

Council Meeting
Tuesday, February 16, 2021
City Council Chamber
6:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – February 2, 2021
 - Utility Commission – January 27, 2021
 - EDA – February 8, 2021
 - Planning Commission – February 9, 2021
 - Library Board – February 9, 2021
 - Park & Recreation Commission – February 10, 2021
 - Regular Bills
2. Department Heads
3. Lions Club – Pending Donation Announcement
4. Ratification of Fire Department Election
5. Planning Commission Recommendation – Conditional Use Permit – 251 1st Avenue
6. Windom Arena Roof Replacement Project Bid Award - Resolution
7. Resolution –2020 Local Road Improvement Funding Application Project Sponsor
8. Cottonwood County Remodeling Tax Abatement Program Guidelines
9. Second Reading Ordinance No. 188, 2nd Series – Ordinance Modifying Sections of City Code
 - Title and Summary Publication Ordinance No. 188, 2nd Series
10. Citywide Cleanup
11. 2020 Annual Report (includes EDA Annual Report)
12. Personnel
 - Hiring Recommendation - Liquor Store Clerk
13. Additional 2021 Mayor Appointments & Reappointments
 - Boards & Commissions
14. New Business
15. Old Business
16. Council Comments



Adjourn

**Regular Council Meeting
City Hall, Council Chamber
February 2, 2021
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Council Member Grunig.

2. Roll Call:

Council Present: Marv Grunig, Jenny Quade, James Nelson and Jacqueline Schmidt

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Drew Hage, Development Director; Scott Peterson, Police Chief; Andy Spielman, Building & Zoning Official and Ryan Anderson, Water/Wastewater Superintendent

3. Pledge of Allegiance

4. At-Large City Council Seat Appointment & Oath of Office:

Grunig reviewed the memo from Mayor Jones. Three interested parties submitted letters of interest on or before January 22nd. Jones is recommending Council approve Jayesun Sherman to fill the At-large City Council vacancy.

Motion by Quade second by Nelson approving Jayesun Sherman to the At-Large City Council position. Motion carried 4 – 0.

5. Oath of Office:

Sherman took the Oath of Office.

6. Consent Agenda:

- Minutes
 - Council Minutes – January 19, 2021
 - Library Board – January 12, 2021
- Regular Bills

Motion by Nelson second by Schmidt approving the Consent Agenda. Motion carried 5 – 0.

7. Department Heads:

None.

8. Lions Club – Pending Donation Announcement:

Item has been tabled to a future meeting.

9. First Reading Ordinance No. 188, 2nd Series – Ordinance Modifying Sections of City Code:

Andy Spielman, Building & Zoning Official, explained the modifications that need to be made to City Code due to changes made to Zoning and Land Use changes. The proposed updates were reviewed by the City Attorney and are as follows:

- City Code Subsection 90.07 – recovery of nuisance abatement costs;
- City Code Subsection 152.002 (B) – add new or revised definitions;
- Adding City Code Section 152.477 – addressing storage of inoperable vehicles and impound lots;
- Impound lots added to conditional uses in I-1 (152.152) and I-2 (152.172) Zoning Districts;
- City Code Subsection 152.325 (A) – requiring a permit for all accessory buildings (including those 200 square feet or smaller in size);
- City Code Subsection 152.325 (G) – addresses a previously adopted exception; and
- City Code Section 150.55 Licensing – City division of three Zones for the purpose of rental licensing and inspection of rental housing properties, clarification of property conversion to rental housing and addresses change of ownership within the three-year license period.

Motion by Schmidt second by Quade approving the First Reading Ordinance No. 188, 2nd Series – Ordinance Modifying Sections of City Code. Motion carried 5 – 0.

10. Guardian Inn – Conditional Use Modification Request:

Spielman said the Council previously approved a Conditional Use Permit for 1955 First Avenue that included a condition of title transfer by February 15, 2021. The applicant is asking to amend that condition to April 1, 2021. The City Attorney advised modifications can be made to the conditions on the permit as long as the applicant agrees with the changes.

Council discussed the modification and agreed if it needed to be pushed back further, they can address another extension at a future meeting.

Motion by Quade second by Nelson to amend the Conditional Use Permit for 1955 First Avenue condition of title transfer date to April 1, 2021. Motion carried 5 – 0.

11. Cottonwood County Housing Tax Abatement Program Modification:

Drew Hage, Development Director, said the Cottonwood County Housing Tax Abatement Program is currently available for new construction projects throughout the County. In discussion with the County Board, they recommended exploring a new program that would cover converting existing properties into new rental units (multiple units) through a remodel of a building. Hage noted the tax abatements will apply to the improved value of the property only.

Council consensus was to direct staff was to further develop a new program to present to the County, School and City elected boards.

12. Resolution Approving Amendments to the Fees and Charges Schedule:

Nasby reviewed the fee schedule changes on the Annual Fees & Charges Schedule. He noted the reduced liquor license fees (approved by Council), utility rate changes that have been formally approved, Community Center room rate incentives and Electric equipment use rates.

Council Member Quade introduced the Resolution No. 2021-10, entitled "RESOLUTION APPROVING AMENDMENTS TO THE FEES AND CHARGES SCHEDULE" and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Nelson, Grunig, Schmidt, Quade and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 - 0.

13. Airport – SEH Engineering Proposal – 2021 Joint & Crack Repair:

Nasby stated that SEH is the engineering firm that Council has approved for 2021 - 2025. The Service Agreement for the 2021 Joint & Crack Repair Project is included in the packet. The project and engineering costs are cost-shared at 90% FAA, 5% State and 5% City share. The City has in the Airport budget for the project.

Motion by Nelson second by Schmidt to approve the SEH Engineering Proposal for the 2021 Joint & Crack Repair Project. Motion carried 5 – 0.

14. Personnel – Hiring Recommendations:

Part-Time Administrative Assistant:

Nasby said that the Finance Director is requesting approval to hire Lisa Vollan for the Permanent Part-Time Administrative Assistant II position effective February 3, 2021, to replace the full-time office support position left vacant due to a retirement. The opening was posted internally and externally and three candidates were interviewed.

Motion by Schmidt second by Sherman to approve hiring Lisa Vollan for the Permanent Part-Time Administrative Assistant II Union Position at Step 1 of the wage scale. Motion carried 5 – 0.

Street/Park Maintenance:

Quade recommended approval of hiring James Smedsrud to fill the vacant Street and Parks Maintenance Worker position. This is a budgeted position. The interview committee is recommending he be hired at Step 6 on the wage scale due to his work experience he brings to the position with a start date of February 8, 2021.

Motion by Nelson second by Sherman to approve hiring James Smedsrud for the Full-Time Maintenance Worker Union Position at Step 6 of the wage scale. Motion carried 5 – 0.

Finance Director/Controller Position:

Grunig stated that two interviews were conducted for the Finance Director/Controller position. The Personnel Committee is recommending hiring Cheryl Ulferts at Step 5 of the Supervisory Pay Plan.

Nasby noted that Ulferts has 17 years of experience with governmental accounting practices which should help ease the transition.

Motion by Quade second by Sherman to approve hiring Cheryl Ulferts as the City of Windom Finance Director/Controller at Step 5 of the Supervisory Pay Plan. Motion carried 5 – 0.

Preliminary

Ulferts introduced herself and said that she is looking forward to working with everyone.

15. Additional 2021 Mayor Appointments & Reappointments:

Grunig read the Mayors Memo on Board and Commission Appointments as follows:

Brandon Pletcher – Planning Commission (4 years)

Travis Eichstadt – Telecom Commission (3 years)

Jean Fast – Housing and Redevelopment Authority (5 years)

Motion by Nelson second by Schmidt to approve the Additional 2021 Mayor Appointments and Reappointments as presented. Motion carried 5 – 0.

16. New Business:

Grunig mentioned the Personnel Committee has recommended that they conduct the Performance Review of the City Administrator due to several new faces on the City Council.

Council concurred with the Personnel Committee recommendation.

17. Old Business:

None.

18. Contractor Payment – Gridor Construction Inc. – WWTF Improvement Project #27 – \$32,250.00:

Ryan Anderson, Water/Wastewater Superintendent, stated the request for payment is for some seeding costs and final payments on various completed items of the project. Bolton & Menk has reviewed the request and is recommending approval. Nasby said the final request is anticipated in the Spring.

Motion by Schmidt second by Nelson to approve the Pay Request #27 for Gridor Construction in the amount of \$32,250 for the Wastewater Treatment Facility Improvement Project. Motion carried 5 - 0.

19. Council Comments:

Quade welcomed Sherman back to the City Council.

Sherman said he is glad to be back and serve the City of Windom.

Nelson stated that Smedsrud will be a good hire for the Street Department.

Nasby and Grunig reiterated the welcome to Sherman.

20. Adjournment:

Council Member Grunig adjourned the meeting by unanimous consent at 7:21 p.m.

Marv Grunig, Council Member

Attest: _____

Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
Council Chambers
January 27, 2021

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. Steve Nasby called the roll and identified members attending onsite as well as members attending electronically.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan and Glen Francis (electronic)
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Glenn Lund, Water/Wastewater Foreman; Ryan Anderson, Water/Wastewater Superintendent; Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator; Dominic Jones, Mayor; Drew Hage, Development Director; Andy Spielman (10:20), Building & Zoning Official; Leesa Arndt, Utility Billing/Analyst

APPROVE MINUTES

Motion by Riordan second by Francis to approve the November 25, 2020 minutes as amended. Aye: Riordan, Francis, and Schwalbach. Nay: None. Motion carried 3-0.

EDA – Gove Acres – Infrastructure Funding Gap

Drew Hage, Development Director, explained that he is working with Gove Acres Developers and an infrastructure funding gap of \$90,000 has been identified based on their proforma. He asked the Utility Commission for assistance or offer suggested resources to assist this housing project. TIF funding is not available and there is not a current street project. The Commission discussed the infrastructure estimate and requested more specific cost estimates for water line, sewer line, and electric/fiber installations. The developers would like the City to own the utility services and street. Staff advised that if so, then they must be built to City specifications (that vary from the PUD specifications already approved by the appropriate State offices). Staff will review the most recent set of development plans and provide costs to the proposed specifications. Water/Sewer Department will research connections for both services on 19th Street. Hage said he will explore a loan discussion with the EDA Board.

ELECTRIC ITEMS

Fuel Tank Proposal from DGR

Sykora reviewed the quote from DGR to replace the Backup Generator Fuel Oil Tank. The estimate is higher than a contractor estimate to account for soil uncertainties. Sykora will coordinate the fuel tank replacement to happen mid-summer before generation occurs while the transmission line is replaced.

Motion by Riordan second by Francis to approve the Task Order Amendment with DGR Engineering and submit a request for proposals for the Electric Fuel Tank Replacement Project. Aye: Riordan, Schwalbach, and Francis. Nay: None. Motion carried 3-0.

Distribution Study

Power System Engineering Inc. conducted a Distribution Study on behalf of the City of Windom and CMPAS. Sykora noted the system is in overall good shape. Items to be watched is Circuit 6 (feeding HyLife), replacing capacitor banks, and load requirements at TORO manufacturing.

Transmission Line Update

Sykora met with the City Attorney and they are actively working on easements for the Transmission Line Replacement. He is predicting a fall construction timeline pending easement approvals. Windom will recoup project costs as it qualifies for MISO reimbursement (property purchases, equipment replacement due to age).

Other Electric Items

Sykora noted that staff has been updated LED lighting throughout city buildings.

Sykora explained that the CAT generator warranty and maintenance contract is expiring on April 1, 2021. The company will no longer be offering warranties on the equipment after 2026. Service options include a 3-year contract with one oil change or 2. The warranty options included a 3-year or 5-year agreement. The 5-year contract would save having to do another inspection prior signing another 2-year contract before warranty will no longer be available. The warranty requires oil be change every other year and that the oil be tested on off years. Sykora noted that the 2020 budget had \$33,000 remaining in the budget and in 2021 \$60,000 was allocated.

Motion by Riordan second by Francis to approve a 3-year service contract with 2 oil changes and a 5-year ECS warranty with CAT as presented. Aye: Schwalbach, Francis, and Riordan. Nay: None. Motion carried 3-0.

WATER/WASTEWATER ITEMS

Premier Plant Services

Anderson reviewed a maintenance quote from Premier Plant Services to clean the detention tank and clear wells. The contractor anticipates a one-day hydro blasting job. Anderson will add this to a rotating maintenance schedule.

County Road 13 Projects – Coordinate with County

Cottonwood County Staff gave notice to the City of Windom that they are going to be performing work on County Road 13. Staff was asked to review infrastructure and determine if any improvements need to be made as the County moves forward on their 2022 Street Project. Lund and Anderson will investigate sewer crossings. They noted the water line from 6th Street to River Road is only 4", which is undersized in comparison.

Kwik Trip – Remove & Replace Manhole & Sewer Line

Anderson sought direction for the impending Kwik Trip water and sewer service lines. Commission discussed current services and directed staff to review the construction plans for the new convenience store. Anderson will gather both replacement and repair costs based upon the service connections. He noted a manhole should be moved to have access on the frontage road. Other access points are in the ditch Right-of-way.

Hylife Sewer Rates

Anderson stated the new rates for the Hylife are included in the packet. Staff will track flows and chemical costs. There will be a quarterly review and adjustments will be made as needed.

Other Water/Wastewater Items

Anderson mentioned the new Wastewater Treatment Plant is running and staff is tuning in the testing probes. Carbon testing is being completed. The phosphorus analyzer is not working well. Great Northern will be training with staff to help make the proper start-up adjustments.

REGULAR BILLS

Motion by Riordan second by Francis to approve the Regular Bills. Aye: Riordan, Francis, and Schwalbach. Nay: None. Motion carried 3-0.

OLD BUSINESS

None.

NEW BUSINESS

The next meeting was set for February 24 at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 12:16 pm

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
FEBRUARY 8, 2021

1. Call to Order: The meeting was called to order by Vice President Sandberg at 12:02 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Linda Sandberg, Marv Grunig, and James Nelson.

Absent: Rick Clerc and one vacancy on Board.

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

3. Approval of Minutes: January 11, 2021

Motion by Commissioner Grunig, seconded by Commissioner Nelson, to approve the Minutes of the EDA Meeting held on January 11, 2021. Motion carried 3-0.

4. Election of Officers: Director Hage reported that the election of the new EDA Officers for 2021 is delayed until we have a full Board. There is a vacancy in one At-Large Commissioner seat.

5. North Windom Industrial Park:

A. Farm Lease – Phase II – Extension for 2021 Crop Year: Director Hage advised that Steve Muller is willing to lease the crop land south of Opportunity Drive in the North Windom Industrial Park (NWIP) Phase II again in 2021. The proposed rent would remain the same at \$210 per acre and the tillable acres have been reduced to 32.11 after the sale of the East 40 acres to Veenkers in 2020. The rent to be paid for the 2021 crop year is the sum of \$6,743.10 and is payable in halves of \$3,371.55 on or before April 25, 2021, and December 1, 2021. The Board had received a copy of the proposed Extension of Farm Lease.

Motion by Commissioner Grunig, seconded by Commissioner Nelson, to approve extension of the farm lease for the 2021 crop year to Steve Muller covering the 32.11 tillable acres south of Opportunity Drive in NWIP at the rental rate of \$210 per acre. Motion carried 3-0.

B. Business Interest: Director Hage said that a business is interested in a 5,000 to 8,000 square foot building in the NWIP. The business wants to lease the building and asked about a potential spec building. Director Hage discussed with the Board whether there was interest in constructing a spec building in NWIP in the future. The Board requested additional information about the potential business interested in the building.

C. Closed Session - Land Negotiations:

1) 25.556.0060, 2) 25.556.0070, 3) 25.556.0100, 4) 25.024.2900

The Board did not go into closed session.

6. EDA Property – 1900 Block of First Avenue

A. Property Survey: Director Hage updated the Board that a survey of the EDA property needs to be completed prior to preparation of a purchase agreement for this property. However, the survey will not be completed until the existing owners of the Guardian Inn and the potential new owners finalize the terms of the sale. The potential new owners are still working through a funding gap.

B. Housing Tax Abatement Discussion Update: Director Hage reported that there is consensus within the Cottonwood County Board for a new tax abatement program for remodels of existing properties that create new housing units. Eligible remodeling projects include, but are not limited to, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing unit(s) as

permitted by zoning. Because the purpose of the Home Initiative Program is to encourage construction of new housing units, the remodeling of existing or former housing unit(s) would not be eligible projects for this program. Program parameters for the new tax abatement program will be discussed with the County Board on February 16th. Liaison Stevens confirmed that at the last Cottonwood County Commissioners' Meeting there were enough votes to look at a separate plan for remodels. Director Hage advised that there was already consensus in the City Council regarding the remodeling provisions.

7. Potential Infrastructure Loan Program: Director Hage stated that it is difficult for single-family developments to cash flow without multi-family buildings in the subdivision. He advised that over the past couple years, the EDA has discussed options to fund infrastructure for multiple potential residential projects that include: the Cemstone Redevelopment Area, East Highway 60, Thom Property (18th Avenue), Kruse Property (18th Avenue), Hoffman LaCanne Subdivision, and other projects. The Hoffman LaCanne Subdivision project was paired with a street project, but that may not be an option for some projects.

Director Hage recapped that infrastructure for other projects has been financed with bonds that were supported by TIF. This is one of the more common methods to fund infrastructure improvements, but this may not be an option if a TIF District cannot be established for a particular property. He recommended that other options for revolving funds for infrastructure should be explored.

Director Hage reviewed with the Board the history of the available funds from the North Windom Industrial Park through TIF District 1-17. The EDA's plan for any funds used for infrastructure purposes is to revolve the funds, so in the future the EDA will have funds to support new projects and infrastructure. Director Hage outlined plans for use of these funds. He asked if the Board would consider using some of these funds to assist in gap financing for infrastructure in new residential projects.

Director Hage suggested potential program parameters for consideration. Commissioners expressed the importance of security for this type of loan and the sufficiency of other financial support for the project. City Admin. Nasby related information from the LMC Attorney regarding what is required if the City plans to use an assessment process. The consensus of the Board was that Director Hage prepare draft program parameters to bring to the next EDA Meeting for review.

8. Façade Improvement Program

A. Eligible Projects: Director Hage reported that EDA Staff had received questions regarding whether sidewalk work or parking lot repair are potential projects for the façade program. Following discussion, it was the consensus of the Board that installation or repair of sidewalks and parking lots are not eligible projects for the Façade Improvement Program.

9. EDA Annual Report: Pursuant to state statutes, each year the EDA is required to submit an annual report of its activities for the preceding year. The Board received a copy of the proposed 2020 Annual Report for review. Director Hage briefly reviewed the draft of the Annual Report with the Board.

Motion by Commissioner Nelson, seconded by Commissioner Grunig, to approve the 2020 EDA Annual Report and authorize EDA Staff to present the Annual Report to the City Council.
Motion carried 3-0.

10. New Business: Director Hage reported that the WADC has a new Livability Loan Program. The new program can assist with financing for businesses that will provide additional livability options in Windom and attract additional people to Windom.

11. Unfinished Business: Director Hage provided an update regarding the Option Agreement with Vertical Development for the new 84-unit apartment building on the Spec Building property. The Developer is working on financing. Director Hage advised that the date for exercise of the option may need to be extended from March 12th to April 15th. Specific language concerning the development of the property and reverter language would be outlined in the Development Agreement rather than the Option Agreement.

Motion by Commissioner Grunig, seconded by Commissioner Nelson, to authorize EDA Staff to work with Vertical Development on revision of the Option Agreement to extend the date for exercise of the option on the EDA Spec Building property to April 15th and to move the reverter language from the Option Agreement to the Development Agreement. Motion carried 3-0.

12. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the December 2020 Financials provided by Van Binsbergen & Associates.

13. Adjourn: On consensus, Vice President Sandberg adjourned the meeting at 12:52 p.m.

Attest:

Drew Hage, EDA Executive Director

Linda Sandberg, EDA Vice President

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
FEBRUARY 9, 2021**

1. Call to Order: The meeting was called to order by Chairperson Wahl at 7:00 p.m.

2. Roll Call & Guest Introductions:

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

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; Mayor Dominic Jones (Liaison); Dean George (Kwik Trip) (by Zoom), Kevin Jackson (Country Pride Co-op), and Rahn Larson (Citizen).

3. Welcome New Commissioner - Brandon Pletcher: Chairperson Wahl welcomed Brandon Pletcher as a new Planning Commissioner.

4. Oath of Office: Brandon Pletcher took the oath of office.

5. Approval of Minutes: January 12, 2021

Motion by Commissioner Mattson, seconded by Commissioner Byam, to approve the Planning Commission Minutes for the Meeting held on January 12, 2021. Vote by roll call: Ayes: Commissioners Baloun, Byam, Cole, Hartman, Johnson, Mattson, Pletcher, and Wahl; Nay: None; Absent: None. Motion carried 8-0.

6. Public Hearing

A. 7:05 P.M.: Zoning Application – Kwik Trip, Inc.

Owner: Country Pride Services Cooperative – 251 First Avenue
(Conditional Use Permit – Gas/Service Station and Car Wash)

Chairperson Wahl opened the Public Hearing on 7:04 p.m. Zoning Admin. Spielman recapped that this is a public hearing on an application for a conditional use permit submitted by Kwik Trip, Inc. and Country Pride Services Cooperative (current owner of the property) at 251 First Avenue (Cenex Gas Station). He advised that Kwik Trip is planning on a complete demo of the existing buildings, site redesign, and a new build including a single-bay auto car wash, diesel pumps, and off-site truck parking. Zoning Admin. Spielman displayed the site drawing showing existing accesses from Highway 71 South and Highway 60. Kwik Trip's plans are for most truck traffic to enter from Highway 71 and other vehicles to enter from Highway 60. He pointed out the access to Defries Auto Body on the site drawing. He advised that what the Planning Commission is concerned with at this meeting is the use of the property. The Code requires a conditional use permit for gas/service stations and car washes in the B-2 Zoning District. He does not see any conflict in this zoning district with the proposed uses. He advised that there are specific City Code sections covering gas/service stations and car washes and he believes that Kwik Trip meets all of those criteria with their proposed uses of the property. He pointed out the locations of the off-street parking and stacking spaces for the car wash. Zoning Admin. Spielman verified the location of the underground fuel tank on the site plan with Dean George of Kwik Trip and advised that trucks filling the tank would not be in the right-of-way on the property. He pointed out the water detention pond and explained that the water from the pond would be piped through underground piping over to the storm sewer drain by the Highway 60 access. He said that they plan to install curb and gutter around the paving with catch basins to catch the storm water.

Dean George commented that Kwik Trip is excited about being able to move into this community. He said that the proposed two accesses will separate the vehicle traffic. He said that this is a third generation store build with over 10,000 square feet. The store will receive delivery every day from LaCrosse of meat, produce, etc. The store will also provide take-out meals. Mr. George said that Kwik Trip is slated to take ownership later this spring and the project is on the construction calendar for the 2022 build season. They hope to do dirt and site work yet in 2021.

Zoning Admin. Spielman asked if there were any public comments. No one present or on Zoom or on the phone made any comments.

A question was asked by a Commissioner regarding whether the area between the detention pond and the catch basin was uphill. Mr. George responded that there is a 2% grade draining that area in that direction. Zoning Admin. Spielman confirmed that the area is drained by underground storm water piping.

Another Commissioner asked about the proximity of the underground fuel tank to the detention pond. Mr. George responded that the underground tanks are double-lined and must follow EPA and other standards. He believes that the tank and pond are safely separated.

Chairperson Wahl closed the public hearing at 7:24 p.m. and referred the matter to the Planning Commission for discussion.

Zoning Admin. Spielman advised that he did not receive any comments from adjoining property owners or others prior to the meeting. In response to a question regarding any CUP in effect for the current service station/car wash, Zoning Admin. Spielman stated that it is his understanding that the current store and operations were on site before the current land use code was adopted and that no CUP had been issued for this site. Also, because Kwik Trip is proposing a complete demolition and site rebuild, it is important that a CUP be issued for the site.

A Commissioner asked about access for the Defries Collision Center and the owner of the land crossed by this access. Mr. George replied that Kwik Trip will own that land and it is their intention to grant an easement for permanent access to Mr. Defries' property. There was a discussion concerning the easement and whether it should be a condition on the CUP. Mr. George said that Kwik Trip would not object to a condition on the CUP requiring a permanent access easement to Mr. Defries' property.

Commissioner Mattson asked Zoning Admin. Spielman if there were any other conditions that should be placed on the CUP. Zoning Admin. Spielman advised that Kwik Trip's plans are very detailed and well laid-out. The plans meet our code requirements. Mr. George advised that they are in discussions with MnDOT and will be complying with MnDOT's requests.

Motion by Commissioner Hartman, seconded by Commissioner Johnson, to recommend City Council approval of the application submitted by Kwik Trip, Inc. and Country Pride Services Cooperative requesting a conditional use permit for a gas/service station and car wash on property in a B-2 Zoning District, described below, upon the following condition: That a permanent easement across Kwik Trip's property be granted to Lance Defries for access to his property (Defries Collision Center).

The property is located at 251 First Avenue and is described as: Tracts in the Southeast Quarter of the Northwest Quarter (SE¼ NW¼) and Northeast Quarter of Southwest Quarter (NE¼ SW¼) of Section 36, Township 105 North, Range 36 West in the City of Windom, Cottonwood County, Minnesota. [Property consists of approx. 6.52 acres (Beacon) situated northeast of intersection of South Highway 71/Highway 60 and west of railroad r-o-w.] (*Brief Description*) (Parcel No. 25-036-0400).

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

Findings of Fact for Conditional Use Permit:

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

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

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

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

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

Vote by roll call: Ayes: Commissioners Wahl, Pletcher, Mattson, Johnson, Hartman, Cole, Byam, and Baloun. Nay: None. Absent: None. Motion carried 8-0.

Zoning Admin. Spielman advised Dean George that the recommendation will be presented to the City Council at the meeting starting at 6:30 p.m. on February 16th. Mr. George indicated that he will be in the area for a meeting that day and should be present for the City Council Meeting.

7. Land Usage Code Review

A. Review of Request for Proposals: Zoning Admin. Spielman provided a recap of the history of this project. Previously the Planning Commission discussed review of the land use code by a consultant. The City Council budgeted \$5,000 each year over the past two budget cycles and \$10,000 is available for this project. The first step is preparation of a Request for Proposals ("RFP"). City Staff has prepared a proposed RFP which the Planning Commission received for review. The intent is to retain a firm with experience in municipal land use code. The scope has been narrowed to cover review of Chapter 151 (Subdivisions) and Chapter 152 (Zoning) which encompasses the zoning districts through to signs and parking, etc. Admin. Spielman asked if the Commissioners had any questions or any revisions to the RFP.

Motion by Commissioner Hartman, seconded by Commissioner Baloun, to approve the Request for Proposals for land use code review as presented. Vote by roll call: Ayes: Commissioners Baloun, Byam, Cole, Hartman, Johnson, Mattson, Pletcher, and Wahl. Nay: None. Absent: None. Motion carried 8-0.

B. Appointment of Proposal Review Committee: Zoning Admin. Spielman advised that we are requesting that a Proposal Review Committee be appointed to review the proposals that are submitted and select 2 or 3 to make presentations to the Planning Commission. The Board would be composed of 3 City Staff Members (Andy Spielman, Mary Hensen, and Steve Nasby) and 2 or 3 Planning Commissioners. The anticipated schedule is as follows: deadline for submission of proposals on March 19th, review by the Committee on March 30th, and presentations to the Planning Commission on April 13th. Then the Planning Commission would make a recommendation to the City Council and the Council will make the final decision on the selection of a consultant. There was a brief discussion of procedure and then Zoning Admin. Spielman asked for volunteers to serve on the Committee.

Motion by Commissioner Byam, seconded by Commissioner Cole, to appoint Jared Baloun, Brett Mattson, and Carol Hartman as Planning Commission representatives on the Proposal Review Committee. Vote by roll call: Ayes: Commissioners Baloun, Byam, Cole, Hartman, Johnson, Mattson, Pletcher, and Wahl. Nay: None. Absent: None. Motion carried 8-0.

8. Other Business/Reports: None.

9. Unfinished Business:

A. T&M Development, LLC – CUP – Update: Zoning Admin. Spielman provided an update on the Guardian Inn project. The City Council had placed a condition on the CUP for T&M Development, LLC that the company is to purchase the Guardian Inn property by February 15th. T&M's purchase of the Guardian Inn property has been delayed as they are working through financing and asked the City Council to amend that

condition. The other two conditions would remain the same. The City Council voted to extend the closing date to April 1, 2021. In response to a question, Zoning Admin. Spielman advised that T&M is working with HyLife on a lease of the current motel rooms to HyLife's employees for a period of time before beginning the remodel of the units into apartments. In response to a question, Zoning Admin. Spielman indicated that T&M has everything they need from the Planning Commission and City Council. T&M will be submitting a building permit application when they are ready to move forward with the remodels. T&M has the period of one year from the City Council's granting of the CUP and approval of the final development plan to begin the project. If they need an extension of time, T&M could request an extension from the City Council and the City Council has authority, pursuant to the Code, to extend the time for commencement of the project for up to one additional year.

10. New Business: None. Currently no zoning applications have been filed that would come before the Planning Commission in March. However, it is early to determine whether there will be a March meeting.
11. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman said that she had seen the mailing that was in the January utility bills listing items that are considered nuisances and was wondering if the City could sent out a flyer in the utility bills that states the consequences of not complying with the nuisance ordinance. Zoning Admin. Spielman said that the flyer is sent out twice a year. There was a brief discussion concerning the procedure and the property owners' rights which affect the abatement procedure, etc. Building & Zoning Staff will check into the possibility of including additional language in the next flyer.
12. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 7:54 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

Windom Library Board Meeting
City of Windom Council Chamber

February 9, 2021

5:30 p.m.

1. **Call to order**: The meeting was called to order by John Duscher
2. **Roll Call**: Members Present: Anita Winkel, John Duscher, Steve Fresk, Susan Ebeling
Members Absent: Kathy Hiley, Terri Jones, Kari Scheitel
3. **Agenda & Minutes**: Motion by Anita Winkel, seconded by Steve Fresk to approve the agenda/minutes
4. **Financial Report**: At the end of 2020, there was 11% left in the library budget. The City lowered the library's operating budget by approximately \$1,000 for the 2021 operating year.
Motion by Anita Winkel, second by Steve Fresk to approve the financial report.
5. **Librarian's Report**: There are 19 participants in the snow scene contest; voting ends Feb. 19th.

Nancy is still doing story time on Facebook Live.

Dawn had her annual review with Steve Nasby; she reported that the City is happy with the library services.

The winter reading program has 95 registered participants, down from 2020's 130 participants. A new change: weekly random prize winners selected from this year's participants.

Mike Hanson from the county fair board reached out to Dawn regarding Library Day at the Fair. Dawn will get back to him.

Spencer from the Community Center talked to us about thoughts on combining the community center and library.

Motion to approve by Susan Ebeling, second by Anita Winkel.

6. **Old Business**: Dawn showed us the 2020 Annual Report
7. **New Business**: Donna Gravley, Cottonwood County Commissioner, will go back to the County Board requesting to keep their support level at the 2020 budget amount.

Meeting adjourned @ 6:01 p.m.

Respectfully,
Susan Ebeling

Windom Park & Recreation Commission

Agenda for Wednesday, February 10th 2021

Meeting Place: City Council Chambers at 5:30

Roll Call:

Present: Bryan Joyce, Jackie Jurgens, Ron Kuecker, Jill Knapp, Jenny Quade

Absent: Jess Smith, Josh Schunk, Jackie Schmidt, Brian Cooley

City Staff: Tim Hogan, Arena/Recreation Director

Public Present: Tyann Marcy, Windom Chamber/CVB

1. **Call the meeting to order by the Chairperson:** Meeting was called to order at 5:36pm
 - A. Vote to approve or amend the agenda for the Feb. 10th meeting. A motion to amend the agenda was made to include re-appointment of chairman and vice chairman. Jackie Jurgens also added Riverfest to Old business. Motion to approve the new amended agenda was made by Ron and seconded by Bryan.
 - B. Vote to approve or amend the minutes from the Jan. 10 meeting. Motion to approve the January minutes was made by Bryan and seconded by Jackie.
2. **Chair and Vice Chair re-appointments:** Ron made a motion to reappoint Jason Kloss as chair and that motion was seconded by Jackie. Motion carried. Ron made a motion to appoint Jackie Jurgens as Vice Chair but Jackie declined. Jackie moved to reappoint Jess Smith as Vice Chair and Jill seconded that motion. Motion carried.
3. **The Lions Club update and discussion for new shelter/bathrooms in Tegals Park:** Jenny Quade stated that she was informed that they will not be presenting anything at tonight's meeting as they are going to the City Council meeting on February 16th to talk about the project and give a status update on funding. Discussion was held about going to the city council meeting before coming to park and rec as the commission has not decided either way about the project being put in Tegals Park. Bryan Joyce discussed that we have a process that needs to be followed and used the Hockey Association as an example as to how that process should go. The Hockey association was involved with the park and rec commission throughout the process and had everything discussed and finalized before presenting to the council for action. Jenny will be reaching out to the Lions Club to attend the March meeting.
4. **Arena and Recreation Director report:**
 - A. **Arena Update:**
 - 1) We did not move forward with Live barn. We had Ron Schramel review agreement and we are going in a different direction. Tim noted that the arena is not moving forward with Live barn after the city attorney reviewed the agreement and the Hockey Association is looking into different options.
 - B. Tyann Marcy to present snowshoe project for Dynamite Park. Tyann Marcy was present to discuss the opportunity to donate funding for a snowshoe cabinet and snowshoes to be placed at Dynamite Park. Tyann stated that the CVB would cover the costs of the equipment and cabinet. The city would be responsible for unlocking and locking the cabinet during selected hours and also for clearing snow in the Park for parking. Tim Hogan will be in charge of running this project and ensuring the snowshoes are available during the designated times. Tim is also going to speak with the city attorney on a liability sign to be placed at Dynamite Park like the sign that it at Abby Park for Sledding. A snowshoe trail will be posted in the shelter that will utilize the Windom Country Club for snowshoeing. A motion to approve a CVB donation for snowshoes to be placed at Dynamite Park and maintained by city staff was made by Bryan Joyce and seconded by Jackie Jurgens. Motion was approved.
5. **Park Department Report:**
 - A. **Update on Island park Shelter:** Tabled
6. **Old business:**
 - A. Jackie Jurgens stated that Riverfest is wanting to confirm that they still have first rights to reserving the parks for Riverfest. Tim stated that nothing has changed from the past and that they would have the availability to reserve the parks for the Riverfest dates.
7. **New business:**
 - A. Discussion on the Project Ranking from 2020 was held in reference to a new shelter and bathrooms to be built at island park. Overall consensus that this project is moving forward to be completed. Discussion on the 2nd project of importance was the future of the Windom pool. Commission would like to see some action and direction move forward with a location and design of a new pool. The pool will be added to future meeting to keep this potential project moving forward.

8. Open Mike: Nothing

9. Adjourn Meeting: Meeting was adjourned by unanimous consent at 6:39pm



Windom, MN

Expense Approval Report

By Segment (Select Below)

Payment Dates 1/30/2021 - 2/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
POWER & TEL	7134807-00	12/31/2020	#307494 - MACHINERY	614-16400	11,573.38
ELK RIVER WINLECTRIC	326437 02	01/20/2021	#00753-002474 - INV	604-14200	1,704.00
BOLTON & MENK, INC.	0263095	01/28/2021	#WIND PROJ# T22.113672	602-16200	3,250.00
RAGE INC - CAMPUS CLEANER	34238	01/27/2021	#6132 - RIVERBEND - CLEANI	609-20202	3.58
WERNER ELECTRIC	S010431429.001	01/28/2021	#31969 - INVENTORY	604-14200	81.18
BORDER STATES	921463722	02/01/2021	#5189 - INVENTORY	604-14200	841.36
MN CHILD SUPPORT PAYMEN	INV0001870	01/29/2021	Child Support Payment	700-21709	97.83
INTERNAL REVENUE SERVICE	20210131	02/09/2021	WINDOM EXCISE TAX - JAN 20	614-20201	393.85
MN 9-1-1 PROGRAM	20210131	02/10/2021	DEC 911 SERVICE	614-20206	1,260.61
SCHRAMMEL LAW OFFICE	20210131	02/05/2021	LEGAL FEES - JANUARY 2021	604-16300	4,545.00
INTERNAL REVENUE SERVICE	20210201	02/09/2021	WINDOM EXCISE TAX - FEB 20	614-20201	500.00
BLUE CROSS/BLUE SHIELD	210202151799	02/09/2021	BLUE CROSS BLUE SHIELD INS-	700-21706	50,259.00
FURTHER (Select Account)	39693541	02/01/2021	FLEX SPENDING	700-21712	752.29
RESCO - RURAL ELECTRIC SUP	812590-00	02/10/2021	#44710 - INVENTORY	604-14200	4,881.90
BORDER STATES	921481217	02/09/2021	#5189 - INVENTORY	604-14200	391.88
FURTHER (Select Account)	39706168	02/09/2021	FLEX SPENDING	700-21712	486.76
FURTHER (Select Account)	INV0001878	02/12/2021	HSA Employee Contribution	700-21723	346.35
MN Pera	INV0001879	02/12/2021	PERA	700-21704	6,833.33
MN Pera	INV0001879	02/12/2021	PERA	700-21704	1,118.94
MN Pera	INV0001879	02/12/2021	PERA	700-21704	70.00
MN Pera	INV0001879	02/12/2021	PERA	700-21704	14,817.13
MN State Deferred	INV0001880	02/12/2021	Deferred Compensation	700-21705	7,395.32
MN State Deferred	INV0001880	02/12/2021	Deferred Roth	700-21705	3,062.00
Internal Revenue Service-Payr	INV0001882	02/12/2021	Federal Tax Withholding	700-21701	10,266.59
Internal Revenue Service-Payr	INV0001882	02/12/2021	Social Security	700-21703	13,785.70
Internal Revenue Service-Payr	INV0001882	02/12/2021	Medicare Withholding	700-21711	3,855.12
MN Department of Revenue -	INV0001883	02/12/2021	State Withholding	700-21702	4,758.44
					147,331.54

Activity: 41110 - Mayor & Council

SCHRAMMEL LAW OFFICE	20210131	02/05/2021	LEGAL FEES - JANUARY 2021	100-41110-304	465.00
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	100-41110-365	85.92
Activity 41110 - Mayor & Council Total:					550.92

Activity: 41310 - Administration

U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	100-41310-322	13.07
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	100-41310-322	13.07
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	100-41310-321	-11.35
WINDOM AREA HEALTH	734-0046-02-021-0046	02/10/2021	#734-0046	100-41310-480	720.00
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	100-41310-364	2,990.56
Activity 41310 - Administration Total:					3,725.35

Activity: 41910 - Building & Zoning

INDOFF, INC	3440416	02/01/2021	#218055 - PZ - SUPPLIES	100-41910-200	1.54
SCHRAMMEL LAW OFFICE	20210131	02/05/2021	LEGAL FEES - JANUARY 2021	100-41910-304	195.00
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	100-41910-321	41.50
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	100-41910-364	640.83
Activity 41910 - Building & Zoning Total:					878.87

Activity: 41940 - City Hall

COLE PAPERS INC.	9921424	02/05/2021	CITY - SUPPLIES	100-41940-211	341.63
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	100-41940-406	52.97
SANDRA HERDER	20210131	01/28/2021	CLEANING	100-41940-406	368.00
MELISSA PENAS	20210131	01/28/2021	CLEANING	100-41940-406	368.00
WERNER ELECTRIC	S010402385.002	02/10/2021	#31969 - MAINTENANCE	100-41940-409	14.26
WERNER ELECTRIC	S010402385.003	02/10/2021	#31969 - MAINTENANCE	100-41940-409	-14.26

Expense Approval Report

Payment Dates: 1/30/2021 - 2/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	490	02/09/2021	EL CITY HALL	100-41940-409	17.33
				Activity 41940 - City Hall Total:	1,147.93
Activity: 42120 - Crime Control					
WINDOM TOWING LLC	12309	12/31/2020	POLICE - MISC	100-42120-480	250.00
INDOFF, INC	3439158	01/28/2021	#218055 - POLICE - SUPPLIES	100-42120-200	43.90
LEASE FINANCE PARTNERS	3250 1-20-21	01/28/2021	FLEET# 3250 - LEASE EQUIPM	100-42120-326	1,094.70
AXON ENTERPRISE, INC	Q-284358-44218.083WC	01/28/2021	#114546 - MAINTENANCE	100-42120-404	1,710.00
CHARLES WITT COMMUNICAT	325	01/26/2021	POLICE - ADVERTISING	100-42120-340	77.18
INDOFF, INC	3441295	02/03/2021	#218055 - POLICE - SUPPLIES	100-42120-200	39.51
MIKE'S LLC	536	02/03/2021	POLICE - MAINTENANCE	100-42120-404	114.78
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	100-42120-322	13.07
TRITECH SOFTWARE SYSTEMS	306576	02/09/2021	#14134 - DATA PROCESSING	100-42120-326	126.00
WINDOM TOWING LLC	12466	02/03/2021	POLICE - MAINTENANCE	100-42120-405	116.50
BLUE CROSS/BLUE SHIELD	210202151799	02/09/2021	BLUE CROSS BLUE SHIELD INS-	100-42120-480	743.50
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	100-42120-364	42,583.74
FORD MOTOR CREDIT CO LLC	1764183	01/28/2021	#9482800 - VEHICLE LEASE	100-42120-419	663.95
				Activity 42120 - Crime Control Total:	47,576.83
Activity: 42153 - Ambulance					
MN REVENUE	0-933-960-480	12/31/2020	MINNESOTA CARE TAX - FINAL	235-42153-460	1,544.88
BOUND TREE MEDICAL, LLC	83918796	01/27/2021	#100510 - OPERATING SUPPLI	235-42153-217	51.98
BOUND TREE MEDICAL, LLC	83925234	02/01/2021	#100510 - OPERATING SUPPLI	235-42153-217	422.03
ARAMARK	2801249979	01/28/2021	#280001722 - CLEANING & M	235-42153-406	28.00
MN WEST COLLEGE	00261776	02/01/2021	#00140648 - MARY HOLMEN	235-42153-308	406.36
CRYSTAL WINDSHIELD REPAIR	2300	02/01/2021	AMB UNIT 27 - MAINTENANC	235-42153-405	462.33
BRITTANY ESPENSON - RIVERS	1231	02/03/2021	AMB - OPERATING SUPPLIES	235-42153-217	200.00
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	235-42153-322	13.07
PRAXAIR DISTRIBUTION INC	61605843	02/10/2021	#71709956 - OPERATING SUP	235-42153-217	342.12
MEMSA	20210201	01/28/2021	WINDOM AMBULANCE - REN	235-42153-308	250.00
LANDON JOHNSON	20210201	02/03/2021	AMBULANCE EXPENSE	235-42153-334	215.35
HIGLEY FORD	20210201	02/09/2021	VEHICLE MAINTENANCE	235-42153-405	18.96
WINDOM AREA HEALTH	734-0024-02-01-0024	02/10/2021	#734-0024	235-42153-312	3,886.89
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	235-42153-321	108.66
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	235-42153-364	12,474.14
MEGAN BRAMSTEDT	20210207	02/10/2021	AMBULANCE EXPENSE	235-42153-334	12.44
DAN MESNER	20210207	02/09/2021	AMBULANCE EXPENSE	235-42153-334	54.84
APRIL HARRINGTON	20210207	02/09/2021	AMBULANCE EXPENSE	235-42153-334	12.79
BUCKWHEAT JOHNSON	20210207	02/09/2021	AMBULANCE EXPENSE	235-42153-334	18.97
MEGAN BRAMSTEDT	20210207	02/10/2021	AMBULANCE EXPENSE	235-42153-334	114.33
				Activity 42153 - Ambulance Total:	20,638.14
Activity: 42220 - Fire Fighting					
MN WEST COLLEGE	768742	02/10/2021	TRAINING & REGISTRATION	100-42220-308	5,480.00
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	100-42220-404	35.98
ARAMARK	2801249979	01/28/2021	#280001722 - CLEANING & M	100-42220-211	42.00
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	100-42220-322	13.07
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	100-42220-364	13,485.85
				Activity 42220 - Fire Fighting Total:	19,056.90
Activity: 43100 - Streets					
COTTONWOOD CO SOLID WA	2134161	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134167	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134168	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134173	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134174	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134176	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134177	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134190	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134193	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134194	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134195	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134196	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00

Expense Approval Report

Payment Dates: 1/30/2021 - 2/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COTTONWOOD CO SOLID WA	2134205	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134206	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134208	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134209	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134216	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134225	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134226	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134231	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134232	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134241	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134249	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
COTTONWOOD CO SOLID WA	2134287	02/09/2021	REFUSE DISPOSAL	100-43100-384	10.00
ZIEGLER, INC.	PC630118380	02/10/2021	#9696600	100-43100-404	938.00
WINDOM TOWING LLC	4781	02/10/2021	MAINTENANCE	100-43100-404	177.88
MASTERS STONE & LANDSCA	20210125	02/10/2021	SNOW REMOVAL	100-43100-224	902.50
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	100-43100-404	40.93
MILLER SELLNER EQUIP	20210125	02/10/2021	#01436 - MAINTENANCE	100-43100-404	219.61
COTTONWOOD CO SOLID WA	2134462	02/09/2021	REFUSE DISPOSAL	100-43100-384	46.00
ELECTRIC FUND	483	02/09/2021	EL STREET SHOP	100-43100-401	10.66
SCHWICKERT'S TECTA AMERIC	5510073728	02/10/2021	#008985 - MAINTENANCE	100-43100-401	890.00
LUBE - TECH & PARTNERS, LLC	2536859	02/10/2021	#316686 - MAINTENANCE	100-43100-404	763.66
VET'S WHOA N'GO	20210131	02/10/2021	#80320037 - FUEL	100-43100-212	137.26
DICKS WELDING INC	20210131	02/10/2021	REPAIRS & MAINTENANCE - J	100-43100-404	1,310.68
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	100-43100-404	281.41
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	100-43100-405	39.99
MICHAEL TODD & COMPANY I	174539	02/10/2021	#3773 - STREET MAINTENANCE	100-43100-224	1,060.00
TOWMASTER	435801	02/10/2021	#3172 - MAINTENANCE	100-43100-404	53.94
BLUE CROSS/BLUE SHIELD	210202151799	02/09/2021	BLUE CROSS BLUE SHIELD INS-	100-43100-480	743.50
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	100-43100-321	42.32
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	100-43100-364	23,677.10
Activity 43100 - Streets Total:					31,575.44
Activity: 45124 - Pool					
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	230-45124-401	8.49
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	230-45124-322	13.07
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	230-45124-364	3,595.33
Activity 45124 - Pool Total:					3,616.89
Activity: 45127 - Airport					
SOUTH CENTRAL ELECTRIC	367400 12-31-20	01/28/2021	#367400 26-12-112-04 AIRPO	225-45127-381	1,108.00
SOUTH CENTRAL ELECTRIC	367403 12-31-20	01/28/2021	#367403 26-12-116-04 AIRP	225-45127-381	372.59
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	225-45127-404	21.99
RED ROCK RURAL WATER	20210121	02/01/2021	#106026 - SERVICE	225-45127-200	2.00
RED ROCK RURAL WATER	20210121	02/01/2021	#106026 - SERVICE	225-45127-200	27.00
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	225-45127-365	490.27
Activity 45127 - Airport Total:					2,021.85
Activity: 45202 - Park Areas					
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	100-45202-200	13.07
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	100-45202-216	12.49
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	100-45202-364	3,720.84
Activity 45202 - Park Areas Total:					3,746.40
Activity: 45501 - Library					
RAGE INC - CAMPUS CLEANER	34249	01/27/2021	#6131 - LIBRARY - CLEANING	211-45501-402	34.00
J & K WINDOWS	3525	02/09/2021	LILBRARY - NOVEMBER SERVI	211-45501-402	30.00
PLUM CREEK LIBRARY	IV25543	02/10/2021	WINDOM LIBRARY	211-45501-217	1,835.00
PLUM CREEK LIBRARY	IV25543	02/10/2021	WINDOM LIBRARY	211-45501-326	225.00
PLUM CREEK LIBRARY	IV25543	02/10/2021	WINDOM LIBRARY	211-45501-326	6,500.00
PLUM CREEK LIBRARY	IV25543	02/10/2021	WINDOM LIBRARY	211-45501-435	2,894.06
PLUM CREEK LIBRARY	IV25567	02/10/2021	WINDOM LIBRARY	211-45501-200	12.75
SANDRA HERDER	20210131	01/28/2021	CLEANING	211-45501-402	368.00
MELISSA PENAS	20210131	01/28/2021	CLEANING	211-45501-402	368.00

Expense Approval Report

Payment Dates: 1/30/2021 - 2/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INGRAM INDUSTRIES	20210201	02/09/2021	#2004243	211-45501-435	1,792.29
CITIZEN PUBLISHING CO	20210209	02/03/2021	LIBRARY - SUBSCRIPTION	211-45501-433	49.00
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	211-45501-364	1,281.67
Activity 45501 - Library Total:					15,389.77
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	367404 12-31-20	12/31/2020	#367404 26-24-123-04 NWIP	254-46520-381	142.45
INDOFF, INC	3440416	02/01/2021	#218055 - PZ - SUPPLIES	250-46520-200	1.55
BONNEMA RUNKE STERN INC	21-036	01/26/2021	EDA - SPECIAL PROJECTS	250-46520-439	1,926.00
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	250-46520-322	13.06
FEDERATED RURAL ELECTRIC	112954 2-20-21	02/09/2021	#112954 - UTILITY	250-46520-381	23.00
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	250-46520-321	33.47
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	250-46520-364	640.83
Activity 46520 - EDA Total:					2,780.36
Activity: 49400 - Water					
MN DEPT OF NAT RES - ECO-	1978-4520 2-15-21	01/28/2021	PERMIT# 1978-4520	601-49400-444	1,974.14
MN DEPT OF NAT RES - ECO-	1990-4033 2-15-21	01/28/2021	PERMIT# 1990-4033	601-49400-386	140.00
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	601-49400-322	13.07
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	601-49400-404	94.95
ADVANTAGE COLLECTION PR	20210201	02/03/2021	#3796 - UNCOLLECTIBLE	601-49400-432	39.21
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	601-49400-321	99.64
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	601-49400-364	6,456.93
CHAD BRAND	0037052	02/09/2021	FRANKS SHOE - BOOT ALLOW	601-49400-217	150.00
Activity 49400 - Water Total:					8,967.94
Activity: 49450 - Sewer					
MN VALLEY TESTING	1070448	01/26/2021	#23162 - LAB TESTING	602-49450-310	163.60
MN VALLEY TESTING	1070946	01/26/2021	#23162 - LAB TESTING	602-49450-310	254.80
MN VALLEY TESTING	1071275	01/28/2021	#23162 - LAB TESTING	602-49450-310	163.60
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	602-49450-404	291.87
MN VALLEY TESTING	1071571	02/05/2021	#23162 - LAB TESTING	602-49450-310	134.00
MN VALLEY TESTING	1071657	02/05/2021	#23162 - LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1071960	02/05/2021	#23162 - LAB TESTING	602-49450-310	254.80
SHI INTERNATIONAL CORP	812947734	02/05/2021	#1090569 - SUPPLIES	602-49450-200	268.00
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	602-49450-322	13.06
WINDOM FARM SERVICE	182250	02/10/2021	REPAIRS - MISC MERCHANDIS	602-49450-404	255.95
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	602-49450-404	212.89
ADVANTAGE COLLECTION PR	20210201	02/03/2021	#3796 - UNCOLLECTIBLE	602-49450-432	39.21
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	602-49450-321	191.22
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	602-49450-364	7,739.89
Activity 49450 - Sewer Total:					10,071.29
Activity: 49550 - Electric					
CHERYL LILLEGAAARD	0035677	02/05/2021	FRANKS SHOE - UNIFORMS	604-49550-218	127.50
FINLEY ENGINEERING	07-18012 INV 1	12/31/2020	PROJ#07-18012	604-49550-303	7,000.00
MILLERBERND MANUFACTURI	160139	01/22/2021	#000741 - MAINTENANCE	604-49550-408	1,938.00
COTTONWOOD CO AUD/TREA	25-710-0055	02/05/2021	PARCEL #25-710-0055 LOT-00	604-49550-460	231.26
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	604-49550-211	65.93
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	604-49550-241	46.07
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	604-49550-402	1,026.13
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	604-49550-404	75.97
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	604-49550-408	21.94
BORDER STATES	921431992	01/28/2021	#5189 - UNIFORMS	604-49550-218	709.97
BORDER STATES	921431993	01/28/2021	#5189 - UNIFORMS	604-49550-218	196.14
ELECTRIC FUND	484	01/28/2021	EL ELECTRIC SHOP	604-49550-409	19.40
ELECTRIC FUND	485	01/28/2021	EL TRUCK STOCK	604-49550-408	56.50
ELECTRIC FUND	486	01/28/2021	EL DISTRIBUTION	604-49550-408	304.26
BORDER STATES	921447620	01/28/2021	#5189 - UNIFORMS	604-49550-218	192.34
BORDER STATES	921447621	01/28/2021	#5189 - UNIFORMS	604-49550-218	218.31
O'REILLY AUTOMOTIVE, INC	20210128	02/10/2021	#1510318 - MAINTENANCE	604-49550-404	80.97
O'REILLY AUTOMOTIVE, INC	20210128	02/10/2021	#1510318 - MAINTENANCE	604-49550-480	1.46
AMAZON CAPITAL SERVICES, I	14NY-43Y9-4NN9	02/09/2021	#A2Q0YJ8ZN2N2YT - EL MAIN	604-49550-408	50.22

Expense Approval Report

Payment Dates: 1/30/2021 - 2/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TRAVELERS	20210129	02/10/2021	#2399b4018 - POLICY #611X4	604-49550-362	79,251.00
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	604-49550-322	13.06
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	604-49550-241	39.46
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	604-49550-402	13.27
SMITH AUTO SUPPLY - CARQU	20210131	02/05/2021	#91380 - MAINTENANCE	604-49550-404	225.23
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	604-49550-404	443.44
RUNNINGS SUPPLY, INC	20210131	02/10/2021	#71920 - MAINTENANCE	604-49550-405	42.88
LAMPERTS YARDS, INC.	20210201	02/10/2021	MAINTENANCE - JANUARY 20	604-49550-402	67.02
LAMPERTS YARDS, INC.	20210201	02/10/2021	MAINTENANCE - JANUARY 20	604-49550-404	182.37
HIGLEY FORD	20210201	02/09/2021	VEHICLE MAINTENANCE	604-49550-405	211.61
ADVANTAGE COLLECTION PR	20210201	02/03/2021	#3796 - UNCOLLECTIBLE	604-49550-432	58.82
WINDOM AREA DEVELOPME	20210201	02/01/2021	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
GOLDEN WEST TECH & INT SO	210110306	02/01/2021	#A3862 - DISPATCHING	604-49550-325	71.24
BORDER STATES	921473013	02/09/2021	#5189 - UNIFORMS	604-49550-218	97.60
WERNER ELECTRIC	5010433702.001	02/10/2021	#31969 - CONSERVATION	604-49550-450	192.22
WERNER ELECTRIC	5010435298.001	02/10/2021	#31969 - TOOLS	604-49550-241	59.58
BORDER STATES	921481216	02/09/2021	#5189 - UNIFOMRS	604-49550-218	116.58
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	604-49550-321	146.69
WERNER ELECTRIC	5010425630.001	02/10/2021	#31969 - CONSERVATION	604-49550-450	3,766.42
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	604-49550-364	12,946.72
RON'S ELECTRIC INC	144035	02/05/2021	#144035 - MAINTENANCE	604-49550-402	66.42
ELECTRIC FUND	488	02/09/2021	EL TRUCK STOCK	604-49550-408	106.97
ELECTRIC FUND	489	02/09/2021	EL DISTRIBUTION	604-49550-408	588.21
BORDER STATES	921505367	02/09/2021	#5189 - UNIFORMS	604-49550-218	216.30
GDF ENTERPRISES, INC	A19318	02/09/2021	#CITYOFWINDOM - MAINTEN	604-49550-404	89.95
JORDAN BUSSA	030	02/09/2021	CLEANING JAN 2021	604-49550-406	184.60
COTTONWOOD CO SOLID WA	2134326	02/09/2021	REFUSE DISPOSAL	604-49550-384	10.00
DEPARTMENT OF ENERGY	BFP8000800121	02/09/2021	#1781 - MERCHANDISE	604-49550-263	70,215.17
Activity 49550 - Electric Total:					182,985.20

Activity: 49751 - Liquor Store

BELLBOY CORP	0085436900	02/09/2021	#313800 - MERCHANDISE CRE	609-49751-251	-192.00
BELLBOY CORP	0085436900	02/09/2021	#313800 - MERCHANDISE CRE	609-49751-333	-2.00
PHILLIPS WINE & SPIRITS	622318	02/10/2021	#156083 - MERCHANDISE CRE	609-49751-251	-15.99
PHILLIPS WINE & SPIRITS	622319	02/10/2021	#156083 - MERCHANDISE CRE	609-49751-254	-30.00
PHILLIPS WINE & SPIRITS	622319	02/10/2021	#156083 - MERCHANDISE CRE	609-49751-333	-1.74
PHILLIPS WINE & SPIRITS	622320	02/10/2021	#156083 - MERCHANDISE CRE	609-49751-251	-15.50
JOHNSON BROS.	130151	02/09/2021	#156083 - MERCHANDISE CRE	609-49751-253	-51.75
VINOCOPIA, INC	0271792-IN	01/20/2021	0259949-MERCHANDISE	609-49751-251	81.00
VINOCOPIA, INC	0271792-IN	01/20/2021	0259949-MERCHANDISE	609-49751-333	2.50
VIVIAN FLANIGAN DAVIS	20210118	02/09/2021	RIVER BEND - ADVERTISING	609-49751-340	129.50
BELLBOY CORP	0087643400	01/22/2021	313800-MERCHANDISE	609-49751-251	883.40
BELLBOY CORP	0087643400	01/22/2021	313800-MERCHANDISE	609-49751-253	88.00
BELLBOY CORP	0087643400	01/22/2021	313800-MERCHANDISE	609-49751-333	22.34
JOHNSON BROS.	133485	02/09/2021	#156083 - MERCHANDISE CRE	609-49751-253	-555.05
BREAKTHRU BEVERAGE MN	1081230440	01/26/2021	4312-MERCHANDISE	609-49751-251	2,467.62
BREAKTHRU BEVERAGE MN	1081230440	01/26/2021	4312-MERCHANDISE	609-49751-253	762.70
BREAKTHRU BEVERAGE MN	1081230440	01/26/2021	4312-MERCHANDISE	609-49751-254	125.94
BREAKTHRU BEVERAGE MN	1081230440	01/26/2021	4312-MERCHANDISE	609-49751-333	76.70
JOHNSON BROS.	1724095	01/26/2021	156083-MERCHANDISE	609-49751-251	5,455.32
JOHNSON BROS.	1724095	01/26/2021	156083-MERCHANDISE	609-49751-333	147.88
JOHNSON BROS.	1724096	01/26/2021	156083-MERCHANDISE	609-49751-253	1,286.32
JOHNSON BROS.	1724096	01/26/2021	156083-MERCHANDISE	609-49751-333	45.85
ARTISAN BEER COMPANY	3455480	01/26/2021	156083-MERCHANDISE	609-49751-252	233.10
PHILLIPS WINE & SPIRITS	6147481	01/25/2021	51450-MERCHANDISE	609-49751-251	6,159.21
PHILLIPS WINE & SPIRITS	6147481	01/25/2021	51450-MERCHANDISE	609-49751-333	106.12
PHILLIPS WINE & SPIRITS	6147482	01/25/2021	51450-MERCHANDISE	609-49751-253	530.25
PHILLIPS WINE & SPIRITS	6147482	01/25/2021	51450-MERCHANDISE	609-49751-254	199.50
PHILLIPS WINE & SPIRITS	6147482	01/25/2021	51450-MERCHANDISE	609-49751-333	29.58
BEVERAGE WHOLESALERS	148521	01/28/2021	#70063 - MERCHANDISE	609-49751-252	557.40
BELLBOY CORP	0087725800	01/27/2021	#313800 - MERCHANDISE	609-49751-251	450.00

Expense Approval Report

Payment Dates: 1/30/2021 - 2/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BELLBOY CORP	0087725800	01/27/2021	#313800 - MERCHANDISE	609-49751-333	11.00
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	609-49751-404	10.25
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	609-49751-406	51.26
PBC - PEPSI BEVERAGES COM	25274365	01/27/2021	#9345008 - MERCHANDISE	609-49751-254	580.08
RAGE INC - CAMPUS CLEANER	34238	01/27/2021	#6132 - RIVERBEND - CLEANI	609-49751-217	52.00
RAGE INC - CAMPUS CLEANER	34238	01/27/2021	#6132 - RIVERBEND - CLEANI	609-49751-333	4.00
JOHNSON BROS.	1726566	02/01/2021	#156083 - MERCHANDISE	609-49751-253	1,597.71
JOHNSON BROS.	1726566	02/01/2021	#156083 - MERCHANDISE	609-49751-333	56.82
ARTISAN BEER COMPANY	3456485	02/01/2021	#156083 - MERCHANDISE	609-49751-252	184.20
PHILLIPS WINE & SPIRITS	6150748	02/01/2021	#156083 - MERCHANDISE	609-49751-251	3,196.00
PHILLIPS WINE & SPIRITS	6150748	02/01/2021	#156083 - MERCHANDISE	609-49751-333	66.11
PHILLIPS WINE & SPIRITS	6150749	02/01/2021	#156083 - MERCHANDISE	609-49751-253	284.50
PHILLIPS WINE & SPIRITS	6150749	02/01/2021	#156083 - MERCHANDISE	609-49751-259	23.50
PHILLIPS WINE & SPIRITS	6150749	02/01/2021	#156083 - MERCHANDISE	609-49751-333	6.96
AH HERMEL COMPANY	860165	01/27/2021	#40214 - MERCHANDISE	609-49751-254	137.60
AH HERMEL COMPANY	860165	01/27/2021	#40214 - MERCHANDISE	609-49751-256	278.82
AH HERMEL COMPANY	860165	01/27/2021	#40214 - MERCHANDISE	609-49751-333	6.95
AH HERMEL COMPANY	860223	01/27/2021	#40210 - MERCHANDISE	609-49751-217	77.92
AH HERMEL COMPANY	860223	01/27/2021	#40210 - MERCHANDISE	609-49751-333	6.95
AH HERMEL COMPANY	860223	01/27/2021	#40210 - MERCHANDISE	609-49751-460	5.83
BEVERAGE WHOLESALERS	148847	02/01/2021	#70063 - MERCHANDISE	609-49751-252	9,160.38
DOLL DISTRIBUTING, LLC	466195	02/01/2021	#51450 - MERCHANDISE	609-49751-252	2,521.48
JOHNSON BROS.	1726567	02/01/2021	#156083 - MERCHANDISE	609-49751-251	3,028.44
JOHNSON BROS.	1726567	02/01/2021	#156083 - MERCHANDISE	609-49751-333	45.46
SOUTHERN GLAZER'S OF MN	2041460	02/01/2021	#8704 - MERCHANDISE	609-49751-251	3,949.08
SOUTHERN GLAZER'S OF MN	2041460	02/01/2021	#8704 - MERCHANDISE	609-49751-333	59.31
SOUTHERN GLAZER'S OF MN	2041461	02/01/2021	#8704 - MERCHANDISE	609-49751-259	26.00
SOUTHERN GLAZER'S OF MN	2041461	02/01/2021	#8704 - MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2041462	02/01/2021	#8704 - MERCHANDISE	609-49751-253	402.00
SOUTHERN GLAZER'S OF MN	2041462	02/01/2021	#8704 - MERCHANDISE	609-49751-333	16.40
ATLANTIC COCA-COLA	2679360	02/01/2021	#8373693 - MERCHANDISE	609-49751-254	185.03
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	609-49751-322	13.07
KDOM RADIO	20210131	02/10/2021	#0229 - ADVERTISING	609-49751-340	801.01
KKOJ - KUXX	21010852	02/10/2021	#101449 - ADVERTISING	609-49751-340	355.00
ARCTIC GLACIER U.S.A. INC	3451103203	02/09/2021	#172363 - MERCHANDISE	609-49751-257	109.20
BEVERAGE WHOLESALERS	149820	02/09/2021	#70063 - MERCHANDISE	609-49751-252	10,418.07
DOLL DISTRIBUTING, LLC	470501	02/09/2021	#51450 - MERCHANDISE	609-49751-252	10,636.05
BREAKTHRU BEVERAGE MN	1081236212	02/09/2021	#4312 - MERCHANDISE	609-49751-252	147.30
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	609-49751-364	6,352.48
Activity 49751 - Liquor Store Total:					73,842.47

Activity: 49850 - Arena

BECKER ARENA PRODUCTS, IN	1024609	02/10/2021	ARENA - MAINTENANCE	615-49850-404	253.62
BECKER ARENA PRODUCTS, IN	1025289	02/10/2021	ARENA - MAINTENANCE	615-49850-404	1,376.82
FINANCE & COMMERCE, INC.	744942529	02/01/2021	#10066974 - MAINTENANCE	615-49850-401	202.60
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	615-49850-217	43.98
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	615-49850-402	86.98
JCL SOLUTIONS - JANITORS CL	1235040	02/01/2021	ARENA - SUPPLIES	615-49850-211	383.66
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	615-49850-322	13.06
SCHRAMMEL LAW OFFICE	20210131	02/05/2021	LEGAL FEES - JANUARY 2021	615-49850-304	225.00
RAGE INC - CAMPUS CLEANER	34621	02/10/2021	#6122 - ARENA - CLEANING	615-49850-211	50.00
BLUE CROSS/BLUE SHIELD	210202151799	02/09/2021	BLUE CROSS BLUE SHIELD INS-	615-49850-480	743.50
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	615-49850-321	59.51
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	615-49850-364	4,302.09
Activity 49850 - Arena Total:					7,740.82

Activity: 49860 - M/P Center

RAGE INC - CAMPUS CLEANER	30827	12/31/2020	#6152 - WCC - SUPPLIES	617-49860-217	67.50
RAGE INC - CAMPUS CLEANER	31592	12/31/2020	#6152 - WCC - SUPPLIES	617-49860-217	67.50
COLE PAPERS INC.	9921390	02/09/2021	#84948800 - WCC - SUPPLIES	617-49860-211	84.03
LIVEWIRE PRINTING CO INC	10049185	02/10/2021	#WIND1294 - ADVERTISING	617-49860-340	135.00
COLE PAPERS INC.	9935729	01/26/2021	#84948800 - CLEANING SUPP	617-49860-211	100.10

Expense Approval Report

Payment Dates: 1/30/2021 - 2/12/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LUCAN COMMUNITY TV INC	943	02/01/2021	WCC - OPERATION SUPPLIES	617-49860-217	13.00
BARNETT PRO CARE	177	02/01/2021	WCC SNOW REMOVAL	617-49860-406	70.00
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	617-49860-322	13.07
RIVER BEND LIQUOR	20210201	02/10/2021	#8316149 - MERCHANDISE	617-49860-251	336.03
RIVER BEND LIQUOR	20210201	02/10/2021	#8316149 - MERCHANDISE	617-49860-252	-12.19
RIVER BEND LIQUOR	20210201	02/10/2021	#8316149 - MERCHANDISE	617-49860-254	18.00
RAGE INC - CAMPUS CLEANER	34620	02/01/2021	#6152 - WCC - CLEANING	617-49860-217	70.03
MAPFORMATION, LLC	mapformation2021-008	02/01/2021	WCC - ADVERTISING	617-49860-340	100.00
BLUE CROSS/BLUE SHIELD	210202151799	02/09/2021	BLUE CROSS BLUE SHIELD INS-	617-49860-480	743.50
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	617-49860-321	41.50
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	617-49860-364	3,143.81
Activity 49860 - M/P Center Total:					4,990.88

Activity: 49870 - Telecom

POWER & TEL	7134813-00	12/31/2020	#307494 - OPERATING SUPLLI	614-49870-217	611.65
CENTURY LINK	20210116	02/01/2021	#507 831-1075 104 SERVICE	614-49870-451	81.55
CENTURY LINK	7242105D-D-21017	02/01/2021	#5142105DD3 - CABS	614-49870-441	62.36
MANKATO NETWORKS, LLC	389163	02/01/2021	WINDOMNET - INTERNET EXP	614-49870-447	1,004.18
ARVIG ENTERPRISES, INC	312133	02/03/2021	#104725 - SUBSCRIBER FEES	614-49870-442	399.75
POWER & TEL	7125514-00	02/03/2021	#307494 - UTILITY SYSTEM	614-49870-227	4,237.37
POWER & TEL	7129902-01	02/03/2021	#307494 - UTILITY SYSTEM	614-49870-227	173.08
UNIVERSAL SERVICE ADMIN C	UBDI0001169734	01/28/2021	ID# 825807 - 499A CONTRIBU	614-49870-443	2,143.88
TRI-STATE POWER SOLUTIONS	1912999026722	02/03/2021	#C90720000003519 - UTILITY	614-49870-227	851.20
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	614-49870-401	122.55
SCHWALBACH HARDWARE	20210125	02/10/2021	#72861 - MAINTENANCE	614-49870-405	27.07
METASWITCH NETWORKS LTD	INMNL0024251	02/03/2021	TELECOM - LICENSE FEE	614-49870-444	20,461.00
NATIONAL CABLE TV COOP	21010478	02/01/2021	#WINO10 - SUBSCRIBER FEES	614-49870-442	49,603.96
U S POSTAL SERVICE	38 1-29-21	02/01/2021	BOX #38	614-49870-322	13.06
KDOM RADIO	21010404	02/03/2021	#WINDOMNET - ADVERTISIN	614-49870-340	100.98
1623 FARNAM LLC	004116	02/01/2021	#WINDOM - INTERNET EXPEN	614-49870-447	200.00
E-911 - INDEPENDENT EMERG	100-0141 2-1-21	02/03/2021	#0010143 - SUBSCRIBER FEES	614-49870-442	40.00
WOODSTOCK COMMUNICATI	10153265	02/01/2021	#00017668-1 - SWITCH FEES	614-49870-445	205.10
ONVOY, LLC dba INTELIGENT	130904	02/09/2021	#6579 - CALL COMPLETION	614-49870-451	161.05
CONSOLIDATED CALL CENTER	17695	02/03/2021	TELECOM - SWITCH FEES	614-49870-445	121.31
ZAYO GROUP, LLC	2021020002376	02/10/2021	#114184-002376 - CALL COM	614-49870-451	1,279.43
ZAYO GROUP, LLC	2021020027696	02/10/2021	#027696 - INTERNET EXPENSE	614-49870-447	1,950.00
ADVANTAGE COLLECTION PR	20210201	02/03/2021	#3796 - UNCOLLECTIBLE	614-49870-432	58.81
GOLDEN WEST TECH & INT SO	210110247	02/03/2021	#990802522 - ON CALL SUPP	614-49870-448	203.74
ONVOY, LLC dba INTELIGENT	210202008509	02/09/2021	#001555600262 - SWITCH FEE	614-49870-445	1,217.83
DISPLAY SYSTEMS INTERNATI	21969	02/03/2021	WINDOMNET - SUBSCRIBER F	614-49870-442	198.44
RAGE INC - CAMPUS CLEANER	34622	02/03/2021	#6153 - TELECOM - CLEANING	614-49870-211	21.31
VERIZON WIRELESS	9871665914	02/01/2021	PHONE SERVICE #48657723	614-49870-321	285.10
HURRICANE ELECTRIC LLC	98368365-IN	02/03/2021	#DC0608 - INTERNET EXPENS	614-49870-447	4,100.00
LEAGUE OF MN CITIES	20210204	02/10/2021	WORKER'S COMP - 2021	614-49870-364	15,452.00
Activity 49870 - Telecom Total:					105,387.76

Activity: 49980 - Debt Service

MN PUBLIC FACILITIES AUTHO	20210126	02/10/2021	BOND PAYMENTS	602-49980-611	35,828.01
FULDA CREDIT UNION	20210201	02/01/2021	SPEC BLDG LOAN - FEBRUARY	250-49980-602	2,539.23
FULDA CREDIT UNION	20210201	02/01/2021	SPEC BLDG LOAN - FEBRUARY	250-49980-612	820.77
Activity 49980 - Debt Service Total:					39,188.01

Grand Total: 733,211.56

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	108,258.64
211 - LIBRARY	15,389.77
225 - AIRPORT	2,021.85
230 - POOL	3,616.89
235 - AMBULANCE	20,638.14
250 - EDA GENERAL	5,997.91
254 - NORTH IND PARK	142.45
601 - WATER	8,967.94
602 - SEWER	49,149.30
604 - ELECTRIC	195,430.52
609 - LIQUOR STORE	73,846.05
614 - TELECOM	119,115.60
615 - ARENA	7,740.82
617 - M/P CENTER	4,990.88
700 - PAYROLL	117,904.80
Grand Total:	733,211.56

Account Summary

Account Number	Account Name	Payment Amount
100-41110-304	Legal Fees	465.00
100-41110-365	Insurance - Misc	85.92
100-41310-321	Telephone	-11.35
100-41310-322	Postage	26.14
100-41310-364	Insurance - Worker's Co	2,990.56
100-41310-480	Other Miscellaneous	720.00
100-41910-200	Office Supplies	1.54
100-41910-304	Legal Fees	195.00
100-41910-321	Telephone	41.50
100-41910-364	Insurance - Worker's Co	640.83
100-41940-211	Cleaning Supplies	341.63
100-41940-406	Repairs & Maint - Groun	788.97
100-41940-409	Repairs & Maint - Utilitie	17.33
100-42120-200	Office Supplies	83.41
100-42120-322	Postage	13.07
100-42120-326	Data Processing	1,220.70
100-42120-340	Advertising & Promotion	77.18
100-42120-364	Insurance - Worker's Co	42,583.74
100-42120-404	Repairs & Maint - M&E	1,824.78
100-42120-405	Repairs & Maint - Vehicl	116.50
100-42120-419	Vehicle Lease	663.95
100-42120-480	Other Miscellaneous	993.50
100-42220-211	Cleaning Supplies	42.00
100-42220-308	Training & Registrations	5,480.00
100-42220-322	Postage	13.07
100-42220-364	Insurance - Worker's Co	13,485.85
100-42220-404	Repairs & Maint - M&E	35.98
100-43100-212	Motor Fuels	137.26
100-43100-224	Street Maint Materials	1,962.50
100-43100-321	Telephone	42.32
100-43100-364	Insurance - Worker's Co	23,677.10
100-43100-384	Refuse Disposal	286.00
100-43100-401	Repairs & Maint - Buildi	900.66
100-43100-404	Repairs & Maint - M&E	3,786.11
100-43100-405	Repairs & Maint - Vehicl	39.99
100-43100-480	Other Miscellaneous	743.50
100-45202-200	Office Supplies	13.07
100-45202-216	Chemicals and Chemical	12.49

Account Summary

Account Number	Account Name	Payment Amount
100-45202-364	Insurance - Worker's Co	3,720.84
211-45501-200	Office Supplies	12.75
211-45501-217	Other Operating Supplie	1,835.00
211-45501-326	Data Processing	6,725.00
211-45501-364	Insurance - Worker's Co	1,281.67
211-45501-402	Repairs & Maint - Struct	800.00
211-45501-433	Dues & Subscriptions	49.00
211-45501-435	Books and Pamphlets	4,686.35
225-45127-200	Office Supplies	29.00
225-45127-365	Insurance - Misc	490.27
225-45127-381	Electric Utility	1,480.59
225-45127-404	Repairs & Maint - M&E	21.99
230-45124-322	Postage	13.07
230-45124-364	Insurance - Worker's Co	3,595.33
230-45124-401	Repairs & Maint - Buildi	8.49
235-42153-217	Other Operating Supplie	1,016.13
235-42153-308	Training & Registrations	656.36
235-42153-312	Nursing	3,886.89
235-42153-321	Telephone	108.66
235-42153-322	Postage	13.07
235-42153-334	Meals/Lodging	428.72
235-42153-364	Insurance - Worker's Co	12,474.14
235-42153-405	Repairs & Maint - Vehicl	481.29
235-42153-406	Repairs & Maint - Groun	28.00
235-42153-460	Miscellaneous Taxes	1,544.88
250-46520-200	Office Supplies	1.55
250-46520-321	Telephone	33.47
250-46520-322	Postage	13.06
250-46520-364	Insurance - Worker's Co	640.83
250-46520-381	Electric Utility	23.00
250-46520-439	Special Projects	1,926.00
250-49980-602	Other Long-Term Obliga	2,539.23
250-49980-612	Other Interest	820.77
254-46520-381	Electric Utility	142.45
601-49400-217	Other Operating Supplie	150.00
601-49400-321	Telephone	99.64
601-49400-322	Postage	13.07
601-49400-364	Insurance - Worker's Co	6,456.93
601-49400-386	Landfill	140.00
601-49400-404	Repairs & Maint - M&E	94.95
601-49400-432	Uncollectible	39.21
601-49400-444	License Fees	1,974.14
602-16200	Buildings	3,250.00
602-49450-200	Office Supplies	268.00
602-49450-310	Lab Testing	1,059.20
602-49450-321	Telephone	191.22
602-49450-322	Postage	13.06
602-49450-364	Insurance - Worker's Co	7,739.89
602-49450-404	Repairs & Maint - M&E	760.71
602-49450-432	Uncollectible	39.21
602-49980-611	Bond Interest	35,828.01
604-14200	Inventory	7,900.32
604-16300	Improvements Other Th	4,545.00
604-49550-211	Cleaning Supplies	65.93
604-49550-218	Uniforms	1,874.74
604-49550-241	Small Tools	145.11
604-49550-263	Merchandise for Resale -	70,215.17
604-49550-303	Engineering and Surveyi	7,000.00

Account Summary

Account Number	Account Name	Payment Amount
604-49550-321	Telephone	146.69
604-49550-322	Postage	13.06
604-49550-325	Dispatching	71.24
604-49550-362	Insurance - Property	79,251.00
604-49550-364	Insurance - Worker's Co	12,946.72
604-49550-384	Refuse Disposal	10.00
604-49550-402	Repairs & Maint - Struct	1,172.84
604-49550-404	Repairs & Maint - M&E	1,097.93
604-49550-405	Repairs & Maint - Vehicl	254.49
604-49550-406	Repairs & Maint - Groun	184.60
604-49550-408	Repairs & Maint - Distrib	3,066.10
604-49550-409	Repairs & Maint - Utilitie	19.40
604-49550-432	Uncollectible	58.82
604-49550-450	Conservation	3,958.64
604-49550-460	Miscellaneous Taxes	231.26
604-49550-480	Other Miscellaneous	1.46
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	3.58
609-49751-217	Other Operating Supplie	129.92
609-49751-251	Liquor	25,446.58
609-49751-252	Beer	33,857.98
609-49751-253	Wine	4,344.68
609-49751-254	Soft Drinks & Mix	1,198.15
609-49751-256	Tobacco Products	278.82
609-49751-257	Ice	109.20
609-49751-259	Non- Alcoholic	49.50
609-49751-322	Postage	13.07
609-49751-333	Freight and Express	709.24
609-49751-340	Advertising & Promotion	1,285.51
609-49751-364	Insurance - Worker's Co	6,352.48
609-49751-404	Repairs & Maint - M&E	10.25
609-49751-406	Repairs & Maint - Groun	51.26
609-49751-460	Miscellaneous Taxes	5.83
614-16400	Machinery & Equipment	11,573.38
614-20201	Excise Tax Payable	893.85
614-20206	911 TAP & TACIP Fees Cl	1,260.61
614-49870-211	Cleaning Supplies	21.31
614-49870-217	Other Operating Supplie	611.65
614-49870-227	Utility System Maint Sup	5,261.65
614-49870-321	Telephone	285.10
614-49870-322	Postage	13.06
614-49870-340	Advertising & Promotion	100.98
614-49870-364	Insurance - Worker's Co	15,452.00
614-49870-401	Repairs & Maint - Buildi	122.55
614-49870-405	Repairs & Maint - Vehicl	27.07
614-49870-432	Uncollectible	58.81
614-49870-441	Transmission Fees	62.36
614-49870-442	Subscriber Fees	50,242.15
614-49870-443	Intergovernmental Fees	2,143.88
614-49870-444	License Fees	20,461.00
614-49870-445	Switch Fees	1,544.24
614-49870-447	Internet Expense	7,254.18
614-49870-448	On-Call Support	203.74
614-49870-451	Call Completion	1,522.03
615-49850-211	Cleaning Supplies	433.66
615-49850-217	Other Operating Supplie	43.98
615-49850-304	Legal Fees	225.00
615-49850-321	Telephone	59.51

Account Summary

Account Number	Account Name	Payment Amount
615-49850-322	Postage	13.06
615-49850-364	Insurance - Worker's Co	4,302.09
615-49850-401	Repairs & Maint - Buildi	202.60
615-49850-402	Repairs & Maint - Struct	86.98
615-49850-404	Repairs & Maint - M&E	1,630.44
615-49850-480	Other Miscellaneous	743.50
617-49860-211	Cleaning Supplies	184.13
617-49860-217	Other Operating Supplie	218.03
617-49860-251	Liquor	336.03
617-49860-252	Beer	-12.19
617-49860-254	Soft Drinks & Mix	18.00
617-49860-321	Telephone	41.50
617-49860-322	Postage	13.07
617-49860-340	Advertising & Promotion	235.00
617-49860-364	Insurance - Worker's Co	3,143.81
617-49860-406	Repairs & Maint - Groun	70.00
617-49860-480	Other Miscellaneous	743.50
700-21701	Federal Withholding	10,266.59
700-21702	State Withholding	4,758.44
700-21703	FICA Tax Withholding	13,785.70
700-21704	PERA Contributions	22,839.40
700-21705	Retirement	10,457.32
700-21706	Medical Insurance	50,259.00
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,855.12
700-21712	Flex Account	1,239.05
700-21723	HSA Employee Contribu	346.35
	Grand Total:	733,211.56

Project Account Summary

Project Account Key	Payment Amount
None	733,211.56
Grand Total:	733,211.56

2/11/2021




City of Windom Fire Department



TO WHOM IT MAY CONCERN,

WE HELD OUR ANNUAL ELECTION OF THE FIRE DEPARTMENT ON FEBRUARY 4, 2021. THE LISTED BELOW ARE THE RESULTS OF THAT ELECTION:

FIRE CHIEF

BEN DERICKSON

***HE HAS BEEN ON THE DEPARTMENT FOR OVER 12 YEARS

***HE IS FIRE FIGHTER 1 & 2 CERTIFIED

***HE IS IN GOOD STANDING IN THE COMMUNITY AND THE DEPARTMENT

***HE MADE 100% OF FIRE DRILLS, 100% OF FIRE CALLS, AND 96% OF MISC. EVENTS

FIRST ASSISTANT CHIEF

LONNY VOLLAN

***HE HAS BEEN ON THE DEPARTMENT FOR OVER 15 YEARS

***HE IS FIRE FIGHTER 1 & 2 CERTIFIED

***HE IS IN GOOD STANDING IN THE COMMUNITY AND THE DEPARTMENT

***HE MADE 79% OF FIRE DRILLS, 83% OF FIRE CALLS, AND 40% OF MISC. EVENTS

SECOND ASSISTANT CHIEF

JUSTIN HARRINGTON

***HE HAS BEEN ON OUR DEPARTMENT FOR OVER 9 YEARS

***HE IS FIRE FIGHTER 1 & 2 CERTIFIED

***HE IS IN GOOD STANDING IN THE COMMUNITY AND THE DEPARTMENT

***HE MADE 91% OF FIRE DRILLS, 77% OF FIRE CALLS, AND 59% OF MISC. EVENTS

THIRD ASSISTANT CHIEF

KRISTEN PORATH

***SHE HAS BEEN ON THE DEPARTMENT FOR OVER 10 YEARS

***SHE IS FIRE FIGHTER 1 & 2 CERTIFIED

***SHE IS IN GOOD STANDING IN THE COMMUNITY AND THE DEPARTMENT

***SHE MADE 87% OF FIRE DRILLS, 75% OF FIRE CALLS, AND 81% OF MISC. EVENTS

THANKS

BEN DERICKSON

"Serving Windom and the Surrounding Rural Area Since 1885"
444 Ninth Street, P. O. Box 38, Windom, MN 56101-0038
507-831-6129 (Fax: 507-831-6127)

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Building & Zoning Office
DATE: February 16, 2021 (City Council Meeting Date)
RE: Planning Commission Recommendation – Conditional Use Permit Application
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Approve the Conditional Use Permit Application submitted by Kwik Trip, Inc. (property purchaser) and Country Pride Services Cooperative (property owner) to allow a new gas/service station and car wash on property located in a B-2 ("Highway Business") District.

Issue Summary/Background

Conditional Use Permit Application:

Applicants/Owners: **Kwik Trip, Inc. (Applicant) & Country Pride Services Cooperative (Owner-Applicant)**

Address of Property: **251 First Avenue, Windom, MN**

Description: Tracts in the Southeast Quarter of the Northwest Quarter (SE¼ NW¼) and Northeast Quarter of Southwest Quarter (NE¼ SW¼) of Section 36, Township 105 North, Range 36 West in the City of Windom, Cottonwood County, Minnesota. [Property consists of approx. 6.52 acres (Beacon) situated northeast of intersection of South Highway 71/Highway 60 and west of railroad r-o-w.] (*Brief Description*)

Parcel ID#: 25-036-0400

The Applicants/Owner filed the Application requesting a conditional use permit to allow a new gas/service station and car wash on property which Kwik Trip, Inc. is purchasing from Country Pride Services Cooperative. The Planning Commission held a public hearing on this application on February 9, 2021. The Minutes from the February 9th Meeting set forth the discussion, motion, and findings of fact concerning the Planning Commission's recommendation to approve this Conditional Use Permit Application.

Fiscal Impact

There is no fiscal impact for the City.

Attachments

1. Zoning Application for Conditional Use Permit and Letter from Kwik Trip, Inc.;
2. Planning Commission's Public Hearing Notice;
3. Aerials of property, elevation drawings, and site improvement plans.

AWS:mah

CITY OF WINDOM, MINNESOTA

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

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Kwik Trip, Inc. / Emily Helwig

Address 1813 Kramer St.

City La Crosse State WI Zip 54602 (Phone: 608-791-7443)

Owner(s): (If other than Applicant)

Name(s) Country Pride Services Cooperative / Kevin Jackson

Address 144 9th St

City Bingham Lake State MN Zip 56118 (Phone: 507-831-2580)

Property Address: 251 1st Ave S, Windom, MN56101

Legal Description of Property Lot(s) _____ Block(s) _____ Addition _____

See attached

(If metes and bounds, attach description.)

Parcel No. 25-036-0400

Existing Use of Property: Gas Station, Car Wash and Co-Op **Present Zoning:** B-2

Action Requested: Conditional Use Permit Conditional Use Permit Review Variance

Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____

Planned Unit Development (PUD) _____

Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____

Other (Specify): Site plan review

Description and Reason for Request (Attach Additional Information if necessary and/or required) _____

To allow construction of a new gas/service station and car wash.

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 Emily Helwig

x Kevin Jackson

[SIGNATURES OF APPLICANT(S)]

Date: 11/30/2020

Fee: \$150.00

Paid: Ck. 1237184 Date: 12-8-20 (mk)

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

WINDOM BUILDING & ZONING OFFICIAL: Andrew S.

LEGAL DESCRIPTION

The following were provided In First American Title Insurance Company Commitment Number 1539528, Effective Date of January 30, 2020, at 8:00 a.m., Schedule A.

All that part of the Southeast Quarter of Northwest Quarter (SE 1/4 NW 1/4) and the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) of Section Thirty-six (36), Township One Hundred Five (105), Range Thirty-six (36) which is described as follows, to-wit: Beginning at the Southwest corner of the Northwest Quarter of said Section Thirty-six (36); thence East along the South line of said Northwest Quarter 1452.5 feet to a point on the East line of Minnesota trunk high-way No. 71; thence North at right angles 399.3 feet to the point of beginning; thence at right angles East to the West line of the Railroad right of way; thence South along the West line of said Railroad right of way to its point of intersection with the Northeasterly boundary of said trunk highway No. 71; thence in a Westerly and Northerly direction along the Easterly boundary line of said trunk highway No. 71 to a point on the North line of this parcel hereinbefore described extended Westerly to the said East boundary of said trunk highway No. 71; thence East on said North line as extended to the point of beginning; said North line being in all 421.2 feet, more or less, Cottonwood County, Minnesota.

EXCEPT

That part of the N 1/2 SW 1/4 and the SE 1/4 NW 1/4, both in Section 36, Township 105 North, Range 36 West, shown as Parcel 302 on Minnesota Department of Transportation Right of Way Plat Numbered 17-21 as the same is on file and of record in the office of the County Recorder in and for Cottonwood County, Minnesota.

ALSO, EXCEPT

Part of the Southeast Quarter of the Northwest Quarter (SE1/4 NW1/4) of Section Thirty-six (36), Township One Hundred Five (105) North, Range Thirty-six (36) West in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Southwest corner of the Northwest Quarter of said Section 36; thence South 89 degrees 47 minutes 11 seconds East, along the South line of said Northwest Quarter, a distance of 1671.34 feet; thence North 00 degrees 12 minutes 49 seconds East at right angles to last described line, a distance of 381.07 feet, to the point of beginning; thence North 04 degrees 28 minutes 41 seconds East a distance of 173.74 feet; thence South 85 degrees 30 minutes 59 seconds East a distance of 117.22 feet, to the West right of way line of the Union Pacific Railroad; thence Southerly, along said Union Pacific Railroad West right of way line, along a non-tangential curve concave to the West, having a central angle of 02 degrees 09 minutes 36 seconds, a radius of 4609.27 feet, an arc distance of 173.76 feet; thence North 85 degrees 30 minutes 59 seconds West a distance of 119.43 feet, to the point of beginning.

AND

That part of the Southeast Quarter of the Northwest Quarter of Section 36, Township 105 North, Range 36 West of the Fifth Principal Meridian in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Southwest corner of the Northwest Quarter of said Section 36, thence East, assumed bearing, along the South line of the North Half of said Section 36, a distance of 1,642.56 feet, thence North, at right angles to said South line, a distance of 399.02 feet to the point of beginning of the tract to be describe; thence North 03 Degrees, 16 Minutes, 00 Seconds East a distance of 170.00 feet; thence East, along a line parallel with said South line, a distance of 149.94 feet, to the West right-of-way line of the Chicago and Northwestern Transportation Company Railroad; thence Southwesterly, along said West right-of-way, a distance of 170.00 feet, along a non-tangential curve, concave to the Northwest, having a radius of 4,559.27 feet, a central angel of 02 Degrees, 03 Minutes, 11 Seconds, and a Chord that bears South 03 Degrees, 14 Minutes, 11 Seconds West; thence West along a line parallel with said South line, a distance of 150.00 feet, to the point of beginning.

AND

Part of the Southeast Quarter of the Northwest Quarter of Section 36, Township 105 North, Range 36 West of the Fifth Principal Meridian, in the City of Windom, Cottonwood County, Minnesota, described as follows: Commencing at the Southwest corner of the Northwest Quarter of said Section 36; thence East, assumed bearing, along the South line of the North half of said Section 36, a distance of 1,642.56 feet; thence North at right angles to said South line, a distance of 399.02 feet, to an existing iron stake with Survey Cap RLS 6700, to the point of beginning of the tract to be described; thence North 03 Degrees 16 Minutes 00 Seconds East, a distance of 170.00 feet, to an existing iron stake with Survey Cap RLS 6700; thence West", a distance of 256.18 feet to the Easterly right-of-way line of Minnesota Trunk Highways No. 60 and 71, to an iron stake placed with Survey Cap RLS 6700; thence South 06 degrees 38 minutes 01 seconds West, along said right-of-way line, a distance of 170.87 feet, to an existing 5/8" iron stake; thence East, a distance of 266.23 feet, to the point of beginning.

NOTES TO LEGAL DESCRIPTION

1. The legal description provided references "to a point on the East line of Minnesota trunk high-way No. 71", references the "boundary of said trunk highway No. 71" , and references " thence in a Westerly and Northerly direction along the Easterly boundary line of said trunk highway No. 71"

These calls are all ambiguous. The surveyor has assumed the references to these lines in the legal description provided are in reference to the lines established in MnDOT's final certificate filed in 1966 Book 98 Deeds, page 275. (See Item 11 of Schedule B Exceptions) It appears the final certificate took Parcel 202 as an easement for the highway right of way adjacent to subject property from Anne S. Granum, et al.

The position of the right of way lines shown on survey map was based on the information contained within a Micro Station dgn file provided by MnDOT District 7 survey staff (TJ Thill, LS) in March 2020. The position of the right of way per the dgn provided fits within 2 feet east-west with the information contained within MnDOT's Final Certificate (Book 98 Deeds page 275) filed in 1966. The position of the right of way defined within the final certificate using the call angle and distances would push the right of way approximately 2 feet east of the right of way shown on the survey map. MnDOT's 2020 provided location corresponds with the information show on recorded Minnesota Department of Transportation Right of Plat No. 17-22 filed document number 206912.

The Trunk Highway 60 and Trunk Highway 71 right of way lines have been changed by MnDOT since 1966. See Item 11 of the Schedule B Exceptions.

2. The legal description provided references " right angles East to the West line of the Railroad right of way; thence South along the West line of said Railroad right of way" and "West right of way line of the Union Pacific Railroad".

All of these calls are ambiguous. The surveyor wasn't provided a legal document that mathematically defines the physical location of these lines tied to Section lines. The survey map displays these right of way lines based on holding a 50 foot offset from a calculated best fit alignment based in part by information contained on Railroad Valuation Map 1463ACS2, the physical centerline of the rails through the curve and two tangents. Based on all the ambiguity involved with this line the surveyor estimates subject property's east boundary line could move 2 feet westerly and/or 1 foot easterly.

3. See Item 11C of the Schedule B Exceptions. Said document conveyed the State of Minnesota's easement rights to the Windom Cooperative Association. It did not transfer fee ownership. The survey has this land identified on the survey map. It appears the final certificate took Parcel 202 as an easement for the highway right of way adjacent to subject property from Anne S. Granum, et al. therefore Anne S. Granum would be the fee owner of this land.
4. There are internal overlaps of the legal descriptions of the subject property.
5. The last two legal descriptions call out East and West directions with the reference to "East, assumed bearing, along the South line of the North half". It is assumed the direction of West is parallel to said South line of the North half.



Store Engineering

1813 Kramer Street
La Crosse, WI 54603

www.kwiktrip.com

City of Windom

RE: Request for Conditional Use Permit and Site Plan Review

December 2020

Dear Mr. Spielman,

Kwik Trip, Inc. is requesting consideration from the City of Windom for a Conditional Use Permit and Site Plan Review. The property is located at the intersection of HWY 71 and 60.

Kwik Trip is proposing the construction of a new 7900 s.f. convenience store with a 2000 s.f. attached carwash, a 40x120' fueling canopy and 24x70' diesel canopy. The new store and carwash are proposed to be two color tones of brick with stucco accents.

Kwik Trip prides itself on providing the convenience of everyday grocery needs at competitive prices. Fresh meat, fruit, potatoes, onions, milk, bread, eggs, butter and ice cream are stocked daily. A large selection of cold and hot beverages is available, along with hot food choices, such as pizza, cheeseburgers, soup and fried chicken. Cold food selections such as salads and sandwiches are also available along with a large bakery selection.

With the opening of the site, an estimated 20 to 25 jobs will be added to the community and the store will be open to the public 24 hours a day. Construction would be anticipated to be 2022. We appreciate your time and consideration. Please call if you have any question or need additional copies submitted.

Sincerely

Emily Helwig
Kwik Trip – Store Engineering
Development/Project Manager
608-791-7443
ehelwig@kwiktrip.com

OUR MISSION

To serve our customers and community more effectively than anyone else by treating our customers, coworkers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.

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

**CITY OF WINDOM PLANNING COMMISSION
PUBLIC HEARING NOTICE
CONDITIONAL USE PERMIT**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545-152.551, notice is hereby given that the Applicant, KWIK TRIP, INC., of LaCrosse, Wisconsin, and Applicant/Owner, COUNTRY PRIDE SERVICES COOPERATIVE, of Bingham Lake, Minnesota, have submitted a zoning application requesting a conditional use permit to allow construction of a new gas/service station and car wash on property located in a B-2 ("Highway Business") District (City Code Sections 152.110-152.115). The application, map of the area, and information concerning the proposed project are on file in the Building & Zoning Office in City Hall and may be reviewed prior to the Public Hearing.

A public hearing to consider this application will be held before the Planning Commission in the City Council Chambers at City Hall, 444 9th Street, Windom, MN 56101 on the 9th day of February, 2021, at 7:05 p.m.

Prior to the public hearing, members of the public may contact the Building & Zoning Office in person or by phone at 507-832-8660 or 507-832-8659 or by e-mail at andrew.spielman@windommn.com to obtain information concerning the application.

Due to the health pandemic and orders limiting the number of attendees at public meetings, the meeting and public hearing will also be conducted by electronic means. If you wish to monitor or participate in the public hearing by telephone or Zoom, please contact the Building & Zoning Office for instructions. Members of the public accessing the meeting will be asked to mute their phones' microphones until the allotted time for public comments.

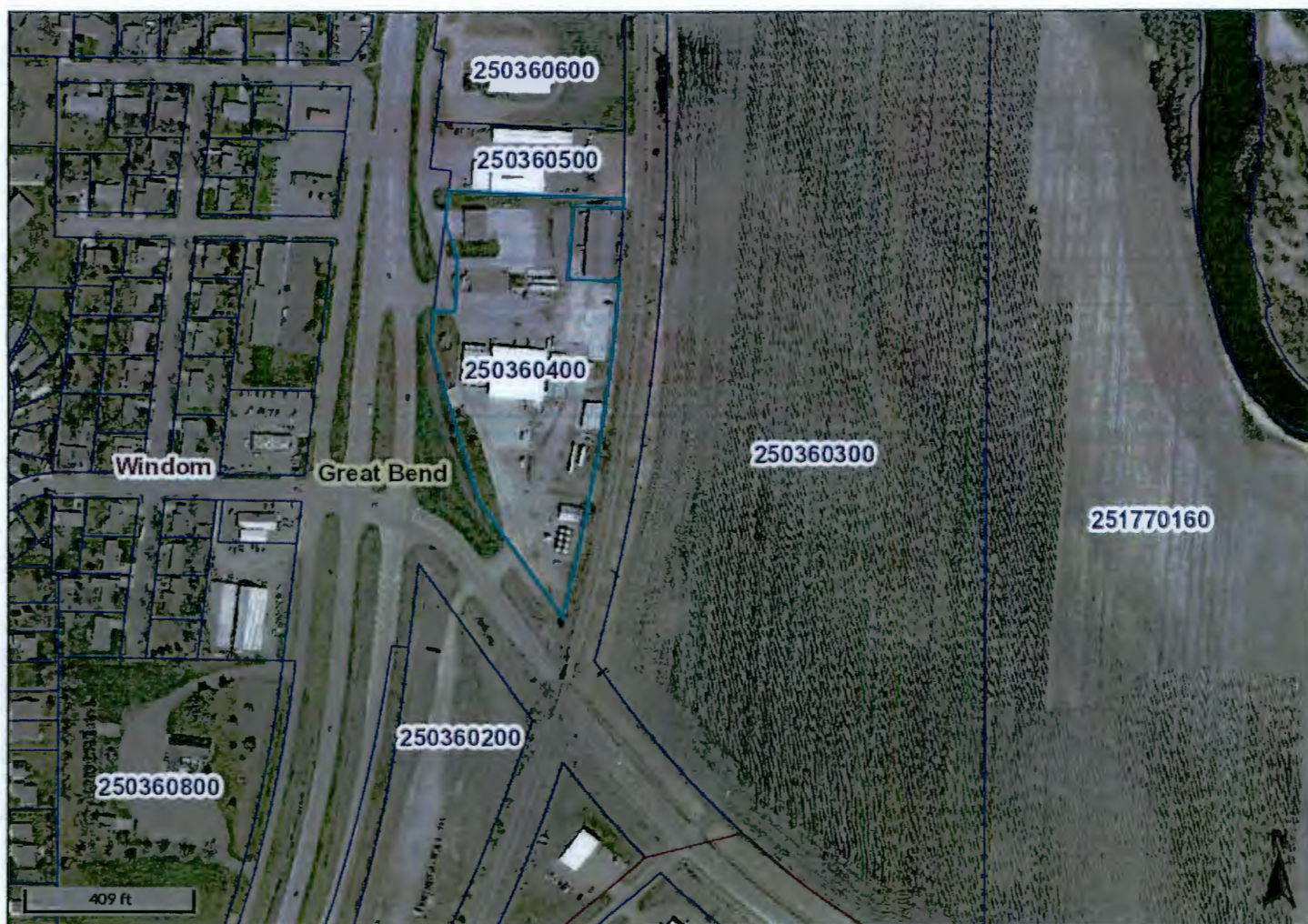
Legally described as follows: Tracts in the Southeast Quarter of the Northwest Quarter (SE¼ NW¼) and Northeast Quarter of Southwest Quarter (NE¼ SW¼) of Section 36, Township 105 North, Range 36 West in the City of Windom, Cottonwood County, Minnesota. [Property consists of approx. 6.52 acres (Beacon) situated northeast of intersection of South Highway 71/Highway 60 and west of railroad r-o-w.) (*Brief Description*)

Parcel ID #: 25-036-0400

Address of the Property: 251 First Avenue, Windom, MN 56101

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

Published: Cottonwood County Citizen (January 27, 2021)



Parcel ID	250360400	Alternate ID	n/a	Owner Address	COUNTRY PRIDE SERVICES COOP
Sec/Twp/Rng	36-105-36	Class	COMM LAND/BLD		144 9TH ST
Property Address	251 1ST AVE 56101	Acreage	6.52		BINGHAM LAKE MN 56118
District	n/a				
Brief Tax Description	S569.3' SE1/4 NW1/4 EXTRACT; NE1/4 SW1/4 BTW TH 71 & RR, EX PART DOT PARCEL 302 PLAT 17-21 7.25 (Note: Not to be used on legal documents)				

Date created: 2/5/2021
Last Data Uploaded: 2/4/2021 7:13:20 PM

Developed by  **Schneider**
GEOSPATIAL



Parcel ID	250360400	Alternate ID	n/a	Owner Address	COUNTRY PRIDE SERVICES COOP
Sec/Twp/Rng	36-105-36	Class	COMM LAND/BLD		144 9TH ST
Property Address	251 1ST AVE 56101	Acreage	6.52		BINGHAM LAKE MN 56118
District	n/a				
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Date created: 2/5/2021
Last Data Uploaded: 2/4/2021 7:13:20 PM

Developed by  **Schneider**
GEOSPATIAL



(SITE PLANNING LANDSCAPE) 7
3131 Fernside Circle, STE 100
Plymouth Minnesota 55447
781.481.8460
Fax: 781.481.8460

Date: 2-28-04 10:00 Reg. No. 18306
Signed: Robert J. Mueller

LANDSCAPE PLAN
CONVENIENCE STORE 1147
WINDOM, MINNESOTA

NO	CASE	DESCRIPTION
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DRAWN BY	
SCALE	GRAPHIC
PROJ. NO.	20-1147
DATE	24NOV2020
SHEET	11





1 FRONT ELEVATION



2 LEFT ELEVATION



3 REAR ELEVATION



4 RIGHT ELEVATION



KWIK TRIP, INC.
P.O. BOX 2107
1025 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8888
FAX (608) 781-8890



1 FRONT ELEVATION



KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH: (608) 781-8988
FAX: (608) 781-8980

10 MPD



2 SIDE ELEVATION

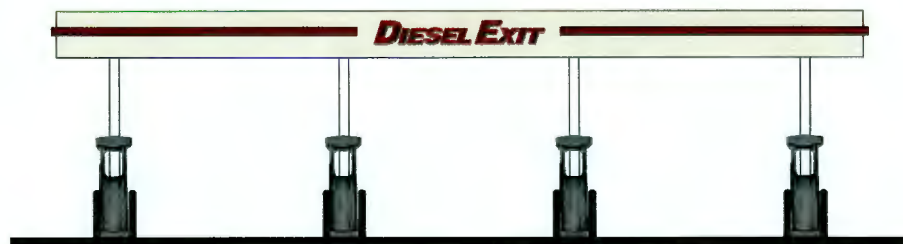
1 FRONT ELEVATION



2 SIDE ELEVATION



3 REAR ELEVATION



**Kwik
Trip**

**Kwik
Star**

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

3 LANE DIESEL

SITE IMPROVEMENT PLANS FOR:

KWIK TRIP #1147
WINDOM, MN

SITE LOCATION MAP:



SITE AERIAL MAP:



DRAWING INDEX

T 1	TITLE SHEET
ALTA	ALTA SURVEY
SP 1	OVERALL SITE PLAN
SP 1.10	SITE DIMENSION PLAN
SP 1.11	SITE DIMENSION PLAN
SP 1.20	SITE KEYNOTE PLAN
SP 1.21	SITE KEYNOTE PLAN
SP 2	GRADE PLAN
SP 3	STORM SEWER PLAN
SP 3.1	STORM NOTES & DETAILS
SP 4	UTILITY PLAN
SP 4.1	UTILITY NOTES & DETAILS
SP 5	SITE PLAN DETAILS
SP 6	SITE PLAN DETAILS
SWP 1	EROSION CONTROL PLAN
SWP 2	EROSION CONTROL NOTES
SWP 3	EROSION CONTROL DETAILS
SWP 4	EROSION CONTROL DETAILS
L 1	LANDSCAPE PLAN
E 1	PHOTOMETRIC SITE PLAN

**KWIK
TRIP**

**KWIK
STAR**

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LACROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8980

TITLE SHEET

CONVENIENCE STORE 1147

WINDOM, MINNESOTA

OWNER:
KWIK TRIP INC.
1626 OAK STREET
LA CROSSE, WI 54602
EMILY HELWIG
608-791-7443
Ehelwig@kwiktrp.com

SITE PLANNER:
INSITES SITE PLANNING
3131 FERNBROOK LN N, SUITE 260
PLYMOUTH, MN 55447
BOB MUELLER
763-383-8400
Bob@insitesinc.net

CIVIL ENGINEER:
SUNDE ENGINEERING
10830 NESBITT AVE SOUTH
BLOOMINGTON, MN 55437
952-881-3344

ARCHITECT:
VANTAGE ARCHITECTS
750 3RD ST N, SUITE F
LA CROSSE, WI 54601
608-784-2729

SURVEYOR:
BOLTON & MENK
1960 PREMIER DRIVE
MANKATO, MN 56001
507-625-4171

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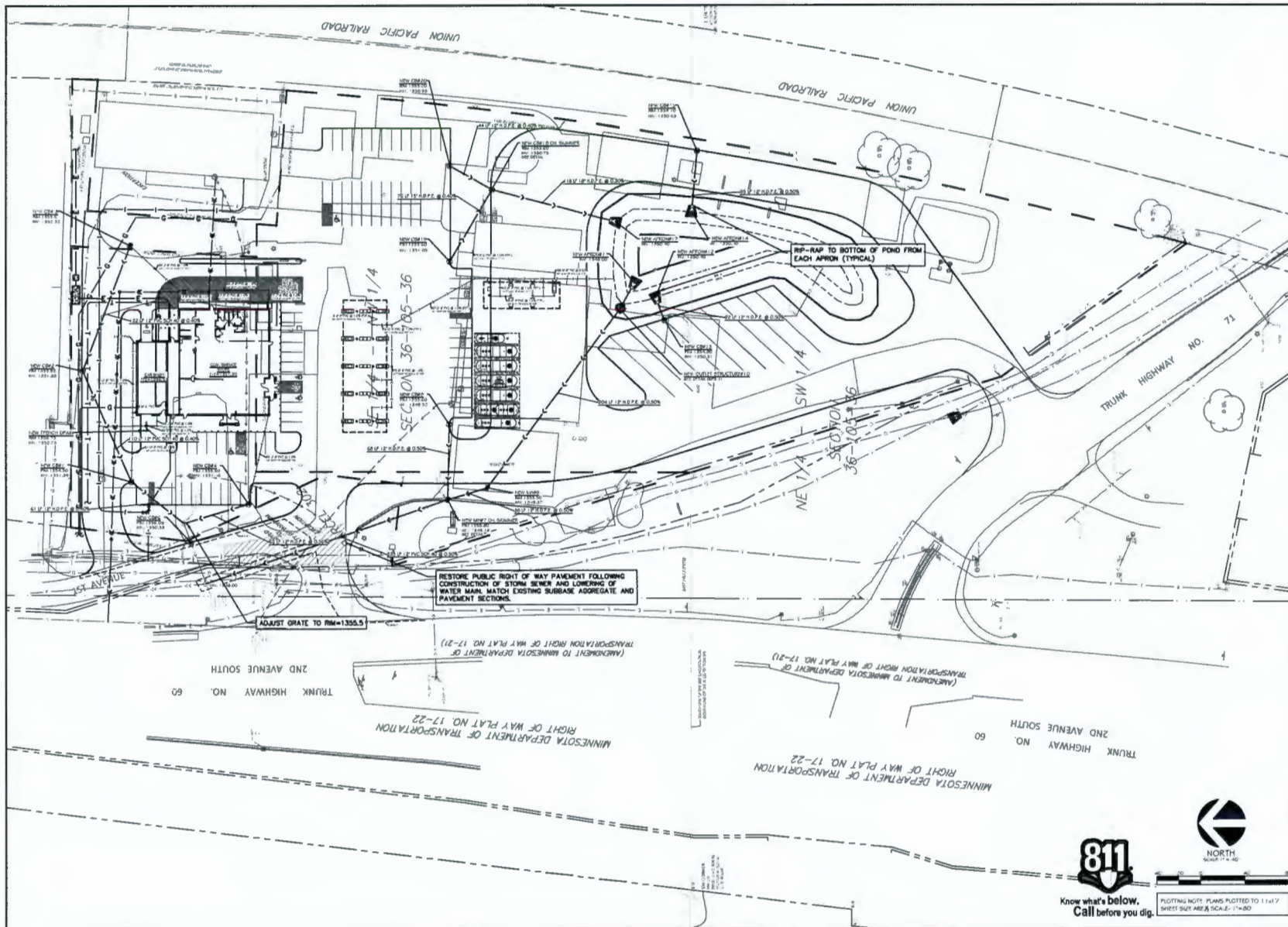
T1



NO.	DATE	DESCRIPTION

[DRAWN] BY _____
 SCALE _____ GRAPHIC _____
 PROJ. NO. _____ 20-114
 DATE _____ 24 NOV 2008
 SHEET _____ **SP1.1**

17
18
19
20



[illegible]

1. Install dust-net, ensure liner, corrugated high-density polyethylene (HDPE) pipe of locations indicated on the plan. High-density polyethylene (HDPE) dust sewers must meet ASTM F114.

2. Dust-net, ensure liner, corrugated high-density polyethylene (HDPE) pipe must conform to the requirements of ASTM F114. 4'-x-10' (1.2-m x 3.0-m) dust-net, ensure liner, corrugated high-density polyethylene (HDPE) pipe must conform to the requirements of ASTM F2305 (10' x 10' (3.0 m x 3.0 m) dust-net, ensure liner, corrugated high-density polyethylene (HDPE) pipe must conform to the requirements of ASTM F2305).

3. All fittings must comply with ASTM Standard D3212.

4. Water-tight joints must be tested at all manholes (junctions, structures), in accordance with ASTM F2305.

5. HDPE pipe connection joints of manholes shall be made with either male/female, double-clamping "Water-Tight" fittings, such as Power Seal or 40-in.-ID "WaterTight" Conduits, 40-in.-ID "Power Seal/WaterTight" Conduits, or approved joints. The manufacturer's instructions for the use of the above listed fittings shall be followed. The use of other fittings shall be approved by the Administrative Authority.

6. All manholes shall be tested, in accordance with ASTM D3212.

7. All sections of the installed HDPE pipe must be coupled in order to provide water-tight joints.

8. Perform deflection tests on all HDPE pipe after the sewer has been back-filled and before the final manhole is installed. The deflection tests shall be performed in accordance with the following: The deflection tests shall be performed on the last open access point. Measure the maximum deflection (height) of the pipe at the access point. Measure the deflection (height) of the pipe at the bottom of the pipe at the access point. The deflection (height) of the pipe at the bottom of the pipe shall be compared to the deflection (height) of the pipe at the access point.

[illegible]

SP4.1



2	VACUUM R
9P5	NOE TO SCME



3	CONCRETE
510	NOT TO SCALE



71	CONCRETE
SP5	SCA-F + 3M

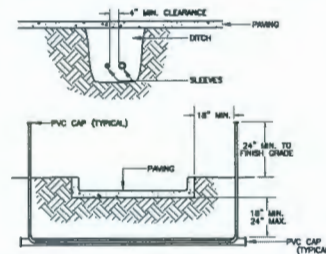


1/2	ROUND 4
9/5	SCALE - 1/2

<u>NO.</u>	<u>DATE</u>	<u>DESCRIPTION</u>

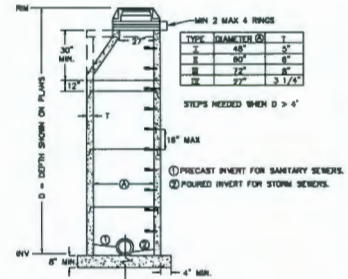
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PFCU NO. _____ 20-114
DATE _____ 24 NOV 2024
SHEET _____ SPSP

SP5

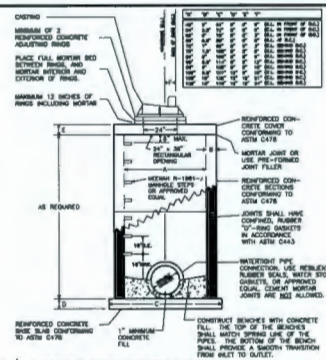


- NOTES:
1. ALL PVC IRRIGATION SLEEVES TO BE SCH 40 PVC PIPE.
 2. ALL JOINTS TO BE SOLVENT WELDED AND WATER-TIGHT.
 3. WHERE THERE IS MORE THAN ONE SLEEVE, EXTEND THE SMALLER SLEEVE TO 24-INCHES MINIMUM ABOVE FINISH GRADE.
 4. MECHANICALLY TAMP TO SOIL PROCTOR.

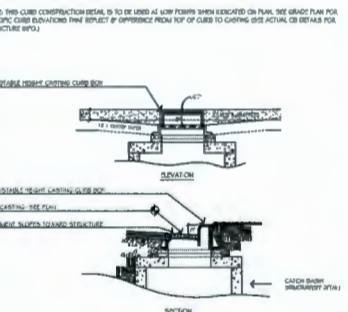
5 TYPICAL SLEEVING
SFC NOT TO SCALE



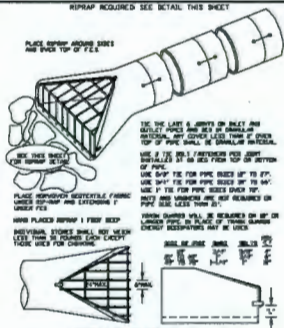
6 PRECAST REINFORCE CONC. MANHOLE
SFC NOT TO SCALE



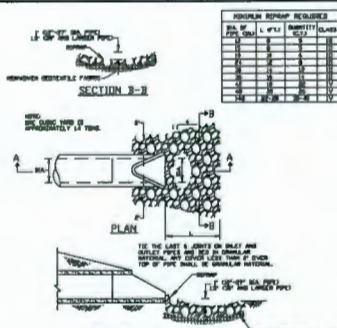
7 STANDARD STORM SEWER CATCHBASIN
SFC NOT TO SCALE



8 CATCHBASIN DETAIL (ON PUMP SYSTEMS LOCATIONS)
SFC NOT TO SCALE



2 FLARED END SECTION WITH TRASH GUARD
SFC NOT TO SCALE



3 RIP RAP DETAIL FOR FLARED END SECTIONS
SFC NOT TO SCALE

7
SFC NOT TO SCALE

Kwik Trip

Kwik Star

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LACROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8980

INSITES
SITE PLANNING & LANDSCAPE ARCHITECTURE
3117 PENNINGTON LANE SUITE 200
ROSEMOUNT, MINNESOTA 55127
TEL. 763-434-4400
FAX 763-434-4401

I hereby certify that the plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.
Date 2/28/2020 Rev. No. 1/2020
Signature Robert J. Mosler

SITE PLAN DETAILS
CONVENIENCE STORE 1147

WINDOW, MINNESOTA

REV.	DATE	DESCRIPTION
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SP6



5 | ON-SITE CONCRETE WASHOUT AREA



6 | INLET PROTECTION AT CATCH BASIN



7	EROSION CONTROL FOR OPEN SPACE CATCH BASINS AND FLARED-END SECTIONS
---	--



ANCHOR TRENCH



8 EROSION CONTROL BLANKET INSTALLATION

NO.	DATE	DESCRIPTION

DRAWN BY _____

SCALE _____ GRAPHIC _____

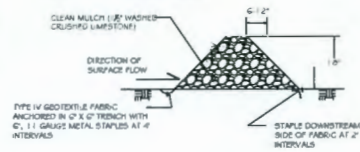
PECU. NO. _____ 20-1147

DATE _____ 24NOV2020

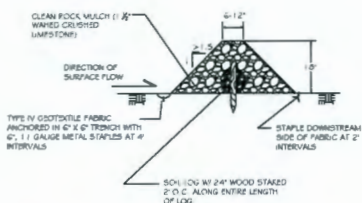
SHEET _____

SWP3

1. ROCK WEEPER @ MINIMAL WATER FLOW

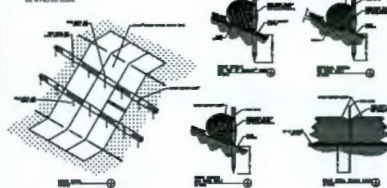


2. BIO WEEPER @ CONCENTRATED FLOWS



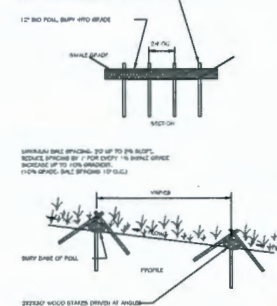
1 | DITCH CHECKS, ROCK WEEVERS, & ROCK BIO WEEVERS
EROSION CONTROL

2. BIO ROLL INSTALLATION

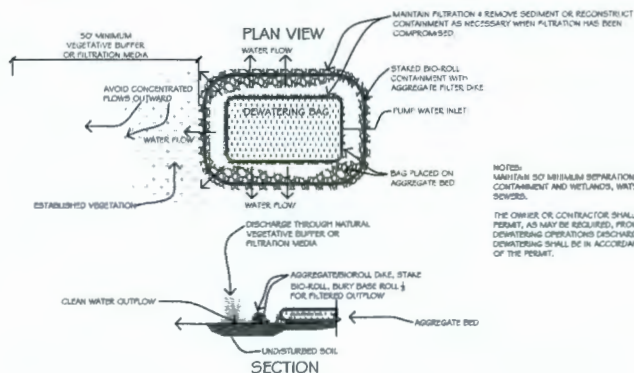


2 | BIO ROLL INSTALLATION

3. DITCH CHECKS FOR DRAINAGE SWALES



3 | DITCH CHECKS FOR DRAINAGE SWALES



4 | DEWATERING BAG INSTALLATION, FOR DISCHARGING ERODED, SUSPENDED PARTICLES IN WATER
NOT TO SCALE

**Kwik
Trip**

**Kwik
Star**

KWIK TRIP, Inc.
P.O. BOX 2107
1638 OAK STREET
LACROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8980

INSITES
1111 FARMERS LANE
P.O. BOX 1111
LACROSSE, WI 54602-1111
PH. (608) 781-8988
FAX (608) 781-8980

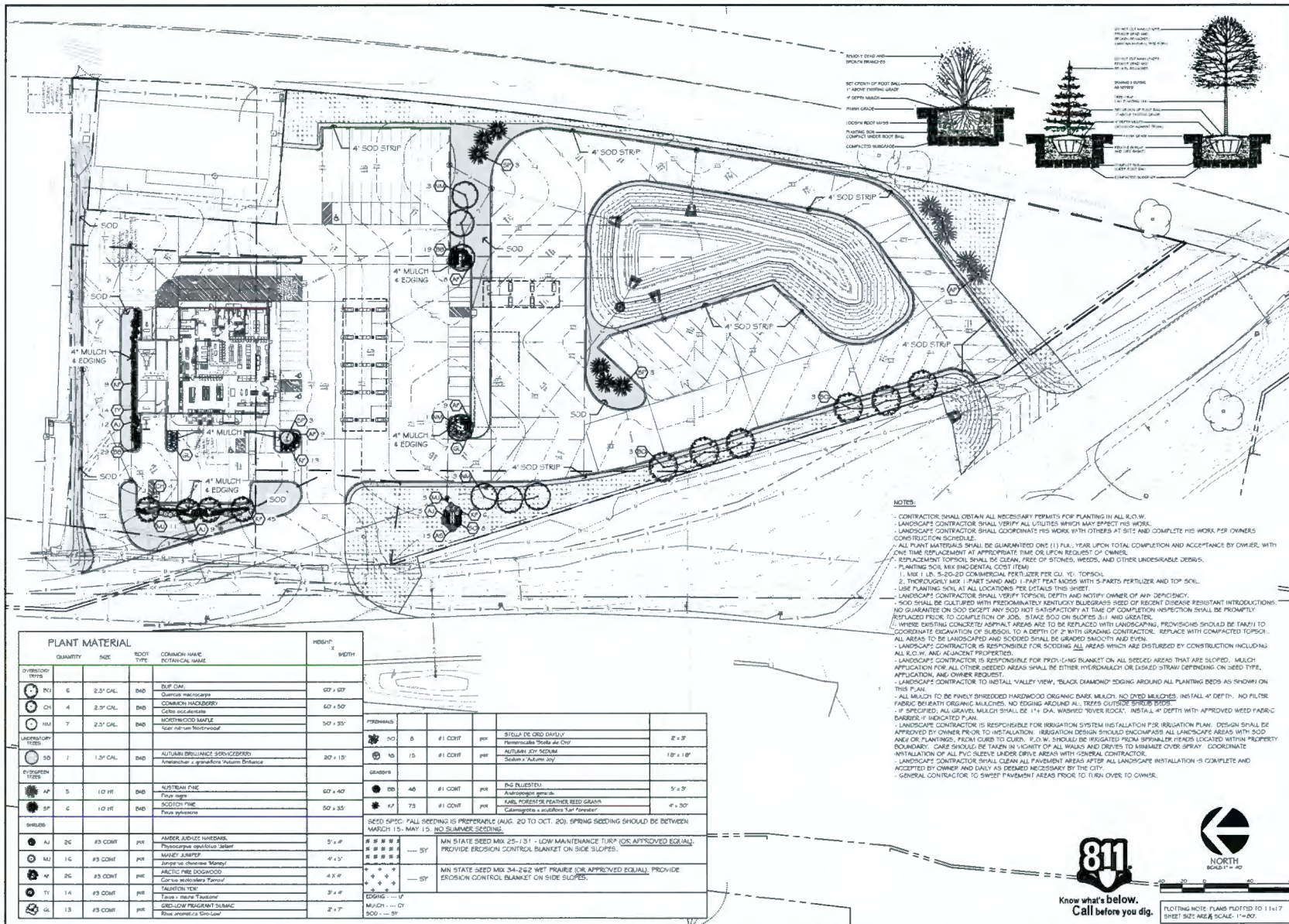
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly licensed landscape architect under the laws of the State of Wisconsin.
Date: 1/1/2000
Signature: Robert J. Mueller

EROSION CONTROL DETAILS
CONVENIENCE STORE 1147

WINDOM, MINNESOTA

NO.	DATE	DESCRIPTION
1	1/1/2000	DESIGN
2	1/1/2000	SCALE
3	1/1/2000	GRAPHIC
4	1/1/2000	REV. NO.
5	1/1/2000	DATE
6	1/1/2000	SHEET

SWP4



Kwik Trip

Kwik Star

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LACROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

INSITES
SITE PLANNING & LANDSCAPE ARCHITECTURE
1111 FERNBROOK LANE NORTH, STE 200
Plymouth, Wisconsin 53435
TEL 763.888.8888
FAX 763.888.8888

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.
Date: 2/26/2020 Page No: 1/2020
Signed: Robert J. Mueller

LANDSCAPE PLAN
CONVENIENCE STORE 1147

WINDOM, MINNESOTA

811
Know what's below.
Call before you dig.



FLUORINOTE PLANS PLOTTED TO 11x17
SHEET SIZE AND SCALE: 1"=40'

REV.	DATE	DESCRIPTION

DESIGNED BY:
SCALE: GRAPHIC
PLOT NO: 20-1147
DATE: 2/26/2020
SHEET: **L1**

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

A RESOLUTION AWARDING THE CONTRACT FOR THE "WINDOM ARENA ROOF REPLACEMENT PROJECT"

WHEREAS, pursuant to an advertisement for bids for the project entitled "Windom Arena Roof Replacement Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

	Bid Amount	Alternate #1
Tri-State General Cont.	\$229,821.00	\$8,144.00
MET Con Construction	\$369,000.00	\$5,000.00
RAM General Contracting	\$340,904.00	\$7,600.00
Sota Ridge Construction	\$297,000.00	\$39,000.00
Heritage Exteriors	\$268,698.58	\$5,778.19

AND WHEREAS, it appears that the lowest responsible bidder is:

	Bid Amount	Alternate #1 - Deduction
Tri-State General Cont.	\$229,821.00	\$8,144.00

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

1. A "Notice of Award" shall be issued to the above low bidder.
2. The Mayor and City Administrator are hereby authorized and directed to enter into the contract with the above low bidder, in the name of the City of Windom, for the completion of the project entitled "Windom Arena Roof Replacement Project" according to the plans and specifications. Copies of the specifications are on file in the Office of the City Administrator.

Adopted by the Council this 16th day of February, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator



Building a Better World
for All of Us®

February 12, 2021

RE: City of Windom, MN
Arena Re-roofing Award Recommendation
SEH No. WINDM 155238

Steve Nasby
City Administrator
City of Windom, MN
444 9th Street
Windom, MN 56101

On Wednesday, February 3, 2021 bids were received for the Arena Re-Roofing Project. Five bids were received with the low bid being submitted by Tri-State General Contracting, Inc. in the amount of \$229,821.00. An alternat bid item was also included for the addition of gutters along the southern roof edge. An alternat bid price of \$8,144.00 was received from Tri-State General Contracting. A complete tabulation of the bids is attached for your reference.

Based on our review of the bids it is our opinion that Tri-State General Contracting, Inc. has submitted the lowest responsive and responsible bid and they are qualified to complete the work as described in the bidding documents. We recommend the Arena Re-Roofing base bid and alternate bid item be awarded to Tri-State General Contracting, Inc. in the amount of \$237,965.00.

If you have any additional questions please contact me at 651-490-2031 or bbergstrom@sehinc.com.

Sincerely,

Brian Bergstrom, AIA
Project Manager

Attachment

x:\uzlw\windm\155238\6-bid-const\rec award letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110

SEH is 100% employee-owned | sehinc.com | 715.236.4000 | 800.903.6970 | 888.908.8166 fax



Building a Better World
for All of Us®

BIDS RECEIVED

Windom Arena Re-Roofing
City of Windom, MN
Windom, MN

SEH No. WINDM 155238

Bid Date: Wednesday, February 3, 2021 at 2:00 p.m.

Page 1

Bidder	Bid Bond	Addendum Acknowledged	Base Bid	Alternate Bid No.1
Tri-State General Contracting	X	1	\$229,821.00	\$8,144.00
Heritage Exteriors and Restoration	X	1	\$268,698.58	\$5,778.19
Sota Ridge	X	1	\$297,000.00	\$39,000.00
Ram General Contracting	X	1	\$340,904.00	\$7,600.00
Met-Con Construction	X	1	\$369,000.00	\$5,000.00

x:\uz\w\windm\155238\6-bid-const\bids received.docx

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

RESOLUTION SUPPORTING PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE 2022 10TH STREET/RIVER ROAD RECONSTRUCTION PROJECT

WHEREAS, the Minnesota Department of Transportation (MnDOT) is accepting applications for the 2020 Local Road Improvement Program; and

WHEREAS, the 10th Street/River Road Reconstruction Project which consists of removal and replacement of the street surfacing along 10th Street from State Hwy 60 to River Road and River Road to CSAH 13 within the City of Windom is a project that would qualify for funding through this program; and

WHEREAS, the City represents that the proposed reconstruction of 10th Street/River Road from State Hwy 60 to CSAH 13 meets the requirements of the Local Road Improvement Program (LRIP) thereby allowing the Project to receive LRIP grant funding up to the requested award amount of \$1,250,000; and

WHEREAS, the City has the capability to adequately fund its local cost share for this reconstruction project; and

WHEREAS, the City agrees to comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS, the City has the necessary capabilities to adequately develop, implement, manage, and maintain this public improvement project; and

WHEREAS, the timetable for construction of the proposed 10th Street/River Road Reconstruction Project is 2022.

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

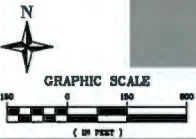
1. The City Council hereby supports the removal and replacement of the street surfacing along 10th Street from State Hwy 60 to River Road and River Road to CSAH 13 within the City of Windom as part of the 2022 10th Street/River Road Reconstruction Project.
2. The City Council hereby supports the City's pursuit of Local Road Improvement Program (LRIP) funding and authorizes staff to prepare and submit such application.

3. The City Council hereby seeks the support, by resolution, of Cottonwood County to act as Sponsor for the City of Windom's Local Road Improvement Program funding application and the associated 10th Street/River Road Reconstruction Project, and furthermore the City Council hereby provides assurance that the City of Windom will pay all costs associated with the project and that city staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to as required.

Adopted by the Council this 16th day of February, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator



REV	DATE	DESCRIPTION
0	2-12-2021	ISSUED FOR LRIP GRANT APPLICATION



2022 10TH STREET
IMPROVEMENTS
WINDOM, MINNESOTA

PROJECT OVERVIEW

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H
E
E
T

ACTION ITEM



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

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: FEBRUARY 16, 2021
RE: New Guidelines for a Proposed Cottonwood County Housing Initiative Remodeling Program
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

1. Review the proposed Guidelines for a new program known as the "Cottonwood County Housing Initiative Remodeling Program".
 2. Approve the proposed Guidelines. This new program would open up possibilities to create new housing units through remodels.
-

Issue Summary/Background

At previous City Council Meetings, we discussed the potential Guardian Inn Project which is a remodel of existing motel rooms into new housing units. The Cottonwood County Home Initiative Program Revised Guidelines adopted by the County Commissioners on December 3, 2019, and adopted by the Windom City Council do not include any provisions concerning remodeling of an existing building into new housing unit(s).

Based on discussions with the Windom City Council, there was interest in reviewing proposed Guidelines for a potential new program known as the "Cottonwood County Housing Initiative Remodeling Program" which covers remodels of existing buildings that create new housing units. Eligible remodeling projects include, but are not limited to, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing unit(s) as permitted by zoning. Because the purpose of the Housing Initiative Remodeling Program is to encourage construction of new housing units, the remodeling of existing or former housing unit(s) would NOT be eligible projects for this program.

Attached is a copy of the proposed Guidelines for your review. The Guidelines will be presented to the Cottonwood County Board of Commissioners on the morning of February 16th and I will report to the City Council that evening concerning the Commissioners' Meeting.

Fiscal Impact

None at the present time for approval of the Guidelines for a potential new program. Each potential project would be presented to the City Council for review of the requested tax abatement for a project to remodel existing building(s) into new housing unit(s).

Attachments

1. Cottonwood County Housing Initiative Remodeling Program Guidelines.

(2/16/2021)

Cottonwood County Housing Initiative Remodeling Program

GUIDELINES

(February 16, 2021 – December 31, 2022)

Intent

The purpose of the “Cottonwood County Housing Initiative Remodeling Program” is to provide incentives in Cottonwood County to encourage remodeling of existing buildings into new housing units and increase future tax revenues in Cottonwood County.

Tax Abatement Availability

Minnesota Statute §469.1813 sets forth abatement authority, procedures, and requirements. Subdivision 8 of §469.1813 places limitations on tax abatement.

Eligible Participants

Any person who remodels an existing building into new housing units (if allowed by local zoning regulations), and who files application material and seeks formal approval from appropriate local jurisdictions between February 16, 2021, and December 31, 2022, may be eligible to receive 100% tax abatement of the County’s share of increased real estate taxes, and shares of School District’s and City’s taxes (if applicable), generated by the remodeling of an existing building into new housing units, for a period of five (5) years provided all of the following requirements are met:

1. Property is located within Cottonwood County and zoned properly for the proposed development project.
2. The applicant shall not have received other local financial assistance (tax increment financing/TIF, Workforce Housing, SCDP).
3. Project is remodeled pursuant to building codes adopted at the time the building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approvals must be obtained from each applicable taxing authority prior to the start of remodeling of an existing building into new housing units.
6. The existing building will be remodeled into three (3) or more new housing units.

Eligible remodeling projects include, but are not limited to, remodeling of commercial properties, former school buildings, former hospitals, etc. into new housing units as permitted by zoning. The tax abatement will only cover the portion of the structure that is remodeled into new housing units. Remodeling of existing or former housing unit(s) would not be eligible projects for this program.

Multi-family projects of a minimum of 4 rental units may seek approval for a longer tax abatement period not exceeding the maximum defined by State Statute. Each of these multi-unit requests will be considered on an individual basis.

Abatement Program

The real estate taxes to be abated shall be up to the full amount of the real estate taxes from added tax base of the building remodeled into new housing units collected annually by the County and, if applicable, by the City where the property is located. Participating School Districts can abate the percentage which is allowed by state law.

This abatement will not include voter-approved school referendums, local levies, or state aid pursuant to Minnesota Statutes §§ 127A.40 to 127A.51.

Real estate taxes collected for the value of the land or the value of any current additional structures on the property are not eligible for tax abatement, and will not be abated as part of this program.

This abatement also does not apply to, or include, existing and/or new assessments to the property.

This abatement will transfer to the new property owners for the balance of the five-year abatement period upon the sale of the property.

Application

Statute requires the County and each applicable taxing authority to review each abatement application prior to approval of the proposed abatement. All applications will be considered on a "first come - first served" basis. The acceptance of new applications will be contingent upon board approval and abatement capacity as defined above.

A complete Application for Abatement shall consist of:

- A letter addressed to the Cottonwood County Home Initiative Administrator requesting abatement for an eligible project.
- Legal description, address and property identification number for the subject property.
- An aerial or plat map outlining the lot lines of the property.
- A site plan of the existing property and any proposed additions.
- Floor plans for the remodeling project.
- Estimated market value of the remodeling project.
- Applications for properties in unincorporated areas of the County also require a Building Setback Permit issued by the Cottonwood County Planning & Zoning Office and SSTS (Septic System) Permit issued by Cottonwood County.
- A copy of the building permit should be submitted after it has been issued.

Applications are to be submitted to Economic Development Authority of Windom ("EDA"), 444 9th Street, P. O. Box 38, Windom, Minnesota 56101. Upon receipt of a completed application, the EDA will submit information to the County and, if applicable, to the appropriate City and School District to schedule date(s) on which each entity will consider the application. Notice of these dates shall be sent to the applicant within 30 days of the filing of the application. Upon consideration and approval by the appropriate taxing authority, each taxing authority will adopt a resolution approving the abatement and outlining the details of the abatement program. Copies of these resolutions will be forwarded to the applicant.

The abatement shall be null and void if the remodeling project is not commenced within six (6) months of the approval of the final resolution which is adopted by a taxing entity or if real estate taxes are not paid on or before the respective annual payment deadlines.

Abatement Payments

The abatement period will commence on the first full year of taxes payable for the increased assessed value related to the capital improvement [new housing units] and shall continue for a total of five (5) years.

The County and each participating entity (such as City and/or School District) shall provide the awarded abatement payments following full payment by the property owner(s) of the real estate taxes due annually.

Remodeling Program Guidelines (2/16/2021)

One payment of each entity's share of the abatement shall be made to the property owner(s) of record by December 30th of each calendar year during the five-year period.

Application Information

Contact: Drew Hage, EDA of Windom, 507-832-8661 (Office), 507-822-5918 (Cell),

E-Mail: drew.hage@windommn.com

ACTION ITEM



CITY OF WINDOM
444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: CITY COUNCIL
FROM: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: FEBRUARY 16, 2021
RE: PROPOSED NEW ORDINANCE – AMENDING/ADDING
CITY CODE SECTIONS and TITLE & SUMMARY (For Publication)
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding a proposed new ordinance:

1. Approve the second reading of **Ordinance No. 188, 2nd Series** amending existing sections regarding abatement costs, rental housing licensing and inspections, accessory structures in residential districts, and adding a new section and subsections regarding impound lots, etc.
 2. Approve the proposed Title & Summary for Ordinance No. 188, 2nd Series for publication, in lieu of publishing the entire ordinance, by at least a 4/5 vote of the Council.
-

Issue Summary/Background

The City Council approved the first reading of Ordinance No. 188, 2nd Series on February 2, 2021. The ordinance had been reviewed by the City Attorney and no changes were requested at the February 2nd Meeting. The second reading is scheduled for February 16, 2021. At that time, the ordinance can be adopted.

Due to the cost for publication of lengthy ordinances, there is a provision in State Law which allows cities to publish a title and summary of an ordinance. A proposed Title and Summary has been prepared.

Pursuant to State law, the Council needs to **approve the text of the summary and determine that it clearly informs the public of the intent and effect of the ordinance.** *Approval of the Title and Summary requires a 4/5 vote of the Council.*

Fiscal Impact

There should be no fiscal impact to the City.

Attachments

1. Ordinance No. 188, 2nd Series
2. Title & Summary of Ordinance No. 188, 2nd Series.

ORDINANCE NO. 188, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CERTAIN EXISTING CITY CODE SECTIONS AND ADDING NEW SECTIONS

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

TO AMEND SUBSECTION 90.07(D)(1) BY ADDING NEW LANGUAGE AS FOLLOWS:

§ 90.07 ABATEMENT PROCEDURE.

(D) *Recovery of costs.*

(1) *Personal liability.* The owner of the real estate where a nuisance has been abated by the City shall be personally liable for all costs the City incurred to abate the nuisance including, but not limited to, costs (labor and equipment) for removal of items by City Departments and contractors, landfill costs, impounding fees, sheriff's service fees, court costs, attorneys' fees, and City's administrative fees. As soon as the work has been completed and the costs determined, the City shall prepare an invoice for the costs and mail it to the owner. Thereupon the amount shall immediately be due and payable at the Office of the City Clerk.

TO AMEND SUBSECTION 152.002(B) BY ADDING NEW DEFINITIONS AS FOLLOWS:

IMPOUND LOT. A place where inoperable vehicles are stored temporarily pending their disposition. (See § 152.477.)

VEHICLE WRECKING. Any place where two or more vehicles not in running condition and/or not licensed are stored in the open and are not being restored to operation or any land, building or structure used for wrecking/towing or storing of the motor vehicles.

TO AMEND SUBSECTION 152.002(B) BY REVISING TWO EXISTING DEFINITIONS AND REPLACING THOSE DEFINITIONS WITH THE FOLLOWING:

JUNK YARD/SALVAGE YARD. Land or buildings where waste, discarded or salvaged materials (including vehicles) are bought, sold, exchanged, stored, salvaged, scavenged, scrapped, disassembled, cleaned, packed, or handled. Products include, but are not limited to, scrap metal, rags, paper, hides, rubber products, glass products, lumber products and/or products resulting from the salvaging or scrapping of vehicles. (See also Chapter 113.)

TO ADD A NEW SECTION 152.477 TO THE CITY CODE AS FOLLOWS:

§ 152.477 STORAGE OF INOPERABLE VEHICLES (VEHICLE WRECKING).

A storage location for inoperable vehicles ("impound lot") shall be allowed as a conditional use only in the I-1 or I-2 Zoning Districts and shall be subject to the following:

(A) Use of the impound lot shall be limited to a business providing vehicle wrecker services and towing of vehicles.

(B) Storage of inoperable vehicles shall be permitted only as temporary storage for the time period required to conclude any insurance or legal proceedings or disposal arrangements in connection with each specific vehicle.

(C) No scrapping, dismantling, or salvage of vehicles or vehicle parts shall be allowed.

(D) The business owner and/or property owner shall be responsible for (1) compliance with any requirements of the Minnesota Pollution Control Agency and, if applicable, Minnesota Department of Natural Resources concerning vehicle fluids and hazardous substances; and (2) shall verify the proximity of the proposed impound lot in relation to the City's drinking water sources management area.

(E) The storage area shall be kept in a neat and orderly condition.

(F) The storage area shall be enclosed by a fence. The location, type, and height of fencing and/or screening shall be set forth in the conditional use permit granted by the City Council for the specific property.

(G) The City Council may add additional conditions to the conditional use permit as deemed advisable, such as a limitation on hours of operation, depending on the location of the conditional use.

TO AMEND SUBSECTION 152.172(A) BY REVISING AN EXISTING SUBSECTION AS FOLLOWS:

(A) Vehicle wrecking or junk yard/salvage yard (See also Chapter 113);

TO AMEND SECTION 152.152 BY ADDING A NEW (C), RE-LETTERING THE EXISTING (C) AS (D), AND REVISING (D) AS FOLLOWS:

(C) Impound lot for storage of inoperable vehicles (vehicle wrecking) per § 152.477; and

(D) ~~All other uses not listed in § 152.151.~~ Other uses similar in nature to those uses listed in this section and which in the opinion of the City Planning Commission will not be detrimental to the integrity of the district.

TO AMEND SECTION 152.172 BY ADDING A NEW (H), RE-LETTERING THE EXISTING (H) TO (I) AS FOLLOWS:

(H) Impound lot for storage of inoperable vehicles (vehicle wrecking) per § 152.477; and

(I) Other uses similar in nature to those uses listed in this section and which in the opinion of the City Planning Commission will not be detrimental to the integrity of the district.

TO AMEND SECTION 152.325 BY REVISING SUBSECTIONS (A) AND (G) AS FOLLOWS:

(A) Each residential lot on which a principal dwelling has been constructed shall be allowed an accessory building(s) pursuant to the provisions set forth herein. All accessory buildings shall require a permit from the City.

(G) No accessory building or structure, other than a fence or temporary construction, may be

constructed prior to the time of construction of the principal building or structure on the lot except if the provisions set forth in Section 152.329 are applicable.

TO AMEND SECTION 150.55 LICENSING (Rental Housing Code) BY REVISING SUBSECTION (D), ADDING A NEW SUBSECTION (E), RE-LETTERING AND REVISING EXISTING SUBSECTION (E) AS SUBSECTION (F), ADDING A NEW SUBSECTION (G), AND RE-LETTERING EXISTING SUBSECTION (F) *Complaints* as SUBSECTION (H) AS FOLLOWS:

(D) The license will be valid for a three-year period except as provided in Subsections (F) and (G) of this Section. An application for renewal of the license must be submitted between January 1st and March 31st of the renewal year.

(E) For purposes of licensing and inspection of rental housing properties, three Zones have been established in the City of Windom. Zone One includes properties lying south of Ninth Street extended westerly to the west boundary of the Windom City Limits. The north/south dividing line between Zones 2 and 3 is Fourth Avenue beginning at Ninth Street and continuing northward, joining Sixth Avenue north of 20th Street, and continuing to Highway 71 North. Zone Two includes properties lying north of Ninth Street and east of the north/south dividing line. Zone Three includes properties lying north of Ninth Street (as extended westerly) and west of the north/south dividing line.

(F) After adoption of the rental housing ordinance by the City Council, all properties converted to or constructed as new rental units must be inspected and licensed prior to being occupied. Renewal dates will be assigned that correspond to the Zone in which the property is located. The license fee for the initial license term shall be prorated pursuant to the fee schedule adopted by the City Council. If the application for a rental housing license is received within the second year of the license term for that Zone, the license fee shall be two-thirds of the fee for a three-year license term. If the application for a rental housing license is received within the third year of the license term, the license fee shall be one-third of the fee for a three-year license term.

(G) If a rental property is sold, the new owner shall submit a Rental Housing License Application to the City's Building & Zoning Office within thirty (30) days of the closing on the property. The existing rental housing license will be assigned from the previous owner to the new owner for the remainder of the license term. No inspection or fees will be required to assign/transfer a rental license.

(H) *Complaints...*

TO AMEND SECTION 150.56 INSPECTIONS (Rental Housing Code) BY REVISING SUBSECTION (D), ADDING A NEW SUBSECTION (E), RE-LETTERING EXISTING SUBSECTION (E) "Complaints" AS SUBSECTION (F), AND RE-LETTERING EXISTING SUBSECTIONS (F), (G), AND (H) AS SUBSECTIONS (G), (H), AND (I) RESPECTIVELY AS FOLLOWS:

(D) In the event that a rental property is sold and the existing rental license is assigned to the new owner [Section 150.55(G)], the property will not be subject to a rental inspection for the remainder of the license term unless a complaint is received.

(E) In the event of a pandemic (such as occurred in 2020) or natural or manmade disasters occurring in Windom including, but not limited to, tornado, flooding, fire, etc., which prevent or delay timely inspections of the rental properties in the Zone requiring licensing/relicensing that year, the licensing/relicensing deadline for that Zone may be extended and the deadline for relicensing properties in the other two Zones may be extended at the option of the City Council.

TO AMEND SECTION 150.56 BY ADDING A NEW SUBSECTION (I)(3) to the re-lettered Subsection (I) AND RE-LETTERING EXISTING SUBSECTION (I)(3) AS (I)(4) AS FOLLOWS:

(3) The sale of a licensed rental property may be exempt from another rental inspection during that license term pursuant to Section 150.56(D).

(4) A property owner may be entitled to an exemption

TO AMEND SUBSECTION 150.58(H) BY REVISING THE REFERENCE TO THE SECTION IDENTIFIED AS § 105.55(F) TO READ § 150.55(H) AS FOLLOWS:

(H) If the property owner fails to pay the license or renewal fees, re-inspection fees, the fines specified at § 150.55(H), the fines specified at § 150.58(E),

ALL OTHER PROVISIONS OF THESE SECTIONS SHALL REMAIN IN FULL FORCE AND EFFECT.

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

Adopted by the City Council of the City of Windom, Minnesota, this 16th day of February, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: February 2, 2021
2nd Reading: February 16, 2021
Adoption: February 16, 2021
Published: February 24, 2021

TITLE AND SUMMARY
OF
ORDINANCE NO. 188, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
AMENDING CITY CODE CHAPTER 90 NUISANCES, CHAPTER 150 BUILDING
REGULATIONS; CONSTRUCTION AND CHAPTER 152 ZONING.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO
AMEND CITY CODE TITLE IX: GENERAL REGULATIONS CHAPTER 90 "NUISANCES;
HEALTH AND SAFETY" AND TITLE XV: "LAND USAGE", CHAPTER 150 "BUILDING
REGULATIONS; CONSTRUCTION" AND CHAPTER 152 "ZONING", BY AMENDING
AND ADDING NEW SECTIONS.

The following is a summary of the amended and added City Code Chapters and Sections.

NUISANCES; HEALTH AND SAFETY

- 90.07 Abatement Procedure - *Recovery of costs – Personal liability*: Added other
nuisance abatement costs.

BUILDING REGULATIONS; CONSTRUCTION

- 150.55 Licensing (Rental Housing): Established 3 zones for licensing/inspection,
prorated license fees for properties converted to or constructed as new units, and
licensing procedure for existing properties that are sold.
- 150.56 Inspections (Rental Housing): Amended inspection requirements if an existing
property is sold and added a new procedure for City Council action if a pandemic
or natural or manmade disaster occurs.
- 150.58 Fines and Penalties (Rental Housing): Amended a subsection number.

ZONING

- 152.002 Rules of Construction; Definitions: New or amended definitions for impound lot,
vehicle wrecking, and junk yard/salvage yard.
- 152.477 Storage of Inoperable Vehicles (Vehicle Wrecking): New section.
- 152.152 I-1 Light Industrial District – Conditional Uses: Added impound lot as a
conditional use and amended current language for other uses.
- 152.172 I-2 Heavy Industrial District – Conditional Uses: Amended wording regarding
vehicle wrecking and junk yards and added impound lot.
- 152.325 Accessory Structures in Residential Districts – General Requirements: Permits
required for all accessory buildings and reference to a previously-adopted
exception.

NOTICE: A COPY OF THE ENTIRE TEXT OF ORDINANCE NO. 188, 2ND SERIES AND A COPY OF THE ENTIRE CITY CODES ARE AVAILABLE ON THE CITY'S WEBSITE AT www.windom-mn.com OR PRINTED COPIES ARE AVAILABLE FOR INSPECTION BY ANY PERSON AT:

Windom City Hall
444 9th Street
Windom, MN 56101

During regular office hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.)

AND AT: Windom Public Library
904 4th Avenue
Windom, MN 56101

During regular library hours: Monday – 9:00 a.m. to 7:00 p.m.
Tuesday through Friday – 9:00 a.m. to 5:30 p.m.
Saturday – 9:00 a.m. to 1:00 p.m.

ORDINANCE NO. 188, 2ND SERIES:

1st Reading: February 2, 2021
2nd Reading: February 16, 2021
Adoption: February 16, 2021
Publication: February 24, 2021
Effective Date: February 24, 2021

This "Title and Summary" approved for publication by the Windom City Council on February 16, 2021.

CITY OF WINDOM
By Dominic Jones, Mayor

Attest: Steven Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Denise Nichols
DATE: February 10, 2021
RE: City Wide Cleanup Event
DEPT: Administration
CONTACT: Denise.Nichols@windommn.com 832-8652

Recommendations/Options/Action Requested

We are requesting that the Council select a date for the City Wide Cleanup Event.

Issue Summary/Background

The City Council approved a three-year contract (2020- 2022) with Hometown Sanitation for the annual City wide Cleanup Event. Hometown Sanitation will conduct the cleanup event for the entire city on one Saturday. The County Landfill is requiring that the cleanup is done on the 1st or 3rd Saturday of the month. Due to previous commitments, Hometown cannot conduct the event on the first Saturday in May. **Available spring dates include April 17th and May 15th.**

Once a date is selected, L & S Recycling will be contacted to see if they are also available to conduct curbside recycling of appliances, electronics and TV's.

The County will charge a fee of \$11/per mattress or box spring that is recycled. The County will provide curbside mattress and box spring pickup for an additional \$2/per piece for a total cost of \$13.00 per mattress or box spring. If a mattress or box spring is not recycled and is picked up by Hometown, there will be a charge of \$25 per piece. Hometown will be instructed not to pick up any mattresses or box springs.

Fiscal Impact

The City collects a monthly fee of \$1.00 per household for the cleanup event and recycling tag fees cover costs for recycling unless the Council offers reduced recycling rates/subsidies.

Attachments

None

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: February 11, 2021
RE: Liquor Store Part-Time Clerks Hiring
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

I recommend that that the City Council approve the hiring of the following individuals at a rate of \$10.08/hour as described in the 2021 Wage Schedule for Non-Union Part-Time Employees:

1. Zachary Steen
2. Elizabeth Martinez Rivera

Issue Summary/Background

Over the last few months River Bend Liquor has had some scheduling difficulties due to two employees resigning and also some schedule changes for staff. We advertised for a part-time position and received six applications. We were able to set up three interviews. Jenny Quade, Windom City Council/Liquor Commission, Jacquie Schmidt, Windom City Council/Liquor Commission, and I completed interviews on February 9th at the Windom Community Center.

Upon completion of those interviews, we are recommending the hiring of Zachary Steen & Elizabeth Martinez Rivera.

Fiscal Impact

The fiscal impact of these hires will be \$0 due to the positions already being established and budgeted for.

Attachments

None