

Council Meeting
Tuesday, July 20, 2021
City Council Chamber
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – July 6, 2021
 - Park & Recreation Commission – June 16, 2021
 - Planning Commission – July 7, 2021
 - EDA – July 12, 2021
 - Library Board – July 13, 2021
- License
 - Amplification Equipment Permit
 - Night To Unite – August 2, 2021
 - Phat Pheasant Pub – August 7, 2021
 - Cottonwood County Fair
 - August 12, 2021
 - August 14, 2021
 - Windom Lions Club – Tegels Park – August 21, 2021
 - Temporary On-Sale Liquor License
 - Lions Club – August 21, 2021
 - Exempt Gambling Permit – Lions Club
 - Authorization to Dispense Intoxicating Liquor – Phat Pheasant Pub
- Regular Bills

2. Department Heads

3. Proclamation for Years of Service – Mike Bregel

4. Resolution Accepting Donation – The Howard Davis Family – Windom Ambulance Service

5. 2021 Legislative Session Update – CGMC Marty Seifert

6. 2020 City Audit – Clifton Larson Allen

7. Minor Subdivision – Kelly Property

8. First Reading Ordinance No. 190, 2nd Series – Floodplain Update

9. Tax-Forfeited Property Lot 1, Block 4, Vold Addition

10. Proclamation Night to Unite

11. Street Closure Request - Night to Unite

12. Resolution Approving Special Law – TIF District 1-22 Cemstone Redevelopment Area

13. Small Cities Development Program – Amendments to Grant & Admin Contracts

14. Hiring Recommendation

- Telecom Outside Plant Technician
- P/T Liquor Store Clerk



15. New Business

16. Old Business

17. Contractor Payment

- M.R. Paving & Excavating Inc. - #1 - \$63,205.29
- M.R. Paving & Excavating Inc. - Final - \$3,326.59

18. Council Comments

19. Adjourn

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

1. Call to Order:

The meeting was called to order by Mayor Jones.

2. Roll Call:

Council Present: Mayor Dominic Jones, Marv Grunig, Jenny Quade, James Nelson and Lisa Farag

Council Absent: Jayesun Sherman

City Staff Present: Steve Nasby, City Administrator; Scott Peterson, Police Chief; John Nelson, Liquor Store Manager; Brian Cooley, Streets & Parks Superintendent and Ryan Anderson, Water\Wastewater Superintendent

3. Pledge of Allegiance

4. Swearing in Police Officer Jacob Samdal:

Jones asked Officer Samdal to recite the Code of Ethics and then the Mayor administered the Oath of Office. The City Council congratulated Officer Samdal and welcomed him to the Windom PD. Officer Samdal provided a brief introduction to the Council and community.

5. Consent Agenda:

- Minutes
 - Council Minutes – June 15, 2021
 - EDA – June 14, 2021
 - Library Board – June 22, 2021
 - Utility Commission - June 23, 2021
 - Telecom Commission – June 28, 2021
- Licenses
 - Exempt Gambling Permit
 - American Legion Auxiliary
 - Amplification Permits
 - Windom Chamber – “Music on the Square”
 - July 15, 2021
 - August 19, 2021
- Regular Bills

Motion by Quade second by Nelson approving the Consent Agenda. Motion carried 4 – 0.

6. Department Heads:

John Nelson, Liquor Store Manager, said that Riverbend Liquor participated in a fundraiser for the Cottonwood County Animal Rescue (CCAR) as part of a promotion by Coors and MMBA. Funds and goods collected were given to CCAR. Also, Coors and MMBA have made a \$200 donation to the group as well. Nelson presented the \$200 check to Judy Siler & Joanne Kaiser from CCAR. Kaiser thanked Mr. Nelson and Riverbend Liquor for their help. Kaiser noted that on July 17th at Island Park the Dog Park ribbon-cutting will occur and invited the Council and the public to attend. She thanked the City Council and City staff for their help and support.

7. Street Department – John Caldwell Drive – Crosswalk Installation:

Brian Cooley, Streets & Parks Superintendent, said that there had been a request to install a crosswalk on John Caldwell Drive to connect the Hy-life parking lot to the plant entrance. Earlier this year there was a fatality and with the volume of workers crossing the street from the parking lots the crosswalk and related signage are much needed.

Jones concurred that a crosswalk is much needed, but also asked if the Street Committee and/or Council would consider the possibility of vacating John Caldwell Drive as Hy-life owns the properties on both sides of the road and there is limited use by other parties.

Nasby noted that there are two rural residents and a farm that access by John Caldwell Drive, but the rural residents do have another access from township roads.

Nelson said that the DNR may also be using the road for access to Warren Lake.

Grunig said if the road were to become private municipal utility easements would be needed.

Motion by Grunig second by Quade to approve the installation of a crosswalk and signage on John Caldwell Drive. Motion carried 4 – 0.

Grunig asked Cooley about the procedure for the crosswalk installation. Cooley said that MN DOT has requirements for crosswalks and signage which will be followed.

8. Des Moines River Flood Prediction Gage Improvement:

Nasby provided an overview of the prior discussions with the participating parties and the City Council's request of NOAA that an updated flood prediction gage be placed in Windom. The amount of the local match is now known, which is about \$1,400 to \$5,600 per year. The local match is anticipated to be funded by the City, County Emergency Management and other partners.

Jones said the benefit of the gage and more accurate information will be good for forecasting flooding events, but also help with watershed data. He encouraged the Council to support it.

Motion by Grunig second by Nelson to approve authorization of an agreement with USGS to make improvements to the Windom River Gage on the West Fork of the Des Moines River. Motion carried 4 – 0.

9. Tax Forfeited Properties 2021 Resolution:

Nasby said the Cottonwood County Auditor had sent the 2021 list of tax forfeited properties and

Preliminary

requested City Council action on the possible sale. The three properties in Windom are Lots 1 – 3 in the Vold Addition at the corner of 6th Avenue and 17th Street. The Department Heads did not anticipate a City use for the properties and recommended disposition since utilities are in an easement along 17th Street.

Quade said that the Parks & Recreation Commission had previously discussed the need for a fishing access to Perkins Creek at this location to keep kids off the bridge and private property. She inquired if the City could keep Lot 1 for that purpose.

Nelson noted the bank is steep in this location and there are erosion and flooding issues that would have to be worked out with the DNR if improvements were anticipated.

Grunig inquired about the long-term costs of ownership and maintenance.

Nasby said the Council could act on Lots 2 & 3, but hold off on a decision on Lot 1 until after the Parks & Recreation Commission meeting and then act on that one lot at the next Council meeting.

Motion by Quade second by Grunig to amend the resolution to remove Lot 1 Vold Addition from the sale. Motion carried 4 – 0.

Council Member Quade introduced the Resolution No. 2021-64, entitled "A RESOLUTION APPROVING THE SALE OF TAX-FORFEITED PARCELS AT PUBLIC AUCTION" as amended and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Grunig, Farag, Quade and Nelson. Nay: None. Absent: Sherman. Abstain: None. Resolution passed 4 – 0.

10. Mayor Appointments:

Jones would like to appoint Ryan McNamara to the Economic Development Authority and Terri Tegels to the Hospital Board.

Motion by Quade second by Nelson to approve the appointments of Ryan McNamara to the EDA and Terri Tegels to the Hospital Board. Motion carried 4 – 0.

Jones is still seeking interested parties to fill vacancies on the Telecom Commission and potentially on the Parks & Recreation Commission.

11. New Business:

None.

12. Old Business:

None.

13. Contractor Payment:

Jones said that pay request #3 from Mineral Services is requested in the amount of \$60,117.90 and the engineer had recommended payment. The retainage is all that is remaining.

Motion by Grunig second by Farag to approve Pay Request #3 in the amount of \$60,117.90 for Mineral Services for the Well #11 project. Motion carried 4 – 0.

Preliminary

14. Council Comments:

Grunig congratulated Mike Bregel, Electric Foreman, on his retirement and excellent work for the Electric Department for 25 years.

Quade was thankful for rain.

Farag congratulated Officer Samdal and noted it is good to see local people staying in the area.

Jones hoped everyone had a good and enjoyable 4th of July holiday.

15. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:15 p.m.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

Windom Park & Recreation Commission

Minutes for Wednesday, June 16th, 2021

City Hall Council Chambers

Roll Call:

Present: Jason Kloss, Jackie Jurgens, Jill Knapp, Ron Kuecker, Jenny Quade

Absent: Bryan Joyce, Jess Smith,

City Staff: Tim Hogan, Arena/Recreation Director, Brian Cooley, Parks and Streets Superintendent

Public Present: None

1. **Call the Meeting to Order at 5:30 p.m.** Call the Meeting to Order. Meeting was called to order at 5:36pm by Jason Kloss. Motion to Approve or amend agenda.
2. **Motion to Approve or amend agenda.** Motion by Ron Kuecker to Approve the Agenda as is. Second by Jackie Jurgens. Motion carried.
3. **Approve Minutes from the June 16th 2021 meeting.** Motion to approve the minutes from June 16th made by Jackie Jurgens and second by Jill Knapp. Motion passed by unanimous consent.
4. **Recreation Director report:**
 - a) Arena Roof Project has started. Tim stated that the roof project has started and that about 75% of the North side is complete. Weather and wind have limited the availability for them to work. A change order for a new competition date will be August 1st.
 - b) Continue to make repairs on the pool
 - i. Toilets, Showers, Doors, Concrete in the pool. Tim mentioned that there continue to be repairs needed at the pool. The main sewer drain in the men's bathroom was leaking and had to be repaired. Some of the cement block wall needed to be removed to make the repairs. Tim also side that the walls and floor inside the pool continue to crack and areas had to be patched with concrete and painted. Steel frames for the doors have been ordered and just waiting to be delivered for installation.
 - c) Pool opens June 12th : Tim said the pool opened on Saturday June 12th for the weekend before lessons begin on Monday. Opening was pushed back a day due to the Hairball concert in Island Park.
 - i. Lessons begin June 14th: Swimming Lessons are scheduled to Begin on June 14th as well as the youth ball programs up at the Rec Area. Tim stated that there are a lot of kids registered.
 - d) Horse Shows numbers are down. Tim said that numbers continue to drop for horse shows and even a few shows that were booked have cancelled because they do not have numbers or cannot get judges for the event. Tim said there are only a couple more shows scheduled and then that will be it for the summer. Tim also mentioned that there may be a decision made on the future of holding horse shows inside the Arena if the numbers look to fall even lower over the years.

Discussion was held on the condition of the pool and funding. The Current pool is in bad shape and will require more funding to make repairs. The commission said the top two items on the Park and Rec priority list are the Bathroom/shelter at Island Park and a Pool.

5. Park Superintendent Report:

- a) Kastle Kingdom: No action was taken on Kastle Kingdom due to lack of quorum.
- b) City Parks update: Brian talked about the campground at Island Park and that there are electrical repairs that need to be done. The Commission said they do not support the electrical upgrade at the campground. Recommend the council gives the Parks department the funds to upgrade the electric. Brian said he does not have the funds in his budget to make repairs needed in the parks. Everyone on the commission agreed that more funds are needed to make repairs in the parks and at the pool and urge that the council increase the budget. Brian talked about the lake levels at cottonwood lake. He said nothing can really be done with it at this time because of the lack of rain. Ron Kuecker said it was low in the 1940's and there were cattails growing out in the middle of the lake. Brian said he is still having problems with people throwing rocks from the catch basins into the lake. Brian said he watched and talked to several kids about it. Brian also said that softball scheduling continues to be a problem with no workable solution.

6. Old Business: None

7. New Business: None

8. Open Mike: Jenny Quade complimented Jackie Jurgens on a well-managed Riverfest.

Ron Kuecker said he was impressed with how well Island Park was cleaned up after the concert. Brian said that volunteers mostly did all the work.

9. Adjourn meeting. Meeting was adjourned by unanimous consent at 6:47pm

- a) Next meeting July 14th in council chambers

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JULY 7, 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, Jared Baloun, Ben Byam, Lorri Cole, Carol Hartman, Brett Mattson, and Brandon Pletcher. Absent: Jeremy Johnson.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; and Kent Kelly (by phone).

3. Approval of Minutes: May 11, 2021

Motion by Commissioner Baloun, seconded by Commissioner Byam, to approve the Planning Commission Minutes for the Meeting held on May 11, 2021. Motion carried 6-0-1. (Commissioner Hartman abstained as she was not present at that meeting.)

4. Public Hearing

A. Updated Floodplain Maps

B. Proposed Revisions to Floodplain Management Ordinance

Chairperson Wahl referred the matter to Zoning Admin. Spielman. He advised that the Planning Commission is reviewing a proposed amendment to the City's Floodplain Management Ordinance and the updated floodplain maps. Typically the City does not hold a public hearing on modification of an ordinance. However, it is a requirement of DNR to hold a public hearing on revisions to floodplain maps and ordinances. The updated floodplain maps and revisions to the floodplain management ordinance need to be adopted by the City prior to September 2021 as these new maps become effective on September 24, 2021.

The City's floodplain ordinance is modeled after DNR's sample ordinance. The City's floodplain ordinance was previously updated in 2016. DNR provided a current sample ordinance and City Staff made revisions to the City's ordinance to coincide with the sample ordinance. This initial draft was reviewed by the Planning Commission at the May 11th Meeting. Then the proposed revisions were forwarded to Matthew Baumann with DNR. Mr. Baumann suggested modifications and those have now been included in the revised version and he has given his conditional approval of the revisions. The copy presented to the Planning Commission for this meeting is the final draft. The yellow highlighted language represents the changes requested by DNR. The green highlighted language includes language that is only in Windom's Code. This language was updated to align with other sections of the City Code regarding Windom's procedures for appeals, variances, etc.

Zoning Admin. Spielman advised that Windom will still have the designations of general floodplain, floodway, and flood fringe. He highlighted some of the revisions to the ordinance including new definitions such as "base flood elevation" which replaces "regional flood", etc.; Section 153.005 adopts the updated maps; etc.

Chairperson Wahl opened the public hearing at 7:10 p.m. and asked if anyone from the public was present who wished to comment on the updated floodplain maps or proposed revisions to the floodplain management ordinance. There was no one present from the public. No one had joined the meeting by phone or Zoom to comment. As there were no comments, Chairperson Wahl closed the Public Hearing at 7:11 p.m. and referred back to Zoning Admin. Spielman for further explanation of proposed revisions to floodplain ordinance and map.

In response to a question, Zoning Admin. Spielman replied that there is a zoning map on the City's website and also a current floodplain map.

Zoning Admin. Spielman stated that the City had worked with SEH prior to FEMA's updating of the floodplain maps to determine how FEMA might revise the floodplain map. He displayed a copy of the map prepared by SEH and explained the meaning of the coloring and shading on the map.

FEMA and DNR updated all of Cottonwood County's floodplain maps. However, they determined that Windom's floodplain map did not need to be updated. They have provided digitized maps based on Lidar technology. These maps more accurately identify ground elevations to better determine areas that will flood if the City is inundated by water. The digitized map includes an overlay of the floodplain on an aerial of the City. Currently the map is imprinted with the word "Pending". This map will be final as of September 24, 2021. The blue-shaded areas are the flood fringe (Zone AE previously known as 100-year floodplain). The red lines indicate the floodway. The brown area is the 500-year flood and this area does not require flood insurance. Zoning Admin. Spielman said that the properties that previously obtained a Letter of Map Revision will be revalidated.

Zoning Admin. Spielman advised that he had received no comments or questions from anyone in the public concerning the updated floodplain maps or proposed revisions to the floodplain ordinance. He stated that if the Planning Commission recommends approval of these documents, the ordinance will come before the City Council for two readings.

Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to recommend that the City Council hold the required two readings for the proposed revisions to the floodplain management ordinance and adopt the updated floodplain maps and revisions to the floodplain management ordinance. Motion carried 7-0.

5. Minor Subdivision Request – Kelly Property

A. Part of Lot 1, County Auditor's Plat No. 14: A zoning application requesting approval of a minor subdivision has been submitted to the Building & Zoning Office by Kent Kelly. The property is adjacent to County Road 26 on the north side and Fourth Street on the south side. Zoning Admin. Spielman displayed a copy of the new survey prepared by Zieske Land Surveying. The proposed minor subdivision will create 3 lots in the I-1 Light Industrial Zoning District. The existing use is industrial storage. The impound lot operated by Windom Towing is located on Tract "C". The conditional use permit for this use will continue to run with the land in Tract "C" even if the property owners change.

The City Code allows requests to be submitted for a minor subdivision if the area is platted, the new parcels do not require utility extension to serve them, and the proposed minor subdivision will not create more than 3 lots. Zoning Admin. Spielman reported that he had reviewed the survey to verify that the proposed new lots meet the minimum lot requirements in an I-1 District including minimum lot size, square footage, width and depth, and that any existing buildings meet setback requirements for new property lines. He also advised that he reviewed utilities at the site and how the City will provide utilities to serve the new parcels. He displayed a map provided by the Electrical Department in which they show a transformer box and a 20' easement (10' on each side of the property line on the east side of the property).

The City Departments requested the addition of a new 10' easement along the north line of Tract "C" with 5' on each side of this property line. The fence around the impound lot on Tract "C" is outside (south) of the proposed new easement area. City Staff has been in contact with City Attorney Ron Schramel to see if the easement can be added in the legal description or if it needs to be included on the survey.

Kent Kelly was present by phone and said that Zoning Admin. Spielman had explained the proposed minor subdivision well and he did not have anything to add to the explanation. Mr. Kelly indicated that he was agreeable to the proposed new easement and would concur with having the easement included in the legal description or shown on the survey--whichever was recommended.

Zoning Admin. Spielman indicated that all of the proposed new lots meet the minimum size requirements. Tract "C" is 248' wide X 126' deep. The Code says that lots in this zoning district should be 100' wide by 200' deep, so the tract is actually opposite of the Code's language. In his opinion, all of the proposed new lots meet the minimum square footage requirements.

Zoning Admin. Spielman has also spoken with the County Engineer's Office concerning the existing accesses to Tracts "A" and "B" from County Road 26, and the County is okay with these accesses remaining as they currently exist.

Tract "B" does not currently have water or sewer lines serving the tract. However, the property owner anticipates that this tract would be used for possible mini storage and would not require water or sewer services. The final uses of the tracts will be as allowed in the I-1 Zoning District.

In response to a question concerning the proximity of the building on Tract "C" to the property line of the parcel to the east, Zoning Admin. Spielman confirmed that it is approximately 5 feet. However, the building is existing and its location is grandfathered in. In response to a question concerning adjacent zoning districts, Zoning Admin. Spielman stated that the homes to the west are located in the R-2 Zoning District. However the property south and also to the east of these homes is located in the I-1 Zoning District.

Chairperson Wahl asked Kent Kelly if he had any further comments. He said that he was going to keep cleaning up the property and the Planning Commission thanked him for his actions in that regard.

Zoning Admin. Spielman recommended, pending the City Attorney's decision concerning the new utility easement, the approval of this minor subdivision.

Motion by Commissioner Byam, seconded by Commissioner Hartman, to recommend approval by the City Council of the minor subdivision request, submitted by Kent Kelly, for property located in Part of Lot 1 of County Auditor's Plat No. 14 conditioned upon the placement of a 10-foot utility easement along the north line of Tract "C" with a 5-foot easement to be located on each side of the property line. Motion carried 7-0. (Property is legally described on the survey dated June 28, 2021, and identified as Parcel No. 25-177-0010.)

Zoning Admin. Spielman advised that this recommendation will come before the City Council on July 20th.

6. Other Business/Reports: In response to a question, Zoning Admin. Spielman updated the Commissioners on the status of the code review process. He has talked with Rose at Bolton & Menk and they are doing their internal review of Windom's land use code. They have found some inconsistencies in the code language. For example, the Code may include a definition but that same item or process may be described differently in the body of the Code. In some sections, there are inconsistencies on how we handle certain situations or procedures and some do not follow state statutes. These will need to be updated. The anticipated timeline is to review Bolton & Menk's findings concerning inconsistencies and their recommendations to correct these Code sections. Then the process would move on to discussions with the Commission and public input concerning uses, etc. Zoning Admin. Spielman is hoping that the first segment will be ready for review by the August Planning Commission Meeting.
7. Unfinished Business: None.
8. New Business: None.
9. Planning Commission Comments, Concerns, Suggestions: Following a comment that it will be nice to have an operable car wash in Windom, Zoning Admin. Spielman briefly updated the Commissioners on the status of the construction of the car wash.

In response to a question concerning the schedule for Kwik Trip's project, Zoning Admin. Spielman reported that a contractor has submitted a demolition permit application for the car wash. Following demolition, the concrete will be removed and the site stabilized. Kwik Trip may do some utility work. The gas line and water and sewer lines serving Defries' location will need to be relocated. Otherwise Kwik Trip plans to start construction of the building in 2022. The striping of Highway 60 may also be completed this fall.

In response to a question concerning the progress of the Guardian Inn Project, Zoning Admin. Spielman related that the construction on the north building is nearing completion and the building is two-thirds occupied. He briefly updated the Commissioners concerning the status of construction on the second building. The footings are for 4 garage stalls near the frontage road. There will also be two smaller storage units there. The owner is

planning to construct another set of 4 garages on the property. The fence was installed on the south side of the property. Originally the intent was to install a wood fence. However, because of the cost of treated lumber and also the anticipated timeline for delivery, the owner chose to install a chain link fence to stop construction debris from blowing onto adjoining properties. The minutes from the Planning Commission and City Council stated that the fence was to be a privacy fence. The owner plans to install privacy slats in the chain link fence. There is a 20-foot utility easement on the south side of the property and the easement is entirely on Guardian Inn's property. The fence is in the center of the easement as requested by the City's Utility Departments so they can access utility lines from either side.

10. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 7:45 p.m.

Marilyn Wahl, Chairperson

Attest: _____
Andy Spielman, Zoning Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
JULY 12, 2021

1. Call to Order: The meeting was called to order by President Clerc at 12:00 p.m.
2. Roll Call & Guest Introductions:
EDA Commissioners: Rick Clerc, Ryan McNamara, Nancy Wepplo, and Marv Grunig.
Absent: James Nelson.

Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; Mayor Dominic Jones; City Administrator Steve Nasby; and Cottonwood County Liaison Kevin Stevens.
3. Welcome New EDA Board Member – Ryan McNamara: President Clerc welcomed Ryan McNamara as a new EDA Commissioner. Ryan is filling the vacancy created when Linda Sandberg submitted her resignation to accept a new job opportunity outside of Windom.
4. Oath of Office – Ryan McNamara: Ryan McNamara took the Oath of Office.
5. Election of Officer
A. Vice President – 1-Year Term: President Clerc requested nominations from the floor for the vacant position of Vice President.

Motion by Commissioner Grunig, seconded by Commissioner Wepplo, nominating Ryan McNamara for the position of Vice President of the EDA. President Clerc asked three times for any further nominations from the floor for Vice President. Motion carried 3-0-1. Commissioner McNamara abstained.
6. Approval of Minutes: June 14, 2021:

Motion by Commissioner Wepplo, seconded by Commissioner Grunig, to approve the Minutes of the EDA Meeting held on June 14, 2021. Motion carried 3-0-1. Commissioner McNamara abstained.
7. Child Care Planning: Director Hage advised the previous study revealed that there is a shortage in the Windom area of available child care placements for 269 children. EDA Staff is working with a private child care center based in the Twin Cities on a potential project in the north wing at BARC. The center would lease the space from BARC and employ local staff. The project, if approved by BARC Board and the child care center, would include dividing 5 existing classrooms into 8 classrooms and remodeling other areas into a commercial kitchen and laundry room. The project could create 80 to 100 child care slots. Upgrades for HVAC, lighting, access from the hallway, and egress from windows would also be included in the project. This is a space that would work well for child care, since the BARC already invested in security improvements, other building improvements, and the outdoor playground space.

Director Hage and a local contractor conducted a walk-through of the north wing to assess potential remodeling costs. Schwabach Plumbing & Heating will be providing an estimate for HVAC and other portions of the remodel for the commercial kitchen and laundry room. This would be a significant investment in the space and would require financial assistance from grants and other entities. The School's lease of the north wing will be concluded in July.

Director Hage reported that there are potential grant funds through DEED, Remick Foundation, Southwest initiative Foundation, and the American Recovery Plan. Funds can be used to implement

solutions to reduce the child care shortage which includes remodels.

8. Rural Microentrepreneur Assistance - USDA

A. New Revolving Loan Fund – Windom Area Development Corporation: Director Hage provided highlights of a new Rural Microentrepreneur Assistance Program through USDA which is a revolving loan fund program for nonprofits. Eligible businesses would include new businesses or expanding businesses with no more than ten employees.

1) Eligible Borrowers

Any business and/or property owners who are located in the City of Windom with 10 or fewer full-time employees.

2) Eligible Uses of Funds

Funds may be used for the following:

- a) Purchase of new or used machinery and equipment
- b) Improving real estate
- c) Working capital
- d) Debt refinancing

3) Loan Terms

- a) Maximum loan amount is \$50,000
- b) Fixed interest rate
- c) Limited to 75 percent of the project costs
- d) Maximum term is 20 years
- e) Two-year payment deferral

Director Hage said that Windom is growing right now, so this would be a good time to apply for additional funds. USDA is also going to be receiving substantial funding over the next two years through the American Rescue Plan. Director Hage discussed this program with the Windom Area Development Corporation in June. The scenario is to create a new nonprofit under the WADC, so the WADC can apply for additional revolving loan funds for businesses. The consensus of the Board was to authorize Director Hage to continue working on this project.

9. Rebuilding Together – Cottonwood, Jackson & Nobles Counties

A. Committees: Director Hage reported that Rebuilding Together is moving forward with operations in Cottonwood, Jackson, and Nobles Counties. Over \$230,000 in funding has been secured for home repairs, roofing, and fall prevention improvements in the area. This program will help to improve housing stock in these counties and address some other housing issues.

Recently Rebuilding Together hired Galen Kauffman as program manager to lead the office in Cottonwood, Jackson, and Nobles Counties. Director Hage advised that Mr. Kauffman will be contacting local companies concerning sponsoring one project a year—either through company volunteers or through a financial contribution. Mr. Kauffman will also be contacting churches and service organizations concerning providing volunteers for projects, etc.

Rebuilding Together is seeking community members to serve on the various committees. The Board received a list of the committees and duties of each committee.

Rebuilding Together is also promoting a program for homeowners who need help with Safe at Home improvements. The Board received a copy of the application for this program. The Safe at Home Program provides home safety and fall prevention modifications and ramps for older adults or those living with a disability. Director Hage asked that Commissioners share this information with community members who may need assistance.

10. EDA Spec Building

A. Apartment Project Update: Director Hage reported that the Lakeside Apartment Group is working on a project. At this time, they are working on a potential timeline, financials, and request for assistance. Director Hage anticipates that he will receive additional information for the August EDA Meeting.

B. Closed Session – Land Negotiations (if needed)

1) Parcel: 258390075 – No closed session was held.

11. Southwest Minnesota Housing PartnershipA. Impact FundsB. Homeownership Project – Modular Homes

Director Hage advised that the Southwest Minnesota Housing Partnership was interested in applying for Impact Funds through Minnesota Housing to set up a community land trust for a modular housing project. The impact funds would assist in purchasing the property. This would help to lower the cost of buying a new modular home.

The project would be targeting home ownership opportunities for first-time homebuyers. There would be other tools to help first-time homebuyers. The modular homes would be starter homes with 3 and 4 bedrooms. The potential project would be 12 to 28 modular homes.

The application was due in July. Director Hage advised that he had discussed multiple locations for this project. However, the top three properties were not available as the property owners did not want to sell their properties at this time. Director Hage is continuing to work on possible locations for the project and possible submission by the Partnership of an impact funds application in 2022. He briefly outlined the requirements for the project. He also advised that one of the potential locations has water drainage issues and would require public meetings.

12. New Business: None.13. Unfinished Business: Director Hage updated the Board on the status of the lot in Riverbluff Estates Subdivision that the EDA sold to Javier Portillo.

City Administrator Steve Nasby announced that in the Minnesota Legislature's Special Session they passed a special law to extend deadlines in TIF District 1-22 – Cemstone District. This request was made because of COVID-19, high construction pricing, and the need for additional time to work with private developers to move forward with the redevelopment project. The five-year rule has been extended to ten years. The recapture period has been extended an additional five years. The City Council will need to approve this special law at its meeting on July 20th. The School Board and County Commissioners will also need to approve this special law. Then the Resolutions need to be filed with the Minnesota Secretary of State to make the special law effective.

Director Hage recapped that there are three years on the DEED Redevelopment Grant. The City may need to seek extensions on the Minnesota Department of Health and DNR grants for the Cemstone quarry, etc.

14. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the May 2021 financial reports submitted by Van Binsbergen & Associates. All of the townhomes are rented.

15. Adjourn: On consensus, President Clerc adjourned the meeting at 12:41 p.m.

Attest:

Drew Hage, EDA Executive Director

Nancy Wepplo, EDA Secretary

Windom Library Board Meeting

Windom Public Library

July 13, 2021 @ 5:05 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, Wade Pfeiffer, Susan Ebeling
Members Absent: Kathy Hiley
City Council Member Present: Jaysun Sherman
3. **Agenda & Minutes:** Motion by Steve Fresk, seconded by Anita Winkel to approve the agenda/minutes
4. **Financial Report:** Motion by Anita Winkel, seconded by Wade Pfeiffer
5. **Librarian's Report:** Lunch Bunch at the park is well attended. Summer reading program has good participation in all the programs being offered.

Schwalbach's replaced the compressor for the air conditioning unit and installed a new drinking fountain.

The staff is weeding the inventory.

Motion to approve by Kari Scheitel, second by Steve Fresk

6. **Old Business:** Dan Fossing from Indoff updated Dawn that there was a shelving delay. New delivery date could be late July, early August.

No other departments are interested in the old shelving units. Dawn will see if there is interest from other people.

At the city department head meeting, Brian Cooley reached out to see if other departments had items to add to an auction. Dawn will check to see if there is anything the library can add to the auction.

7. **New Business:** Jaysun Sherman pointed out the caulking around the front windows was missing in the newspaper room. Dawn said she will try again to contact the contractor.
Meeting adjourned @ 5:15 p.m.

Respectfully submitted for Kathy Hiley by,
Susan Ebeling



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)

SS

County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event August 2nd, 2021

Location 200th Courthouse Square

Hours 5-7 pm.

Type of Event Nite to Unite

Application made this 13th day of July, 2021.

License Fee - None \$0.00

Recommends

☒ Approval ☐ Denial

[Signature]
Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

[Signature]
Police Chief

Windom Chamber

Name of Individual/Organization

[Signature]
Signature

303 9th Street
Street Address

Windom IA
City State

507-831-2752
Telephone Number

Application ☐ APPROVED ☐ DISAPPROVED this _____ day of _____, 20____.

City Council

City Council



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)

SS

County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event Aug 12th Thursday

Location Cottonwood County Fairgrounds

Hours 7pm to 11:30 pm

Type of Event Windom Chamber/County Ag Society band @ Fair

Application made this 13 day of July, 2021

License Fee - None \$0.00

Recommends

☐ Approval ☐ Denial

[Signature]
Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

[Signature]
Police Chief

Fair Board & Phil Pleasant Pub

Name of Individual/Organization

[Signature]
Signature

1480 8th Ave
Street Address

Windom Mn
City State

507-920-9884
Telephone Number

Application ☐ APPROVED ☐ DISAPPROVED this _____ day of _____, 20____.

City Council



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)

SS

County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event Sat Aug 14th

Location Cottonwood County Fairgrounds

Hours 7pm to 12 midnight

Type of Event County Ag Society band @ Fair

Application made this 13 day of July, 2021

License Fee - None \$0.00

Recommends

☒ Approval ☐ Denial

3
Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Scott Pt
Police Chief

Fair Board & Pheasant Pub

Name of Individual/Organization

[Signature]
Signature

1430 8th Ave
Street Address

Windom
City

Mn
State

507-920-9884
Telephone Number

Application ☐ APPROVED ☐ DISAPPROVED this _____ day of _____, 20____.

City Council



City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)

SS

County of Cottonwood)

To the City Council of the City of Windom in said County and State:

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 90 Nuisances, Health and Safety - Excessive Noise :

Date of Event Aug 21st 2021

Location Tegels Park

Hours 8:00 pm - 12:00

Type of Event Concert

Application made this 16 day of July, 2021

License Fee - None \$0.00

Recommends

☒ Approval ☐ Denial

Brian
Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Scott Pitt
Police Chief

Windom Lions Club
Name of Individual/Organization

Jal Willett
Signature

P.O. Box 72
Street Address

Windom Mn
City State

(507) 822-1551
Telephone Number

Application ☐ APPROVED ☐ DISAPPROVED this _____ day of _____, 20____.

City Council



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7513 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized		Tax exempt number	
Windom Lions Club		1971		E41-6175799	
Address		City	State	Zip Code	
P.O. Box 72		Windom	Minnesota	56101	
Name of person making application		Business phone		Home phone	
John W. Holt Board member (Past Pres)		(507) 822-1551		(507) 822-1551	
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer				
Aug 21 st 2021	☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit				
Organization officer's name	City	State	Zip Code		
Al Saffert - Pres	Windom	Minnesota	56101		
Organization officer's name	City	State	Zip Code		
Deloy King Sec	Windom	Minnesota	56101		
Organization officer's name	City	State	Zip Code		
Dustin Thom Tres	Windom	Minnesota	56101		
Location where permit will be used. If an outdoor area, describe.					
Tegels Park Windom, MN					

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

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

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
Signature City Clerk or County Official	City or County Phone Number

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Windom Lions Club

Previous Gambling Permit Number: X-17004-20-006

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 23-7219238

Mailing Address: PO Box 72

City: Windom State: MN Zip: 56101 County: Cottonwood

Name of Chief Executive Officer (CEO): Alan Saffert

CEO Daytime Phone: (320) 444-7927 CEO Email: grandmasaffert@hotmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): dcbrockman@windomnet.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Windom Community Center

Physical Address (do not use P.O. box): 1750 Cottonwood Lake Drive

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 12/04/2021

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Alan Saffert Date: 7-14-2021
(Signature must be CEO's signature; designee may not sign)

Print Name: Alan Saffert

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



City of Windom
Windom, Minnesota

Application

For Authorization to Dispense Intoxicating Liquor

To the Windom City Council :

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

Location of Event Cottonwood County Fairgrounds 1490 8th Ave
Date of Event August 11 to August 14 2021
Hours 2pm to midnight
Type of Event Beer Garden @ County Fair

Phat Pheasant Pub
Name of Individual/Organization

[Signature]
Licensee Officers Signature

2370 HWY 60E
Street Address

Windom Mn

Federal ID # (Required) _____

City 507-920-9884 State _____

State ID # (Required) _____

Telephone Number

Application ☐ Approved ☐ Disapproved

this _____ day of _____, 20____

City Administrator

License Fee - None \$0.00

- ☒ Copy of On-sale license attached
- ☒ Proof of insurance attached
- ☒ City named as additional insured
- ☒ Licensee has signed the Hold Harmless Agreement

Hold Harmless and Indemnification Agreement

IN CONSIDERATION OF authorization by the Windom City Council to dispense intoxicating liquor on City-owned property or during a City sponsored event, the undersigned licensee hereby agrees to hold harmless the City of Windom, its employees and its agents, from any and all claims for any damages whatsoever arising out of the licensee providing intoxicating liquor under said authorization on the 11-14 day of August, 2021. Further, the undersigned licensee agrees to indemnify the City of Windom for any such claims for damages whatsoever arising out of licensee's dispensing of said intoxicating liquor, including the reimbursement of the City of Windom's costs and disbursements, including reasonable attorneys' fees in defending any such action for claims and damages.

[Signature]
Licensee Officers Signature

7-14-2021
Date



Windom, MN

Expense Approval Report

By Fund

Payment Dates 7/3/2021 - 7/16/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
AMAZON CAPITAL SERVICES, I	1XT6-T6LJ-YCRC	07/09/2021	UNIFORMS-POLICE	100-42120-218	51.00
INTERNATIONAL CODE COUN	3310024	06/22/2021	DUES	100-41910-433	145.00
FORD MOTOR CREDIT CO LLC	1766517	06/30/2021	VEHICLE LEASE/POLICE	100-42120-419	663.95
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-36200	-293.39
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-41110-326	16.02
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-41110-434	430.94
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-41310-433	89.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-42120-308	1,406.90
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-42120-350	23.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-42120-433	92.24
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-42120-480	344.01
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-42220-217	187.40
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-42220-406	201.20
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-43100-217	103.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-43100-404	611.02
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-45120-215	161.80
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-45202-217	42.30
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	100-45202-402	34.91
BARGEN INC	221377	06/28/2021	STREET/REPAIR AND SEAL COA	100-43100-407	26,890.00
BARNETT PRO CARE	310	06/24/2021	STREET MAINTENANCE MATE	100-43100-224	195.00
COLE PAPERS INC.	10001792	06/30/2021	CLEANING/SUPPLIES	100-45202-211	228.56
INDOFF, INC	3481486	06/30/2021	SUPPLIES/POLICE	100-42120-200	43.90
MACQUEEN EQUIP. CO.	P35616	06/24/2021	MAINTENANCE - OFFICE	100-43100-404	4,047.39
BOLTON & MENK, INC.	0271349	07/02/2021	CONSULTING & AUDITING/	100-41910-301	110.00
MIKE'S LLC	588	06/24/2021	RADIO UNITS/ POLICE	100-42120-323	82.50
MUNICIPAL EMERGENCY SER	IN1592457	07/01/2021	MAINTENANCE - OFFICE	100-42220-404	525.00
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	OFFICE SUPPLIES-SUPPLIES	100-41310-200	8.99
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	UTILITIES-CITY HALL	100-41940-409	112.34
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	MISC-POLICE	100-42120-480	19.97
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	FIRE-CLEANING/SUPPLIES	100-42220-211	50.83
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	FIRE-VEHICLE	100-42220-405	17.57
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	STREET-VEHICLE	100-43100-405	3.99
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	PARKS-CHEMICALS	100-45202-216	23.97
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	PARKS-STRUCTURE	100-45202-402	102.18
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	PARKS-GROUNDS	100-45202-406	170.27
NORTH STAR LUMBER & SUPP	132524-132525	06/25/2021	MAINTENANCE-GROUNDS-	100-45202-406	2,657.75
NORTH STAR LUMBER & SUPP	132524-132525	06/25/2021	MAINTENANCE-GROUNDS	100-45202-406	2,657.75
WINDOM AUTO VALU	3400540 06-30-21	07/08/2021	MAINTENANCE - VEHICLE	100-43100-405	121.99
STREICHER'S, INC	I1510418	07/02/2021	UNIFORMS/POLICE DEPT.	100-42120-218	156.99
MUNICIPAL EMERGENCY SER	IN593592	07/06/2021	Repairs & Maint - Low Rider-	100-42220-404	335.50
GRAFIX SHOPPE	139699	07/09/2021	WHITE 2021 FORD-GRAPHICS	100-42120-350	568.30
SCOTT E. PETERSON	276641	07/13/2021	#206 S.PETERSON	100-42120-218	154.58
BAUER BUILT	830126601	06/30/2021	MAINTENANCE - OFFICE	100-45202-404	483.52
COTTONWOOD VET CLINIC	#12967 20210630	07/09/2021	MEDICAL FEE-BRUNO	100-42120-305	151.40
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	MAYOR-COUNCIL	100-41110-350	39.20
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	GRADUATION	100-41310-350	150.00
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	POLICE-CAMERAS	100-42120-350	163.00
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	STREET-HELP WANTED	100-43100-350	967.36
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	PARKS-DID YOU KNOW	100-45202-350	229.50
SMITH AUTO SUPPLY - CARQU	5/31/2021-6/18/2021	07/07/2021	MAINTENANCE	100-43100-404	92.18
SMITH AUTO SUPPLY - CARQU	5/31/2021-6/18/2021	07/07/2021	MAINTENANCE	100-43100-405	42.46
MELISSA PENAS	6-1-2021/6-30-2021	07/01/2021	CLEANING- JUNE 2021	100-41940-406	460.00
SANDRA HERDER	6-1-2021/6-30-2021	07/01/2021	CLEANING/JUNE 2021	100-41940-406	460.00

Expense Approval Report

Payment Dates: 7/3/2021 - 7/16/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN BUREAU OF CRIMINAL AP	661547	07/09/2021	CJDN FEE-DUES	100-42120-433	150.00
COUNTRY PRIDE SERVICE	970744 06-30-21	07/14/2021	STREET/MOTOR FUELS	100-45202-212	520.00
HOMETOWN SANITATION SER	000422011	07/06/2021	City of Windom	100-41940-384	97.99
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-43100-384	269.50
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-43100-384	10.00
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-43100-384	10.00
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-43100-384	10.00
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-45202-384	70.20
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-45202-384	10.00
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-45202-384	10.00
COTTONWOOD CO SOLID WA	3552	07/07/2021	REFUSE DISPOSAL/STREET	100-45202-384	10.00
HOMETOWN SANITATION SER	422012	07/06/2021	REFUSE DISPOSAL-ST DEPT	100-43100-384	97.99
HOMETOWN SANITATION SER	422013	07/06/2021	REFUSE DISPOSAL-SQUARE	100-45202-384	55.98
HOMETOWN SANITATION SER	422026	07/01/2021	REFUSE DISPOSAL-ISLAND PA	100-45202-384	23.40
HOMETOWN SANITATION SER	422027	07/01/2021	REFUSE DISPOSAL-TEGELS	100-45202-384	32.98
HOMETOWN SANITATION SER	422028	07/06/2021	REFUSE DISPOSAL-WRA	100-45202-384	32.98
HOMETOWN SANITATION SER	422029	07/06/2021	REFUSE DISPOSAL-KASTLE KIN	100-45202-384	59.98
HOMETOWN SANITATION SER	422060	07/13/2021	REFUSE DISPOSAL-AMBU	100-42220-384	46.19
HOMETOWN SANITATION SER	422066	07/06/2021	REFUSE DISPOSAL-ABBY PARK	100-45202-384	20.99
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-office	100-41310-217	103.13
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-fire	100-42220-217	60.17
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-street	100-43100-217	60.17
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-rec	100-45120-217	12.89
ENTERPRISE FM TRUST	FBN4246844	07/14/2021	POLICE/VEHICLE LEASE	100-42120-419	370.48
COTTONWOOD CO AUD/TREA	2170449	07/08/2021	DISPATCH-POLICE	100-42120-325	3,107.25
COTTONWOOD CO AUD/TREA	2170449	07/08/2021	DISPATCHING-FIRE	100-42220-325	49.50
COTTONWOOD VET CLINIC	328 06-30-21	07/09/2021	CITY POUND/SERVICES	100-42700-300	63.60
AMAZON CAPITAL SERVICES, I	1JTK-H1WQ-4HN9	07/14/2021	POLICE/A2Q0YJ8ZNZN2YT	100-42120-404	129.99
MASON ANDERSON	07-12-2021	07/13/2021	SAFETY SHOE	100-43100-217	99.99
AMAZON CAPITAL SERVICES, I	1HWT-1WXL-4X3L	07/12/2021	CITY OF WINDOM-BATTERIES	100-41940-211	25.98
WEX BANK	72598573	07/12/2021	FUEL CREDIT - POLICE	100-42120-212	-30.05
WEX BANK	72598573	07/12/2021	FUEL - POLICE	100-42120-212	1,611.04
WEX BANK	72598573	07/12/2021	FUEL - FIRE	100-42220-212	233.29
WEX BANK	72598573	07/12/2021	FUEL - STREET CREDIT	100-43100-212	-30.05
WEX BANK	72598573	07/12/2021	FUEL - STREET	100-43100-212	1,238.00
WEX BANK	72598573	07/12/2021	FUEL - PARK	100-45202-212	358.31
COTTONWOOD CO SWCD	10162407	07/13/2021	CREDIT BALANCE REFUND	100-20191	43.00
ISAAC RHEA	10164071	07/13/2021	CREDIT BALANCE REFUND	100-20191	25.67
STEVE NASBY	07-14-21 MILEAGE	07/14/2021	TRAVEL EXPENSE	100-41310-331	170.24
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	100-42220-211	4.49
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	100-42220-404	84.87
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	100-42220-405	122.14
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	100-43100-404	47.24
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	100-45120-217	36.91
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	100-45202-402	20.33
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	100-45202-406	18.98
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-41110-326	24.61
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-41310-321	85.17
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-41310-326	294.11
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-41910-321	65.08
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-41940-381	485.07
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-41940-382	65.43
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-41940-385	144.65
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-42120-321	34.74
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-42220-321	42.88
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-42220-381	366.54
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-42220-382	14.15
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-42220-385	32.93
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-42500-381	30.69

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-43100-217	70.00
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-43100-321	46.26
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-43100-381	225.77
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-43100-381	619.49
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-43100-382	19.62
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-43100-385	42.21
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-45202-381	752.64
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-45202-382	7,466.87
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	100-45202-385	246.96
Fund 100 - GENERAL Total:					68,062.52

Fund: 211 - LIBRARY

MICROMARKETING, LLC	851312	07/01/2021	BOOKS/PAMPHLETS/ GOOD SI	211-45501-435	33.99
MICROMARKETING, LLC	851791	07/01/2021	BOOKS/PAMPHLETS/LEGACY	211-45501-435	38.24
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	211-45501-200	81.44
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	211-45501-402	30.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	211-45501-435	171.98
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	211-45501-435	146.34
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	LIBRARY-DID YOU KNOW	211-45501-350	229.50
SANDRA HERDER	6-1-2021/6-30-2021	07/01/2021	CLEANING/JUNE 2021	211-45501-402	448.50
MELISSA PENAS	6-1-2021/6-30-2021	07/01/2021	CLEANING- JUNE 2021	211-45501-402	448.50
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-library	211-45501-217	60.17
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	211-45501-321	161.06
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	211-45501-326	70.00
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	211-45501-381	298.70
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	211-45501-382	19.41
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	211-45501-385	41.54
Fund 211 - LIBRARY Total:					2,279.37

Fund: 225 - AIRPORT

SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	AIRPORT-GROUNDS	225-45127-406	39.57
ELECTRIC FUND	000000122	07/07/2021	AIRPORT MOWER FUEL	225-45127-212	37.91
SYN-TECH SYSTEMS, INC	234646	07/06/2021	Printer s/n 12868	225-45127-404	1,575.00
SOUTH CENTRAL ELECTRIC	05/01/2021-05/31/2021	07/07/2021	ELECTRIC UTILITY	225-45127-381	288.00
SOUTH CENTRAL ELECTRIC	05/01/2021-05/31/2021	07/07/2021	ELECTRIC UTILITY	225-45127-381	177.90
RED ROCK RURAL WATER	#14253 07-02-2021	07/08/2021	WATER-OPERATING SUPPLIES	225-45127-200	27.00
RED ROCK RURAL WATER	#14253 07-02-2021	07/08/2021	WATER-OPERATING SUPPLIES	225-45127-200	2.00
Fund 225 - AIRPORT Total:					2,447.38

Fund: 230 - POOL

AH HERMEL COMPANY	879945	07/14/2021	POOL/CONCESSIONS	230-45124-260	358.07
ELITE MECHANICAL SYSTEMS,	8745	07/06/2021	urinal leak-pool	230-45124-402	508.00
ATLANTIC COCA-COLA	985439	07/14/2021	POOL/CONCESSIONS	230-45124-260	295.58
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	230-45124-217	38.00
AH HERMEL COMPANY	880939	06/30/2021	CONCESSIONIS/POOL	230-45124-260	353.45
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	POOL-SUPPLIES	230-45124-200	41.95
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	POOL-CLEANING/SUPPLIES	230-45124-211	75.73
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	POOL-OPERATING SUPPLIES	230-45124-217	274.94
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	POOL-CONCESSIONS	230-45124-260	16.00
AH HERMEL COMPANY	882198	07/14/2021	POOL/CONCESSIONIS	230-45124-260	400.26
HOMETOWN SANITATION SER	422030	07/06/2021	Refuse Disposal-Pool	230-45124-384	125.24
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-pool	230-45124-217	12.89
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	230-45124-217	133.60
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	230-45124-402	80.44
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	230-45124-217	297.00
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	230-45124-321	112.19
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	230-45124-381	712.56
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	230-45124-382	3,155.46
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	230-45124-385	46.90
Fund 230 - POOL Total:					7,038.26

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 235 - AMBULANCE					
HUMANA HEALTH CARE PLAN	516323551	07/14/2021	AMBUL/DOUGLAS BROTEN O	235-34205	423.24
WINDOM FARM SERVICE	183777	07/14/2021	AMBULANCE/OPERATING SUP	235-42153-217	20.94
WINDOM FARM SERVICE	183819	07/14/2021	AMBULANCE/OPERATING SUP	235-42153-217	145.97
HIGLEY FORD	98031	07/12/2021	AMBULANCE UNIT 28 MAINT	235-42153-405	3,378.37
WINDOM FARM SERVICE	183885	07/14/2021	AMBULANCE/OPERATING SUP	235-42153-217	467.40
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	235-42153-217	153.88
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	235-42153-217	51.32
STRYKER MEDICAL	3432491 M	07/12/2021	AMBUL NEW RIG UNIT 30/CA	235-49950-500	14,725.80
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	AMBULANCE-OPERATING SUP	235-42153-217	8.99
WINDOM AUTO VALU	3400540 06-30-21	07/08/2021	MAINTENANCE - VEHICLE	235-42153-405	47.98
LEWIS FAMILY DRUG, LLC	#102826-9	07/13/2021	AMBULANCE-ALCOHOL PADS	235-42153-217	81.92
BRITTANY ESPENSON - RIVERS	1276	07/12/2021	AMBULANCE/OPERATING SUP	235-42153-217	170.00
PRAXAIR DISTRIBUTION INC	64602372	07/12/2021	AMBULANCE/OPERATING SUP	235-42153-217	221.60
WINDOM AREA HEALTH	734-0024-06-2021-0024	07/12/2021	AMBULANCE/NURSING	235-42153-312	4,115.70
HOMETOWN SANITATION SER	422060	07/13/2021	REFUSE DISPOSAL-AMBU	235-42153-384	30.80
MN REVENUE	1-426-139-296	07/02/2021	MINNESOTA REVENUE TAXES	235-42153-460	1,800.00
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-ambu	235-42153-217	60.17
COTTONWOOD CO AUD/TREA	2170449	07/08/2021	DISPATCHING-AMBU	235-42153-325	1,284.75
LEWIS FAMILY DRUG, LLC	338028	07/13/2021	OPERATING SUPPLIES-MEDS	235-42153-217	679.50
MEGAN BRAMSTEDT	07-11-2021	07/13/2021	MEALS/LODGING	235-42153-334	32.57
CYNDI HANSEN	07-11-21	07/13/2021	MEALS/LODGING	235-42153-334	33.28
JUSTIN HARRINGTON	07-11-21	07/13/2021	MEALS/LODGING	235-42153-334	44.57
JODI JOHNSON	07-11-21	07/13/2021	LODGING/MEALS	235-42153-334	133.63
KRISTEN PORATH	07-11-21	07/13/2021	LODGING/MEALS	235-42153-334	236.49
WINDOM FARM SERVICE	183955	07/12/2021	AMBULANCE/OPERATING SUP	235-42153-217	112.15
WEX BANK	72598573	07/12/2021	FUEL - AMBULANCE	235-42153-212	2,736.01
WEX BANK	72598573	07/12/2021	FUEL CREDIT - AMBULANCE	235-42153-212	-30.06
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	235-42153-321	28.58
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	235-42153-381	244.36
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	235-42153-382	9.43
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	235-42153-385	21.95
Fund 235 - AMBULANCE Total:					31,471.29
Fund: 250 - EDA GENERAL					
FEDERATED RURAL ELECTRIC	#112954 9-30-20	10/13/2020	#112954 - SERVICE	250-46520-381	14.00
QUICK PRINT	F20242	06/30/2021	ADVERTISING/FAIR BOOK AD	250-46520-340	199.00
COTTONWOOD CO RECORDER	P28212	07/06/2021	Misc-Recording Fee	250-46520-480	46.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	250-46520-200	16.02
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	250-46520-439	1,460.99
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	250-46520-439	985.84
LAMPERTS YARDS, INC.	886290/886357	07/07/2021	SPECIAL PROJECTS/SHIP GRA	250-46520-439	202.34
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	EDA-ABATEMENT	250-46520-350	166.60
FEDERATED RURAL ELECTRIC	112954 06-30-21	07/09/2021	EDA/ELECTRIC UTILITY	250-46520-381	22.00
SCHRAMMEL LAW OFFICE - TRU	07-12-21	07/13/2021	WOLF LAKE CONNECTION TRA	250-46520-439	9,304.20
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	250-46520-321	257.48
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	250-46520-321	65.08
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	250-46520-381	140.16
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	250-46520-382	18.58
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	250-46520-385	35.23
Fund 250 - EDA GENERAL Total:					12,933.52
Fund: 254 - NORTH IND PARK					
MICKY MASTERS	1007	07/06/2021	EDA- mowing NWIP	254-46520-406	807.50
SOUTH CENTRAL ELECTRIC	05/01/2021-05/31/2021	07/07/2021	ELECTRIC UTILITY	254-46520-381	107.01
Fund 254 - NORTH IND PARK Total:					914.51
Fund: 277 - TIF 1-22 CEMSTONE					
ELECTRIC FUND	07-06-21 ELECTRIC	07/12/2021	ENGINEERING FEES FOR TIF 1-	277-49960-720	2,500.00
Fund 277 - TIF 1-22 CEMSTONE Total:					2,500.00
Fund: 601 - WATER					
FEDERATED RURAL ELECTRIC	#112843 6-30-2020	10/27/2020	CREDIT GIVEN- #112843 6-30-	601-49400-381	-201.24

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FEDERATED RURAL ELECTRIC	#112843 6-30-2020R	10/27/2020	#112843 - JUNE 2020 BILLING	601-49400-381	16.24
FEDERATED RURAL ELECTRIC	#112843 8-31-20	10/27/2020	#112843 - AUG 2020 BILLING	601-49400-381	20.00
FEDERATED RURAL ELECTRIC	112843	11/12/2020	#112843 - EL CHARGES	601-49400-381	24.72
FEDERATED RURAL ELECTRIC	112843 CREDIT	11/12/2020	#112843 - CREDIT	601-49400-381	-133.72
FEDERATED RURAL ELECTRIC	112843 12-20-20	12/14/2020	#112843 - UTILITY	601-49400-381	27.00
FEDERATED RURAL ELECTRIC	112843 12-31-20	12/31/2020	#112843 UTILITY	601-49400-381	35.00
FEDERATED RURAL ELECTRIC	112843 2-20-21	02/09/2021	#112843 - UTILITY	601-49400-381	45.00
FEDERATED RURAL ELECTRIC	112843 3-20-21	03/10/2021	#112843 - UTILITY	601-49400-381	47.00
FEDERATED RURAL ELECTRIC	112843-SERVICE	04/14/2021	112843-03/31/21	601-49400-381	36.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	601-49400-405	685.50
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	601-49400-408	491.13
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	601-49400-433	300.00
STANTEC CONSULTING SERVIC	1802469	07/08/2021	LANDFILL/WINDOM LANDFILL	601-49400-386	680.00
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	WATER-OFFICE	601-49400-404	80.97
WINDOM AUTO VALU	3400540 06-30-21	07/08/2021	MAINTENANCE - VEHICLE	601-49400-405	191.31
GOPHER STATE ONE CALL	1060838	07/06/2021	Locates- Water	601-49400-321	28.35
HOMETOWN SANITATION SER	0000422015	07/07/2021	REFUSE DISPOSAL	601-49400-384	99.99
RED ROCK RURAL WATER	#104328 07-02-2021	07/08/2021	Water-Johnson Auto	601-49400-217	34.00
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-water	601-49400-217	60.17
MINERAL SERVICE PLUS, LLC	06-21-21 #payment 3	07/07/2021	Contruction well payment # 3	601-16300	60,117.90
MN DEPT OF HEALTH	2ND QUARTER 2021	07/07/2021	WATER SURCHAGRE QUARTE	601-49400-443	5,096.00
FEDERATED RURAL ELECTRIC	112843 04-30-21	07/09/2021	WATER/ELECTRIC UTILITY	601-49400-381	31.00
FEDERATED RURAL ELECTRIC	112843 05-31-21	07/09/2021	WATER/ELECTRIC UTILITY	601-49400-381	24.00
FEDERATED RURAL ELECTRIC	112843 06-30-21	07/09/2021	WATER/ELECTRIC UTILITY	601-49400-381	21.00
WEX BANK	72598573	07/12/2021	FUEL - WATER	601-49400-212	386.07
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	601-49400-404	81.43
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	601-49400-321	51.42
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	601-49400-326	70.00
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	601-49400-381	6,268.36
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	601-49400-382	18.39
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	601-49400-385	38.27
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	601-49400-386	1,043.89
Fund 601 - WATER Total:					75,815.15
Fund: 602 - SEWER					
MN VALLEY TESTING	1093343	06/22/2021	LAB TESTING/WATER	602-49450-310	254.40
MID-AMERICAN RESEARCH C	0734988-IN	07/07/2021	CHEMICALS/WWTP	602-49450-216	731.18
MID-AMERICAN RESEARCH C	0734990-IN	07/07/2021	CHEMICALS	602-49450-216	653.50
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	602-49450-216	347.70
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	602-49450-404	154.54
MN VALLEY TESTING	1093703	06/30/2021	LAB TESTING/WASTEWATER	602-49450-310	163.20
MN VALLEY TESTING	1094365	06/30/2021	LAB TESTING/WASTEWATER	602-49450-310	103.20
EOSI - Environmental Operati	39120	06/30/2021	CHEMICALS/WASTEWATER	602-49450-216	10,524.80
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	SEWER-OFFICE	602-49450-404	14.99
MN VALLEY TESTING	1094686	07/07/2021	LAB TESTING	602-49450-310	163.20
GOPHER STATE ONE CALL	1060838	07/06/2021	Locates- sewer	602-49450-321	28.35
MN VALLEY TESTING	1095501	07/07/2021	LAB TESTING/WWTP	602-49450-310	103.20
SOUTH CENTRAL ELECTRIC	05/01/2021-05/31/2021	07/07/2021	ELECTRIC UTILITY	602-49450-381	104.82
MN VALLEY TESTING	1095754	07/07/2021	LAB TESTING/WWTP	602-49450-310	254.40
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-sewer	602-49450-217	60.17
WEX BANK	72598573	07/12/2021	FUEL - SEWER	602-49450-212	240.01
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	602-49450-404	175.77
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	602-49450-321	177.67
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	602-49450-326	70.00
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	602-49450-381	12,989.41
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	602-49450-382	208.44
Fund 602 - SEWER Total:					27,522.95
Fund: 604 - ELECTRIC					
DICKS WELDING INC	71089	07/12/2021	ELECTRIC-MAINTENANCE - OF	604-49550-404	57.40
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	604-49550-218	325.60
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	604-49550-334	467.18

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Payment Dates: 7/3/2021 - 7/16/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	604-49550-408	39.45
BARNETT PRO CARE	308	06/23/2021	REPAIRS/CONCRETE- PROSPE	604-49550-408	508.00
STAPLES OIL CO	6032683	06/23/2021	FUEL/#2 DYED	604-49550-262	11,645.00
BARNETT PRO CARE	311	06/23/2021	MOWING/QUEVLI LOT	604-49550-413	65.00
TEREX USA LLC	7135636	06/30/2021	MAINTENANCE - VEHICLE/ELE	604-49550-405	200.00
TEREX USA LLC	7135637	06/30/2021	MAINTENANCE - VEHICLE/ELE	604-49550-405	200.00
TEREX USA LLC	7135638	06/30/2021	MAINTENANCE - VEHICLE/ELE	604-49550-405	200.00
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	ELECTRIC-OPERATING SUPPLI	604-49550-217	99.99
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	ELECTRIC-OFFICE	604-49550-404	28.95
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	ELECTRIC-GROUNDS	604-49550-406	41.98
WINDOM AUTO VALU	3400540 06-30-21	07/08/2021	MAINTENANCE - VEHICLE	604-49550-405	4.97
OVERHEAD DOOR COMPANY	60448	07/07/2021	MAINTENANCE - STRUCTURE/	604-49550-402	687.70
DITCH WITCH OF MN	P52524	07/07/2021	MAINTENANCE - DISTRIBUTIO	604-49550-408	205.89
RDO EQUIPMENT CO	P9826804	06/30/2021	MAINTENANCE - OFFICE/ELEC	604-49550-404	907.52
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	ELECTRIC-DID YOU KNOW	604-49550-340	76.50
GOPHER STATE ONE CALL	1060838	07/06/2021	Locates- Electric	604-49550-321	28.35
SMITH AUTO SUPPLY - CARQU	5/31/2021-6/18/2021	07/07/2021	MAINTENANCE	604-49550-404	209.55
HOMETOWN SANITATION SER	0000422016	07/07/2021	REFUSE DISPOSAL	604-49550-384	99.99
GOLDEN WEST TECH & INT SO	210610281	07/06/2021	Electric Dept answering serv	604-49550-325	47.72
SCHRAMMEL LAW OFFICE	6-4-2021/6-24-2021	07/07/2021	MAINTENANCE - TRANSMISSI	604-16300	1,965.00
DONNA HORKEY	7/1/2021	07/07/2021	TRANSMISSION LINE- EASEM	604-49550-413	70.00
WINDOM AREA DEVELOPME	JULY 2021	07/02/2021	PAYMENTS TO OTHER ORGANI	604-49550-491	1,200.00
JOANNE NELSON	5696-29	07/06/2021	Monogram clothing	604-49550-218	195.00
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-electri	604-49550-217	60.17
JORDAN BUSSA	035	07/07/2021	MAINTENANCE - GROUNDS	604-49550-406	184.60
AMAZON CAPITAL SERVICES, I	1JXG-YHDY-1XVR	07/12/2021	ELECTRIC/AZQOYJ8ZNZN2YT	604-49550-200	29.99
ELECTRIC FUND	#519 07-08-21	07/12/2021	EL CONSTRUCTION NEW #1	604-16300	11,922.03
WEX BANK	72598573	07/12/2021	FUEL - ELECTRIC	604-49550-212	1,094.28
TRINA BOOZE	07-13-2021	07/13/2021	UTILITY PRE-PAYMENT REFUN	604-22000	300.00
CESAREO KELLY JHONSON	07-13-2021	07/13/2021	UTILITY PRE-PAYMENT REFUN	604-22000	300.00
BRET & ALIZABETH JOY SEIDEL	07-13-2021	07/13/2021	ELECTRIC PREPAYMENT REFU	604-22000	300.00
GORDON FLESCHE CO. INC.	07-13-21	07/13/2021	UTILITY PRE-PAYMENT REFUN	604-22000	300.00
MATT ONKEN	07-13-21	07/13/2021	UTILITY REFUND PREPAYMEN	604-22000	300.00
UNITED COMMUNITY ACTION	07-13-21	07/13/2021	M.BARBER	604-22000	300.00
JEFF THOMPSON	07-13-21	07/13/2021	JEFF THOMPSON	604-22000	300.00
AMANDA DENZER	07-13-21	07/13/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
SINEK TAKOICHY	07-13-21	07/13/2021	UTILITY PREPAYMENT REFUN	604-22000	118.79
WALLY ROSARIO RECIO	07-13-21	07/13/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
PEDRO GOMEZ CASTRO	07-13-21	07/13/2021	UTILITY PREPAYMENT REFUN	604-22000	300.00
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	604-49550-217	11.99
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	604-49550-404	15.48
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	604-49550-321	78.86
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	604-49550-326	191.37
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	604-49550-381	119.01
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	604-49550-382	24.76
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	604-49550-385	53.70

Fund 604 - ELECTRIC Total: 36,481.77

Fund: 609 - LIQUOR STORE

SOUTHERN GLAZER'S OF MN	2092860	06/18/2021	MERCHANDISE	609-49751-251	2,017.54
SOUTHERN GLAZER'S OF MN	2092860	06/18/2021	MERCHANDISE	609-49751-333	36.38
SOUTHERN GLAZER'S OF MN	2092861	06/18/2021	MERCHANDISE	609-49751-254	26.00
SOUTHERN GLAZER'S OF MN	2092861	06/18/2021	MERCHANDISE	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2092862	06/21/2021	MERCHANDISE/LIQUOR STOR	609-49751-251	89.91
SOUTHERN GLAZER'S OF MN	2092862	06/21/2021	MERCHANDISE/LIQUOR STOR	609-49751-253	263.31
SOUTHERN GLAZER'S OF MN	2092862	06/21/2021	MERCHANDISE/LIQUOR STOR	609-49751-333	14.35
MORGAN CREEK VINEYARDS	6097	06/25/2021	LIQUOR/WINE	609-49751-253	219.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	609-49751-217	32.94
BELLBOY CORP	0089922200	06/28/2021	LIQUOR/MERCHANDISE	609-49751-251	531.00
BELLBOY CORP	0089922200	06/28/2021	LIQUOR/MERCHANDISE	609-49751-333	10.00
BELLBOY CORP	0103449300	06/25/2021	LIQUOR/SOFT DRINKS-MIX	609-49751-254	42.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BELLBOY CORP	0103449300	06/25/2021	LIQUOR/MISC-OTHER	609-49751-261	160.80
BELLBOY CORP	0103449300	06/25/2021	LIQUOR/FREIGHT	609-49751-333	4.95
WINE MERCHANTS	738304	06/29/2021	CLEANING/SUPPLIES	609-49751-253	-14.40
BEVERAGE WHOLESALERS	171205	06/23/2021	LIQUOR/BEER	609-49751-251	117.00
BEVERAGE WHOLESALERS	171205	06/23/2021	LIQUOR/MERCHANDISE	609-49751-252	6,021.65
BEVERAGE WHOLESALERS	171205	06/23/2021	LIQUOR/LIQUOR	609-49751-254	128.00
BEVERAGE WHOLESALERS	171206	06/23/2021	LIQUOR/BEER	609-49751-252	108.00
BEVERAGE WHOLESALERS	171951	06/23/2021	LIQUOR/MERCHANDISE	609-49751-252	120.00
BEVERAGE WHOLESALERS	171951	06/23/2021	LIQUOR/BEER	609-49751-254	116.00
BREAKTHRU BEVERAGE MN	340007213	06/28/2021	LIQUOR/MERCHANDISE	609-49751-251	3,159.33
BREAKTHRU BEVERAGE MN	340007213	06/28/2021	LIQUOR/MERCHANDISE	609-49751-254	52.18
BREAKTHRU BEVERAGE MN	340007213	06/28/2021	LIQUOR/MERCHANDISE	609-49751-333	42.86
BREAKTHRU BEVERAGE MN	340007214	06/28/2021	BEER	609-49751-252	73.65
ARTISAN BEER COMPANY	3480897	06/28/2021	156083/LIQUOR/BEER	609-49751-252	164.00
WINE MERCHANTS	7335280	06/25/2021	LIQUOR/WINE	609-49751-253	336.00
WINE MERCHANTS	7335280	06/25/2021	LIQUOR/WINE	609-49751-333	5.93
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	LIQUOR-CLEANING/SUPPLIES	609-49751-211	8.59
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	LIQUOR-STRUCTURE	609-49751-402	4.94
PBC - PEPSI BEVERAGES COM	52119255	06/25/2021	LIQUOR/BEER	609-49751-252	220.83
MORGAN CREEK VINEYARDS	6100	06/25/2021	LIQUOR/WINE	609-49751-253	126.00
PHILLIPS WINE & SPIRITS	635426	07/02/2021	LIQUOR	609-49751-251	-135.25
PHILLIPS WINE & SPIRITS	635426	07/02/2021	LIQUOR	609-49751-333	-1.74
PHILLIPS WINE & SPIRITS	635427	07/13/2021	LIQUOR-SOFT DRINKS/MIXES	609-49751-254	-22.50
PHILLIPS WINE & SPIRITS	635427	07/13/2021	LIQUOR-FREIGHT	609-49751-333	-1.74
WINE MERCHANTS	738378	07/02/2021	WINE	609-49751-253	-28.00
CITIZEN PUBLISHING CO	#CITYW 06-30-21	07/13/2021	LIQUOR-ADVERTISING	609-49751-340	1,149.00
BEVERAGE WHOLESALERS	172244	07/01/2021	BEER	609-49751-252	13,848.30
SOUTHERN GLAZER'S OF MN	2097921	07/01/2021	LIQUOR	609-49751-333	0.51
SOUTHERN GLAZER'S OF MN	2097922	07/01/2021	LIQUOR	609-49751-251	7,690.80
SOUTHERN GLAZER'S OF MN	2097922	07/01/2021	LIQUOR	609-49751-333	144.01
SOUTHERN GLAZER'S OF MN	2097923	07/01/2021	WINE	609-49751-253	258.00
SOUTHERN GLAZER'S OF MN	2097923	07/01/2021	WINE	609-49751-333	12.30
FORUM COMMUNICATIONS C	299981 06-30-21	07/14/2021	LIQUOR/ADVERTISING	609-49751-340	70.00
ARCTIC GLACIER U.S.A. INC	3461118113	07/01/2021	ICE	609-49751-257	273.70
ARCTIC GLACIER U.S.A. INC	3461118113	07/01/2021	ICE	609-49751-333	7.50
DOLL DISTRIBUTING, LLC	562879	07/01/2021	BEER	609-49751-252	17,416.65
KDOM RADIO	6-1-2021	07/01/2021	ADVERTISEMENT/JUNE 2021	609-49751-340	849.46
HOMETOWN SANITATION SER	0000422014	07/14/2021	LIQUOR/REFUSE DISPOSAL	609-49751-384	174.00
JOHNSON BROS.	1835353	07/01/2021	LIQUOR	609-49751-251	6,537.71
JOHNSON BROS.	1835353	07/01/2021	LIQUOR	609-49751-333	95.70
JOHNSON BROS.	1835354	07/01/2021	WINE	609-49751-253	1,978.67
JOHNSON BROS.	1835354	07/01/2021	WINE	609-49751-333	76.86
ATLANTIC COCA-COLA	2849152	07/01/2021	SOFT DRINKS & MIXES	609-49751-254	233.11
ATLANTIC COCA-COLA	2849154	07/01/2021	SOFT DRINKS & MIXES	609-49751-254	33.69
BREAKTHRU BEVERAGE MN	340117765	07/01/2021	LIQUOR	609-49751-251	419.88
BREAKTHRU BEVERAGE MN	340117765	07/01/2021	LIQUOR	609-49751-333	6.16
ARTISAN BEER COMPANY	3482237	07/01/2021	BEER	609-49751-252	466.70
PHILLIPS WINE & SPIRITS	6230529	07/01/2021	LIQUOR	609-49751-251	1,082.36
PHILLIPS WINE & SPIRITS	6230529	07/01/2021	LIQUOR	609-49751-333	10.87
PHILLIPS WINE & SPIRITS	6230530	07/01/2021	MERCHANDISE	609-49751-253	319.75
PHILLIPS WINE & SPIRITS	6230530	07/01/2021	MERCHANDISE	609-49751-254	55.00
PHILLIPS WINE & SPIRITS	6230530	07/01/2021	MERCHANDISE	609-49751-333	12.18
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-liquor	609-49751-217	85.94
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	609-49751-321	132.90
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	609-49751-326	729.01
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	609-49751-381	1,020.14
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	609-49751-382	19.92
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	609-49751-385	39.23

Fund 609 - LIQUOR STORE Total: 69,301.57

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 614 - TELECOM					
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	614-49870-217	1,522.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	614-49870-241	23.90
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	614-49870-447	139.00
AMAZON CAPITAL SERVICES, I	1VT6-TTJ9-XN3D	06/24/2021	OPERATING SUPPLIES	614-49870-217	1,182.31
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	TELECOM-SMALL TOOLS	614-49870-241	70.96
AMAZON CAPITAL SERVICES, I	1LFN-CN3G-16JL	07/13/2021	TELECOM-UTILITY SYSTEM	614-49870-227	111.09
ELECTRIC SCIENTIFIC CO INC	434554	06/30/2021	MAINTENANCE - OFFICE	614-49870-404	437.12
NATIONAL CABLE TV COOP	21060524	06/30/2021	SUBSCRIBER FEES-JUNE 2021	614-49870-442	47,401.65
GOPHER STATE ONE CALL	1060838	07/06/2021	Locates- Telecom	614-49870-321	28.35
MANKATO NETWORKS, LLC	389291	07/07/2021	TELECOM/INTERNET EXPENSE	614-49870-447	370.00
KDOM RADIO	6/14/2021-6/30/2021	07/07/2021	ADVERTISING	614-49870-340	100.98
OLSEN THIELEN & CO.,LTD	63006	07/07/2021	CONSULTING & AUDITING	614-49870-301	800.00
NEUSTAR, INC.	I-0000036241	07/13/2021	TELECOM-CALL COMPLETION	614-49870-451	11.00
HOMETOWN SANITATION SER	0000422017	07/07/2021	TELECOM/REFUSE DISPOSAL	614-49870-384	87.98
WOODSTOCK COMMUNICATI	10169958	07/06/2021	Special Acces Circuits- Switch	614-49870-445	205.10
CONSOLIDATED CALL CENTER	18633	07/07/2021	SUBSCRIBER FEES	614-49870-445	114.51
ZAYO GROUP, LLC	2021070002376	07/07/2021	TELECOM/CALL COMPLETION	614-49870-451	1,279.45
ZAYO GROUP, LLC	2021070027696	07/07/2021	TELECOM/INTERNET EXPENSE	614-49870-447	1,950.00
GOLDEN WEST TECH & INT SO	210610222	07/07/2021	TELECOM/ON CALL SUPPORT	614-49870-448	185.45
DISPLAY SYSTEMS INTERNATI	22841	07/07/2021	SUBSCRIBER FEES	614-49870-442	198.44
E-911 - INDEPENDENT EMERG	7/1/2021-7/31/2021	07/07/2021	SWITCH FEES	614-49870-445	40.00
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-teleco	614-49870-217	103.13
RAGE INC - CAMPUS CLEANER	43103	07/07/2021	CLEANING/SUPPLIES	614-49870-211	21.31
MN 9-1-1 PROGRAM	07072021	07/13/2021	TELECOM-911/FEES	614-20206	1,201.81
INTERNAL REVENUE SERVICE	JUNE 2021 FINAL	07/08/2021	EXCISE TAX - JUNE 2021	614-20201	379.05
TIM FJELD	07-08-2021	07/09/2021	ON CALL MAY 2021	614-49870-448	43.50
TIM FJELD	07-08-2021	07/09/2021	ON CALL APRIL 2021	614-49870-448	43.50
TIM FJELD	07-08-2021	07/09/2021	ON CALL MARCH 2021	614-49870-448	43.50
INTERNAL REVENUE SERVICE	JULY 2021	07/08/2021	EXCISE TAX/BI-WEEKLY JULY 2	614-20201	500.00
WEX BANK	72598573	07/12/2021	FUEL - TELECOM	614-49870-212	246.34
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	614-49870-321	268.53
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	614-49870-381	2,612.76
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	614-49870-382	19.92
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	614-49870-385	39.23
Fund 614 - TELECOM Total:					61,781.87
Fund: 615 - ARENA					
RAGE INC - CAMPUS CLEANER	39942	07/01/2021	CLEANING/SUPPLIES/ARENA	615-49850-211	50.00
RAGE INC - CAMPUS CLEANER	41505	07/01/2021	CLEANING/SUPPLIES/ARENA	615-49850-211	50.00
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	615-49850-217	23.49
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	ARENA	615-49850-217	76.97
HOMETOWN SANITATION SER	422018	07/06/2021	Refuse Disposal-Arena	615-49850-384	150.99
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-arena	615-49850-217	60.17
WEX BANK	72598573	07/12/2021	FUEL - ARENA	615-49850-212	173.74
RUNNINGS SUPPLY, INC	71920 JUNE 21	07/14/2021	MAINTENANCE	615-49850-215	103.69
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	615-49850-321	127.24
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	615-49850-326	433.00
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	615-49850-381	1,975.44
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	615-49850-382	181.94
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	615-49850-385	82.63
Fund 615 - ARENA Total:					3,489.30
Fund: 617 - M/P CENTER					
COLE PAPERS INC.	9998547	06/18/2021	CLEANING/SUPPLIES	617-49860-211	117.31
ELITE MECHANICAL SYSTEMS,	8743	07/02/2021	MAINTENANCE - UTILITIES	617-49860-409	118.67
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	617-49860-217	79.15
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	617-49860-254	77.73
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	617-49860-254	32.29
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	617-49860-254	33.75
US BANK	06-21-2021	06/30/2021	CREDIT CARD CHARGES/4246-	617-49860-492	88.18
INDOFF, INC	3481484	06/28/2021	WCC/OPERATING SUPPLIES	617-49860-217	50.28

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	#72861 06-25-21	07/13/2021	C CENTER-OPERATING SUPPLI	617-49860-217	91.10
WINDOM AUTO VALU	3400540 06-30-21	07/08/2021	MAINTENANCE - VEHICLE	617-49860-409	10.97
ELITE MECHANICAL SYSTEMS,	8807	07/06/2021	Community Center 50 Gal H2	617-49860-409	1,659.98
HOMETOWN SANITATION SER	0000422019	07/06/2021	Community Center dumpster	617-49860-384	74.99
PLUNKETT'S PEST CONTROL	7119218	07/06/2021	Community Center July 2021	617-49860-217	409.97
A & B BUSINESS	IN851700	07/06/2021	Maintenance Contract-m/p	617-49860-217	60.17
RAGE INC - CAMPUS CLEANER	43101	07/07/2021	WCC-OPERATING SUPPLIES	617-49860-217	68.50
RIVER BEND LIQUOR	#8316149 20210707	07/08/2021	COMM. CTR-OTHER/SUPPLIES	617-49860-217	2.67
RIVER BEND LIQUOR	#8316149 20210707	07/08/2021	COMMUNITY CENTER-LIQUOR	617-49860-251	370.95
RIVER BEND LIQUOR	#8316149 20210707	07/08/2021	COMMUNITY CENTER-BEER	617-49860-252	1,038.97
RIVER BEND LIQUOR	#8316149 20210707	07/08/2021	COMMUNITY CENTER-WINE	617-49860-253	13.79
RIVER BEND LIQUOR	#8316149 20210707	07/08/2021	COMMUNITY CENTER-POP/M	617-49860-254	31.05
RIVER BEND LIQUOR	#8316149 20210707	07/08/2021	COMMUNITY CENTER-ICE	617-49860-254	3.40
SECR REV FUND/CITY OF WD	07-07-21	07/07/2021	WCC WEDDING/PETTY CASH	617-10200	1,500.00
HANSON PLUMBING	8078	07/13/2021	DRINKING FOUNTAIN-TOILET I	617-49860-402	753.89
SPENCER WINZENRIED	07-09-2021	07/09/2021	TOILET PAPER	617-49860-217	19.98
SPENCER WINZENRIED	07-09-2021	07/09/2021	POP/WATER	617-49860-254	111.41
SECR REV FUND/CITY OF WD	07-17-21	07/13/2021	PETTY CASH BOX	617-10200	1,500.00
SECR REV FUND/CITY OF WD	07-17-21	07/13/2021	PETTY CASH BOX	617-10200	1,500.00
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	617-49860-321	60.16
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	617-49860-326	403.33
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	617-49860-381	1,703.40
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	617-49860-382	565.65
ELECTRIC FUND	JULY 2021	07/14/2021	MONTHLY UTILITY & TELECO	617-49860-385	703.61
Fund 617 - M/P CENTER Total:					13,255.30

Fund: 700 - PAYROLL

MN CHILD SUPPORT PAYMEN	INV0001961	07/02/2021	Child Support Payment	700-21709	97.83
FURTHER (Select Account)	39881306	07/13/2021	FLEX SPENDING	700-21712	232.79
FURTHER (Select Account)	INV0001964	07/16/2021	HSA Employee Contribution	700-21723	422.35
MN Pera	INV0001965	07/16/2021	PERA	700-21704	8,180.60
MN Pera	INV0001965	07/16/2021	PERA	700-21704	1,035.90
MN Pera	INV0001965	07/16/2021	PERA	700-21704	13,874.74
MN State Deferred	INV0001966	07/16/2021	Deferred Roth	700-21705	1,162.00
MN State Deferred	INV0001966	07/16/2021	Deferred Compensation	700-21705	7,515.32
Internal Revenue Service-Payr	INV0001968	07/16/2021	Federal Tax Withholding	700-21701	11,437.77
Internal Revenue Service-Payr	INV0001968	07/16/2021	Social Security	700-21703	14,207.70
Internal Revenue Service-Payr	INV0001968	07/16/2021	Medicare Withholding	700-21711	4,210.56
MN Department of Revenue -	INV0001969	07/16/2021	State Withholding	700-21702	5,427.83
Fund 700 - PAYROLL Total:					67,805.39

Grand Total: 482,800.15

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	68,062.52
211 - LIBRARY	2,279.37
225 - AIRPORT	2,147.38
230 - POOL	7,038.26
235 - AMBULANCE	31,471.29
250 - EDA GENERAL	12,933.52
254 - NORTH IND PARK	914.51
277 - TIF 1-22 CEMSTONE	2,500.00
601 - WATER	75,815.15
602 - SEWER	27,522.95
604 - ELECTRIC	36,481.77
609 - LIQUOR STORE	69,301.57
614 - TELECOM	61,781.87
615 - ARENA	3,489.30
617 - M/P CENTER	13,255.30
700 - PAYROLL	67,805.39
Grand Total:	482,800.15

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	68.67
100-36200	Other Income	-293.39
100-41110-326	Data Processing	40.63
100-41110-350	Printing & Design	39.20
100-41110-434	Employee Appreciation	430.94
100-41310-200	Office Supplies	8.99
100-41310-217	Other Operating Supplie	103.13
100-41310-321	Telephone	85.17
100-41310-326	Data Processing	294.11
100-41310-331	Travel Expense	170.24
100-41310-350	Printing & Design	150.00
100-41310-433	Dues & Subscriptions	89.00
100-41910-301	Auditing & Consulting Se	110.00
100-41910-321	Telephone	65.08
100-41910-433	Dues & Subscriptions	145.00
100-41940-211	Cleaning Supplies	25.98
100-41940-381	Electric Utility	485.07
100-41940-382	Water Utility	65.43
100-41940-384	Refuse Disposal	97.99
100-41940-385	Sewer Utility	144.65
100-41940-406	Repairs & Maint - Groun	920.00
100-41940-409	Repairs & Maint - Utilitie	112.34
100-42120-200	Office Supplies	43.90
100-42120-212	Motor Fuels	1,580.99
100-42120-218	Uniforms	362.57
100-42120-305	Medical & Dental Fees	151.40
100-42120-308	Training & Registrations	1,406.90
100-42120-321	Telephone	34.74
100-42120-323	Radio Units	82.50
100-42120-325	Dispatching	3,107.25
100-42120-350	Printing & Design	754.30
100-42120-404	Repairs & Maint - M&E	129.99
100-42120-419	Vehicle Lease	1,034.43
100-42120-433	Dues & Subscriptions	242.24
100-42120-480	Other Miscellaneous	363.98
100-42220-211	Cleaning Supplies	55.32
100-42220-212	Motor Fuels	233.29

Account Summary

Account Number	Account Name	Payment Amount
100-42220-217	Other Operating Supplie	247.57
100-42220-321	Telephone	42.88
100-42220-325	Dispatching	49.50
100-42220-381	Electric Utility	366.54
100-42220-382	Water Utility	14.15
100-42220-384	Refuse Disposal	46.19
100-42220-385	Sewer Utility	32.93
100-42220-404	Repairs & Maint - M&E	945.37
100-42220-405	Repairs & Maint - Vehicl	139.71
100-42220-406	Repairs & Maint - Groun	201.20
100-42500-381	Electric Utility	30.69
100-42700-300	Charges for Services	63.60
100-43100-212	Motor Fuels	1,207.95
100-43100-217	Other Operating Supplie	333.16
100-43100-224	Street Maint Materials	195.00
100-43100-321	Telephone	46.26
100-43100-350	Printing & Design	967.36
100-43100-381	Electric Utility	845.26
100-43100-382	Water Utility	19.62
100-43100-384	Refuse Disposal	397.49
100-43100-385	Sewer Utility	42.21
100-43100-404	Repairs & Maint - M&E	4,797.83
100-43100-405	Repairs & Maint - Vehicl	168.44
100-43100-407	Repairs & Maint - Seal C	26,890.00
100-45120-215	Materials & Equipment	161.80
100-45120-217	Other Operating Supplie	49.80
100-45202-211	Cleaning Supplies	228.56
100-45202-212	Motor Fuels	878.31
100-45202-216	Chemicals and Chemical	23.97
100-45202-217	Other Operating Supplie	42.30
100-45202-326	Data Processing	466.67
100-45202-350	Printing & Design	229.50
100-45202-381	Electric Utility	752.64
100-45202-382	Water Utility	7,466.87
100-45202-384	Refuse Disposal	336.51
100-45202-385	Sewer Utility	246.96
100-45202-402	Repairs & Maint - Struct	157.42
100-45202-404	Repairs & Maint - M&E	483.52
100-45202-406	Repairs & Maint - Groun	5,504.75
211-45501-200	Office Supplies	81.44
211-45501-217	Other Operating Supplie	60.17
211-45501-321	Telephone	161.06
211-45501-326	Data Processing	70.00
211-45501-350	Printing & Design	229.50
211-45501-381	Electric Utility	298.70
211-45501-382	Water Utility	19.41
211-45501-385	Sewer Utility	41.54
211-45501-402	Repairs & Maint - Struct	927.00
211-45501-435	Books and Pamphlets	390.55
225-45127-200	Office Supplies	29.00
225-45127-212	Motor Fuels	37.91
225-45127-381	Electric Utility	465.90
225-45127-404	Repairs & Maint - M&E	1,575.00
225-45127-406	Repairs & Maint - Groun	39.57
230-45124-200	Office Supplies	41.95
230-45124-211	Cleaning Supplies	75.73
230-45124-217	Other Operating Supplie	756.43
230-45124-260	Concessions	1,423.36

Account Summary

Account Number	Account Name	Payment Amount
230-45124-321	Telephone	112.19
230-45124-381	Electric Utility	712.56
230-45124-382	Water Utility	3,155.46
230-45124-384	Refuse Disposal	125.24
230-45124-385	Sewer Utility	46.90
230-45124-402	Repairs & Maint - Struct	588.44
235-34205	Ambulance Revenues -	423.24
235-42153-212	Motor Fuels	2,705.95
235-42153-217	Other Operating Supplie	2,173.84
235-42153-312	Nursing	4,115.70
235-42153-321	Telephone	28.58
235-42153-325	Dispatching	1,284.75
235-42153-334	Meals/Lodging	480.54
235-42153-381	Electric Utility	244.36
235-42153-382	Water Utility	9.43
235-42153-384	Refuse Disposal	30.80
235-42153-385	Sewer Utility	21.95
235-42153-405	Repairs & Maint - Vehicl	3,426.35
235-42153-460	Miscellaneous Taxes	1,800.00
235-49950-500	Capital Outlay	14,725.80
250-46520-200	Office Supplies	16.02
250-46520-321	Telephone	322.56
250-46520-340	Advertising & Promotion	199.00
250-46520-350	Printing & Design	166.60
250-46520-381	Electric Utility	176.16
250-46520-382	Water Utility	18.58
250-46520-385	Sewer Utility	35.23
250-46520-439	Special Projects	11,953.37
250-46520-480	Other Miscellaneous	46.00
254-46520-381	Electric Utility	107.01
254-46520-406	Repairs & Maint - Groun	807.50
277-49960-720	Transfers	2,500.00
601-16300	Improvements Other Th	60,117.90
601-49400-212	Motor Fuels	386.07
601-49400-217	Other Operating Supplie	94.17
601-49400-321	Telephone	79.77
601-49400-326	Data Processing	70.00
601-49400-381	Electric Utility	6,260.36
601-49400-382	Water Utility	18.39
601-49400-384	Refuse Disposal	99.99
601-49400-385	Sewer Utility	38.27
601-49400-386	Landfill	1,723.89
601-49400-404	Repairs & Maint - M&E	162.40
601-49400-405	Repairs & Maint - Vehicl	876.81
601-49400-408	Repairs & Maint - Distrib	491.13
601-49400-433	Dues & Subscriptions	300.00
601-49400-443	Intergovernmental Fees	5,096.00
602-49450-212	Motor Fuels	240.01
602-49450-216	Chemicals and Chemical	12,257.18
602-49450-217	Other Operating Supplie	60.17
602-49450-310	Lab Testing	1,041.60
602-49450-321	Telephone	206.02
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	13,094.23
602-49450-382	Water Utility	208.44
602-49450-404	Repairs & Maint - M&E	345.30
604-16300	Improvements Other Th	13,887.03
604-22000	Prepayments	3,118.79

Account Summary

Account Number	Account Name	Payment Amount
604-49550-200	Office Supplies	29.99
604-49550-212	Motor Fuels	1,094.28
604-49550-217	Other Operating Supplie	172.15
604-49550-218	Uniforms	520.60
604-49550-262	Merchandise for Resale -	11,645.00
604-49550-321	Telephone	107.21
604-49550-325	Dispatching	47.72
604-49550-326	Data Processing	191.37
604-49550-334	Meals/Lodging	467.18
604-49550-340	Advertising & Promotion	76.50
604-49550-381	Electric Utility	119.01
604-49550-382	Water Utility	24.76
604-49550-384	Refuse Disposal	99.99
604-49550-385	Sewer Utility	53.70
604-49550-402	Repairs & Maint - Struct	687.70
604-49550-404	Repairs & Maint - M&E	1,218.90
604-49550-405	Repairs & Maint - Vehicl	604.97
604-49550-406	Repairs & Maint - Groun	226.58
604-49550-408	Repairs & Maint - Distrib	753.34
604-49550-413	Repairs & Maint - Trans	135.00
604-49550-491	Payments to Other Orga	1,200.00
609-49751-211	Cleaning Supplies	8.59
609-49751-217	Other Operating Supplie	118.88
609-49751-251	Liquor	21,510.28
609-49751-252	Beer	38,439.78
609-49751-253	Wine	3,458.33
609-49751-254	Soft Drinks & Mix	663.48
609-49751-257	Ice	273.70
609-49751-261	Other Merchandise	160.80
609-49751-321	Telephone	132.90
609-49751-326	Data Processing	729.01
609-49751-333	Freight and Express	479.13
609-49751-340	Advertising & Promotion	2,068.46
609-49751-381	Electric Utility	1,020.14
609-49751-382	Water Utility	19.92
609-49751-384	Refuse Disposal	174.00
609-49751-385	Sewer Utility	39.23
609-49751-402	Repairs & Maint - Struct	4.94
614-20201	Excise Tax Payable	879.05
614-20206	911 TAP & TACIP Fees Cl	1,201.81
614-49870-211	Cleaning Supplies	21.31
614-49870-212	Motor Fuels	246.34
614-49870-217	Other Operating Supplie	2,807.44
614-49870-227	Utility System Maint Sup	111.09
614-49870-241	Small Tools	94.86
614-49870-301	Auditing & Consulting Se	800.00
614-49870-321	Telephone	296.88
614-49870-340	Advertising & Promotion	100.98
614-49870-381	Electric Utility	2,612.76
614-49870-382	Water Utility	19.92
614-49870-384	Refuse Disposal	87.98
614-49870-385	Sewer Utility	39.23
614-49870-404	Repairs & Maint - M&E	437.12
614-49870-442	Subscriber Fees	47,600.09
614-49870-445	Switch Fees	359.61
614-49870-447	Internet Expense	2,459.00
614-49870-448	On-Call Support	315.95
614-49870-451	Call Completion	1,290.45

Account Summary

Account Number	Account Name	Payment Amount
615-49850-211	Cleaning Supplies	100.00
615-49850-212	Motor Fuels	173.74
615-49850-215	Materials & Equipment	103.69
615-49850-217	Other Operating Supplie	160.63
615-49850-321	Telephone	127.24
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	1,975.44
615-49850-382	Water Utility	181.94
615-49850-384	Refuse Disposal	150.99
615-49850-385	Sewer Utility	82.63
617-10200	Petty Cash	4,500.00
617-49860-211	Cleaning Supplies	117.31
617-49860-217	Other Operating Supplie	781.82
617-49860-251	Liquor	370.95
617-49860-252	Beer	1,038.97
617-49860-253	Wine	13.79
617-49860-254	Soft Drinks & Mix	289.63
617-49860-321	Telephone	60.16
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,703.40
617-49860-382	Water Utility	565.65
617-49860-384	Refuse Disposal	74.99
617-49860-385	Sewer Utility	703.61
617-49860-402	Repairs & Maint - Struct	753.89
617-49860-409	Repairs & Maint - Utilitie	1,789.62
617-49860-492	Entertainment Event Fee	88.18
700-21701	Federal Withholding	11,437.77
700-21702	State Withholding	5,427.83
700-21703	FICA Tax Withholding	14,207.70
700-21704	PERA Contributions	23,091.24
700-21705	Retirement	8,677.32
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	4,210.56
700-21712	Flex Account	232.79
700-21723	HSA Employee Contribu	422.35
	Grand Total:	482,800.15

Project Account Summary

Project Account Key	Payment Amount
None	482,800.15
Grand Total:	482,800.15

Cdw
7/15/2021

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION EXPRESSING SINCERE APPRECIATION TO
MICHAEL BREGEL FOR HONORABLE AND DEVOTED PUBLIC SERVICE
TO THE CITY OF WINDOM, MINNESOTA**

WHEREAS, the City of Windom wishes to express grateful recognition and appreciation to **MICHAEL BREGEL** for his untiring and valuable service faithfully rendered to the City of Windom commencing on March 11, 1996, through July 30, 2021.

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

1. The City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community, extends to **MICHAEL BREGEL** its expressions of appreciation for serving the City well, and its best wishes for the years to come.

2. That a copy of this resolution be incorporated in the official records of the City Council of the City of Windom and a copy presented to Michael Bregel.

Adopted this 20th day of July, 2021.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FOR THE WINDOM AMBULANCE DEPARTMENT FROM THE HOWARD DAVIS FAMILY

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

WHEREAS, the Howard Davis Family are supporters of the City of Windom Ambulance Department for their care that was provided to Howie and the care to the Community; and

WHEREAS, the Windom Ambulance Department has received a donation from the Howard Davis Family in the amount of \$500.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$500.00 from the Howard Davis Family to be used for the Windom Ambulance Department.

Adopted by the Council this 20th day of July, 2021.

Attest: _____
 Steven Nasby, City Administrator

Dominic Jones, Mayor



2021 Legislative Session: Final Outcomes on CGMC Priorities

	CGMC Goal	Governor	House	Senate	Final Outcome
Local Government Aid (LGA)	Prevent cuts to LGA appropriation	No LGA appropriation cut	No LGA appropriation cut	- No LGA appropriation cut - One-time supplemental aid to prevent reduction to any city based on formula	- No LGA appropriation cut - One-time supplemental aid to prevent reduction to any city based on formula
Public Facilities Authority (PFA) water infrastructure programs	\$100M in bonding and/or other sources	\$0 in bonding \$15.936M in Legacy bill for Point Source Implementation Grants (PSIG)	\$15M in bonding \$15.936M in Legacy bill for PSIG	- No bonding bill \$16.936M in Legacy bill for PSIG \$165M using federal relief funds	- No bonding bill \$15.9M in Legacy bill for PSIG
Municipal PFAS Source Reduction Initiative	\$500,000 for source reduction at wastewater facilities - Creation of stakeholder group to oversee the initiative	\$500,000 for source reduction at wastewater facilities - No stakeholder group	\$500,000 for source reduction at wastewater facilities - No stakeholder group	\$500,000 for source reduction at wastewater and solid waste recovery facilities - Combined stakeholder group	\$600,000 for source reduction at wastewater and solid waste recovery facilities - Combined stakeholder group
Child Care - Facilities Grant Program	\$20M in bonding	\$0 in bonding	\$5M in bonding	- No bonding bill - Appropriates \$50M in federal relief funds to reopen closed facilities	\$22.5M statewide for facilities
Child Care - Grants to Minnesota Initiative Foundations for child care business development	\$4M	\$0	\$2M	\$3M	\$3M in 2022-23 \$2M projected in base budget for 2024-25
Child Care - DEED child grants for training and business development	\$10M	\$750,000	\$10M	\$20M using federal relief funds	\$5M in 2022-23 \$3M projected in base budget for 2024-25



2021 Legislative Session: Final Outcomes on CGMC Priorities

	CGMC Goal	Governor	House	Senate	Final Outcome
Greater Minnesota Business Development Public Infrastructure (BDPI) Grant Program	\$20M in bonding \$3.574M in cash	\$0 in bonding \$3.574M in cash	\$0 in bonding \$3.574M in cash	- No bonding bill \$3.574M in cash	- No bonding bill \$3.574M in cash
Housing - Greater Minnesota Fix-Up Fund (new program)	\$5M	\$0	\$0	\$0	\$0
Housing - Greater Minnesota Housing Public Infrastructure Grant Program (new program)	\$2.5M in bonding	\$0	\$0	No bonding bill	\$0 (no bonding bill)
Housing - Greater Minnesota Workforce Development Fund	\$6M	\$6M	\$4M	\$4M	\$4M
Large-City Streets (Cities with populations over 5,000 receive state funding through the Municipal Street Aid program)	\$25M/year increase	No increase	New, dedicated revenues increase MSA by \$16M/year by 2025	Dedication of new general funds increase MSA by \$4M/year by 2025	No significant increase. MSA will see a small increase of less than \$700,000 per year as a result of other provisions in the transportation bill.
Small-City Streets (Cities with populations under 5,000 receive no dedicated funding from the state)	\$25M/year	\$0	\$19.6M/year in dedicated, ongoing funds	\$9M/year in ongoing dedicated funds; one-time general fund appropriations of \$6.1M in 2022, \$5.7M in 2023	\$18M one-time appropriation in FY22

CGMC Is Greater Minnesota's Voice on LGA

For more than 40 years, CGMC has been the most prominent and outspoken advocate for Local Government Aid (LGA). No one fights harder, brings the level of expertise, or looks out for Greater Minnesota like CGMC does.

A TIMELINE OF CGMC'S RECENT ADVOCACY ON LGA

2012 LAUNCHES "THANK LGA" CAMPAIGN

CGMC staff organized and hosted townhall meetings with city leaders around the state on the vital role LGA plays in providing local services and keeping property taxes down. The THANK LGA campaign generated significant media attention and set the stage for discussions on formula reforms and increasing LGA funding.

2014 SUCCESSFULLY ADVOCATES FOR \$9.3M INCREASE IN LGA APPROPRIATION

2017 SUCCESSFULLY ADVOCATES FOR \$15M INCREASE IN LGA APPROPRIATION

2020-21 HIGHLIGHTS IMPORTANCE OF LGA DURING PANDEMIC

As the state faced a potential deficit and economic uncertainty due to the COVID-19 pandemic, CGMC was quick to speak out about the importance of LGA. Through meetings with legislators and the Governor's staff, press releases, guest columns in newspapers across the state, social media efforts and an "LGA Week" campaign, CGMC brought attention to the vital role LGA plays in helping cities power through the pandemic — and its role in providing a strong foundation for recovery afterward.

2013 KEY PLAYER IN LGA REFORM AND \$80M INCREASE IN LGA APPROPRIATION

CGMC was a vocal critic of a Dayton Administration plan that would have reduced LGA for numerous Greater Minnesota cities and channeled minimal new aid to rural communities, despite a proposed \$80 million increase to the LGA program.

Due to our pushback, the Legislature initiated a stakeholder process that included legislators and municipal organizations. CGMC was the only group at the table to exclusively represent Greater Minnesota.

2015 DEFENDS LGA AGAINST ARBITRARY CUTS

CGMC successfully pushed back against legislative proposals that would have significantly reduced LGA for first-class cities. The proposals would have undermined the integrity of the LGA formula and presented a long-term danger to the LGA program for all cities.

2019 SUCCESSFULLY ADVOCATES FOR \$30M INCREASE IN LGA APPROPRIATION, RESTORING LGA TO 2002 LEVEL

After the 2013 LGA increase and reform, CGMC set its sights on restoring the LGA program to its 2002 funding level — the high-water mark for the program. After a few years of modest increases, LGA finally returned to its 2002 funding level thanks to a strong campaign led by CGMC.

2022 & Beyond FIGHTING FOR GREATER MINNESOTA IN LGA REFORM DISCUSSIONS

Since the start of the 2021 legislative session, all four chairs of the legislative committees that control LGA have indicated they want to revise the program's formula. Formula revisions present opportunities, but also bring serious risks. CGMC will be fighting for our member cities every step of the reform process. CGMC membership is your city's seat at the negotiating table!



DEDICATED TO A STRONG GREATER MINNESOTA



CGMC Environmental Program Successes, Emerging Issues & Continued Advocacy

Recent Successes

Per- and Polyfluoroalkyl Substances (PFAS)



PFAS are a class of pervasive chemicals that have been linked to various health concerns and have been found in waterbodies across the state. PFAS can be removed from drinking water through expensive treatment, but there is no technologically feasible method for removing them from wastewater.

CGMC's Role: We advocated for a municipal source reduction strategy, which the Legislature established and funded this year. We also blocked legislation that could have held cities liable for the presence of PFAS in wastewater or drinking water. We continue to defend against detrimental proposals and seek ways to reduce sources of PFAS.

Chloride

More than 100 cities could face chloride limits in their wastewater permits, but there is no feasible method to remove chloride at a wastewater facility. Most cities will need a variance from these permit requirements, and a variance will still require efforts by the city to reduce chloride. Some cities may be required to install central water softening, but others may be able to address the issue by working with citizens to remove and/or upgrade home water softening equipment.



CGMC's Role: We sought state funding for grants to assist cities with the removal or upgrade of home water softeners, which the Legislature passed this year. We also submitted comments to the Minnesota Pollution Control Agency (MPCA) in favor of chloride variances that were approved. We continue support cities on this issue.

Funding for Innovative Approaches and Climate Impact



As the cost of wastewater treatment increases, cities are looking to alternative approaches to address water quality issues and the impacts of the changing climate. Current state funding may not always support innovative projects because they do not fit into traditional program definitions.

CGMC's Role: We advocated in favor of a new MPCA grant program that will help cities plan for the infrastructure needed to address extreme weather. The 2021 Legislature created and funded this program.

Lake Pepin TMDL

Nearly two-thirds of Minnesota's watersheds drain into Lake Pepin and are therefore subject to the Lake Pepin Total Maximum Daily Load (TMDL) plan. This plan seeks to impose phosphorus limits on cities' wastewater and stormwater even though data shows the lake is no longer impaired.



CGMC's Role: We joined with other local government advocacy organizations to bring a contested case action on the TMDL and negotiated several process changes that will assist cities in the future.

Class 3 & 4 Waters/Salty Parameters



Several CGMC members have unnecessary permit limits based on MPCA's outdated Class 3 and 4 water quality standards, which have caused major impediments to economic development. In addition to the cities that currently have problematic permit limits, more than 20 CGMC members are slated to receive outdated permit limits unless MPCA updates the underlying water quality standards.

CGMC's Role: We participated in MPCA's rulemaking process and submitted comments in favor of MPCA's plan to update the standards. The plan was recently affirmed by an Administrative Law Judge and we will continue to support these changes until they are finalized by the U.S. Environmental Protection Agency (EPA).



CGMC Environmental Program Successes, Emerging Issues & Continued Advocacy

Emerging & Ongoing Issues

Proposed Permit Fee Increase



MPCA is seeking to impose a fee increase on water quality related permits to generate more funding for its water quality operations. A significant portion of this increase will fall on municipalities.

CGMC's Role: We are pushing for increased state general fund spending for water quality operations, rather than requiring local municipalities to pay for these increases. The 2021 Legislature appropriated \$3 million for the water quality budget, but we anticipate MPCA will seek an increase for the remaining deficit. We will monitor and advocate as the proposed rules move forward.

Wild Rice Sulfate Rule

Minnesota's standard for sulfate in wild rice waters is outdated and may result in permit limits that would require expensive facility upgrades that would not actually improve water quality. At the urging of environmentalists, the U.S. EPA proposed adding 30 waterbodies to the impairment list which could result in cities facing sulfate limits in their permits.

CGMC's Role: We submitted comments objecting to the inclusion of these waterbodies on the impairment list and urging the U.S. EPA to work with Tribal Nations and other stakeholders to protect wild rice. We will continue to monitor and advocate on this issue.



Water Infrastructure Funding



As facilities age and regulatory burdens increase, our cities face increasing water infrastructure costs. Ensuring that our cities receive help from the state in the form of Public Facilities Authority (PFA) grants and loans is vital.

CGMC's Role: We advocate for PFA funding from bonding and the Clean Water Fund. The 2021 Legacy bill included \$15.9 million for the PFA's Point Source Implementation Grant Program. In 2022, we will continue to push for a large bonding bill that includes substantial PFA funding and will review whether current programs are meeting the needs of our member cities.

Drinking Water and Water Access

Access to safe, clean and affordable drinking water is critical for Greater Minnesota communities. Several cities throughout the state have identified environmental, regulatory and economic challenges related to drinking water and water access.

CGMC's Role: We are working to better understand our members' concerns, monitor emerging issues and trends, and develop strategies to ensure Greater Minnesota communities have access to affordable water resources for generations to come.



Nitrogen and Nitrate Standards (EPA Nutrient Criteria)

The U.S. EPA is developing nutrient criteria for lakes that will regulate nitrogen and nitrate. These standards could have major negative economic impacts for municipal wastewater facilities.

CGMC's Role: CGMC is participating in the federal rulemaking process and will monitor state developments.



LABOR & EMPLOYEE RELATIONS PROGRAM

Purpose

The purpose of the Coalition of Greater Minnesota Cities Labor & Employee Relations Program is to 1) to **develop a coordinated effort among Greater Minnesota cities** on managing labor and employee relations and negotiating labor contracts through **researching and developing databases, advocating positive changes to labor processes, and by providing a forum for networking, discussing and implementing uniform labor policies and negotiating strategies;** and 2) to make available **expert and coordinated advice**—at a significantly reduced rate—on employment and labor relations issues facing Greater Minnesota cities.

CGMC Labor Program Services



Quarterly newsletter on relevant labor relations and public employment issues



Maintain **wages and insurance database** to track contract settlements and interest arbitration awards



Analyze and summarize labor relations and public employment **legislative changes** to report to cities



Sustain **cluster analysis database** to identify comparable cities for contract negotiations and interest arbitrations



Prepare and present **Labor and Employee Relations Seminars**



Develop **arbitrator selection database** for cities to analyze and select arbitrators in grievance and interest arbitrations



Prepare and present information at **Labor Committee Meetings and Webinars**



Develop joint labor contract negotiation **strategy and policy positions/guidelines**



Coordinate efforts with the League of Minnesota Cities and other organizations and governmental agencies

Individual Consultation Services

CGMC members have access to consultation services on labor relations and public employment issues impacting their individual city on a reduced fee-for-service basis through the law firm of Flaherty & Hood, P.A. Examples of services provided by Flaherty & Hood are listed below.

Employment Law Services

Represent cities in negotiations, mediation, arbitrations, administrative proceedings, litigation, and appeals

Advise on compliance with labor and employment laws, hiring employees, investigating misconduct, harassment and discrimination, and discipline and discharge actions

Investigate misconduct, performance problems, harassment, and discrimination



Labor Relations Services



Represent cities in **labor contract negotiations** and mediations with employee unions



Compile and summarize data from comparable cities on wages, health insurance, and other data



Investigate employee and union **grievances**, draft responses and settlement proposals, and attend grievance meetings



Represent cities in **arbitration hearings** and compile and analyze relevant data



Research state-provided lists of arbitrators and provide ranking order for purposes of **striking and selection**



Prepare filings with the **Bureau of Mediation Services (BMS)**

Job Classification and Compensation Services



Review job classifications, conduct interviews, and **analyze job descriptions**



Prepare and establish **comparisons of jobs** to determine the appropriate job worth



Draft classification and **compensation** plans, establish pay structure, and total compensation packages



Review, analyze, and advise on **pay equity** and represent in any legal compliance matter



Analyze and **make organizational recommendations** on work processes, structure, staffing, and retention

Human Resources

Draft, revise, and interpret employee handbooks, evaluations, manuals, and job descriptions

Conduct **training session for management** on hiring, performance matters, handling grievances, and other employee matters.



Contact Us

For more information, call Flaherty & Hood, CGMC's representative, at 651-225-8840 or email at CGMC_Communications@Flaherty-Hood.com or contact the labor and employment attorneys or analyst.

Brandon M. Fitzsimmons
Shareholder Attorney

bmfitzsimmons@flaherty-hood.com

Chad Arnesen
Attorney

charnesen@flaherty-hood.com

Christina Petsoulis
Attorney

ccpetsoulis@flaherty-hood.com

Karina G. Patino
Legal Analyst

kpertino@flaherty-hood.com



COALITION OF GREATER MN CITIES SUMMER CONFERENCE 2021

JULY 29-30, 2021

ALEXANDRIA, MN

Venue

Arrowwood Resort & Conference Center
2100 Arrowwood Lane
Alexandria, MN 56308

Hotel Information

The CGMC has reserved a block of hotel rooms at Arrowwood at a rate of \$139/night. Call Arrowwood at 320-762-1124 by June 28 to make a reservation under the CGMC's block.

Questions?

Please contact CGMC Media & Communications Director Julie Liew at jliew@flaherty-hood.com or 651-259-1917.

TOGETHER
AGAIN!



REGISTER ONLINE TODAY!

BIT.LY/CGMCSUMMER21

CONFERENCE AGENDA - THURSDAY, JULY 29

10:30 a.m. – CGMC Board of Directors meeting

11 a.m. – Registration begins at Arrowwood

12 p.m. – Conference Begins – Welcome Remarks from CGMC President Greg Zylka

12:05 p.m. – Keynote lunch with speaker (Governor Walz invited)

1:05 p.m. – “Legislative Session Through a Greater Minnesota Lens — What Happened and What May Be Coming”

CGMC Executive Director Bradley Peterson will provide in-depth analysis of the 2021 legislative sessions and what city leaders need know about the next two-year state budget. He will also discuss issues on the horizon for 2022, including a possible overhaul of the LGA formula. Attendees will also share their thoughts during an interactive discussion.

2:10 p.m. – “Paths to Common Ground”

City officials represent a diverse array of constituents — including those with strong opposing viewpoints. Ambassadors from Braver Angels will discuss the work their nonpartisan, nonprofit organization is doing to help foster better understanding and communications in our increasingly polarized society. They will provide tips on how to listen, share ideas and seek common ground despite our differences.

3:45 p.m. – “LGA & Legislative Tax Policy: Perspectives from the Chairs”

Chairs of the House and Senate committees on taxes and property taxes will provide insights into bills passed during the regular and special sessions, the future of LGA and state taxes, and other important legislative issues like COVID-19 recovery and infrastructure needs. Panelists:

- Sen. Carla Nelson (R-Rochester)
- Rep. Paul Marquart (DFL-Dilworth)
- Sen. Bill Weber (R-Luverne)
- Rep. Cheryl Youakim (DFL-Hopkins)

5:30 p.m. – Cocktail Reception

Join legislators and your fellow community leaders for a cash bar and light hors d'oeuvre.

6:30 p.m. – Legislative Awards Dinner

Enjoy a delicious meal as the CGMC honors the legislators and city officials who worked tirelessly to advance Greater Minnesota's interests over the past year.

CONFERENCE AGENDA - FRIDAY, JULY 30

8 a.m. – Continental Breakfast at Arrowwood

8:30 a.m. – “Playing in a Pandemic: How Local and Regional Parks & Trails Prevailed Over a Crisis”

Minnesota’s parks and trails saw a tremendous uptick in visitors over the past 18 months as people clamored to find safe and fun outdoor activities. Our panelists will share the creative and unique ways they engaged with the public during the pandemic — and how they plan to build on this growth for the future. Panelists:

- Brad Harrington, Parks & Recreation Operations Manager, Wright County
- Marcia Larson, Parks & Recreation Manager, City of Bemidji
- Brad Bonk, Parks Superintendent, Douglas County Parks

9:30 a.m. – “Lessons Learned from the COVID-19 Pandemic”

One of the most glaring issues preventing Greater Minnesota from achieving full post-COVID economic recovery is a lack of workers. To address the worker shortage, cities must also address concerns such as child care, workforce housing, and transportation. Julie Tesch, President & CEO of the Center for Rural Policy & Development, will present their research on how the rural workforce was impacted by the pandemic and what Greater Minnesota will need to be successful moving forward.

10:30 a.m. – CGMC Membership Meeting

The full CGMC membership will adopt the annual budget and assessments, elect officers and conduct other important business as needed.

11:30 a.m. – Adjourn

Please note that this is a tentative schedule and may be subject to change.



**SAVE
THE
DATE**

**Mark your calendar for upcoming
CGMC events:**

Summer Conference

July 29-30, 2021, Alexandria

Fall Conference

Nov. 18-19, 2021, Willmar

Legislative Action Day

March 2, 2022, St. Paul

Website

greatermncities.org

Facebook

facebook.com/greatermncities

Twitter

[@greatermncities](https://twitter.com/greatermncities)

YouTube

youtube.com/GreaterMNCities

**FOLLOW
CGMC ON
SOCIAL
MEDIA**



CliftonLarsonAllen LLP
CLAconnect.com

Honorable Mayor and
Members of the City Council
City of Windom
Windom, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Windom, Minnesota (City) as of and for the year ended December 31, 2020, and have issued our report thereon dated July 15, 2021. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Windom are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2020.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of depreciation expense on capital assets is based on management's estimates of useful lives on those assets. We evaluated the key factors and assumptions used to develop the useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the allowance for doubtful accounts is based on historical loss levels and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

- Management's estimate of the compensated absences liability is based on management's estimates of accumulated hours and pay rates for City employees. We evaluated the key factors and assumptions used to develop the liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of other postemployment benefits payable is based on an actuarially determined calculation, less actual payments incurred on behalf of retirees and an actuarially determined estimate of implicit rate subsidy, which is the estimated increased cost of premiums due to inclusion of retirees in the same plan as the City's active employees.
- Management's estimate of the net pension liability is based on an actuarially determined calculation of the City's proportionate share of the net pension liability of cost-sharing multiple-employer pension plans sponsored by the Public Employees Retirement Association of Minnesota, in which the City participates. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the Fire Relief Association's net pension asset is based on an actuarial study performed by an independent third party and the City's current year contributions. We evaluated the key factors and assumptions used to develop the net pension asset in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the stewardship and accountability disclosure in Note 7.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The following summarizes uncorrected misstatements of the financial statements:

- An allowance for aged accounts receivable from townships for \$7,341 has not been recorded in the financial statements of the governmental activities and the general fund opinion units.
- The amortization of bond premiums on the straight-line method instead of the effective interest method overstated unamortized bond premium and understated net position of the business-type activities, Telecom Fund and the other nonmajor funds opinion units by \$17,532, \$12,336 and \$5,196, respectively.

Corrected misstatements

The following material misstatements were detected as a result of audit procedures and were corrected by management:

- Adjustments to record GASB 68 Pension entries.
- Adjustments to record GASB 75 other postemployment benefits entries.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated July 15, 2021.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have provided a separate letter to you dated July 15, 2021, communicating internal control related matters identified during the audit.

The Telecom Fund's ability to continue as a going concern

The deficit net position of the Telecom Fund caused us to consider in more depth the Telecom Fund's ability to continue as a going concern for a reasonable time. A deficit net position in an enterprise fund such as the Telecom Fund could raise questions about the reliability of assets and the settlement of liabilities at amounts materially different than their carrying values in the financial statements which were prepared on a going concern basis. We understand that the deficit net position is partially due to the estimated life of some of the technology equipment used in the Telecom Fund's operations being of a shorter life than the related bonds used to finance the Telecom Fund. Further, the Telecom Fund had an increase in net position in 2020 from revenues in excess of expenses as a result of past debt restructuring and reduced expenses.

We concluded that management's assumption of the Telecom Fund to be a going concern for a reasonable time to be appropriate.

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated July 15, 2021.

With respect to the combining nonmajor fund financial statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated July 15, 2021.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This communication is intended solely for the information and use of the City Council and management of City of Windom and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Rochester, Minnesota
July 15, 2021

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: July 20, 2021 (City Council Meeting Date)
RE: Planning Commission Recommendation – Approve Minor Subdivision – Kelly Property
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Review and approve the proposed minor subdivision of Parcel No. No. 25-177-0010 creating three new lots.

Issue Summary/Background

Kent Kelly, one of the property owners of the above parcel, has submitted a Zoning Application requesting approval of a proposed minor subdivision of part of Lot 1 of County Auditor's Plat No. 14 into three new lots. Mr. Kelly's siblings are also owners of this property and have consented to this application.

The property is located between County Road 26 and Fourth Avenue and is situated in the I-1 Light Industrial Zoning District. See attached aerial of the parcel. Attached is a survey prepared by Zieskle Land Surveying outlining the proposed three new lots.

The Planning Commission reviewed this application and survey at its July 7th Meeting. Kent Kelly was present by phone to answer questions.

The new lots (Tracts "A", "B", and "C") to be created by this minor subdivision comply with the requirements for lots in an I-1 Zoning District.

Previously the City Council approved a conditional use permit to allow Jed Knutson to use a portion of this parcel for an impound lot. The impound lot and surrounding fencing are located on Tract "C". The conditional use permit will remain in effect if the minor subdivision is approved and also if the property is sold as long as the use is maintained.

There are City services in place to serve Tracts "A", "B", and "C", except that no water and sewer mains are adjacent to Tract "B".

The County Engineer has agreed that the existing accesses from County Road 26 to Tracts "A" and "B" can remain. There is access to Tract "C" from Fourth Street.

City Staff has verified that there is a recorded twenty-foot utility easement running from the south lot line to the north lot line on the parcel of land to the east owned by Kent Kelly.

City Departments have requested that a ten-foot utility easement adjacent to the north line of Tract "C" (five feet on each side of that property line) be granted to the City by the property owners upon approval of the proposed minor subdivision.

Following its review, the Planning Commission recommended that the City Council approve this proposed minor subdivision conditioned upon the placement of a 10-foot utility easement along the north line of Tract "C" with a 5-foot easement to be located on each side of the property line. Please refer to the Minutes from the Planning Commission Meeting held on July 7, 2021, for additional discussion regarding this application.

Pursuant to City Code Section 151.09, the City Council can approve a minor subdivision without requiring the property owner to follow all of the subdivision procedures.

I plan to be present at the July 20th City Council Meeting to answer any questions the Council may have concerning this application.

Fiscal Impact

The costs for preparation of the new utility easement and recording fee for the easement will be the City's expenses. If the current or future property owners request sewer and water services to Tract "B", any costs to extend City sewer and water mains to Tract "B" would be at the property owners' expense.

There should be no other fiscal impact for the City if the City Council approves the proposed minor subdivision of this property.

Attachments

1. Zoning Application,
2. Aerial of the property,
3. Survey of proposed three new lots,
4. City Code Section 151.09.

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) Kent Kelly
Address 1032 6th Avenue
City Windom State MN Zip 56101 (Phone: 507-822-2054)

Owner(s): (If other than Applicant)
Name(s) Kent Kelly, Kimberly Kelly-Sommer, Kerry Kelly, Kristi Kelly-Raverty
Address c/o Kim Kelly, 2161 County Road B West
City Roseville State MN Zip 55113 (Phone: 651-587-1636)

Property Address: County Road 26

Legal Description of Property: Lot(s) 1 Block(s) NA Addition County Auditor's Plat No. 14
Except East 307.29 feet of Lot 1

Parcel No. 25-177-0010
(If metes and bounds, attach description.)

Existing Use of Property: Industrial buildings and storage Present Zoning: I-1

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

Description and Reason for Request (Attach Additional Information if necessary and/or required)
Subdivide part of Lot 1 of County Auditor's Plat No. 14 into 3 new parcels. See attached survey with legal descriptions.

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 Kent Kelly

X

[SIGNATURES OF APPLICANT(S)]

Date: 7-1-21

Fee: ~~\$150.00~~ = \$50 Paid: Ck. CASH \$50.00 Date: 7/1/2021

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 1 day of July, 2021.

WINDOM BUILDING & ZONING OFFICIAL: Andrew W. P.

CONSENT
TO
APPLICATION FOR CONSIDERATION OF ZONING REQUEST
FOR A MINOR SUBDIVISION

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

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

Property Address: County Road 26, Windom, Minnesota 56101

Parcel No. of Tract: 25-177-0010

I have been advised that a survey of the above-described real estate, dated June 28, 2021, has been prepared
by Zieske Land Surveying, Inc. and further that the survey sets forth the proposed subdivision of the real
estate into three new parcels (Tracts "A", "B", and "C"). I am familiar with this survey.

I have also been advised that Kent Kelly, one of the owners of the above-described real estate, has
submitted an Application for Consideration of a Zoning Request (requesting a minor subdivision to
subdivide the real estate into three new parcels) to the City of Windom Building & Zoning Department.

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

DATED this 11 day of July, 2021.

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

Address: 2161 County Road B West
Roseville, MN 55113

Phone No: 651 587-1636

Instructions for Submission of Consent Form:

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

CONSENT
TO
APPLICATION FOR CONSIDERATION OF ZONING REQUEST
FOR A MINOR SUBDIVISION

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subdivide the real estate into three new parcels) to the City of Windom Building & Zoning Department.

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

DATED this 11 day of July, 2021.

X Kerry L Kelly
Printed Name: Kerry L Kelly

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

Phone No: 651 354 6167

Instructions for Submission of Consent Form:

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

CONSENT
TO
APPLICATION FOR CONSIDERATION OF ZONING REQUEST
FOR A MINOR SUBDIVISION

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

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

Property Address: County Road 26, Windom, Minnesota 56101

Parcel No. of Tract: 25-177-0010

I have been advised that a survey of the above-described real estate, dated June 28, 2021, has been prepared
by Zieske Land Surveying, Inc. and further that the survey sets forth the proposed subdivision of the real
estate into three new parcels (Tracts "A", "B", and "C"). I am familiar with this survey.

I have also been advised that Kent Kelly, one of the owners of the above-described real estate, has
submitted an Application for Consideration of a Zoning Request (requesting a minor subdivision to
subdivide the real estate into three new parcels) to the City of Windom Building & Zoning Department.

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

DATED this 11 day of July, 2021.

X Kristi Kelly Raverly
Printed Name: Kristi Kelly Raverly

Address: 2411 Hamline Ave
Roseville MN 55113

Phone No: 651 202 5044

Instructions for Submission of Consent Form:

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



Parcel ID 251770010
 Sec/Twp/Rng 0-0-0
 Property Address COUNTY RD 26
 56101

Alternate ID n/a
 Class COMM LAND/BLD
 Acreage n/a

Owner Address KELLY/KIM-KERRY-KRISTI-KENT/
 C/O KIM KELLY
 2161 COUNTY RD B WEST
 ROSEVILLE MN 55113

District n/a
 Brief Tax Description LOT 1 EX E307.29'

(Note: Not to be used on legal documents)

Date created: 7/13/2021
 Last Data Uploaded: 7/12/2021 7:22:52 PM

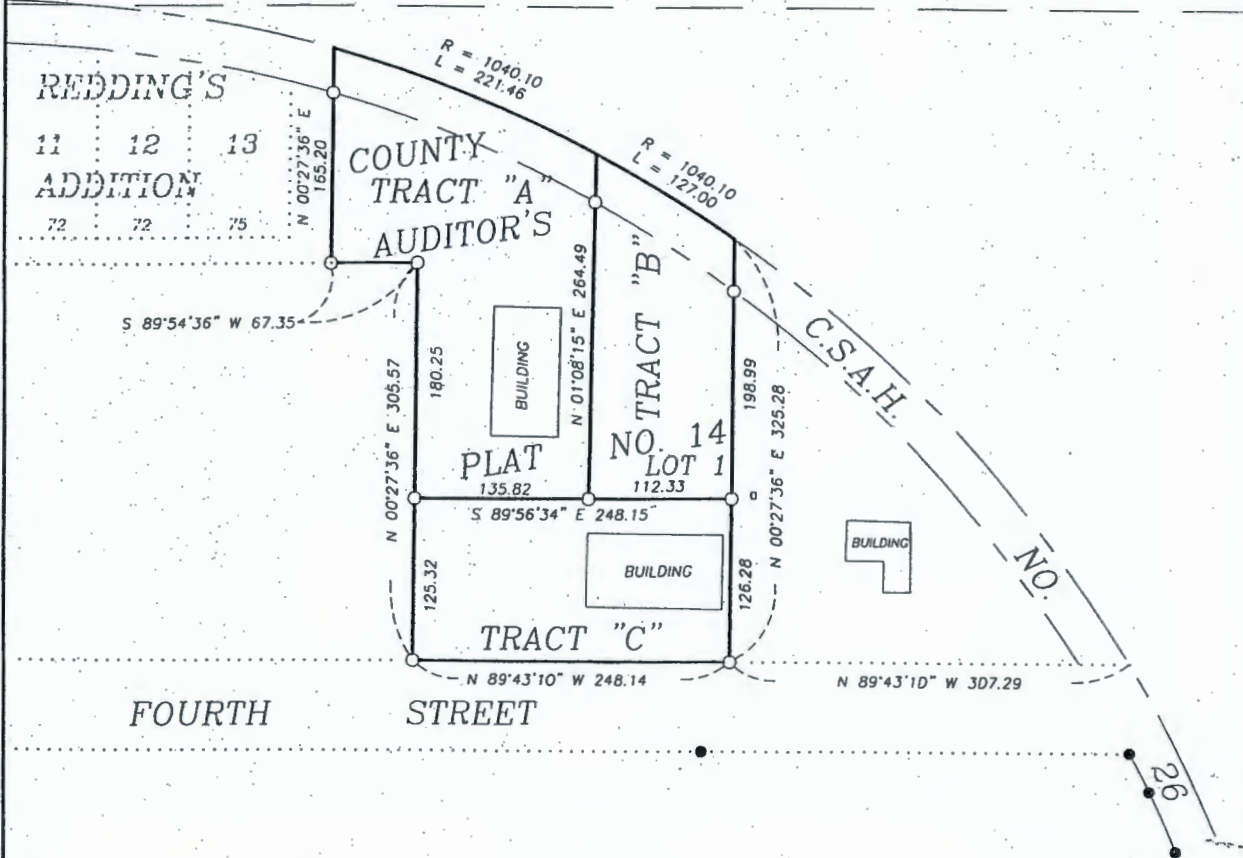
Developed by  **Schneider**
 GEOSPATIAL

PART OF LOT 1, COUNTY AUDITOR'S PLAT NUMBER 14 IN THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA.

TRACT "A" DESCRIPTION

COMMENCING AT THE SOUTHEAST CORNER OF LOT 1 OF COUNTY AUDITOR'S PLAT NUMBER 14 IN THE CITY OF WINDOM, MINNESOTA; THENCE NORTH 89 DEGREES 43 MINUTES 10 SECONDS WEST, BEARING BASED ON COTTONWOOD COUNTY COORDINATE SYSTEM AND ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 555.43 FEET, TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 00 DEGREES 27 MINUTES 36 SECONDS EAST, A DISTANCE OF 125.32 FEET, TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 00 DEGREES 27 MINUTES 36 SECONDS EAST A DISTANCE OF 180.25 FEET; THENCE SOUTH 89 DEGREES 54 MINUTES 36 SECONDS WEST A DISTANCE OF 67.35 FEET; THENCE NORTH 00 DEGREES 27 MINUTES 36 SECONDS EAST A DISTANCE OF 165.20 FEET, TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTHEASTERLY ALONG THE CENTERLINE OF COUNTY STATE AID HIGHWAY NUMBER 26, AS EXISTS AND ALONG A CURVE, CONCAVE TO THE SOUTHWEST WITH A RADIUS OF 1040.10 FEET, AND AN ARC DISTANCE OF 221.46 FEET; THENCE SOUTH 01 DEGREE 08 MINUTES 15 SECONDS WEST A DISTANCE OF 264.49 FEET; THENCE NORTH 89 DEGREES 56 MINUTES 34 SECONDS WEST A DISTANCE OF 135.82 FEET, TO THE POINT OF BEGINNING.

THE TRACT CONTAINS 1.17 ACRES AND IS SUBJECT TO EXISTING COUNTY HIGHWAY EASEMENTS AND OTHER EASEMENTS OF RECORD, IF ANY.



TRACT "B" DESCRIPTION

COMMENCING AT THE SOUTHEAST CORNER OF LOT 1 OF COUNTY AUDITOR'S PLAT NUMBER 14 IN THE CITY OF WINDOM, MINNESOTA; THENCE NORTH 89 DEGREES 43 MINUTES 10 SECONDS WEST, BEARING BASED ON COTTONWOOD COUNTY COORDINATE SYSTEM AND ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 307.29 FEET; THENCE NORTH 00 DEGREES 27 MINUTES 36 SECONDS EAST A DISTANCE OF 126.28 FEET, TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 56 MINUTES 34 SECONDS WEST A DISTANCE OF 112.33 FEET; THENCE NORTH 01 DEGREE 08 MINUTES 15 SECONDS EAST A DISTANCE OF 264.49 FEET, TO THE CENTERLINE OF COUNTY STATE AID HIGHWAY NUMBER 26, AS EXISTS; THENCE SOUTHEASTERLY ALONG SAID CENTERLINE AND ALONG A CURVE CONCAVE TO THE SOUTHWEST, WITH A RADIUS OF 1040.10 FEET AND AN ARC DISTANCE OF 127.00 FEET; THENCE SOUTH 00 DEGREES 27 MINUTES 36 SECONDS WEST A DISTANCE OF 198.99 FEET, TO THE POINT OF BEGINNING.

THE TRACT CONTAINS 0.59 ACRES AND IS SUBJECT TO EXISTING COUNTY HIGHWAY EASEMENT AND OTHER EASEMENTS OF RECORD, IF ANY.

TRACT "C" DESCRIPTION

COMMENCING AT THE SOUTHEAST CORNER OF LOT 1 OF COUNTY AUDITOR'S PLAT NUMBER 14 IN THE CITY OF WINDOM, MINNESOTA; THENCE NORTH 89 DEGREES 43 MINUTES 10 SECONDS WEST, BEARING BASED ON COTTONWOOD COUNTY COORDINATE SYSTEM AND ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 307.29 FEET, TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89 DEGREES 43 MINUTES 10 SECONDS WEST A DISTANCE OF 248.14 FEET; THENCE NORTH 00 DEGREES 27 MINUTES 36 SECONDS EAST A DISTANCE OF 125.32 FEET; THENCE SOUTH 89 DEGREES 56 MINUTES 34 SECONDS EAST A DISTANCE OF 248.15 FEET; THENCE SOUTH 00 DEGREES 27 MINUTES 36 SECONDS WEST A DISTANCE OF 126.28 FEET, TO THE POINT OF BEGINNING.

THE TRACT CONTAINS 0.72 ACRES AND IS SUBJECT TO EXISTING EASEMENTS OF RECORD, IF ANY.

N



SCALE 1" = 100'

• = MONUMENTS FOUND
○ = MONUMENTS SET
5/8" IRON STAKE W/CAP NO. 43803



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signature

Dennis Ray Esplan

Date

6-29-2021

Certificate # 43803

ZIESKE LAND SURVEYING, INC.

Dennis Ray Esplan P.L.S.

840 4th Avenue, Box 94

Windom, MN 56101

Phone: (507) 831-0100

SURVEY FOR: KENT KELLY
PROJECT NUMBER: C 2111 S
DATE: JUNE 28, 2021

(C) *Consideration to be given.*

(1) In making the finding, the Council shall consider the nature of the proposed use of land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivision upon traffic conditions in the vicinity.

(2) In granting a variance as herein provided, the Council shall prescribe only conditions that it deems desirable or necessary to the public interest.

(Ord. 126, 2nd Series, passed 8-16-2005)

§ 151.09 MINOR SUBDIVISIONS.

(A) (1) In the case of a subdivision resulting in three parcels or less situated in a locality where conditions are well defined, the Council may exempt the subdivider from complying with some of the requirements of these regulations.

(2) In the case of a request to subdivide a lot which is a part of the recorded lot, or where the subdivision is to permit the adding of a parcel of land to an abutting lot or to create not more than three new lots, and the newly created property lines will not cause any resulting lot to be in violation of these regulations or the zoning chapter, the division may be approved by the Council, after submission of a survey by a registered land surveyor showing the original lot and the proposed subdivision.

(B) In the case of a request to divide a lot which is a part of a recorded plat where the division is to permit the adding of a parcel of land to an abutting lot or to create two lots and the newly created property line will not cause the other remaining portion of the lot to be in violation with these regulations or the zoning chapter, the division may be approved by the Council, after submission of a survey by a registered land surveyor showing the original lot and the proposed subdivision.

(Ord. 126, 2nd Series, passed 8-16-2005)

§ 151.10 EXEMPTIONS.

The Council may exempt from compliance with all or any part of the requirements for the preparation of a preliminary plat if:

(A) A proposed subdivision is situated in a locality where conditions are well defined;

(B) The number of current improved lots fronting on the proposed street substantially limit change in the existing public improvements or future land layout;

(C) The subdivision does not involve a new street or the extension of municipal utilities; and

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: July 20, 2021 (City Council Meeting Date)
RE: Planning Commission Recommendation – Approval of Revised Floodplain Ordinance
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

1. Approve First Reading of Ordinance No. 190, 2nd Series entitled “An Ordinance of The City of Windom, Minnesota, Amending City Code Chapter 153 Entitled ‘Floodplain Management’”.
-

Issue Summary/Background

FEMA has completed its update of floodplain maps in Cottonwood County. Most of the updates were in the areas outside of Windom. FEMA has provided digitized maps for Windom based on Lidar technology. These maps more accurately identify ground elevations to better determine areas that will flood if the City is inundated by water. The digitized map includes an overlay of the floodplain on an aerial of the City. As part of the process, the City needs to adopt these new floodplain maps. A link to the digitized floodplain map for Windom is provided with the packet.

The DNR has also proposed revisions to Windom’s City Code Chapter 153, entitled “Floodplain Management”, which is also referred to as the Floodplain Management Ordinance. Chapter 153 has been updated to incorporate the revisions requested by DNR.

At the July 7th Meeting, the Planning Commission reviewed the proposed new ordinance and conducted a public hearing concerning the updated floodplain map and the proposed revisions to Chapter 153. The Planning Commission approved a motion recommending that the City Council conduct the two readings of the new ordinance and thereafter approve the ordinance. Please refer to the Minutes from the July 7th Planning Commission Meeting for more information on the review and discussion.

Attached is a copy of Ordinance No. 190, 2nd Series (*Proposed DNR revisions are highlighted in yellow. Additional proposed City revisions are highlighted in green.*) The green highlighted language includes language that is only in Windom’s Code. This language was updated to align with other sections of the City Code regarding Windom’s procedures for appeals, variances, etc.

Pursuant to FEMA’s/DNR’s time schedule, the floodplain maps and revised ordinance must be adopted by the City Council by September as the new maps become effective on September 24, 2021.

I plan to be present at the July 20th City Council Meeting to highlight the revisions and answer any questions the Council may have at that time. Should you have questions prior to the July 20th Meeting, please contact me.

Fiscal Impact

There should be no fiscal impact to the City of Windom if the two readings for Ordinance No. 190, 2nd Series are held (July 20th and August 3rd) and the ordinance is adopted on August 3rd.

Attachments

1. Ordinance No. 190, 2nd Series.
2. Link to updated Floodplain Map.

AWS:mah

ORDINANCE NO. 190, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA,
AMENDING CITY CODE CHAPTER 153
ENTITLED "FLOODPLAIN MANAGEMENT"

THE CITY COUNCIL OF THE CITY OF WINDOM ORDAINS:

WHEREAS, the Federal Emergency Management Agency ("FEMA") and the Minnesota Department of Natural Resources ("DNR") have updated the floodplain maps for Cottonwood County, Minnesota; and

WHEREAS, the DNR has provided a sample ordinance for purposes of revising the City of Windom's (the "CITY'S") Floodplain Management Ordinance (Chapter 153 of the City Code) and incorporating the updated maps in said ordinance by reference; and

WHEREAS, the CITY'S floodplain management ordinance has been revised as proposed by the DNR; said revisions have been reviewed by the Planning Commission and City Council; and it is in the best interests of the citizens of Windom that Chapter 153 of the City Code be amended as set forth herein.

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

THE CITY CODE OF THE CITY OF WINDOM IS HEREBY AMENDED BY DELETING CHAPTER 153 ("FLOODPLAIN MANAGEMENT") IN ITS ENTIRETY AND INSERTING THE FOLLOWING IN LIEU THEREOF:

CHAPTER 153: FLOODPLAIN MANAGEMENT

Section

Statutory Authorization, Findings of Fact and Purpose

153.001 Statutory Authorization

153.002 Purpose

General Provisions

153.003 How to Use This Chapter

153.004 Lands to Which Chapter Applies

153.005 Incorporation of Maps by Reference

153.006 Regulatory Flood Protection Elevation

153.007 Interpretation

153.008 Abrogation and Greater Restrictions

153.009 Warning and Disclaimer of Liability

153.010 Severability

153.011 Definitions

- 153.012 Annexations
- 153.013 Detachments

Establishment of Floodplain Districts

- 153.014 Establishment of Floodplain Districts

Floodway District (FW)

- 153.020 Permitted Uses
- 153.021 Standards for Floodway Permitted Uses
- 153.022 Conditional Uses
- 153.023 Standards for Floodway Conditional Uses

Flood Fringe District (FF)

- 153.025 Permitted Uses
- 153.026 Standards for Flood Fringe Permitted Uses
- 153.027 Conditional Uses
- 153.028 Standards for Flood Fringe Conditional Uses

General Floodplain District (GF)

- 153.030 Permitted Uses
- 153.031 Procedures for Determining Floodway Boundaries and Base Flood Elevations
Flood Fringe Determinations

Subdivision Land Development Standards

- 153.035 Land Development Standards Subdivision Standards

***Public Utilities, Railroads, Roads, and Bridges, and Public and Private Utilities
and Service Facilities***

- 153.040 Public Utilities, Railroads, Roads, and Bridges, and Public and Private Utilities
and Service Facilities

Manufactured Homes and Manufactured Home Parks and Recreational Vehicles

- 153.045 Manufactured Homes and Manufactured Home Parks and Recreational Vehicles

Recreational Vehicles

- 153.046 Recreational Vehicles

Administration

- 153.050 Administration

153.060 Variances
153.065 Conditional Uses

Appeals

153.067 Appeals

Nonconformities

153.070 Nonconformities

Amendments

153.075 Amendments

Penalties and Enforcement

153.999 Penalties and Enforcement

FLOODPLAIN MANAGEMENT

STATUTORY AUTHORIZATION, FINDINGS OF FACT AND PURPOSE

§ 153.001 STATUTORY AUTHORIZATION.

The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 462, as amended from time to time, delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. This floodplain ordinance (chapter) is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F; Minnesota Rules, Parts 6120.5000-6120.6200; the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations, Parts 59 – 78; and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 462.

§ 153.002 PURPOSE.

(A) This chapter regulates development in the flood hazard areas of the City of Windom. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.

(B) *National Flood Insurance Program Compliance.* This chapter is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the community's eligibility in the National Flood Insurance Program.

(C) This chapter is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water

quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

GENERAL PROVISIONS

§ 153.003 HOW TO USE THIS CHAPTER.

This chapter adopts the floodplain maps applicable to the City of Windom and includes three floodplain districts: Floodway, Flood Fringe, and General Floodplain.

(A) Where Floodway and Flood Fringe Districts are delineated on the floodplain maps, the standards in Sections 153.020 through 153.028 will apply, depending on the location of a property.

(B) Locations where Floodway and Flood Fringe Districts are not delineated on the floodplain maps are considered to fall within the General Floodplain District. Within the General Floodplain District, the Floodway District standards in Sections 153.020 through 153.023 apply unless the floodway boundary is determined, according to the process outlined in Section 153.031. Once the floodway boundary is determined, the Flood Fringe District standards in Sections 153.025 through 153.028 may apply outside the floodway.

§ 153.004 LANDS TO WHICH CHAPTER APPLIES.

(A) This chapter applies to all lands within the jurisdiction of the City of Windom shown on the Official Zoning Map and/or the attachments to the map as being located within the boundaries of the Floodway, Flood Fringe, or General Floodplain Districts and further detailed in Sections 153.005 and 153.014.

(B) The Floodway, Flood Fringe and General Floodplain Districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in this chapter. In case of a conflict, the more restrictive standards will apply.

(D) The regulatory limits of the district boundaries shall be further extended outward based on the horizontal extension of the regulatory flood protection elevation (RFPE), defined in Section 153.011.

~~(E) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the Planning Commission and to submit technical evidence.~~

§ 153.005 INCORPORATION OF MAPS BY REFERENCE.

The following maps, together with all attached materials, are hereby adopted by reference and declared to be a part of the Official Zoning Map and this chapter. The attached materials include the Flood Insurance Study for Cottonwood County, Minnesota, and Incorporated Areas, dated September 24, 2021 and the Flood Insurance Rate Map Panels enumerated below, dated September 24, 2021, all prepared by the Federal Emergency Management Agency. These materials are on file in the Building and Zoning Office in the Windom City Hall.

27033C0343E

27033C0457E

27033C0481E

§ 153.006 REGULATORY FLOOD PROTECTION ELEVATION.

The regulatory flood protection elevation (RFPE) is an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

§ 153.007 INTERPRETATION.

The boundaries of the zoning districts are determined by scaling distances on the official Flood Insurance Rate Map.

(A) Where a conflict exists between the floodplain limits illustrated on the official floodplain zoning maps and actual field conditions, the base flood elevations shall be the governing factor in locating the outer boundaries of the 1-percent annual chance floodplain. The Zoning Administrator must interpret the boundary location based on the ground elevations that existed on the site on the date of the first National Flood Insurance Program Map showing the area within the regulatory floodplain, and other available technical data.

~~—(B) The regulatory limits of the district boundaries shall be further extended outward based on the horizontal extension of the regulatory flood protection elevation (RFPE), defined in Section 153.011.~~

(B) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the Windom City Council, acting as the Board of Adjustment, and to submit technical evidence.

§ 153.008 ABROGATION AND GREATER RESTRICTIONS.

It is not intended by this chapter to repeal, abrogate, or impair any existing easements, covenants, deed restrictions, or other private agreements. However, where this chapter imposes greater restrictions, the provisions of this chapter prevail. All other ordinances inconsistent with this chapter are hereby repealed to the extent of the inconsistency only.

§ 153.009 WARNING AND DISCLAIMER OF LIABILITY.

This chapter does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This chapter does not create liability on the part of the City of Windom or its officers or employees for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

§ 153.010 SEVERABILITY.

If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of law, the remainder of this chapter shall not be affected and shall remain in full force.

§ 153.011 DEFINITIONS.

Unless specifically defined below, words or phrases used in this chapter must be interpreted according to common usage and so as to give this chapter its most reasonable application.

ACCESSORY USE OR STRUCTURE. A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure.

BASE FLOOD. The flood having a one percent (1%) chance of being equaled or exceeded in any given year. "Base flood" is synonymous with the term "regional flood" used in Minnesota Rules, Part 6120.5000.

BASE FLOOD ELEVATION (BFE). The elevation of the "regional flood." "base flood or one-percent (1%) annual chance flood." The term "base flood elevation" is used in the flood insurance study. survey.

BASEMENT. Any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.

CONDITIONAL USE. A specific type of structure or land use listed in the official control that may be allowed but only after an in-depth review procedure and with appropriate conditions or restrictions as provided in the official zoning controls or building codes and upon a finding that:

- (1) Certain conditions as detailed in the zoning ordinance exist; and
- (2) The structure and/or land use conform to the comprehensive land use plan if one exists and are compatible with the existing neighborhood.

CRITICAL FACILITIES. Facilities necessary to a community's public health and safety, those that store or produce highly volatile, toxic or water-reactive materials, and those that house occupants that may be insufficiently mobile to avoid loss of life or injury. Examples of critical facilities include hospitals, correctional facilities, schools, daycare facilities, nursing homes, fire and police stations, wastewater treatment facilities, public electric utilities, water plants, fuel storage facilities, and waste handling and storage facilities.

DEVELOPMENT. Any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

EQUAL DEGREE OF ENCROACHMENT. A method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

FARM FENCE. A fence as defined by Minn. Statutes Section 344.02, Subd. 1(a)-(d). An open type fence of posts and horizontally-run wire is not considered to be a structure under this chapter. Fences that have the potential to obstruct flood flows, such as chain link fences and rigid walls, are regulated as structures under this chapter.

FLOOD. A temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

FLOOD FREQUENCY. The frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

FLOOD FRINGE. The portion of the ~~Special Flood Hazard Area~~ (one percent (1%) annual chance ~~floodplain~~) located outside of the floodway. Flood fringe is synonymous with the term “floodway fringe” used in the Flood Insurance Studies referenced in Section 153.005.

FLOOD INSURANCE RATE MAP (FIRM). An official map on which the Federal Insurance Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the City of Windom. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

FLOOD INSURANCE STUDY. The study referenced in Section 153.005 which is an examination, evaluation and determination of flood hazards, and if appropriate, corresponding surface elevations, or an examination, evaluation, and determination of mudslide (i.e. mudflow) and/or flood-related erosion hazards.

FLOOD PRONE AREA. Any land susceptible to being inundated by water from any source (see “Flood”).

FLOODPLAIN. The beds ~~proper~~ and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the ~~base regional~~ flood.

FLOODPROOFING. A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

FLOODWAY. The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the ~~base regional~~ flood discharge.

LOWEST FLOOR. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 Code of Federal Regulations, Part 60.3.

MANUFACTURED HOME. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include the term “recreational vehicle.”

NEW CONSTRUCTION. Structures, including additions and improvements, and placement of manufactured homes, for which the start of construction commenced on or after the effective date of this chapter.

OBSTRUCTION. Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

ONE HUNDRED YEAR FLOODPLAIN. Lands inundated by the “Regional Flood” (see definition).

PRINCIPAL USE OR STRUCTURE. All uses or structures that are not accessory uses or structures.

REACH. A hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

RECREATIONAL VEHICLE. A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this chapter, the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”

REGIONAL FLOOD. A flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. Regional flood is synonymous with the term “base flood” used in a flood insurance study.

REGULATORY FLOOD PROTECTION ELEVATION (RFPE). An elevation not less than one foot above the elevation of the base regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

REPETITIVE LOSS. Flood-related damages sustained by a structure on two separate occasions during a ten-year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.

SPECIAL FLOOD HAZARD AREA. A term used for flood insurance purposes and synonymous with “One Hundred Year Floodplain.” the term “base flood” or “1-percent annual chance floodplain”.

START OF CONSTRUCTION. Includes substantial improvement, and means the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement that occurred before the permit’s expiration date. The actual start is either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

STRUCTURE. Anything constructed or erected on the ground or attached to the ground or on-site utilities, including, but not limited to, buildings, factories, sheds, detached garages, cabins, decks, manufactured homes, recreational vehicles not meeting the exemption criteria specified in Section 153.045(B) of this chapter and other similar items.

SUBSTANTIAL DAMAGE. Means damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT. Within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:

(1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or

(2) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this chapter, “historic structure” is as defined in 44 Code of Federal Regulations, Part 59.1.

§ 153.012 ANNEXATIONS.

The Flood Insurance Rate Map panels, adopted by reference into Section 153.005 above, may include floodplain areas that lie outside of the corporate boundaries of the City of Windom at the time of adoption of this chapter. If any of these floodplain land areas are annexed into the City of Windom after the date of adoption of this chapter, the newly-annexed floodplain lands will be subject to the provisions of this chapter immediately upon the date of annexation.

§ 153.013 DETACHMENTS.

The Flood Insurance Rate Map panels, adopted by reference into Section 153.005 above, will include floodplain areas that lie inside the corporate boundaries of municipalities at the time of adoption of this chapter. If any of these floodplain land areas are detached from a municipality and come under the jurisdiction of the City of Windom after the date of adoption of this chapter, the newly-detached floodplain lands will be subject to the provisions of this chapter immediately upon the date of detachment.

ESTABLISHMENT OF FLOODPLAIN ZONING DISTRICTS

§ 153.014 ESTABLISHMENT OF FLOODPLAIN ZONING DISTRICTS.

(A) **Floodway District.** The Floodway District includes those areas within Zone AE, A9, A10 (that have a floodway delineated) as shown on the Flood Insurance Rate Map and Flood Boundary and Floodway Maps adopted in Section 153.005.

(B) **Flood Fringe District.** The Flood Fringe District includes areas within Zone AE, ~~A9,~~ ~~A10~~ on the Flood Insurance Rate Map and Flood Boundary and Floodway Maps adopted in Section 153.005, but located outside of the floodway.

(C) **General Floodplain District.** The General Floodplain District includes those areas within Zones A and AE that do not have a floodway delineated as shown on the Flood Insurance Rate Map adopted in Section 153.005.

(D) *Applicability.* Within the floodplain districts established in this chapter, the use, size, type and location of development must comply with the terms of this chapter and other applicable regulations. In no case shall floodplain development adversely affect the efficiency or unduly restrict the capacity of the channels or floodways of any tributaries to the main stream, drainage ditches, or any other drainage facilities or systems. All uses not listed as permitted uses or conditional uses in Sections 153.020 through 153.030 are prohibited. ~~In addition, critical facilities, as defined in Section 153.011, are prohibited in all floodplain districts.~~

FLOODWAY DISTRICT (FW)

§ 153.020 PERMITTED USES.

The following uses, subject to the standards set forth in Section 153.021, are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:

(A) General farming, pasture, grazing, farm fences, outdoor plant nurseries, horticulture, forestry, sod farming, and wild crop harvesting.

(B) Industrial-commercial loading areas, parking areas, streets, trails, airport landing strips, railroads, bridges, culverts, utility transmission lines and pipelines.

(C) Open space uses including, but not limited to, private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.

(D) Residential yards, lawns, gardens, parking areas, and play areas provided these uses do not include associated accessory structures.

~~(E) Railroads, streets, bridges, utility transmission lines and pipelines, provided that the Department of Natural Resources' Area Hydrologist is notified at least ten days prior to issuance of any permit.~~

(E) Grading or land alterations associated with stabilization projects.

§ 153.021 STANDARDS FOR FLOODWAY PERMITTED USES.

(A) The use must have a low flood damage potential.

(B) The use must not involve structures.

(C) The use must not obstruct flood flows or cause any increase in velocities, stages, or flood damages elevations and must not involve structures, as certified by a registered professional engineer. ~~obstructions, or storage of materials or equipment.~~

(D) Development that will change the course, current or cross section of protected wetlands or public waters is required to obtain a public waters work permit in accordance with Minnesota Statutes, Section 103G.245 or a utility crossing license in accordance with Minnesota Statutes, Section 84.415, from the Department of Natural Resources, or demonstrate that no permit is required, before applying for a local permit.

(E) Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the ~~base~~ regional (1% chance) flood.

(F) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.

§ 153.022 CONDITIONAL USES.

The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 153.065 of this chapter and further subject to the standards set forth in Section 153.023, if otherwise allowed in the underlying zoning district. ~~or any applicable overlay district.~~

(A) Structures accessory to ~~primary the~~ uses listed in Sections 153.020 (A), (B), and (C) above and ~~primary the~~ uses listed in Sections 153.022 (B) and (C) below.

(B) ~~Extraction and storage of sand, gravel, and other materials.~~ Grading, extraction, fill and storage of soil, sand, gravel, and other materials for purposes other than stabilization projects.

(C) Marinas, boat rentals, permanent docks, piers, wharves, ~~and~~ water control structures, and navigational facilities.

(D) Storage yards for equipment, machinery, or materials.

(E) ~~Placement of fill or construction of~~ Fences that have the potential to obstruct flood flows. ~~Farm fences, as defined in Section 153.011, are permitted uses.~~

~~(F) Travel ready recreational vehicles meeting the exception standards in Section 153.046(B).~~

(F) Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the 10-year frequency flood event.

§ 153.023 STANDARDS FOR FLOODWAY CONDITIONAL USES.

~~(A) All Uses. A conditional use must not cause any increase in the stage of the 1% chance or regional flood or cause an increase in flood damages in the reach or reaches affected.~~

(A) Fill; Storage of Materials and Equipment:

(1) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.

(2) Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method

with permanent vegetative cover established as soon as possible. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.

(3) Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the ~~base 1% percent chance or regional~~ flood may only be allowed if the Building & Zoning Office has approved a plan that assures removal of the materials from the floodway based upon the flood warning time available.

(C) *Accessory Structures*. Accessory structures, as identified in Section 153.022(A), may be permitted, provided that:

(1) Structures are not intended for human habitation;

(2) Structures will have a low flood damage potential;

(3) Structures will be constructed and placed so as to offer a minimal obstruction to the flow of flood waters;

(4) Service utilities, such as electrical and heating equipment, within these structures must be elevated to or above the regulatory flood protection elevation or properly floodproofed;

(5) Structures must be elevated on fill or structurally dry floodproofed and watertight to the regulatory flood protection elevation. ~~in accordance with the FP1 or FP2 floodproofing classifications in the State Building Code. All floodproofed structures must be adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls.~~ Certifications consistent with Section 153.050(E) shall be required.

(6) As an alternative, an accessory structure may be floodproofed in a way to accommodate internal flooding. To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, have a net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention. A floodproofing certification consistent with Section 153.050(E) shall be required. ~~internally/wet floodproofed to the FP3 or FP4 floodproofing classifications in the State Building Code, provided the accessory structure constitutes a minimal investment and does not exceed 576 square feet in size. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following criteria:~~

(a) ~~To allow for the equalization of hydrostatic pressure, there must be a minimum of two "automatic" openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and~~

(b) ~~There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.~~

~~(D) Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minnesota Statutes, Section 103G.245.~~

(D) A levee, dike or floodwall constructed in the floodway must not cause an increase to the base 1% chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.

~~(F) Floodway developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.~~

FLOOD FRINGE DISTRICT (FF)

§ 153.025 PERMITTED USES.

Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in Section 153.026. If no pre-existing, underlying zoning districts exist, then any residential or nonresidential structure or use of a structure or land is a permitted use provided it does not constitute a public nuisance.

§ 153.026 STANDARDS FOR FLOOD FRINGE PERMITTED USES.

(A) All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation (RFPE). The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation (RFPE) and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered professional engineer, land surveyor or other qualified person designated by the City of Windom.

(B) *Accessory Structures.* As an alternative to the fill requirements of Section 153.026(A), structures accessory to the uses identified in Section 153.025 must meet the following provisions: may be permitted to be internally/wet floodproofed to the FP3 or FP4 floodproofing classifications in the State Building Code, provided that:

(1) The accessory structure constitutes a minimal investment, does not exceed 576 square feet in size, and is only used for parking and storage.

(2) Accessory structures must allow for the equalization of hydrostatic pressure by accommodating for the inundation of floodwaters. There shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.

All portions of floodproofed accessory structures below the Regulatory Flood Protection Elevation must be: (i) adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls, (ii) be constructed with materials resistant to flood damage, and (iii) must have all service utilities be water tight or elevated to above the regulatory flood protection elevation.

(3) Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following criteria:

(a) To allow for the equalization of hydrostatic pressure, there must be a minimum of two "automatic" openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and

(b) There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.

(C) The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with Section 153.026(A) of this chapter. or if allowed as a conditional use under Section 153.027(C) below.

(D) The storage of any materials or equipment must be elevated on fill to the regulatory flood protection elevation.

(E) All service utilities, including ductwork, must be elevated or water-tight at least up to the Regulatory Flood Protection Elevation to prevent infiltration of floodwaters.

(F) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.

(G) All fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.

(H) All new principal structures must have vehicular access at or above an elevation not more than two feet below the regulatory flood protection elevation, or must have a flood warning /emergency evacuation plan acceptable to the Building & Zoning Office.

(I) Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the base regional (1% chance) flood.

(J) Interference with normal manufacturing/industrial plant operations must be minimized, especially along streams having protracted flood durations. In considering permit applications, due consideration must be given to the needs of industries with operations that require a floodplain location.

(J) Manufactured homes and recreational vehicles must also meet the standards of Sections 153.045 of this chapter.

§ 153.027 CONDITIONAL USES.

The following uses and activities may be allowed as conditional uses following the standards and procedures set forth in Section 153.065 of this chapter and further subject to the standards set forth in Section 153.028, if otherwise allowed in the underlying zoning district(s), or any applicable overlay district.

(A) ~~Any structure that is not elevated on fill or floodproofed in accordance with Sections 153.026(A) and (B) of this ordinance.~~ The placement of floodproofed nonresidential basements below the regulatory flood protection elevation.

(B) Storage of any material or equipment below the regulatory flood protection elevation.

(C) The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with Section 153.026(A) of this chapter.

(D) The use of methods other than fill to elevate structures above the regulatory flood protection elevation. This includes the use of: stilts, pilings, filled stem walls, parallel walls, or above-grade, internally-flooded enclosed areas such as crawl spaces or tuck-under garages, shall meeting the standards in Section 153.028(F).

§ 153.028 STANDARDS FOR FLOOD FRINGE CONDITIONAL USES.

In addition to the applicable standards outlined in Sections 153.026 and 153.065:

(A) The standards listed in Sections 153.026(G) through (J) apply to all conditional uses.

(B) Basements, as defined by Section 153.011 of this chapter, are not allowed below the RFPE, subject to the following:

(1) ~~Residential basement construction is not allowed below the regulatory flood protection elevation, except as authorized in Section 153.028(G).~~

(2) ~~Non-residential basements may be allowed below the regulatory flood protection elevation provided the basement is structurally dry floodproofed in accordance with Section 153.028(C) of this ordinance, or meets the "Reasonably Safe From Flooding" standards in Section 153.028(G).~~

(C) All areas of nonresidential structures, including basements, to be placed below the regulatory flood protection elevation must be structurally dry floodproofed in accordance with the structurally dry floodproofing classifications in the State Building Code. Structurally dry floodproofing must meet the FP1 or FP2 floodproofing classification in the State Building Code, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A floodproofing certification consistent with Section 153.050(E) shall be required.

(D) The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.

(1) The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the ~~base regional (1% chance)~~ flood event.

(2) The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the Building & Zoning Office.

(3) The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.

(E) Storage of materials and equipment below the regulatory flood protection elevation must comply with an approved emergency plan providing for removal of such materials within the time available after a flood warning.

(F) Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. The base or floor of an enclosed area shall be considered above-grade and not a structure's basement or lowest floor if: 1) the enclosed area is above-grade on at least one side of the structure; 2) it is designed to internally flood and is constructed with flood resistant materials; and 3) it is used solely for parking of vehicles, building access or storage. The above-noted alternative elevation methods are subject to the following additional standards:

(1) Design and Certification - The structure's design and as-built condition must be certified by a registered professional engineer as being in compliance with the general design standards of the State Building Code and, specifically, that all electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities must be at or above the regulatory flood protection elevation or be designed to prevent flood water from entering or accumulating within these components during times of flooding.

(2) Specific Standards for Above-grade, Enclosed Areas - Above-grade, fully-enclosed areas such as crawl spaces or tuck-under garages must be designed to internally flood and the design plans must stipulate:

(a) ~~The minimum area of openings in the walls where internal flooding is to be used as a floodproofing technique.~~ There shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The automatic openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice. The automatic openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters without any form of human intervention.; and

(b) ~~That the enclosed area will be designed of flood resistant materials in accordance with the FP3 or FP4 classifications in the State Building Code and shall be used solely for building access, parking of vehicles or storage.~~ Floodproofing certifications consistent with Section 153.050(E) shall be required. The structure shall be subject to a deed-restricted non-conversion agreement with the issuance of any permit.

(G) ~~When the Federal Emergency Management Agency has issued a Letter of Map Revision based on Fill (LOMR F) for vacant parcels of land elevated by fill to the 100-year flood~~

elevation, the area elevated by fill remains subject to the provisions of this ordinance. A structure may be placed on the elevated area specified in the LOMR-F with the lowest floor below the Regulatory Flood Protection Elevation provided the structure meets provisions of (a) and (b) below:

(1) No floor level or portion of a structure that is below the Regulatory Flood Protection Elevation shall be used as habitable space or for storage of any property, materials, or equipment that might constitute a safety hazard when contacted by flood waters.

(2) For residential and non-residential structures, the basement floor may be placed below the Regulatory Flood Protection Elevation, provided:

(a) The top of the immediate floor above any basement area shall be placed at or above the Regulatory Flood Protection Elevation, and

(b) Any area of the structure placed below the Regulatory Flood Protection Elevation shall meet the "Reasonably Safe From Flooding" standards in the Federal Emergency Management Agency's publication entitled Ensuring that Structures Built on Fill In or Near Special Flood Hazard Areas are Reasonably Safe From Flooding," Technical Bulletin 10-01, which is hereby adopted by reference and made a part of this ordinance. In accordance with the provisions of this ordinance, and specifically Section 153.028(G) of this ordinance, the applicant shall submit documentation that the structure is designed and built in accordance with either the "Simplified Approach" or "Engineered Basement Option" found in the above-cited FEMA publication.

GENERAL FLOODPLAIN DISTRICT (GF)

§ 153.030 PERMITTED USES.

(A) The uses listed in Section 153.020 of this chapter, Floodway District Permitted Uses, are permitted uses.

(B) All other uses are subject to the floodway/flood fringe evaluation criteria specified in Section 153.031 below. Sections 153.020 through 153.023 apply if the proposed use is determined to be in the Floodway District. Sections 153.025 through 153.028 apply if the proposed use is determined to be in the Flood Fringe District.

§ 153.031 PROCEDURES FOR DETERMINING FLOODWAY BOUNDARIES AND BASE FLOOD ELEVATIONS, AND FLOOD FRINGE DETERMINATIONS.

(A) Upon receipt of an application for a permit or other approval within the General Floodplain District, the Zoning Administrator must obtain, review and reasonably utilize any base regional flood elevation and floodway data available from a federal, state, or other source.

(B) If base regional flood elevation and floodway data are not readily available, the applicant must furnish additional information, as needed, to determine the regulatory flood protection elevation and whether the proposed use would fall within the Floodway or Flood Fringe District. Information must be consistent with accepted hydrological and hydraulic engineering standards and the standards in 153.031(C) below.

(C) The determination of floodway and flood fringe must include the following components, as applicable:

(1) Estimate the peak discharge of the base regional (1% chance) flood.

(2) Calculate the water surface profile of the ~~base~~ ~~regional~~ flood based upon a hydraulic analysis of the stream channel and overbank areas.

(3) Compute the floodway necessary to convey or store the ~~base~~ ~~regional~~ flood without increasing flood stages more than one-half (0.5) foot. A lesser stage increase than 0.5 foot is required if, as a result of the stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries, ~~unless development or geographic features warrant other analysis, as approved by the Department of Natural Resources.~~

(D) **Alternative Methods.** For areas where a detailed study is not available or required, the base flood elevation must be determined using best available data. Until a floodway determination can be completed, the entire floodplain must be treated as floodway, with allowable activities restricted to those identified in Sections 153.020 and 153.022.

(1) Development allowed in floodways (e.g. bridges, culverts, grading, filling, stabilization projects) must not cumulatively increase flood stages more than one-half foot during a base flood event, as determined by a professional engineer or by using accepted engineering practices approved by the Department of Natural Resources. A stage increase less than one-half foot must be used if increased flood damages would result.

(2) Development prohibited in floodways (e.g. buildings) require a floodway/flood fringe determination to verify the development is within the flood fringe. The floodway/flood fringe determination must be done by a professional engineer or utilize other accepted engineering practices approved by the Department of Natural Resources. Any such proposal must assume a one-half foot stage increase for the purposes of determining the regulatory flood protection elevation to accommodate for future cumulative impacts.

(E) The Zoning Administrator will review the submitted information and assess the technical evaluation and the recommended Floodway and/or Flood Fringe District boundary. The assessment must include the cumulative effects of previous floodway encroachments. The Zoning Administrator may seek technical assistance from a designated engineer or other expert person, or agency, including the Department of Natural Resources. Based on this assessment, the Zoning Administrator may approve or deny the application.

(F) Once the Floodway and Flood Fringe District boundaries have been determined, the Zoning Administrator must process the permit application consistent with the applicable provisions of Sections 153.020 through 153.023 and Sections 153.025 through 153.028 of this chapter.

SUBDIVISION LAND DEVELOPMENT STANDARDS

§ 153.035 ~~SUBDIVISION LAND DEVELOPMENT STANDARDS.~~

(A) *In General:* Recognizing that flood prone areas may exist outside of the designated floodplain districts, the requirements of this section apply to all land within the City of Windom.

(1) *Building Sites.* If a proposed building site is in a flood prone area, all new construction and substantial improvements (including the placement of manufactured homes) must be:

(a) Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;

(b) Constructed with materials and utility equipment resistant to flood damage;

(c) Constructed by methods and practices that minimize flood damage; and

(d) Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities elevated at least up to the Regulatory Flood Protection Elevation (RFPE).

(e) Developed so that it is not detrimental to uses in adjoining areas.

(f) Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life shall be stored at or above the flood protection elevation, floodproofed, or protected by structural measures consistent with the standards set forth herein. Furthermore, storage of materials likely to cause pollution of the waters, as defined in Minnesota Statutes, Section 115.01, if subject to flooding are prohibited unless adequate safeguards approved by the state water pollution control agency are provided.

(B) *Subdivisions:* No land may be subdivided which is unsuitable for reasons of flooding or inadequate drainage, water supply or sewage treatment facilities. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this chapter.

(1) All lots within the floodplain districts must be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation.

(2) All subdivisions must have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation, unless a flood warning emergency plan for the safe evacuation of all vehicles and people during the ~~base regional (1% chance)~~ flood has been approved by the Building & Zoning Office. The plan must be prepared by a registered engineer or other qualified individual, and must demonstrate that adequate time and personnel exist to carry out the evacuation.

(3) For all subdivisions in the floodplain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection elevation and the required elevation of all access roads must be clearly labeled on all required subdivision drawings and platting documents.

(4) In the General Floodplain District, applicants must provide the information required in Section 153.031 of this chapter to determine the ~~base regional~~ flood elevation, the Floodway and Flood Fringe District boundaries and the regulatory flood protection elevation for the subdivision site.

(5) If a subdivision proposal or other proposed new development is in a flood prone area, any such proposal must be reviewed to assure that:

(a) All such proposals are consistent with the need to minimize flood damage within the flood prone area;

(b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and

(c) Adequate drainage is provided to reduce exposure of flood hazard.

~~(C) Building Sites.~~ If a proposed building site is in a flood-prone area, all new construction and substantial improvements (including the placement of manufactured homes) must be:

~~(a) Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;~~

~~(b) Constructed with materials and utility equipment resistant to flood damage;~~

~~(c) Constructed by methods and practices that minimize flood damage; and~~

~~(d) Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.~~

~~PUBLIC UTILITIES, RAILROADS, ROADS, AND BRIDGES, AND PUBLIC AND PRIVATE UTILITIES AND SERVICE FACILITIES~~

~~§ 153.040 PUBLIC UTILITIES, RAILROADS, ROADS, AND BRIDGES, AND PUBLIC AND PRIVATE UTILITIES AND SERVICE FACILITIES.~~

(A) ~~Public Utilities.~~ All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be floodproofed in accordance with the State Building Code or elevated to the regulatory flood protection elevation (RFPE) or located and constructed to minimize or eliminate flood damage.

(B) *Public Transportation Facilities.* Railroad tracks, roads, and bridges to be located within the floodplain must comply with Sections 153.020 through 153.023 and Sections 153.025 through 153.028 of this chapter. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.

(C) *On-site Water Supply, Individual Sewage Treatment Systems, and Other Service Facilities.* Where public utilities are not provided:

1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems and are subject to the provisions in Minnesota Rules, Part Chapter 4725.4350, as amended; and

2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, they must not be subject to impairment or contamination during times of flooding, and are subject to the provisions in Minnesota Rules, Part Chapter 7080.2270, as amended.

~~MANUFACTURED HOMES AND RECREATIONAL VEHICLES MANUFACTURED HOME PARKS~~

~~§ 153.045 MANUFACTURED HOMES AND RECREATIONAL VEHICLES. MANUFACTURED HOME PARKS.~~

(A) *Manufactured Homes.* New manufactured home parks and expansions to existing manufactured home parks are prohibited in any floodplain district. For existing manufactured home parks or lots of record, the following requirements apply: Manufactured homes and manufactured home parks are subject to applicable standards for each floodplain district. In addition:

(1) Placement or replacement of manufactured home units is prohibited in the Floodway District. New and replacement manufactured homes must be elevated in compliance with Sections 153.025 through 153.028 of this chapter and must be securely anchored to a system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

(2) New manufactured home parks and expansions to existing manufactured home parks must meet the appropriate standards for subdivisions in Section 153.035 of this chapter. New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in Section 153.035(B)(2) of this chapter.

If allowed in the Flood Fringe District, placement or replacement of manufactured home units is subject to the requirements of Sections 153.025 through 153.028 of this ordinance and the following standards:

(a) New and replacement manufactured homes must be elevated in compliance with Sections 153.025 through 153.028 of this ordinance and must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

(b) New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in Section 153.035(B)(2).

RECREATIONAL VEHICLES

§ 153.046 RECREATIONAL VEHICLES.

(B) *Recreational Vehicles.* New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Placement of Recreational vehicles placed in existing recreational vehicle parks, or campgrounds or lots of record in the floodplain must either: meet the exemption criteria below or be treated as new structures meeting the requirements of this ordinance.

(A) Recreational vehicles are exempt from the provisions of this ordinance if they are placed in any of the following areas and meet the criteria listed in Section 153.046(B):

(1) Meet the requirements for manufactured homes in Section 153.045. or Individual lots or parcels of record.

(2) Be travel ready, meeting the following criteria: Existing commercial recreational vehicle parks or campgrounds.

(3) Existing condominium-type associations.

(B) Criteria for Exempt Recreational Vehicles:

- (a) The vehicle must have a current license required for highway use.
- (2) (b) The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.
- (3) (c) No permanent structural type additions may be attached to the vehicle.
- (4) The vehicle and associated use must be permissible in any pre-existing, underlying zoning district.
- (5) (d) Accessory structures may be ~~are not~~ permitted within the Floodway Fringe District, provided that they constitute a minimal investment, do not hinder the removal of the vehicle should flooding occur, and meet the standards outlined in Sections 153.026(B).

~~Any accessory structure in the Flood Fringe District must be constructed of flood-resistant materials and be securely anchored, meeting the requirements applicable to manufactured homes in Section 153.045(A)(2).~~

- (6) An accessory structure must constitute a minimal investment.

~~(C) Recreational vehicles that are exempt in Section 153.046(B) lose this exemption when development occurs on the site that exceeds a minimal investment for an accessory structure such as a garage or storage building. The recreational vehicle and all accessory structures will then be treated as new structures subject to the elevation and floodproofing requirements of Sections 153.025 through 153.028 of this ordinance. No development or improvement on the parcel or attachment to the recreational vehicle is allowed that would hinder the removal of the vehicle should flooding occur.~~

ADMINISTRATION

§ 153.050 ADMINISTRATION.

(A) *Zoning Administrator.* A Zoning Administrator or other official designated by the City of Windom must administer and enforce this chapter.

(B) Permit Requirements.

(1) *Permit Required.* A permit must be obtained from the Zoning Administrator prior to conducting the following activities:

- (a) The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in this chapter.
- (b) The use or change of use of a building, structure, or land.
- (c) The construction of a dam, fence, or on-site septic system, although a permit is not required for a farm fence as defined in this chapter.

- (d) The change or extension of a nonconforming use.
- (e) The repair of a structure that has been damaged by flood, fire, tornado, or any other source.
- (f) The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.
- (g) Relocation or alteration of a watercourse (including new or replacement culverts and bridges), unless a public waters work permit has been applied for.
- (h) Any other type of “development” as defined in this chapter.

(C) *Application for Permit.* Permit applications must be submitted to the Zoning Administrator on forms provided by the Zoning Administrator. The permit application must include the following as applicable:

- (1) A site plan drawn to scale showing the location, all pertinent dimensions, and elevations of the lot and existing or proposed buildings, structures; and significant natural features having an influence on the permit.
- (2) Location of the foregoing and fill or storage of materials in relation to the stream channel.
- (3) Copies of any required municipal, county, state or federal permits or approvals.
- (4) Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.

(D) *Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use.* No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the use of the building or land conforms to the requirements of this chapter.

(E) *Certification.* The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this chapter. Floodproofing measures must be certified by a registered professional engineer or registered architect as being in compliance with applicable floodproofing standards in the State Building Code. Accessory structures designed in accordance with Section 153.026(B) of this chapter are exempt from certification, provided sufficient assurances are documented. A registered professional engineer is required to certify that any development in established floodways must not cause any increase in flood elevations, and development in the general floodplain district will not cumulatively increase flood stages more than one-half foot, or less if increased damages would result.

(F) *Recordkeeping of Certifications and As-Built Documentation.* The Zoning Administrator must maintain records in perpetuity documenting:

- (1) All certifications referenced in Section 153.050(E) of this chapter as applicable.

(2) Elevations complying with Section 153.026(A) of this chapter. The Zoning Administrator must also maintain a record of the elevation to which structures and alterations to structures are construed or floodproofed.

Record of First Floor Elevation. The Zoning Administrator must maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the floodplain. The Zoning Administrator must also maintain a record of the elevation to which structures and alterations or additions to structures are floodproofed.

(G) *Notifications for Watercourse Alterations.* Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).

(H) *Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations.* As soon as is practicable, but not later than six months after the date such supporting information becomes available, the Zoning Administrator must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.

§ 153.060 VARIANCES.

(A) *Variance Applications.* An application for a variance to the provisions of this chapter will be processed and reviewed in accordance with applicable state statutes and the following provisions. Applications shall be submitted to the Zoning Administrator who shall review the application, schedule a reasonable time for a public hearing, and give due notice to the parties in interest as specified by law. The Planning Commission shall hold the public hearing and make recommendations to the City Council on applications for variances permissible under this chapter.

Upon filing with the City Administrator of an appeal from a decision of the Zoning Administrator, or an application for a variance, the City Council shall fix a reasonable time for a hearing and give due notice to the parties in interest as specified by law.

(B) *Submittal of Hearing Notices to the Department of Natural Resources (DNR).* The Zoning Administrator City Administrator must shall submit by mail to the DNR a copy of the application and hearing notice for proposed variance sufficiently in advance to provide at least ten days' notice of the hearing. The application and notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

(C) The City Council shall arrive at a decision on the appeal or variance within 60 days. In passing upon an appeal, the City Council may, so long as the action is in conformity with the provision of this chapter, reverse or affirm, wholly or in part, or modify the order, requirement, decision or determination of the Zoning Administrator or other public official. It shall make its decision in writing setting forth the findings of fact and the reason for its decision. In granting a

variance, the City Council may prescribe appropriate conditions and safeguards such as those specified in this chapter which are in conformity with the purpose of this chapter.

(D) *Adherence to State Floodplain Management Standards.* A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.

(E) *General Considerations.* The City Council may consider the following factors in granting variances and imposing conditions on variances and conditional uses in floodplains:

(1) The potential danger to life and property due to increased flood heights or velocities caused by encroachments;

(2) The danger that materials may be swept onto other lands or downstream to the injury of others;

(3) The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions;

(4) The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner;

(5) The importance of the services to be provided by the proposed use to the community;

(6) The requirements of the facility for a waterfront location;

(7) The availability of viable alternative locations for the proposed use that are not subject to flooding;

(8) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future;

(9) The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area;

(10) The safety of access to the property in times of flood for ordinary and emergency vehicles;

(11) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.

(F) *Additional Variance Criteria.* The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:

(1) Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.

(2) Variances may only be issued by a community upon:

(a) a showing of good and sufficient cause;

(b) a determination that failure to grant the variance would result in exceptional hardship to the applicant; and

(c) a determination that the granting of a variance will not result in increased flood

heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(3) Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(G) *Submittal of Final Decisions to the DNR.* A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

(H) *Flood Insurance Notice.* The Zoning Administrator must notify the applicant for a variance that:

(1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and

(2) Such construction below the base ~~or regional~~ flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.

(I) *Record-Keeping.* The Zoning Administrator must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.

§ 153.065 CONDITIONAL USES.

(A) *Administrative Review.* An application for a conditional use permit under the provisions of this

chapter will be processed and reviewed in accordance with applicable state statutes and the following provisions. Applications shall be submitted to the Zoning Administrator who shall review the application, schedule a reasonable time for a public hearing, and give due notice to the parties in interest as specified by law. The Planning Commission shall hold the public hearing and make recommendations to the City Council on applications for conditional uses permissible under this chapter.

~~forward the application to the Planning Commission for consideration. The Planning Commission shall hear and make recommendations on applications for conditional uses permissible under this chapter.~~

(B) *Submittal of Hearing Notices to the Department of Natural Resources (DNR).* The Zoning Administrator ~~must shall~~ submit a copy of the conditional use application and hearing notice for proposed conditional use to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The application and notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

(C) Following the Planning Commission's recommendations, the City Council shall arrive at a decision on a conditional use within 60 days. In granting a conditional use permit, the City

Council may prescribe appropriate conditions and safeguards which are in conformity with the purposes of this chapter.

(D) *Factors Used in Decision-Making.* In passing upon conditional use applications, the Planning Commission and City Council must consider all relevant factors specified in other sections of this chapter, and those factors identified in Section 153.060(E) of this chapter.

(E) *Conditions Attached to Conditional Use Permits.* In addition to the standards identified in Sections 153.023 and 153.028, the Planning Commission and City Council may attach such conditions to the granting of conditional use permits as they deem necessary to fulfill the purposes of this chapter. Such conditions may include, but are not limited to, the following:

- (1) Modification of waste treatment and water supply facilities.
- (2) Limitations on period of use, occupancy, and operation.
- (3) Imposition of operational controls, sureties, and deed restrictions.
- (4) Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.
- (5) Floodproofing measures in accordance with the State Building Code and this chapter. The applicant must submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

(F) *Submittal of Final Decisions to the DNR.* A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

APPEALS

§ 153.067 APPEALS.

(A) *Appeals.* Appeals from a decision of the Zoning Administrator concerning variances or conditional uses relating to floodplain regulations shall be filed with the City Administrator and shall be reviewed by the City Council acting as the Board of Appeals and Adjustments. Sections 152.568(A) and (B) of the City Code shall apply to appeals. In passing upon an appeal, the City Council may, so long as the action is in conformity with the provisions of this chapter, reverse or affirm, wholly or in part, or modify the order, requirement, decision or determination of the Zoning Administrator or other public official. It shall make its decision in writing setting forth the findings of fact and the reason for its decision.

NONCONFORMITIES

§ 153.070 NONCONFORMITIES.

(A) *Continuance of Nonconformities.* A use, structure, or occupancy of land which was lawful before the passage or amendment of this chapter but which is not in conformity with the provisions of this chapter may be continued subject to the following conditions. Historic structures, as defined in Section 153.011 of this chapter, are subject to the provisions of Sections 153.070(B) through (G) of this chapter.

(B) A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in 153.070(C) below. Expansion or enlargement of uses, structures or occupancies within the Floodway District is prohibited.

(C) Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or floodproofing techniques (i.e., FP1 thru FP4 floodproofing classifications) allowable in the State Building Code, except as further restricted in Section 153.070(D) below.

(D) If any structure experiences a substantial improvement as defined in this chapter, then the entire structure must meet the standards of Sections 153.020 through 153.023 or Sections 153.025 through 153.028 of this chapter for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. If the proposed development, including maintenance and repair during the previous 365 days, plus the costs of any previous alterations and additions since the first Flood Insurance Rate Map, exceeds 50 percent of the market value of any nonconforming structure, the entire structure must meet the standards of Sections 153.020 through 153.023 or Sections 153.025 through 153.028 of this chapter.

~~If the cost of all previous and proposed alterations and additions exceeds 50 percent of the market value of any nonconforming structure, that shall be considered substantial improvement, and the entire structure must meet the standards of Sections 153.020 through 153.023 and Sections 153.025 through 153.028 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor.~~

(E) If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this chapter. ~~The Assessor must notify the Zoning Administrator in writing of instances of nonconformities that have been discontinued for a period of more than one year.~~

(F) If any nonconformity is substantially damaged, as defined in Section 153.011 of this chapter, it may not be reconstructed except in conformity with the provisions of this chapter. The applicable provisions for establishing new uses or new structures in Sections 153.020 through 153.023 or Sections 153.025 through 153.028 will apply depending upon whether the use or structure is in the Floodway or Flood Fringe, respectively.

(G) If any nonconforming use or structure experiences a repetitive loss, as defined in Section 153.011 of this chapter, it shall be considered substantially damaged and must not be reconstructed except in conformity with the provisions of this chapter.

~~(H) Any substantial improvement, as defined in Section 153.011 of this ordinance, to a nonconforming structure requires that the existing structure and any additions must meet the requirements of Sections 153.020 through 153.023 or Sections 153.025 through 153.028 of this~~

ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District.

AMENDMENTS

§ 153.075 AMENDMENTS.

~~(A) *Floodplain Designation—Restrictions on Removal.* The floodplain designation on the Official Zoning Map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Commissioner of the Department of Natural Resources (DNR) if the Commissioner determines that, through other measures, lands are adequately protected for the intended use.~~

(A) *Map Revisions Require Ordinance Amendments.* The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Section 153.005 of this chapter.

(B) *Amendments Require DNR Approval.* All amendments to this chapter must be submitted to and approved by the Commissioner of the Department of Natural Resources (DNR) prior to adoption by the City of Windom. ~~The DNR Commissioner must approve the amendment prior to approval.~~

PENALTIES AND ENFORCEMENT

§ 153.999 PENALTIES AND ENFORCEMENT.

(A) *Violation Constitutes a Misdemeanor.* Violation of the provisions of this chapter or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.

(B) *Other Lawful Action.* Nothing in this chapter restricts the City of Windom from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the Zoning Administrator within the specified period of time, each additional day that lapses will constitute an additional violation of this chapter and will be prosecuted accordingly.

(C) *Enforcement.* Violations of the provisions of this chapter will be investigated and resolved in accordance with the following provisions. When a violation of this chapter is either discovered by or brought to the attention of the Zoning Administrator, he/she shall immediately investigate the situation and document the nature and extent of the violation. As soon as it is reasonably possible, this information will be submitted to the appropriate Department of Natural Resources Office along with the City's plan of action to correct the violation to the degree possible. The Zoning Administrator shall notify the suspected party of the requirements of this chapter and the nature and extent of the suspected violation. If the structure and/or use is under construction or development, the Zoning Administrator may order the construction or development immediately halted until a proper permit of approval is granted by the City. If the construction or development is already completed, then the Zoning Administrator may either:

(1) Issue an order identifying the corrective actions that must be made within a specified time period to bring the use or structure into compliance; or

(2) Notify the responsible party to apply for an after-the-fact permit/development approval within a specified period of time not to exceed 30 days.

(3) The Zoning Administrator shall also, upon the lapse of the specified response period, notify the landowner to restore the land to the condition which existed prior to the violation of this chapter.

(4) In responding to a suspected ordinance violation, the Zoning Administrator and the City Council may utilize the full array of enforcement actions available to the City including, but not limited to, prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The City of Windom must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER
ORDAINS:**

EFFECTIVE DATE: This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN; and this ordinance shall be in full force and effect immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 3rd day of August, 2021.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: July 20, 2021

2nd Reading: August 3, 2021

Adoption: August 3, 2021

Published Title & Summary: August 11, 2021

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: **Aye:**

Nay:

Absent:

A RESOLUTION APPROVING THE SALE OF TAX-FORFEITED PARCELS AT PUBLIC AUCTION

WHEREAS, the City Council of the City of Windom has received correspondence from the Cottonwood County Auditor/Treasurer listing tax-forfeited parcels; and

WHEREAS, a parcel on the list that are located in the City of Windom are described as follows:

Parcel # 25-791-0570 - Lot 1, Block 4, Vold Addition

WHEREAS, the City Council has considered the value of this parcel to the City of Windom in terms of location, size, and desirability; and

WHEREAS, it would be in the best interest of the City that the parcel be sold at a public auction.

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

1. That the tax-forfeited parcel listed above is approved for public auction pursuant to Minnesota Statute §282.01.
2. The City of Windom waives any statutory time requirements contained therein.
3. It is the intention of City of Windom to **reassess all special assessments.**

Adopted this 20th day of July, 2021.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: **Aye:**

Nay:

Absent:

RESOLUTION APPROVING THE ACQUISITION OF A TAX-FORFEITED PARCEL

WHEREAS, the City Council of the City of Windom has received correspondence from the Cottonwood County Auditor/Treasurer listing property tax-forfeited parcels; and

WHEREAS, one of the parcels on the list is located in the City of Windom and is described as follows:

Parcel # 25-791-0570 - Lot 1, Block 4, Vold Addition

WHEREAS, upon review, it has been determined that said property could provide a recreational area and fishing access at Perkins Creek for residents of Windom; and

WHEREAS, pursuant to Minnesota Statutes Section 282.01, governmental subdivisions may acquire such tax-forfeited parcels for public purposes; and

WHEREAS, it is in the best interests of the citizens of Windom that this property be acquired by the City of Windom for park and recreation purposes.

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

1. The City of Windom is authorized to acquire the tax-forfeited property described herein pursuant to the requirements set forth in Minnesota Statutes Section 282.01 and provide documentation as required by the Cottonwood County Auditor/Treasurer.
2. The Mayor or City Administrator are authorized to sign any required documentation to consummate acquisition of this property.

Adopted this 20th day of July, 2021.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

WINDOM'S "NIGHT TO UNITE" PROCLAMATION

WHEREAS, the Minnesota Crime Prevention Association, AAA of Minnesota/Iowa and local law enforcement agencies are sponsoring a unique, nationwide crime, drug and violence awareness program on August 2, 2021, entitled "Night to Unite"; and

WHEREAS, the "Night to Unite" provides a unique opportunity for Windom, Minnesota, to join forces with thousands of other communities across the country in promoting cooperative police-community crime prevention efforts; and

WHEREAS, the Cottonwood County Youth Task Force, Southwest Crisis Center, and MN Department of Corrections play a vital role in assisting the Windom Police Department and Cottonwood County Sheriff's Department through joint crime, drug and violence prevention efforts in Windom and are supporting "Night to Unite 2021" locally; and

WHEREAS, it is essential that all citizens of Windom be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Windom; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "Night to Unite" Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that Monday, August 2, 2021, is designated as "**Night to Unite**" in Windom, Minnesota, and citizens of Windom are encouraged to support and participate in Windom's 15th Annual "Night to Unite".

Adopted by the Council this 20th day of July, 2021.

Dominic Jones, Mayor

Attest: _____
Steve Nasby, City Administrator

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: City Administrator *[Signature]*
DATE: July 15, 2021
RE: Street Closure Request – Night to Unite
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approval of a temporary street closure for Night to Unite event on 4th Avenue between 9th and 10 Streets from 4 pm to 9 pm on Monday, August 2, 2021.

Issue Summary/Background

As part of the national celebration the City has worked with the Windom Area Chamber of Commerce and other partners to participate in Night to Unite. Typically, there has been events on the Courthouse Square and displays of public safety equipment in the Street. A temporary street closure has previously been approved for the Night to Unite event.

This year's request is for a temporary street closure for Night to Unite event on 4th Avenue between 9th and 10 Streets from 4 pm to 9 pm on Monday, August 2, 2021.

Fiscal Impact

Some staff time to drop off street closure barricades and post notices.

Attachments

1. 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: City Administrator *Steve*
DATE: July 16, 2021
RE: Special Law – TIF District 1-22 (Cemstone Redevelopment Area)
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve a resolution approving a Special Law of Minnesota 2021, 1st Special Session, Chapter 14, Article 9, Section 12 relating to an extension of the five-year rule and duration of the district.

Issue Summary/Background

The City Council approved creation of the Cemstone Redevelopment TIF District on June 18, 2019. TIF Districts, by statute, have limits on their use including the time to enter into development agreements and duration of the district. Due to the impacts of COVID in 2019-20 and the resulting uncertainty for building costs, the City requested that the Minnesota Legislature enact a Special Law extending the timeframes for the Cemstone Redevelopment TIF District.

At the conclusion of the last Special Session, the legislature passed a Special Law for the City of Windom and the Governor signed the legislation. To enact this Special Law the governing boards of the City, County and School District must pass resolutions approving the Special Law. Upon approval of these resolutions the City will need to send copies of the resolutions and a certificate to the Minnesota Secretary of State.

Thanks to Representative Rod Hamilton and Senator Bill Weber for their assistance in getting the legislation passed and the League of Minnesota Cities for the resolution language.

Fiscal Impact

No impact from the extension of the Cemstone Redevelopment TIF District by five years for entering into agreements or the duration.

Attachments

1. Special Law for Cemstone Redevelopment TIF District
2. Minnesota Statutes 645.021 and 469.1782

(b) The requirement of Minnesota Statutes, section 469.1763, subdivision 4, relating to the use of increment after the expiration of the five-year period under Minnesota Statutes, section 469.1763, subdivision 3, is extended to the 11th year for Tax Increment Financing District No. 1-8.

EFFECTIVE DATE. This section is effective the day after the governing body of the city of Mountain Lake and its chief clerical officer comply with the requirements of Minnesota Statutes, section 645.021, subdivisions 2 and 3.

Sec. 10. CITY OF RAMSEY; TAX INCREMENT FINANCING DISTRICT NO. 14; FIVE-YEAR RULE EXTENSION.

(a) The requirement of Minnesota Statutes, section 469.1763, subdivision 3, that activities must be undertaken within a five-year period from the date of certification of a tax increment financing district, is extended by a two-year period to November 28, 2023, for Tax Increment Financing District No. 14 administered by the city of Ramsey.

(b) The requirements of Minnesota Statutes, section 469.1763, subdivision 4, relating to the use of increment after the expiration of the five-year period under Minnesota Statutes, section 469.1763, subdivision 3, is extended to the 13th year for Tax Increment Financing District No. 14.

EFFECTIVE DATE. This section is effective the day after the governing body of the city of Ramsey and its chief clerical officer comply with Minnesota Statutes, section 645.021, subdivisions 2 and 3.

Sec. 11. CITY OF WAYZATA; TIF DISTRICT NO. 6; EXPENDITURES ALLOWED.

Notwithstanding Minnesota Statutes, section 469.1763, subdivision 2, the city of Wayzata may expend increments generated from Tax Increment Financing District No. 6 for the design and construction of the lakefront pedestrian walkway and community transient lake public access infrastructure related to the Panoway on Wayzata Bay project, and all such expenditures are deemed expended on activities within the district.

EFFECTIVE DATE. This section is effective the day after the governing body of the city of Wayzata and its chief clerical officer comply with the requirements of Minnesota Statutes, section 645.021, subdivisions 2 and 3.

Sec. 12. CITY OF WINDOM; TIF DISTRICT NO. 1-22; FIVE-YEAR RULE EXTENSION; DURATION EXTENSION.

(a) The requirement of Minnesota Statutes, section 469.1763, subdivision 3, that activities must be undertaken within a five-year period from the date of certification of a tax increment financing district, is considered to be met for Tax Increment Financing District No. 1-22, administered by the city of Windom or its economic development authority, if activities are undertaken within ten years of the district's certification.

(b) The requirements of Minnesota Statutes, section 469.1763, subdivision 4, relating to the use of increment after the expiration of the five-year period under Minnesota Statutes, section 469.1763, subdivision 3, is extended to the 11th year for Tax Increment Financing District No. 1-22.

(c) Notwithstanding Minnesota Statutes, section 469.176, subdivision 1b, the city of Windom, or its economic development authority, may elect to extend the duration of Tax Increment Financing District No. 1-22 by five years.

EFFECTIVE DATE. Paragraphs (a) and (b) are effective the day after the governing body of the city of Windom and its chief clerical officer comply with the requirements of Minnesota Statutes, section 645.021, subdivisions 2 and 3. Paragraph (c) is effective upon compliance by the city of Windom, Cottonwood County, and Independent School District No. 177 with the requirements of Minnesota Statutes, sections 469.1782, subdivision 2, and 645.021, subdivisions 2 and 3.

ARTICLE 10

PUBLIC FINANCE

Section 1. Minnesota Statutes 2020, section 297A.993, subdivision 2, is amended to read:

Subd. 2. Allocation; termination. The proceeds of the taxes must be dedicated exclusively to: (1) payment of the capital cost of a specific transportation project or improvement; (2) payment of the costs, which may include both capital and operating costs, of a specific transit project or improvement; (3) payment of the capital costs of a safe routes to school program under section 174.40; or (4) payment of transit operating costs; or (5) payment of the capital cost of constructing buildings and other facilities for maintaining transportation or transit projects or improvements. The transportation or transit project or improvement must be designated by the board of the county, or more than one county acting under a joint powers agreement. Except for taxes for operating costs of a transit project or improvement, or for transit operations, the taxes must terminate when revenues raised are sufficient to finance the project. Nothing in this subdivision prohibits the exclusive dedication of the proceeds of the taxes to payments for more than one project or improvement. After a public hearing a county may, by resolution, dedicate the proceeds of the tax for a new enumerated project.

Sec. 2. Minnesota Statutes 2020, section 453A.04, subdivision 21, is amended to read:

Subd. 21. All other powers Exercising powers of a municipal power agency. ~~It may exercise all other powers not inconsistent with the Constitution of the state of Minnesota or the United States Constitution, which powers may be reasonably necessary or appropriate for or incidental to the effectuation of its authorized purposes or to the exercise of any of the powers enumerated in this section, and generally may exercise in connection with its property and affairs, and in connection with property within its control, any and all powers which might be exercised by a natural person or a private corporation in connection with similar property and affairs. It may exercise the powers of a municipal power agency under chapter 453, for the limited purpose of engaging in tax-exempt prepayments and related transactions as described in section 148(b)(4) of the Internal Revenue Code of 1986, as amended, and the Code of Federal Regulations, title 26, part 1, section 1.148-1(e)(2)(iii), both as may be amended from time to time, or as may otherwise be authorized by statute or the Commissioner of Internal Revenue.~~

Sec. 3. Minnesota Statutes 2020, section 453A.04, is amended by adding a subdivision to read:

645.021 SPECIAL LAWS.

Subdivision 1. **Name required.** A special law as defined in the Minnesota Constitution, article XII, section 2, shall name the local government unit to which it applies. If a special law applies to a group of local government units in a single county or in a number of contiguous counties, it shall be sufficient if the law names the county or counties where the affected units are situated.

Subd. 2. **Local approval required.** A special law shall not be effective without approval of the local government unit or units affected, except as provided in section 645.023. Approval shall be by resolution adopted by a majority vote of all members of the governing body of the unit unless another method of approval is specified by the particular special law.

Subd. 3. **Filing required.** The chief clerical officer of a local government unit shall, as soon as the unit has approved a special law, file with the secretary of state a certificate stating the essential facts necessary to valid approval, including a copy of the resolution of approval or, if submitted to the voters, the number of votes cast for and against approval at the election. The form of the certificate shall be prescribed by the attorney general and copies shall be furnished by the secretary of state. If a local government unit fails to file a certificate of approval before the first day of the next regular session of the legislature, the law is deemed to be disapproved by such unit unless otherwise provided in the special law.

Subd. 4. **Previously enacted law.** Laws 1959, chapter 368, does not apply to any special law heretofore enacted, whether or not it has been approved by the local government unit affected, but such unit shall file with the secretary of state a certificate of approval for such law as required in subdivision 3.

History: 1959 c 368 s 1,2; 1979 c 176 s 1

469.1782 SPECIAL LAW PROVISIONS.

Subdivision 1. [Repealed, 1Sp2001 c 5 art 15 s 41]

Subd. 2. **Local approval of special laws.** (a) If a special law allows an extension of the duration limit of an existing tax increment financing district under section 469.176 or allows establishment of a new district with a longer duration limit than that permitted by general law, the "affected local government units," for purposes of section 645.021 and article XII, section 2, of the Minnesota Constitution, include the city or town, the school district, and the county in which the tax increment district is located. The town board may act to approve the special law.

(b) The chief clerical officer of the municipality must, as soon after the affected local units have approved the special law allowing an extension, file with the secretary of state a certificate stating the essential facts necessary to valid approval, including a copy of each of the resolutions of approval by the city or town, the school district, and the county. The attorney general shall prescribe the form of the certificate and the secretary of state shall furnish copies. If the municipality fails to file a certificate of approval before the first day of the next regular session of the legislature, the extension of the duration is deemed to be disapproved, unless the special law allows a longer period for approval. If the law contains other provisions besides an extension of the duration and the municipality otherwise complies with section 645.021, the rest of the law takes effect.

History: 1995 c 264 art 5 s 35; 1998 c 397 art 11 s 3

RESOLUTION #2021 -

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Abstained:

Absent:

APPROVING LAW OF MINNESOTA 2021, 1st SPECIAL SESSION, CHAPTER 14, ARTICLE 9, SECTION 12, RELATING TO THE CEMSTONE TAX INCREMENT FINANCING DISTRICT

WHEREAS, the City of Windom, Minnesota (the "City") has duly established the Cemstone Tax Increment Financing District 1-22 (the "TIF District"), a redevelopment tax increment financing district, pursuant to Laws of Minnesota 2005, Chapter 152, Article 2, Section 25, and the Economic Development Authority in and for the City of Windom, Minnesota administers such TIF District; and

WHEREAS, the Legislature of the State of Minnesota passed a special law to extend the 5-Year rule and extend the duration limit of the TIF District, all as provided in Laws of Minnesota 2021, 1st Special Session, Chapter 14, Article 9, Section 12 (the "Special Law"); and

WHEREAS, pursuant to the Special Law and Minnesota Statutes, Section 469.1782, subdivision 2, the City, Cottonwood County, Minnesota (the "County"), and Independent School District No. 177 (the "School District") are required to approve the Special Law, and

WHEREAS, pursuant to Minnesota Statutes, Section 645.021, subdivisions 2 and 3, the Special Law is effective upon approval by a majority vote of the governing body of the City and the filing of a certificate, including a copy of this resolution, in the form prescribed by the Minnesota Attorney General with the Minnesota Secretary of State; and

WHEREAS, the City Council of the City has determined that it is in the best interest of the City and its residents to approve the Special Law.

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

1. The Special Law is approved contingent upon the approval of the Special Law by the governing bodies of the County and the School District.
2. The City Administrator, as the chief clerical officer of the City, is hereby authorized and directed to file the certificate and a copy of this resolution, as approved, with the Minnesota Secretary of State as required by Minnesota Statutes, Section 645.021, subdivision 3.
3. City staff are authorized and directed to take any additional action necessary to implement the Special Law.

Adopted this 20th day of July, 2021.

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: DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE: JULY 20, 2021
RE: RESIDENTIAL REHAB - SMALL CITIES DEVELOPMENT PROGRAM
DEPT: Development Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following actions:

1. Approve "Amendment #1 to Grant Contract Agreement" to extend expiration date until September 30, 2022, and authorize Mayor and City Administrator to sign Amendment.
 2. Approve "Amendment to Contract Administration Services between Southwest Minnesota Housing Partnership and City of Windom".
-

Issue Summary/Background

The Grant Contract between DEED and the City of Windom is set to expire on September 30, 2021. The grant award was in the amount of \$364,000. The total of project expenditures was \$94,111.48 as of March 1, 2021. There are currently several projects in process. However, they ran into delays because of COVID-19 and also delays in 2021 because of contractors' schedules and increases in building material costs.

In May, the consensus of the EDA Board was to request an extension of the expiration date of the Grant Contract with DEED. On May 18, 2021, the City Council approved applying for a grant extension.

On June 10, 2021, a Grant Amendment Request Form was submitted to DEED together with a revised timeline for the grant period. On June 28, 2021, DEED approved this request and forwarded Amendment #1 to the Grant Contract Agreement approving the extension of the program until September 30, 2022, for review and execution by the City.

Secondly, the Southwest Minnesota Housing Partnership (the "Partnership") has been administering the SCDP for the City of Windom. The City's contract with the Partnership, dated January 31, 2019, terminates on September 30, 2021. It is necessary that this contract be extended through September 30, 2022, to correspond with the grant extension. The Partnership has provided an Amendment to the Contract for review and execution by the City.

Fiscal Impact

There should be no fiscal impact to the City for approval of either these Amendments.

Attachments

1. Grant Amendment Request Form,
2. Amendment #1 for Grant Contract Agreement,
3. Amendment to Contract Administration Services (between the Partnership and the City of Windom).

GRANT AMENDMENT REQUEST FORM
INSTRUCTIONS

- 1 Determine if this grant amendment request is for an extension or budget adjustment.
- 2 Provide a narrative for this request in the appropriate column.
- 3 For extension request, remember to attach a revised timeline.
(Allow 45 days for extension request to process)
- 4 For budget adjustments, complete the budget adjustment section.
- 5 Request must be signed by staff or elected official who signed the local government resolution for the application, or their successor.
- 6 Scan the request and submit to the DEED representative assigned to the project.

**GRANT #
GRANTEE NAME**

CDAP-17-0039-O-FY18

City of Windom, Minnesota

GRANT EXTENSION
NEW END DATE REQUESTED 9/30/2022
(mm/dd/yy)

AND/OR

REQUEST FOR BUDGET ADJUSTMENT
 (Explain in narrative section and complete budget
adjustment table below)

NARRATIVE SECTION

**DESCRIBE THE REASON WHY THE AMENDMENT IS BEING REQUESTED. IF A GRANT EXTENSION IS BEING REQUESTED,
ATTACH A REVISED TIMELINE CORRESPONDING WITH THE NEW EXTENSION DATE REQUESTED.
(PLEASE REFER TO THE GRANT AGREEMENT CHAPTER OF SCDP A-Z GUIDE FOR ADDITIONAL INFORMATION)**

Reasons for Request for New End Date: Because of COVID-19, submission of applications for the program was greatly reduced and approved projects were not completed. In 2021, there has also been a delay in completion of projects because of COVID-19, contractors' schedules, and the increases in prices of building materials. (Attached is a copy of the revised Project Timeline.)

**COMPLETE THIS SECTION ONLY IF A BUDGET ADJUSTMENT IS BEING REQUESTED
(PLEASE INCLUDE ALL GRANT ACTIVITIES IN BUDGET AND NOT JUST THOSE BEING ADJUSTED)**

IDIS Activity Number	Activity	Current Budget			Adjustment Requested			Adjusted Budget			Goals	
		SCDP	Other	Total	SCDP	Other	Total	SCDP	Other	Total	Current Goal	Revised Goal
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		


 Signature of Authorized City Official
 Steven Nasby, City Administrator

10 June 2021
 Date

Zak Klehr
 Signature of SCDP Representative

6/25/2021
 Date

Natasha D. Kukowski
 Signature of SCDP Manager

6/28/2021
 Date

PROJECT TIMELINE – Grant End Date: September 30, 2021

June 2018	Award announcement
June/July 2018	Execution of contracts
July 2018	Project starts/complete federal requirements
August 2018	Environmental clearance
September 2018	Community Meetings/Start taking applications
September/ October 2018	Applications processed and households determined eligible
October 2018	Inspections/Scopes of work/Bidding begins
November 2018	Projects accepted and proceeds to work issued
September 2019	Mid-grant public hearing
October/ November 2020	Finish construction on all rehabilitation projects
December 2020	Project close out

REVISED PROJECT TIMELINE – Extended Grant End Date: September 30, 2022

June 2021	Submit Grant Amendment Request for Extension of End Date, Continue construction on approved projects
June/ August 2021	Receipt of approval of extension & Grant Contract Amendment processing, continue construction on approved projects
August 2021	Additional marketing re extension of application period
August 2021/ April 2022	Application processing, inspections, scopes of work, bidding, proceeds to work issued, and construction (<i>weather permitting</i>)
April/ September 2022	Finish construction on all rehabilitation projects (construction completed & draw requests submitted by September 30, 2022)
October/November 2022	Final Report & Project Close Out

Amendment #1 for Grant Contract Agreement #CDAP-17-0039-O-FY18

Grant Contract Agreement Start Date:	<u>11/28/2018</u>	Total Grant Contract Agreement Amount:	<u>\$418,600.00</u>
Original Grant Contract Agreement Expiration Date:	<u>9/30/2021</u>	Original Grant Contract Agreement Amount:	<u>\$418,600.00</u>
Current Grant Contract Agreement Expiration Date:	<u>9/30/2021</u>	Previous Amendment(s) Total:	<u>\$0.00</u>
Requested Grant Contract Agreement Expiration Date:	<u>9/30/2022</u>	This Amendment:	<u>\$0.00</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Department of Employment and Economic Development ("State") and the City of Windom, 444 9th Street, P.O. Box 38, Windom, MN 56101 ("Grantee").

Recitals

1. The State has a grant contract agreement with the Grantee identified as CDAP-17-0039-O-FY18 ("Original Grant Contract") to provide assistance with residential rehabilitation project.
2. The State is extending the grant contract expiration date.
3. The State and the Grantee are willing to amend the Original Grant Contract Agreement as stated below.

Grant Contract Amendment

In this Amendment, changes to pre-existing Contract Language will use ~~strike-through~~ for deletions and underlining for insertions.

REVISION 1. Clause 1.2 "**Expiration date**" is amended as follows:

- 1.2 **Expiration date:** ~~September 30, 2021~~, September 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

Except as amended herein, the terms and conditions of the Original Grant Contract Agreement and all previous amendments remain in full force and effect.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §16A.15

Signed: Robin Culbertson

Date: 6/29/21

SWIFT Contract/PO No(s). 150403 / 3-357060 PR 63557

2. GRANTEE: CITY OF WINDOM, MINNESOTA

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Dominic Jones

Title: Mayor

Date: July, 2021

By: _____

Steven Nasby

Title: City Administrator

Date: July, 2021

3. STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative

**AMENDMENT TO CONTRACT ADMINISTRATION SERVICES
BETWEEN THE
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP
AND THE
CITY OF WINDOM**

THIS AMENDMENT TO THE CONTRACT, dated January 31, 2019, by and between the City of Windom and the Southwest Minnesota Housing Partnership for administrative services for the rehabilitation of owner-occupied units through the MN Department of Employment and Economic Development Small Cities Development Program.

This amendment incorporates changes to the following of the original contract. The original contract read:

WITNESSED: In consideration of the mutual covenants and agreements contained herein, the City and the SWMHP agree as follows:

1. The term of this Contract commences on the date first written above and terminates on September 30, 2021, unless otherwise terminated herein.

The amended contract shall read:

WITNESSED: In consideration of the mutual covenants and agreements contained herein, the City and the SWMHP agree as follows:

1. The term of this Contract commences on the date first written above and terminates on September 30, 2022, unless otherwise terminated herein.

This amendment to the original contract supersedes only those items listed.

**SOUTHWEST MINNESOTA
HOUSING PARTNERSHIP**



Chief Executive Officer

7/8/2021

Date

CITY OF WINDOM

Mayor

City Administrator

Date

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: Jeff Dahna, Telecom General Manager
DATE: 7/16/2021
RE: Outside Plant Technician
DEPT: Telecom
CONTACT: Jeff.Dahna@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Hire Jordan Bussa for the Telecom Outside Plant Technician position effective 6/28/2021, starting at Step 3 \$25.36. The annual anniversary date will change to June 28th.
-

Issue Summary/Background

Upon having received one internal transfer request and one outside application. I have conducted an interview and I have selected a final candidate for the Outside Plant Technician position. The internal transfer candidate Jordan Bussa has been in the Telecom Dept 9 years and 18 years with the city. He has the desired background, current systems experience, computer skills and outside plant work experience for the position.

Fiscal Impact

Funding for this position is included in the City of Windom operational budget.

Attachments

1. 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: July 16, 2020
RE: Liquor Store Part-Time Clerk Hiring
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

I recommend that the City Council approve the hiring of Miranda Rummens as a Non-Union Part-Time Liquor Store Clerk at a starting wage of \$10.08/hr.

Issue Summary/Background

Due to a resignation of an employee effective July 1, 2021, we are in need of adding an additional staff member to our team at River Bend Liquor. The Liquor Store has been taking ongoing application since April. Since that time we have received 6 applications. On July 13th, myself and the Liquor Commission met and interviewed potential candidates for the position. After the interviews were completed, we are recommending the hiring of Miranda Rummens at a starting wage of \$10.08/hr, following the Part-Time Non-Union Wage Schedule.

Fiscal Impact

The fiscal impact for the hiring will be \$0, as this employee will be replacing an employee that left at the beginning of July.

Attachments

None

CERTIFICATE FOR PAYMENT NO. 1

**M.R. Paving & Excavating, Inc.
2020 North Spring St.
New Ulm, MN 56073-0787**

Project: 2021 River Road Repair
Windom, MN

DGR Project No. 370342

Owner: City of Windom

For Period From: June 28, 2021 to July 2, 2021

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
1	JOB	Mobilization	L.S.	\$9,510.80	100%	\$9,510.80	100%	\$9,510.80
2	480 S.Y.	Remove pavement	7.62	3,657.60	480.00	3,657.60	480.00	3,657.60
3	300 C.Y.	Common excavation (P)	12.62	3,786.00	300.00	3,786.00	300.00	3,786.00
4	480 S.Y.	Geotextile Fabric Type IV	1.89	907.20	480.00	907.20	480.00	907.20
5	480 S.Y.	Subgrade Preparation	1.61	772.80	480.00	772.80	480.00	772.80
6	480 S.Y.	18" Base Stabilization Rock	31.37	15,057.60	480.00	15,057.60	480.00	15,057.60
7	480 S.Y.	4" Aggregate Class 5 Base	8.91	4,276.80	480.00	4,276.80	480.00	4,276.80
8	185 Ton	6" Bituminous Pavement	117.43	21,724.55	185.00	21,724.55	185.00	21,724.55
9	300 L.F.	4" Perforated Drain Pipe	13.45	4,035.00	300.00	4,035.00	300.00	4,035.00
10	1 Ea.	Subdrain Outlet	407.06	407.06	1.00	407.06	1.00	407.06
11	JOB	Temporary Traffic Control	L.S.	<u>2,396.47</u>	100%	<u>2,396.47</u>	100%	<u>2,396.47</u>
TOTAL BID				\$66,531.88		\$66,531.88		\$66,531.88

Total Work Completed \$66,531.88

Stored Materials

Less Retainage 5 % 3,326.59

\$63,205.29

Less Previous Payments 0.00

TOTAL AMOUNT DUE THIS PAY REQUEST \$63,205.29

Payment Requested by:

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

Matt Mathiowetz
(signature)

Date 7-2-2021

Payment Recommended by: DGR Engineering

Don Schep
(signature)

Date 7-2-2021

Payment Approved by: City of Windom, MN

(signature)

Date _____



July 12, 2021

Steven Nasby, City Administrator
City of Windom
444 9th Street
P.O. Box 38
Windom, MN 56101-0038

**RE: River Road Repair
Windom, Minnesota
DGR Project No. 370342**

Dear Steve:

Enclosed are the following final contract documents for the construction work on the above referenced project.

1. **Certificate of Payment No. 2 - Final.** Three (3) copies in the amount of **\$3,326.59** are enclosed. ~~Please~~ have all three copies signed and send one copy with payment to the Contractor, retain one copy for the Owner's file, and return one copy to DGR.
2. **Certificate of Contractor and Indemnity Agreement.** Please retain the enclosed copy for your file.
3. **Engineer's Statement of Final Completion and Owner's Acceptance of Contract Construction.** To the best of our knowledge, based on observations during construction by DGR and observations reported by City Staff, the construction work was completed in substantial compliance with the plans and specifications and therefore, we recommend the Owner accept the project and make final payment to the Contractor. Three (3) copies are enclosed. Please have all copies signed, retain one copy for the Owner's file, forward one copy with payment to the Contractor, and return one copy to DGR.

Please call if you have any questions.

Sincerely,

DGR Engineering

Daniel L. Van Schepen, P.E.
cc: M&R Paving

CERTIFICATE FOR PAYMENT NO. 2

M.R. Paving & Excavating, Inc.
2020 North Spring St.
New Ulm, MN 56073-0787

Project: 2021 River Road Repair
Windom, MN

DGR Project No. 370342

Owner: City of Windom

For Period From: June 28, 2021 to July 8, 2021

Line No.	Estimated		Unit Price	Contract Price	This Application		Completed to Date	
	Units	Description			Units	Value	Units	Value
1	JOB	Mobilization	L.S.	\$9,510.80	100%	\$9,510.80	100%	\$9,510.80
2	480 S.Y.	Remove pavement	7.62	3,657.60	480.00	3,657.60	480.00	3,657.60
3	300 C.Y.	Common excavation (P)	12.62	3,786.00	300.00	3,786.00	300.00	3,786.00
4	480 S.Y.	Geotextile Fabric Type IV	1.89	907.20	480.00	907.20	480.00	907.20
5	480 S.Y.	Subgrade Preparation	1.61	772.80	480.00	772.80	480.00	772.80
6	480 S.Y.	18" Base Stabilization Rock	31.37	15,057.60	480.00	15,057.60	480.00	15,057.60
7	480 S.Y.	4" Aggregate Class 5 Base	8.91	4,276.80	480.00	4,276.80	480.00	4,276.80
8	185 Ton	6" Bituminous Pavement	117.43	21,724.55	185.00	21,724.55	185.00	21,724.55
9	300 L.F.	4" Perforated Drain Pipe	13.45	4,035.00	300.00	4,035.00	300.00	4,035.00
10	1 Ea.	Subdrain Outlet	407.06	407.06	1.00	407.06	1.00	407.06
11	JOB	Temporary Traffic Control	L.S.	<u>2,396.47</u>	100%	<u>2,396.47</u>	100%	<u>2,396.47</u>
TOTAL BID				\$66,531.88		\$66,531.88		\$66,531.88

Total Work Completed \$66,531.88

Stored Materials

Less Retainage 0 % 0.00

\$66,531.88

Less Previous Payments 63,205.29

TOTAL AMOUNT DUE THIS PAY REQUEST \$3,326.59

Payment Requested by:

M.R. Paving & Excavating, Inc.
(Signature)
Matthew J. Mathey
(signature)

Date 7-7-2021

Payment Recommended by: DGR Engineering

(Signature)
(signature)

Date 7-12-21

Payment Approved by: City of Windom, MN

(Signature)

Date _____

Matthew J. Mately, certifies that he is the * V. P.
Title or Designation
of M & R Paving and Excavating, Inc. the Contractor,
Name of Contractor

City of Windom, Minnesota	
Name of Owner	
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Name of Project	DGR Project No. 370342
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1. The Project has been completed in accordance with provisions of the Construction Contract; provided however, that acceptance by the Owner shall not be deemed to relieve the Contractor of his obligations contained in the Construction Contract with respect to defective workmanship and materials discovered within two year(s) after the date of completion.

2. All persons who have furnished labor in connection with the Project have been paid in full at hourly wage rates not less than those, if any, set forth in the Construction Contract; that all manufacturers, materialmen and subcontractors which furnished any materials or services, or both, for the Project have been paid in full; that no lien has been filed against the Project and no person has any right to claim any lien against the Project.

3. That the Contractor has delivered to the Owner duplicate releases of liens executed by all manufacturers, materialmen and subcontractors that furnished materials or services for the project as follows:

Name	Kind of Material and Services

If the Owner pays the Contractor the total amount due under the Contract, which the Contractor agrees is \$ 66,531.88, the Contractor will indemnify and hold harmless and does hereby undertake and agree to indemnify and hold harmless the Owner, including the defense of any suit, from any claim, demand or lien arising out of the acts of the Contractor in the performance of the Contract for which the Contractor is liable and which may have been or may be filed against the Owner.

Matthew J. Matley
Signature

**ENGINEER'S STATEMENT OF FINAL COMPLETION
AND
OWNER'S ACCEPTANCE OF CONTRACT CONSTRUCTION**

TO: M.R. Paving & Excavating
PO Box 787,
New Ulm, MN 56073-0787

River Road Repair

PROJECT DESIGNATION

I, the undersigned Engineer of the above designated project, do hereby state that:

1. The construction provided for pursuant to Construction Contract No. 370342, dated June 1, 2021, including all approved amendments and change orders, (hereinafter called the "Project") between City of Windom ("Owner") and M.R. Paving and Excavating (Contractor") has been completed as of July 1, 2021 and to the best of my knowledge, information and belief, based on observations made during the period of construction, is in substantial compliance with the provisions of the Construction Contract, including all plans, specifications and drawings, and modifications thereof.

To the best of my knowledge, information and belief,

2. Defects in workmanship and materials reported during the period of construction of the Project have been corrected.
3. The total cost of the project as completed is sixty-six thousand,
five hundred ~~thirty-one~~ dollars and 88/100 Dollars (\$ 66,531.88).
4. The Final Inventory as shown on **Certificate for Payment No. 2 – Final** is a complete and accurate summary of the work performed in accordance with the Construction Contract.

Accepted:

DEWILD GRANT RECKERT AND ASSOCIATES COMPANY
d/b/a DGR ENGINEERING

City of Windom
Owner

By [Signature]
Title Project Engineer

Date

Date

Date

Date

Attest