Council Meeting
Tuesday, May 4, 2021
City Council Chamber
6:30 p.m.
AGENDA

Call to Order
Pledge of Allegiance

1. Consent Agenda
    - Minutes
        - Council Minutes – April 20, 2021
        - Community Center Commission – April 13, 2021
        - Park & Recreation – April 21, 2021
    - Licenses
        - Temporary On- Sale Liquor License – Lions Club
            - June 11 (Island Park) & June 12, 2021 (Arena)
        - Authorization to Dispense Intoxicating Liquor – Lions Club
            - June 11 (Island Park) & June 12, 2021 (Arena)
        - Dance Permits
            - Windom Area Chamber – June 11, 2021 (Island Park)
            - Lions Club – June 12, 2021 (Arena)
        - Amplification Permits
            - American Lutheran Church – Cottonwood Lake/Tegels Park
                - June 20, 2021
                - July 18, 2021
                - August 15, 2021
            - Lions Club – Arena
                - June 12, 2021
            - Phat Pheasant Pub
                - May 22, 2021
                - August 28, 2021
            - Windom Area Chamber – Island Park
                - June 11, 2021
    - Regular Bills
2. Department Heads
3. Resolution Accepting Donation
    - Denise Winters – Windom Ambulance Service
4. Proclamations
    - EMS Week - May16-22, 2021
    - Small Business Week – May 2-8, 2021
    - Child Care Provider Appreciation Day – May 7, 2021
5. Street Committee Recommendation
    - Highway 60 Access – Highway 71 Intersection to Bridge Segment
    - New City Street Proposal
    - County Road 13 & 12th Street – Sidewalk Gaps

6. Windom Police Department
   * P/T Police Officer
   * Community Policing Agreement – Windom Area Health

7. Personnel Hiring Recommendations
   - P/T Office Assistant
   - Seasonal Hiring – Park & Street

8. Councilmember Resignation – Jacqueline Schmidt
   - Resolution Accepting Resignation and Declaring Vacancy

9. New Business

10. Old Business

11. Council Comments

12. Adjourn

REMINDER: BOARD OF APPEALS AND EQUALIZATION – MONDAY, MAY 10, 2021 – 4:30 P .M.

Preliminary

Regular Council Meeting
City Hall, Council Chamber
April 20, 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, James Nelson, Jenny Quade, Jacqueline Schmidt and Jayesun Sherman
Council Absent:	None
City Staff Present:	Steve Nasby, City Administrator; Ryan Anderson, Water & Wastewater Superintendent; Ben Derickson, Fire Chief; Timothy Hacker, Ambulance Director; Drew Hage, Development Director; Glenn Lund, Water & Wastewater Superintendent; John Nelson, Liquor Store Manager; Scott Peterson, Police Chief and Andy Spielman, Building & Zoning Official

3. Pledge of Allegiance

4. Agenda Revision:

   Jones removed the Mayor Appointment for Hospital Board and will bring it to a future meeting.

5. Consent Agenda:

   - Minutes
     - Council Minutes – April 6, 2021
     - Telecom Commission – March 30, 2021
     - EDA Commission – April 12, 2021
     - Planning Commission – April 13, 2021
     - Library Board – April 13, 2021
   - License – Exempt Gambling Permit – Wheel House Warriors – May 22, 2021
   - Regular Bills

   Grunig requested the Exempt Gambling Permit be removed from the Consent Agenda.

   Motion by Grunig second by Sherman approving the Board Meeting Minutes and the Regular Bills listed in the Consent Agenda. Motion carried 5 – 0.

   Council discussed the Exempt Gambling Permit. Steve Nasby, City Administrator, explained that the non-profit organization, Wheel House Warriors, is supporting a benefit for Lonny Vollan that includes raffle items. Quade said the group focuses on supporting Law Enforcement, Fire Departments and Veterans.

Motion by Schmidt second by Quade approving the Exempt Gambling Permit for Wheel House Warriors. Motion carried 5 – 0.

6. Department Heads:

John Nelson, Liquor Store Manager, said Riverbend Liquor is working with Minnesota Municipal Beverage Association (MMBA) and Coors Light to collect donations for the local Cottonwood County Animal Rescue group. The promotion ends on April 30th.

Tim Hacker, Ambulance Director, stated the 2016 Chevy Ambulance with 156,000 miles is due for replacement. Hacker noted the call volume is on pace for 1,000 calls in 2021. He requested consideration of keeping this ambulance in the fleet to assist with rig down times and the increase in hospital transfer requests in lieu of trading the rig. The Emergency Services Facility has four bays for ambulance units so they have the storage room. A new ambulance will take approximately 6 months to be built and put into service.

Sherman asked what the planned replacement schedule included and approximate pricing. Hacker answered they are using a 5-year rotation and new units cost $156,000 with refurbished boxes. There would be additional costs for needed equipment for a fourth unit and he is seeking grant dollars.

Council consensus was to move forward with a 2022 Ambulance as budgeted in the CIP without trading in the current unit.

7. Public Hearing – Residential Tax Abatements:

Drew Hage, Development Director, said applications were received for three properties in the Gove Acres Subdivision. Estimated construction cost for each lot are $146,025 with an estimated City abatement of $1,070 per property, per year for five years. Hage clarified that the wording in two Resolutions was revised to reflect a single-family home (instead of a duplex) as each unit is on a separate lot.

Gove Acres – Lot 1, Block 1 – 1902 Bud Road:

Jones opened the Public Hearing at 6:48 PM.

No comments were received.

Jones closed the Public Hearing at 6:49 PM.

Council Member Grunig introduced the Resolution No. 2021-33, entitled "RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813" for 1902 Bud Road and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Quade, Nelson, Grunig, Sherman and Schmidt. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Gove Acres – Lot 2, Block 1 – 1904 Bud Road:

Jones opened the Public Hearing at 6:50 PM.

No comments were received.

Jones closed the Public Hearing at 6:51 PM.

Council Member Schmidt introduced the Resolution No. 2021-34, entitled "RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813" for 1904 Bud Road and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Schmidt, Quade, Nelson, Grunig and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

<u>Gove Acres – Lot 9, Block 1 – 1972 Bud Road:</u>

Jones opened the Public Hearing at 6:52 PM.

No comments were received.

Jones closed the Public Hearing at 6:53 PM.

Council Member Schmidt introduced the Resolution No. 2021-35, entitled "RESOLUTION APPROVING TAX ABATEMENT FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813" for 1972 Bud Road and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Nelson, Grunig, Sherman, Schmidt and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

8. <u>Proclamations:</u>

<u>Employee Appreciation – Glenn Lund:</u>

Jones read the Resolution of Appreciation for Glenn Lund.

Council Member Sherman introduced the Resolution No. 2021-36, entitled "A RESOLUTION EXPRESSING SINCERE APPRECIATION TO GLENN LUND FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA" and moved its adoption. The Resolution was seconded by Quade and on roll call vote: Aye: Grunig, Schmidt, Quade, Nelson and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Glenn Lund, Water & Wastewater Superintendent, thanked his colleagues and Council for the recognition.

Jones and Grunig congratulated Glenn and extended gratitude for his years of service.

<u>Drinking Water Week – May 2nd – May 8th, 2021:</u>

Sherman read the 2021 Drinking Water Week Proclamation.

Council Member Sherman introduced the Resolution No. 2021-37, entitled "2021 DRINKING WATER WEEK PROCLAMATION" and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Sherman, Nelson, Grunig, Schmidt and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Jones thanked the Water Department for all their work providing safe drinking water for the City of Windom.

National Hospital Week – May 9th – May 15th, 2021:

Nasby read the 2021 National Hospital Week Proclamation.

Council Member Sherman introduced the Resolution No. 2021-38, entitled "2021 NATIONAL HOSPITAL WEEK PROCLAMATION" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Quade, Sherman, Nelson, Grunig and Schmidt. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Shelby Medina, Windom Area Health CEO, accepted the Proclamation certificate.

9. Hospital Budget Presentation:

John Peryl, Windom Area Health CFO, gave an overview of the Hospital's 2022 Budget. He noted the following items:

- 2021 anticipated loss was $1 million due to COVID uncertainty
- $4 million increase in 2021 Revenues from 2020
- 4% rate change increase, and 1.5% growth in services
- 43% Revenue reduced by contractual adjustments
- COVID Aid received in 2020 and 2021, nothing received for 2022 thus far
- Employee costs are 50% of Expenses
- Capital Projects on 2022 Budget include Emergency Department Remodel
- 3.3% Operating Margin
- 4.3% Net Income with all Revenues received equals $997,500
- Conservative Budget estimates

Sherman appreciates the conservative approach and work that the hospital is doing.

Grunig questioned the reasoning behind every bill having a reduction in paid services. Peryl answered that services cost more in a rural setting because they do not have the volume larger facilities receive. WAH has to cover expenses.

Jones asked if the offering a "prompt pay" reduction is included in the deduction from Revenue number. Peryl said it was included.

Motion by Sherman second by Schmidt approving the 2022 Hospital Budget as presented. Motion carried 5 – 0.

10. River Bend Liquor Store Feasibility Study:

Nelson introduced Tim Jensen, Principal-in-Charge, and Greg Schoer, Project Manager & Project Architect from TSP, Inc. The Feasibility Study was completed on April 9th and includes conceptual designs and site options. Highlights from the presentation include:

- Existing Building Analysis/Site Conditions
- Space needs and functions
- Current location versus new location (former Shopko building)
- Evaluation of site visibility, site access, and traffic flow

- Renovation diagrams of each location versus new construction
- Adding tenant space to renovated building/new building for additional income
- 4 Building models (2 at each location, with a new building model eliminated from Site 2 by client)
- Vendor and shelving layout work to maximize product placement
- Estimated costs for each building model

Council discussed the presented options. Quade said replacing the current store with a new or renovated building on the same site is favorable due to its location. Demolition costs were included in the price estimate, but not loss of sales due to closure of the building.

Grunig questioned the second site and the ease of finding retail tenants to share the space. Jensen said it is more enticing to prospective businesses as they can share customers due to cross traffic. A compatible co-tenant would be best prior to considering this location.

John Nelson gave a financial informational overview. The following items were noted:

- Market Analysis on Alcoholic Beverages (70% in-town purchases)
- Windom Operating Revenue/Cost of Sales in the Municipal Liquor Audit Report based on population is in the numbers, excludes higher populated areas
- Gross Profits in 2019 were $546,731. Net proceeds are typically $50,000 - $100,000
- Comparisons on new Liquor Store buildings on Sales for Comparable Communities, 7% average increase over 3 years (2020 numbers were excluded due to COVID -19)
- Projected increase in sales is 3.73% based on the 2010 to 2019 average increase
- Bond Pricing and Payments based on Bond Options based on a 20-year period
- Cash/Investments as of December 31, 2020 was $601,478.26

Jones questioned the Projected Sales increase versus the Cost of Goods increases. Nasby replied that the first two years a new store would operate would show an increase of 3-6% over the average projected increase (cost of goods) as a conservative approach.

Quade asked if additional storage space would allow an increase in profit. Nelson concurred stating that many vendors offer bigger discounts in price for purchasing in larger quantities.

Sherman inquired of the maximum growth point of the current facility based on sales/product. Nelson replied they currently cannot display many new products due to limited space. The Retail Analysis shows a 30% loss of in-town purchases that could be captured if product was available to the customer.

Grunig asked if the projected revenue could support a $2 million bond without using the Cash/Investments. Nasby responded a break-even point for annual debt service payments would be in a 6-7 year time frame. The store is self-supported and not tax supported.

Council encouraged public input and will revisit this item in 30 days. The Feasibility Study will be available at City Hall, City website and River Bend Liquor.

11. Planning Commission Recommendations:

Kwik Trip #1147 – Final Plat:
Andy Spielman, Building & Zoning Official, presented the Final Plat for Kwik Trip. A Utility easement of 10 feet on the north side of the location is included. This plat has been reviewed by the Planning & Zoning Commission and the City Attorney, and both are recommending approval after Kwik Trip has acquired the property and signs the Final Plat as owner. Spielman noted the private easement for an adjacent owner is not shown on the final plat but is a condition listed in their Conditional Use Permit.

Council Member Sherman introduced the Resolution No. 2021-39, entitled "RESOLUTION APPROVING THE FINAL PLAT OF "KWIK TRIP 1147" IN THE CITY OF WINDOM, MINNESOTA" and moved its adoption. The Resolution was seconded by Nelson and on roll call vote: Aye: Schmidt, Grunig, Sherman, Nelson and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

Selection of Consultant – Code Review:
Spielman said the Planning Commission approved a Request for Proposals (RFP) seeking a consultant to review Chapters 151 and 152 of the City Code regarding land use and subdivision regulations. Three consultant firms presented at the Planning Commission meeting that was held on April 13th and the Commission is recommending hiring Bolton & Menk for this service. Spielman said the amount budgeted is $10,000 and Bolton & Menk's anticipated fees are $12,444. The additional funds would have to come from the General Fund reserve or be forward funded from the 2022 Budget.

Motion by Sherman second by Nelson approving hiring Bolton & Menk as consultants to complete the Code Review of Chapters 151 and 152 of the City Code. Additional funds, of $2,444, if needed, to be forward-funded from the 2022 Budget. Motion carried 5 – 0.

12. Fire Service Fees:

Ben Derickson, Fire Chief, presented a variable Fire Call Fee based upon call type. Currently the Fire Department charges a $1,000 flat fee. He proposed the following:

- $0 Fire calls cancelled prior to any firefighters or equipment arriving at scene
- $500 False Fire/Carbon Monoxide Alarms
- $1000 Vehicle Accidents/Assists without Fire/Chemical Leak/Rescue
- $2000 Any call with Fire/Explosion
- Additional items to be billed if used (ex. foam) or irreparably damaged during calls

Jones clarified that if a vehicle accident would lead to a fire or explosion, it would increase to $2,000. Derickson agreed.

Nasby stated the fee structure was discussed with the Windom Fire District representatives and they are aware that the City would be reviewing the rates. He said the types of calls were reviewed and type of service that was needed based on previous calls. Discussion involved charging the user of the service beyond regular fire protection charges versus charging the entire taxpayer base an increase to generate revenues for needed equipment upgrades.

Council discussed the proposed rates. Staff was instructed to research the surrounding community's fire call rates. If rates would increase, a public service announcement would be made to encourage residents to check with their insurance company for coverage. There are no additional time charges to users (ex. 2 hours versus 6 hours). Mutual Aid calls are not billed as an understanding between departments. Customer billings would be itemized to the user who received service, including additional items if used or irreparably damaged. Council consensus was to table the item to gather future input from communities and the public.

13. Annual Consumer Confidence Report:

Ryan Anderson, Water & Wastewater Superintendent, said the Consumer Confidence Report has been completed for 2020. He said they operate seven separate wells ranging from 87 to 142 feet deep that draw from separate aquifers. Anderson said the two water towers allow 1.5 million gallons of storage. Water tests are completed throughout the year. Tested substances are well below the recommended action levels. A physical copy of the report is available at the City Hall office or at https://windom-mn.com/Consumer-confidence-report/ .

Anderson thanked the work his department has done to provide clean drinking water to the City of Windom residents.

Sherman asked if radon is something that is tested for in drinking water. Jones said radon is an air-borne gas and they currently do not test for this.

14. Police Department – Resolution State of MN Department of Public Safety Joint Powers Agreements:

Nasby explained Resolution presented extends the Joint Powers Agreements that the City of Windom has with the State of Minnesota's criminal justice data communications network.

Council Member Grunig introduced the Resolution No. 2021-40, entitled "RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WINDOM ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT" and moved its adoption. The Resolution was seconded by Schmidt and on roll call vote: Aye: Nelson, Grunig, Schmidt, Quade and Sherman. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

15. City Wide Cleanup Recycling Fees:

Nasby said City Wide Cleanup Day is slated for May 15th. In previous years, the Council has subsidized rates for recycling TV's or mattresses/box springs. The appliance recycler rates were presented, noting that there are some items that they will pick up for free. The City collects a monthly fee of $1.00 per household per month for the cleanup event.

Council discussed the subsidy and how many items per category would be subsidized.

Motion by Grunig second by Schmidt approving to subsidize City Wide Cleanup cost for TV's of $15.00 per item with a limit of 1 subsidized TV tag and mattress/box springs of $8.00 per item with a limit of 2 subsidized mattress/box spring tags. Motion carried 3 – 2 (Quade/Sherman voting no).

16. Personnel Recommendations:

River Bend Liquor Store – Sales Clerk & Stock Room Position:
Nelson stated a job description was modified to fill needed help at the store. The Personnel Committee has approved the position along with the IBEW Union. This position would be listed at a Liquor Clerk I with a wage range of $15.28-$19.60/ hour with pro-rated vacation with work hours up to 29.5 hours per week. This position has been budgeted for in the 2021 budget.

Motion by Grunig second by Sherman approving the Job Description and wage rate for a Liquor Clerk I – Union Position. Motion carried 5 – 0.

Motion by Grunig second by Nelson approving advertising for the Liquor Clerk I – Union Position both internally and externally. Motion carried 5 – 0.

Community Center – On Call Position:
Grunig said the Community Center Director recommends hiring James Nelson for temporary, on-call help at the rate of $12.50/hour.

Motion by Grunig second by Schmidt approving hiring James Nelson for on-call temporary help at the Community Center at a rate of $12.50/hour. Motion carried 4 – 0 (Nelson abstained).

17. New Business:

None.

18. Old Business:

None.

19. Council Comments:

Schmidt announced that she will be moving out of City limits and will be resigning from her Council seat. She plans on serving until June 1st and has enjoyed her short-time on the Council.

Quade is interested to hear the public input on the Liquor Store presentation and Fire Fees. She is sad to see Schmidt leave so soon in her term.

Grunig noted the free items on Clean-up this year.

Sherman thanked Schmidt and encouraged the public to contact him with comments.

Jones is sad to see Schmidt's departure but understands family comes first.

20. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 9:41 p.m.

____
Dominic Jones, Mayor

Attest: ______________________________
Steve Nasby, City Administrator

Community Center Commission Minutes
Tuesday April 13, 2021

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

2. Roll Call:

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

3. Approval of Minutes:

Motion by Al Baloun, seconded by Virgil Meier to approve the March 9, 2021 Community Center Commission Minutes. Motion carried 4-0.

4. Additions to the agenda:

Lion's Club Members John Holt and Eric Haken presented information on replacing Shelter House at Tegels Park with a 60 x 80 building. Conversations also included a potential upgrade to the restroom facilities. Community Center commission gave an option to use the grass north of the Center vs. Tegels Park. After construction the Lions will gift the pavilion to the city.

5. President's Report:

   a. WCC President Mitch Voehl proposed a Wednesday Night Pickle Ball League. This league would run in the winter.

6. Director's Report:

   a. HVAC- Estimate of $ 18,000 to replace 10 ton/5 ton, WCC Roof to be fixed with Insurance Claim, Parking lot chip seal and stripe County and City $10,000.
   b. New Hire- Ed Berger has been hired.
   c. Concerts- WCC Commission discussed setting a Concert Fee and Package to present to Commission next Meeting.

7. Resource Management:

Schedule of Events: Was Reviewed
Income & Expense: Looks good

8. Miscellaneous:

WCC Commission discussed the need for a Parking Lot Fence between the Community Center and the new apartments to the south.

9. Open Forum:

10. Next Meeting:

Tuesday May 11 2021 @ 5:30 pm

Adjourn:

Motion by Al Baloun, seconded by Virgil Meier, to adjourn the meeting at 6:30 pm. Motion carried 4-0.

____
Mitch Voehl, WCC President

____
Linda Stuckenbroker, WCC Secretary

Attest: ______________________________
Spencer Winzenried, WCC Director

Windom Park & Recreation Commission

Minutes for Wednesday, April 21, 2021
Windom City Hall, Council Chambers

Roll Call:

Present: Jackie Jurgens, Bryan Joyce, Jill Knapp, Jess Smith, Ron Kuecker, Jenny Quade
Absent: Josh Schunk, Jackie Schmidt, Jason Kloss, Brian Cooley
City Staff: Tim Hogan, Arena/Recreation Director,
Public Present: Jim Garrison, Mike Jackson, Scott Kuecker (WBA)

1. Call the Meeting to Order, Motion to Approve or amend agenda. Motion by Ron Kuecker to appoint Bryan Joyce to chair in the absence of Jason Kloss and Jess Smith until Jess Smith arrives. Jill Knapp second. Motion carried. Meeting was called to order at 5:41pm by Bryan Joyce. Motion to approve the agenda made by Kuecker and second by Jurgens. Motion passed by unanimous consent.

2. Approve Minutes or amend from the March 17, 2021 meeting. Motion by Jurgens to approve the Mar. 17 minutes and second by Kuecker. Motion passed by unanimous consent.

3. Hairball Concert June 11th. Tim said the CVB and Chamber are getting Hairball to play down at island park and since the park hours posted close at 10:00pm They would like to move that back 2 hours for the concert. Tim mentioned that this came up last minute to be able to have the concert and that both groups are working with individuals with Riverfest as it falls on Riverfest weekend. The Lions Club and Phat Pheasant will be working together to provide beverages. The location was determined by space and availability of the correct power supply needed for the band was already in Island Park. Plan is to sell 2000 tickets. Tim said more details will come in the May meeting but this is just a motion to extend the park hours.

    a) Motion to extend park hours to 12:00am on June 11th in Island park for concert. Motion was made by Kuecker to extend the hours in Island park to 12:00am on June 11th. Knapp second, motion carried.

4. Windom Baseball Association (WBA) memo to commission on Pirate Ship:

    a) Memo Attached. Members of the WBA were present to discuss the memo they had sent to the City of Windom in regards to their views on the pirate ship and that they would like it to stay in its current location. After the commission was able to read through the memo a discussion was had about the memo. Jenny Quade stated based on the memo and previous discussions that the WBA would like to see the ship stay where it is and the school would like it moved. The WBA would make additional modifications to the ship to make it more appealing from the highway. Jim Garrison said that from previous conversation that have taken place since the ship was up and after a meeting with the WBA they drafted this memo with their proposal and reasons why they would like it to stay. Dr. Scott Kuecker stated he was the main designer and builder of the ship and said he has been working with local individuals to put up an eagle and a nest on the ship to give it representation for the school. Scott also said that they envision a banner on the back to promote or advertise multiple users. Scott recognizes that he did not go through the proper channels in putting the ship up in the park. Scott emphasized that he would like it to stay where it is. Jim Garrison added some additional points from the memo which included that if the high school eventually moves football out of island park that they may also move the grandstand out of center field. Jim said the location of where it is gives nice balance to the field visually. Jim also said that since they put the ship up they have had a very positive response to it with people attending baseball games. Information was also stated about using the ship for advertising. Dr Scott Kuecker discussed more about potential advertising potential and said that in Marshall they have two signs up that advertise locally. Discussion was held about what MNDOT would and would not allow as far as advertising and signage. Ron Kuecker thanked the WBA for coming and said that he thought the advertising sounds like a diversion from the reason we are discussing the ship and should be talked about at a later date. Bryan Joyce said the commission needs to take action on the ship. Bryan stated that the reason we are here is because of what happened. A permanent structure was put up in a city park without permission. The proper channels were not followed and a recommendation needs to go to the city council for a decision on the future of the ship. Bryan stated on party wants it moved. One wants it to stay and Bryan also stated that we can't overlook the fact that the city was involved to a certain extent in helping put the ship up. Dr. Scott Kuecker said that this was not put up overnight. It was a 3-week process to get the ship completed and not once did he have anyone stop down and ask him if he had permission to put the ship up. Jackie Jurgens asked Bryan Joyce about the football field moving to the school. Bryan said that they are just ideas at this point and would be several years before that would happen. Bryan Joyce made a motion that the pirate ship can stay in Island Park even though the correct steps were not followed. Jill Knapp second that motion. Motion was approved by unanimous concent.

5. Recreation Director Report.

a) Settlement with MN Ice for $25,000 on expansion joint. Tim said that the City of Windom signed off on an agreement between MN Ice for $25,000 to make repairs to the expansion joint that failed during this project. The hockey association is helping with the joint repair.

b) Arena roofing project to begin this month. Projected to be complete May 27th. Tim updated that just before the meeting an email was received that the steel for the roof is not available and will be pushed out until possibly May 14th before it will be available. The project will take longer to complete due to shortage of material.

c) Hiring of part time seasonal help. Tim said he is in the process of hiring part time seasonal staff for the summer. Reegan Elder will be running the summer ball program and Cameron Alm will return as the pool manager.

6. Park Superintendent Report. Nothing to report due to Brian not being able to attend the meeting.

7. Open Mike: Jill Knapp recommended that the next meeting be held up at Kastle Kingdom so they can look at the condition of the equipment. This meeting will be May 12th.

8. New Business: Jenny stated that a member of the community would like to donate two maple trees to be placed up by Kastle Kingdom. Ron had a few questions on the location and the species of maple tree and thought it would be better to send this to the tree commission.

9. Old Business: Jill Knapp wanted progress on the Kayak Launch. Commission in agreement that this needs to get completed.

10. Adjourn meeting. Meeting was adjourned at 6:55 by unanimous consent.

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555

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

Name of organization	Date organized	Tax exempt number
Windom Lions Club		23-721-9238

Address	City	State	Zip Code
PO Box 72	Windom	MN	56101

Name of person making application	Business phone	Home phone
Ben Petersen		507-822-3353

Date(s) of event: June 11 + 12 2021

Type of organization: ☐ Microdistillery ☐ Small Brewer ☑ Club ☐ Charitable ☐ Religious ☐ Other non-profit

Organization officer's name	City	State	Zip Code
Ben Peterson	Windom	MN	56101
Dustin Thom	Windom	MN	56101
		MN	

Location where permit will be used. If an outdoor area, describe.

June 11th - Island park by pool

June 12th - Outside City Arena in parking lot / inside Arena if rain

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

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

West Bend

APPROVAL

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

City or County approving the license ______ Date Approved ______

Fee Amount ______ Permit Date ______

Date Fee Paid ______ City or County E-mail Address ______

City or County Phone Number ______

Signature City Clerk or County Official ______ Please Print Name of City Clerk or County Official ______

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

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

City of Windom
Windom, Minnesota
Application
For Authorization to Dispense Intoxicating Liquor

To the Windom City Council :

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

Location of Event Island park / City Arena

Date of Event June 11th / 12th

Hours June 11th - 6-11pm / June 12th 4pm 12 am

Type of Event Concert

Windom lions Club
Name of Individual/Organization

Licensee Officers Signature

PO Box 72
Street Address

Windom MN
City State

507-822-3353
Telephone Number

Federal ID # (Required) 23-721-9238

State ID # (Required) 6205867

Application ☐ Approved ☐ Disapproved

this ________ day of ________________, 20______.

City Administrator

License Fee - None $0.00

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

Hold Harmless and Indemnification Agreement

IN CONSIDERATION OF authorization by the Windom City Council to dispense intoxicating liquor on City-owned property or during a City sponsored event, the undersigned licensee hereby agrees to hold harmless the City of Windom, its employees and its agents, from any and all claims for any damages whatsoever arising out of the licensee providing intoxicating liquor under said authorization on the 11th ~~12~~ day of June, 20 21 Further, the undersigned licensee agrees to indemnify the City of Windom for any such claims for damages whatsoever arising out of licensee's dispensing of said intoxicating liquor, including the reimbursement of the City of Windom's costs and disbursements, including reasonable attorneys' fees in defending any such action for claims and damages.

Licensee Officers Signature

4-29-21
Date

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 6/11/2021

Where Held Island Park

Hours to be Open 6-11 pm

Age Limits All ages

Band Hairball

Number of Policeman you will Furnish 1 + 2 EMT's

Date and Location where last Public Dance held: ____________________

Application made this 30th day of April, 2021.

Required Federal ID # - FEIN # OR SSN # 41-0759873 State ID # 9332885

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 two officers. (required by City ordinance)	Windom Area Chamber Name of Organization [signature] Signature 303 9th Street Street Address Windom MN City State 507-8312752 Telephone Number

Application APPROVED this 30th day of April, 2021.

Application DISAPPROVED this ________ day of ________________, 20______.

Scott Bot
Police Department

Approved by the City Council on ________________, 20____

Liquor/Alcohol Vendor Participation Agreement

Date of Event:
6/11/2021

Event: Hairball at Island Park Liquor Agreement

Number of Booth(s): 6 bars/ 2 Beer tubs **Number of staff working at booth(s):** 4 for bars/2 for beer tubs

<u>I understand and agree to provide the following items for my booth:</u>

- Worktables
- Service trash bins
- Serving equipment
- Coolers/refrigeration
- ABC fire extinguisher (5 pound)
- Extension cords/power strips
- Plastic recyclable cups

<u>Rules for Liquor/Alcohol Vendors:</u>

- All vendors are required to have a site meeting with the Chamber Director & Park and Rec.
- All vendors are to give shirt sizes for all staff helping at the event for Event Staff Shirts no later than 30 days prior to the event.
- You are required to specify to The Windom Area Chamber the drinks you are serving (including specialty drinks) no later than **May 25, 2021.**
- The options for drinks you are allowed to serve are:
  - Selection of wine
  - One other option: <u>EITHER</u> one (1) brand of beer not exceeding 3 flavors/products within that brand <u>OR</u> a specialty drink (e.g. rum swanky, Cayman lemonade, etc.) per station
  - Full Bar set up
- No liquor/alcohol vendor will be allowed to serve food at their booths to allow our restaurant members/food vendors a greater opportunity to sell their products.
- It is YOUR responsibility to ID all person(s) ordering an alcoholic drink.
- All bands stating age over 21, must be put on by staff at the time of ID check.
- It is up to the vendors to set up money exchange places, have a change bag, set up tickets if you wish to have sell tickets, staff for ticket sales.
- During this event you are representing the Windom Area Chamber, the community of Windom and your organization therefore, we ask that staff conduct themselves properly for the event when it comes to consuming alcohol, how you treat fellow vendors, hired staff provided by the Windom Area Chamber and event goers.
- Maximum pricing for alcoholic drinks is as follows $5/beer or alcoholic beverage (all pricing subject to change by the Windom Area Chamber):
- Pricing for any alcoholic beverages which may fall outside of the above categories must be approved in advance by the planning committee. Please submit any questions or requests to Tyann Hall-Marcy at the Windom Area Chamber no later than May 25, 2021.
- To make work for our cleanup crew to flow better it is required to break down all cardboard, glass has to be put back into the case behind the booth/bar for pickup, glass in the boxes that it came in & clean up the area around you at all times
- All liability insurance/liquor licensing/liquor insurance required by both state and city is on the vendor to purchase & to provide documentation to the Windom Chamber Director 15 days prior to the event date.
- It is your responsibility to get in all required documentation for liquor permits to the City Of Windom

<u>Booth Electrical Requirements</u>: SEE BOOTH ELECTRICAL REQUIREMENTS SHEET

I have read and understand these, and all other requirements, rules and guidelines stipulated in the Liquor/Alcohol Vendor Participant Guidelines, and agree to all terms and conditions of participation in the Hairball concert event 2021.

If at any time a Chamber board member, the Chamber director, City of Windom Park and Rec feel any of these rules or expectations have been violated it is possible you or your staff will be asked to leave or not asked to return for future events.

For future events such as Hairball, by signing this form we acknowledge that the Chamber/CVB have informed us the right to charge a Vendor Participation Agreement fee to help with the costs associated at the time of contact signature and understand that the 2021 Hairball event is a one time participation fee waived.

Clark B Lingbeek

Print Name- Phat Pheasant

Signature

Eric Haken

Print Name- Lions Club

Eric Haken

Signature

Tyann Hall-Mary

Print Name-Chamber Director

Signature

Print Name-Head of Park & Rec Department

Signature

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 June 12th, 2021

Where Held Outside City Arena, Inside if rain

Hours to be Open 8pm - 12:30 am

Age Limits 18 and older

Band Judd Hoos

Number of Policeman you will Furnish ____

Date and Location where last Public Dance held: June 8th 2019 Outside Arena

Application made this 29 day of April, 2021.

Required Federal ID # - FEIN # OR SSN # 23-721-9238 State ID # 6205867

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 ~~two~~ 1 officers. (required by City ordinance)

Windom Lions Club
Name of Organization

[signature]
Signature

Po Box 72
Street Address

Windom MN
City State

822-3353
Telephone Number

Application APPROVED this 30th day of April, 2021.

Application DISAPPROVED this ____ day of ____, 20____.

Scott Bet, Chief
Police Department

Approved by the City Council on ____, 20____

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

06/20/2021

Location of Event

Cottonwood Lake/Tegel's Park

Start Time

08:00 am

End Time

10:30 am

Type of Event

Worship service

Applicant Information

Applicant Name

Jane Cartwright

Address

906 Prospect Ave
PO Box 188
Windom, Minnesota 56101
United States
Map It

Phone

(507) 831-1794

Federal ID # - FEIN # or SSN #

41-0742499

MN ID #

8454095

Email

winalc@windomnet.com

Would you like a copy of this form?

- Yes

License Fee - None $0.00

Recommends

[X] Approval [ ] Denial

~~Street/Park Superintendent~~ City Administrator

Recommends

[X] Approval [ ] Denial

Police Chief, Asst.

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

07/18/2021

Location of Event

Cottonwood Lake/Tegel's Park

Start Time

08:00 am

End Time

10:30 am

Type of Event

Worship service

Applicant Information

Applicant Name

Jane Cartwright

Address

906 Prospect Ave
PO Box 188
Windom, Minnesota 56101
United States
Map It

Phone

(507) 831-1794

Federal ID # - FEIN # or SSN #

41-0742499

MN ID #

8454095

Email

winalc@windomnet.com

Would you like a copy of this form?

- Yes

License Fee - None $0.00

Recommends

[✓] Approval [ ] Denial

Street/Park Superintendent City Administrator

Recommends

[X] Approval [ ] Denial

Police Chief, Asst.

City of Windom
Windom, Minnesota

Permit Application

For Use of Amplification Equipment in Public

Date of Event

08/15/2021

Location of Event

Cottonwood Lake/Tegel's Park

Start Time

08:00 am

End Time

10:30 am

Type of Event

Worship service

Applicant Information

Applicant Name

Jane Cartwright

Address

906 Prospect Ave
PO Box 188
Windom, Minnesota 56101
United States
Map It

Phone

(507) 831-1794

Federal ID # - FEIN # or SSN #

41-0742499

MN ID #

8454095

Email

winalc@windomnet.com

Would you like a copy of this form?

- Yes

License Fee - None $0.00

Recommends

[X] Approval [ ] Denial

~~Street/Park Superintendent~~ City Admin.

Recommends

[X] Approval [✓] Denial

Police Chief Asst.

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 June 12th 2021

Location City Arena parking lot

Hours 4pm - 1 am

Type of Event Concert

Application made this 29 day of April, 2021.

License Fee - None $0.00

Recommends

☑ Approval ☐ Denial

Street/Park Superintendent

Recommends

☑ Approval ☐ Denial

Scott

Police Chief

Windom Lions Club
Name of Individual/Organization

Signature

PO Box 72
Street Address

Windom MN
City State

507-622-3353
Telephone Number

Application ☐ APPROVED ☐ DISAPPROVED this____day of______________, 20_____.

City Council

City of Windom
Windom, Minnesota

Permit Application
For Use of Amplification Equipment in Public

State of Minnesota)
ss
County of Cottonwood)

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

The undersigned hereby applies for a permit to allow the use of amplifying equipment in the City of Windom in said County and State in accordance with the information given below and City of Windom Code 10.28 (5)(A):

Date of Event May 22 2021

Location Area Behind Phat Pheasant Pub

Hours 6 pm until 1am depending on Governors mandates

Type of Event Benefit Lonny Vollan

Application made this 20th day of April, 2021.

License Fee - None $0.00	Phat Pheasant Pub Name of Individual/Organization
Recommends ☒ Approval ☐ Denial [signature] ~~Street/Park Superintendent~~ City Administrator	[signature] Signature
	2370 HWY 60E Street Address
Recommends ☒ Approval ☐ Denial Scott Peet Police Chief	Windom Mn City State
	507-831-3977 Telephone Number

Application APPROVED this ________ day of ________________, 20______.

Application 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 10.28 (5)(A):

Date of Event Aug 28th 2021

Location Area Behind Phat Pheasant Pub

Hours 6 pm until 1 am depending on Governors mandates

Type of Event Torkelson Ride Benefit

Application made this 20th day of April, 20 21.

Phat Pheasant Pub
Name of Individual/Organization

Signature

2370 HWY 60 E
Street Address

Windom Mn
City State

507-831-3977
Telephone Number

License Fee - None $0.00

Recommends
☒ Approval ☐ Denial

Street/Park Superintendent City Administrator

Recommends
☒ Approval ☐ Denial

Police Chief

Application APPROVED this ________ day of ______________, 20____.

Application 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 6/11/2021

Location Island Park

Hours 6-11 pm

Type of Event dance / concert

Application made this 30th day of April, 2021.

License Fee - None $0.00

Recommends

☒ Approval ☐ Denial

Street/Park Superintendent

Recommends

☒ Approval ☐ Denial

Police Chief

Windom Area Chamber
Name of Individual/Organization

Signature

303 9th Street
Street Address

Windom | MN
City | State

507-831-2752
Telephone Number

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

City Council

Expense Approval Report
By Fund

Windom, MN

WINDOM

Payment Dates 4/17/2021 - 4/30/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	100-11501	175.00
TOM HARNACK	11785-1	04/20/2021	CREDIT BALANCE REFUND	100-20191	49.83
MOLLYROSE SCHOFIELD	18987-9	04/20/2021	CREDIT BALANCE REFUND	100-20191	2.16
DANIELLE K AMBROSE	20522-3	04/20/2021	CREDIT BALANCE REFUND	100-20191	42.27
AYANLE KAMAL	43277-3	04/20/2021	CREDIT BALANCE REFUND	100-20191	13.00
DIANAH NYANGAU	59691-8	04/20/2021	CREDIT BALANCE REFUND	100-20191	4.32
RICHARD MAJERUS	64774-9	04/20/2021	CREDIT BALANCE REFUND	100-20191	42.74
MN REVENUE	20210420	04/20/2021	SALES TAX -	100-20202	7,188.00
MN REVENUE	20210420	04/20/2021	SALES TAX -	100-20202	64.56
MN REVENUE	20210420	04/20/2021	SALES TAX -	100-20202	17,551.00
					25,132.88
Activity: 41110 - Mayor & Council					
CONVENT. & VISITOR BUREAU	AMERICINN 4-25-21	04/26/2021	LODGING TAX-AMERICINN	100-41110-491	2,804.81
CONVENT. & VISITOR BUREAU	RED CARPET 4-25-21	04/26/2021	LODGING TAX- RED CARPET IN	100-41110-491	333.76
			Activity 41110 - Mayor & Council Total:		**3,138.57**
Activity: 41310 - Administration					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	100-41310-131	80.47
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	100-41310-133	64.00
INDOFF, INC	3461746	04/16/2021	CITY HALL-SUPPLIES	100-41310-200	18.54
FURTHER (Select Account)	15660181	04/23/2021	OPERATING SUPPLIES	100-41310-217	159.25
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	100-41310-321	42.34
			Activity 41310 - Administration Total:		**364.60**
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	562865	04/13/2021	SF7308-SUPPLIES	100-41910-200	53.60
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	100-41910-321	41.51
			Activity 41910 - Building & Zoning Total:		**119.11**
Activity: 42120 - Crime Control					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	100-42120-131	111.84
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	100-42120-133	160.00
INDOFF, INC	3462459	04/26/2021	218055-POLICE/SUPPLIES	100-42120-200	43.90
INDOFF, INC	3463201	04/26/2021	218055-POLICE/SUPPLIES	100-42120-200	39.51
MIKE'S LLC	569	04/15/2021	WPD-RADIO UNITS	100-42120-323	63.00
LANGUAGE LINE SERVICES, IN	10209493	04/15/2021	9020909031-INTERPRETATIO	100-42120-327	197.78
CRYSTAL WINDSHIELD REPAIR	2392	04/26/2021	POLICE-MAINTENANCE - VEHI	100-42120-405	441.41
FORD MOTOR CREDIT CO LLC	1765625	04/27/2021	9482800-2019 FORD INTERCE	100-42120-419	663.95
FLEET SERVICES DIVISION	2021090001	04/26/2021	POLICE DEPT. VEHICLE LEASE	100-42120-419	1,654.83
SCB PUBLIC FINANCE	40049-01/5-60 5/14	04/26/2021	2019 FORD F150-VEHICLE LEA	100-42120-419	1,054.07
COTTONWOOD CO GAME AN	20210401	04/15/2021	WPD-DUES	100-42120-433	135.00
			Activity 42120 - Crime Control Total:		**4,565.29**
Activity: 42220 - Fire Fighting					
ARAMARK	2801280535	04/20/2021	CLEANING/SUPPLIES/MAINTE	100-42220-211	42.00
MN FIRE SERVICE CERTIFICATI	8560	04/19/2021	FIRE DEPT TRAINING & REGIS	100-42220-308	480.00
MN FIRE SERVICE CERTIFICATI	8616	04/19/2021	FIRE DEPT. TRAINING & REGIS	100-42220-308	480.00
			Activity 42220 - Fire Fighting Total:		**1,002.00**
Activity: 43100 - Streets					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	100-43100-131	66.92
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	100-43100-133	80.00
UNIQUE PAVING MATERIALS C	59474	04/26/2021	WIN002-MOTOR FUELS	100-43100-212	1,027.70
MIDSTATES EQUIPMENT & SU	221265	04/26/2021	STREET MAINTENANCE MATE	100-43100-224	2,921.55
MIDSTATES EQUIPMENT & SU	221282	04/27/2021	STREET MAINTENANCE MATE	100-43100-224	5,670.52

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCOTT VEENKER	27686	04/26/2021	STREET SNOW REMOVAL MAI	100-43100-224	500.00
FLOORCOAT MIDWEST, LLC	41421	04/27/2021	STREET MAINTENANCE MATE	100-43100-224	9,650.00
HOMETOWN SANITATION SER	0000410232	04/26/2021	1466-STREET DEPT. REFUSE DI	100-43100-384	97.99
LOCATORS & SUPPLIES, INC	0291374-IN	04/26/2021	23-55D529-STREET-SERVICES	100-43100-401	259.45
FORCE AMERICA DISTRIBUTIN	001-1531438	04/26/2021	STREET-MAINTENANCE - OFFI	100-43100-404	23.64
TEXAS REFINERY CORP	216879	04/26/2021	STREET- MAINTENANCE - OFFI	100-43100-404	2,579.60
MILLER SELLNER EQUIP	34407B	04/26/2021	STREET-MAINTENANCE - OFFI	100-43100-404	25.83
MILLER SELLNER EQUIP	34910B	04/27/2021	142592-STREET-MAINTENANC	100-43100-404	10.50
MACQUEEN EQUIP. CO.	P34052	04/26/2021	STREET-MAINTENANCE - OFFI	100-43100-404	570.79
				Activity 43100 - Streets Total:	23,484.49
Activity: 45202 - Park Areas					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	100-45202-131	6.78
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	100-45202-133	16.00
COUNTRY PRIDE SERVICE	1408	04/26/2021	STREET-MOTOR FUELS	100-45202-212	588.50
HOMETOWN SANITATION SER	0000410233	04/26/2021	1467-SQUARE REFUSE DISPOS	100-45202-384	55.98
HOMETOWN SANITATION SER	0000410244	04/26/2021	2348-ISLAND PARK-REFUSE DI	100-45202-384	23.40
HOMETOWN SANITATION SER	000410276	04/26/2021	24368-ABBY PARK-REFUSE DIS	100-45202-384	20.99
HOMETOWN SANITATION SER	00410245	04/26/2021	2351-KASTLE KINGDOM-REFU	100-45202-384	59.98
MTI DISTRIBUTING, INC	1295833-00	04/26/2021	231600-MAINTENANCE - OFFI	100-45202-404	102.16
LAMPERTS YARDS, INC.	763074	04/26/2021	STREET-MAINTENANCE - GRO	100-45202-406	115.52
				Activity 45202 - Park Areas Total:	989.31
				Fund 100 - GENERAL Total:	58,796.25
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	211-45501-131	6.78
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	211-45501-133	16.00
RAGE INC - CAMPUS CLEANER	38811	04/21/2021	6131 LIBRARY-MAINTENANCE	211-45501-402	34.00
				Activity 45501 - Library Total:	56.78
				Fund 211 - LIBRARY Total:	56.78
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	886	04/27/2021	WINDOM AIRPORT-TELEPHO	225-45127-321	27.64
TANKNOLOGY INC	1567799	04/28/2021	AIRPORT/MAINTENANCE - GR	225-45127-406	628.50
				Activity 45127 - Airport Total:	656.14
				Fund 225 - AIRPORT Total:	656.14
Fund: 230 - POOL					
Activity: 45124 - Pool					
MN DEPT OF LABOR & INDUS	AB10032168X	04/20/2021	00000421771-OPERATING SU	230-45124-217	55.00
				Activity 45124 - Pool Total:	55.00
				Fund 230 - POOL Total:	55.00
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
ZOLL MEDICAL CORPORATION	3267281	04/19/2021	114982-AMB-OPERATING SUP	235-42153-217	552.66
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	235-42153-321	73.11
EXPERT T BILLING	8401	04/08/2021	AMB-DATA PROCESSING	235-42153-326	2,552.00
KRISTEN PORATH	20210418	04/19/2021	AMB-MEALS/LODGING	235-42153-334	56.86
JOHN C NELSON	20210418	04/19/2021	AMB.MEALS/LODGING	235-42153-334	15.85
DAN MESNER	20210418	04/19/2021	AMB.MEALS/LODGING	235-42153-334	63.40
JODI JOHNSON	20210418	04/19/2021	AMB. MEALS/LODGING	235-42153-334	44.86
ROB VISKER	20210418	04/19/2021	AMB-MEALS/LODGING	235-42153-334	11.19
KIM POWERS	20210418	04/19/2021	AMB.MEALS/LODGING	235-42153-334	91.81
DONNA MARCY	20210418	04/19/2021	AMB.MEALS/LODGING	235-42153-334	75.13
BUCKWHEAT JOHNSON	20210418	04/19/2021	AMB. MEALS/LODGING	235-42153-334	25.33
P.M. REPAIR & DETAILING	20990	04/16/2021	AMB UNIT 28 MAINTENANCE	235-42153-405	872.54
P.M. REPAIR & DETAILING	21024	04/16/2021	AMB. UNIT 27 MAINTENANCE	235-42153-405	102.32
CRYSTAL WINDSHIELD REPAIR	2386	04/19/2021	AMB. UNIT #27 MAINTENANC	235-42153-405	91.72

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ARAMARK	2801280535	04/20/2021	CLEANING/SUPPLIES/MAINTE	235-42153-406	28.00
				Activity 42153 - Ambulance Total:	**4,656.78**
				Fund 235 - AMBULANCE Total:	**4,656.78**
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	250-46520-131	13.55
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	250-46520-133	24.00
CENTURY BUSINESS PRODUCT	562865	04/13/2021	SF7308-SUPPLIES	250-46520-200	107.20
EHLERS & ASSOC., INC.	86713	04/20/2021	TIF NEW VISION/CONSULTING	250-46520-301	255.00
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	250-46520-321	27.73
WINDOM AREA CHAMBER OF	20210422	04/23/2021	ADVERTISING	250-46520-340	250.00
MN ENERGY RESOURCES	0508667309-00003	04/16/2021	GAS UTILITY	250-46520-383	279.21
				Activity 46520 - EDA Total:	**956.69**
Activity: 49980 - Debt Service					
FULDA CREDIT UNION	20210419	04/19/2021	SPEC BLDG LOAN - APRIL 2021	250-49980-602	189,495.58
FULDA CREDIT UNION	20210419	04/19/2021	SPEC BLDG LOAN - APRIL 2021	250-49980-612	407.03
				Activity 49980 - Debt Service Total:	**189,902.61**
				Fund 250 - EDA GENERAL Total:	**190,859.30**
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
EHLERS & ASSOC., INC.	86628	04/19/2021	ICE PROJECT/CONSULTING &	254-46520-301	1,875.00
				Activity 46520 - EDA Total:	**1,875.00**
				Fund 254 - NORTH IND PARK Total:	**1,875.00**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 41000 - General Government					
EHLERS & ASSOC., INC.	86628	04/19/2021	ICE PROJECT/CONSULTING &	401-41000-480	1,875.00
				Activity 41000 - General Government Total:	**1,875.00**
Activity: 49950 - Capital Outlay					
DGR ENGINEERING	00246108	04/19/2021	370342.00 FEMA PROJECT RIV	401-49950-439	1,706.50
PATRICK OLSON	20210420	04/27/2021	POLICE FORFEITURE	401-49950-501	240.00
				Activity 49950 - Capital Outlay Total:	**1,946.50**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**3,821.50**
Fund: 601 - WATER					
Activity: 49400 - Water					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	601-49400-131	42.35
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	601-49400-133	48.00
HAWKINS, INC	4913223	04/23/2021	110775-WATER DEPT CHEMIC	601-49400-216	630.22
MN VALLEY TESTING	1082195	04/12/2021	23162-LAB TESTING	601-49400-310	79.00
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	601-49400-321	99.65
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	601-49400-322	210.31
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	601-49400-326	167.04
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	601-49400-350	4.60
FLOORCOAT MIDWEST, LLC	41521	04/19/2021	WATER/SEWER DEPT. MAINTE	601-49400-408	3,400.00
				Activity 49400 - Water Total:	**5,959.17**
				Fund 601 - WATER Total:	**5,959.17**
Fund: 602 - SEWER					
Activity: 49450 - Sewer					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	602-49450-131	35.58
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	602-49450-133	32.00
STAPLES OIL CO	6031433	04/15/2021	WATER/WASTE-MOTOR FUELS	602-49450-212	1,249.50
HAWKINS, INC	4913224	04/23/2021	110775-WATER DEPT CHEMIC	602-49450-216	803.63
MN VALLEY TESTING	1081232	04/08/2021	23162-LAB TESTING	602-49450-310	148.40
MN VALLEY TESTING	1081719	04/14/2021	23162-LAB TESTING	602-49450-310	88.40
MN VALLEY TESTING	1082010	04/14/2021	23162-LAB TESTING	602-49450-310	239.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN VALLEY TESTING	1082462	04/21/2021	23162-LAB TESTING	602-49450-310	163.20
MN VALLEY TESTING	1082784	04/21/2021	23162-LAB TESTING	602-49450-310	134.40
MN VALLEY TESTING	1082796	04/21/2021	23162-LAB TESTING	602-49450-310	103.20
MN VALLEY TESTING	1082901	04/21/2021	23162-LAB TESTING	602-49450-310	284.80
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	602-49450-321	121.53
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	602-49450-322	210.31
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	602-49450-326	760.50
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	602-49450-326	167.04
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	602-49450-350	4.60
FLOORCOAT MIDWEST, LLC	41521	04/19/2021	WATER/SEWER DEPT. MAINTE	602-49450-408	3,650.00
				Activity 49450 - Sewer Total:	**8,714.19**
				Fund 602 - SEWER Total:	**8,714.19**
Fund: 604 - ELECTRIC					
WESCO DISTRIBUTION, INC	685289	04/20/2021	80437-01 INVENTORY	604-14200	3,803.58
BORDER STATES	921859153	04/15/2021	5189-EL-INVENTORY	604-14200	126.48
IRBY ELECTRICAL DISTRIBUTO	S012344432.001	04/15/2021	114464-INVENTORY	604-14200	16,099.58
DGR ENGINEERING	00246366	04/23/2021	425303.00-TRANSMISSION-I	604-16300	26,947.50
ELECTRIC FUND	20210419	04/23/2021	EL CIRCUIT 7 CAPITALIZE LABO	604-16300	13,489.29
ELECTRIC FUND	20210421	04/23/2021	EL CONSTRUCTION NEW #1- E	604-16300	23,953.98
ELECTRIC FUND	500	04/16/2021	EL CONSTRUCTION NEW #1-E	604-16300	8,634.46
BORDER STATES	921883269	04/15/2021	5189-IMPROVEMENTS	604-16300	1,045.61
SPENCER WINZENRIED	15146-6	04/20/2021	REFUND-UTILITY PREPAYMEN	604-22000	300.00
BILLIE BALLING	1822-6	04/20/2021	REFUND-UTILITY PREPAYMEN	604-22000	300.00
ORALIA MAGALI JUAREZ COR	36139-1	04/20/2021	REFUND-UTILITY PREPAYMEN	604-22000	300.00
BRIAN DE JESUS ALAMEDA	44843-1	04/20/2021	REFUND-UTILITY PREPAYMEN	604-22000	300.00
JASLYNN D RIUNGEL	52266-9	04/20/2021	REFUND-UTILITY PREPAYMEN	604-22000	300.00
JUSTIN J ROTHSTEIN	53290-1	04/20/2021	REFUND-UTILITY PREPAYMEN	604-22000	120.24
					95,720.72
Activity: 49550 - Electric					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	604-49550-131	49.13
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	604-49550-133	112.00
AMAZON CAPITAL SERVICES, I	1D4Q-XXQ9-L3M1	04/15/2021	A2Q0YJ8ZNZN2YT -EL-SUP	604-49550-200	50.81
ALPHA WIRELESS - MANKATO	11334	04/23/2021	ELECTRIC-OPERATING SUPPLI	604-49550-217	223.20
CONDUX INTERNATIONAL, IN	I00000098588	04/08/2021	16852-OPERATING SUPPLIES	604-49550-217	827.04
CMP - CENTRAL MUNICIPAL P	7038	04/12/2021	EL DEPT-TRANSMISSION/CON	604-49550-263	72,686.76
CMP - CENTRAL MUNICIPAL P	7038	04/12/2021	EL DEPT-TRANSMISSION/CON	604-49550-263	165,329.79
DEPARTMENT OF ENERGY	BFPBOOO8000321	04/14/2021	MARCH 2021-MERCHANDISE	604-49550-263	61,445.32
STEVE NASBY	20210421	04/23/2021	TRAINING & REGISTRATION	604-49550-308	117.60
MN MUNICIPAL UTILITIES ASS	57258	04/15/2021	EL-TRAINING & REGISTRATIO	604-49550-308	2,250.00
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	604-49550-321	147.75
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	604-49550-322	210.31
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	604-49550-326	223.90
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	604-49550-326	167.04
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	604-49550-350	4.60
AMAZON CAPITAL SERVICES, I	1LXQ-F3RV-LHPW	04/15/2021	A2Q0YJ8ZNZN2YT -EL- MAI	604-49550-408	148.30
ELECTRIC FUND	501	04/16/2021	INTERNAL ELECTRIC DEPT	604-49550-408	53.94
ELECTRIC FUND	502	04/16/2021	EL-DISTRIBUTION	604-49550-408	386.28
RESCO - RURAL ELECTRIC SUP	819493-00	04/19/2021	44710-MAINTENANCE - DISTR	604-49550-408	221.76
TANKNOLOGY INC	1565599	04/19/2021	WINDM10-MAINTENANCE - G	604-49550-410	438.50
TANKNOLOGY INC	1567150	04/23/2021	WNDM10-MAINTENANCE - G	604-49550-410	628.50
MN POLLUTION CONTROL AG	10000121650	04/15/2021	EL-DUES	604-49550-433	25.00
JASON RUPP	20210423	04/23/2021	CONSERVATION - ENERGY REB	604-49550-450	150.00
CMP - CENTRAL MUNICIPAL P	7038	04/12/2021	EL DEPT-TRANSMISSION/CON	604-49550-450	2,970.80
MN REVENUE	20210420	04/20/2021	SALES TAX -	604-49550-460	100.60
				Activity 49550 - Electric Total:	**310,489.93**
				Fund 604 - ELECTRIC Total:	**406,210.65**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 609 - LIQUOR STORE					
MN REVENUE	20210420	04/20/2021	SALES TAX -	609-20202	15,143.00
					15,143.00
Activity: 49751 - Liquor Store					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	609-49751-131	24.56
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	609-49751-133	32.00
JAMIE'S SERVICE & REPAIR IN	002706	04/19/2021	RIVERBEND-DUES/SUPPLIES	609-49751-200	571.76
AH HERMEL COMPANY	868636	04/01/2021	#40210 - MERCHANDISE	609-49751-217	76.77
PAUSTIS WINE COMPANY	122768	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-251	137.00
JOHNSON BROS.	1771972	04/06/2021	156083-MERCHANDISE	609-49751-251	2,391.42
JOHNSON BROS.	1776412	04/12/2021	156083-MERCHANDISE	609-49751-251	1,425.85
JOHNSON BROS.	1781016	04/19/2021	156083-MERCHANDISE	609-49751-251	2,770.58
SOUTHERN GLAZER'S OF MN	2066293	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-251	2,066.00
BREAKTHRU BEVERAGE MN	339122734	04/19/2021	0700294793-MERCHANDISE	609-49751-251	1,054.00
DOLL DISTRIBUTING, LLC	517625	04/26/2021	51450-MERCHANDISE	609-49751-251	175.50
PHILLIPS WINE & SPIRITS	6182146	04/06/2021	156083-MERCHANDISE	609-49751-251	1,157.00
PHILLIPS WINE & SPIRITS	6185606	04/12/2021	156083-MERCHANDISE	609-49751-251	605.00
PHILLIPS WINE & SPIRITS	6189091	04/19/2021	156083-MERCHANDISE	609-49751-251	3,250.80
BEVERAGE WHOLESALERS	159733	04/19/2021	70063-BEER	609-49751-252	128.00
BEVERAGE WHOLESALERS	160029	04/19/2021	70063-MERCHANDISE	609-49751-252	11,730.60
BEVERAGE WHOLESALERS	160735	04/19/2021	70063-MERCHANDISE	609-49751-252	931.00
BEVERAGE WHOLESALERS	161170	04/26/2021	70063-BEER	609-49751-252	6,400.20
ARTISAN BEER COMPANY	3467289	04/12/2021	156083-MERCHANDISE	609-49751-252	172.30
ARTISAN BEER COMPANY	3468468	04/19/2021	156083-MERCHANDISE	609-49751-252	197.35
ARTISAN BEER COMPANY	3469596	04/23/2021	156083-BEER	609-49751-252	91.20
DOLL DISTRIBUTING, LLC	513239	04/19/2021	51450-BEER	609-49751-252	6,221.60
DOLL DISTRIBUTING, LLC	514240	04/19/2021	51450	609-49751-252	-134.25
DOLL DISTRIBUTING, LLC	514241	04/19/2021	51450-MERCHANDISE	609-49751-252	255.00
DOLL DISTRIBUTING, LLC	517625	04/26/2021	51450-MERCHANDISE	609-49751-252	6,713.05
BEVERAGE WHOLESALERS	732664	04/19/2021	70063-MERCHANDISE	609-49751-252	-16.08
BEVERAGE WHOLESALERS	732670	04/26/2021	70063-	609-49751-252	-9.96
VINOCOPIA, INC	0276875-IN	04/19/2021	LIQ STORE WIND010-MERCHA	609-49751-253	88.00
PAUSTIS WINE COMPANY	122766	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-253	1,206.00
PAUSTIS WINE COMPANY	122768	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-253	104.00
JOHNSON BROS.	143471	04/23/2021	156083-WINE	609-49751-253	-13.79
JOHNSON BROS.	1771973	04/06/2021	156083-MERCHANDISE	609-49751-253	1,292.13
JOHNSON BROS.	1776413	04/12/2021	156083-MERCHANDISE	609-49751-253	666.03
JOHNSON BROS.	1781017	04/19/2021	156083-MERCHANDISE	609-49751-253	1,339.94
SOUTHERN GLAZER'S OF MN	2066294	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-253	210.00
ROUND LAKE VINEYARDS & W	2793	04/19/2021	WINE	609-49751-253	765.00
PHILLIPS WINE & SPIRITS	6182147	04/06/2021	156083-MERCHANDISE	609-49751-253	142.00
PHILLIPS WINE & SPIRITS	6189092	04/19/2021	156083-MERCHANDISE	609-49751-253	588.00
WINE MERCHANTS	7325625	04/19/2021	156083-MERCHANDISE	609-49751-253	333.00
WINE MERCHANTS	737349	04/23/2021	156083-WINE	609-49751-253	-10.67
ATLANTIC COCA-COLA	2772928	04/26/2021	LIQUOR STORE-SOFT DRINKS	609-49751-254	192.02
BREAKTHRU BEVERAGE MN	339122734	04/19/2021	0700294793-MERCHANDISE	609-49751-254	136.48
PHILLIPS WINE & SPIRITS	6189092	04/19/2021	156083-MERCHANDISE	609-49751-254	24.50
AH HERMEL COMPANY	868634	03/30/2021	#40214 - MERCHANDISE	609-49751-254	100.91
RED BULL DISTRIBUTION CO, I	K-98773081	04/19/2021	88139-SOFT DRINKS & MIXES	609-49751-254	193.00
AH HERMEL COMPANY	868634	03/30/2021	#40214 - MERCHANDISE	609-49751-256	189.04
ARCTIC GLACIER U.S.A. INC	3449110206	04/19/2021	172363-MERCHANDISE	609-49751-257	463.65
ARCTIC GLACIER U.S.A. INC	3463111210	04/26/2021	172363-ICE	609-49751-257	58.20
AH HERMEL COMPANY	868634	03/30/2021	#40214 - MERCHANDISE	609-49751-261	75.97
JAMIE'S SERVICE & REPAIR IN	002706	04/19/2021	RIVERBEND-DUES/SUPPLIES	609-49751-333	8.70
VINOCOPIA, INC	0276875-IN	04/19/2021	LIQ STORE WIND010-MERCHA	609-49751-333	1.50
PAUSTIS WINE COMPANY	122766	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	15.00
PAUSTIS WINE COMPANY	122768	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	4.50
JOHNSON BROS.	1771972	04/06/2021	156083-MERCHANDISE	609-49751-333	30.31
JOHNSON BROS.	1771973	04/06/2021	156083-MERCHANDISE	609-49751-333	52.20
JOHNSON BROS.	1776412	04/12/2021	156083-MERCHANDISE	609-49751-333	21.73

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOHNSON BROS.	1776413	04/12/2021	156083-MERCHANDISE	609-49751-333	27.84
JOHNSON BROS.	1781016	04/19/2021	156083-MERCHANDISE	609-49751-333	60.03
JOHNSON BROS.	1781017	04/19/2021	156083-MERCHANDISE	609-49751-333	55.68
SOUTHERN GLAZER'S OF MN	2066293	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	49.82
SOUTHERN GLAZER'S OF MN	2066294	04/12/2021	LIQ STORE-MERCHANDISE	609-49751-333	10.25
BREAKTHRU BEVERAGE MN	339122734	04/19/2021	0700294793-MERCHANDISE	609-49751-333	26.05
ARCTIC GLACIER U.S.A. INC	3449110206	04/19/2021	172363-MERCHANDISE	609-49751-333	7.50
PHILLIPS WINE & SPIRITS	6182146	04/06/2021	156083-MERCHANDISE	609-49751-333	19.14
PHILLIPS WINE & SPIRITS	6182147	04/06/2021	156083-MERCHANDISE	609-49751-333	3.48
PHILLIPS WINE & SPIRITS	6185606	04/12/2021	156083-MERCHANDISE	609-49751-333	7.10
PHILLIPS WINE & SPIRITS	6189091	04/19/2021	156083-MERCHANDISE	609-49751-333	62.64
PHILLIPS WINE & SPIRITS	6189092	04/19/2021	156083-MERCHANDISE	609-49751-333	22.62
WINE MERCHANTS	7325625	04/19/2021	156083-MERCHANDISE	609-49751-333	7.69
WINDOM AREA CHAMBER OF	20210422	04/23/2021	ADVERTISING	609-49751-340	250.00
JAMIE'S SERVICE & REPAIR IN	002706	04/19/2021	RIVERBEND-DUES/SUPPLIES	609-49751-433	1,150.93
MN REVENUE	20210420	04/20/2021	SALES TAX -	609-49751-460	19.26
				Activity 49751 - Liquor Store Total:	**58,475.63**
				Fund 609 - LIQUOR STORE Total:	**73,618.63**
Fund: 614 - TELECOM					
SILVERBACK COMMUNICATIO	20163	04/21/2021	TELECOM/CALIX MACHINERY	614-16400	1,348.34
SILVERBACK COMMUNICATIO	20171	04/21/2021	TELECOM/CALIX MACHINERY	614-16400	348.55
UNITED TEL SUPPLY, INC	21280	04/16/2021	TELECOM-MACHINERY	614-16400	1,535.40
MN 9-1-1 PROGRAM	20210416	04/16/2021	MARCH 2021 911SERVICES	614-20206	1,242.66
					4,474.95
Activity: 49870 - Telecom					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	614-49870-131	55.86
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	614-49870-133	64.00
RAGE INC - CAMPUS CLEANER	38424	04/15/2021	6153-CLEANING/SUPPLIES	614-49870-211	21.31
AMAZON CAPITAL SERVICES, I	143L-WCMG-YDN6	04/21/2021	A2Q0YJ8ZNZN2YT -OPERAT	614-49870-217	92.28
TIM FJELD	0037283	04/15/2021	SAFTY SHOES REIMBURSEME	614-49870-218	150.00
JEFFREY DAHNA	0037369	04/16/2021	ON CALL SUPPORT	614-49870-218	150.00
AMAZON CAPITAL SERVICES, I	1VG7-7367-4Q1M	04/28/2021	A2Q0YJ8ZNZN2YT SMALL T	614-49870-241	346.04
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	614-49870-321	285.14
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	614-49870-322	210.31
INNOVATIVE SYSTEMS LLC	54134	04/01/2021	ACS QUARTERLY 4/1/21-6/30/	614-49870-326	900.00
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	614-49870-326	1,521.00
INNOVATIVE SYSTEMS LLC	54180	04/01/2021	BILLING SYSTEM MAINTENAN	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	54317	04/02/2021	BILLING SYSTEM SOFTWARE S	614-49870-326	1,846.10
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	614-49870-326	167.04
WINDOM BASEBALL ASSOCIA	2021-2023	04/28/2021	3 YEAR-ADVERTISING	614-49870-340	900.00
INNOVATIVE SYSTEMS LLC	54492	04/07/2021	MARCH 2021 BILLING PROCES	614-49870-350	4.60
RON'S ELECTRIC INC	144337	04/15/2021	103196-MAINTENANCE - OFFI	614-49870-404	409.01
ELITE MECHANICAL SYSTEMS,	8285	04/28/2021	TELECOM/MAINTENANCE - O	614-49870-404	588.09
CENTURY LINK	7242105D-D-21107	04/26/2021	CABS	614-49870-441	64.90
MLB NETWORK	20210331	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	388.08
SHOWTIME NETWORKS INC	30756	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	157.30
ARVIG ENTERPRISES, INC	315003	04/28/2021	104725/TELECOM/SUBSCRIBE	614-49870-442	390.50
NEXSTAR BROADCASTING GR	378486	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	243.25
CONSOLIDATED COMMUNICA	507-151-0204/0	04/15/2021	TELECOM-SUBSCRIBER FEES	614-49870-442	1,443.00
BTN - BIG TEN NETWORK	55401	04/14/2021	MARCH 2021 SUBSCRIBER FE	614-49870-442	1,559.25
UNIVERSAL SERVICE ADMIN C	UBD10001190753	04/27/2021	825807-499A CONTRIBUTION	614-49870-443	2,327.48
NENA - CID	300014164	04/15/2021	TELECOM-SWITCH FEES	614-49870-445	255.00
ZAYO GROUP, LLC	2021040027696	04/08/2021	27696-INTERNET EXPENSE	614-49870-447	1,950.00
MANKATO NETWORKS, LLC	389234	04/28/2021	TELECOM/INTERNET EXPENSE	614-49870-447	1,023.96
JEFFREY DAHNA	20210416	04/16/2021	INT. ON CALL SUPPORT-JAN-M	614-49870-448	90.00
SWWC - SOUTHWEST WEST C	66300	04/12/2021	1-1849-ON CALL SUPPORT	614-49870-448	950.00
ZAYO GROUP, LLC	2021040002376	04/13/2021	2376-CALL COMPLETION	614-49870-451	1,295.00
CENTURY LINK	20210416	04/27/2021	SERVICE 831-1075 104	614-49870-451	82.86

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN REVENUE	20210420	04/20/2021	SALES TAX -	614-49870-460	60.78
				Activity 49870 - Telecom Total:	**20,867.14**
				Fund 614 - TELECOM Total:	**25,342.09**
Fund: 615 - ARENA					
Activity: 49850 - Arena					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	615-49850-131	57.60
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	615-49850-133	32.00
JCL SOLUTIONS - JANITORS CL	1244979	04/27/2021	ARENA-CLEANING/SUPPLIES	615-49850-211	24.40
RAGE INC - CAMPUS CLEANER	38423	04/20/2021	6122-ARENA-CLEANING/SUPP	615-49850-211	50.00
BECKER ARENA PRODUCTS, IN	600866	04/27/2021	ARENA-OPERATING SUPPLIES	615-49850-217	51.94
JERRY'S REPAIR	9710	04/27/2021	ARENA-OPERATING SUPPLIES	615-49850-217	35.00
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	615-49850-321	59.40
WINDOM AREA CHAMBER OF	20210422	04/23/2021	ADVERTISING	615-49850-340	250.00
CULLIGAN	172-00152611-7	04/20/2021	WINDOM ARENA-MAINTENA	615-49850-402	428.25
R & R SPECIALTIES	0072727-IN	04/20/2021	WINDOM ARENA-MAINTENA	615-49850-404	119.00
MN REVENUE	20210420	04/20/2021	SALES TAX -	615-49850-406	1.80
MINNESOTA ICE, LLC	20210422 FINAL ARENA ICE P	04/23/2021	2018 ARENA ICE PROJECT CIP	615-49850-439	60,273.50
MN REVENUE	20210420	04/20/2021	SALES TAX -	615-49850-460	32.00
				Activity 49850 - Arena Total:	**61,414.89**
				Fund 615 - ARENA Total:	**61,414.89**
Fund: 617 - M/P CENTER					
SECR REV FUND/CITY OF WD	20210428	04/28/2021	CASH FOR COMMUNITY CENT	617-10200	1,500.00
MN REVENUE	20210420	04/20/2021	SALES TAX -	617-20202	279.08
					1,779.08
Activity: 49860 - M/P Center					
BLUE CROSS/BLUE SHIELD	2021-200954-01	04/20/2021	200954-EMPLOYER PAID INS-E	617-49860-131	35.58
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	617-49860-133	32.00
VERIZON WIRELESS	9878056404	04/27/2021	PHONE SERVICE #48657723	617-49860-321	41.51
WINDOM AREA CHAMBER OF	20210422	04/23/2021	ADVERTISING	617-49860-340	250.00
RUSHMORE INDUSTRIES, INC	20210416	04/27/2021	COMM. CENTER MAINTENAN	617-49860-402	6.99
RUSHMORE INDUSTRIES, INC	20210416	04/27/2021	COMM. CENTER MAINTENAN	617-49860-402	5.00
ROYAL GLASS LLC	636	04/27/2021	COMM. CENTER MAINTENAN	617-49860-404	80.24
MN REVENUE	20210420	04/20/2021	SALES TAX -	617-49860-460	238.92
				Activity 49860 - M/P Center Total:	**690.24**
				Fund 617 - M/P CENTER Total:	**2,469.32**
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0001929	04/23/2021	Federal Tax Withholding	700-21701	10,841.13
MN Department of Revenue -	INV0001930	04/23/2021	State Withholding	700-21702	5,057.25
Internal Revenue Service-Payr	INV0001929	04/23/2021	Social Security	700-21703	13,685.22
MN Pera	INV0001926	04/23/2021	PERA	700-21704	7,408.96
MN Pera	INV0001926	04/23/2021	PERA	700-21704	1,007.38
MN Pera	INV0001926	04/23/2021	PERA	700-21704	15,090.75
MN State Deferred	INV0001927	04/23/2021	Deferred Compensation	700-21705	8,265.32
MN State Deferred	INV0001927	04/23/2021	Deferred Roth	700-21705	3,862.00
MN CHILD SUPPORT PAYMEN	INV0001928	04/23/2021	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001929	04/23/2021	Medicare Withholding	700-21711	3,922.68
FURTHER (Select Account)	20210401	04/01/2021	FLEX SPENDING	700-21712	476.11
FURTHER (Select Account)	20210408	04/08/2021	FLEX SPENDING	700-21712	600.93
FURTHER (Select Account)	20210415	04/15/2021	FLEX SPENDING	700-21712	941.07
FURTHER (Select Account)	39794312	04/23/2021	FLEX SPENDING	700-21712	516.74
FURTHER (Select Account)	39801286	04/28/2021	FLEX SPENDING	700-21712	823.00
AFLAC	316704	04/27/2021	INSURANCE APRIL 2021	700-21715	305.40
AFLAC	316704	04/27/2021	INSURANCE APRIL 2021	700-21716	602.90
MN BENEFIT ASSOCIATION	2021-0127873	04/16/2021	INSURANCE 5/1/2021	700-21717	4.84
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	700-21718	16.00
NCPERS MINNESOTA	MAY 2021	04/26/2021	INSURANCE #844600 - MAY 2	700-21718	16.00
MN BENEFIT ASSOCIATION	2021-0127873	04/16/2021	INSURANCE 5/1/2021	700-21719	270.09
MII LIFE	INV0001932	04/21/2021	EMPLOYER APRIL HSA & VEBA	700-21720	10,000.15

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MII LIFE	INV0001932	04/21/2021	EMPLOYER APRIL HSA & VEBA	700-21720	520.83
MII LIFE	INV0001932	04/21/2021	EMPLOYER APRIL HSA & VEBA	700-21722	3,437.57
FURTHER (Select Account)	INV0001925	04/23/2021	HSA Employee Contribution	700-21723	922.35
					88,692.50
				Fund 700 - PAYROLL Total:	**88,692.50**
				Grand Total:	**933,198.19**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	58,796.25
211 - LIBRARY	56.78
225 - AIRPORT	656.14
230 - POOL	55.00
235 - AMBULANCE	4,656.78
250 - EDA GENERAL	190,859.30
254 - NORTH IND PARK	1,875.00
401 - GENERAL CAPITAL PROJECTS	3,821.50
601 - WATER	5,959.17
602 - SEWER	8,714.19
604 - ELECTRIC	406,210.65
609 - LIQUOR STORE	73,618.63
614 - TELECOM	25,342.09
615 - ARENA	61,414.89
617 - M/P CENTER	2,469.32
700 - PAYROLL	88,692.50
Grand Total:	**933,198.19**

Account Summary

Account Number	Account Name	Payment Amount
100-11501	Accounts Receivable - Ot	175.00
100-20191	Unapplied Cash	154.32
100-20202	Sales Tax Payable	24,803.56
100-41110-491	Payments to Other Orga	3,138.57
100-41310-131	Employer Paid Insurance	80.47
100-41310-133	Employer Paid Insurance	64.00
100-41310-200	Office Supplies	18.54
100-41310-217	Other Operating Supplie	159.25
100-41310-321	Telephone	42.34
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	53.60
100-41910-321	Telephone	41.51
100-42120-131	Employer Paid Insurance	111.84
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	83.41
100-42120-323	Radio Units	63.00
100-42120-327	Interpretation Fees	197.78
100-42120-405	Repairs & Maint - Vehicl	441.41
100-42120-419	Vehicle Lease	3,372.85
100-42120-433	Dues & Subscriptions	135.00
100-42220-211	Cleaning Supplies	42.00
100-42220-308	Training & Registrations	960.00
100-43100-131	Employer Paid Insurance	66.92
100-43100-133	Employer Paid Insurance	80.00
100-43100-212	Motor Fuels	1,027.70
100-43100-224	Street Maint Materials	18,742.07
100-43100-384	Refuse Disposal	97.99
100-43100-401	Repairs & Maint - Buildi	259.45
100-43100-404	Repairs & Maint - M&E	3,210.36
100-45202-131	Employer Paid Insurance	6.78
100-45202-133	Employer Paid Insurance	16.00
100-45202-212	Motor Fuels	588.50
100-45202-384	Refuse Disposal	160.35
100-45202-404	Repairs & Maint - M&E	102.16
100-45202-406	Repairs & Maint - Groun	115.52
211-45501-131	Employer Paid Insurance	6.78
211-45501-133	Employer Paid Insurance	16.00

Account Summary

Account Number	Account Name	Payment Amount
211-45501-402	Repairs & Maint - Struct	34.00
225-45127-321	Telephone	27.64
225-45127-406	Repairs & Maint - Groun	628.50
230-45124-217	Other Operating Supplie	55.00
235-42153-217	Other Operating Supplie	552.66
235-42153-321	Telephone	73.11
235-42153-326	Data Processing	2,552.00
235-42153-334	Meals/Lodging	384.43
235-42153-405	Repairs & Maint - Vehicl	1,066.58
235-42153-406	Repairs & Maint - Groun	28.00
250-46520-131	Employer Paid Insurance	13.55
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	107.20
250-46520-301	Auditing & Consulting Se	255.00
250-46520-321	Telephone	27.73
250-46520-340	Advertising & Promotion	250.00
250-46520-383	Gas Utility	279.21
250-49980-602	Other Long-Term Obliga	189,495.58
250-49980-612	Other Interest	407.03
254-46520-301	Auditing & Consulting Se	1,875.00
401-41000-480	Other Miscellaneous	1,875.00
401-49950-439	Special Projects	1,706.50
401-49950-501	Capital Outlay - Police	240.00
601-49400-131	Employer Paid Insurance	42.35
601-49400-133	Employer Paid Insurance	48.00
601-49400-216	Chemicals and Chemical	630.22
601-49400-310	Lab Testing	79.00
601-49400-321	Telephone	99.65
601-49400-322	Postage	210.31
601-49400-326	Data Processing	1,445.04
601-49400-350	Printing & Design	4.60
601-49400-408	Repairs & Maint - Distrib	3,400.00
602-49450-131	Employer Paid Insurance	35.58
602-49450-133	Employer Paid Insurance	32.00
602-49450-212	Motor Fuels	1,249.50
602-49450-216	Chemicals and Chemical	803.63
602-49450-310	Lab Testing	1,162.00
602-49450-321	Telephone	121.53
602-49450-322	Postage	210.31
602-49450-326	Data Processing	1,445.04
602-49450-350	Printing & Design	4.60
602-49450-408	Repairs & Maint - Distrib	3,650.00
604-14200	Inventory	20,029.64
604-16300	Improvements Other Th	74,070.84
604-22000	Prepayments	1,620.24
604-49550-131	Employer Paid Insurance	49.13
604-49550-133	Employer Paid Insurance	112.00
604-49550-200	Office Supplies	50.81
604-49550-217	Other Operating Supplie	1,050.24
604-49550-263	Merchandise for Resale -	299,461.87
604-49550-308	Training & Registrations	2,367.60
604-49550-321	Telephone	147.75
604-49550-322	Postage	210.31
604-49550-326	Data Processing	1,911.94
604-49550-350	Printing & Design	4.60
604-49550-408	Repairs & Maint - Distrib	810.28
604-49550-410	Repairs & Maint - Gener	1,067.00
604-49550-433	Dues & Subscriptions	25.00

Account Summary

Account Number	Account Name	Payment Amount
604-49550-450	Conservation	3,120.80
604-49550-460	Miscellaneous Taxes	100.60
609-20202	Sales Tax Payable	15,143.00
609-49751-131	Employer Paid Insurance	24.56
609-49751-133	Employer Paid Insurance	32.00
609-49751-200	Office Supplies	571.76
609-49751-217	Other Operating Supplie	76.77
609-49751-251	Liquor	15,033.15
609-49751-252	Beer	32,680.01
609-49751-253	Wine	6,709.64
609-49751-254	Soft Drinks & Mix	646.91
609-49751-256	Tobacco Products	189.04
609-49751-257	Ice	521.85
609-49751-261	Other Merchandise	75.97
609-49751-333	Freight and Express	493.78
609-49751-340	Advertising & Promotion	250.00
609-49751-433	Dues & Subscriptions	1,150.93
609-49751-460	Miscellaneous Taxes	19.26
614-16400	Machinery & Equipment	3,232.29
614-20206	911 TAP & TACIP Fees Cl	1,242.66
614-49870-131	Employer Paid Insurance	55.86
614-49870-133	Employer Paid Insurance	64.00
614-49870-211	Cleaning Supplies	21.31
614-49870-217	Other Operating Supplie	92.28
614-49870-218	Uniforms	300.00
614-49870-241	Small Tools	346.04
614-49870-321	Telephone	285.14
614-49870-322	Postage	210.31
614-49870-326	Data Processing	5,309.14
614-49870-340	Advertising & Promotion	900.00
614-49870-350	Printing & Design	4.60
614-49870-404	Repairs & Maint - M&E	997.10
614-49870-441	Transmission Fees	64.90
614-49870-442	Subscriber Fees	4,181.38
614-49870-443	Intergovernmental Fees	2,327.48
614-49870-445	Switch Fees	255.00
614-49870-447	Internet Expense	2,973.96
614-49870-448	On-Call Support	1,040.00
614-49870-451	Call Completion	1,377.86
614-49870-460	Miscellaneous Taxes	60.78
615-49850-131	Employer Paid Insurance	57.60
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	74.40
615-49850-217	Other Operating Supplie	86.94
615-49850-321	Telephone	59.40
615-49850-340	Advertising & Promotion	250.00
615-49850-402	Repairs & Maint - Struct	428.25
615-49850-404	Repairs & Maint - M&E	119.00
615-49850-406	Repairs & Maint - Groun	1.80
615-49850-439	Special Projects	60,273.50
615-49850-460	Miscellaneous Taxes	32.00
617-10200	Petty Cash	1,500.00
617-20202	Sales Tax Payable	279.08
617-49860-131	Employer Paid Insurance	35.58
617-49860-133	Employer Paid Insurance	32.00
617-49860-321	Telephone	41.51
617-49860-340	Advertising & Promotion	250.00
617-49860-402	Repairs & Maint - Struct	11.99

Account Summary

Account Number	Account Name	Payment Amount
617-49860-404	Repairs & Maint - M&E	80.24
617-49860-460	Miscellaneous Taxes	238.92
700-21701	Federal Withholding	10,841.13
700-21702	State Withholding	5,057.25
700-21703	FICA Tax Withholding	13,685.22
700-21704	PERA Contributions	23,507.09
700-21705	Retirement	12,127.32
700-21709	Wage Levy	97.83
700-21711	Medicare Tax Withholdi	3,922.68
700-21712	Flex Account	3,357.85
700-21715	Individual Insurance-Afla	305.40
700-21716	Individual Insurance-Afla	602.90
700-21717	Individual Insurance-MB	4.84
700-21718	Individual Insurance-NC	32.00
700-21719	Individual Insurance-MB	270.09
700-21720	VEBA Contributions	10,520.98
700-21722	HSA Contribution	3,437.57
700-21723	HSA Employee Contribu	922.35
	Grand Total:	**933,198.19**

Project Account Summary

Project Account Key		Payment Amount
None		933,198.19
	Grand Total:	**933,198.19**

VA
4/30/21

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:	May 4th, 2021
RE:	Pirate Ship in Island Park & Park Hours June 11th.
DEPT:	Park and Recreation Department
CONTACT:	Tim Hogan 507-822-0514 (e-mail- tim.hogan@windommn.com)

Recommendations/Options/Action Requested

1. The Park and Recreation Commission recommends that the pirate ship that was put up in Island park can stay in Island Park even though the proper procedures were not followed. Final decision on the ship to be made by council.
   We encourage all parties (City, School & Windom Baseball Association) to meet and discuss aesthetics, maintenance, liability and other issues the parties raise. Following that discussion, the council can finalize a decision on this matter.

2. The Park and Recreation Commission is recommending to the council that the hours in Island Park be extended 2 hours on June 11th until 12:00am for the Hairball concert.

Fiscal Impact

None

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT DONATION FROM DENISE WINTERS FOR WINDOM AMBULANCE SERVICE

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

WHEREAS, the City of Windom has received a donation of $500.00 from Denise Winters, in honor of Kim Powers, for the Windom Ambulance Service; and

WHEREAS, the Donor requests that the donation be used as deemed appropriate by the Windom Ambulance Service.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of $500.00 from Denise Winters, in honor of Kim Powers, for use by the Windom Ambulance Service.

Adopted by the Council this 4th day of May, 2021.

____
Dominic Jones, Mayor

Attest:____________________________
Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:
SECONDED:
VOTED: **Aye:**
Nay:
Absent:

City of Windom
2021 EMS Week Proclamation

WHEREAS, emergency medical services are vital public services; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, 7 days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system has grown to fill a gap by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out-of-hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council in recognition of this event with the theme, ***This is EMS: Caring for Our Communities***, does hereby proclaim the week of May 16-22 2021, as

EMERGENCY MEDICAL SERVICES WEEK.

The Mayor and City Council encourage the community to observe this week with a sincere "Thank You" to all our dedicated Emergency Medical Services members.

Adopted by the Council this 4th day of May, 2021.

____
Dominic Jones, Mayor

Attest:________________________
Steven Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:
SECONDED:
VOTED: **Aye:**
Nay:
Absent:

2021 SMALL BUSINESS WEEK PROCLAMATION

WHEREAS, on a national scale, small businesses create almost two-thirds of the new jobs in the United States each year and employ more than half of American workers; and

WHEREAS, small businesses are a vital part of the nation's economy by providing goods and services to consumers worldwide; and

WHEREAS, locally small businesses provide job opportunities for area workers, support for their communities, and outlets for creativity, new ideas, ingenuity, and community spirit; and

WHEREAS, with the onset of the COVID-19 pandemic in 2020, local small businesses have been struggling to survive and thrive and deserve recognition of their importance to our community; and

WHEREAS, the week of May 2-8, 2021, has been designated as "National Small Business Week".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of May 2-8, 2021, is proclaimed as "Small Business Week" in Windom. All residents are encouraged to express your appreciation for the small businesses in Windom by thanking local businesses for their contributions to the community and shopping locally to support these vital enterprises.

Adopted by the Council this 4th day of May, 2021.

____
Dominic Jones, Mayor

Attest:__________________________
Steve Nasby, City Administrator

RESOLUTION #2021-

INTRODUCED:

SECONDED:

VOTED: **Aye:**

Nay:

Absent:

2021 CHILD CARE PROVIDER APPRECIATION DAY PROCLAMATION

WHEREAS, children are among Minnesota's most precious treasures, representing our greatest hopes for the future as the next leaders of our state and nation; and

WHEREAS, there are more than 7,400 licensed providers with the capacity to serve more than 88,000 infant to school-aged children in family child care homes in Minnesota; and

WHEREAS, licensed family child care providers are highly competent, dedicated, and caring individuals; and

WHEREAS, the licensed family child care providers in Minnesota are professionals who create nurturing, safe, healthy learning environments, are knowledgeable about the developmental stages of children, and support them as they learn and grow; and

WHEREAS, family child care providers are stepping up to ensure that children are safe and parents and guardians can go to work, making every attempt to stay open to serve the families of emergency workers during the COVID-19 pandemic; and

WHEREAS, Child Care Provider Appreciation Day is celebrated nationally on Friday, May 7, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that May 7, 2021, is proclaimed as "Child Care Provider Appreciation Day". The Mayor and City Council encourage the community to observe this week with a sincere "Thank You" to all our dedicated family child care providers.

Adopted by the Council this 4th day of May, 2021.

____
Dominic Jones, Mayor

Attest:____________________________
Steve Nasby, City Administrator

ACTION ITEM

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

TO: CITY COUNCIL
FROM: DREW HAGE, DEVELOPMENT DIRECTOR
BRIAN COOLEY, STREET SUPERINTENDENT
DATE: APRIL 30, 2021
RE: HIGHWAY 60 ACCESS – HIGHWAY 71 S. INTERSECTION TO DES MOINES RIVER BRIDGE
DEPT: Development Department & Street Department
CONTACT: Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com
Brian Cooley, Street Superintendent, 831-6167 or brian.cooley@windommn.com

---

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the East Highway 60 Development:

1. Review the Minnesota Development of Transportation's (MnDOT) proposal for a potential 3-lane concept on Highway 60 from the south Highway 71 intersection to the bridge to provide access for Kwik Trip and other businesses.

2. Discuss possible funding options related to the proposal for re-striping.

Issue Summary/Background

The EDA has been working with Kwik Trip on access to Highway 60 and Highway 71 for the proposed truck stop project on the existing Cenex property (Country Pride Coop). According to MnDOT, this is a change of use, so a new access permit is required.

As this is part of the Highway 60/71 Corridor Study area, numerous options have been discussed with MnDOT and been shared with the public. This study shows concerns for traffic flow, accident rates and number of access points. Businesses along this segment have been provided information as well.

Kwik Trip has redesigned their site plan to work with MnDOT's suggestion of a reduced highway cross-section. The City and EDA are supportive of the Kwik Trip Project. The Street Committee very recently met to review this proposal for a 3-lane concept for Highway 60 from the south Highway 71 intersection to the river bridge and can provide their input at the meeting. A map of the 3-lane concept will be available at the City Council meeting.

Fiscal Impact

Estimates for re-striping the highway into a 3-lane configuration have not yet been developed.

Attachments

1. None. Visual aids will be presented at the meeting.

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 BRIAN COOLEY, STREET SUPERINTENDENT
CC MEETING DATE:	MAY 4, 2021
RE:	NEW CITY STREET: EAST HIGHWAY 60 DEVELOPMENT (BY DOLLAR GENERAL)
DEPT:	Development Department & Street Department
CONTACT:	Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com Brian Cooley, Street Superintendent, 831-6167 or brian.cooley@windommn.com

---

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the East Highway 60 Development:

1. Approve general terms of the Minnesota Development of Transportation's (MnDOT) proposal to pay for a turn lane by Dollar General if the City agrees to construct a city street for access to the proposed car wash and future other businesses.

2. Approve a funding option to pay for the proposed city street.

Issue Summary/Background

The EDA has been working on various development options for the East Highway 60 Development between Runnings and Windom Wash since 2016. The EDA applied for a TED Grant through DEED, but was not funded. Several businesses have proposed projects in this area, but a MnDOT approved access is needed to develop the property.

Several street designs have been discussed including a backage road or a side street by Dollar General with a cul-de-sac. MnDOT has stressed the need to consolidate approaches and add a turn lane in this area. Multiple options have been discussed with the Street Committee and they have recommended the construction of a new city street on the ease side of Dollar General.

MnDOT has agreed to pay for 100% of the costs of the actual turn lane construction if the City agrees to construct a city street for the proposed car wash and future other businesses to access. The estimated costs for construction of the turn lane are $237,458. The City is responsible for the surveying, engineering, and management of the project which includes the turn lane and side street.

The estimated City's share for the project (construction of the City street) is $181,000. A 40-foot easement is needed from Scott Veenker and a 20-foot easement is needed from the owner of the Dollar General property. Scott Veenker is currently making improvements to the 60-foot easement area for the car wash which will be beneficial if the new street is constructed.

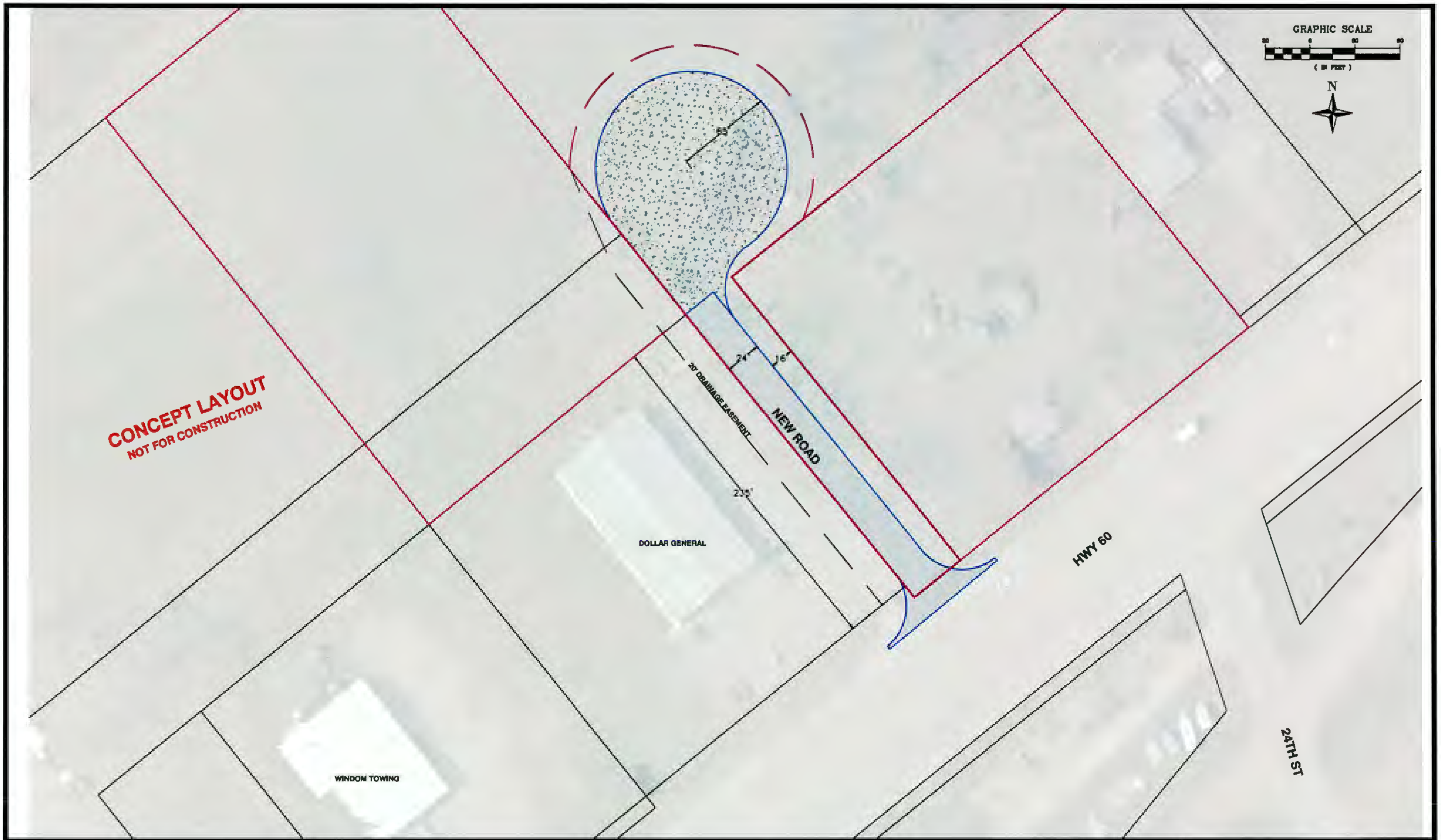
The proposed street design and funding options will be presented and discussed at this meeting.

Fiscal Impact

For MnDOT to fund the turn lane at an estimated cost of $237,458, the City must commit to constructing a city street between Dollar General and the proposed car wash. The city's share of the new street project is estimated at $181,000 to $210,000 depending on engineering costs. However, some of these costs will be off-set through cost participation by the car wash developer through a special assessment of $19,500. Additionally, the City will have some flexibility with MnDOT in the timing on the pavement which could save some costs.

Attachments

1. Proposed Layout – City Street: East Highway 60 Development
2. Turn lane funding email from MnDOT.
3. Aerial Photo of Subject Area



HWY 60 COMMERCIAL ADDITION | WINDOM, MINNESOTA

DGR ENGINEERING
1302 South Union Street
ROCK RAPIDS, IA 51246
(712) 472-2531 office
(712) 472-2531 fax
dgr.com

From: Parker, Samuel (DOT) <Samuel.Parker@state.mn.us>
Sent: Monday, April 19, 2021 11:10 AM
To: Drew Hage <Drew.Hage@windommn.com>
Cc: Piltaver, Angela (DOT) <angela.piltaver@state.mn.us>; Allis, Ronda (DOT) <ronda.allis@state.mn.us>; Tess, Zachary (DOT) <zachary.tess@state.mn.us>
Subject: RE: Turn Lane Estimate - East Highway 60 - Windom

Hello Drew,

Following up with your earlier email and call, hopefully this will provide the information you need to keep the process moving.

MnDOT will pay 100% of the costs of the actual turn lane construction, including:

- Bituminous removal
- Grading
- Base
- Paving
- Culvert under street in MnDOT RW
- Striping
- Signing
- Traffic control
- Erosion control and turf establishment
- Mobilization (up to MnDOT's pro-rata share of work)

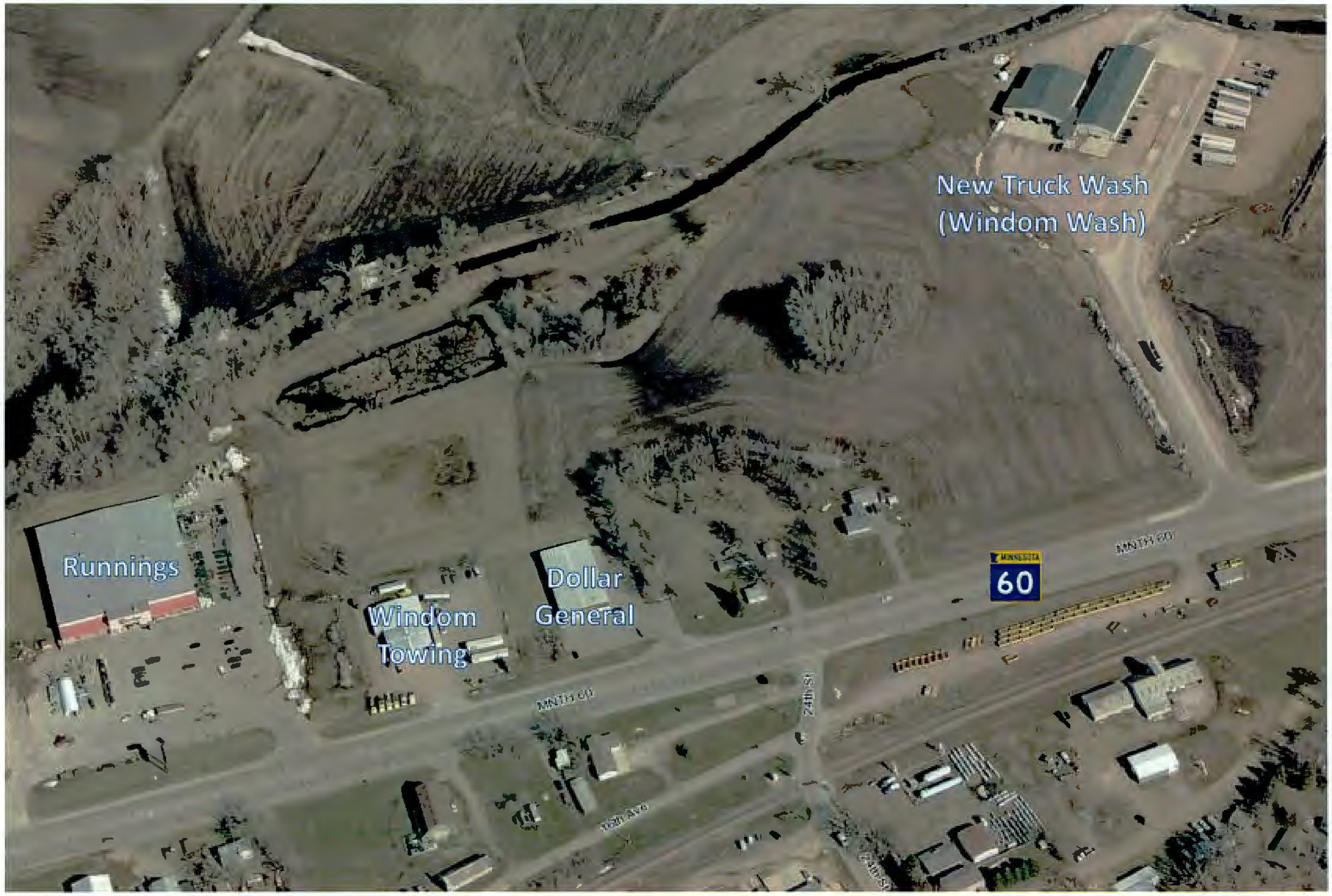
The city will be responsible for:

- Surveying
- Engineering (including plan prep to MnDOT requirements)
- Utility coordination
- Contract administration
- Inspection
- Construction surveys
- Any construction that relates to work outside of the turn lane, including, but not limited to
    - Local Utilities
    - Curb and gutter
    - Any construction on street, parking lots.

MnDOT will assign a project manager soon to help work through the details and other coordination matters.

Sam Parker

Aerial
4.27.18



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 BRIAN COOLEY, STREET SUPERINTENDENT
CC MEETING DATE:	MAY 4, 2021
RE:	COUNTY ROAD 13 & 12TH STREET SIDEWALK GAP
DEPT:	Development Department & Street Department
CONTACT:	Drew Hage, Development Director, at 832-8661 or drew.hage@windommn.com Brian Cooley, Street Superintendent, 831-6167 or brian.cooley@windommn.com

---

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action regarding the County Road 13 Project:

1. Review goals from the Windom Active Living Plan for 12th Street and Collins Avenue outlining sidewalk gaps to the Windom Recreation Area.
2. Discuss options to increase pedestrian connectivity and safety to the Windom Recreation Area as part of the County Road 13 Project.

Issue Summary/Background

The Cottonwood County Engineer, Nick Klisch, is planning the County Road 13 Project for 2022. This project will be funded by County State Aid Funds. The County Engineer has asked the City for input regarding the project. This has been discussed with the Street Committee.

The Windom Active Living Plan identified key sidewalk gaps to create a network to increase pedestrian connectivity and safety. The plan when the City Council adopted the Windom Active Living Plan was to evaluate and pair key sidewalk projects with future street projects. There are two sidewalk gaps that were identified in this area that could be part of the County Road 13 Project.

The two identified sidewalk gaps are the 12th Street Sidewalk Gap and the Collins Avenue Sidewalk Gap. The 12th Street Sidewalk gap would increase connectivity and safety along 12th Street to the Windom Recreation Area. The Collins Avenue Sidewalk Gap would increase connectivity and safety along the east side of Windom and between Highland School and the Windom Recreation Area. Twelfth Street and Collins Avenue are identified as Neighborhood Connectors and require a sidewalk on one side of the street or a trail conveniently located that connects the neighborhood to key locations.

Sidewalks are an eligible expense for County State Aid Funds. The County receives County State Aids Funds for cities under 5,000. Direction is needed from the City Council regarding including these sidewalks as part of the County Road 13 Project.

Fiscal Impact

Estimates will be developed following direction from the City Council. The fiscal impact will depend on the scope and the cost share with the County.

Attachments

1. Windom Active Plan: 12th Street Sidewalk Gap
2. Windom Active Living Plan: Collins Avenue Sidewalk Gap
3. Windom Recreation Area: Pedestrian Connectivity

12th Street Sidewalk Gap

Goal: Increase connectivity and safety along 12th Street.

Strategy: Fill in the sidewalk gap along 12th Street.

Existing Conditions: *Ranking #14/15*

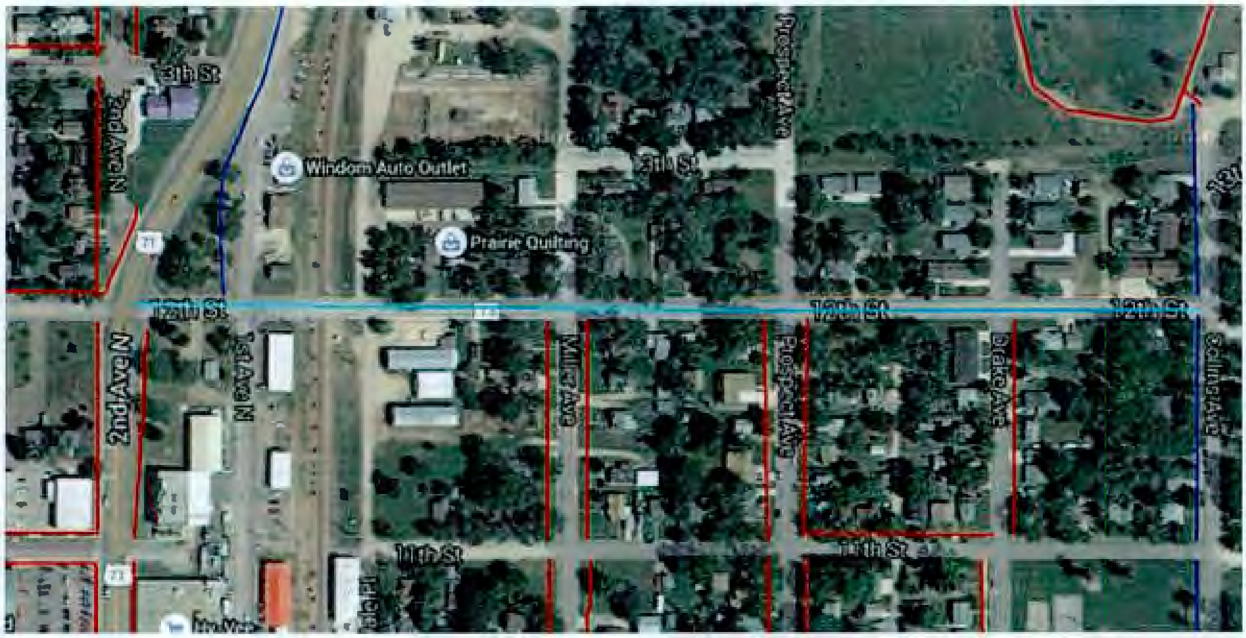
Twelfth Street is a Neighborhood Connector Street. Neighborhood Connector Streets require higher levels of pedestrian infrastructure to create a safe environment for pedestrians. A Neighborhood Connector requires a sidewalk on one side of the street or the other or a trail conveniently located that connects the neighborhood to key locations. The sidewalk needs to have continuity throughout, so the route is not jumping back and forth from one side of the street to the other.

- Neighborhood Connector Streets
  - Connects Residential Streets to Connector Streets
  - Medium level traffic volume streets
  - Require some pedestrian amenities – A sidewalk on one side of the street or the other is required or a trail conveniently located that connects the neighborhood to key locations. The sidewalk needs to have continuity throughout, so the route is not jumping back and forth from one side of the street to the other.
  - A wide paved shoulder may be sufficient, if parking does not significantly affect the space for pedestrians.

There is a wide paved shoulder on the north side of 12th Street. This is a shorter term safety solution, but a separate area for pedestrians is need. There is parking on the north side of the street, which reduces the effectiveness of the wide paved shoulder. There is no parking on the south side of 12th Street to provide additional space on the north side for parking and pedestrians.

Filling in the sidewalk gap along 12th Street would increase connectivity to the Windom Regional Recreation Area and neighborhoods east of Highway 60/71. A number of sidewalks dead-end on 12th Street, so a sidewalk along 12th Street would increase connectivity. Additional research is needed to determine which side of the street the sidewalk should be on. The north side of the street may be preferable, since parking along the north side acts as a buffer between vehicle traffic and pedestrians.

Figure #16 **12th Street Sidewalk Gap**



Existing Sidewalk

Proposed Sidewalk

Sidewalk Gap

Collins Avenue Sidewalk Gap

Goal: Increase connectivity and safety along the east side of Windom.

Strategy: Fill in the sidewalk gap along Collins Avenue.

Existing Conditions: *Ranking #5/15*

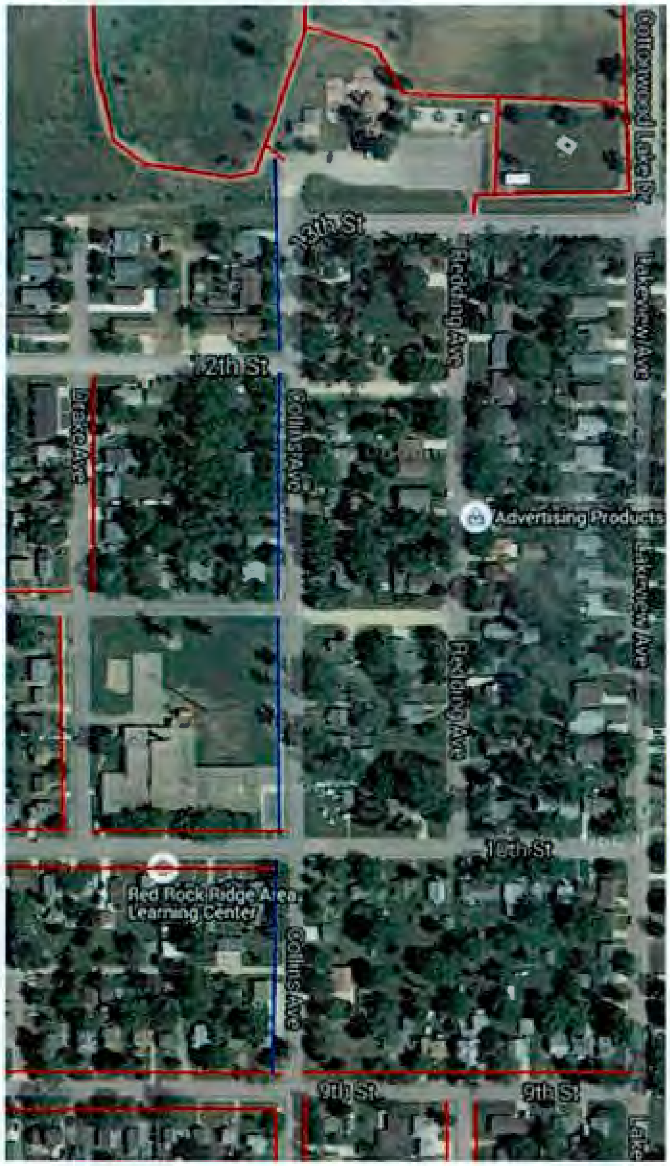
There is a need to increase pedestrian connectivity along the east side of Windom. Lakeview Avenue was originally identified as having characteristics of a Neighborhood Connector along the east side of Windom. When analyzing connectivity, alternative routes are discussed. Collins Avenue was proposed as an alternative to identifying Lakeview Avenue as a Neighborhood Connector.

Collins Avenue has existing sidewalks between 6th Street and 9th Street. Utilizing the existing sidewalk network helps to increase connectivity while decreasing the total cost of the project. A sidewalk along Collins Avenue would also connect well with the pedestrian infrastructure outlined for 12th Street.

Collins Avenue is a Neighborhood Connector Street. Neighborhood Connector Streets require higher levels of pedestrian infrastructure to create a safe environment for pedestrians. A Neighborhood Connector requires a sidewalk on one side of the street or the other or a trail conveniently located that connects the neighborhood to key locations. The sidewalk needs to have continuity throughout, so the route is not jumping back and forth from one side of the street to the other.

- Neighborhood Connector Streets
  - Connects Residential Streets to Connector Streets
  - Medium level traffic volume streets
  - Require some pedestrian amenities – A sidewalk on one side of the street or the other is required or a trail conveniently located that connects the neighborhood to key locations. The sidewalk needs to have continuity throughout, so the route is not jumping back and forth from one side of the street to the other.
  - A wide paved shoulder may be sufficient, if parking does not significantly affect the space for pedestrians.

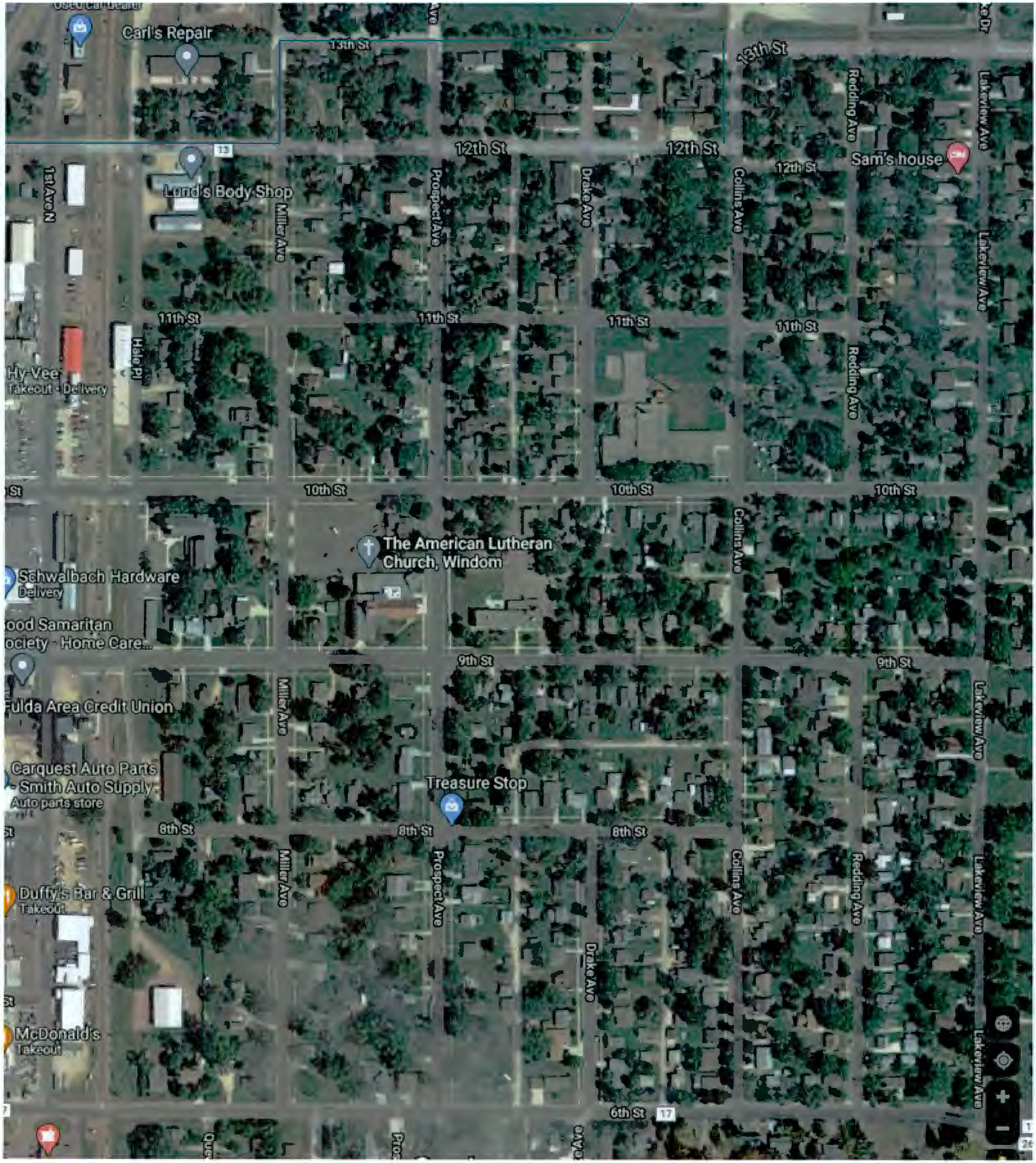
Figure #14 **Collins Avenue Sidewalk Gap**



Existing Sidewalk

Proposed Sidewalk

County Road 13
Highland School & Windom Rec Area



Rec Area Connection

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: Scott Peterson, Chief of Police
DATE: 05/04/21
RE: Part-Time Police Officer Hire
DEPT: Police
CONTACT: Scott Peterson, Chief of Police; speterson@windom-mn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Jacob Samdal be hired for the vacant part-time officer position, pending passage of the Minnesota POST Board's Licensing Exam. If the proposed agreement between the City of Windom and Windom Health is approved, I would propose that he be hired full-time effective July 1st.

Issue Summary/Background

Mr. Samdal is a 2021 graduate of Minnesota West Community College. He currently is a Dispatcher/Jailer for the Cottonwood County Sheriff's Office and will make an excellent addition to our staff.

Fiscal Impact

There is no fiscal impact to the City of Windom. This is a budgeted position.

Attachments

None.

ACTION ITEM

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

TO:	City Council
FROM:	Scott Peterson, Chief of Police
DATE:	05/04/21
RE:	Proposal of Shared Costs for Police Officer with Windom Area Health
DEPT:	Police
CONTACT:	Scott Peterson, Chief of Police; speterson@windom-mn.com

Recommendations/Options/Action Requested

1. The Windom Police Department and Windom Area Health have engaged in discussions about the possibility of sharing costs for a police officer. Both parties feel that this agreement would be beneficial to both organizations. Windom Area Health has requested that the agreement begin on July 1, 2021. The proposed agreement is for set for 2 years.

Issue Summary/Background

Windom Area Health is committed to improving the security of their facility and believes entering into a partnership with the Windom Police Department will accomplish that goal. The Windom Police Department in the past, has budgeted for a part-time officer position. This position has been difficult to keep staffed over the past several years. There are fewer applicants in search of law enforcement positions as in the past. By moving this position to full-time, will create more stability in the daily operations of the Windom Police Department.

Fiscal Impact

There is no fiscal impact to the City of Windom for 2021. The position will be paid for will funds budgeted for the part-time police officer position. For fiscal year 2022, there would be an increase of $17,764.91. A portion of these costs could be offset by funds provided to the City of Windom by the Southwest Co-Op, as reimbursement for time spent on their campus.

Attachments

1. Preliminary Draft Services Agreement

MEMORANDUM OF UNDERSTANDING

COMMUNITY POLICING
WINDOM AREA HEALTH

This Memorandum of Agreement ("Agreement") is entered into as of ________________, 2021 by and between the City of Windom, MN ("City") and Windom Area Health ("WAH"). The City and WAH are referred to at times in this Agreement individually as a "Party" and collectively as the "Parties."

Whereas, the City desires to offer community policing services through a pilot program (the "Pilot Program") with WAH in Windom, MN.

Whereas, the Pilot Program is intended to be temporary and will sunset at the date agreed upon herein.

Be it therefore resolved, that the Parties agree to the following:

Section 1. Pilot Program. During the term of the Pilot Program, the City will make available sworn Windom Police Officers to perform community policing duties at WAH for a minimum of ____ hours from July 1, 2021 to June 30, 2023. Hours of community policing duties will be performed predominately between 9:00 am and 9:00 pm (Mondays – Sundays), but the Windom Police Department shall have sole discretion on the schedule.

Section 2. Training. City agrees to make Windom Police Department officers available for training provided through WAH that applies to community policing duties and the activities of WAH for up to ___ hours during the term of this agreement. The City agrees to provide ALICE training in Windom, MN to WAH employees upon their request. Parties shall not charge each other for training or training expenses.

Section 3. Pilot Program Budget. City and WAH agree herein that the City shall provide Pilot Program in conjunction with the WAH through its management team. For July 1, 2021 to June 30, 2022 WAH agrees to provide the City a stipend of $37,000 (Thirty-seven Thousand Dollars). Stipend is payable with 50% due on September 1, 2021 and 50% due on February 15, 2022. For July 1, 2022 to June 30, 2023 WAH agrees to provide the City a stipend of $40,000 (Forty Thousand Dollars). Stipend is payable with 50% due on September 1, 2022 and 50% due on February 15, 2023.

Section 4. Reporting and Annual Meeting. Upon request by WAH, City shall provide WAH a report no more than quarterly on activities and time spent at the WAH for community policing efforts and law enforcement actions. Parties agree to meet at least one time during the term of this agreement to discuss the outcomes of the Pilot Program.

Section 5. Temporary Program; Sunset Provisions. The Pilot Program may be amended or terminated through mutual, written agreement. The Pilot Program will automatically terminate on

July 1, 2023 unless renewed by the Parties.

Section 6. Entire Agreement. This is the full and complete agreement of the parties on the Pilot Program. There are no other oral or implied agreements.

Section 7. No Precedent. This agreement does not set any precedent for any future issue.

City of Windom	Windom Area Health
________________________	________________________
Mayor	Board Chair
Date: __________________	Date: __________________

ACTION ITEM

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

TO: City Council
FROM: Cheryl Ulferts, Finance Director
DATE: 4/28/2021
RE: Permanent Part-Time Office Assistant
DEPT: Finance/Office
CONTACT: Cheryl Ulferts, Finance Director\Controller at cheryl.ulferts@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Hire Lisa Sprague for the Permanent Part-Time Administrative Assistant II position effective 5/17/2021 starting at Step 1 with potential advancement to Step 2 upon a favorable 6-month review.

Issue Summary/Background

A vacancy was created when Jill Falk accepted another job opportunity and left employment with the City of Windom on 4/02/2021. The part-time position was posted both internally and externally and 4 candidates were selected for interviews.

After interviewing the four candidates, staff recommends Lisa Sprague for the Permanent Part-Time Office Assistant position effective 5/17/2021 starting at Step 1 with potential advancement to Step 2 upon a favorable 6-month review. Lisa has 9+ years of customer service experience in the medical field serving the Windom community. Additionally, she has knowledge and experience working with software frequently used at City Hall and will be able to provide assistance on a variety of duties as requested. Her excitement and enthusiasm for the position were evident during the interview. Staff believes Lisa Sprague would be a valuable addition to the City Hall Office Administrative Team.

Fiscal Impact

Funding for this position is included in the City of Windom operational budget.

Attachments

1. None

MEMORANDUM

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

TO: City Council
FROM: City Administrator
DATE: April 30, 2021
RE: Councilmember Schmidt Resignation and Process for Re-filling the Position

At the April 20, 2021 City Council meeting Councilmember Schmidt announced her upcoming resignation from the City Council. There are several items of business to consider as follows:

Accepting the Resignation and Declaring a Vacancy
Councilmember Schmidt's letter of resignation, effective May 31, 2021, is included in this packet. The City Council should accept the resignation as part of the process and adopt a resolution declaring a vacancy in Ward II.

Filling the Unexpired Term for City Council Ward II
The City Charter, City Code and Minnesota Statutes all contain language related to filling vacancies on City Councils. Windom is a home-rule City, which means its Charter is the controlling document. The Charter states that the seat shall be filled until the next General election (Section 2.05).

Since the term of Council member Schmidt is to run through December 31, 2024 this means that a "Special election" is held at the General Election (Minnesota Statues 412.02 Subd. 2a). The person elected at the Special election will serve for the unexpired portion of the term from November 2022 (upon canvassing of the election results) to December 31, 2024.

Appointment
Until the November 2022 election the Charter, Code and Minnesota Statues state that the Mayor appoints and the City Council affirms a person to fill in for the vacant seat. This is exercised by the Mayor nominating someone for City Council consideration, which can be done directly or through an application process (which was done to fill Council member Ray's seat earlier this year).

April 29, 2021

Jacqueline M. Schmidt
2150 Cottonwood Lake Drive
Windom, MN 56101

City of Windom Mayor, City Administrator, & Council Members:

I am submitting this letter of resignation as a member of the Windom City Council for the reason of moving out of city limits. We were unexpectedly presented with an opportunity to move to my father-in-law's farm in rural Bingham Lake. After long deliberation, we made the tough decision to take this opportunity for family reasons. The effective date of my resignation will be May 31, 2021.

I want to extend my sincerest apologies for this inconvenience and want to be sure it is known that this was not planned. I have thoroughly enjoyed my time serving on the City Council and am going to absolutely miss it. I want to thank the Mayor, City Administrator, & Council Members for welcoming me and making this experience such a positive one for me.

I wish you all the best!

Sincerely,

Jacqueline M. Schmidt

Jacqueline M. Schmidt

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINDOM DECLARING A VACANCY IN THE ELECTIVE OFFICE OF COUNCIL MEMBER WARD II HELD BY JACQUELINE SCHMIDT

WHEREAS, Council Member Jacqueline Schmidt has submitted her resignation to the City Administrator and the City Council effective June 1, 2021; and

WHEREAS, the City Council of the City of Windom accepts the resignation of Council Member Jacqueline Schmidt effective June 1, 2021; and

WHEREAS, the City Council of the City of Windom declares a vacancy in the elective office of Council Member Ward II pursuant to Section 2.05 of the City Charter.

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

1. The City Council of the City of Windom accepts the resignation of Jacqueline Schmidt from the City Council and declares a vacancy in the elective office of Council Member Ward II effective May 1, 2021.

Adopted by the Council this 4th day of May, 2021.

____
Dominic Jones, Mayor

Attest:____________________________
Steven Nasby, City Administrator

Subd. 8. PROCEDURE AT RECALL ELECTION. The City Administrator shall include with the published or posted notice of the election the statement of the grounds for the recall and also, in not more than 500 words, the answer of the officer concerned in justification of his/her course in office. Candidates to succeed the officer to be recalled shall be nominated in the usual way, and the election shall be conducted as far as possible, in accordance with the usual procedure in municipal elections.

Subd. 9. FORM OF RECALL BALLOT. Unless the officer whose removal is sought resigns within ten days after the receipt by the Council of the completed recall petition, the form of the ballot at such election shall be as near as may be: "Shall__________________be recalled?" The name of the officer whose recall is sought being inserted in the blank, and the registered voters shall be permitted to vote separately "yes" or "no" upon this question. The ballot shall also contain the names of the candidates to be voted upon to fill the vacancy, in case the recall is successful, under the caption: "Candidates to fill the place of ___________________ recalled"; but the officer whose recall is sought shall not himself/herself be a candidate upon such ballot. If a majority of those voting on the question of recall vote in favor of the recall, the official shall be thereby removed from office, and the candidate who receives the highest number of votes for his/her place shall be elected thereto for the remainder of the unexpired term. If the officer sought to be recalled resigns within ten days after the receipt by the Council of the completed recall petition, the form of ballot at the election shall be the same, as nearly as possible, as the form in use at a regular election.

Sec. 2.03, COUNCIL: The council shall be composed of the mayor and five (5) council members, two of which council members shall be elected by and from the electors of each ward of said City respectively, and who shall be bona fide residents of their respective wards, and one council member to be elected by and from the electors of said City at large. The mayor shall have no vote in the proceedings in said council except in the case of the tie vote.

Sec. 2.04, INCOMPATIBLE OFFICES: No member of the council shall hold any other municipal office or become an employee of said City while serving as such council member. No former member shall be appointed to any paid office or employment of the City, which office employment was created, or the employments of which were increased, during such council member's term of office, until two (2) years after the expiration of the term for which said person was elected.

Sec. 2.05, CITY COUNCIL VACANCIES: An elected office becomes vacant when the person elected or appointed thereto dies before taking office or fails to qualify, or the incumbent dies, resigns in writing filed with the City Administrator, is convicted of a felony, ceases to reside in the City, or is adjudged incompetent by a Court of competent jurisdiction. In each case the council shall by resolution declare the vacancy to exist.

If a vacancy occurs, the mayor shall nominate and the council shall affirm and shall forthwith appoint an eligible person to fill the vacancy for the remainder of the unexpired term until the next general election.

GENERAL ELECTION. A ***GENERAL ELECTION*** is an election held at regular intervals on a day determined by law or charter at which the voters of the state or any of its subdivisions choose by ballot public officials or presidential electors.

SPECIAL ELECTION. A ***SPECIAL ELECTION*** is an election held at any time to fill vacancies in public offices.

VACANCY. A vacancy occurs for the reasons stated in M.S. § 351.02 or other state law and city Charter § 2.05.
(Ord. 159, 2nd Series, passed 12-6-2016)

§ 31.11 APPOINTMENT TO VACANCY.

Pursuant to M.S. § 412.02, Subd. 2a, a person shall be appointed by the City Council to fill the vacancy until the special election is held and the winner of the special election is qualified to take office.
(Ord. 159, 2nd Series, passed 12-6-2016)

§ 31.12 SPECIAL ELECTION TIMING.

If a vacancy occurs, the vacancy for the remainder of the unexpired term will be filled as referenced in City Charter.
(Ord. 159, 2nd Series, passed 12-6-2016; Am. Ord. 184, 2nd Series, passed 1-21-2020)

RULES OF COUNCIL PROCEDURE.

§ 31.15 PRESIDING OFFICER.

(A) The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Alderman-at-Large shall preside. In the absence of both, the City Administrator shall call the meeting to order and shall preside until the Council members present at the meeting choose one of their number to act temporarily as Presiding Officer.

(B) The Presiding Officer shall preserve order, enforce the rules of procedure herein prescribed, and determine without debate, subject to the final decision of the Council on appeal, all questions of procedure and order. Except as otherwise provided by statute or by these rules, the proceedings of the Council shall be conducted in accordance with *Robert's Rules of Order*, Revised.

412.02 MS 1945 [Repealed, 1949 c 119 s 110]

412.02 CITY ELECTIONS; OFFICERS, TERMS, VACANCIES, CITY EMPLOYEES.

Subdivision 1. **Officers elected.** The following officers shall be elected for the terms and in the years shown and in the cities described in the table.

Officer	Number of Years in Term	Year Elected	City Elected
Mayor	Two or four	Every two years except where four years is otherwise provided pursuant to statute	Every statutory city
Clerk	Four	Every four years in year when treasurer is not elected	Every statutory standard plan city in which there is no clerk-treasurer
Treasurer	Four	Every four years in year in which clerk is not elected	Every statutory standard plan city in which there is no clerk-treasurer
Clerk-Treasurer	Four	Every four years in year in which one council member is elected	Every statutory standard plan city where such office exists pursuant to subdivision 3
Three Council members	Four	Two every four years and one in alternative election	Every statutory standard plan city with a council of five
Four Council members	Four	Two each election	Every statutory optional plan city with a council of five
Five Council members	Four	Three every four years and two in alternative election	Every statutory standard plan city with a council of seven
Six Council members	Four	Three each election	Every statutory optional plan city with a council of seven

Subd. 1a. **City council; city employees.** Neither the mayor nor any city council member may be employed by the city. For purposes of this subdivision, "employed" refers to full-time permanent employment as defined by the city's employment policy.

Subd. 2. **Term.** Terms of elective officers shall commence on the first Monday in January following the election at which the officer is chosen. All officers chosen and qualified as such shall hold office until their successors qualify.

Subd. 2a. **Vacancy.** Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular city election and the appointed person shall