Council Meeting
Tuesday, June 15, 2021
City Council Chamber
6:30 p.m.
AGENDA

Call to Order

Pledge of Allegiance

Appointment of Ward II Council Position

1. Consent Agenda
    - Minutes
        - Council Minutes – June 1, 2021
        - HRA – May 12, 2021
        - Community Center Commission – June 8, 2021
    - Licenses
        - Amplification Permits
            - Gordon Baumgard – Tegels Park/Cottonwood Lake
            - Windom Fire Department – Dance at Windom Community Center
        - Dance License – Windom Fire Department
    - Regular Bills

2. Public Hearings
    - Residential Tax Abatement – 1958 Bud Road
    - Proposed Police Body Camera Program

3. Department Heads

4. Mayor Appointments
    - Library Board
    - EDA Commission
    - Hospital Board

5. Personnel Hiring Recommendation
    - Electric Line Crew Foreman
    - Pool

6. New Business

7. Old Business

8. Contractor Payment
    - Tri-State General Contracting – Arena Re-Roof Project #1 - $106,516.08

9. Council Comments

10. Adjourn

P.O. Box 38 • 444 Ninth Street • Windom, MN 56101 • Phone 507-831-6129 • FAX 507-831-6127

Preliminary

Regular Council Meeting
City Hall, Council Chamber
June 1, 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 Jayesun Sherman
Council Absent:	None
City Staff Present:	Steve Nasby, City Administrator; Brian Cooley, Street Superintendent; Jeff Dahna, Telecom Manager; Scott Peterson, Police Chief and Spencer Winzenried, Community Center Director

3. Pledge of Allegiance

4. Agenda Change:

   Jones stated the Ward II Council vacancy appointment will be made at the June 15th meeting to give more time for letters of interest. He is accepting letters until 12:00 PM on June 11th.

5. Consent Agenda:

   - Minutes
     - Council Minutes – May 18, 2021
     - Utility Commission – May 26, 2021
   - Licenses
     - Authorization to Dispense Intoxicating Liquor
       - Phat Pheasant Pub – Tegels Park
         - June 10th & June 11th
     - Amplification Permits
       - First United Methodist Church – 974 6th St – Backyard
         - Sundays, June 20th – September 12th, 2021
       - Phat Pheasant Pub – Tegels Park
         - June 10th & June 11th
   - Regular Bills

   Motion by Nelson second by Sherman to approve the Consent Agenda. Motion carried 4 – 0.

6. Department Heads:

   Brian Cooley, Streets & Parks Superintendent, stated the resident lawn mowing list decreased to 13 properties. Letters will be sent this week, notifying parties that they will be charged if the city has to mow them. Cooley said that the insect spraying will start Friday as the weather has been rainy and cool. The spraying times are slated for Tuesdays and Fridays.

Jeff Dahna, Telecom Manager, explained they have had recent channel outages due to equipment changes for FCC mandated bandwidth re-purposing. Dahna said the video streaming upgrade is in process and he expects to begin testing in 3-4 weeks. The streaming product will carry content that other providers are not currently carrying. He noted that WindomNet has reached 1,637 data customers, a new high.

7. <u>2021 Riverfest Parade Route:</u>

Jones explained that the Riverfest Committee is requesting approval for the parade route that is slated for County Road 17 to Collins Avenue, Collins Avenue to 13th Street, 13th Street to Lakeview Avenue, and Lakeview Avenue to Tegels Park. Police and Street Departments have approved the route.

Motion by Sherman second by Quade to approve the 2021 Riverfest Parade Route as presented. Motion carried 4 – 0.

Grunig questioned the route change from the Downtown Square and accessibility for elderly residents. Steve Nasby, City Administrator, replied it was the Riverfest committee's preference.

8. <u>Resolutions Accepting Donations:</u>

<u>Paul Langland & Children – Windom Ambulance Department:</u>

Council Member Grunig introduced the Resolution No. 2021-55, entitled "AUTHORIZATION TO ACCEPT A DONATION FOR THE WINDOM AMBULANCE DEPARTMENT FROM PAUL LANGLAND AND CHILDREN" and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Grunig, Sherman, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

<u>Paul Langland & Children – Windom Fire Department:</u>

Council Member Sherman introduced the Resolution No. 2021-56, entitled "AUTHORIZATION TO ACCEPT A DONATION FOR THE WINDOM FIRE DEPARTMENT FROM PAUL LANGLAND AND CHILDREN" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Grunig, Quade and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

<u>Hy-Life Foods – Windom Police Department:</u>

Council Member Sherman introduced the Resolution No. 2021-57, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM HY-LIFE FOODS FOR THE WINDOM POLICE DEPARTMENT" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Sherman, Quade, Nelson and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

9. <u>Call for a Public Hearings:</u>

<u>Residential Tax Abatement – 1958 Bud Road:</u>

Nasby said an application was received for 1958 Bud Road in the Gove Acres Subdivision. The estimated construction cost is $146,025 with a City abatement of $1,070 per year for five years. The Residential Tax Abatement program requires a public hearing and is to be on June 15, 2021.

Council Member Grunig introduced the Resolution No. 2021-58, entitled "RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED TAX ABATEMENT FOR A NEW RESIDENTIAL PROJECT" for 1958 Bud Road and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Quade, Grunig, Sherman and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

Proposed Police Body Camera Program:
Scott Peterson, Police Chief, explained that their proposed body camera program is required by State Statute to have a public hearing before implementation. The camera project has been included in the 2021 budget. Peterson explained the policy has been modelled after other departments that currently use body cameras, based on a League of Minnesota Cities model and has been reviewed by the City Attorney. State Statute also requires public input so the Department had a Facebook survey up for about two weeks and received 108 responses, with the data included in this packet for Council's information.

Council discussed the proposed body camera policy. Peterson said this is an implementation of body cameras only. The department currently uses in-car cameras and may seek use of a weapons camera in the future. Peterson said there has been overall support of the body camera program from the public as evidenced by the survey results and is a response to the changes that police enforcement agencies are facing. Staff will charge their own camera and it will be worn as they begin their assigned shift. The policy is inclusive of use, documentation, recording guidelines, and data transfer/retention along with references to Minnesota State Statutes.

Council Member Sherman introduced the Resolution No. 2021-59, entitled "RESOLUTION CALLING FOR A PUBLIC HEARING REGARDING THE IMPLEMENTATION OF A POLICE DEPARTMENT BODY CAMERA PROGRAM" to be held June 15th and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Sherman, Nelson, Quade and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

Jones noted the proposed body camera policy is listed on the City of Windom website for the public's information as well as in the Council packets.

10. TIF 1-20 – Property Transfer Approval:

Nasby explained that the City of Windom adopted TIF District 1-20 that included the property located at 867 First Avenue. The owner would like to sell this location and as it is included in the TIF District 1-20, Council would have to approve the sale. The property has an existing elevator that is being used as a Verizon Tower and is still useful for that purpose but not as a grain elevator. L.A. Motorsports is interested in purchasing the location and preserving the elevator. The EDA Board met with the interested parties and recommended preservation methods to ensure the safety and longevity of the structure. These methods (sealing windows/doors and repainting the elevator) have been completed. The EDA Board is recommending the sale of the property based on the contingencies discussed and approved at their meeting.

Council discussed the property sale and transfer. Concerns were raised about City's liability if the structure would fail. Nasby stated the owners of the building would be responsible for the property and its structure(s). The elevator is functionally obsolescent, not necessarily structurally deficient.

Council Member Sherman introduced the Resolution No. 2021-60, entitled "RESOLUTION CONSENTING TO SALE OF PROPERTY IN TAX INCREMENT FINANCING DISTRICT NO. 1-20" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Quade, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

11. Fleet Services Agreement – Enterprise:

Nasby stated that various departments use leased vehicles for the course of business (primarily police). Historically the Police Department has worked with the State of Minnesota's Administrative Services for leasing their vehicles. Due to changes in contract terms, vehicle availability and pricing with the State contracts many Police Departments statewide have been looking at other options. One option is to lease from Enterprise Fleet Management for units 1-ton and under. Nasby said after a presentation by Enterprise and a fleet analysis, data returned showed monetary savings and retainage of equity in the leased vehicles. Leased vehicles from Enterprise will have no mileage restrictions, which is key for the Police. Staff is recommending approval of the agreements that have been reviewed by the City Attorney.

Motion by Grunig second by Quade to approve the Enterprise Fleet & Rental Agreement with the City of Windom. Motion carried 4 – 0.

12. Resolution Accepting Federal American Rescue Act Funds:

Nasby said Congress adopted the American Rescue Plan Act in March of 2021 and the City of Windom is anticipating receipt of approximately $460,530 for their efforts to off-set the impacts of COVID-19 in the community. The monies can include loss revenue dollars from City facilities and many other eligible uses. The City of Windom is eligible to receive state monies as it is listed as a Non-Entitlement Local Government. The total is calculated by the 2019 census estimate multiplied by $105. Guidance is still being clarified on how the monies can be allocated.

Council Member Sherman introduced the Resolution No. 2021-61, entitled "A RESOLUTION TO ACCEPT THE CORONA VIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Grunig, Sherman, Quade and Nelson. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

13. Lions Club Fiscal Agent Agreement:

Nasby explained that the Windom Lions Club has been actively seeking funding to offer a park shelter to the community. Due to a recent recognition as a 501(c)4 non-profit status, the Lions Club is unable to offer a federal or state tax benefit to donors. The Lions Club would like the City of Windom to accept donations for this project so donors can claim a tax deduction. The Windom Lions will be solely responsible to solicit donations, and coordinate all aspects of the planning, specifications, permits, quotes, bidding, construction, management/oversight, payment and final acceptance of the shelter. Staff drafted a Fiscal Agent Agreement after speaking with the City Auditors and City Attorney for direction. All donations will be formally approved by the City of Windom via Resolution as required by State statute.

Motion by Quade second by Sherman to approve the Fiscal Agent Agreement with the City of Windom and the Windom Lions Club. Motion carried 4 – 0.

14. Community Center – Rooftop Unit Replacement Proposal:

Spencer Winzenried, Community Center Director, said the Windom Community Center needs repairs and replacement units for the HVAC system. The current units are not cooling to the desired temperature and the humidity within the building has created condensation drips. The repair quote for one unit is close to $10,000, so the Community Center Commission is requesting replacement. Staff sought quotes from three contractors for a replacement unit, and the lowest proposal was $14,292.22 from Elite Mechanical. Winzenried explained that there are monies in the Community Center Equipment Fund.

Motion by Nelson second by Sherman to approve the purchase of a new AC Unit from Elite Mechanical in the amount of $14,292.22. Motion carried 4 – 0.

15. Award Bid for River Road Maintenance Project:

Nasby explained the River Road Maintenance Project was part of the FEMA repair request due to frost boils and heaves due to the flooding. The request was submitted and repairs were not completed at that time due to flood waters. Staff has sought a timeline extension to complete these repairs along with additional monies due to inflation of costs. Bids were received, and the low bid of $66,531.88 from M.R. Paving was reviewed and recommended for approval for the 2021 River Road Repair Project. FEMA funds will pay for the project and it must be completed by July 31, 2021.

Council Member Sherman introduced the Resolution No. 2021-62, entitled "A RESOLUTION AW ARD ING THE CONTRACT FOR A PROJECT ENTITLED "2021 RIVER ROAD REP AIR PROJECT"" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Sherman, Nelson, Quade and Grunig. Nay: None. Absent: None. Abstain: None. Resolution passed 4 – 0.

16. Mayor Appointments:

Item tabled until June 15, 2021.

Jones encouraged people interested in the vacant Council Seat, EDA Board, or the Hospital Board to reach out to him or city staff.

17. Personnel Hiring Recommendation – Street Foreman:

Sherman stated that the Street Committee has a few more items to discuss with the Personnel Committee and requested the item to be tabled until a future meeting.

18. New Business:

    None.

19. Old Business:

    None.

20. Council Comments:

    Jones encouraged the public to enjoy the Riverfest Activities that are scheduled from June 7th through June 13th. He also mentioned the Hairball Concert at Island Park on June 11th.

    Sherman said the City is open to pre-Covid status and promoted public attendance at a future Council meetings.

    Quade reiterated attending Riverfest activities and added the city-wide garage sales are this upcoming weekend. She asked residents to clean up their yards to offer a welcome to out of town visitors.

    Nelson noted a potential date change of spring cleanup to occur after city-wide garage sales.

    Nasby thanked all the volunteers that make Riverfest and Windom successful.

21. Adjournment:

    Mayor Jones adjourned the meeting by unanimous consent at 8:07 p.m.

____
Dominic Jones, Mayor

Attest: ______________________________
Steve Nasby, City Administrator

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

May 12, 2021 at 4:00pm

A regular meeting of the Board of Directors was held on May 12, 2021 at the Riverview Apartments Community Room. Board Members present: Linda Jaakola, Margaret McDonald, Dan Molitor, Tom White, Jean Fast and Bob Stoesz, HS Liaison. Also present was Executive Director, Connie Clausen. Absent was Bob Stoesz, HS Liaison and Jim Nelson, City Liaison.

The Regular Board Meeting was called to order at 4:00 pm with the consent agenda approved (White/McDonald) which included minutes from the previous meeting, the agenda, balance report and bills report.

Scheduled Guests: Jason Sykora, City of Windom Electrical Dept.

Old Business consisted of:

1. The Executive Director presented an update on the monthly turnaround rate. The average turn-around days since April 1, 2020. The March 2021 Fee Accountant Reports were not available for review.
2. An update was given on the Management Agreement for maintenance staff with the Jackson HRA. Maintenance staff has been giving 2 full days per week to Jackson HRA and will continue to do so through the end of June 2021.
3. The Executive Director gave a status update on the maintenance projects. Due to the time being put in at Jackson HRA and current vacancies, the maintenance projects have not yet been completed.
4. The Executive Director gave an update on the RV Balcony Project. A pre-construction meeting is scheduled with Sussner Construction for May 27th, 2021. Details will be ironed out as well as an estimated start date.
5. The Executive Director presented a pay request from Kibble Equipment in the amount of $24,026.54 for the John Deere lawn tractor and attachments. A motion was made to approve the pay request to Kibble Equipment in the amount of $24,026.54 as payment in full (McDonald/Fast). The equipment is expected to be delivered the week of May 17th, 2021.

New Business consisted of:

1. Jason Sykora with the City of Windom Electrical Department was present at the meeting to present a request to the board for an easement at Hillside Manor. The easement would be for an overhead electrical transition line on the small piece of land on the far side of the property closest to the railroad tracks. After discussion, a motion was made to approve the request for the property easement where requested for a one-time cost of $1.00 per linear foot (White/Molitor).
2. Executive Director presented a quote from Ron's Electric to upgrade the exterior lighting at Hillside Manor, including parking lot light heads, to LED's at an approximate cost of $2,306.00. A motion was made to approve the quote to upgrade the exterior lighting at Hillside Manor as presented in the amount of $2,306.00 (Fast/McDonald). This cost of this project will be covered by operating funds.
3. The Executive Director brought forward check number #26175 dated 4/15/2020 in the amount of $1,050.00 to be voided. This check was returned to the HRA and reissued. A motion was made to void check #26175 as presented (White/Molitor).
4. The annual staff t-shirt orders are currently being taken and will be ordered soon.
5. The Executive Director reports working with the local Human Services to become a registration site for MNQuitPartner.com. This website is for tenants who are interested in signing up for the smoking cessation

program. The Executive Director plans on offering this program to those who continue to violate the no smoking policy of the HRA.

6. The Executive Director reports two CD's with United Prairie Bank that are coming up for renewal at the end of May. Both CD's are currently on a six-month renewal cycle. After discussion, a motion was made to cash out both CD's, instead of renewing; and put into a higher rate savings account until CD rates improve (White/Fast).
7. The Executive Director reports that annual audit is scheduled June 3rd, 2021 with Abdo, Eick & Meyers of Mankato MN.
8. The Executive Director reports that she will be sending out an RFP for our current insurance coverage which is due for renewal on June 15th. Due to this, she requested moving the June board meeting to the first Wednesday, June 2nd to give ample time for renewal, should we need to change insurance companies. A motion was made to change the date of the June board meeting to June 2nd (Molitor/McDonald).
9. The Executive Director reports the HRA office will be closed May 17th through May 21st due to vacation. The Director from the Fairmont HRA has been contacted and has agreed to be a contact for maintenance staff in the case of an emergency situation.
10. The Executive Director reports the following HUD and other reports and trainings worked on this past month. They include: FYE 2022 Year-end Documents; Working Together Online Training Conference April 14-15; MNRentHelp.com conference call & training April 30th; MNQuitPartner.com conference call;
11. Upcoming board meetings will be June 2nd (HS) and July 14th (RV).

With no further business, the meeting was adjourned at 4:55 pm (Fast/McDonald).

Linda Jaakola

Linda Jaakola, Chairman

Connie Clausen

Connie Clausen, Executive Director

Community Center Commission Minutes
Tuesday June 8, 2021

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

2. Roll Call:

President:	Mitch Voehl
CC Director:	Spencer Winzenried
Commission Members:	Linda Stuckenbroker
	Al Baloun-Absent
	Lenny Thiner
	Virgil Meier
Commission Liaisons:	James Nelson
City Administrator:	Steve Nasby-Absent
Public:	

3. Approval of Minutes:

Motion by Lenny Thiner, seconded by Virgil Meier to approve the May 11, 2021 Community Center Commission Minutes. Motion carried 4-0.

4. Additions to the agenda:

Rental Surveys had all excellent comments. Spencer told them that there will be one coming in the next packet with lower marks. Their complaint was the heat in the building. The building was averaging about 82 degrees. Spencer has Elite coming in to service the units.

5. President's Report:

Nothing to report

6. Director's Report:

   a. HVAC 10 Ton- City Council Approved a new RTU. We discussed how there are 2 other 10 ton RTU units that are also not working at full potential. The commission asked how many more units we have that are original to the building. There are 9 units total. 2 of those will be newer as of this summer. The price tag to replace the other 7 units will run about $90,000.
   b. COVID Relief- was announced at the City Council Meeting that there may be funding to replace the lost revenue due to the COVID pandemic. Spencer also brought up how we may receive funds for hosting as the vaccination location.

7. Resource Management:

Schedule of Events: The commission wanted to know more about the Magic show happening on June 19th 2021. Spencer told them that it was going to be a mini carvival. There will be people on tight rope and jugglers.

Income & Expense: Looks good! Spencer discussed how last month, we brought in $14,000 in revenue.

8. Miscellaneous:

9. Open Forum:

10. Next Meeting:

Tuesday July 13, 2021 @ 5:30 pm

Adjourn:

Motion by Virgil Meier, seconded by Lenny Thiner, to adjourn the meeting at 5:40 pm. Motion carried 4-0.

____
Mitch Voehl, WCC President

____
Linda Stuckenbroker, WCC Secretary

Attest: ____________________________________
Spencer Winzenried, WCC Director

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

State of Minnesota)
SS
County of Cottonwood)

Date of Event

06/19/2021

Location of Event

Teagle's park/Cottonwood week

Start Time

02:00 pm

End Time

06:00 pm

Wedding

Applicant Information

Applicant Name

Gordon Baumgard

Address

1025 Prospect Ave.
Windom, Minnesota 56101
United States
Map It

Phone

(507) 822-4908

MN ID #

00000000

gordonbaumgard@yahoo.com

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Police Chief

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 7/17/2021

Location WINDOM COMMUNITY CENTER

Hours 7:00 PM - MIDNIGHT

Type of Event FIREMAN'S DANCE

Application made this 2ND day of JUNE, 20 21

License Fee - None $0.00

Recommends

☒ Approval ☐ Denial

Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Police Chief

WINDOM FIRE BEN DERICKSON
Name of Individual/Organization

Signature

938 5TH AVE
Street Address

WINDOM MN
City State

507-920-9003
Telephone Number

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

City Council

City of Windom
Windom, Minnesota

Application for Municipal Dance License

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 license to operate a dance in the City of Windom in said County and State in accordance with the information given below and the ordinance of the City of Windom:

Date of Dance 7/17/2021

Where Held WINDOM COMMUNITY CENTER

Hours to be Open 7:00PM – MIDNIGHT

Age Limits 21 & OVER

Band SINISTER

Number of Policeman you will Furnish ____________

Date and Location where last Public Dance held: APRIL 2019 COMMUNITY CENTER

Application made this 2nd day of JUNE, 20 21.

Required Federal ID # - FEIN # OR SSN #____________ State ID #____________

License Fee - $10.00 per calendar day to be remitted with Application. Police Fee - $40.00 per hour per Police Officer to be remitted with ~~Application with~~ a minimum of 1 officers. (required by City ordinance) $210.00	WINDOM FIRE Name of Organization [signature] Signature 938 5TH AVE Street Address WINDOM MN City State 507-920-9003 Telephone Number

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Application APPROVED this ________ day of ______________, 20____.

Application DISAPPROVED this ________ day of ______________, 20____.

____
Police Department

Approved by the City Council on ______________, 20____

Expense Approval Report
By Fund

Windom, MN

Payment Dates 5/29/2021 - 6/11/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
HEIMAN FIRE EQUIP. CO	0895092-CM	05/18/2021	MATERIALS	100-42220-215	-1,163.31
HEIMAN FIRE EQUIP. CO	0897582-IN	05/18/2021	MATERIALS	100-42220-215	1,133.81
AMAZON CAPITAL SERVICES, I	1QPC-NF1C-M1JP	06/01/2021	A2Q0YJ8ZNZN2YT	100-42120-480	104.97
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES-MAINT	100-41310-217	103.13
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	100-42220-217	60.17
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	100-43100-217	60.16
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	100-45120-217	12.89
LAMPERTS YARDS, INC.	818891	06/01/2021	STREET/MAINTENANCE - GRO	100-45202-406	107.88
LAMPERTS YARDS, INC.	819091	06/01/2021	STREET/MAINTENANCE - GRO	100-45202-406	109.83
LAMPERTS YARDS, INC.	819098	06/01/2021	STREET/MAINTENANCE - GRO	100-45202-406	4.99
LAMPERTS YARDS, INC.	819843	06/01/2021	STREET/MAINTENANCE - GRO	100-45202-406	35.60
SCB PUBLIC FINANCE	40049-01/5-60 6/2021	05/18/2021	POLICE/2-2019 FORD F150 PI	100-42120-419	1,054.07
ARAMARK	2801290523	05/28/2021	FIRE&AMBULANCE/MAINTEN	100-42220-211	42.00
MUNICIPAL EMERGENCY SER	IN1580839	05/27/2021	FIRE/MAINTENANCE - OFFICE	100-42220-404	362.50
INDOFF, INC	3470138	05/20/2021	POLICE/SUPPLIES	100-42120-200	83.89
INDOFF, INC	3472884	06/01/2021	BUILDING & ZONING/SUPPLIE	100-41910-200	30.89
US BANK	4246144555766710	06/09/2021	05-20-2021	100-41110-326	16.02
US BANK	4246144555766710	06/09/2021	05-20-2021	100-41310-308	99.00
US BANK	4246144555766710	06/09/2021	05-20-2021	100-41910-200	16.02
US BANK	4246144555766710	06/09/2021	05-20-2021	100-41910-200	30.43
US BANK	4246144555766710	06/09/2021	05-20-2021	100-42120-218	27.29
US BANK	4246144555766710	06/09/2021	05-20-2021	100-42120-308	99.00
US BANK	4246144555766710	06/09/2021	05-20-2021	100-42120-433	180.00
US BANK	4246144555766710	06/09/2021	05-20-2021	100-42120-480	84.67
US BANK	4246144555766710	06/09/2021	05-20-2021	100-42220-308	29.99
US BANK	4246144555766710	06/09/2021	05-20-2021	100-45202-217	1,881.34
US BANK	4246144555766710	06/09/2021	05-20-2021	100-45202-406	183.91
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	100-41910-321	41.51
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	100-43100-321	42.34
FORD MOTOR CREDIT CO LLC	1766087	06/02/2021	VEHICLE LEASE/FORD INTERC	100-42120-419	663.95
INDOFF, INC	3473291	06/02/2021	POLICE/SUPPLIES	100-42120-200	10.39
MILLER SELLNER EQUIP	05/25/2021	06/01/2021	MAINTENANCE - OFFICE	100-43100-404	-10.50
JCL SOLUTIONS - JANITORS CL	1249050	06/02/2021	CLEANING/SUPPLIES	100-43100-211	114.93
WINDOM AUTO VALU	3400540-MAY2021	06/02/2021	MAINTENANCE VEHICLE	100-42120-405	137.86
WINDOM AUTO VALU	3400540-MAY2021	06/02/2021	MAINTENANCE VEHICLE	100-43100-404	16.99
WINDOM AUTO VALU	3400540-MAY2021	06/02/2021	MAINTENANCE VEHICLE	100-43100-405	45.41
INDOFF, INC	3474016	06/01/2021	CITY HALL/SUPPLIES	100-41310-200	45.81
INDOFF, INC	3474019	06/02/2021	POLICE/SUPPLIES	100-42120-200	68.21
MILLER SELLNER EQUIP	76032L	05/27/2021	STREET/MAINTENANCE - VEHI	100-43100-405	239.00
HEIMAN FIRE EQUIP. CO	898839IN	06/08/2021	MAINTENANCE - VEHICLE	100-42220-405	735.40
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	100-41310-200	23.99
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	100-41910-200	23.99
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	100-42120-200	23.99
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	100-43100-200	23.99
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	100-45120-200	23.99
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	100-45202-200	23.99
SURPLUS WAREHOUSE OF WI	10143	06/02/2021	SPRING CLEANUP	100-34403	150.00
ULINE SHIPPING SUPPY SPECI	134309843	06/08/2021	MAINTENANCE - STRUCTURE	100-43100-402	276.72
ULINE SHIPPING SUPPY SPECI	134309844	06/08/2021	CLEANING/SUPPLIES	100-45202-211	106.39
MIKE'S LLC	581	06/02/2021	POLICE/RADIO UNITS	100-42120-323	394.64
JOHNSON HARDWARE	11650	06/01/2021	STREET/MAINTENANCE - OFFI	100-45202-404	23.10
LAMPERTS YARDS, INC.	844817	06/01/2021	STRRET/MAINTENANCE - GRO	100-45202-406	689.35
LAMPERTS YARDS, INC.	844822	06/01/2021	STREET/SMALL TOOLS	100-45202-241	148.98

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	100-42220-211	41.79
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	100-42220-217	201.07
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	100-45202-241	89.98
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	100-45202-402	213.26
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	100-45202-406	20.99
KDOM RADIO	5/31/2021	06/03/2021	SPRING CLEAN-UP/ADVERTISI	100-43210-340	300.00
DICKS WELDING INC	70465	06/03/2021	STREET-MAINTENANCE-DISTR	100-45202-406	72.30
WEX BANK	72168358	06/08/2021	MOTOR FUELS	100-41910-212	76.35
WEX BANK	72168358	06/08/2021	MOTOR FUELS	100-42120-212	1,562.02
WEX BANK	72168358	06/08/2021	MOTOR FUELS	100-42120-212	-18.13
WEX BANK	72168358	06/08/2021	MOTOR FUELS	100-42220-212	492.04
WEX BANK	72168358	06/08/2021	MOTOR FUELS	100-43100-212	678.88
WEX BANK	72168358	06/08/2021	MOTOR FUELS	100-43100-212	-10.88
WEX BANK	72168358	06/08/2021	MOTOR FUELS	100-45202-212	159.01
MELISSA PENAS	MAY 2021	06/01/2021	LIBRARY/CITY HALL CLEANING	100-41940-406	391.00
SANDRA HERDER	MAY 2021	06/01/2021	LIBRARY/CITY CLEANING	100-41940-406	391.00
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-42120-480	53.98
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-42220-211	27.96
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-42220-406	53.96
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-43100-241	251.13
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-45120-215	9.99
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-45202-216	79.99
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-45202-217	19.99
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-45202-241	25.58
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-45202-402	36.99
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-45202-402	26.99
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	100-45202-406	273.82
SCHRAMEL LAW OFFICE	MAY 2021 BILLINGS	06/04/2021	LEGAL FEES, EDA/P & Z/POLIC	100-41910-304	585.00
SCHRAMEL LAW OFFICE	MAY 2021 BILLINGS	06/04/2021	LEGAL FEES, EDA/P & Z/POLIC	100-42120-304	345.00
WERNER ELECTRIC	S010497405.001	06/07/2021	ARENA/VOLLEYBALL COURT LI	100-45120-215	1,781.12
O'REILLY AUTOMOTIVE, INC	4425-310080	06/03/2021	FIRE-MAINTENANCE-VEHICLE	100-42220-405	63.96
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-200	8.02
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	3.15
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	1.26
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	1.20
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	3.15
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	0.63
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	0.63
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	0.63
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	0.63
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	0.63
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	0.63
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	5.67
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-41310-322	1.20
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	8.55
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	7.00
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	11.95
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	19.70
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.00
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.80
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	4.00
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	21.30
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	7.00
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	100-42120-322	0.55

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHWEST REGIONAL FIRE	2021	06/08/2021	DUES	100-42220-433	60.00
				Fund 100 - GENERAL Total:	**17,371.98**
Fund: 211 - LIBRARY					
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	211-45501-217	60.17
US BANK	4246144555766710	06/09/2021	05-20-2021	211-45501-200	138.90
US BANK	4246144555766710	06/09/2021	05-20-2021	211-45501-402	30.00
US BANK	4246144555766710	06/09/2021	05-20-2021	211-45501-433	-13.87
US BANK	4246144555766710	06/09/2021	05-20-2021	211-45501-433	118.26
US BANK	4246144555766710	06/09/2021	05-20-2021	211-45501-433	59.97
US BANK	4246144555766710	06/09/2021	05-20-2021	211-45501-433	42.97
US BANK	4246144555766710	06/09/2021	05-20-2021	211-45501-435	-6.30
MICROMARKETING, LLC	850999	06/01/2021	9985-BOOKS/PAMPHLETS	211-45501-435	140.98
MELISSA PENAS	MAY 2021	06/01/2021	LIBRARY/CITY HALL CLEANING	211-45501-402	391.00
SANDRA HERDER	MAY 2021	06/01/2021	LIBRARY/CITY CLEANING	211-45501-402	391.00
INGRAM INDUSTRIES	6/1/2021 2004243	06/07/2021	2004243-BOOKS/PAMPHLETS	211-45501-435	1,838.73
				Fund 211 - LIBRARY Total:	**3,191.81**
Fund: 225 - AIRPORT					
SOUTH CENTRAL ELECTRIC	04302106102021	06/02/2021	AIRPORT/ELECTRIC UTILITY	225-45127-381	248.95
SOUTH CENTRAL ELECTRIC	04302106102021	06/02/2021	AIRPORT/ELECTRIC UTILITY	225-45127-381	310.00
RED ROCK RURAL WATER	06012021-JUNE 2021	06/07/2021	SUPPLIES	225-45127-200	30.50
RED ROCK RURAL WATER	06012021-JUNE 2021	06/07/2021	SUPPLIES	225-45127-200	2.00
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	225-45127-217	35.98
ELECTRIC FUND	5/31/2021	06/04/2021	AIRPORT MOWER FUEL	225-45127-212	39.22
				Fund 225 - AIRPORT Total:	**666.65**
Fund: 230 - POOL					
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	230-45124-217	12.88
HAWKINS, INC	4941894	06/02/2021	POOL/CHEMICALS	230-45124-216	2,276.81
JCL SOLUTIONS - JANITORS CL	1249052	06/02/2021	CLEANING/SUPPLIES	230-45124-211	87.77
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	230-45124-404	2.25
MN DEPT OF HEALTH	899149	06/01/2021	ISLAND PARK/CONCESSIONIS	230-45124-260	40.00
				Fund 230 - POOL Total:	**2,419.71**
Fund: 235 - AMBULANCE					
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	235-42153-217	60.17
ARAMARK	2801290523	05/28/2021	FIRE&AMBULANCE/MAINTEN	235-42153-406	28.00
BOUND TREE MEDICAL, LLC	84064628	05/25/2021	AMBULANCE/OPERATING SUP	235-42153-217	241.32
US BANK	4246144555766710	06/09/2021	05-20-2021	235-42153-217	540.69
ARROW MANUFACTURING IN	6490	06/03/2021	AMBULANCE/CAPITAL OUTLA	235-49950-500	62,628.40
AT & T MOBILITY	287304392280X06032021	06/04/2021	287304392280-AMULANCE-T	235-42153-321	233.20
WINDOM AUTO VALU	3400540-MAY2021	06/02/2021	MAINTENANCE VEHICLE	235-42153-405	45.96
CDW GOVERNMENT	D734107	06/02/2021	OPERATING SUPPLIES	235-42153-217	1,580.36
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	235-42153-200	23.99
WINDOM FARM SERVICE	183610 & 183727	06/03/2021	AMBULANCE UNIT 28/STORA	235-42153-217	1,201.12
WINDOM FARM SERVICE	183610 & 183727	06/03/2021	AMBULANCE UNIT 28/STORA	235-42153-405	353.90
BRITTANY ESPENSON - RIVERS	1268	06/04/2021	AMBULANCE/OPERATING SUP	235-42153-217	200.00
JIM AXFORD	20210531	06/01/2021	AMBULANCE/MEALS/LODGIN	235-42153-334	9.76
KRISTEN PORATH	20210531	06/01/2021	AMBULANCE/MEALS/LODGIN	235-42153-334	222.23
JUSTIN HARRINGTON	20210531	06/01/2021	AMBULANCE/MEALS/LODGIN	235-42153-334	59.28
KIM POWERS	20210531	06/01/2021	AMBULANCE/MEALS/LODGIN	235-42153-334	78.65
PRAXAIR DISTRIBUTION INC	63949133	06/09/2021	OPERATING SUPPLIES	235-42153-217	506.89
WEX BANK	72168358	06/08/2021	MOTOR FUELS	235-42153-212	3,858.79
WEX BANK	72168358	06/08/2021	MOTOR FUELS	235-42153-212	-43.52
WINDOM AREA HEALTH	734-0024-05-2021-0024	06/04/2021	734-0024/AMBULNACE/NURS	235-42153-312	6,294.31
ARROW MANUFACTURING IN	6037	06/08/2021	UNIT 27 AMBULANCE/MAINT	235-42153-405	119.00
				Fund 235 - AMBULANCE Total:	**78,242.50**
Fund: 250 - EDA GENERAL					
MN DEPT OF TRANSPORTATIO	144154 ACCT-16463	06/04/2021	EDA-DIRECTIONAL SIGN PER	250-46520-443	210.00
US BANK	4246144555766710	06/09/2021	05-20-2021	250-46520-308	70.00
US BANK	4246144555766710	06/09/2021	05-20-2021	250-46520-334	13.74
US BANK	4246144555766710	06/09/2021	05-20-2021	250-46520-439	539.01

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	4246144555766710	06/09/2021	05-20-2021	250-46520-439	640.00
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	250-46520-321	29.03
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	250-46520-200	23.99
FEDERATED RURAL ELECTRIC	25537-MAY2021	06/07/2021	ELECTRIC UTILITY	250-46520-381	22.00
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE-SHIP GRANT 4	250-46520-439	75.55
SCHRAMEL LAW OFFICE	MAY 2021 BILLINGS	06/04/2021	LEGAL FEES, EDA/P & Z/POLIC	250-46520-304	585.00
				Fund 250 - EDA GENERAL Total:	**2,208.32**
Fund: 254 - NORTH IND PARK					
SOUTH CENTRAL ELECTRIC	04302106102021	06/02/2021	AIRPORT/ELECTRIC UTILITY	254-46520-381	105.56
				Fund 254 - NORTH IND PARK Total:	**105.56**
Fund: 255 - EDA GENERAL RLF					
IRYNA JOHNSON & DANIEL K.	20210601	06/01/2021	EDA COMMERCIAL REHAB-LO	255-12900	5,000.00
IRYNA JOHNSON & DANIEL K.	20210601	06/01/2021	EDA COMMERCIAL REHAB-LO	255-46520-491	5,000.00
TROY SCHNEEKLOTH - SNICKS	691643	06/07/2021	EDA FACADE-LACANNE FUNE	255-46520-491	2,533.26
PREFERRED CHOICE HOMES, L	2020123162	06/09/2021	5/27/2021 EDA INFRASTRUCT	255-12900	20,000.00
				Fund 255 - EDA GENERAL RLF Total:	**32,533.26**
Fund: 601 - WATER					
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	601-49400-217	60.17
CORE & MAIN LP	O228126	05/27/2021	WATER/INVENTORY	601-14200	443.69
US BANK	4246144555766710	06/09/2021	05-20-2021	601-49400-310	112.29
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	601-49400-321	99.65
RON'S ELECTRIC INC	144796	06/02/2021	MAINTENANCE - UTILITIES	601-49400-409	119.00
ODDSON UNDERGROUND INC	2021-120	06/02/2021	MAINTENANCE - DISTRIBUTIO	601-49400-408	2,192.55
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	601-49400-200	23.99
SMITH AUTO SUPPLY - CARQU	15495-18347	06/07/2021	MAINTENANCE - VEHICLE	601-49400-405	25.51
WEX BANK	72168358	06/08/2021	MOTOR FUELS	601-49400-212	235.88
RED ROCK RURAL WATER	06012021-MAY2021	06/07/2021	OPERATING SUPPLIES	601-49400-217	34.00
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	601-49400-322	9.60
				Fund 601 - WATER Total:	**3,356.33**
Fund: 602 - SEWER					
EOSI - Environmental Operati	38291	06/02/2021	CHEMICALS	602-49450-216	10,603.00
SOUTH CENTRAL ELECTRIC	04302106102021	06/02/2021	AIRPORT/ELECTRIC UTILITY	602-49450-381	147.17
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	602-49450-217	60.17
PLUNKETT'S PEST CONTROL	7056190	06/03/2021	WATER-MAINTENANCE - GRO	602-49450-406	140.61
MN VALLEY TESTING	1087800	05/27/2021	23162-LAB TESTING	602-49450-310	254.40
EOSI - Environmental Operati	38714	05/27/2021	WATER/CHEMICALS	602-49450-216	9,940.60
MN VALLEY TESTING	1088511	05/27/2021	23162-LAB TESTING	602-49450-310	103.20
MN VALLEY TESTING	1088631	05/27/2021	23162-LAB TESTING	602-49450-310	163.20
US BANK	4246144555766710	06/09/2021	05-20-2021	602-49450-216	137.99
US BANK	4246144555766710	06/09/2021	05-20-2021	602-49450-308	275.00
US BANK	4246144555766710	06/09/2021	05-20-2021	602-49450-310	1,547.35
US BANK	4246144555766710	06/09/2021	05-20-2021	602-49450-404	61.11
HAWKINS, INC	4941890	06/02/2021	CHEMICALS	602-49450-216	813.13
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	602-49450-321	121.53
MN VALLEY TESTING	1088739	05/27/2021	23162-LAB TESTING	602-49450-310	254.40
TELEDYNE INSTRUMENTS, INC	S020468607	06/02/2021	MAINTENANCE/OFFICE	602-49450-404	154.54
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	602-49450-200	23.99
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	602-49450-200	38.97
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	602-49450-212	7.58
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	602-49450-404	226.41
WEX BANK	72168358	06/08/2021	MOTOR FUELS	602-49450-212	130.63
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	602-49450-404	54.75
				Fund 602 - SEWER Total:	**25,259.73**
Fund: 604 - ELECTRIC					
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	604-49550-217	60.17
ELECTRIC FUND	5/17/2021-5/30/2021	06/08/2021	ELECTRIC/EAST HILL/CAP LAB	604-49550-150	17,985.72
JM TEST SYSTEMS, INC	0616546-IN	05/25/2021	13880.00 EL/LAB TESTING	604-49550-310	670.00
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	604-49550-321	147.00
JOHNSON HARDWARE	11925	06/01/2021	ELECTRIC/MAINTENANCE - OF	604-49550-404	5.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LUCAN COMMUNITY TV INC	1036	06/02/2021	ELECTRIC/MAINTENANCE-OFF	604-49550-404	65.00
AG BUILDERS	10508	06/04/2021	ELECTRIC-MAINTENANCE-DIS	604-49550-408	600.00
MN MUNICIPAL UTILITIES ASS	57402	06/02/2021	ELECTRIC/TRAINING & REGIST	604-49550-308	315.00
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	604-49550-200	23.99
WINDOM AREA DEVELOPME	JUNE 2021	05/27/2021	JUNE 2021 PAYMENTS	604-49550-491	1,200.00
LEVI BUNTING	0037644	06/04/2021	ELECTRIC/SAFTY BOOTS	604-49550-218	157.30
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	604-49550-211	32.97
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	604-49550-405	5.79
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	604-49550-406	505.07
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	604-49550-408	17.56
WEX BANK	72168358	06/08/2021	MOTOR FUELS	604-49550-212	766.52
LEAGUE OF MN CITIES INS TR	17499 & 17501	06/08/2021	SPENCER W. & LEVI B./WORK	604-49550-364	82.54
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	604-49550-241	24.98
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	604-49550-404	58.96
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	604-49550-406	41.17
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	604-49550-480	9.14
GOLDEN WEST TECH & INT SO	210510277	06/04/2021	ELECTRIC/DISPATCHING	604-49550-325	42.04
BARNETT PRO CARE	299	06/04/2021	ELECTRIC-MAINTENANCE - DI	604-49550-408	1,016.00
BORDER STATES	922173662	06/04/2021	ELECTRIC/UNIFORMS	604-49550-218	267.25
SCHRAMEL LAW OFFICE	MAY 2021 BILLINGS	06/04/2021	LEGAL FEES, EDA/P & Z/POLIC	604-16300	1,665.00
MITCH BOECK	1179	06/02/2021	CONSERVATION-ENERGY REBA	604-49550-450	150.00
JUDY CLARK	1193	06/02/2021	CONSERVATION - ENERGY REB	604-49550-450	450.00
DERICK FUCHS	1196	06/02/2021	CONSERVATION - ENERGY REB	604-49550-450	450.00
JOLYNN NERHUS	1199	06/02/2021	CONSERVATION - ENERGY REB	604-49550-450	500.00
BILL INMAN	1265	06/02/2021	CONSERVATION - ENERGY REB	604-49550-450	650.00
GREG SCHEITEL	1266	06/02/2021	CONSERVATION - ENERGY REB	604-49550-450	150.00
WINDOM AREA SCHOOLS	6/8/2021	06/08/2021	LIGHTING/MOTOR/TRANSFOR	604-49550-450	26,831.28
WINDOM AREA HEALTH	6/8/2021	06/08/2021	LED BULBS/JOEL H/CONSERVA	604-49550-450	98.84
JORDAN BUSSA	034	06/08/2021	MAINTENANCE - GROUNDS	604-49550-406	184.60
				Fund 604 - ELECTRIC Total:	**55,228.89**
Fund: 609 - LIQUOR STORE					
SCENIC SIGN CORP.	SC7055	06/01/2021	LIQUOR/MAINTENANCE - OFF	609-49751-404	812.50
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	609-49751-217	85.95
PBC - PEPSI BEVERAGES COM	60242053	06/04/2021	SOFT DRINKS & MIXES	609-49751-254	373.05
AH HERMEL COMPANY	874625/874625	05/24/2021	LIQUOR/OPERATING SUPPLIE	609-49751-217	137.55
AH HERMEL COMPANY	874626/874626	05/18/2021	MERCHANDISE	609-49751-254	98.52
AH HERMEL COMPANY	874626/874626	05/18/2021	MERCHANDISE	609-49751-256	283.56
AH HERMEL COMPANY	874626/874626	05/18/2021	MERCHANDISE	609-49751-261	118.99
AH HERMEL COMPANY	874626/874626	05/18/2021	MERCHANDISE	609-49751-333	6.95
AH HERMEL COMPANY	874753/874753	05/18/2021	MERCHANDISE	609-49751-261	48.10
ARTISAN BEER COMPANY	3473192	05/24/2021	LIQUOR/MERCHANDISE	609-49751-252	119.00
JOHNSON BROS.	147535	06/02/2021	MERCHANDISE	609-49751-253	-49.65
JOHNSON BROS.	147535	06/02/2021	MERCHANDISE	609-49751-333	-1.74
PAUSTIS WINE COMPANY	127263	05/25/2021	MERCHANDISE	609-49751-253	600.00
PAUSTIS WINE COMPANY	127263	05/25/2021	MERCHANDISE	609-49751-333	10.50
BELLBOY CORP	0089378100	05/25/2021	MERCHANDISE	609-49751-251	903.80
BELLBOY CORP	0089378100	05/25/2021	MERCHANDISE	609-49751-253	80.00
BELLBOY CORP	0089378100	05/25/2021	MERCHANDISE	609-49751-333	17.00
BELLBOY CORP	0089416800	05/25/2021	313800-MERCHANDISE	609-49751-251	360.00
BELLBOY CORP	0089416800	05/25/2021	313800-MERCHANDISE	609-49751-333	43.16
BEVERAGE WHOLESALERS	165533	05/25/2021	70063-MERCHANDISE	609-49751-252	10,370.55
BEVERAGE WHOLESALERS	165533	05/25/2021	70063-MERCHANDISE	609-49751-254	83.50
ARCTIC GLACIER U.S.A. INC	3463113909	05/25/2021	172363-MERCHANDISE	609-49751-257	281.90
ARCTIC GLACIER U.S.A. INC	3463113909	05/25/2021	172363-MERCHANDISE	609-49751-333	7.50
BELLBOY CORP	0089450600	06/01/2021	313800-LIQUOR-FREIGHT	609-49751-333	-35.16
BELLBOY CORP	0089457000	05/25/2021	MERCHANDISE	609-49751-251	-360.00
BELLBOY CORP	0089457000	05/25/2021	MERCHANDISE	609-49751-333	-8.00
SOUTHERN GLAZER'S OF MN	2082354	05/25/2021	MERCHANDISE	609-49751-251	8,263.79
SOUTHERN GLAZER'S OF MN	2082354	05/25/2021	MERCHANDISE	609-49751-333	130.17
SOUTHERN GLAZER'S OF MN	2082355	05/25/2021	MERCHANDISE	609-49751-254	52.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN GLAZER'S OF MN	2082355	05/25/2021	MERCHANDISE	609-49751-333	4.10
SOUTHERN GLAZER'S OF MN	2082356	05/25/2021	MERCHANDISE	609-49751-253	338.00
SOUTHERN GLAZER'S OF MN	2082356	05/25/2021	MERCHANDISE	609-49751-333	12.30
ATLANTIC COCA-COLA	2798185	05/25/2021	8373693-MERCHANDISE	609-49751-254	147.12
ARTISAN BEER COMPANY	3474474	05/25/2021	156083-MERCHANDISE	609-49751-252	175.35
US BANK	4246144555766710	06/09/2021	05-20-2021	609-49751-308	349.00
BREAKTHRU BEVERAGE MN	339653480	06/02/2021	BEER	609-49751-252	232.00
ARTISAN BEER COMPANY	3475766	06/01/2021	156083-BEER	609-49751-252	91.55
BEVERAGE WHOLESALERS	166662	06/01/2021	70063-LIQUOR-MERCHANDIS	609-49751-252	10,963.35
BEVERAGE WHOLESALERS	166662	06/01/2021	70063-LIQUOR-MERCHANDIS	609-49751-254	86.00
SOUTHERN GLAZER'S OF MN	2084577	06/02/2021	MERCHANDISE	609-49751-251	2,980.05
SOUTHERN GLAZER'S OF MN	2084577	06/02/2021	MERCHANDISE	609-49751-333	61.50
SOUTHERN GLAZER'S OF MN	2084578	06/02/2021	MERCHANDISE	609-49751-251	89.91
SOUTHERN GLAZER'S OF MN	2084578	06/02/2021	MERCHANDISE	609-49751-253	104.00
SOUTHERN GLAZER'S OF MN	2084578	06/02/2021	MERCHANDISE	609-49751-333	4.10
ARCTIC GLACIER U.S.A. INC	3462114609	06/01/2021	172363-LIQUOR-MERCHANDI	609-49751-257	248.25
ARCTIC GLACIER U.S.A. INC	3462114609	06/01/2021	172363-LIQUOR-MERCHANDI	609-49751-333	7.50
DOLL DISTRIBUTING, LLC	540090	06/02/2021	51450/LIQUOR	609-49751-251	20.00
DOLL DISTRIBUTING, LLC	540091	06/02/2021	MERCHANDISE	609-49751-251	58.50
DOLL DISTRIBUTING, LLC	540091	06/02/2021	MERCHANDISE	609-49751-252	14,576.10
DOLL DISTRIBUTING, LLC	540120	06/02/2021	MERCHANDISE	609-49751-252	34.65
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	609-49751-200	23.99
LOCHER BROS., INC.	1189060	06/02/2021	BEER	609-49751-252	833.10
JOHNSON BROS.	1810046	06/02/2021	MERCHANDISE	609-49751-251	3,341.23
JOHNSON BROS.	1810046	06/02/2021	MERCHANDISE	609-49751-333	73.53
BREAKTHRU BEVERAGE MN	339653479	06/02/2021	MERCHANDISE	609-49751-251	2,236.85
BREAKTHRU BEVERAGE MN	339653479	06/02/2021	MERCHANDISE	609-49751-254	26.09
BREAKTHRU BEVERAGE MN	339653479	06/02/2021	MERCHANDISE	609-49751-333	35.16
DOLL DISTRIBUTING, LLC	542219	06/02/2021	51450/BEER	609-49751-252	-1,782.00
WINE MERCHANTS	7331478	06/02/2021	MERCHANDISE	609-49751-253	256.00
WINE MERCHANTS	7331478	06/02/2021	MERCHANDISE	609-49751-333	3.76
DOLL DISTRIBUTING, LLC	542247	06/02/2021	BEER	609-49751-252	2,695.20
CLIFTON-LARSON-ALLEN, LLP	2902318	06/02/2021	AUDIT SERVICE	609-49751-301	1,100.00
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	609-49751-217	37.28
DOLL DISTRIBUTING, LLC	540093	06/02/2021	51450/BEER	609-49751-252	58.20
DOLL DISTRIBUTING, LLC	544313	06/04/2021	51450-MERCHANDISE	609-49751-251	117.00
DOLL DISTRIBUTING, LLC	544313	06/04/2021	51450-MERCHANDISE	609-49751-252	6,475.55
ATLANTIC COCA-COLA	2822697	06/04/2021	SOFT DRINKS & MIXES	609-49751-254	187.10
				Fund 609 - LIQUOR STORE Total:	**69,134.86**

Fund: 614 - TELECOM

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SWWC - SOUTHWEST WEST C	66495	05/14/2021	TELECM/ON CALL SUPPORT	614-49870-448	950.00
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	614-49870-217	103.14
MLB NETWORK	APRIL 2021	05/18/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	384.72
TELEPHONE SWITCHING INT'L	0070619-IN	05/28/2021	TELECOM/GIGACENTER	614-16400	643.52
ARVIG ENTERPRISES, INC	315880	05/28/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	389.50
US BANK	4246144555766710	06/09/2021	05-20-2021	614-49870-227	84.00
US BANK	4246144555766710	06/09/2021	05-20-2021	614-49870-447	139.00
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	614-49870-321	285.14
UNITED TEL SUPPLY, INC	21696	06/02/2021	TELECOM/MACHINERY	614-16400	3,655.54
POWER & TEL	7239977-00	06/02/2021	TELECOM/UTILITY SYSTEM	614-49870-227	918.32
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	614-49870-200	23.99
UNIVERSAL SERVICE ADMIN C	UBDI0001197739	06/01/2021	499A CONTRIBUTION/INTERG	614-49870-443	2,327.48
OFFICE SYSTEMS AND DESIGN	14260	06/01/2021	TELECOM/SUPPLIES	614-49870-200	1,923.00
AMAZON CAPITAL SERVICES, I	1KL6-4H14-RFD6	06/01/2021	A2Q0YJ8ZNZN2YT	614-49870-401	67.59
NATIONAL CABLE TV COOP	21051048	06/01/2021	SUBSCRIBER FEES	614-49870-442	47,636.12
AMAZON CAPITAL SERVICES, I	16FR-XWHC-JQKY	06/01/2021	A2Q0YJ8ZNZN2YT/TELECOM	614-49870-200	49.76
CLIFTON-LARSON-ALLEN, LLP	2902318	06/02/2021	AUDIT SERVICE	614-49870-301	1,000.00
KDOM RADIO	21050464	06/08/2021	ADVERTISING	614-49870-340	100.98
WEX BANK	72168358	06/08/2021	MOTOR FUELS	614-49870-212	196.69
E-911 - INDEPENDENT EMERG	100-0141-1	06/08/2021	SWITCH FEES	614-49870-445	40.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WOODSTOCK COMMUNICATI	10166032	06/01/2021	SWITCH FEES	614-49870-445	160.10
AMAZON CAPITAL SERVICES, I	11YX-Q1X3-471H	06/01/2021	A2Q0YJ8ZNZN2YT/TELECOM	614-49870-301	33.74
AZAR COMPUTER SOFTWARE	142085	06/08/2021	SUBSCRIBER FEES	614-49870-442	2,145.00
OFFICE SYSTEMS AND DESIGN	14283	06/01/2021	TELECOM/SUPPLIES	614-49870-200	-104.00
ONVOY, LLC dba INTELIQUENT	159794	06/08/2021	SWITCH FEES	614-49870-445	3,882.71
ONVOY, LLC dba INTELIQUENT	159868	06/08/2021	CALL COMPLETION	614-49870-451	116.67
ZAYO GROUP, LLC	2021060002376	06/08/2021	CALL COMPLETION	614-49870-451	1,295.00
ZAYO GROUP, LLC	2021060027696	06/08/2021	INTERNET EXPENSE	614-49870-447	1,950.00
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	614-49870-227	89.16
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	614-49870-401	23.99
GOLDEN WEST TECH & INT SO	210510218	06/02/2021	ON CALL SUPPORT	614-49870-448	106.64
DISPLAY SYSTEMS INTERNATI	22667	06/01/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
PLUNKETT'S PEST CONTROL	7074749	06/02/2021	MAINTENANCE/OFFICE	614-49870-404	471.24
HURRICANE ELECTRIC LLC	98380956-IN	06/01/2021	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
ADARA TECHNOLOGIES INC	AP100223CW-46	06/08/2021	SUBSCRIBER FEES	614-49870-442	10,500.00
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	614-49870-322	1.20
ELECTRIC FUND	6/3/2021	06/08/2021	HEAD END/MAINTENANCE - D	614-49870-408	1.78
INTERNAL REVENUE SERVICE	JUNE	06/08/2021	JUNE 2021 DEPOSIT/EXCISE T	614-20201	500.00
INTERNAL REVENUE SERVICE	MAY FINAL	06/08/2021	TELECOM EXCISE TAX POSTIN	614-20201	382.58
				Fund 614 - TELECOM Total:	**86,772.74**
Fund: 615 - ARENA					
BECKER ARENA PRODUCTS, IN	600476	06/01/2021	ARENA/MATERIALS	615-49850-215	1,635.00
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	615-49850-217	60.17
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	615-49850-321	59.49
O'MALLEY'S STORAGE AND RE	1471	06/07/2021	ARENA/SKID LOADER/OPERAT	615-49850-217	425.00
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	615-49850-200	23.99
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	615-49850-215	143.18
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	615-49850-217	24.49
RUNNINGS SUPPLY, INC	2021-MAY	06/09/2021	MAINTENANCE	615-49850-402	34.55
COUNTRY PRIDE SERVICE	21591	06/07/2021	970744-6/ARENA/CHEMICALS	615-49850-216	218.72
WEX BANK	72168358	06/08/2021	MOTOR FUELS	615-49850-212	180.85
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	615-49850-217	8.99
MN DEPT OF HEALTH	899141	06/01/2021	CITY OF WINDOM ARENA/LIC	615-49850-444	40.00
				Fund 615 - ARENA Total:	**2,854.43**
Fund: 617 - M/P CENTER					
A & B BUSINESS	IN842955	06/07/2021	OPERATING SUPPLIES	617-49860-217	60.17
INDOFF, INC	3472054	05/25/2021	COMMUNITY CENTER-OPERA	617-49860-217	349.00
US BANK	4246144555766710	06/09/2021	05-20-2021	617-49860-217	31.92
US BANK	4246144555766710	06/09/2021	05-20-2021	617-49860-254	81.67
US BANK	4246144555766710	06/09/2021	05-20-2021	617-49860-254	70.99
US BANK	4246144555766710	06/09/2021	05-20-2021	617-49860-254	52.89
US BANK	4246144555766710	06/09/2021	05-20-2021	617-49860-340	500.00
US BANK	4246144555766710	06/09/2021	05-20-2021	617-49860-340	533.95
US BANK	4246144555766710	06/09/2021	05-20-2021	617-49860-409	42.50
VERIZON WIRELESS	9880201010	06/01/2021	PHONE SERVICE #48657723	617-49860-321	41.51
QUADIENT LEASING USA, INC	N8885868	06/02/2021	LEASE PAYMENT	617-49860-200	23.99
WEX BANK	72168358	06/08/2021	MOTOR FUELS	617-49860-212	98.44
LEAGUE OF MN CITIES INS TR	17499 & 17501	06/08/2021	SPENCER W. & LEVI B./WORK	617-49860-364	250.00
SECR REV FUND/CITY OF WD	20210601	06/01/2021	PETTY CASH	617-10200	1,500.00
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	617-49860-217	96.72
SCHWALBACH HARDWARE	2021-MAY	06/01/2021	MAINTENANCE	617-49860-409	152.72
SECR REV FUND/CITY OF WD	MAY2021	06/02/2021	PETTY CASH	617-49860-212	-15.00
SECR REV FUND/CITY OF WD	06/09/2021	06/09/2021	WCC/PETTY CASH	617-10200	1,500.00
				Fund 617 - M/P CENTER Total:	**5,371.47**
Fund: 700 - PAYROLL					
FURTHER (Select Account)	39846434	06/01/2021	FLEX SPENDING	700-21712	75.00
FURTHER (Select Account)	INV0001945	06/04/2021	HSA Employee Contribution	700-21723	422.35
MN Pera	INV0001946	06/04/2021	PERA	700-21704	1,065.52
MN Pera	INV0001946	06/04/2021	PERA	700-21704	14,166.64

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN Pera	INV0001946	06/04/2021	PERA	700-21704	7,196.59
MN State Deferred	INV0001947	06/04/2021	Deferred Roth	700-21705	1,162.00
MN State Deferred	INV0001947	06/04/2021	Deferred Compensation	700-21705	7,215.32
MN CHILD SUPPORT PAYMEN	INV0001948	06/04/2021	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001949	06/04/2021	Federal Tax Withholding	700-21701	10,030.35
Internal Revenue Service-Payr	INV0001949	06/04/2021	Social Security	700-21703	13,312.12
Internal Revenue Service-Payr	INV0001949	06/04/2021	Medicare Withholding	700-21711	3,775.76
MN Department of Revenue -	INV0001950	06/04/2021	State Withholding	700-21702	4,831.74
FURTHER (Select Account)	39847991	06/09/2021	OPERATING SUPPLIES	700-21712	80.00
				Fund 700 - PAYROLL Total:	**63,431.22**
				Grand Total:	**448,149.46**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	17,371.98
211 - LIBRARY	3,191.81
225 - AIRPORT	666.65
230 - POOL	2,419.71
235 - AMBULANCE	78,242.50
250 - EDA GENERAL	2,208.32
254 - NORTH IND PARK	105.56
255 - EDA GENERAL RLF	32,533.26
601 - WATER	3,356.33
602 - SEWER	25,259.73
604 - ELECTRIC	55,228.89
609 - LIQUOR STORE	69,134.86
614 - TELECOM	86,772.74
615 - ARENA	2,854.43
617 - M/P CENTER	5,371.47
700 - PAYROLL	63,431.22
Grand Total:	**448,149.46**

Account Summary

Account Number	Account Name	Payment Amount
100-34403	Spring Clean-up	150.00
100-41110-326	Data Processing	16.02
100-41310-200	Office Supplies	77.82
100-41310-217	Other Operating Supplie	103.13
100-41310-308	Training & Registrations	99.00
100-41310-322	Postage	19.41
100-41910-200	Office Supplies	101.33
100-41910-212	Motor Fuels	76.35
100-41910-304	Legal Fees	585.00
100-41910-321	Telephone	41.51
100-41940-406	Repairs & Maint - Groun	782.00
100-42120-200	Office Supplies	186.48
100-42120-212	Motor Fuels	1,543.89
100-42120-218	Uniforms	27.29
100-42120-304	Legal Fees	345.00
100-42120-308	Training & Registrations	99.00
100-42120-322	Postage	112.85
100-42120-323	Radio Units	394.64
100-42120-405	Repairs & Maint - Vehicl	137.86
100-42120-419	Vehicle Lease	1,718.02
100-42120-433	Dues & Subscriptions	180.00
100-42120-480	Other Miscellaneous	243.62
100-42220-211	Cleaning Supplies	111.75
100-42220-212	Motor Fuels	492.04
100-42220-215	Materials & Equipment	-29.50
100-42220-217	Other Operating Supplie	261.24
100-42220-308	Training & Registrations	29.99
100-42220-404	Repairs & Maint - M&E	362.50
100-42220-405	Repairs & Maint - Vehicl	799.36
100-42220-406	Repairs & Maint - Groun	53.96
100-42220-433	Dues & Subscriptions	60.00
100-43100-200	Office Supplies	23.99
100-43100-211	Cleaning Supplies	114.93
100-43100-212	Motor Fuels	668.00
100-43100-217	Other Operating Supplie	60.16
100-43100-241	Small Tools	251.13
100-43100-321	Telephone	42.34

Account Summary

Account Number	Account Name	Payment Amount
100-43100-402	Repairs & Maint - Struct	276.72
100-43100-404	Repairs & Maint - M&E	6.49
100-43100-405	Repairs & Maint - Vehicl	284.41
100-43210-340	Advertising & Promotion	300.00
100-45120-200	Office Supplies	23.99
100-45120-215	Materials & Equipment	1,791.11
100-45120-217	Other Operating Supplie	12.89
100-45202-200	Office Supplies	23.99
100-45202-211	Cleaning Supplies	106.39
100-45202-212	Motor Fuels	159.01
100-45202-216	Chemicals and Chemical	79.99
100-45202-217	Other Operating Supplie	1,901.33
100-45202-241	Small Tools	264.54
100-45202-402	Repairs & Maint - Struct	277.24
100-45202-404	Repairs & Maint - M&E	23.10
100-45202-406	Repairs & Maint - Groun	1,498.67
211-45501-200	Office Supplies	138.90
211-45501-217	Other Operating Supplie	60.17
211-45501-402	Repairs & Maint - Struct	812.00
211-45501-433	Dues & Subscriptions	207.33
211-45501-435	Books and Pamphlets	1,973.41
225-45127-200	Office Supplies	32.50
225-45127-212	Motor Fuels	39.22
225-45127-217	Other Operating Supplie	35.98
225-45127-381	Electric Utility	558.95
230-45124-211	Cleaning Supplies	87.77
230-45124-216	Chemicals and Chemical	2,276.81
230-45124-217	Other Operating Supplie	12.88
230-45124-260	Concessions	40.00
230-45124-404	Repairs & Maint - M&E	2.25
235-42153-200	Office Supplies	23.99
235-42153-212	Motor Fuels	3,815.27
235-42153-217	Other Operating Supplie	4,330.55
235-42153-312	Nursing	6,294.31
235-42153-321	Telephone	233.20
235-42153-334	Meals/Lodging	369.92
235-42153-405	Repairs & Maint - Vehicl	518.86
235-42153-406	Repairs & Maint - Groun	28.00
235-49950-500	Capital Outlay	62,628.40
250-46520-200	Office Supplies	23.99
250-46520-304	Legal Fees	585.00
250-46520-308	Training & Registrations	70.00
250-46520-321	Telephone	29.03
250-46520-334	Meals/Lodging	13.74
250-46520-381	Electric Utility	22.00
250-46520-439	Special Projects	1,254.56
250-46520-443	Intergovernmental Fees	210.00
254-46520-381	Electric Utility	105.56
255-12900	Loans Receivable	25,000.00
255-46520-491	Payments to Other Orga	7,533.26
601-14200	Inventory	443.69
601-49400-200	Office Supplies	23.99
601-49400-212	Motor Fuels	235.88
601-49400-217	Other Operating Supplie	94.17
601-49400-310	Lab Testing	112.29
601-49400-321	Telephone	99.65
601-49400-322	Postage	9.60
601-49400-405	Repairs & Maint - Vehicl	25.51

Account Summary

Account Number	Account Name	Payment Amount
601-49400-408	Repairs & Maint - Distrib	2,192.55
601-49400-409	Repairs & Maint - Utilitie	119.00
602-49450-200	Office Supplies	62.96
602-49450-212	Motor Fuels	138.21
602-49450-216	Chemicals and Chemical	21,494.72
602-49450-217	Other Operating Supplie	60.17
602-49450-308	Training & Registrations	275.00
602-49450-310	Lab Testing	2,322.55
602-49450-321	Telephone	121.53
602-49450-381	Electric Utility	147.17
602-49450-404	Repairs & Maint - M&E	496.81
602-49450-406	Repairs & Maint - Groun	140.61
604-16300	Improvements Other Th	1,665.00
604-49550-150	Capitalized Labor	17,985.72
604-49550-200	Office Supplies	23.99
604-49550-211	Cleaning Supplies	32.97
604-49550-212	Motor Fuels	766.52
604-49550-217	Other Operating Supplie	60.17
604-49550-218	Uniforms	424.55
604-49550-241	Small Tools	24.98
604-49550-308	Training & Registrations	315.00
604-49550-310	Lab Testing	670.00
604-49550-321	Telephone	147.00
604-49550-325	Dispatching	42.04
604-49550-364	Insurance - Worker's Co	82.54
604-49550-404	Repairs & Maint - M&E	128.96
604-49550-405	Repairs & Maint - Vehicl	5.79
604-49550-406	Repairs & Maint - Groun	730.84
604-49550-408	Repairs & Maint - Distrib	1,633.56
604-49550-450	Conservation	29,280.12
604-49550-480	Other Miscellaneous	9.14
604-49550-491	Payments to Other Orga	1,200.00
609-49751-200	Office Supplies	23.99
609-49751-217	Other Operating Supplie	260.78
609-49751-251	Liquor	18,011.13
609-49751-252	Beer	44,842.60
609-49751-253	Wine	1,328.35
609-49751-254	Soft Drinks & Mix	1,053.38
609-49751-256	Tobacco Products	283.56
609-49751-257	Ice	530.15
609-49751-261	Other Merchandise	167.09
609-49751-301	Auditing & Consulting Se	1,100.00
609-49751-308	Training & Registrations	349.00
609-49751-333	Freight and Express	372.33
609-49751-404	Repairs & Maint - M&E	812.50
614-16400	Machinery & Equipment	4,299.06
614-20201	Excise Tax Payable	882.58
614-49870-200	Office Supplies	1,892.75
614-49870-212	Motor Fuels	196.69
614-49870-217	Other Operating Supplie	103.14
614-49870-227	Utility System Maint Sup	1,091.48
614-49870-301	Auditing & Consulting Se	1,033.74
614-49870-321	Telephone	285.14
614-49870-322	Postage	1.20
614-49870-340	Advertising & Promotion	100.98
614-49870-401	Repairs & Maint - Buildi	91.58
614-49870-404	Repairs & Maint - M&E	471.24
614-49870-408	Repairs & Maint - Distrib	1.78

Account Summary

Account Number	Account Name	Payment Amount
614-49870-442	Subscriber Fees	61,253.78
614-49870-443	Intergovernmental Fees	2,327.48
614-49870-445	Switch Fees	4,082.81
614-49870-447	Internet Expense	6,189.00
614-49870-448	On-Call Support	1,056.64
614-49870-451	Call Completion	1,411.67
615-49850-200	Office Supplies	23.99
615-49850-212	Motor Fuels	180.85
615-49850-215	Materials & Equipment	1,778.18
615-49850-216	Chemicals and Chemical	218.72
615-49850-217	Other Operating Supplie	518.65
615-49850-321	Telephone	59.49
615-49850-402	Repairs & Maint - Struct	34.55
615-49850-444	License Fees	40.00
617-10200	Petty Cash	3,000.00
617-49860-200	Office Supplies	23.99
617-49860-212	Motor Fuels	83.44
617-49860-217	Other Operating Supplie	537.81
617-49860-254	Soft Drinks & Mix	205.55
617-49860-321	Telephone	41.51
617-49860-340	Advertising & Promotion	1,033.95
617-49860-364	Insurance - Worker's Co	250.00
617-49860-409	Repairs & Maint - Utilitie	195.22
700-21701	Federal Withholding	10,030.35
700-21702	State Withholding	4,831.74
700-21703	FICA Tax Withholding	13,312.12
700-21704	PERA Contributions	22,428.75
700-21705	Retirement	8,377.32
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,775.76
700-21712	Flex Account	155.00
700-21723	HSA Employee Contribu	422.35
	Grand Total:	**448,149.46**

Project Account Summary

Project Account Key		Payment Amount
None		448,149.46
	Grand Total:	**448,149.46**

CAW
6/10/2021

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:	DREW HAGE, DEVELOPMENT DIRECTOR
CC MEETING DATE:	JUNE 15, 2021
RE:	Public Hearing – Residential Tax Abatement – 1958 Bud Road
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 action regarding a request for tax abatement:

1. Hold Public Hearing on the proposed residential tax abatement.
2. Adopt attached RESOLUTION approving the tax abatement for a new home to be constructed at 1958 Bud Road, Windom, MN 56101.

Issue Summary/Background

On June 1, 2021, the Windom City Council adopted a resolution calling for a Public Hearing to be held on June 15, 2021, to discuss the Cottonwood County Home Initiative Application for a new single-family home to be constructed at 1958 Bud Road, Windom, MN 56101.

The Applicants have met all statutory requirements outlined in Minnesota Statutes §469.1813 and the County's Home Initiative Guidelines necessary for approval of the tax abatement request.

Background: Minnesota Statutes give authority to Cities to grant an abatement of taxes imposed by the City if certain criteria are met.

In 2019, Cottonwood County renewed its "home initiative program" which provides guidelines and a program through which the County, City, and School can grant abatement of real estate taxes for new residential housing. The purpose of this initiative is to provide incentives to encourage construction of new owner-occupied and rental residential housing units including single-family homes, duplexes, and multi-family complexes.

On December 3, 2019, the City of Windom adopted a resolution approving the revised Cottonwood County Home Initiative Guidelines and renewing its participation in the Cottonwood County Home Initiative Program.

The program provides for a five-year abatement of real estate taxes on the increased market value of the property generated by the new home, duplex, or multi-family building. The abatement commences on the first year of taxes payable on the full increased assessed value of the property. The abatement does not include the real estate taxes on the land or any special assessments on the property.

Fiscal Impact

If the tax abatement is granted following the public hearing, the estimated abatement of real estate taxes by the City for the five-year period is $5,350.

Attachments

1. Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. §469.1813.
2. Public Hearing Notice
3. Cottonwood County Home Initiative Application Packet – 1958 Bud Road, Windom, MN.

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813

WHEREAS, Minnesota Statutes §469.1813 gives authority to the City of Windom to grant an abatement of property taxes imposed by the City if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, the City of Windom has adopted the revised Cottonwood County Home Initiative Guidelines which must be met before an abatement of taxes will be granted for residential development; and

WHEREAS, Preferred Choice Homes, LLC ("Preferred Choice") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #s: 25-320-0700

Address of Property: 1958 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 7, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing's Subdivision No. 2 and a tract in SW¼ SW¼ of 24-105-36); and

WHEREAS, Preferred Choice proposes to a construct a new home on this property; and

WHEREAS, Preferred Choice has made application to the City of Windom (the "City") for the abatement of taxes as to the above-described parcel; and

WHEREAS, Preferred Choice has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative Guidelines for tax abatement; and

WHEREAS, the City of Windom expects the benefits to the City of the proposed abatement agreement to at least equal the costs to the City of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

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

1. The City of Windom does hereby grant an abatement to **PREFERRED CHOICE HOMES, LLC, a Minnesota limited liability company,** of the City of Windom's share of property taxes upon the above-described parcel based on the proposed construction of a new single-family home on said parcel.

2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) as outlined in Cottonwood County Home Initiative Guidelines.

3. The City shall provide the awarded abatement payment following payment by the property owners of the property taxes due annually. One single payment of the City's share of the abatement shall be made to the property owner(s) of record by December 30th of that calendar year.

4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.

5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if property taxes are not paid on or before the respective annual payment deadlines.

Adopted by the City Council this 15th day of June, 2021.

____
Dominic Jones, Mayor

Attest: ______________________________
Steven Nasby, City Administrator

PUBLIC HEARING NOTICE

CITY OF WINDOM, MINNESOTA

RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom City Council on Tuesday, June 15, 2021, at the City Council Meeting which begins at 6:30 P.M. in the City Council Chambers at the City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Preferred Choice Homes, LLC. Abatement period – 5 years commencing on first year of taxes payable for the full assessed value related to the new home. Based on 2021 TNT rates, **estimated** total abatement could be approximately $5,350.

Property Address: 1958 Bud Road, Windom, MN 56101

Legal Description of Property: Lot 7, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota, (new subdivision platted from Lots 10, 11, and 12 of Billing's Subdivision No. 2 and a tract in SW¼ SW¼ of 24-105-36);

Parcel No.: 25-320-0700

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM CITY COUNCIL

Steven Nasby, City Administrator
444 Ninth Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129

Published: June 2, 2021
(COTTONWOOD COUNTY CITIZEN)

May 17, 2021

To: Cottonwood County Home Initiative Administrator

c/o Drew Hage, Executive Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Drew:

We plan to construct a new single-family home on Lot 7, Block 1 of Gove Acres Subdivision in Windom. On behalf of "Preferred Choice Homes, LLC" (the property owner), we are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,

PREFERRED CHOICE HOMES, LLC

Lindsey A. Cartwright

Lindsey A. Cartwright, Member & CEO

Gerald L. Bauer

Gerald L. Bauer, Member & CFO

Applicant: Preferred Choice Homes, LLC
Contact Address: 247 Buckwheat Ave, Windom, MN 56101
Contact Phone Nos.: Cartwright - 507-830-1305 Bauer - 507-822-3700

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Preferred Choice Homes, LLC

Parcel ID Nos.: 25.320.0700

Address of the Property: 1958 Bud Road, Windom, Minnesota 56101

Legal Description of the Property: Lot 7, Block 1 of Gove Acres Subdivision to the City of Windom, Cottonwood County, Minnesota.

Original Description (prior to platting of subdivision):

Exhibit A

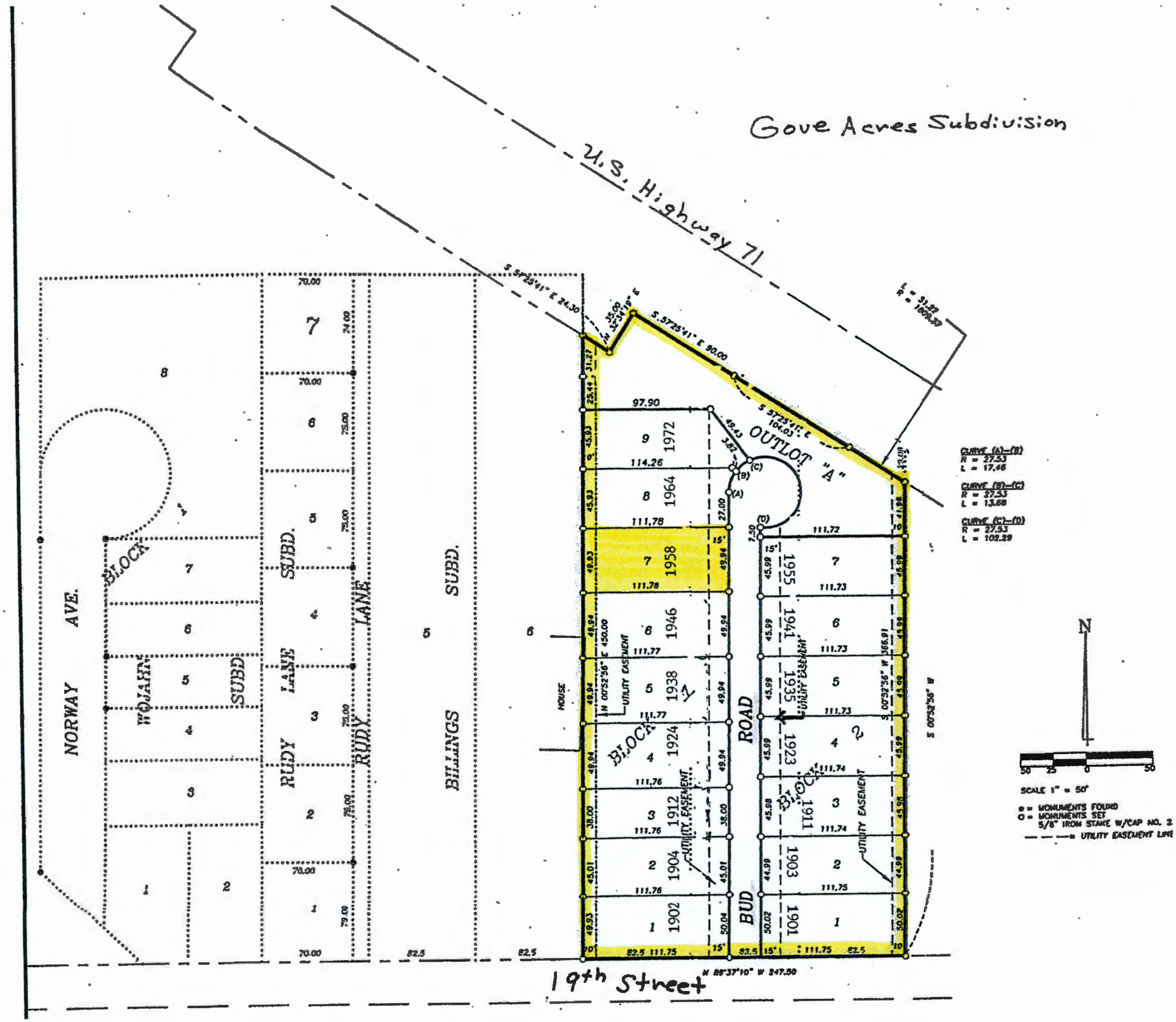
Subject Property

Lots 10, 11, and 12, Billing's Subdivision No. 2, City of Windom, Cottonwood County, Minnesota

AND

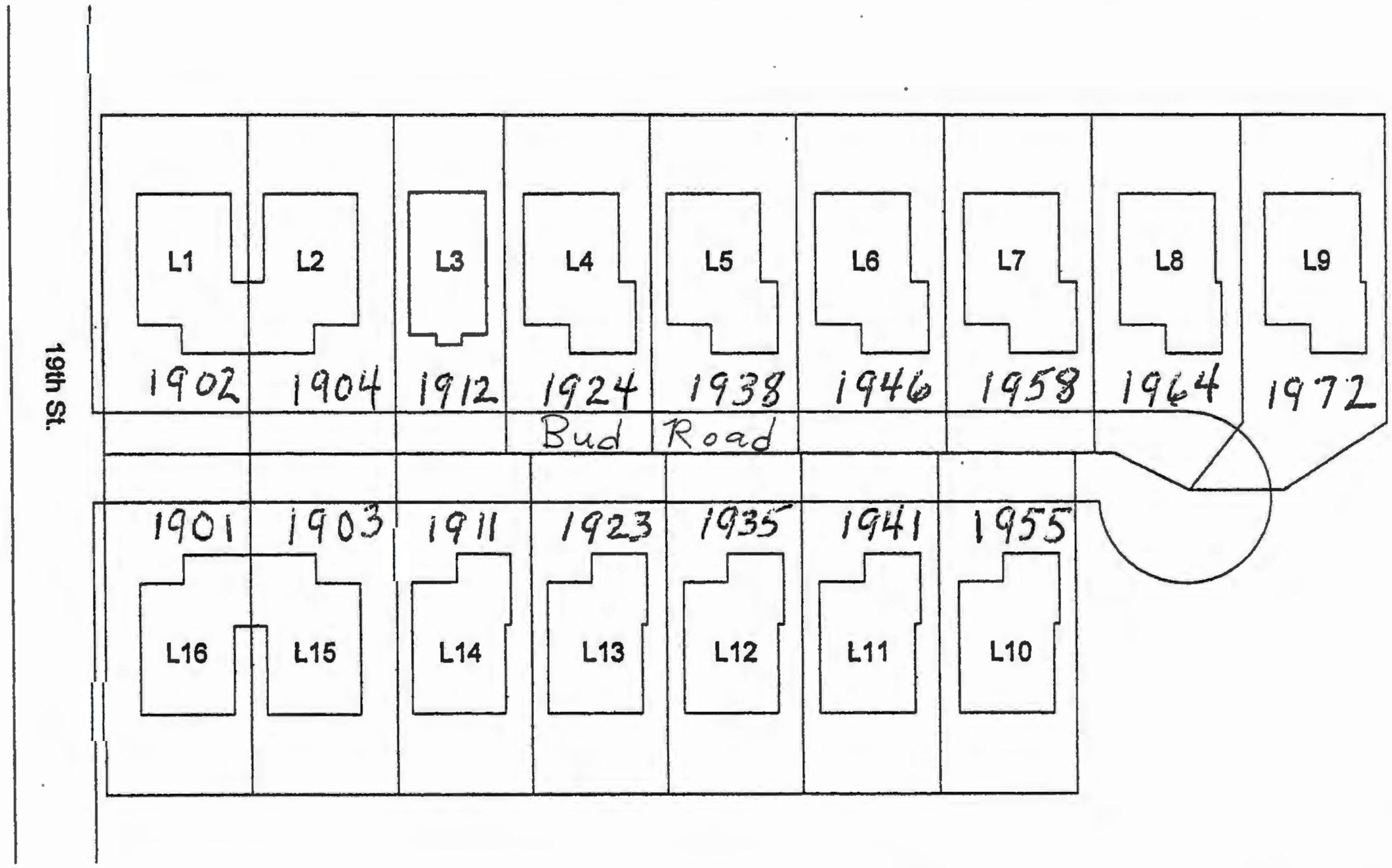
Part of the SW1/4 SW1/4 of Section 24, Township 105, Range 36, Cottonwood County, Minnesota, described as follows: Beginning at the Northwest corner of Lot 10 of Billing's Subdivision No. 2 as recorded in the office of the Cottonwood County Recorder's Office; thence North 00 degrees 52 minutes 56 seconds East, bearing based on Cottonwood County coordinate system, along the East line of Lot 6 of Billing's Subdivision, a distance of 31.27 feet, to the Southwesterly right of way line of United States Highway Number 71, as exists; thence South 57 degrees 25 minutes 41 seconds East, along said right of way line, a distance of 24.30 feet; thence North 32 degrees 34 minutes 19 seconds East, along said right of way line, a distance of 35.00 feet; thence South 57 degrees 25 minutes 41 seconds East, along said right of way line, a distance of 90.00 feet, to the North line of Lot 11 of said Billing's Subdivision No. 2; thence North 89 degrees 37 minutes 10 seconds West, along the North line of Lots 10 and 11 of Billing's Subdivision No. 2, a distance of 115.65 feet, to the point of beginning

Estimated Market Value of the New Home: $146,025

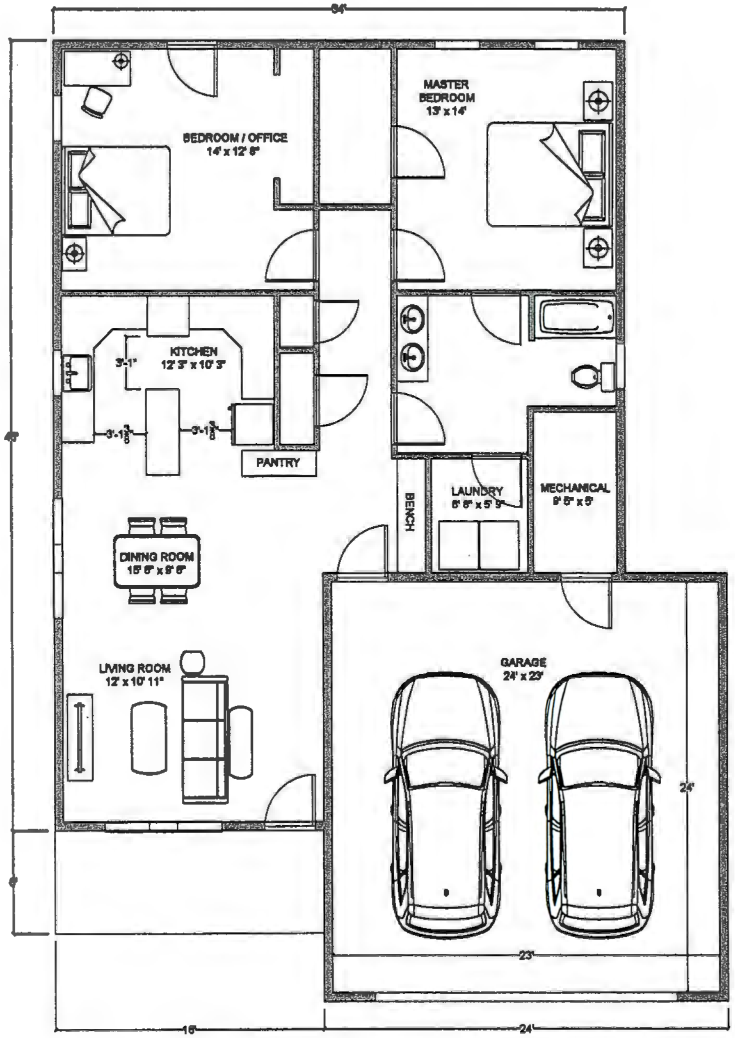


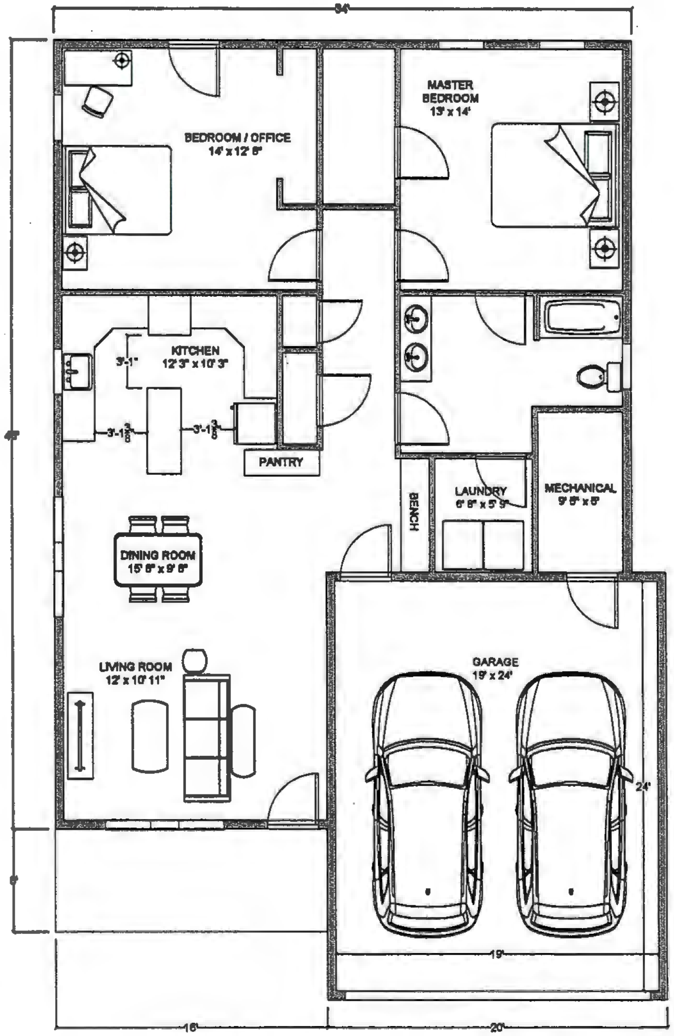
Gove Acres Subdivision
U.S. Highway 71
19th Street
NORWAY AVE.
WOJAHN SUBD.
RUDY LANE SUBD.
RUDY LANE
BILLINGS SUBD.
BUD ROAD
OUTLOT "A"
BLOCK 1
BLOCK 2
UTILITY EASEMENT
HOUSE
1972
1964
1958
1946
1938
1924
1912
1904
1902
1955
1941
1935
1923
1911
1903
1901
CURVE (A)-(B)
CURVE (B)-(C)
CURVE (C)-(D)
SCALE 1" = 50'
● = MONUMENTS FOUND
○ = MONUMENTS SET 5/8" IRON STAKE W/CAP NO. 2
UTILITY EASEMENT LINE
N

Addresses Gove Acres



Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD	
		Plan: Lot Layout	
PREFERRED CHOICE HOMES	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Approval Set 2	
		Scale: 1/32" = 1'-0"	Sheet: LOT
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC	
		Page: —	

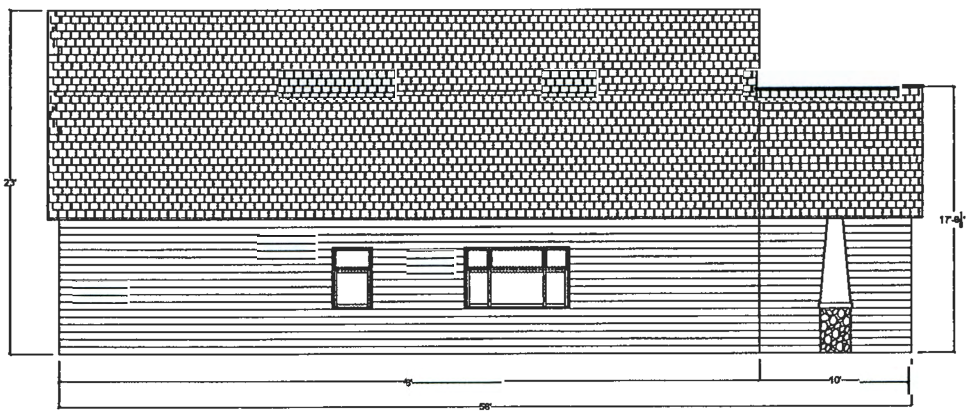




0/1 FURNITURE PLANS
SCALE: 3/16" = 1'-0"

Approved By:	Issue Date: 10-28-2020	Project: Senior Cottage PUD	
		Plan: Furniture Plan	
PREFERRED CHOICE HOMES	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Approval Set 2	
		Scale: 3/16" = 1'-0"	Sheet: 0
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC	
		Page: —	

B/1 ELEVATION
SCALE: 1/8" = 1'-0"



B/2 ELEVATION
SCALE: 1/8" = 1'-0"

Approved By:	Issue Date: 9-29-2020	Project: Senior Cottage PUD	
		Plan: Cottage Plan	
PREFERRED CHOICE HOMES	Contact: Lindsey Cartwright Phone: 507-830-1305	Set: Preliminary 1	
		Scale: 3/16" = 1'-0"	Sheet: B
	Contact: Jerry Bauer Phone: 507-822-3700	Drawn By: MC	
		Page: 2 of 6	

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Windom City Council will hold a public hearing in the City Council Chambers at City Hall, 444 Ninth Street, Windom, Minnesota during the regularly-scheduled Council meeting, which begins at 6:30 p.m. on Tuesday, June 15, 2021, to provide an opportunity for the public comment on the proposed Police Department Body Camera Program.

A copy of the proposed program plan is available for inspection in the City Administrator's Office, City Hall, 444 Ninth Street or on the city website:

www.windom-mn.com.

Such persons as desire to be heard with reference to the proposed Police Department Body Camera Program are encouraged to attend this hearing or may submit written comments to the City of Windom.

By order of the
Windom City Council:
Steve Nasby
City Administrator

(600— June 2, 9, 2021)

It is the policy of this department to authorize and require the use of department-issued Video Recording Technology (VRT) as set forth below, and to administer VRT data as provided by law.

I. **Scope**

A. This policy governs the use of VRT in the course of official duties. It applies to In-Car Video (ICV) systems, Body Worn Camera (BWC) systems, and Weapon Mounted Camera (WMC) systems. The chief or chief's designee may supersede this policy by providing specific instructions for VRT use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for VRT use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

II. **Definitions:** The following phrases have special meanings as used in this policy:

A. **MGDPA or Data Practices Act** refers to the Minnesota Government Data PracticesAct, Minn. Stat. § 13.01, et seq.

B. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota Cities.

C. **Law enforcement-related information** means information captured or available for capture by use of VRT that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

D. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

E. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

F. **Adversarial** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting.Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

G. **Unintentionally recorded footage** is a video recording that results from an officer's inadvertence or neglect in operating the officer's VRT, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footageinclude, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

H. **Official duties:** for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

III. Use and Documentation

A. Officers may use only department issued VRT in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

B. Officers who have been issued VRT shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued VRT at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the Assistant Chief via email or phone call. The Assistant Chief shall take prompt action to address malfunctions.

C. Officers should utilize their VRT in the manner specified in training.

D. Officers must document VRT use and non-use as follows:

i. Whenever an officer makes a required recording, the existence of the recording shall be documented in the incident report or citation. Due to the automatic activation feature of the WMC, the fact that WMC data exists is required to be documented in the incident report relating to use of force involving the handgun.

ii. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in their report. Supervisors shall review these reports and initiate any corrective action deemed necessary.

E. The department will maintain the following records and documents relating to VRT use, which are classified as public data:

i. The total number of ICVs, BWCs, and WMCs owned or maintained by the agency.

ii. A daily record of the total number of ICVs, BWCs, and WMCs actually deployed and used by officers;

iii. The total amount of recorded VRT data collected and maintained; and

iv. This policy, together with the Records Retention Schedule.

IV. General Guidelines for Recording

A. Officers shall activate their BWCs when anticipating that they will be involved in, become involved in, or witness other officers of this agency involved in a pursuit, Terry stop of a motorist or pedestrian, search, seizure, arrest, use of force, adversarial contact, and during other activities likely to yield information having evidentiary value. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(ii) (above).

ICV systems will be automatically set to begin recording whenever the emergency lights are activated. Officers may also manually activate the ICV during other activities likely to yield information having evidentiary value.

WMCs are automatically activated and begin recording when the officer removes their handgun from the WMC-equipped holster. The WMC automatically ceases recording when the handgun is holstered. Officers will not deliberately keep their handgun out of the holster for the sole purpose of continuing to record with the WMC.

B. Officers have discretion to record or not record general citizen contacts.

C. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded.

D. Once activated, the ICV and the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.

E. Officers shall not intentionally block the VRTs audio or visual recording functionality to defeat the purposes of this policy.

F. Notwithstanding any other provision in this policy, officers shall not use their VRT to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

V. Special Guidelines for Recording

Officers may, in the exercise of sound discretion, determine:

A. To use their ICVs and BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

B. To use their BWCs to take recorded statements from persons believed to be victims of and witnesses to crimes, and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect.

In addition,

C. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.

D. Officers shall use their ICV rear facing camera to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

VI. Downloading and Labeling Data

A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to Evidence.com by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, an investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it.

ICV files will automatically upload to the police department's secure server when the patrol vehicle arrives at the police department. Each officer is responsible for ensuring that this process is functioning as intended. If an ICV fails to automatically upload, the officer shall notify the Assistant Chief via email or phone call.

Each officer using a WMC is responsible for notifying an Assistant Chief anytime their WMC captures a use of force incident. If the incident did not result in an actual shooting, the Assistant Chief shall manually upload the video to Watchguard.com and label it appropriately. If the incident did result in an officer involved shooting, an investigator shall take custody of the officer's weapon and WMC and assume responsibility for transferring the data from it.

All WMCs will be scheduled for manual download, by the Assistant Chief, on a bi-monthly basis to save all other non-evidentiary data. All non-evidentiary WMC data will be uploaded Watchguard.com and labeled as 'Not Evidence'. The Assistant Chief will monitor the volume of WMC data generated to determine if a more or less frequent download schedule is necessary.

B. Officers and/or Assistant Chief shall label the VRT data files at the time of video capture or transfer to storage and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file:

i. **Evidence—criminal/traffic:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision.

ii. **Evidence—force:** Whether or not enforcement action was taken, or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.

iii. **Evidence—property:** Whether or not enforcement action was taken, or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.

iv. **Evidence—administrative:** The incident involved an adversarial encounter or resulted in a complaint against the officer.

v. **Evidence—other:** The recording has potential evidentiary value for reasons identified by the officer at the time of labeling.

vi. **Training:** The event was such that it may have value for training.

vii. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence.

VII. Administering Access to BWC Data:

A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:

   i. Any person or entity whose image or voice is documented in the data.

   ii. The officer who collected the data.

   iii. Any other officer whose voice or image is documented in the data, regardless ofwhether that officer is or can be identified by the recording.

A. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:

   i. BWC data pertaining to people is presumed private, as is BWC data pertaining tobusinesses or other entities.

   ii. Some BWC data is classified as confidential (see C. below).

   iii. Some BWC data is classified as public (see D. below).

B. **Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.

C. **Public data.** The following BWC data is public:

   i. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.

   ii. Data that documents the use of force by a peace officer that results in substantial bodily harm.

   iii. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted. In addition, any data on undercover officers must be redacted.

   iv. Data that documents the final disposition of a disciplinary action against a public employee.

   However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

B. **Access to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to the Chief of Police or his or her designee, whoshall process the request in accordance with the MGDPA and other governing laws. Inparticular:

   i. An individual shall be allowed to review recorded BWC data about himself/herself and other data subjects in the recording, but access shall not be granted:

      1. If the data was collected or created as part of an active investigation.

2. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17.

ii. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:

1. Data on other individuals in the recording who do not consent to the release must be redacted.

2. Data that would identify undercover officers must be redacted.

3. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

C. **Access by peace officers and law enforcement employees.** No employee may have access to the department's VRT data except for legitimate law enforcement or data administration purposes:

i. Officers may access and view stored VRT video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

ii. Agency personnel shall document their reasons for accessing stored BWC data by entering that reason in the notes section of the Call's for Service at the time of each access. This note shall become part of the official record and will also be logged in the audit trail. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.

iii. Employees seeking access to VRT data for non-business reasons may make a request for it in the same manner as any member of the public.

D. **Other authorized disclosures of data.** Officers may display portions of VRT footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

i. VRT data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.

ii. VRT data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

VIII. Data Security Safeguards

A. The Windom Police Department utilizes two disparate data retention systems for the three types of VRT data.

i. BWC data is stored on a secure platform. By their role, officers can only view their own data. However, supervisors, investigations and records staff have access to view all videos in performance of their duties.

ii. WMC data is stored on the camera, which is password protected. Employees with administrative rights have passwords. When the data is downloaded, it will be stored on the secure server. The department's secure server is backed up daily.

iii. ICV data is stored on the department's secure server. The data is wirelessly uploaded from the squad to the server via a secured access point. The system confirms that the data has been successfully transferred before removing it from the in-car recorder. By their role, officers can only view their own data. ICV data is backed up daily.

B. Access to VRT data from city or personally owned and approved devices shall be managed in accordance with established city policy.

C. Officers shall not intentionally edit, alter, or erase any VRT recording unless otherwise expressly authorized by the chief or the chief's designee.

D. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

IX. Agency Use of Data

A. Supervisors will randomly review VRT usage by each officer to ensure compliance with this policy and to identify any performance areas in which additional training or guidance is required.

B. In addition, supervisors and other assigned personnel may access VRT data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.

C. Nothing in this policy limits or prohibits the use of VRT data as evidence of misconduct or as a basis for discipline.

D. Officers should contact their supervisors to discuss retaining and using VRT data for training purposes. Officer objections to preserving or using certain data for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

X. Data Retention

A. All VRT data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.

B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.

C. Certain kinds of VRT data must be retained for six years:

   i. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.

   ii. Data documenting circumstances that have given rise to a formal complaint against an officer.

D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

E. Subject to Part F (below), all other VRT footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.

F. Upon written request by a VRT data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

G. The department shall maintain an inventory of VRT recordings having evidentiary value.

H. The department will post this policy, together with its Records Retention Schedule, on its website.

XI. Retention Schedule

This addendum outlines the VRT data retention schedule for the VRT categories listed below. Retention Schedule is listed below and covers any retention not specifically addressed in "Downloading and Labeling Data" and "Data Retention"

Category	Retain	Action
A. Evidence-Criminal/Traffic	7 years	Purge (Permanent for Homicides, May be stored on other means such as DVD with case file and not on server)
B. Evidence – Force	6 years	Purge
C. Evidence – Property	365 days	Purge
D. Evidence – Administrative	180 days	Purge (6 years if formal complaint against officer. May be stored on other means such as DVD with case file and not on server.)
E. Evidence-Other	180 days	Purge
F. Interview- Other	180 days	Purge
G. Training	90 days	Purge
H. Not Evidence	90 days	Purge
I. Test Recording	30 days	Purge

XII. Compliance

J. Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

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: Jason Sykora, Electric Superintendent
DATE: June 10, 2021
RE: Electric Line Foreman – Hiring Recommendation
DEPT: Electric
CONTACT: Jason Sykora: Jason.Sykora@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Subject to approval by the Utility Commission, promote Preston Rossow to Electric Line Foreman effective July 1st 2021 at Grade 17 Step 12 of the IBEW pay scale.

Issue Summary/Background

A vacancy in the Electric Department at the Line Foreman position will be created when Mike Bregel retires July 31st 2021. Mike's last working day is planned to be June 30th. Preston will then fill the role of Electric Line Foreman.

Preston has been a Lineworker with the City of Windom for 22 years. The 3 years prior to becoming a fulltime Lineworker, he worked summers for the Electric Department. Preston has taken on a leadership role since the purchase of the directional drill in 2016.

I have full confidence in Preston's abilities to take over the Electric Foreman Position. He has the respect of the entire Line crew and employees from other Departments. He has been a great mentor to the younger employees in the Department.

Fiscal Impact

The Electric Department budget contains funds for four (3) Line Workers and one Electric Line Foreman.

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:	Tim Hogan, Recreation Director
DATE:	June 10, 2021
RE:	Seasonal Part Time
DEPT:	Pool and Recreation
CONTACT:	Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding additional hiring of the following Pool employees for 2021:

Anna Fest
Tristan Maras
Hailey Veenker

Issue Summary/Background

The hiring of additional pool lifeguards is needed to fill the pool lifeguard schedule and to provide WSI classes.

Fiscal Impact

Money is budgeted to pay the wages of seasonal employees of the pool and recreation.

SEH

Building a Better World for All of Us®

TRANSMITTAL

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

Date: June 2, 2021

SEH File No.: WINDM 155238

Client No.:

Re: Arena Re-Roofing Project

We are:

☒ Enclosing ☐ Sending under separate cover ☐ Sending as requested

- One copy of Application for Payment No.1 for the above referenced project. It is our recommendation to make a payment in the amount of $106,516.08 to Tri-State General Contracting, Inc. for the Arena Re-Roofing Project.

For your:

☐ Information/Records ☐ Review and comment ☐ Approval

☐ Action ☐ Distribution ☐ Revision and resubmittal

Remarks:

By: Brian Bergstrom, AIA

c:

APPLICATION AND CERTIFICATE FOR PAYMENT

2 PAGES

TO OWNER:
City of Windom
444 9th St
Windom, MN 56101

FROM CONTRACTOR:
Tri-State General Contracting
131 Torgerson Ln
Jackson, MN 56143

PROJECT:
Windom Arena Re-Roof
Project #: WINDM 155238

VIA ARCHITECT:
Short Elliott Hendrickson Inc
3535 Vadnais Center Dr
St Paul, MN 55110

APPLICATION #: 1
PERIOD TO: 05/31/21
PROJECT NOS:

CONTRACT DATE: 03/08/21

Distribution to:
- [ ] Owner
- [ ] Const. Mgr
- [X] Architect
- [ ] Contractor
- [ ]

CONTRACT FOR: Windom Arena Re-Roof

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	$	237,965.00
2. Net change by Change Orders	$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	$	237,965.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	$	112,122.19
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns D+E on Continuation Sheet)	$	5,606.11
b. 5.0% of Stored Material (Column F on Continuation Sheet)	$	
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet	$	5,606.11
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	$	106,516.08
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$	
8. CURRENT PAYMENT DUE	$	106,516.08
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	131,448.92

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: [signature] Date: 5/31/21

State of: Minnesota
County of: Jackson
Subscribed and sworn to before me this 31 day of May 2021

Notary Public: Debra L. Gettler
My Commission expires: Jan 31, 2022

DEBRA L GETTLER
NOTARY PUBLIC
MINNESOTA
My Commission Expires Jan. 31, 2022

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 106,516.08

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: Brian Bergstrom Date: 6.2.2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

Schedule of Values

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 1
APPLICATION DATE: 05/31/21
PERIOD TO: 31-May-21
ARCHITECT'S PROJECT NO:

Windom Arena Re-Roof
Project #: WINDM 155238

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed: From Previous Application (D + E)	Work Completed: This Period	Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage
1	Div 1 General Conditions								
2	01.10 Bond	4,617.01		4,617.01		4,617.01	100%		230.85
3	01.20 Price & Payment Procedures	1,472.56		493.86		493.86	34%	978.70	24.69
4	01.30 Administrative Requirements	7,238.93		152.72		152.72	2%	7,086.21	7.64
5	01.40 Quality Requirements	2,399.69						2,399.69	
6	01.70 Execution & Closout	2,992.32						2,992.32	
7	Requirements								
8									
9	Div 13 Special Construction								
10	13.30 Special Structures	219,244.49		106,858.60		106,858.60	49%	112,385.89	5,342.93
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
	SUBTOTALS PAGE 2	237,965.00		112,122.19		112,122.19	47%	125,842.81	5,606.11