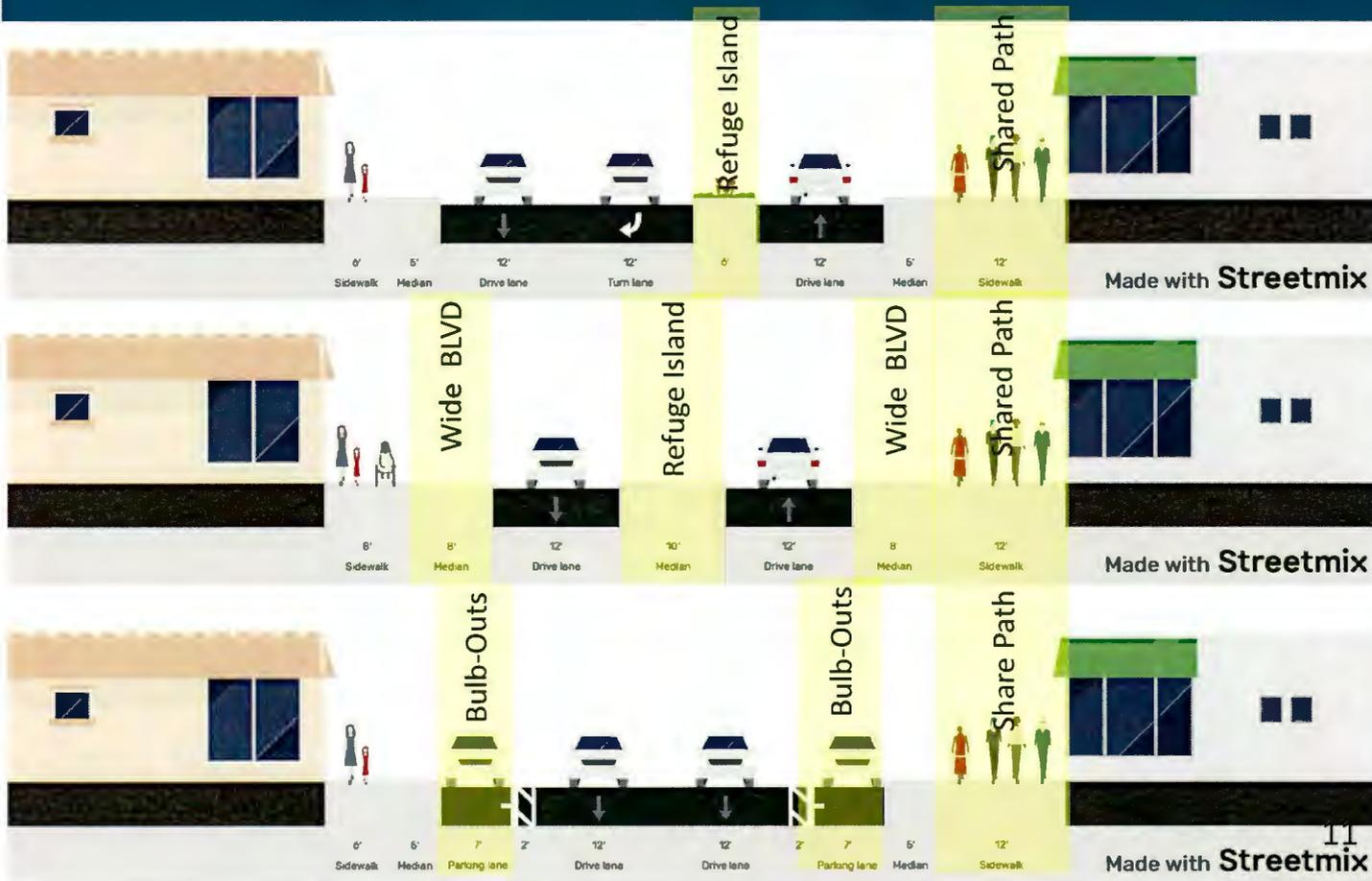


# TH 60 Urban Core

# Existing Cross Section



# Pedestrian and Bicycle Cross Sections



## Medians

- Controlled Speeds
- Buffers
- Refuge Island
- Bike Facilities

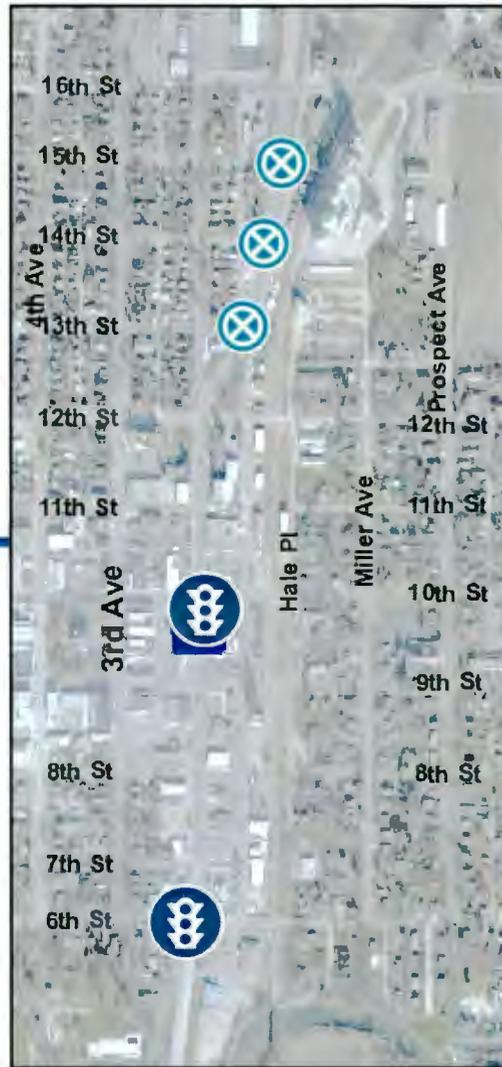
## Roundabouts

- Controlled Speeds
- Buffers
- Refuge Island
- Bike Facilities

## One-Way Pair

- Buffers
- Bulb-Outs
- Bike Facilities
- Fewer Conflicts

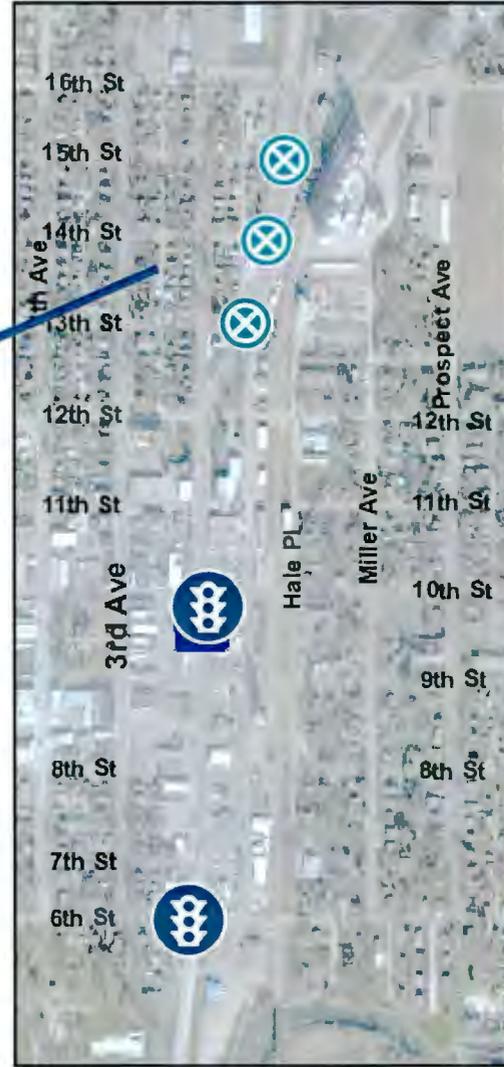
# TH 60 Urban Core



**Raised Median  
Option A:**  
1-lane per direction  
+ left turn lanes  
Medians between  
public streets

-  Signal
-  Roundabout
-  RCUT
-  Limited Access

# TH 60 Urban Core



**Raised Median  
Option A:**  
1-lane per direction  
+ left turn lanes  
Medians between  
public streets

-  Signal
-  Roundabout
-  RCUT
-  Limited Access

# TH 60 Urban Core



**Raised Median  
Option B:**  
1-lane per direction  
+ left turn lanes  
at traffic signals  
Medians between  
public streets,  
Median closed at  
7th and 11th

-  Signal
-  Roundabout
-  RCUT
-  Limited Access
-  Median Closed

# TH 60 Urban Core



## Raised Median Option B:

1-lane per direction  
+ left turn lanes  
at traffic signals  
Medians between  
public streets,  
Median closed at  
7th and 11th

-  Signal
-  Roundabout
-  RCUT
-  Limited Access
-  Median Closed

# TH 60 Urban Core



**Compact Roundabouts**  
**Option A:**  
 1-lane per direction  
**Roundabouts with**  
**Raised Median Option:**  
 Medians between public streets  
 Median closed at 7th and 15th

-  Signal
-  Roundabout
-  RCUT
-  Center Left Turn Lane
-  Limited Access
-  Median Closed



# TH 60 Urban Core



**Compact Roundabouts**  
**Option B:**  
**Roundabout Raised**  
**Median Option:**  
 Medians between public streets  
 Median closed at 7th, 13th,  
 and 15th

-  Signal
-  Roundabout
-  RCUT
-  Center Left Turn Lane
-  Limited Access
-  Median Closed

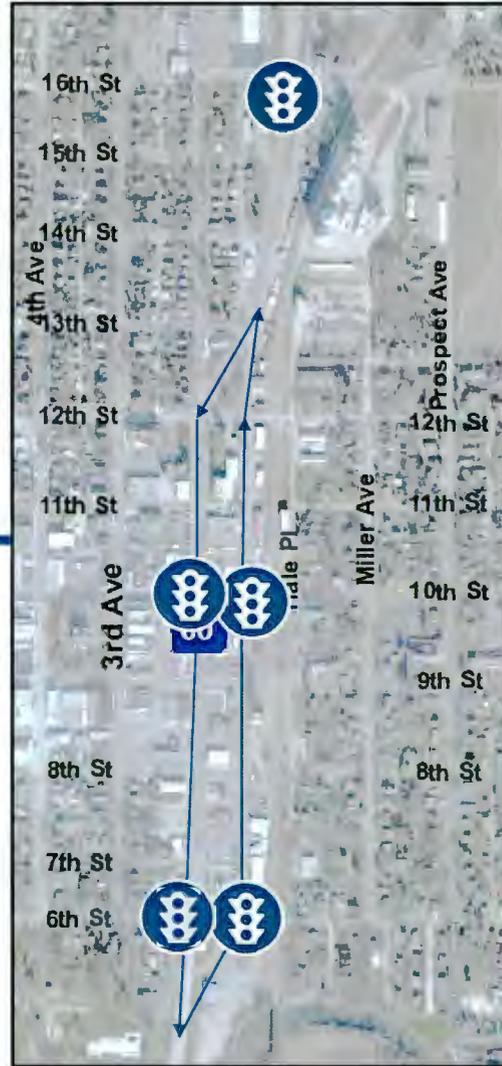
# TH 60 Urban Core



**Hybrid Roundabout and Signals**  
**Roundabout Raised**  
**Median Option:**  
 Medians between public streets  
 Median closed at 7th and 11th

-  Signal
-  Roundabout
-  RCUT
-  Center Left Turn Lane
-  Limited Access
-  Median Closed

# TH 60 Urban Core



-  Signal
-  Roundabout
-  RCUT
-  Center Left Turn Lane
-  Limited Access
-  Median Closed

# North TH 60

US 71 N to North Study Limits

# TH 60 North



**Roundabout at US 71:**  
 1 or 2-lanes per direction  
 Medians between public streets



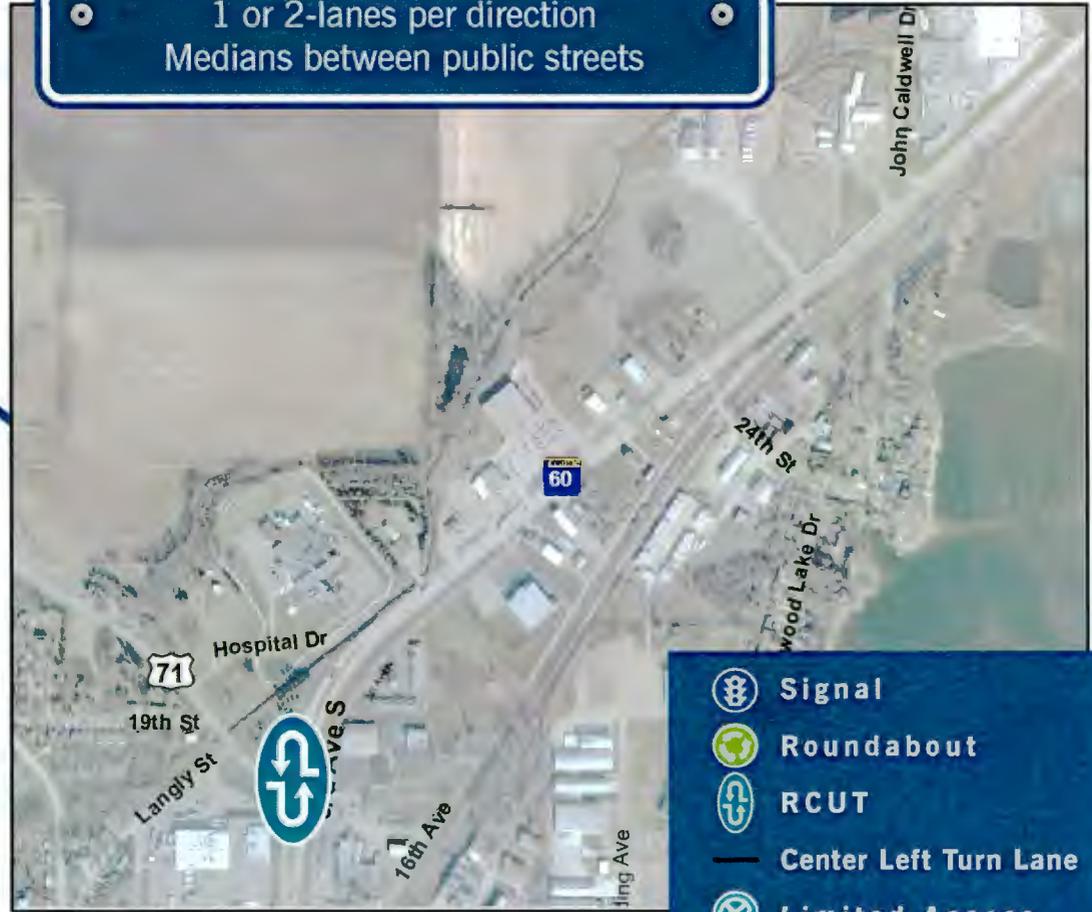
-  Signal
-  Roundabout
-  RCUT
-  Center Left Turn Lane
-  Limited Access
-  Median Closed



# TH 60 North



**Reduced Conflict U-Turn:**  
 1 or 2-lanes per direction  
 Medians between public streets



-  Signal
-  Roundabout
-  RCUT
-  Center Left Turn Lane
-  Limited Access
-  Median Closed

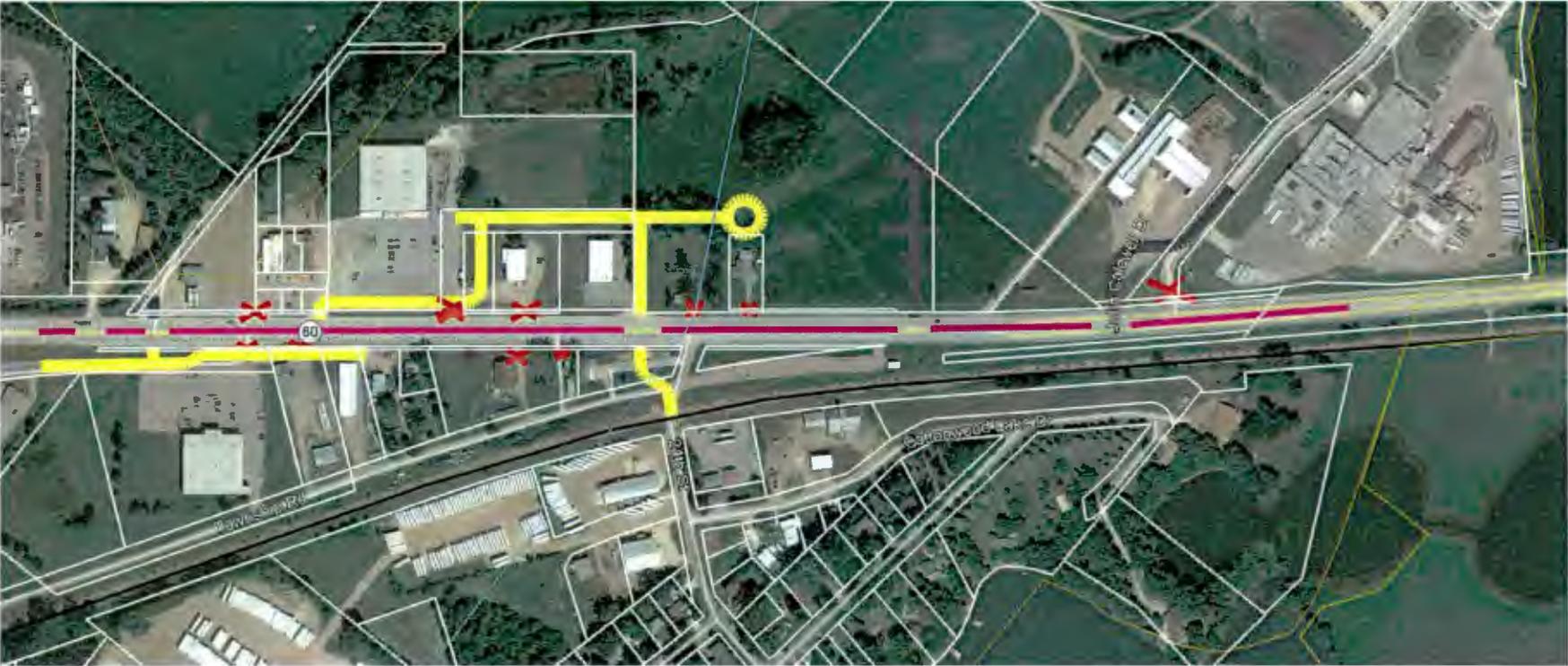
**Reduced Conflict U-Turn:**  
• 1 or 2-lanes per direction  
• Medians between public streets



# TH 60 North: No-Build



# 3-Lane TH 60 North : 3-Lane w/ Median



# 3-Lane TH 60 North : 3-Lane w/ Median



# US 71 North Corridor

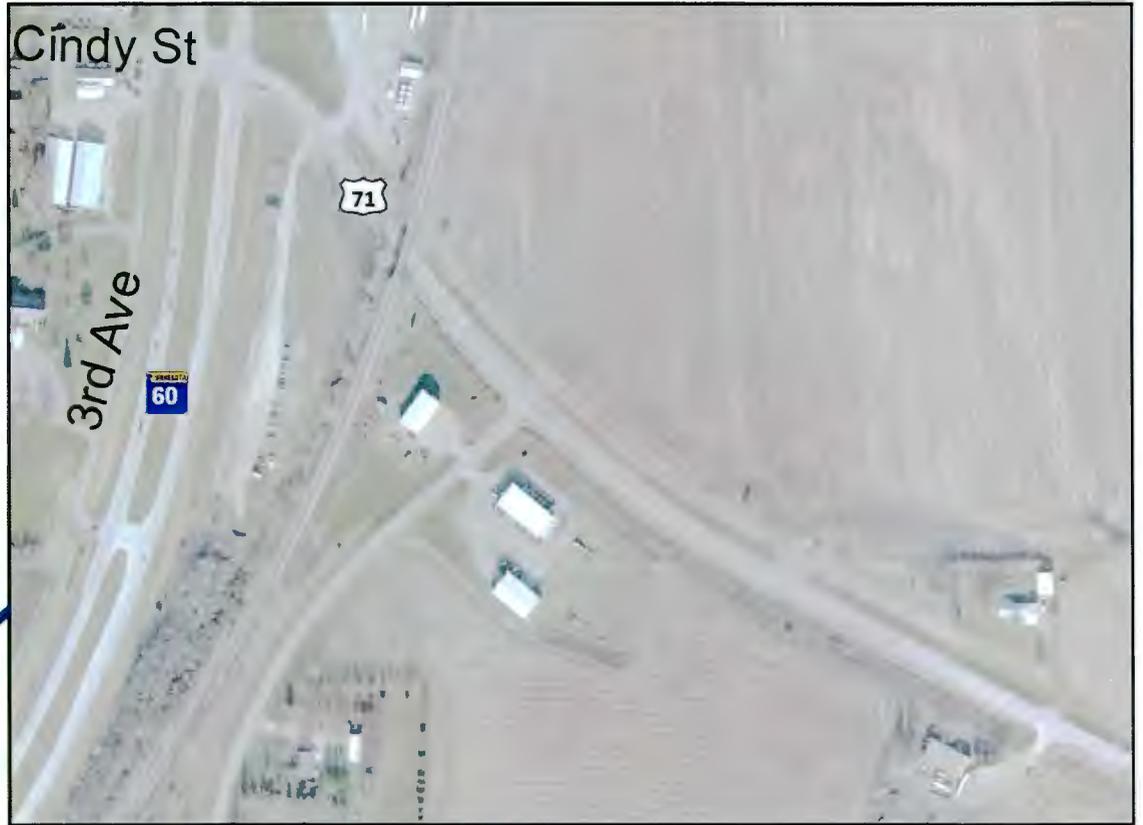
# US 71 North Corridor



# South US 71

TH 60 to South Study Limits

# US 71 South Corridor

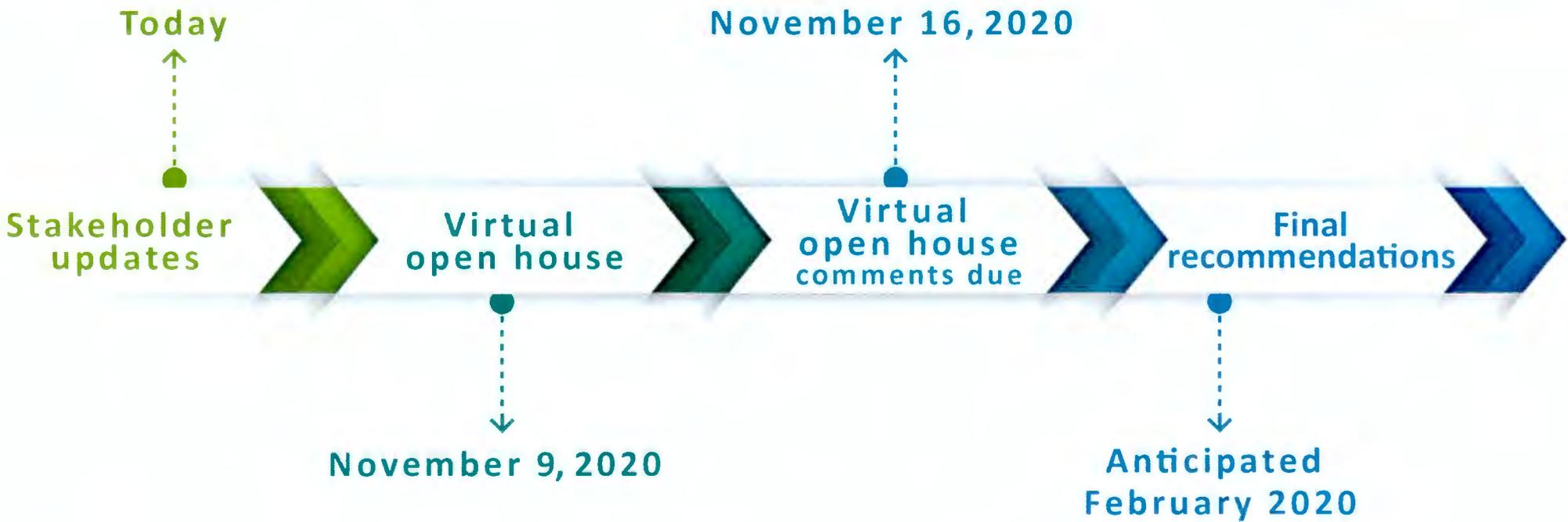


# TH 62 West

# TH 62 (6th Street)



# Next Steps



# 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:** OCTOBER 20, 2020  
**RE:** TRANSPORTATION ALTERNATIVES PROGRAM - MNDOT  
**DEPT:** ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
**CONTACT:** DREW HAGE ([drew.hage@windommn.com](mailto:drew.hage@windommn.com)) (507-832-8661)

---

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

Staff recommends that the City Council take the following action regarding the Minnesota Department of Transportation (MnDOT) "Transportation Alternatives Program" (TAP) for Greater Minnesota:

1. Discuss the upcoming solicitation.
2. Approve the submission of a letter of intent for TAP for the sidewalk and trail gaps identified in the Windom Active Living Plan specifically for a looped trail within the Windom Recreation Area and for a pedestrian connection between the Windom Recreation Area, Community Center, and Tegels Park. The TAP Project can also include a pedestrian connection along Cottonwood Lake Drive from Tegels Park to 24<sup>th</sup> Street and from 24<sup>th</sup> Street to Highway 60.

## **Issue Summary/Background**

---

The Transportation Alternatives Solicitation is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School, and more. Minnesota will be soliciting projects for approximately \$6.2 Million in available grant funding across the state where the total is sub-targeted to the seven area transportation partnerships. There are \$700,000 in TAP funds for MnDOT District 7.

Grant solicitation timeline:

- \* Oct. 30, 2020 - Deadline for applicants to submit letters of intent.
- \* Jan. 8, 2021 - Deadline for applicants to submit full applications.
- \* April 15, 2021 - Grant recipients announced.

The letter of intent is a process to identify if a project is a good fit for the TA Program. The application will include various questions related to your project.

## **Fiscal Impact**

---

Amount: The fiscal impact includes:

There is a 20 percent match for TAP funds. The full application is not due until January 8, 2021. This will give the City Council time to approve a budget and compare this funding request with other funding requests. The match varies depending on which projects are include in the TAP application.

The western trail gap in the Windom Recreation Area and pedestrian connection between the Windom Recreation Area and the Community Center is included in TIF District 1-22. The goal would be to utilize new tax increment to repay the required match for the TAP funds.

Engineered plans would be required for the full TAP Application. The estimated cost from DGR Engineering is \$4,000 to \$5,000.

### **Attachments**

---

1. Pedestrian Gap Maps;
2. Preliminary Estimate.

# Transportation Alternatives Program - MnDOT

## Potential Projects

- A. Windom Recreation Area Sidewalk Gaps / Pedestrian Connection to Community Center & Tegels Park
- B. Enhanced crosswalk between the Community Center and Tegels Park to provide traffic calming and safe place to cross
- C. Pedestrian Connection from Tegels Park to EDA Spec Building Property
- D. Enhanced crosswalk between the Tegels Park and EDA Property to provide traffic calming and safe place to cross
- E. North Cottonwood Lake Drive & 24<sup>th</sup> Street Pedestrian Safety
- F. Alternative: Mini Roundabout (Cottonwood Lake Drive at the intersection with undeveloped 19th Street)

Project A

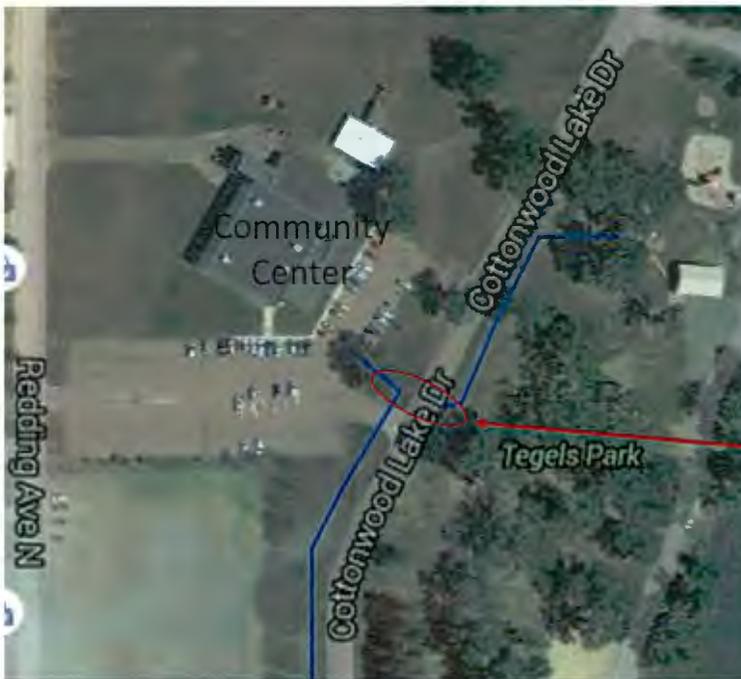
Windom Recreation Area Sidewalk Gaps / Pedestrian Connection to Community Center & Tegels Park



- Existing Sidewalk & Trail
- Proposed Sidewalk
- Sidewalk Gap

Project B

Enhanced crosswalk between the Community Center and Tegels Park to provide traffic calming and safe place to cross



Project C

**Pedestrian Connection from Tegels Park to  
EDA Spec Building Property**

Sidewalk Gap / Possible Sidewalk Connection



Project D  
Options #1

Enhanced crosswalk between the Tegels Park and EDA Property to provide traffic calming and safe place to cross



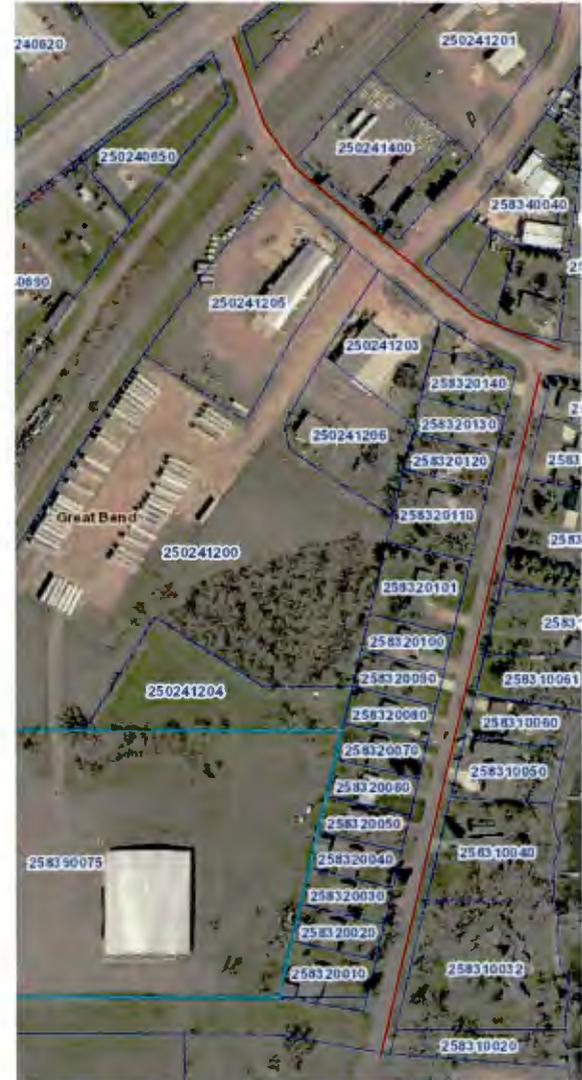
Project E



**North Cottonwood Lake Drive  
& 24<sup>th</sup> Street  
Pedestrian Safety  
2,513'**

Pedestrian Gap  
Possible Wide Paved Shoulder

---



Alternative  
for Project D



**Mini Roundabout Option:  
Cottonwood Lake Drive at the  
intersection with undeveloped  
19<sup>th</sup> Street**



Alternative  
for Project D

**Mini Roundabout Option:  
Cottonwood Lake Drive at the  
intersection with undeveloped  
19<sup>th</sup> Street**



Project A

Windom Recreation Area Sidewalk Gaps / Pedestrian Connection to Community Center & Tegels Park



- Existing Sidewalk & Trail
- Proposed Sidewalk
- Sidewalk Gap

**Estimate Cost:  
\$152,000**

**#1 Ranking  
from the  
Active Living  
Plan**

Project B

Enhanced crosswalk between the Community Center and Tegels Park to provide traffic calming and safe place to cross



**Estimate Cost:  
\$5,000 to 7,000**

Project C

**Pedestrian  
Connection from  
Tegels Park to  
EDA Spec Building  
Property**

Sidewalk Gap /  
Possible Sidewalk  
Connection



**Estimate Cost:  
\$89,000**

Project D  
Options #1

**Elevated crosswalk between the Tegels Park and EDA Property to provide traffic calming and safe place to cross**



**Estimate Cost:  
\$5,000 to 7,000**

Project E

North Cottonwood Lake Drive  
& 24<sup>th</sup> Street  
Pedestrian Safety  
2,513'

Pedestrian Gap  
Possible Wide Paved Shoulder



**Estimate Cost:**  
**\$150,000**

Alternative  
for Project D

**Mini Roundabout Option:  
Cottonwood Lake Drive at the  
intersection with undeveloped  
19<sup>th</sup> Street**



**Estimate Cost:  
\$40,000 to  
\$50,000**

Alternative  
for Project D

**Mini Roundabout Option:  
Cottonwood Lake Drive at the  
intersection with undeveloped  
19<sup>th</sup> Street**



## TAP Estimates

Project A	\$152,000
Project B	\$7,000
Project C	\$89,000
Project D	\$7,000
Project E	\$150,000
Total	\$405,000
(Alternative for Project D)	\$40,000 to \$50,000

## TAP Projects – Match

Project A	\$30,400
Project B	\$1,400
Project C	\$17,800
Project D	\$1,400
Project E	\$30,000
Total	\$81,100
(Alternative for Project D)	\$8,000 to \$10,000

## RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION FROM  
JAN GOVE IN MEMORY OF BUD GOVE  
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,** Bud Gove was a supporter of the City of Windom and the Windom Fire Department; and

**WHEREAS,** the Windom Fire Department has received a memorial donation from Jan Gove in memory of Bud Gove of a gas monitor with a retail value of \$1,000.00.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA,** that the City Council accepts the donation of a gas monitor valued at \$1,000.00 from Jan Gove in memory of Bud Gove for use by the Windom Fire Department.

Adopted by the Council this 20th day of October, 2020.

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

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

## RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

**VOTED:**

**Aye:**

**Nay:**

**Absent:**

**RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE "2020 STREET IMPROVEMENT PROJECT"**

---

**WHEREAS**, costs have been determined for the improvement and said total is the maximum sum of \$5,597,000.00; and

**WHEREAS**, it is necessary to access the benefited property for all or a portion of the costs of these improvements pursuant to Minnesota Statutes, Chapter 429.

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

1. The costs of such improvement to be specially assessed are hereby declared to be a maximum of \$1,935,910.00.
2. The City Administrator shall calculate the proper amounts to be assessed for such improvement and shall file a copy of such proposed assessments at City Hall for public inspection.
3. Such assessments shall be payable in equal annual installments extending over a period of fifteen (15) years at an interest rate of four and thirty-six hundredths percent (4.36%) per annum.
4. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 17th day of November, 2020, during the regular City Council Meeting commencing at 6:30 p.m., to consider and vote upon such proposed assessments. At such time and place, all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessments.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessments to be published once in the official newspaper at least two weeks prior to the hearing. The notice shall state the total cost of the improvement.
6. The City Administrator shall also cause notice of said hearing to be mailed to the owner(s) of each parcel, described in the assessment roll, not less than two (2) weeks prior to the hearing. The notice mailed to the owner(s) of each parcel shall specify the amount of the proposed assessment for that particular parcel.

Adopted by the Council this 20<sup>th</sup> day of October, 2020.

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

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

# ACTION ITEM



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

**TO:** City Council  
**FROM:** Jeff Dahna, Telecom General Manager  
**DATE:** 10/14/2020  
**RE:** Telecom Business Hosted Email Domains and Related Email Accounts  
**DEPT:** Telecom  
**CONTACT:** Jeff Dahna

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## Recommendations/Options/Action Requested

The Telecom Commission recommends that the City Council Adopt the following rates effective January 1, 2021 for Business Hosted Email Domains and Related Email Accounts offered by WindomNet.

On Network Email account rate	\$3.50 MRC
Off Network Email account rate	\$4.50 MRC
Email account setup fee	\$5.00 NRC
Domain setup/change fee	\$50.00 NRC
Troubleshooting	Hourly Labor Rate – Current
Custom setup	Individual Case Basis (ICB)

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## Issue Summary/Background

The Telecom Commission met on September 28, 2020, and reviewed a proposal to establish rates/fees for Business Hosted Email Domains and Related Email Accounts. WindomNet has had inquiries to provide hosted Email Domain services. Other hosted email platforms charge \$3.50-\$6.00 per mailbox/per month.

WindomNet email system has about 120 Business email accounts on hosted email domains. Revenues generated from this service would help with costs of licensing renewals, upgrades for email and spam servers, staff time and build reserves for future upgrades.

Windomnet SPAM and Email license renewals are approximately \$7,300 per year. SPAM server appliance will need to be replaced in the next year or two.

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## Fiscal Impact

The service rates/fees will generate revenue for operational costs and future upgrades.

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## Attachments

Resolution Establishing Rates, Charges and Fees for Telecommunication Enterprise Fund

# RESOLUTION #2020-

**INTRODUCED:**

**SECONDED:**

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

## **RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND**

**WHEREAS**, City Code Section 3.02 authorizes the City Council to establish rates and charges for municipal utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

**WHEREAS**, the City Council periodically establishes rates and fees for municipal utilities; and

**WHEREAS**, the Windom Telecommunications Commission recommends to the Windom City Council to change the monthly rate for Telecommunications services; and

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

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

Adopt the new rates effective January 1, 2021 for Business Hosted Email domains and related Email accounts offered by WindomNet as set forth below.

On Network Email account rate	\$3.50 MRC
Off Network Email account rate	\$4.50 MRC
Email account setup fee	\$5.00 NRC
Domain setup/change fee	\$50.00 NRC
Troubleshooting	Hourly Labor Rate – Current
Custom setup	Individual Case Basis (ICB)

Adopted this 20th day of October, 2020.

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Dominic Jones, Mayor

ATTEST:

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Steven Nasby, City Administrator