Council Meeting
Tuesday, September 7, 2021
City Council Chamber
6:30 p.m.
AGENDA

Call to Order
Pledge of Allegiance

1. Consent Agenda
   - Minutes
     - Council Minutes – August 17, 2021
     - EDA Commission – August 23, 2021
     - Telecom Commission – August 23, 2021
     - Planning Commission – August 24, 2021
     - Utility Commission – August 25, 2021
   - Regular Bills
2. Resolution Proclaiming Welcoming Week
3. Department Heads
4. Hazardous Building – 1453 4th Avenue
5. Annual Firefighters Relief Association Report & Benefit Increase
6. Workplace Accident and Injury Reduction (AWAIR) Program Update – Resolution
7. Disposition of Surplus Items
8. Liquor License Rates Discussion
9. Hiring Recommendations
   - Liquor Store
     - Part-Time Clerks
   - Community Center
     - Administrative Assistant II
     - Part-Time On Call
10. New Business
11. Old Business
    - Windom Veterans Memorial Proposal
12. Contractor Change Order & Payments
    - Gridor Construction Inc. – WWTF Improvement Project Change Order #3
    - Gridor Construction Inc. – WWTF Improvement Project # 28 - $155,127.70
    - Tri –State General Contracting –Arena Re-Roof Project - #2 $119,550.67
13. Council Comments
14. Adjourn

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

Preliminary

Regular Council Meeting
City Hall, Council Chamber
August 17, 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, Jayesun Sherman, Jenny Quade and Lisa Farag
Council Absent:	James Nelson
City Staff Present:	Steve Nasby, City Administrator; Cheryl Ulferts, Finance Director; Tim Hogan, Arena/Park Recreation Director; Scott Peterson, Police Chief; Spencer Winzenreid, Community Center Director; Ben Derickson, Fire Chief and Drew Hage, Development Director

3. Pledge of Allegiance

4. Consent Agenda:

   - Minutes
     - Council Minutes – August 3, 2021
     - EDA Commission – August 9, 2021
     - Library Board – August 10, 2021
     - Park & Recreation Commission – August 11, 2021
   - Licenses
     - Temporary Liquor License – Windom Area Chamber of Commerce
       - September 16, 2021 (4th Avenue between 9th & 10th Streets)
     - Exempt Gambling Permit
       - St. Francis Xavier Church – September 19, 2021
       - Cottonwood County Pheasants Forever – October 16, 2021
   - Regular Bills

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

5. Department Heads:

   Ben Derickson, Fire Chief, requested Council approve adding 4-6 members to the Department. He has two on-leave members and four upcoming retirements.

   Motion by Sherman and second by Grunig to approve recruitment of up to six new members to the Fire Department. Motion carried 4 – 0.

6. Resolution Accepting Donations:

Park Donation – Tom White
Jones explained the $20,000 donation from Tom White is for placement of new playground equipment in Tegels Park.

Council Member Quade introduced the Resolution No. 2021-72, entitled "AUTHORIZATION TO ACCEPT DONATION FROM TOM WHITE FOR THE CITY OF WINDOM PARK DEPARTMENT" and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Quade, Sherman, Grunig and Farag. Nay: None. Absent: Nelson. Abstain: None. Resolution passed 4 – 0.

Library Donation – Friends of the Library
Jones said the $5,000 donation from the Friends of the Library is funding an air conditioning unit at the Library.

Council Member Grunig introduced the Resolution No. 2021-73, entitled "AUTHORIZATION TO ACCEPT A DONATION FROM FRIENDS OF THE WINDOM LIBRARY TO THE WINDOM LIBRARY FOR THE AIR CONDITIONER REPLACEMENT PROJECT" and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Sherman, Quade, Farag and Grunig. Nay: None. Absent: Nelson. Abstain: None. Resolution passed 4 – 0.

7. Windom Area Health 2020-2021 Annual Audit Report:

John Peryel, Windom Area Health CFO, and Ryan Strusz, CliftonLarsonAllen Auditor, presented the 2020 Windom Area Health Audit Report. Highlights are as listed:

- Significant transactions in the current year included COVID relief funds and the Payroll Protection Program Loan (forgivable) in response to COVID pandemic
- No year-end Audit Adjustments
- No Subsequent Events
- Material Weakness – CLA Auditors control Financial Reporting Process
- Financial Ratios good
- COVID funding inflated financial standing
- Operating cash flow generally 8-9%, increased due to COVID monies
- Cash on hand days high including PPP loan and COVID relief funds (325 days without the PPP loan and COVID relief funds)
- May have to repay some COVID dollars depending on federal rules
- Days balances in receivables decreased, back to average due to ability to provide services again
- Average age of facility is 11.5 years, which is average with comparable facilities
- Unmodified opinion, which is the best opinion
- Internal control deficiencies may exist due to limitations on internal controls management overrides (common due to segregation of duties)
- CLA prepares financial statements and adjustments, good audit

Grunig questioned when the COVID monies need to be spent. Strusz said the facility is aware of the deadline for use, and aware of potential payback. These monies will go through an audit to verify proper use.

Jones asked about the internal control deficiencies. Strusz clarified that this is due to another party being hired to provide all information to the auditors. He said that 95% of clients have this same issue.

Motion by Sherman and second by Farag approving the 2019-2020 Windom Area Health Annual Audit Report. Motion carried 4 – 0.

8. CliftonLarsonAllen LLP – Letter of Engagement – City Audit:

Cheryl Ulferts, Finance Director, reviewed the Letter of Engagement from the current City auditors for the upcoming five years. She noted a 17% increase from the 2020 Audit to the 2021 Audit costs ($4,800) but stated the 2020 Audit cost seemed low.

Steve Nasby, City Administrator, explained staff is seeking Council input for City auditors. The City has had CliftonLarsonAllen LLP for a number of years.

Motion by Grunig and second by Sherman to approve advertising for Request for Proposals for City Auditing services for three and five year engagements. Motion carried 4 – 0.

9. Street Closure Requests:

Windom Area Chamber of Commerce – August 19th & September 16th, 2021
Nasby said the requests are for the Third Thursday on the Square events from 4:30 pm to 7:30 pm on 4th Avenue between 9th & 10th Streets.

Motion by Sherman and second by Grunig to approve the Street Closure Request for the Chamber of Commerce for August 19th and September 16th, 2021 as proposed. Motion carried 4 – 0.

Quade requested the applicant to potentially look at other areas to close off in the next year to allow effected businesses to continue to serve their patrons during their regularly scheduled business hours.

Welcome Week – September 18, 2021
Drew Hage, Development Director, said the Chamber of Commerce, Windom Area Schools, Integration Committee and the Southwest Initiative Foundation are working on a Welcome Week Event to be held in Windom. Several organizations throughout the country celebrate this event annually. The event would be held on September 18, 2021 from 11:00 am to 3:00 pm. They plan on having food, music, and community activities to help bring the community together and welcome new people to the community.

Motion by Sherman and second by Farag to approve the Street Closure Request for Welcoming Week on September 18, 2021 as proposed. Motion carried 4 – 0.

10. Housing Planning Update:
Hage reviewed the EDA's efforts on the Cemstone Redevelopment area and DEED redevelopment grant. He noted that housing has been a top priority for the last five years. Since the March 2014 Housing Study, major employers have added nearly 500 more employees. Additional analysis from major employers shows only 31% of their employees live in Windom. Census data shows Windom at a 3.27% growth from 2010 to 2020. Hage said the Cemstone Redevelopment Area can be developed for both single-family and multi-family housing.

Council assessed the information and it was noted that an updated housing study would cost approximately $12,000. Windom's vacancy rate is well under the 5% "healthy" level. The Residential Tax Abatement Program (Single-Family) has helped construct 19 homes in the Windom School District. Additionally, the Multi-Family Abatement Program is assisting redevelopment of the Guardian Inn property with 37 housing units. TIF dollars were used for the Lakeside Apartments.

Hage presented the renderings for the Cemstone Redevelopment Area. DEED funds of $424,900 would help cover the demolition of the property, while DNR and MN Department of Health Grants can be used for conservation and wellhead protection. Additional infrastructure costs will be funded with TIF monies.

Hage said the EDA will be discussing a purchase price with Cemstone at a Special EDA Board Meeting to be held on August 23rd and presenting more information at a future Council meeting.

11. Arena LiveBarn Agreement:

Tim Hogan, Arena/Park Recreation Director, explained the LiveBarn streaming option came about last year due to COVID restrictions. LiveBarn allows parties to login and watch sporting activities from home. The City Attorney has reviewed the agreement and recommended some changes. LiveBarn has made all the requested changes and the revised agreement is recommending approval. The City of Windom has no financial responsibility in this proposal. LiveBarn provides all the equipment needed to offer this service. The Arena already has internet access in place. Arena staff can access their program to turn it on/off. The Arena will have signage showing that LiveBarn is being used and interested parties can sign up to use the service. The Arena would receive a percentage of membership fees collected. Local media can access the Arena for coverage of the events without violating the agreement.

Motion by Quade and second by Sherman to approve the Arena LiveBarn Agreement as proposed. Motion carried 4 – 0.

12. New Business:

Nasby requested Council to set the 2022 Budget workshop dates. Departments are turning in their budget to the Finance Director and individual meetings will be held to go over the line items. A preliminary budget levy will be available at the September 21st Council meeting.

Motion by Sherman and second by Quade to approve Budget Workshop Dates of October 4th and 6th starting at 6:00 PM each evening. Motion carried 4 – 0.

13. Old Business:

Quade reviewed action about the segment of 6th Street by Abby Hill. The Street Committee met and discussed its current use, future use and repair costs. She also requested input from emergency responders and the general public.

14. Council Comments:

Farag thanked the Hospital Committee and commended the audit results.

Quade was pleased with the County Fair turn out and enjoyed the good food. She encouraged attendance to the Welcoming Week Event on September 18th. Quade mentioned the August 21st Lions Dance at Tegels Park and promoted attendance. She ended reminding the public that school is starting soon and to watch for children and busses.

Sherman appreciated the conservative response the hospital has taken with the COVID funds. He also noted that the City of Windom's population numbers came back at 4,798 and is pleased with the growth of the town.

Grunig thanked Tom White and the Friends of the Library for their generous donations. He also acknowledged the County for the striping that was done on the County Roads through town.

Nasby appreciated everyone who attended the fair and its organizers.

Jones reiterated the fun the fair brought to the community. He thanked HyLife for their presence at the fair. He also encouraged attendance to the Welcoming Windom Event. Jones asked Street staff to consider painting the crosswalks before the start of school.

15. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:58 p.m.

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Dominic Jones, Mayor

Attest: ________________________________
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
SPECIAL MEETING
MINUTES
AUGUST 23, 2021

1. Call to Order: The meeting was called to order by President Clerc at 12:01 p.m.

2. Roll Call & Guest Introductions:

   EDA Commissioners: Rick Clerc, Ryan McNamara, Nancy Wepplo (by phone), Marv Grunig, and James Nelson.

   Also Present: EDA Staff – Drew Hage, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby; and Cottonwood County Liaison Kevin Stevens.

3. Approval of Minutes: August 9, 2021:

   Motion by Commissioner Grunig, seconded by Commissioner Nelson, to approve the Minutes of the EDA Meeting held on August 9, 2021. Motion carried 4-0. (Director Hage advised that Commissioner Wepplo would not be able to vote because she was attending by phone and that phone access information had not been included on the Agenda for the general public.)

4. Cemstone
   A. Closed Session – Land Negotiations
      1) Parcels: 25-025-0200 & 25-025-0201

   Director Hage reviewed the grants awarded for the Cemstone property from Minnesota Department of Health, Department of Natural Resources, and DEED. He displayed a map showing a proposed limited Phase I redevelopment of the Cemstone property which included 4 lake lots and the 3.3 acres by Cottonwood Lake Drive. Director Hage advised that the Board needed to go into closed session to discuss the negotiations and financing concerning purchase of the Cemstone property.

   Motion by Commissioner McNamara, seconded by Commissioner Grunig, to go into Closed Session. Motion carried 4-0.

   President Clerc closed the meeting to the public at 12:05 p.m. Present for the closed session were Commissioners Nelson, Grunig, McNamara, Clerc, and Wepplo (by phone); Director Hage, City Admin. Nasby, Liaison Stevens, and Admin. Asst. Hensen.

   Motion by Commissioner Grunig, seconded by Commissioner Nelson, to come out of closed session and authorize the EDA President to reopen the meeting to the public. Motion carried 4-0.

   President Clerc reopened the meeting to the public at 12:51 p.m.

   Director Hage summarized the closed session and said that it was the consensus of the EDA Board to approve Cemstone's proposed sales price for the property and approve preparation of a purchase agreement. The purchase agreement would be reviewed by the EDA Board on September 13th and then by the City Council. It was also the consensus of the Board for EDA Staff to prepare a proposed Request for Proposals (RFP) for review by the EDA Board at the September 13th Board Meeting. The RFP would solicit developers interested in purchasing the property from the EDA and assuming the responsibility for installation of infrastructure and lot sales.

5. New Business: None.

6. Unfinished Business: Director Hage provided an update on the market-rate apartment building project on the EDA Spec Building site. There was discussion regarding the Option Agreement and potential RFP for the property. There will be additional discussion at the regular EDA Board Meeting on September 13th.

7. Miscellaneous Information: None.

8. Adjourn: On consensus, President Clerc adjourned the meeting at 1:01 p.m.

Attest: ______________________________ ______________________________
Drew Hage, EDA Executive Director   Nancy Wepplo, EDA Secretary

TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COMMUNITY CENTER August 23rd, 2021

I. Call Meeting to Order. The meeting was called to order by VP Palm at 6:02 PM

II. Roll Call:

President:	Travis Eichstadt *Absent*	City Staff:	Steve Nasby
V President:	JD Palm	City Staff:	Jeff Dahna
Secretary:	*vacant*	Council Liaison:	Jayesun Sherman *Absent*
Commissioner:	Josh Peterson	Council Liaison:	Marv Grunig *Absent*
Commissioner:	Dirk Abraham	Media:	Dirk Abraham
Media:	Rahn Larson *Absent*	Others Present: -	

III. Approval of Minutes from June 28th, 2021 meeting

Motion by Abraham, to approve minutes from the June 28th, 2021 meeting. Seconded by Peterson. Motion approves 3 to 0.

IV. Project Updates: Dahna updates commissioners on Central Office (CO) Customer Serving Area (CSA) subscribers to E7-2 system, Outside Plant (OSP) Expansion – Co Rd 17, Gove Acres 17 housing lots, Guardian Inn project, and Cable TV Headend broadcaster network's equipment changes and upgrades.

V. Manager's Report: Dahna reports: Due to Telecom Dept staffing change, have been working shorthanded and working on the Local Number Porting process/changes.
-Guardian Inn Project – Current data service is a single delivery location bulk rate connection. Owner has changed plans and has requested pricing for data services, with WiFi equipment, delivered to each individual apartment. Custom rate and term agreement are required. Customer unhappy with the proposed rate. Reworked the 100Mb rate and added several other lower bandwidth rate options.
-2012 GMC Sierra 1500 truck (Telecom GM vehicle) is being outfitted for service work.
-Service van is not reliable. Telecom GM is using POV until another vehicle is sourced.
-Personnel Hiring– Telecom Outside Plant Technician internal transfer Jordan Bussa and Telecom Installer/Worker Technician candidate William (Bill) Rosa.

VI. New Business:
-Mankato Networks – Juniper Support Renewals – Core network elements, routers and switches.

> **Motion by Abraham, to approve the renewal of the Juniper Support renewals. Seconded by Peterson. Motion approved 3 – 0.**

-Purchase of a used core alignment fiber fusion splicer.

> **Motion by Abraham, to approve the purchase of a used core alignment fusion splicer to not to exceed $4,500. Seconded by Peterson. Motion approved 3 – 0.**

-Channel Lineup – Removal of Ch. 60 Trinity. Network has moved to a satellite that we do not have connection to. GM recommends Ch. 60 Trinity to be removed from the channel lineup.

> **Motion by Peterson, to remove Ch 60 Trinity Broadcasting Network (TBN) from channel lineup. Seconded by Abraham. Motion approved 3 – 0.**

-Disposition of 2006 Ford Econoline Van – engine is knocking and floor boards have rusted off. GM recommends selling the service van on online auction for surplus items.

> **Motion by Abraham, to declare the 2006 Ford Econoline Van surplus and sell in online auction. Seconded by Peterson. Motion approved 3 – 0.**

VII. Old Business:
Dahna updates commissioners on the Enterprise lease purchase of a 2022 Ford F-250 crew cab truck. 6-7 months before it can be delivered.
-Ch 12 KEYC CBS (Out of Market) signal reception issues. Windomnet Techs and Electric Dept staff removed, repaired and re-installed the antenna for channel 12 KEYC. The signal is greatly improved. The Turkey Buzzards had bent the antenna leads and damaged wiring.
Dahna covers STIR/SHAKEN and Video service updates.

VIII. Commissioner's concerns and questions:

IX. Set Next Telecom meeting: September 27th, 2021 at 6:00pm at the Community Center.

X. Adjourn: Meeting adjourned by unanimous consent at 7:12 pm.

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JD Palm, Telecom Committee Vice President

____
XXXX, Telecom Committee Secretary

Attest: ____________________________________
Jeff Dahna, Telecom General Manager

CITY OF WINDOM
PLANNING COMMISSION
MINUTES
AUGUST 24, 2021

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

2. Roll Call & Guest Introductions:

   Planning Commission: Marilyn Wahl, Jared Baloun, Ben Byam, Lorri Cole, Carol Hartman, and Brandon Pletcher. Absent: Brett Mattson and Jeremy Johnson.

   Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen; EDA Executive Director Drew Hage; and Rose Schroder and Travis Winter of Bolton & Menk (both by Zoom).

3. Approval of Minutes: July 7, 2021

   Motion by Commissioner Hartman, seconded by Commissioner Pletcher, to approve the Planning Commission Minutes for the Meeting held on July 7, 2021. Motion carried 6-0.

4. Shoreland Ordinance – Side Yard Setback - Discussion: Director Hage advised that the EDA is working on a purchase agreement with Cemstone and looking again at the proposed South Cottonwood Lake Subdivision. He said that the only shoreland left to be developed around Cottonwood Lake is in this area. They are proposing a plat for the lake lots and a planned unit development for the back lots. He had provided a memo outlining information on the City's Shoreland Ordinance.

   The Shoreland District in this area is an overlay zoning district for the underlying R-2 District. The more restrictive regulations apply which would mean that the regulations in the Shoreland District apply.

   Director Hage stated that currently the side yard setback for these lots is 20 feet on each side. The DNR is concerned with the 50-foot setback form the lake and lot coverage. The DNR does not have any recommended side yard setback which is left to each city to determine. Director Hage is requesting that the shoreland ordinance be changed to allow the side yard setback requirements in the underlying R-2 Zoning District to be effective. He said that the narrowest lot at the front yard setback would be 108 feet. He believes that the lakeshore lots would be more marketable if property owners could construct wider homes on these lots to have more rooms that face the lake.

   In response to questions: Zoning Admin. Spielman advised that the side yard setback in both the R-1 and R-2 Districts is a total of 20% of lot width at front yard setback divided evenly on each side of structure. Side yard setback on corner lots is the same as the front yard setback. The side yard setback varies for the other homes around Cottonwood Lake. Many of these homes around Cottonwood Lake were built as cabins and then enlarged to become permanent homes prior to the time of their annexation into the City.

   There was a question concerning density restrictions in the Shoreland District. Zoning Admin. Spielman advised that there are minimum lot size requirements that have to be met and you are only allowed one unit per lot and that is how density is controlled. You can increase density with a PUD, but there are several other requirements that must be met for a PUD. The Shoreland District covers all lots within 1,000 feet of the lake so the side yard setback would apply to the back (non-riparian) lots also. In the Shoreland District, there is a 50 foot setback from the lake with the initial 25% as the "shore impact zone" on which there are many restrictions.

   Director Hage said that many of the lots are pie-shaped and narrower at the lakeshore. The lots are also deeper. He said that there are Tiers 1, 2, 3, and 4 in this development. In the PUD, they are planning for duplexes, patio homes, and a 30-unit apartment building.

   One Commissioner questioned why we would reduce the side yard setbacks as typically they are increased and not reduced.

   In response to questions: Director Hage said that the dimensions of the lots in the proposed new subdivision are basically set to create more lots and more tax base. He said that there would be provisions for green space in the PUD.

Zoning Admin. Spielman recapped that this question came before the Planning Commission in February 2020 and the following were some of the questions and comments from that meeting as recorded in the Minutes: The Commissioners asked what realtors and contractors are telling the EDA about the existing side yard setbacks and whether the EDA has information concerning what other cities are doing regarding side yard setbacks for lake lots? Could you overlay the presentation on an aerial to show what the different size homes would look like on the lots in the draft lot layout map? Would it make prairie lots more appealing if there were larger side yard setbacks on the lake lots between houses so the owners of the prairie lots could see the lake? The Commissioners also asked what was being requested from the Planning Commission at this meeting.

Zoning Admin. Spielman advised that to change the side yard setback in the Shoreland Ordinance would require a code amendment by ordinance which includes two readings of the ordinance by the City Council and publication in the newspaper. Changing the Shoreland Ordinance might require review by the DNR; however, Tom Kresko, DNR Area Hydrologist, is not opposed to this change. The main concern of the DNR is setback from the lake and density.

Zoning Admin. Spielman commented that there is some merit in retaining the larger side yard setbacks which would allow more space between lake homes and room for more vegetation and screening between these homes. DNR talks about screening structures from the lakeshore and views from the lake under "leaf-on" conditions. The DNR's ultimate goal is to protect the shoreland.

Director Hage outlined the acreage of the proposed 11 lakeshore lots and the widths of the lakeshore lots at the front yard setback which range from 108 feet to 127 feet. Director Hage said that they would bring back a sample ordinance.

The Commissioners requested that Director Hage bring more information to the next meeting including what other cities (St. James, Worthington, and Fairmont) have for side yard setbacks in their Shoreland Districts; if it was possible to have a site plan rendering showing the houses on the lots with different side yard setbacks or is there a cost to that?

Director Hage will e-mail information and a lot layout to Zoning Admin. Spielman to forward to the Commissioners and then bring the matter back to the next Planning Commission Meeting.

5. Land Use Code Review
   A. Proposed Process and Statutory Reference Revisions: Rose Schroder from Bolton & Menk reviewed and explained specific items listed in her July 21st Memo relating to preliminary suggested process revisions, clarifications of Code language, and questions concerning compliance with current Minnesota State Statutes. She also discussed questions with the Commissioners to help define areas of the zoning code for more in-depth review. Travis Winter from Bolton & Menk was also online for the presentation.

6. Other Business/Reports: None.

7. Unfinished Business: Zoning Admin. Spielman advised that he will follow up with each Commissioner to verify that we have the correct contact information and then that information will be posted on the City's website. (Commissioners had a choice of phone number, cell phone number, personal e-mail address, or City-issued e-mail address to use as their contact information.)

8. New Business: The next Planning Commission Meeting is scheduled for September 14, 2021.

9. Planning Commission Comments, Concerns, Suggestions: None.

10. Adjourn: On consensus, Chairperson Wahl adjourned the meeting at 8:51 p.m.

Attest:______________________________ ______________________________

Andrew W. Spielman, Zoning Administrator | Marilyn Wahl, Chairperson

UTILITY COMMISSION MINUTES
Council Chambers
August 25, 2021

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan and Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Steve Nasby, City Administrator; Leesa Arndt, Utility Billing/Analyst; Ryan Anderson, Water/Wastewater Superintendent; Drew Hage, Development Director (10:45 AM)

APPROVE MINUTES

Motion by Francis second by Riordan to approve the July 28, 2021 Minutes. Motion carried 3 – 0.

WATER/WASTEWATER ITEMS

Landfill Sampling – Tom Shustarich, Wenck/Stantec
Tom Shustarich (via Zoom), Wenck/Stantec, reviewed the data from the Winter and Spring Groundwater Report. Samples collected were tested for PFAS as requested by the MPCA and EPA. He noted all tested chemical/contaminant limits were within the acceptable ranges. Shustarich does not foresee more PFAS testing, unless notified by MPCA and EPA.

The Commission asked to correct the Recovery Well Operation gallons pumped amount (missing digit) and to update the Well Site Maps. Nasby noted a clarification was made with the MPCA as a reading was read as parts per million, instead of the correct parts per trillion. The Commission thanked Shustarich for the report. The last sampling will be completed in October.

Wastewater Treatment Plant – Final Payment & Change Order
Kelly Yahnke, Bolton & Menk, presented the change order for the Wastewater Treatment Plant Project that reduces the final cost of the project $49,595.30. He said Gridor has some minor items that must be completed before the City releases the monies to Gridor in the escrow holding account. He is recommending the Commission approve the Change Order and Final Payment.

Anderson noted that they are still fine tuning the chemical settings but is overall pleased with the plant.

Motion by Riordan second by Francis to accept the Change Order #3 – Wastewater Treatment Facility Improvement Project for Gridor Construction. Motion carried 3 – 0.

TORO – SIU Discussion
Yahnke and Anderson said that TORO was notified that due to cleaning discharge tanks, the City of Windom experienced a spike in phosphorus. An SIU may be necessary to be in compliance with MPCA/EPA requirements as an industrial user discharging metals into grey water.

Anderson mentioned that HyLife is discharging more TKN than included in their SIU. With the 40% increase in carbon cost, their SIU will be impacted. Staff will work with offering solutions to decrease the discharge numbers into the treatment plant.

Sewer Rates Discussion

Anderson pointed out the sewer rate Resolution UT #2018-11-01 includes increases through 2021. Staff will work with Bolton & Menk to discuss an inflationary increase after budgeting and SIU Agreements are reviewed.

Other Water/Wastewater Items

Anderson said the lightning strike at the Wastewater Treatment Facility will cost an estimated $10,000; of which $1,000 is the insurance deductible.

Windom Area Development Corp -Discussion

Drew Hage, Development Director, said the City of Windom currently transfers $1,200 monthly to the Windom Area Development Corp. The organization is currently seeking establishing a non-profit Windom Area Development Group for tax liability benefits. Hage asked the Commission to consider switching the monthly contribution to the non-profit group once established. Commission discussion the legalities of being able to contribute to a non-profit. Nasby said that the City is able to offer business assistance, but is awaiting further legal direction from the City Attorney. The item will be revisited when legal has more information.

Workplace Accident & Injury Reduction Program

Nasby said the City of Windom has had an AWAIR Program in place as required by the State of Minnesota. Windom works with MMUA for implementation and the last update to the AWAIR Program was in 2010-2011. The MMUA Safety Consultant has updated the policy and is recommending approval for a continuation of service.

Motion by Riordan second by Francis to approve the AWAIR Program as presented. Motion carried 3 – 0.

ELECTRIC ITEMS

Turbine Replacement Update

Sykora relayed to the turbine repair technician that they will not be completing any repairs and seeking to decommission the turbine. The technician will seek any interested parties in the remaining useful turbine parts. Sykora said that once the Fuel Tank Project begins, the turbine will be off-line and CMPAS will be notified.

Sykora said the plant will be short 2 MW of emergency generation. DGR is working on air models for diesel generation at both the powerhouse and the north edge of town. The needed generation must be EPA compliant. The Commission requested input from the Railroad, State of MN (near highway), and the public.

Fuel Tank Update

Sykora reviewed the fuel tank drawings, specifications, and the advertisement for bids. The Commission asked about the diesel fuel gelling before it is used in the generators. Sykora stated that it will be pulled into the inside holding tank and will have ample time to be filtered and warmed before being pulled into the generators.

Motion by Riordan second by Francis to approve the Advertisement for Bids for the Fuel Tank Replacement Project. Motion carried 3 – 0.

Sykora said the plant will have a standby tank available for generation during the project. Bid Opening is scheduled for September 16th and will be presented at City Council September 21st for approval contingent upon the Utility Commission approval. He is hopeful for a 2021 completion. MPCA will be onsite during the removal of the old underground tank.

Other Electric Items

The annual CMPAS meeting will be held on October 20th in Kasota, at the Chankaska Event Center. The Commission was encouraged to attend.

Sykora said out of 20 nonpayment tags, three customers were disconnected.

Sykora stated the State of Minnesota passed legislation extending the cold weather period from October 1st through April 30th (30 additional days). They are requiring that providers sent the number of disconnection notices, city and zip code jurisdiction to them. The Department of Commerce is fine-tuning how they want to receive this data.

Sykora spoke with HyLife engineers as they intend to expand their processing plant and will need more capacity. He said this additional power will require a line upgrade from 24th Street to the plant along with switching load to two circuits at the power house. Sykora will inform them of the potential costs. These costs may be partially reimbursable if/when a substation is placed on the north edge of town to better serve the plant.

REGULAR BILLS

Motion by Riordan second by Francis to approve the Regular Bills. Motion carried 3 – 0.

Sykora passed out an additional DGR Engineering bill for the Fuel Tank Replacement Project in the amount of $11,250. The engineering costs are now at 50% for the project.

Motion by Riordan second by Francis to approve the DGR bill in the amount of $11,250. Motion carried 3 – 0.

OLD BUSINESS

Anderson said that Bargan Inc. is completing warranty work on the asphalt pad that tanks are using to unload carbon and load sludge. Staff noted that smudging occurring on the resurfaced areas. Commission discussed the warranty work asked staff for engineering input.

NEW BUSINESS

The next meeting was set for September 22nd at 10:00 in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 11:50 am

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Mike Schwalbach, Chairperson

Attest: ________________________________

Steve Nasby, City Administrator

Windom, MN

Expense Approval Report
By Fund

Payment Dates 8/14/2021 - 9/3/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
AT & T MOBILITY	287293102788X05032021	05/24/2021	POLICE/TELEPHONE	100-42120-321	-559.81
NORTHWINDS PET RESORT, LL	3VRPID-653	08/24/2021	POLICE-BOARDING 1 DOG	100-42120-334	44.00
INDOFF, INC	3489998	08/03/2021	SUPPLIES	100-41910-200	3.24
AT & T MOBILITY	287293102788X08032021	08/12/2021	POLICE-TELEPHONE	100-42120-321	482.02
AMAZON CAPITAL SERVICES, I	1FJ6-V3W7-R9VJ	08/04/2021	POLICE-HANDCUFF CASE KIT	100-42120-218	25.99
HOMETOWN SANITATION SER	0000426070	08/02/2021	REFUSE DISPOSAL	100-41940-384	97.99
COTTONWOOD CO SOLID WA	3613	08/17/2021	042/DISPOSAL/1536 2ND AVE	100-41910-480	43.61
COTTONWOOD CO SOLID WA	3613	08/17/2021	042/REFUSE DISPOSAL	100-45202-384	100.80
COTTONWOOD CO SOLID WA	3613	08/17/2021	042/REFUSE DISPOSAL	100-45202-384	50.88
HOMETOWN SANITATION SER	426071	08/02/2021	STREETS-REFUSE DISPOSAL	100-43100-384	97.99
HOMETOWN SANITATION SER	426072	08/02/2021	PARKS-REFUSE DISPOSAL	100-45202-384	55.98
HOMETOWN SANITATION SER	426090	08/02/2021	PARKS-REFUSE DISPOSAL	100-45202-384	23.40
HOMETOWN SANITATION SER	426091	08/02/2021	PARKS-REFUSE DISPOSAL	100-45202-384	32.98
HOMETOWN SANITATION SER	426092	08/02/2021	PARKS-REFUSE DISPOSAL	100-45202-384	40.60
HOMETOWN SANITATION SER	426093	08/02/2021	PARKS-REFUSE DISPOSAL	100-45202-384	59.98
HOMETOWN SANITATION SER	426127	08/03/2021	FIRE-REFUSE DISPOSAL	100-42220-384	46.19
HOMETOWN SANITATION SER	426133	08/02/2021	PARKS-REFUSE/DISPOSAL	100-45202-384	20.99
ALPHA WIRELESS - MANKATO	12616	08/02/2021	POLICE-RADIO UNITS	100-42120-323	108.00
SCB PUBLIC FINANCE	08-04-2021	08/04/2021	POLICE-(2) 2019 FORD F150	100-42120-419	1,054.07
DUININCK	547633	08/17/2021	STREET MAINTENANCE MATE	100-43100-224	647.80
MIKE'S LLC	599	08/04/2021	POLICE-DATA PROCESSING	100-42120-323	273.99
INDOFF, INC	3493844	08/16/2021	CITY OFFICE/SUPPLIES	100-41310-200	9.74
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	100-42120-480	4.99
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	100-42220-211	12.58
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	100-43100-200	15.98
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	100-45120-217	11.99
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	100-45202-406	49.73
ARAMARK	256000018010	08/16/2021	FIRE/AMBULANCE/SUPPLIES/	100-42220-211	47.06
INDOFF, INC	3494542	08/18/2021	POLICE-PAPER	100-42120-200	47.90
FURTHER (Select Account)	15787016	08/12/2021	FLEX SPENDING	100-41310-217	143.00
BLUE CROSS/BLUE SHIELD	210802157518	08/12/2021	BLUE CROSS BLUE SHIELD INS-	100-42120-480	743.50
BLUE CROSS/BLUE SHIELD	210802157518	08/12/2021	BLUE CROSS BLUE SHIELD INS-	100-43100-480	743.50
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	100-43100-404	337.98
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	100-43100-405	8.93
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	100-43100-405	21.99
DUININCK	547649	08/17/2021	STREET/SMALL TOOLS	100-43100-224	1,555.26
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	100-42220-217	45.48
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	100-43100-224	49.99
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	100-43100-404	9.33
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	100-43100-406	39.34
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	100-45202-216	239.96
SMITH AUTO SUPPLY - CARQU	JULY 2021	08/12/2021	JULY-MAINTENANCE	100-43100-404	47.69
AT & T MOBILITY	287293102788X05032021-1	08/12/2021	POLICE/PHONE	100-42120-321	559.81
INDOFF, INC	3495409	08/17/2021	CITY HALL/SUPPLIES	100-41310-200	16.35
DALTON JOBE	49963-6	08/13/2021	UNAPPLIED CASH	100-20191	41.06
WINDOM AREA SCHOOLS	5376-3 & 6925-0	08/13/2021	EARLY CHILD LEARN. CTR/ECF	100-20191	1.78
WINDOM AREA SCHOOLS	5376-3 & 6925-0	08/13/2021	UNAPPLIED CASH	100-20191	4.52
INDOFF, INC	3495799	08/20/2021	P&Z-BLACK CARTRIDGE	100-41910-200	17.50
DGR ENGINEERING	00248547	08/24/2021	COMM CUL-DE-SAC/DOLLLAR	100-43100-439	6,842.50
DANA WALLACE	08-08-2021	08/17/2021	POLICE-DARE CONFERENCE	100-42120-334	547.72
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	100-41310-321	423.59
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	100-41910-321	47.07
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	100-42220-321	94.13

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	100-43100-321	141.20
COTTONWOOD CO AUD/TREA	SEPT 2021	08/17/2021	LEGAL FEES	100-42120-304	3,957.50
COTTONWOOD CO AUD/TREA	SEPT 2021	08/17/2021	RENT FEE	100-42120-412	1,950.00
INTERNAL REVENUE SERVICE	08-18-21	08/18/2021	2ND QUARTER 2020/OPERATI	100-41310-217	504.12
DUININCK	547791	08/24/2021	STREET MAINTENANCE MATE	100-43100-224	1,567.02
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	100-20202	6,942.00
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	100-20202	70.00
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	100-20202	24,442.00
MIDWAY FARM EQUIPMENT I	RM00405	08/23/2021	STREET MAINTENANCE MATE	100-43100-224	1,800.00
EMERGENCY APPARATUS MAI	119689	08/26/2021	MAINTENANCE/TANKER 22	100-42220-405	812.73
EMERGENCY APPARATUS MAI	119719	08/26/2021	MAINTENANCE/E-20	100-42220-405	1,844.47
EMERGENCY APPARATUS MAI	119723	08/26/2021	MAINTENANCE/ENGINE E-23	100-42220-405	2,224.21
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-41110-326	24.61
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-41310-321	81.54
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-41310-326	314.44
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-41910-321	62.70
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-41940-381	509.21
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-41940-382	73.01
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-41940-385	153.15
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-42220-321	42.88
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-42220-321	30.64
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-42220-381	427.74
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-42220-382	12.78
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-42220-385	28.54
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-42500-381	31.11
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-43100-217	70.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-43100-321	46.26
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-43100-381	249.65
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-43100-381	638.41
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-43100-382	20.10
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-43100-385	43.73
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-45202-326	466.67
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-45202-381	697.90
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-45202-382	7,980.67
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	100-45202-385	259.52
STEVE NASBY	08-18-2021	08/24/2021	LMC POLICY COMM #2/TRAV	100-41310-331	170.24
LEASE FINANCE PARTNERS	08-20-21	08/24/2021	POLICE-DATA PROCESSING	100-42120-326	534.00
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	100-41910-321	41.50
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	100-43100-321	42.32
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	100-41310-133	64.00
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	100-41910-133	24.00
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	100-42120-133	160.00
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	100-43100-133	80.00
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	100-45202-133	16.00
COUNTRY PRIDE SERVICE	1800077	08/26/2021	STREET/MOTOR FUELS	100-45202-212	810.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	100-41940-383	45.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	100-42220-383	197.51
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	100-43100-383	46.43
SMITH AUTOMOTIVE CO	38773	08/26/2021	STREET/MAINTENANCE/TIRES	100-43100-404	105.45
ALPHA WIRELESS - MANKATO	12859	08/26/2021	FIRE-RADIO UNIT SUPPLIES	100-42220-323	51.00
COUNTRY PRIDE SERVICE	9000820	09/01/2021	STREET/MOTOR FUELS	100-43100-212	24.00
GREEN EARTH RECYCLING, LL	INV0002	09/01/2021	OPERATING SUPPLIES	100-41940-211	10.00
MELISSA PENAS	AUG. 2021	09/01/2021	CLEANING/CITY HALL	100-41940-406	460.00
SANDRA HERDER	AUG. 2021	09/01/2021	CLEANING/CITY HALL	100-41940-406	460.00
CONVENT. & VISITOR BUREAU	JULY 2021	09/01/2021	JULY LODGING TAX/AMERICIN	100-41110-491	4,376.20
CONVENT. & VISITOR BUREAU	JULY 2021	09/01/2021	JULY LODGING TAX/RED CARP	100-41110-491	941.67
				Fund 100 - GENERAL Total:	**82,712.47**

Fund: 211 - LIBRARY

SCHWALBACH HARDWARE	7/25/21	08/16/2021	WATER COOLER INSTALLED/M	211-45501-406	2,736.84
SCHWALBACH HARDWARE	7/25/21	08/16/2021	AIR CONDIT. UNIT/MAINTENA	211-49950-500	11,563.36

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	211-45501-321	161.28
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	211-45501-326	70.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	211-45501-381	333.89
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	211-45501-382	19.18
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	211-45501-385	40.81
PLUM CREEK LIBRARY	IV25659	08/24/2021	LIBRARY-SUPPLIES	211-45501-200	40.60
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	211-45501-133	16.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	211-45501-383	45.00
SANDRA HERDER	AUG. 2021	09/01/2021	CLEANING/LIBRARY	211-45501-402	448.50
MELISSA PENAS	AUG. 2021	09/01/2021	CLEANING/LIBRARY	211-45501-402	448.50
				Fund 211 - LIBRARY Total:	**15,923.96**
Fund: 225 - AIRPORT					
TANKNOLOGY INC	1565894	08/23/2021	AIRPORT/MAINTENANCE - GR	225-45127-406	713.50
BEST OIL COMPANY	53613	08/17/2021	MERCHANDISE	225-45127-264	14,665.70
TROY IVEY	08-09-21	08/12/2021	AIRPORT/VEHICLE REPAIR	225-45127-480	365.86
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	225-45127-217	2.59
SOUTHWEST MN BROADBAN	886 08-15-21	08/17/2021	AIRPORT/TELEPHONE	225-45127-321	27.54
SEH	409642	09/01/2021	AIRPORT/CAPITAL OUTLAY	225-49950-500	5,300.00
				Fund 225 - AIRPORT Total:	**21,075.19**
Fund: 230 - POOL					
NORBERG PAINTS	S0125783	08/24/2021	POOL-MAINT/STRUCTURE	230-45124-402	626.20
HAWKINS, INC	4996382	08/03/2021	POOL-CHEMICALS	230-45124-216	448.79
AH HERMEL COMPANY	886763/886763	08/03/2021	POOL-CONCESSIONS	230-45124-260	427.45
ATLANTIC COCA-COLA	993052	08/24/2021	POOL-CONCESSIONS	230-45124-260	136.11
HOMETOWN SANITATION SER	426094	08/03/2021	POOL-REFUSE DISPOSAL	230-45124-384	95.99
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	230-45124-200	5.18
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	230-45124-211	29.98
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	230-45124-216	25.98
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	230-45124-217	42.23
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	230-45124-402	5.99
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	230-45124-460	397.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	230-45124-217	203.33
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	230-45124-321	64.72
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	230-45124-381	995.27
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	230-45124-382	1,164.47
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	230-45124-385	46.90
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	230-45124-383	1,421.66
				Fund 230 - POOL Total:	**6,137.25**
Fund: 235 - AMBULANCE					
BOUND TREE MEDICAL, LLC	84147624	08/04/2021	AMBULANCE-GLOVES	235-42153-217	80.24
LEWIS FAMILY DRUG, LLC	07/31/21	08/16/2021	AMBULANCE/OPERATING SUP	235-42153-217	3.73
HOMETOWN SANITATION SER	426127	08/03/2021	AMBU-REFUSE DISPOSAL	235-42153-384	30.80
TIM HACKER	08-02-2021	08/02/2021	MEALS/LODGING/ AMB. PICN	235-42153-334	119.28
TIM HACKER	07-27-21-08-02-21	08/09/2021	AMBULANCE-MEALS/LODGIN	235-42153-334	113.06
ARAMARK	256000018010	08/16/2021	FIRE/AMBULANCE/SUPPLIES/	235-42153-406	31.37
MEMSA	81621	08/18/2021	CONFERENCE REGISTRATION	235-42153-308	900.00
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	235-42153-321	188.26
BOUND TREE MEDICAL, LLC	84172366	08/26/2021	AMBULANCE/OPERATING SUP	235-42153-217	371.04
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	235-42153-321	28.58
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	235-42153-381	285.16
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	235-42153-382	8.52
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	235-42153-385	19.02
KIM POWERS	08-09-21-08-18-21	08/24/2021	AMBULANCE-MEALS/LODGIN	235-42153-334	93.05
LANDON JOHNSON	08-13-21	08/24/2021	AMBULANCE-MEALS/LODGIN	235-42153-334	16.44
DONNA MARCY	08-14-2021	08/24/2021	AMBULANCE-MEALS/LODGIN	235-42153-334	14.12
TIM HACKER	08-14-21	08/24/2021	AMBULANCE-MEALS/LODGIN	235-42153-334	8.66
JIM AXFORD	08-17-21	08/24/2021	AIRPORT-MEALS/LODGING	235-42153-334	17.82
JODI JOHNSON	08-17-21-08-22-21	08/24/2021	AMBULANCE-MEALS/LODGIN	235-42153-334	116.82
BUCKWHEAT JOHNSON	08-17-21	08/24/2021	AMBULANCE-MEALS/LODGIN	235-42153-334	23.87

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	235-42153-383	131.68
				Fund 235 - AMBULANCE Total:	**2,601.52**
Fund: 250 - EDA GENERAL					
INDOFF, INC	3489998	08/03/2021	SUPPLIES	250-46520-200	3.24
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INSERT COMMUNITY FB	250-46520-340	226.49
LOOP NET	114500690-1	08/16/2021	EDA/AUGUST 2021/ADVERTIS	250-46520-340	69.00
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	250-46520-439	695.96
LAMPERTS YARDS, INC.	951498	08/17/2021	EDA-KAYAK RENTAL PROGRA	250-46520-439	28.91
MN ENERGY RESOURCES	050866730900003	08/20/2021	EDA-	250-46520-383	48.09
DREW HAGE	08-13-21	08/16/2021	EDA/MILAGE/MEALS/LODGIN	250-46520-331	171.92
DREW HAGE	08-13-21	08/16/2021	EDA/MILAGE/MEALS/LODGIN	250-46520-334	111.70
EHLERS & ASSOC., INC.	87910	08/16/2021	EDA/TIF REPORTING/CONSUL	250-46520-301	5,865.00
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	250-46520-321	94.13
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	250-46520-321	257.48
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	250-46520-321	62.70
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	250-46520-381	97.22
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	250-46520-382	18.56
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	250-46520-385	35.18
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	250-46520-321	27.94
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	250-46520-133	24.00
GREEN EARTH RECYCLING, LL	INV0002	09/01/2021	OPERATING SUPPLIES	250-46520-200	30.00
				Fund 250 - EDA GENERAL Total:	**7,867.52**
Fund: 254 - NORTH IND PARK					
MICKY MASTERS	1013	08/16/2021	EDA/NWIP/MAINTENANCE -	254-46520-406	425.00
				Fund 254 - NORTH IND PARK Total:	**425.00**
Fund: 303 - 2007 STREET IMPROVEMENT					
EHLERS & ASSOC., INC.	87695	08/12/2021	2012A BOND	303-47000-480	380.00
				Fund 303 - 2007 STREET IMPROVEMENT Total:	**380.00**
Fund: 305 - 2009 STREET IMPROVEMENT					
EHLERS & ASSOC., INC.	87695	08/12/2021	2017C BOND	305-47000-480	380.00
				Fund 305 - 2009 STREET IMPROVEMENT Total:	**380.00**
Fund: 306 - 2013 STREET IMPROVEMENT					
EHLERS & ASSOC., INC.	87695	08/12/2021	2013B BOND	306-41000-480	380.00
				Fund 306 - 2013 STREET IMPROVEMENT Total:	**380.00**
Fund: 307 - 2017 STREET PROJECT					
EHLERS & ASSOC., INC.	87695	08/12/2021	2017A BOND	307-41000-480	380.00
				Fund 307 - 2017 STREET PROJECT Total:	**380.00**
Fund: 308 - 2020 STREET PROJECT					
EHLERS & ASSOC., INC.	87695	08/12/2021	2020B BOND	308-41000-480	380.00
EHLERS & ASSOC., INC.	87695	08/12/2021	2020C BOND	308-41000-480	380.00
DGR ENGINEERING	00248539	08/23/2021	2020 STREET IMPOVEMENTS	308-20200	821.02
				Fund 308 - 2020 STREET PROJECT Total:	**1,581.02**
Fund: 401 - GENERAL CAPITAL PROJECTS					
ROSENBAUER SOUTH DAKOTA	0000093709	08/12/2021	FD-TRUCK-COMMANDER CHA	401-49950-502	225,802.00
BOLTON & MENK, INC.	0274023	08/17/2021	B/Z-LAND USE & ZONING COD	401-49950-506	640.00
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**226,442.00**
Fund: 601 - WATER					
HAWKINS, INC	4990867	07/23/2021	WATER-CHEMICALS	601-49400-216	508.42
STANTEC CONSULTING SERVIC	1815179	08/18/2021	WATER/LANDFILL	601-49400-386	3,967.75
INNOVATIVE SYSTEMS LLC	56425	08/03/2021	WATER-DATA PROCESSING	601-49400-326	760.50
INNOVATIVE SYSTEMS LLC	56570	08/04/2021	WATER-DATA PROCESSING	601-49400-326	517.50
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE POSTAGE	601-49400-322	211.61
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE POSTAGE	601-49400-326	168.48
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INSERT	601-49400-350	0.53
MN VALLEY TESTING	1101120	08/16/2021	WATER/LANDFILL	601-49400-386	1,220.00
MN VALLEY TESTING	1101339	08/12/2021	23162/WATER/LAB TESTING	601-49400-310	79.00
EHLERS & ASSOC., INC.	87695	08/12/2021	2020D BOND	601-49400-480	190.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	210802157518	08/12/2021	BLUE CROSS BLUE SHIELD INS-	601-49400-480	743.50
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	601-49400-405	5.30
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	601-49400-404	32.13
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	601-49400-321	141.20
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	601-49400-321	51.42
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	601-49400-326	70.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	601-49400-381	5,230.15
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	601-49400-382	17.94
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	601-49400-385	36.81
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	601-49400-386	1,092.09
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	601-49400-321	99.64
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	601-49400-133	48.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	601-49400-383	471.65
GREEN EARTH RECYCLING, LL	INV0002	09/01/2021	OPERATING SUPPLIES	601-49400-217	40.00
				Fund 601 - WATER Total:	**15,703.62**
Fund: 602 - SEWER					
MN VALLEY TESTING	1098880	08/02/2021	LAB TESTING	602-49450-310	254.40
HACH COMPANY	12559893	08/26/2021	SEWER-OPERATING SUPPLIES	602-49450-217	793.91
MN VALLEY TESTING	1099554	08/03/2021	LAB TESTING	602-49450-310	163.20
MN VALLEY TESTING	1099772	08/03/2021	LAB TESTING	602-49450-310	103.20
MN VALLEY TESTING	1099978	08/03/2021	LAB TESTING	602-49450-310	254.40
HOMETOWN SANITATION SER	0000426074	08/03/2021	REFUSE DISPOSAL	602-49450-384	99.99
INNOVATIVE SYSTEMS LLC	56425	08/03/2021	SEWER-DATA PROCESSING	602-49450-326	760.50
MN VALLEY TESTING	1100389	08/12/2021	23162/SEWER/LAB TESTING	602-49450-310	163.20
MN VALLEY TESTING	1100893	08/12/2021	23162/SEWER/LAB TESTING	602-49450-310	317.60
MN VALLEY TESTING	1100910	08/12/2021	23162/SEWER/LAB TESTING	602-49450-310	103.20
INNOVATIVE SYSTEMS LLC	56570	08/04/2021	SEWER-DATA PROCESSING	602-49450-326	517.50
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE POSTAGE	602-49450-322	211.59
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE POSTAGE	602-49450-326	168.48
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INSERT	602-49450-350	0.53
MID-AMERICAN RESEARCH C	0738909-IN	08/18/2021	SEWER-OPERATING SUPPLIES	602-49450-217	894.00
HACH COMPANY	12581215	08/30/2021	SEWER/LAB TESTING	602-49450-310	330.00
HAWKINS, INC	5001513	08/12/2021	SEWER/CHEMICALS	602-49450-216	533.52
MN VALLEY TESTING	1101447	08/18/2021	SEWER-LAB TESTING	602-49450-310	163.20
EHLERS & ASSOC., INC.	87695	08/12/2021	2020D BOND	602-49450-480	190.00
MN VALLEY TESTING	1102039	08/18/2021	SEWER-LAB TESTING	602-49450-310	103.20
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	602-49450-405	5.30
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	602-49450-405	10.79
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	602-49450-404	11.99
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	602-49450-321	94.13
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	602-49450-321	177.63
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	602-49450-326	70.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	602-49450-381	13,936.31
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	602-49450-382	191.98
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	602-49450-321	121.52
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	602-49450-133	32.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	602-49450-383	48.93
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	602-49450-383	18.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	602-49450-383	21.03
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	602-49450-383	18.00
				Fund 602 - SEWER Total:	**20,883.23**
Fund: 604 - ELECTRIC					
WERNER ELECTRIC	S010473181.001	07/07/2021	INVENTORY	604-14200	3,690.00
ELECTRIC FUND	7-26-21 - 08-08-21	08/12/2021	ELECTRIC/EAST HILL/LABOR	604-16300	6,586.32
CMP - CENTRAL MUNICIPAL P	7108	08/12/2021	ELECTRIC/ENERGY/TRANSMIS	604-49550-263	227,610.79
CMP - CENTRAL MUNICIPAL P	7108	08/12/2021	ELECTRIC/ENERGY	604-49550-263	165,825.29
CMP - CENTRAL MUNICIPAL P	7108	08/12/2021	EL/ENERGY/CIP CONSERVATIO	604-49550-450	2,970.80
HOMETOWN SANITATION SER	426075	08/09/2021	ELECTRIC-REFUSE DISPOSAL	604-49550-384	99.99
INNOVATIVE SYSTEMS LLC	56425	08/03/2021	ELECTRIC-DATA PROCESSING	604-49550-326	1,521.00
INNOVATIVE SYSTEMS LLC	56570	08/04/2021	ELECTRIC-DATA PROCESSING	604-49550-326	1,035.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE POSTAGE	604-49550-322	211.61
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE POSTAGE	604-49550-326	168.48
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INSERTS	604-49550-350	0.53
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	604-49550-241	79.94
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	604-49550-406	32.99
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	604-49550-408	25.73
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	604-49550-405	2.49
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	604-49550-241	45.99
DEPARTMENT OF ENERGY	BFPB00800721	08/09/2021	ELECTRIC-/POWER RESALE	604-49550-263	83,013.84
ELECTRIC FUND	08-12-21	08/12/2021	ELECTRIC EAST HILL NEW CON	604-16300	999.84
GINA SIDLE	17431-6	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
DAWN KAELKE	24875-7	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
DES MOINES VALLEY HEALTH	2859-1	08/16/2021	HOLLY WEINBERG-UTILITY PR	604-22000	198.58
JUDITH SETHRE	29482-2	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
ROGER MORPHEW ESTATE	41232-6	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
JOEL A RIOS LORENZANA	41259-7	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
DE LEON LLC	47402-4	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
MICHAEL PAYANO	57643-6	08/16/2021	ELECTRIC UTILITY PREPAYMEN	604-22000	300.00
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	604-49550-321	235.33
GDF ENTERPRISES, INC	A20543	08/20/2021	EQUIP MAINTENANCE	604-49550-404	94.38
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	604-49550-460	64.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	604-49550-321	78.86
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	604-49550-326	191.37
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	604-49550-381	117.64
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	604-49550-382	23.95
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	604-49550-385	51.28
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	604-49550-321	137.71
ELECTRIC FUND	08-09-21 - 08-22-21	08/24/2021	EAST HILL/TRANSMISSION PR	604-16300	16,402.47
DAN MCDONALD	08-23-21 REBATE	08/24/2021	CONSERVATION - ENERGY REB	604-49550-450	350.00
KARLENE HUNTER	08-23-21 REBATE	08/23/2021	CONSERVATION - ENERGY REB	604-49550-450	300.00
MARK WOIZESCHKE	08-23-21 REBATE	08/24/2021	CONSERVATION - ENERGY REB	604-49550-450	300.00
JASON SYKORA	08-18-21	08/24/2021	ELECTRIC/TRAVEL EXPENSE	604-49550-331	237.44
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	604-49550-133	112.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	604-49550-383	45.00
RESCO - RURAL ELECTRIC SUP	833062-00	08/30/2021	ELECTRIC/OPERATING SUPPLI	604-49550-217	1,019.49
RESCO - RURAL ELECTRIC SUP	823275-00	08/30/2021	ELECTRIC/INVENTORY	604-14200	12,973.51
WINDOM AREA DEVELOPME	SEPT 2021	09/01/2021	PAYMENTS TO OTHER ORGANI	604-49550-491	1,200.00
				Fund 604 - ELECTRIC Total:	**530,153.64**

Fund: 609 - LIQUOR STORE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ATLANTIC COCA-COLA	2872472	08/12/2021	LIQOUR-SOFT DRINKS/MIX	609-49751-254	160.22
BEVERAGE WHOLESALERS	176948	07/29/2021	LIQUOR/MERCHANDISE	609-49751-252	8,546.05
BEVERAGE WHOLESALERS	176948	07/29/2021	LIQUOR/MERCHANDISE	609-49751-254	116.00
BEVERAGE WHOLESALERS	176949	08/02/2021	BEER	609-49751-252	716.80
WINDOM AREA CHAMBER OF	3590	08/26/2021	LIQUOR/ADVERTISING	609-49751-340	75.00
DOLL DISTRIBUTING, LLC	581397	08/02/2021	LIQOUR-BEER	609-49751-252	1,190.00
SOUTHERN GLAZER'S OF MN	2108070	08/02/2021	LIQUOR	609-49751-251	6,513.23
SOUTHERN GLAZER'S OF MN	2108070	08/02/2021	LIQUOR	609-49751-333	111.04
SOUTHERN GLAZER'S OF MN	2108071	08/02/2021	SOFT DRINKS & MIXES	609-49751-254	26.00
SOUTHERN GLAZER'S OF MN	2108071	08/02/2021	SOFT DRINKS & MIXES	609-49751-333	2.05
SOUTHERN GLAZER'S OF MN	2108072	08/02/2021	WINE	609-49751-253	402.00
SOUTHERN GLAZER'S OF MN	2108072	08/02/2021	WINE	609-49751-333	16.40
PHILLIPS WINE & SPIRITS	6245435	08/02/2021	LIQUOR	609-49751-251	2,140.65
PHILLIPS WINE & SPIRITS	6245435	08/02/2021	LIQUOR	609-49751-333	22.92
PHILLIPS WINE & SPIRITS	6245436	08/02/2021	WINE/SOFT DRINKS & MIXES	609-49751-253	455.75
PHILLIPS WINE & SPIRITS	6245436	08/02/2021	WINE/SOFT DRINKS & MIXES	609-49751-254	53.50
PHILLIPS WINE & SPIRITS	6245436	08/02/2021	WINE/SOFT DRINKS & MIXES	609-49751-333	24.36
BELLBOY CORP	0090536500	08/02/2021	LIQUOR/WINE	609-49751-251	2,202.03
BELLBOY CORP	0090536500	08/02/2021	LIQUOR/WINE	609-49751-253	112.00
BELLBOY CORP	0090536500	08/02/2021	LIQUOR/WINE	609-49751-333	47.32
BEVERAGE WHOLESALERS	177726	08/02/2021	BEER	609-49751-252	2,959.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DOLL DISTRIBUTING, LLC	583455	08/02/2021	BEER	609-49751-252	534.80
HOMETOWN SANITATION SER	0000426073	08/02/2021	REFUSE DISPOSAL	609-49751-384	174.00
VINOCOPIA, INC	0284007-IN	08/02/2021	LIQUOR/WINE	609-49751-251	365.50
VINOCOPIA, INC	0284007-IN	08/02/2021	LIQUOR/WINE	609-49751-253	374.00
VINOCOPIA, INC	0284007-IN	08/02/2021	LIQUOR/WINE	609-49751-333	18.00
DOLL DISTRIBUTING, LLC	584895	08/09/2021	LIQUOR-LIQUOR	609-49751-251	139.00
BEVERAGE WHOLESALERS	178150	08/09/2021	LIQUOR-BEER	609-49751-252	10,370.89
BEVERAGE WHOLESALERS	178150	08/09/2021	LIQUOR-FREIGHT	609-49751-333	58.65
ARCTIC GLACIER U.S.A. INC	3461121612	08/09/2021	LIQUOR-ICE	609-49751-257	217.70
ARCTIC GLACIER U.S.A. INC	3461121612	08/09/2021	LIQUOR-FREIGHT	609-49751-333	7.50
DOLL DISTRIBUTING, LLC	585854	08/04/2021	LIQUOR-LIQUOR	609-49751-251	175.50
DOLL DISTRIBUTING, LLC	585854	08/04/2021	LIQUOR-MERCHANDISE	609-49751-252	9,352.40
DOLL DISTRIBUTING, LLC	585854	08/04/2021	LIQUOR-MERCHANDISE	609-49751-254	14.00
JOHNSON BROS.	1859980	08/09/2021	LIQOUR-WINE	609-49751-253	1,926.12
JOHNSON BROS.	1859980	08/09/2021	LIQOUR-FREIGHT	609-49751-333	52.20
SOUTHERN GLAZER'S OF MN	2110868	08/09/2021	LIQUOR-FREIGHT	609-49751-333	11.27
BREAKTHRU BEVERAGE MN	340540691	08/09/2021	LIQUOR-LIQUOR	609-49751-251	2,587.69
BREAKTHRU BEVERAGE MN	340540691	08/09/2021	LIQUOR-WINE	609-49751-253	318.70
BREAKTHRU BEVERAGE MN	340540691	08/09/2021	LIQUOR-SOFT DRINK/MIX	609-49751-254	82.20
BREAKTHRU BEVERAGE MN	340540691	08/09/2021	LIQUOR-FREIGHT	609-49751-333	53.65
BREAKTHRU BEVERAGE MN	340540692	08/09/2021	LIQUOR-BEER	609-49751-252	122.75
ARTISAN BEER COMPANY	3488814	08/09/2021	LIQOUR-BEER	609-49751-252	134.95
PHILLIPS WINE & SPIRITS	6249199	08/09/2021	LIQOUR-LIQOUR	609-49751-251	3,674.25
PHILLIPS WINE & SPIRITS	6249199	08/09/2021	LIQOUR-FREIGHT	609-49751-333	52.20
PHILLIPS WINE & SPIRITS	6249200	08/05/2021	LIQOUR-WINE	609-49751-253	1,148.00
PHILLIPS WINE & SPIRITS	6249200	08/05/2021	LIQOUR-SOFT DRINKS/MIX	609-49751-254	168.00
PHILLIPS WINE & SPIRITS	6249200	08/05/2021	LIQOUR-FREIGHT	609-49751-333	24.36
JOHNSON BROS.	1859979	08/09/2021	LIQUOR-LIQUOR	609-49751-251	7,551.32
JOHNSON BROS.	1859979	08/09/2021	LIQUOR-LIQUOR	609-49751-333	151.31
PBC - PEPSI BEVERAGES COM	52026905	08/09/2021	LIQUOR/SOFT DRINK/MIX	609-49751-254	193.89
PAUSTIS WINE COMPANY	135892	08/12/2021	LIQOUR-WINE	609-49751-253	624.00
PAUSTIS WINE COMPANY	135892	08/12/2021	LIQOUR-FREIGHT	609-49751-333	10.50
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	609-49751-211	7.18
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	609-49751-404	13.93
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	609-49751-406	42.98
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	609-49751-480	4.37
ROUND LAKE VINEYARDS & W	2978	08/12/2021	LIQOUR-WINE	609-49751-253	801.00
AH HERMEL COMPANY	888459/888459	08/12/2021	LIQOUR-SOFT DRINKS/MIX	609-49751-254	103.30
AH HERMEL COMPANY	888459/888459	08/12/2021	LIQOUR-TOBACCO	609-49751-256	378.08
AH HERMEL COMPANY	888459/888459	08/12/2021	LIQOUR-OTHER MERCHANDIS	609-49751-261	70.79
BEVERAGE WHOLESALERS	179305	08/12/2021	LIQOUR-BEER	609-49751-252	12,249.90
ARCTIC GLACIER U.S.A. INC	3461122311	08/12/2021	LIQUOR-ICE	609-49751-257	434.00
ARCTIC GLACIER U.S.A. INC	3461122311	08/12/2021	LIQUOR-FREIGHT	609-49751-333	7.50
DOLL DISTRIBUTING, LLC	590396	08/12/2021	LIQUOR-LIQUOR	609-49751-251	58.50
DOLL DISTRIBUTING, LLC	590396	08/12/2021	LIQUOR-BEER	609-49751-252	7,588.25
DOLL DISTRIBUTING, LLC	590396	08/12/2021	LIQUOR-WINE	609-49751-253	62.00
DOLL DISTRIBUTING, LLC	590396	08/12/2021	LIQUOR-SOFT DRINKS/MIX	609-49751-254	28.00
DOLL DISTRIBUTING, LLC	590397	08/12/2021	LIQUOR-BEER	609-49751-252	134.00
DOLL DISTRIBUTING, LLC	590398	08/12/2021	LIQUOR-BEER	609-49751-252	250.00
JOHNSON BROS.	1864600	08/16/2021	LIQUOR/MERCHANDISE	609-49751-251	1,861.54
JOHNSON BROS.	1864600	08/16/2021	LIQUOR/MERCHANDISE	609-49751-333	26.10
JOHNSON BROS.	1864601	08/16/2021	LIQUOR/MERCHANDISE	609-49751-253	1,627.17
JOHNSON BROS.	1864601	08/16/2021	LIQUOR/MERCHANDISE	609-49751-254	56.00
JOHNSON BROS.	1864601	08/16/2021	LIQUOR/MERCHANDISE	609-49751-333	59.16
SOUTHERN GLAZER'S OF MN	2113588	08/16/2021	LIQUOR/MERCHANDISE	609-49751-251	4,137.25
SOUTHERN GLAZER'S OF MN	2113588	08/16/2021	LIQUOR/MERCHANDISE	609-49751-333	67.99
SOUTHERN GLAZER'S OF MN	2113589	08/16/2021	LIQUOR/MERCHANDISE	609-49751-253	552.00
SOUTHERN GLAZER'S OF MN	2113589	08/16/2021	LIQUOR/MERCHANDISE	609-49751-333	26.65
ATLANTIC COCA-COLA	2898697	08/16/2021	SOFT DRINKS & MIXES/MERC	609-49751-254	259.71
ARTISAN BEER COMPANY	3490101	08/16/2021	LIQUOR/BEER	609-49751-252	30.80

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RAGE INC - CAMPUS CLEANER	45080	08/12/2021	LIQOUR-CLEANING TOWELS/	609-49751-211	39.70
AH HERMEL COMPANY	888910/888910	08/24/2021	LIQUOR/SOFT DRINKS & MIXE	609-49751-254	35.78
AH HERMEL COMPANY	C77548	08/24/2021	LIQUOR/SOFT DRINKS & MIXE	609-49751-254	-35.78
BEVERAGE WHOLESALERS	180070	08/16/2021	LIQUOR/BEER	609-49751-252	940.80
JOHNSON BROS.	1864602	08/16/2021	LIQUOR/BEER	609-49751-252	210.00
STEVE NASBY	08-17-21	08/17/2021	LIQUOR MEETING/TRAVEL EX	609-49751-331	22.40
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	609-49751-321	141.20
BEVERAGE WHOLESALERS	180444	08/24/2021	LIQUOR/BEER	609-49751-252	15,982.28
ARCTIC GLACIER U.S.A. INC	3461123015	08/23/2021	LIQUOR/ICE/FREIGHT	609-49751-257	347.20
ARCTIC GLACIER U.S.A. INC	3461123015	08/23/2021	LIQUOR/ICE/FREIGHT	609-49751-333	7.50
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	609-20202	20,999.00
BREAKTHRU BEVERAGE MN	340711853	08/23/2021	LIQUOR/MERCHANDISE	609-49751-251	2,682.80
BREAKTHRU BEVERAGE MN	340711853	08/23/2021	LIQUOR/MERCHANDISE	609-49751-253	168.00
BREAKTHRU BEVERAGE MN	340711853	08/23/2021	LIQUOR/MERCHANDISE	609-49751-254	277.78
BREAKTHRU BEVERAGE MN	340711853	08/23/2021	LIQUOR/MERCHANDISE	609-49751-333	47.94
BREAKTHRU BEVERAGE MN	340711854	08/23/2021	LIQUOR/BEER	609-49751-252	122.75
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	609-49751-321	132.90
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	609-49751-326	729.09
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	609-49751-381	1,158.31
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	609-49751-382	20.36
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	609-49751-385	40.52
DOLL DISTRIBUTING, LLC	597504	08/26/2021	LIQUOR S./BEER	609-49751-252	-456.00
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	609-49751-133	32.00
BEVERAGE WHOLESALERS	181588	08/26/2021	LIQOUR-BEER	609-49751-252	6,657.34
BEVERAGE WHOLESALERS	181588	08/26/2021	LIQOUR-WINE	609-49751-253	40.65
BEVERAGE WHOLESALERS	181588	08/26/2021	LIQOUR-SOFT DRINKS/MIXES	609-49751-254	-30.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	609-49751-383	89.04
BEVERAGE WHOLESALERS	182356	08/27/2021	LIQOUR-BEER	609-49751-252	2,811.60
DOLL DISTRIBUTING, LLC	601621	08/27/2021	LIQOUR-BEER	609-49751-252	-872.00
				Fund 609 - LIQUOR STORE Total:	**149,863.53**
Fund: 614 - TELECOM					
BALLY SPORTS NORTH	S88621	08/17/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	7,096.88
WINDOM AUTO VALU	34239554	08/04/2021	2016 GMC SIERRA 1500-BATT	614-49870-405	172.99
MESSER MACHINE & MFG. CO	#K 2091 07-31-21	08/10/2021	TELECOM/MAINTENANCE - O	614-49870-404	140.10
KDOM RADIO	21070447	08/04/2021	FIRE-ADVERTISING	614-49870-340	100.98
SHOWTIME NETWORKS INC	35109	08/17/2021	TELECOM-SUBSCRIBER FEE	614-49870-442	171.60
BTN - BIG TEN NETWORK	68996	08/17/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	1,500.75
NEUSTAR, INC.	L-0000036540	08/10/2021	TELECOM/DATA PROCESSING	614-49870-326	22.50
1623 FARNAM LLC	005050	08/04/2021	TELECOM-INTERNET EXPENSE	614-49870-447	200.00
CONSOLIDATED COMMUNICA	08-01-21	08/10/2021	507-151-0204/0 TELECOM/SU	614-49870-442	1,443.00
ONVOY, LLC dba INTELIQUENT	173860	08/04/2021	TELECOM- CALL COMPLETION	614-49870-451	132.30
ZAYO GROUP, LLC	2021080002376	08/04/2021	FIRE-CALL COMPLETION	614-49870-451	1,279.45
ZAYO GROUP, LLC	2021080027696	08/04/2021	FIRE-INTERNET EXPENSE	614-49870-447	1,950.00
HOMETOWN SANITATION SER	426076	08/04/2021	TELECOM-REFUSE DISPOSAL	614-49870-384	87.98
INNOVATIVE SYSTEMS LLC	56425	08/03/2021	TELECOM-STAKE/MAP	614-49870-326	875.00
INNOVATIVE SYSTEMS LLC	56425	08/03/2021	TELECOM-DATA PROCESSING	614-49870-326	1,521.00
HURRICANE ELECTRIC LLC	98387470-IN	08/23/2021	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
WISI USA INC.	U2572	08/04/2021	TELECOM-ANNUAL SUPPORT	614-49870-442	499.50
ONVOY, LLC dba INTELIQUENT	179789	08/04/2021	TELECOM-CALL COMPLETION	614-49870-451	3,650.64
CONSOLIDATED CALL CENTER	18813	08/04/2021	FIRE-SWITCH FEES	614-49870-445	116.85
INNOVATIVE SYSTEMS LLC	56570	08/04/2021	TELECOM DATA PROCESSING	614-49870-326	1,035.00
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE POSTAGE	614-49870-322	211.61
INNOVATIVE SYSTEMS LLC	56692	08/04/2021	INVOICE PROCESSING	614-49870-326	168.48
INNOVATIVE SYSTEMS LLC	S6692	08/04/2021	INSERT	614-49870-350	0.S3
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	614-49870-217	3.49
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	614-49870-227	21.57
EHLERS & ASSOC., INC.	87695	08/12/2021	2017 B BOND	614-49870-480	380.00
EHLERS & ASSOC., INC.	87695	08/12/2021	2020A BOND	614-49870-480	380.00
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	614-49870-405	225.99
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	614-49870-405	38.09

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	614-49870-405	20.29
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	614-49870-241	37.38
SMITH AUTO SUPPLY - CARQU	JULY 2021	08/12/2021	JULY-MAINTENANCE	614-49870-405	145.99
INTERNAL REVENUE SERVICE	08-12-21	08/12/2021	TELECOM-EXCISE TAX-JULY FI	614-20201	377.76
INTERNAL REVENUE SERVICE	08-13-21	08/12/2021	TELECOM-EXCISE TAX-AUG DE	614-20201	500.00
REGISTER OF COPYRIGHTS	08/13/21 PAYMENT 2	08/13/2021	2021 ROYALTY PAYMENT #2	614-49870-442	873.48
CENTURY LINK	#507-831-1075 08-24-21	08/24/2021	TELECOM-CALL COMPLETION	614-49870-451	84.64
MLB NETWORK	164306	08/17/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	373.52
NEXSTAR BROADCASTING GR	397501	08/17/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	234.12
RAGE INC - CAMPUS CLEANER	45481	08/20/2021	TELECOM-CLEANING/SUPPLE	614-49870-211	21.31
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	614-49870-321	376.50
FOX TELEVISION STATIONS, IN	397696	08/17/2021	TELECOM/SUBSCRIBER FEES	614-49870-442	2,732.77
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	614-49870-321	260.90
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	614-49870-381	2,714.60
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	614-49870-382	19.64
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	614-49870-385	38.38
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	614-49870-321	274.74
INTERSTATE TRS FUND	82580760044	08/23/2021	INTERSTATE/INTERNATIONAL	614-49870-304	119.01
INTERSTATE TRS FUND	82580760044	08/23/2021	TOTAL 499 REVENUES	614-49870-304	333.06
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	614-49870-133	64.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	614-49870-383	13.01
JEFFREY DAHNA	APRIL-JUNE 2021 INT	08/26/2021	TELECOM/ON CALL SUPPORT/	614-49870-448	90.00
TIM FJELD	JUNE-AUG 2021 INT	08/26/2021	TELECOM/ON CALL SUPPORT/	614-49870-448	130.50
GREEN EARTH RECYCLING, LL	INV0002	09/01/2021	OPERATING SUPPLIES	614-49870-217	90.00
UNIVERSAL SERVICE ADMIN C	UBD10001218777	09/01/2021	499A CONTRIBUTION	614-49870-443	2,348.60
				Fund 614 - TELECOM Total:	**39,800.48**

Fund: 615 - ARENA

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JCL SOLUTIONS - JANITORS CL	1256371	08/03/2021	ARENA-CLEANING/SUPPLIES	615-49850-211	493.60
COTTONWOOD CO SOLID WA	3613	08/17/2021	042/REFUSE DISPOSAL	615-49850-384	60.00
HOMETOWN SANITATION SER	426077	08/03/2021	ARENAREFUSE DISPOSAL	615-49850-384	150.99
JCL SOLUTIONS - JANITORS CL	1256371-1	08/10/2021	ARENA/CLEANING/SUPPLIES	615-49850-211	123.40
LAMPERTS YARDS, INC.	943945	08/24/2021	ARENA-OPERATING SUPPLIES	615-49850-217	2.79
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	615-49850-217	16.99
EHLERS & ASSOC., INC.	87695	08/12/2021	2018A BOND	615-49850-480	380.00
BLUE CROSS/BLUE SHIELD	210802157518	08/12/2021	BLUE CROSS BLUE SHIELD INS-	615-49850-480	743.50
WINDOM AUTO VALU	3400540	08/12/2021	JULY 2021 MAINTENANCE	615-49850-217	10.99
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	615-49850-217	40.28
RUNNINGS SUPPLY, INC	71920 07-2021	08/12/2021	MAINTENANCE	615-49850-402	59.98
SMITH AUTO SUPPLY - CARQU	JULY 2021	08/12/2021	JULY-MAINTENANCE	615-49850-241	5.51
SMITH AUTO SUPPLY - CARQU	JULY 2021	08/12/2021	JULY-MAINTENANCE	615-49850-404	8.27
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	615-49850-460	15.00
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	615-49850-460	9.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	615-49850-321	127.24
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	615-49850-326	433.00
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	615-49850-381	1,998.60
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	615-49850-382	139.68
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	615-49850-385	82.54
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	615-49850-321	59.21
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	615-49850-133	32.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY-AUGUST 2021	615-49850-383	122.25
				Fund 615 - ARENA Total:	**5,114.82**

Fund: 617 - M/P CENTER

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOLT'S CLEANING SERVICE IN	4207	08/04/2021	CARPET CLEANING	617-49860-402	350.00
HANSON PLUMBING	8144	08/16/2021	WCC/MAINTENANCE - STRUC	617-49860-402	142.70
RON'S ELECTRIC INC	145079	08/27/2021	WCC-ROOF-TOP UNIT	617-49860-402	581.46
HOMETOWN SANITATION SER	0000426078	08/02/2021	REFUSE DISPOSAL	617-49860-384	149.97
SCHWALBACH HARDWARE	7/25/21	08/16/2021	MAINTENANCE	617-49860-217	109.69
BLUE CROSS/BLUE SHIELD	210802157518	08/12/2021	BLUE CROSS BLUE SHIELD INS-	617-49860-480	-743.50
ATLANTIC COCA-COLA	2898697	08/16/2021	SOFT DRINKS & MIXES/MERC	617-49860-261	50.40
RAGE INC - CAMPUS CLEANER	45479	08/17/2021	WCC/OPERATING SUPPLIES	617-49860-217	107.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SECR REV FUND/CITY OF WD	08-21-21	08/17/2021	WCC/PETTY CASH	617-10200	1,500.00
AGC NETWORKS, INC.	10005892 08-17-21	08/17/2021	ANNUAL MAINT. 10-30-21 - 1	617-49860-321	188.26
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	617-20202	328.50
MN REVENUE	JULY 2021	08/17/2021	SALES TAX -	617-49860-460	693.50
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	617-49860-321	395.95
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	617-49860-326	142.50
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	617-49860-381	1,572.18
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	617-49860-382	209.58
ELECTRIC FUND	AUGUST 2021	08/19/2021	MONTHLY UTILITY & TELECO	617-49860-385	314.35
VERIZON WIRELESS	9886683814	08/30/2021	TELEPHONE	617-49860-321	41.50
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	617-49860-133	48.00
MN ENERGY RESOURCES	3818910105 08-21	08/26/2021	GAS UTILITY	617-49860-383	98.99
COTTONWOOD CO HWY DEPT	06-22-21	08/26/2021	SEAL COAT COMMUNITY CEN	617-49860-406	5,223.46
GREEN EARTH RECYCLING, LL	INV0002	09/01/2021	OPERATING SUPPLIES	617-49860-217	150.00
				Fund 617 - M/P CENTER Total:	**11,654.99**

Fund: 700 - PAYROLL

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	210802157518	08/12/2021	BLUE CROSS BLUE SHIELD INS-	700-21706	49,262.50
FURTHER (Select Account)	39921262	08/12/2021	FLEX SPENDING	700-21712	480.03
LOCAL UNION #949	AUGUST 2021	08/12/2021	UNION DUES	700-21707	1,511.04
LAW ENFORCEMENT LABOR S	AUGUST 2021	08/12/2021	POLICE-UNION DUES	700-21708	508.00
MII LIFE	2021 AUGUST	08/12/2021	AUGUST VEBA & HSA CONTRI	700-21720	8,541.78
MII LIFE	2021 AUGUST	08/12/2021	AUGUST VEBA & HSA CONTRI	700-21720	520.85
MII LIFE	2021 AUGUST	08/12/2021	AUGUST VEBA & HSA CONTRI	700-21722	3,020.90
MN CHILD SUPPORT PAYMEN	INV0001982	08/13/2021	Child Support Payment	700-21709	97.83
MN BENEFIT ASSOCIATION	2021-0137896	08/17/2021	INDIVIDUAL INSURANCE	700-21717	4.84
MN BENEFIT ASSOCIATION	2021-0137896	08/17/2021	INDIVIDUAL INSURANCE	700-21719	270.09
FURTHER (Select Account)	39940265	08/24/2021	FLEX SPENDING	700-21712	629.68
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	700-21718	16.00
NCPERS MINNESOTA	SEPTEMBER 2021	08/24/2021	INSURANCE-844600	700-21718	16.00
AFLAC	912270	08/26/2021	INSURANCE AUGUST 2021	700-21715	305.40
AFLAC	912270	08/26/2021	INSURANCE AUGUST 2021	700-21716	602.90
FURTHER (Select Account)	INV0001985	08/27/2021	HSA Employee Contribution	700-21723	422.35
MN Pera	INV0001986	08/27/2021	PERA	700-21704	13,324.75
MN Pera	INV0001986	08/27/2021	PERA	700-21704	7,460.46
MN Pera	INV0001986	08/27/2021	PERA	700-21704	935.00
MN State Deferred	INV0001987	08/27/2021	Deferred Roth	700-21705	1,162.00
MN State Deferred	INV0001987	08/27/2021	Deferred Compensation	700-21705	6,810.32
MN CHILD SUPPORT PAYMEN	INV0001988	08/27/2021	Child Support Payment	700-21709	97.83
Internal Revenue Service-Payr	INV0001989	08/27/2021	Federal Tax Withholding	700-21701	10,073.94
Internal Revenue Service-Payr	INV0001989	08/27/2021	Social Security	700-21703	12,968.90
Internal Revenue Service-Payr	INV0001989	08/27/2021	Medicare Withholding	700-21711	3,854.76
MN Department of Revenue -	INV0001990	08/27/2021	State Withholding	700-21702	4,954.53
FURTHER (Select Account)	39948428	08/31/2021	FLEX SPENDING	700-21712	935.96
				Fund 700 - PAYROLL Total:	**128,788.64**
				Grand Total:	**1,268,248.88**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	82,712.47
211 - LIBRARY	15,923.96
225 - AIRPORT	21,075.19
230 - POOL	6,137.25
235 - AMBULANCE	2,601.52
250 - EDA GENERAL	7,867.52
254 - NORTH IND PARK	425.00
303 - 2007 STREET IMPROVEMENT	380.00
305 - 2009 STREET IMPROVEMENT	380.00
306 - 2013 STREET IMPROVEMENT	380.00
307 - 2017 STREET PROJECT	380.00
308 - 2020 STREET PROJECT	1,581.02
401 - GENERAL CAPITAL PROJECTS	226,442.00
601 - WATER	15,703.62
602 - SEWER	20,883.23
604 - ELECTRIC	530,153.64
609 - LIQUOR STORE	149,863.53
614 - TELECOM	39,800.48
615 - ARENA	5,114.82
617 - M/P CENTER	11,654.99
700 - PAYROLL	128,788.64
Grand Total:	**1,268,248.88**

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	47.36
100-20202	Sales Tax Payable	31,454.00
100-41110-326	Data Processing	24.61
100-41110-491	Payments to Other Orga	5,317.87
100-41310-133	Employer Paid Insurance	64.00
100-41310-200	Office Supplies	26.09
100-41310-217	Other Operating Supplie	647.12
100-41310-321	Telephone	505.13
100-41310-326	Data Processing	314.44
100-41310-331	Travel Expense	170.24
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	20.74
100-41910-321	Telephone	151.27
100-41910-480	Other Miscellaneous	43.61
100-41940-211	Cleaning Supplies	10.00
100-41940-381	Electric Utility	509.21
100-41940-382	Water Utility	73.01
100-41940-383	Gas Utility	45.00
100-41940-384	Refuse Disposal	97.99
100-41940-385	Sewer Utility	153.15
100-41940-406	Repairs & Maint - Groun	920.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	47.90
100-42120-218	Uniforms	25.99
100-42120-304	Legal Fees	3,957.50
100-42120-321	Telephone	482.02
100-42120-323	Radio Units	381.99
100-42120-326	Data Processing	534.00
100-42120-334	Meals/Lodging	591.72
100-42120-412	Rentals - Building	1,950.00
100-42120-419	Vehicle Lease	1,054.07
100-42120-480	Other Miscellaneous	748.49

Account Summary

Account Number	Account Name	Payment Amount
100-42220-211	Cleaning Supplies	59.64
100-42220-217	Other Operating Supplie	45.48
100-42220-321	Telephone	167.65
100-42220-323	Radio Units	51.00
100-42220-381	Electric Utility	427.74
100-42220-382	Water Utility	12.78
100-42220-383	Gas Utility	197.51
100-42220-384	Refuse Disposal	46.19
100-42220-385	Sewer Utility	28.54
100-42220-405	Repairs & Maint - Vehicl	4,881.41
100-42500-381	Electric Utility	31.11
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	15.98
100-43100-212	Motor Fuels	24.00
100-43100-217	Other Operating Supplie	70.00
100-43100-224	Street Maint Materials	5,620.07
100-43100-321	Telephone	229.78
100-43100-381	Electric Utility	888.06
100-43100-382	Water Utility	20.10
100-43100-383	Gas Utility	46.43
100-43100-384	Refuse Disposal	97.99
100-43100-385	Sewer Utility	43.73
100-43100-404	Repairs & Maint - M&E	500.45
100-43100-405	Repairs & Maint - Vehicl	30.92
100-43100-406	Repairs & Maint - Groun	39.34
100-43100-439	Special Projects	6,842.50
100-43100-480	Other Miscellaneous	743.50
100-45120-217	Other Operating Supplie	11.99
100-45202-133	Employer Paid Insurance	16.00
100-45202-212	Motor Fuels	810.00
100-45202-216	Chemicals and Chemical	239.96
100-45202-326	Data Processing	466.67
100-45202-381	Electric Utility	697.90
100-45202-382	Water Utility	7,980.67
100-45202-384	Refuse Disposal	385.61
100-45202-385	Sewer Utility	259.52
100-45202-406	Repairs & Maint - Groun	49.73
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	40.60
211-45501-321	Telephone	161.28
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	333.89
211-45501-382	Water Utility	19.18
211-45501-383	Gas Utility	45.00
211-45501-385	Sewer Utility	40.81
211-45501-402	Repairs & Maint - Struct	897.00
211-45501-406	Repairs & Maint - Groun	2,736.84
211-49950-500	Capital Outlay	11,563.36
225-45127-217	Other Operating Supplie	2.59
225-45127-264	Merchandise For Resale	14,665.70
225-45127-321	Telephone	27.54
225-45127-406	Repairs & Maint - Groun	713.50
225-45127-480	Other Miscellaneous	365.86
225-49950-500	Capital Outlay	5,300.00
230-45124-200	Office Supplies	5.18
230-45124-211	Cleaning Supplies	29.98
230-45124-216	Chemicals and Chemical	474.77
230-45124-217	Other Operating Supplie	245.56

Account Summary

Account Number	Account Name	Payment Amount
230-45124-260	Concessions	563.56
230-45124-321	Telephone	64.72
230-45124-381	Electric Utility	995.27
230-45124-382	Water Utility	1,164.47
230-45124-383	Gas Utility	1,421.66
230-45124-384	Refuse Disposal	95.99
230-45124-385	Sewer Utility	46.90
230-45124-402	Repairs & Maint - Struct	632.19
230-45124-460	Miscellaneous Taxes	397.00
235-42153-217	Other Operating Supplie	455.01
235-42153-308	Training & Registrations	900.00
235-42153-321	Telephone	216.84
235-42153-334	Meals/Lodging	523.12
235-42153-381	Electric Utility	285.16
235-42153-382	Water Utility	8.52
235-42153-383	Gas Utility	131.68
235-42153-384	Refuse Disposal	30.80
235-42153-385	Sewer Utility	19.02
235-42153-406	Repairs & Maint - Groun	31.37
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	33.24
250-46520-301	Auditing & Consulting Se	5,865.00
250-46520-321	Telephone	442.25
250-46520-331	Travel Expense	171.92
250-46520-334	Meals/Lodging	111.70
250-46520-340	Advertising & Promotion	295.49
250-46520-381	Electric Utility	97.22
250-46520-382	Water Utility	18.56
250-46520-383	Gas Utility	48.09
250-46520-385	Sewer Utility	35.18
250-46520-439	Special Projects	724.87
254-46520-406	Repairs & Maint - Groun	425.00
303-47000-480	Other Miscellaneous	380.00
305-47000-480	Other Miscellaneous	380.00
306-41000-480	Other Miscellaneous	380.00
307-41000-480	Other Miscellaneous	380.00
308-20200	Accounts Payable	821.02
308-41000-480	Other Miscellaneous	760.00
401-49950-502	Capital Outlay - Fire	225,802.00
401-49950-506	Capital Outlay - Building	640.00
601-49400-133	Employer Paid Insurance	48.00
601-49400-216	Chemicals and Chemical	508.42
601-49400-217	Other Operating Supplie	40.00
601-49400-310	Lab Testing	79.00
601-49400-321	Telephone	292.26
601-49400-322	Postage	211.61
601-49400-326	Data Processing	1,516.48
601-49400-350	Printing & Design	0.53
601-49400-381	Electric Utility	5,230.15
601-49400-382	Water Utility	17.94
601-49400-383	Gas Utility	471.65
601-49400-385	Sewer Utility	36.81
601-49400-386	Landfill	6,279.84
601-49400-404	Repairs & Maint - M&E	32.13
601-49400-405	Repairs & Maint - Vehicl	5.30
601-49400-480	Other Miscellaneous	933.50
602-49450-133	Employer Paid Insurance	32.00
602-49450-216	Chemicals and Chemical	533.52

Account Summary

Account Number	Account Name	Payment Amount
602-49450-217	Other Operating Supplie	1,687.91
602-49450-310	Lab Testing	1,955.60
602-49450-321	Telephone	393.28
602-49450-322	Postage	211.59
602-49450-326	Data Processing	1,516.48
602-49450-350	Printing & Design	0.53
602-49450-381	Electric Utility	13,936.31
602-49450-382	Water Utility	191.98
602-49450-383	Gas Utility	105.96
602-49450-384	Refuse Disposal	99.99
602-49450-404	Repairs & Maint - M&E	11.99
602-49450-405	Repairs & Maint - Vehicl	16.09
602-49450-480	Other Miscellaneous	190.00
604-14200	Inventory	16,663.51
604-16300	Improvements Other Th	23,988.63
604-22000	Prepayments	2,298.58
604-49550-133	Employer Paid Insurance	112.00
604-49550-217	Other Operating Supplie	1,019.49
604-49550-241	Small Tools	125.93
604-49550-263	Merchandise for Resale -	476,449.92
604-49550-321	Telephone	451.90
604-49550-322	Postage	211.61
604-49550-326	Data Processing	2,915.85
604-49550-331	Travel Expense	237.44
604-49550-350	Printing & Design	0.53
604-49550-381	Electric Utility	117.64
604-49550-382	Water Utility	23.95
604-49550-383	Gas Utility	45.00
604-49550-384	Refuse Disposal	99.99
604-49550-385	Sewer Utility	51.28
604-49550-404	Repairs & Maint - M&E	94.38
604-49550-405	Repairs & Maint - Vehicl	2.49
604-49550-406	Repairs & Maint - Groun	32.99
604-49550-408	Repairs & Maint - Distrib	25.73
604-49550-450	Conservation	3,920.80
604-49550-460	Miscellaneous Taxes	64.00
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	20,999.00
609-49751-133	Employer Paid Insurance	32.00
609-49751-211	Cleaning Supplies	46.88
609-49751-251	Liquor	34,089.26
609-49751-252	Beer	79,577.96
609-49751-253	Wine	8,611.39
609-49751-254	Soft Drinks & Mix	1,508.60
609-49751-256	Tobacco Products	378.08
609-49751-257	Ice	998.90
609-49751-261	Other Merchandise	70.79
609-49751-321	Telephone	274.10
609-49751-326	Data Processing	729.09
609-49751-331	Travel Expense	22.40
609-49751-333	Freight and Express	906.57
609-49751-340	Advertising & Promotion	75.00
609-49751-381	Electric Utility	1,158.31
609-49751-382	Water Utility	20.36
609-49751-383	Gas Utility	89.04
609-49751-384	Refuse Disposal	174.00
609-49751-385	Sewer Utility	40.52
609-49751-404	Repairs & Maint - M&E	13.93

Account Summary

Account Number	Account Name	Payment Amount
609-49751-406	Repairs & Maint - Groun	42.98
609-49751-480	Other Miscellaneous	4.37
614-20201	Excise Tax Payable	877.76
614-49870-133	Employer Paid Insurance	64.00
614-49870-211	Cleaning Supplies	21.31
614-49870-217	Other Operating Supplie	93.49
614-49870-227	Utility System Maint Sup	21.57
614-49870-241	Small Tools	37.38
614-49870-304	Legal Fees	452.07
614-49870-321	Telephone	912.14
614-49870-322	Postage	211.61
614-49870-326	Data Processing	3,621.98
614-49870-340	Advertising & Promotion	100.98
614-49870-350	Printing & Design	0.53
614-49870-381	Electric Utility	2,714.60
614-49870-382	Water Utility	19.64
614-49870-383	Gas Utility	13.01
614-49870-384	Refuse Disposal	87.98
614-49870-385	Sewer Utility	38.38
614-49870-404	Repairs & Maint - M&E	140.10
614-49870-405	Repairs & Maint - Vehicl	603.35
614-49870-442	Subscriber Fees	14,925.62
614-49870-443	Intergovernmental Fees	2,348.60
614-49870-445	Switch Fees	116.85
614-49870-447	Internet Expense	6,250.00
614-49870-448	On-Call Support	220.50
614-49870-451	Call Completion	5,147.03
614-49870-480	Other Miscellaneous	760.00
615-49850-133	Employer Paid Insurance	32.00
615-49850-211	Cleaning Supplies	617.00
615-49850-217	Other Operating Supplie	71.05
615-49850-241	Small Tools	5.51
615-49850-321	Telephone	186.45
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	1,998.60
615-49850-382	Water Utility	139.68
615-49850-383	Gas Utility	122.25
615-49850-384	Refuse Disposal	210.99
615-49850-385	Sewer Utility	82.54
615-49850-402	Repairs & Maint - Struct	59.98
615-49850-404	Repairs & Maint - M&E	8.27
615-49850-460	Miscellaneous Taxes	24.00
615-49850-480	Other Miscellaneous	1,123.50
617-10200	Petty Cash	1,500.00
617-20202	Sales Tax Payable	328.50
617-49860-133	Employer Paid Insurance	48.00
617-49860-217	Other Operating Supplie	367.19
617-49860-261	Other Merchandise	50.40
617-49860-321	Telephone	625.71
617-49860-326	Data Processing	142.50
617-49860-381	Electric Utility	1,572.18
617-49860-382	Water Utility	209.58
617-49860-383	Gas Utility	98.99
617-49860-384	Refuse Disposal	149.97
617-49860-385	Sewer Utility	314.35
617-49860-402	Repairs & Maint - Struct	1,074.16
617-49860-406	Repairs & Maint - Groun	5,223.46
617-49860-460	Miscellaneous Taxes	693.50

Account Summary

Account Number	Account Name	Payment Amount
617-49860-480	Other Miscellaneous	-743.50
700-21701	Federal Withholding	10,073.94
700-21702	State Withholding	4,954.53
700-21703	FICA Tax Withholding	12,968.90
700-21704	PERA Contributions	21,720.21
700-21705	Retirement	7,972.32
700-21706	Medical Insurance	49,262.50
700-21707	Union Dues	1,511.04
700-21708	PD Union Dues	508.00
700-21709	Wage Levy	195.66
700-21711	Medicare Tax Withholdi	3,854.76
700-21712	Flex Account	2,045.67
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	9,062.63
700-21722	HSA Contribution	3,020.90
700-21723	HSA Employee Contribu	422.35
	Grand Total:	**1,268,248.88**

Project Account Summary

Project Account Key		Payment Amount
None		1,268,248.88
	Grand Total:	**1,268,248.88**

CJW 9/1/21

RESOLUTION #2021-

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

WELCOMING WEEK RESOLUTION

WHEREAS, Windom's success depends on ensuring that all residents feel welcome here; and

WHEREAS, today new residents are a vital part of our community — bringing fresh perspectives and new ideas, starting businesses, and contributing to the vibrant diversity that we all value; and

WHEREAS, this week we honor the spirit of unity that is bringing neighbors together across our community; and

WHEREAS, during Welcoming Week, the City Council invites all the residents of Windom to join this movement of communities nationwide by renewing our commitment to our core American values and by taking action in the spirit of welcoming; and

WHEREAS, by working together, we can achieve greater prosperity and make our community the kind of place where diverse people from around the world feel valued and want to put down roots; and

WHEREAS, regardless of where we are born or what we look like, we are residents united in our efforts to build a stronger community; and

WHEREAS, by recognizing the contributions that we all make to create a vibrant culture and a growing economy, we make our community more prosperous and more inclusive to all who call it home.

NOW, THEREFORE, THE MAYOR OF WINDOM, MINNESOTA PROCLAIMS, let us come together to build communities where every resident has the opportunity to contribute at his or her best. Let us come together to create more prosperous communities and to reaffirm that Minnesota still stands as a beacon of freedom and opportunity.

BE IT RESOLVED THAT THE CITY COUNCIL OF WINDOM, MINNESOTA, does hereby proclaim the week of September 10-19, 2021 as Welcoming Week. The City Council and Mayor call upon the people of Windom to join together to build stronger communities across Minnesota.

Adopted by the Council this 7th day of September, 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:	ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE:	SEPTEMBER 7, 2021
RE:	HAZARDOUS PROPERTY
DEPT:	BUILDING & ZONING
CONTACT:	ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Building and Zoning Staff recommends that the City Council:

1. Approve a Motion determining that the house at 1453 Fourth Avenue is a hazardous building.

2. Adopt the "Resolution Ordering the Repair or Removal of Hazardous Conditions Located at 1453 Fourth Avenue, Windom, Minnesota".

Issue Summary/Background

Property Address: 1453 Fourth Avenue
Parcel No.: 25.351.0340

On February 5, 2021, a fire substantially damaged the house at 1453 Fourth Avenue. Pursuant to State Statutes and City Code, the house is classified as a hazardous building.

Since that time, the Building & Zoning Office has had numerous contacts with the life estate holder concerning the hazardous conditions of the house located on this property.

On July 16, 2021, a letter was sent to the property owner and the life estate holder concerning the hazardous conditions of the house located on this property. The letter further informed the property owners that they were given the period of time until August 30, 2021, to either repair the property in accordance with the Code, or remove the structure and debris from the property, or submit a written plan outlining their plans and timeframe to repair the property. The letter further informed the property owners that if they had not taken any of the actions specified in the letter, this matter will come before the Windom City Council for further action at the Council's September 7th Meeting. As of September 2, 2021, the structure has not been repaired, the structure has not be demolished and removed, and a written plan has not been submitted by the property owners.

Fiscal Impact

If the Council takes the actions requested in 1 and 2 above, the matter will proceed through the Court process. If the process culminates in the demolition and removal of the house by the City, there will be demolition and landfill costs. A preliminary estimate could be in the range of $20,000. If the City demolishes the house, the City would then send an invoice to the property owners for all costs incurred by the City in this matter. If they do not pay the invoice, these costs will be assessed against the property pursuant to the special assessment process set forth in Minnesota Statutes.

Attachments

1. Copy of letter to property owners (7-16-21).
2. Photos of the property (8-31-2021).
3. Resolution Ordering the Repair or Removal of Hazardous Conditions Located at 1453 Fourth Avenue, Windom, Minnesota.

AWS:mah

July 16, 2021

CITY OF WINDOM

Michael T. Bogle
1453 Fourth Avenue
Windom, MN 56101

Lucas J. Bogle
c/o 1453 Fourth Avenue
Windom, MN 56101

Re: Hazardous Building & City Code Violations – 1453 Fourth Avenue
Date of House Fire: February 5, 2021

Dear Mr. Bogle:

This letter is to notify you that the hazardous condition of the house located at 1453 Fourth Avenue is a violation of City Code Chapter 90 and Minnesota Statutes.

Minnesota Statute Section 463.15, Subd. 3 defines a "hazardous building or hazardous property" as "any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to public safety or health".

Minnesota State Statutes, Sections 463.15 through 463.261, set forth procedures and requirements for hazardous buildings. Said buildings are considered to be a public nuisance and must be abated.

City Code Section 90.04(D) states that "all buildings or structures so old, dilapidated or out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human use" are declared to be public nuisances.

Despite your efforts to clean up and salvage the property, the hazardous conditions remain.

YOU ARE HEREBY NOTIFIED THAT YOU HAVE UNTIL AUGUST 30, 2021, at 8:00 a.m. in which to either repair the property in accordance with Code, or remove the structure and debris from the property, or submit a written plan outlining your plans and timeframe to repair the property.

If you fail to comply with this notice by August 30th, this matter will come before the Windom City Council on Tuesday, September 7, 2021, for action to remedy the hazardous conditions. This action may include authorization to pursue court approval for removal of the house and debris from your property at 1453 Fourth Avenue.

Should you have any questions, please contact me at 507-832-8660 or stop in the Building and Zoning Office at City Hall, 444 9th Street, Windom, Minnesota.

Sincerely,

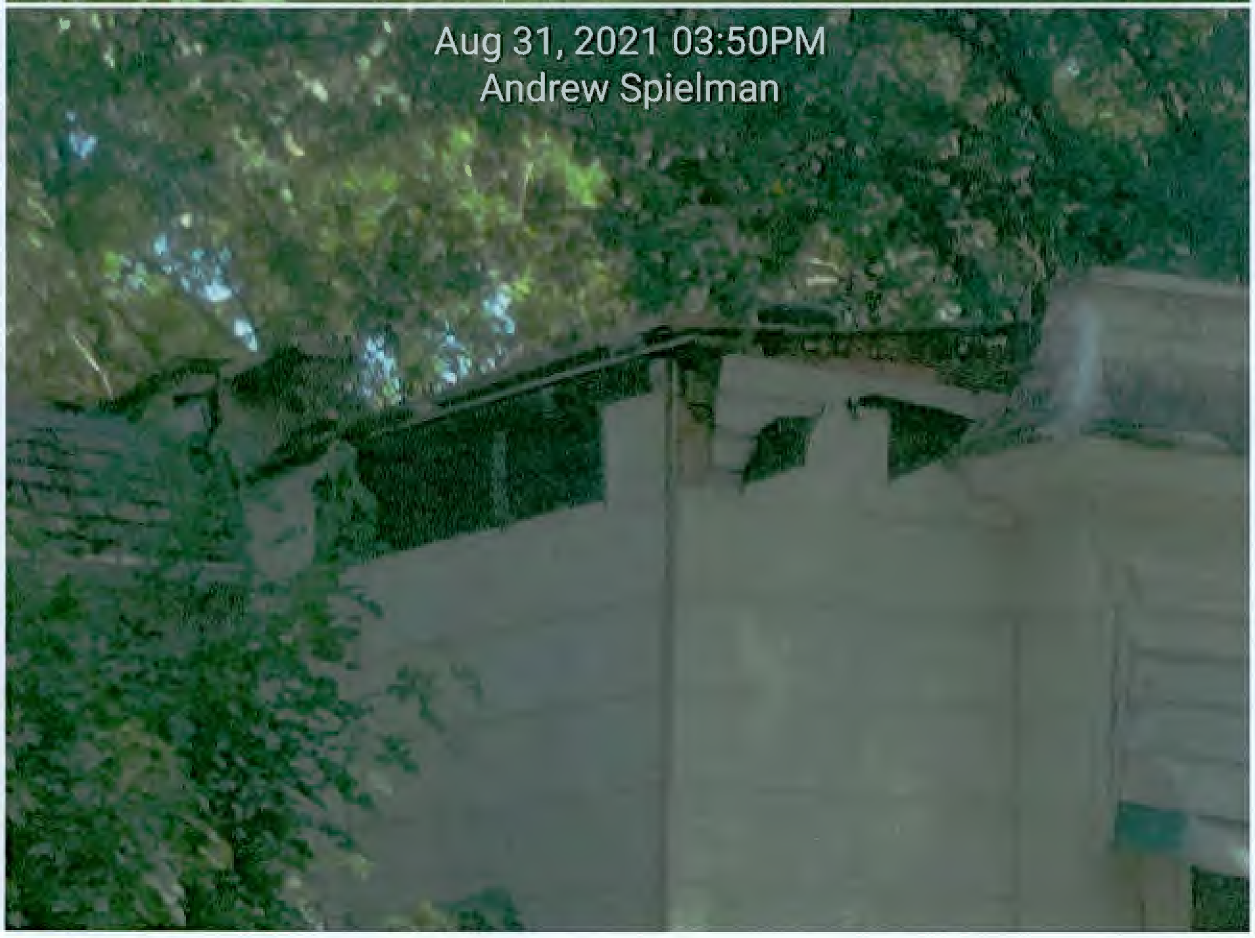
CITY OF WINDOM

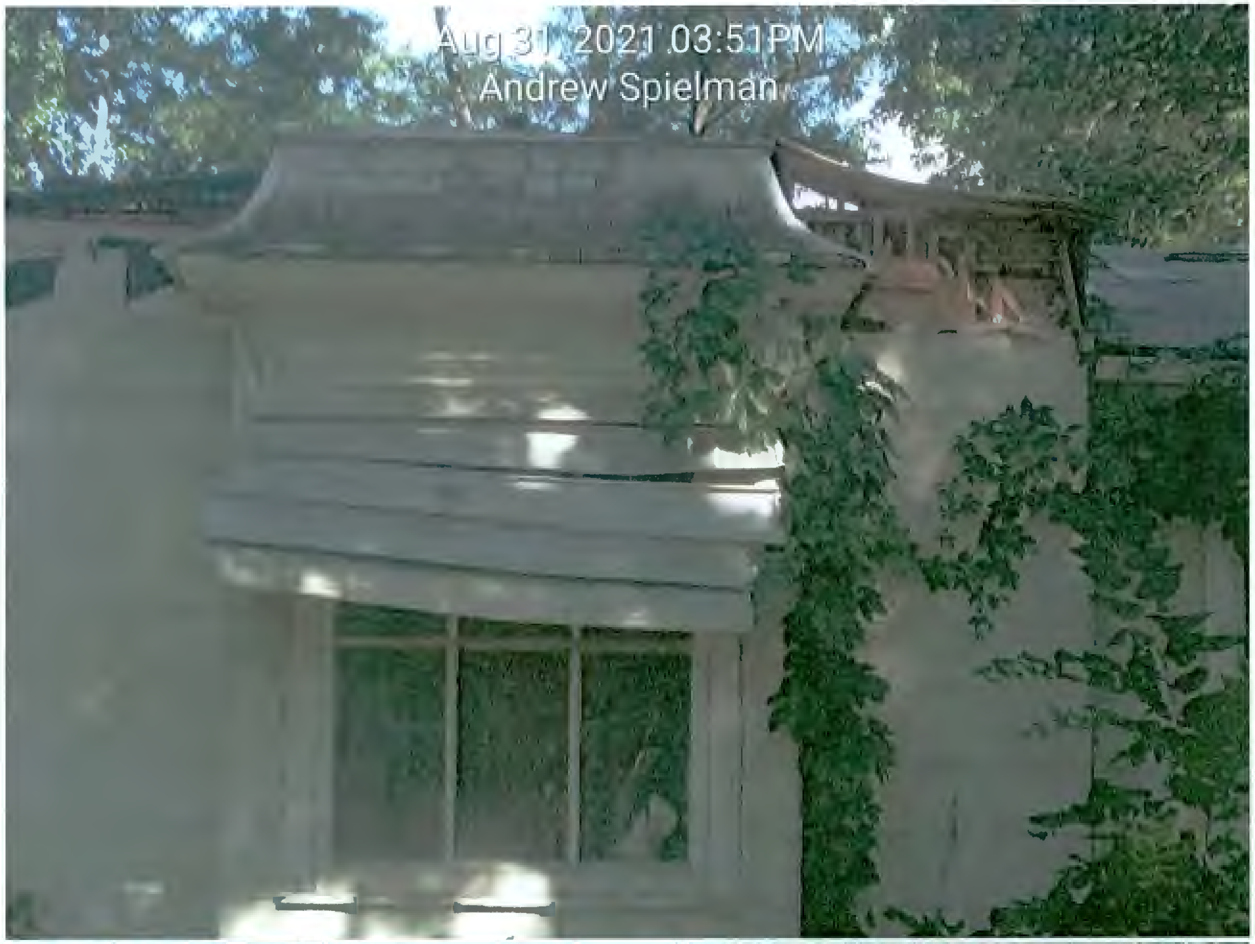
Andrew W. S

By Andrew W. Spielman, Building & Zoning Official

AWS:mah


Aug 31, 2021 03:50PM
Andrew Spielman


Aug 31, 2021 03:50PM
Andrew Spielman


Aug 31, 2021 03:51PM
Andrew Spielman


Aug 31, 2021 03:51PM
Andrew Spielman


Aug 31, 2021 03:51PM
Andrew Spielman


Aug 31, 2021 03:51PM
Andrew Spielman

RESOLUTION # 2021-

INTRODUCED:

SECONDED:

VOTED: Aye:
Nay:
Absent:

CITY OF WINDOM, MINNESOTA

RESOLUTION ORDERING THE REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS LOCATED AT 1453 FOURTH AVENUE, WINDOM, MINNESOTA

WHEREAS, pursuant to Minnesota Statutes § 463.15, the City Council of the City of Windom, Minnesota, finds the building (house) located at 1453 Fourth Avenue, Windom, Minnesota, to be a hazardous building for the following reasons:

1. The house sustained damage due to a structure fire which occurred on February 5, 2021.

2. There was substantial structural damage to the house.

3. The roof and numerous windows and doors are missing from the house.

4. Andrew Spielman, Windom Building & Zoning Official, inspected the property and found the house has been damaged to the point where it is uninhabitable.

5. As a result of the physical damage to the house and the unsanitary conditions, the house on the property constitutes a hazard to public safety and health.

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

1. Pursuant to the foregoing findings and pursuant to Minnesota Statutes §§ 463.16 and 463.17, the City Council orders you, as the owners of the above hazardous building, to make the following corrections on the property at 1453 Fourth Avenue, Windom, Minnesota:

   A. The house on the above-described property needs to be razed and removed. Appropriate permits for the demolition need to be obtained.

   B. All garbage and debris need to be removed from the property.

2. The corrections listed above must all be made within twenty (20) calendar days after this Order is served upon you. The corrections must be completed in compliance with all applicable codes and regulations and completed pursuant to proper permits from the City of Windom.

3. The City of Windom will file a motion for summary enforcement of this Order with the District Court of Cottonwood County unless you complete the corrective actions specified in Paragraph 1 of this Order or unless you file an answer to this Order with the District Court of Cottonwood County and serve the answer as required within twenty (20) calendar days from the date this Order is served upon you.

4. If the Court grants the City of Windom the authority to raze and remove the house, you must remove all personal property and fixtures that will reasonably interfere with the work within thirty (30) calendar days from the Court's decision. If the personal property and fixtures are not removed and the City enforces this Order, the City may sell the personal property, fixtures, and/or salvage materials at a public auction after three (3) days' posted notice.

5. If the City must take actions to enforce this Order pursuant to Minnesota Statutes § 463.21, all enforcement costs will be specially assessed against the property and collected in accordance with Minnesota Statutes §§ 463.161, 463.21, and 463.22.

6. The City Attorney is authorized to serve this Order upon you and all lienholders of record.

7. The City Attorney is authorized to proceed with the enforcement of this Order as provided in Minnesota Statutes §§ 463.17, 463.19, 463.20, and all other applicable Minnesota Statutes.

Adopted by the City Council of the City of Windom, Minnesota, this 7th day of September, 2021.

____
Dominic Jones, Mayor

ATTEST:______________________________
Steven Nasby, City Administrator

ACTION ITEM

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

TO: City Council
FROM: Windom Fire Relief Association
DATE: August 20, 2021
RE: Benefit Increase Request
DEPT: Fire
CONTACT: Steve Nasby, City Administrator at Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Windom Fire Relief Association recommends that the City Council take the following action:

1. Increase the benefit from $2,800 per year of service up to $3,000 per year of service.

Issue Summary/Background

The Windom Fire Relief Association is a separate legal entity from the City which is designed to provide firefighters a retirement benefit for their years of service. Benefits are accrued for each year and firefighters may claim pro-rated benefits after 10 years of service or receive full benefits after 20 years of service. The Windom Fire Relief Association is governed by the laws of the State of Minnesota.

The Windom Fire Relief Association audit (see attached) shows that the fund has nearly twice the amount of funds needed to pay out the current benefit. The requested increase would still leave the Relief Fund with more than enough to cover the anticipated future benefits. Windom Fire Relief Association, over the last few years the invested funds have had very good returns where assets easily cover the current and proposed retirement benefits. The benefit amount was last adjusted in November 2019 when the amount was increased from $2,600 to $2,800.

Kevin Gotto, Windom Fire Relief Association Officer, notes that Marshall is at $5,807 and Redwood Falls is at $3,100 per year of service.

Fiscal Impact

Windom Fire Relief Association is responsible for the pay-out of the benefits and closely monitors its funds. The proposed increase in benefits is covered by the investment funds and there is no anticipated impact to the City. Should there be fluctuations in the investment fund the Windom Relief Association has lowered benefits in the past to cover the anticipated pay-outs. If the City of Windom approves of benefit increases it is liable for the solvency of the fund up to the amount ratified by the City Council.

Attachments

1. Windom Fire Relief Association Audit Information
2. MN Statute 424A.02 Subd. 10

City of Windom & Windom Fire Department Relief Association

Pension Accounting Report
2021 GASB 68 for the City
2020 GASB 67 for the Relief Association

Valuation Date: December 31, 2020
Measurement Date: December 31, 2020

August 17, 2021

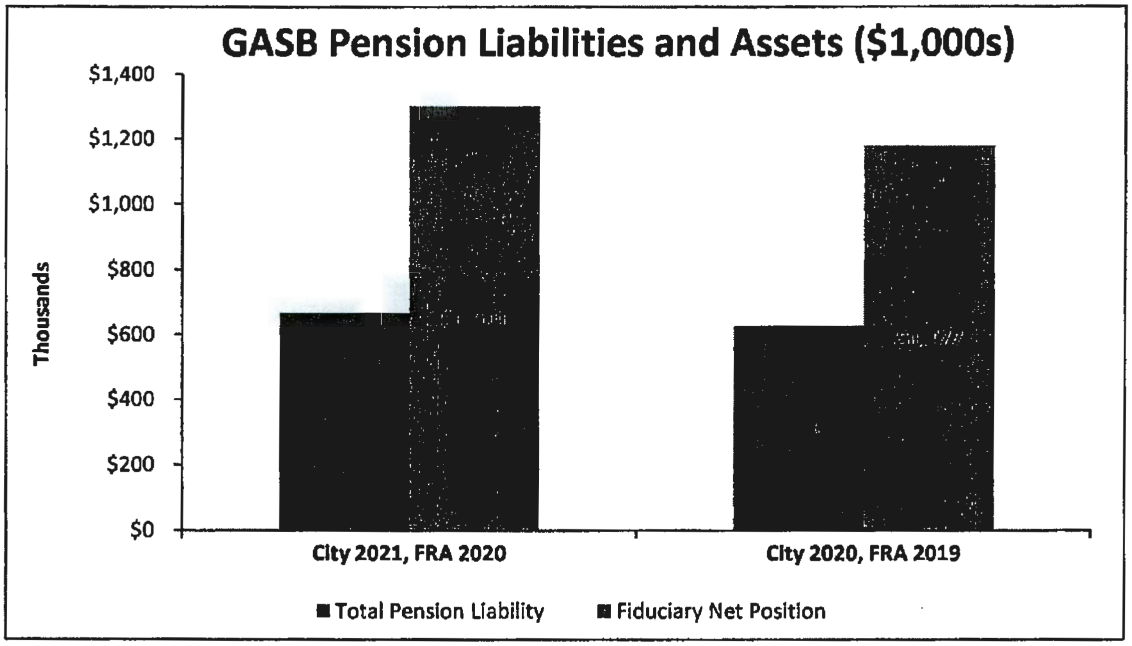
Van Iwaarden Associates One Hundred South Fifth Street, Suite 1900 Minneapolis, MN 55402
612.596.5960 *toll free:* 888.596.5960 www.vaniwaarden.com

VanIwaarden

Summary of Results

	Valuation Date	
	12/31/2020	12/31/2018
A. Participants		
1. Active members	32	33
2. Inactive members entitled to future benefits	2	0
3. Retirees/Disabled	0	0
4. Surviving spouses/beneficiaries	0	0
5. Total	34	33

	Fiscal Year Ending	
	12/31/2021	12/31/2020
B. Funded Status		
1. Total Pension Liability	$ 667,311	$ 626,085
2. Plan Fiduciary Net Position (assets)	1,301,214	1,176,897
3. Net Pension Liability (1. - 2.)	$ (633,903)	$ (550,812)
4. Funded Percent (2. / 1.)	194.99%	187.98%
5. Liability Discount Rate	5.75%	6.25%
C. Accounting Expense (see page 11)	$ (18,187)	$ 75,346
D. Actuarially Determined Contribution (ADC)	n/a	n/a



Statement of Fiduciary Net Position (Assets)

	Measurement Period Ending 12/31/2020	12/31/2019
	applied to the Fiscal Year Ending[1]	
GASB 67 purposes (Fire Relief)	12/31/2020	12/31/2019
GASB 68 purposes (City)	12/31/2021	12/31/2020
Assets		
Cash and deposits	$ -	$ -
Money market funds and interest-bearing cash	114,340	84,539
Total cash	114,340	84,539
Cash position of mutual funds	111,079	114,573
Receivables		
Contributions	1,000	3,000
Due from broker for investments sold	-	-
Investment income	-	-
Other	-	-
Total receivables	1,000	3,000
Investments		
Domestic equity	678,690	705,965
International equity	163,251	180,212
Fixed income	218,985	84,432
Real estate and alternatives	15,069	4,176
Total investments	1,075,995	974,785
Total assets	**1,302,414**	**1,176,897**
Short term liabilities		
Payables		
Investment management fees	-	-
Due to broker for investments purchased	-	-
Other	(1,200)	-
Total liabilities	**(1,200)**	**-**
Net position restricted for pensions	**$ 1,301,214**	**$ 1,176,897**

[1]The City has elected to use the GASB 68 "lookback" method where assets and liabilities are measured up to a year prior to fiscal year-end, but applied to the current fiscal year. The Relief Association's GASB 67 disclosures must use actual fiscal year-end assets.

Statement of Changes in Fiduciary Net Position

	Measurement Period Ending 12/31/2020	12/31/2019
	applied to the Fiscal Year Ending[1]	
GASB 67 purposes (Fire Relief)	12/31/2020	12/31/2019
GASB 68 purposes (City)	12/31/2021	12/31/2020
Additions		
Contributions		
State aid	$ 49,930	$ 50,148
City contributions	-	-
Outside donations and other income	-	-
Member contributions	-	-
Total contributions	49,930	50,148
Investment income		
Net appreciation in fair value of investments	60,466	182,341
Interest and dividends	15,221	32,317
Less investment expense	(100)	(100)
Net investment income	75,587	214,558
Other additions (e.g. receivables)	-	-
Total additions	**125,517**	**264,706**
Deductions		
Benefit payments		
Annuity payments to retirees and beneficiaries	-	-
Lump sums	-	(161,683)
Refunds	-	-
Total	-	(161,683)
Administrative expense	(1,200)	(5,350)
Other deductions (e.g. payables)	-	-
Total deductions	**(1,200)**	**(167,033)**
Net increase in net position	**124,317**	**97,673**
Net position restricted for pensions		
Beginning of year	**1,176,897**	**1,079,224**
End of year	**$ 1,301,214**	**$ 1,176,897**
Investment return for the measurement year		
a. Net investment income	**$ 75,587**	**$ 214,558**
b. Beginning balance	**1,176,897**	**1,079,224**
c. Time-weighted cash flows	**12,551**	**(94,944)**
d. Investment return: a. / (b. + c.)	**6.35%**	**21.80%**

[1]The City has elected to use the GASB 68 "lookback" method where assets and liabilities are measured up to a year prior to fiscal year-end, but applied to the current fiscal year. The Relief Association's GASB 67 disclosures must use actual fiscal year-end assets.

Changes in Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (c) = (a) - (b)
Balance at previous fiscal year end (Measured at 12/31/2019)	$ 626,085	$ 1,176,897	$ (550,812)
Changes for the year:			
Service cost	39,234		39,234
Interest	41,582	-	41,582
Differences between expected and actual experience	(57,405)		(57,405)
Changes of assumptions	17,815	-	17,815
Changes of benefit terms			
Contributions - State and local	-	49,930	(49,930)
Contributions - donations and other income			
Contributions - member	-	-	-
Net investment income		75,587	(75,587)
Other additions	-	-	-
Benefit payments			
Administrative expense	-	(1,200)	1,200
Other deductions			
Net changes	41,226	124,317	(83,091)
Balance at current fiscal year end[1] (Measured at 12/31/2020)	$ 667,311	$ 1,301,214	$ (633,903)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (c) = (a) - (b)
1% decrease in Discount Rate (4.75%)	$ 694,390	$ 1,301,214	$ (606,824)
Current Discount Rate (5.75%)	667,311	1,301,214	(633,903)
1% increase in Discount Rate (6.75%)	641,046	1,301,214	(660,168)

[1]The City has elected to use the GASB 68 "lookback" method where assets and liabilities are measured up to a year prior to fiscal year-end, but applied to the current fiscal year. The Relief Association should apply these results to its FYE2020 financial statements, but the City should use the results for its FYE2021 GASB 68 accounting.

Summary of Deferred Outflows and Deferred Inflows

Summary of Deferred Outflows/Inflows	Outflows	Inflows
A. Difference between expected and actual liability	$ -	$ 84,533
B. Change of assumptions	28,687	4,379
C. Net difference between projected and actual investment earnings[1]	-	34,917
D. Contributions to the plan subsequent to the measurement date[2]	TBD	N/A
E. Total	$ 28,687	$ 123,829

Amounts reported as deferred (inflows) outflows of resources related to pensions will be recognized in pension expense as follows:

Year ended:	Future recognition
2022	(22,657)
2023	(1,303)
2024	(41,818)
2025	(10,407)
2026	(3,054)
Thereafter	(15,903)
	$ (95,142)

[1]Per GASB 68 paragraph 33.b., deferred inflows/outflows arising from differences between projected and actual pension plan investment earnings in different measurement periods should be aggregated and reported as a net deferred inflow or outflow of resources.

[2]Under GASB 68 paragraph 34., employer contributions made after the Measurement Date and on or before the Reporting Date must be disclosed as Deferred Outflows of Resources. If the contribution amount is not available at the time of this report, "TBD" is shown.

Significant Assumptions and Methods Used to Measure the Total Pension Liability

Discount rate	5.75%
Expected return on plan assets	5.75%
Inflation rate	2.25%
Actuarial cost method	Entry age normal in accordance with the requirements of GASB 67/68
Asset valuation method	Market value of assets
Mortality	Healthy Pre-retirement: RP-2014 employee generational mortality table projected with mortality improvement scale MP-2019, from a base year of 2006. Healthy Post-retirement: RP-2014 annuitant generational mortality table projected with mortality improvement scale MP-2019 from a base year of 2006. Male rates are adjusted by a factor of 0.96. Disabled: RP-2014 annuitant generational mortality table projected with mortality improvement scale MP-2019 from a base year of 2006. Male rates are adjusted by a factor of 0.96.

See pages 16 to 24 for more details on actuarial assumptions and methods.

Schedule of Changes in Net Pension Liability and Related Ratios[1]

	Fiscal Year Ending December 31[2]	
Total Pension Liability (TPL, actuarial accrued liability)	**2021**	**2020**
Service cost	$ 39,234	$ 36,666
Interest	41,582	37,162
Differences between expected and actual experience	(57,405)	-
Changes of assumptions	17,815	(5,407)
Changes of benefit terms	-	55,799
Benefit payments, including member contrib refunds	-	(161,683)
Net change in total pension liability	**41,226**	**(37,463)**
Total Pension Liability - beginning of year	**626,085**	**663,548**
Total Pension Liability - end of year	**$ 667,311**	**$ 626,085**
Plan Fiduciary Net Position (FNP, assets)		
Contributions - State and local	$ 49,930	$ 50,148
Contributions - donations and other income	-	-
Contributions - member	-	-
Net investment income	75,587	214,558
Other additions	-	-
Benefit payments, including member contrib refunds	-	(161,683)
Administrative expense	(1,200)	(5,350)
Other changes	-	-
Net change in plan fiduciary net position	**124,317**	**97,673**
Plan Fiduciary Net Position - beginning of year	**1,176,897**	**1,079,224**
Plan Fiduciary Net Position - end of year	**$ 1,301,214**	**$ 1,176,897**
Net Pension Liability (NPL) - end of year	**$ (633,903)**	**$ (550,812)**
FNP as a percentage of the TPL	**194.99%**	**187.98%**

[1]The employer must eventually disclose a 10-year history of the schedule of changes in Net Pension Liability and related ratios.

[2]Fiscal year results above are for the City's GASB 68 accounting. The Relief Association should apply these results to its prior fiscal year (i.e., FYE2021 results above should be applied to the Relief Association's FYE2020 financial statements).

Summary of Participant Data

	December 31, 2020	December 31, 2018
A. Active members		
1. Number	32	33
2. Average age	39.4	41.0
3. Average years of service	9.9	10.9
B. Inactive members entitled to future benefits		
(a.k.a. deferred members or vested terminated members)		
1. Number	2	-
2. Average age	42.4	-
3. Average years of service	12.8	N/A
C. Inactive members or beneficiaries currently receiving benefits		
1. Number		
a. Retirees	-	-
b. Surviving spouses/beneficiaries	-	-
c. Total	-	-
2. Average age	-	-
3. Total annual benefits being paid	$ -	$ -
4. Average annual benefit being paid	-	-
D. Total number of participants (A.1. + B.1. + C.1.)	34	33

Summary of Plan Provisions

A. Eligibility	Active or probationary member of the Relief Association.
B. Service	Completed months.
C. Lump Sum Pension	The later of age 50 or after completion of 20 years of service. The lump sum pension is based on completed months of service. The current lump sum pension is based on $2,800 (effective October 16, 2019) per year of service plus a Supplemental Benefit of 10% of the regular lump sum distribution, but not more than $1,000. If a member is both age 50 and has completed 10 years of service, but not 20 years of service, the lump sum pension will be reduced by 4% for each year of service less than 20 years.
D. Deferred Lump Sum Pension	Termination prior to age 50 with at least 10 years of service. The deferred lump sum pension payable at age 50 is based on the lump sum pension formula and service at date of termination reduced for less than 20 years of service. If a member dies before payment, the benefit will be paid to the participant's beneficiary.
E. Disability Lump Sum Pension	The disability pension payable immediately is based on the lump sum pension formula and service at date of disability without regard to vesting.
F. Survivor Benefit	Years of service (not less than 5) times the lump sum rate in effect at the time of death without regard to vesting, payable to named beneficiary plus a Supplemental Survivor Benefit in the amount of 20% of the total benefit paid, but not more than $2,000.
G. Plan Changes Since Prior Valuation	None.

increase to retired members and ancillary benefit recipients of the relief association if (1) the relief association adopts an appropriate bylaw amendment; and (2) the bylaw amendment is approved by the municipality pursuant to subdivision 10 and section 424A.093, subdivision 6. The postretirement increase is applicable only to retired members and ancillary benefit recipients receiving a monthly service pension or monthly ancillary benefit as of the effective date of the bylaw amendment. The authority to provide a postretirement increase to retired members and ancillary benefit recipients of a relief association contained in this subdivision supersedes any prior special law authorization relating to the provision of postretirement increases.

Subd. 9b. [Repealed, 2009 c 169 art 10 s 58]

Subd. 10. **Local approval of bylaw amendments; filing requirements.** (a) Each defined benefit relief association to which this section applies must file a revised copy of its governing bylaws with the state auditor upon the adoption of any amendment to its governing bylaws by the relief association or upon the approval of any amendment to its governing bylaws granted by the governing body of the municipality served by the fire department to which the relief association is directly associated or by the independent nonprofit firefighting corporation, as applicable. Failure of the relief association to file a copy of the bylaws or any bylaw amendments with the state auditor disqualifies the municipality from the distribution of any future fire state aid until this filing requirement has been completed.

(b) If the special fund of the relief association does not have a surplus over full funding under section 424A.092, subdivision 3, paragraph (c), clause (5), or 424A.093, subdivision 4, and if the municipality is required to provide financial support to the special fund of the relief association under section 424A.092 or 424A.093, no bylaw amendment which would affect the amount of, the manner of payment of, or the conditions for qualification for service pensions or ancillary benefits or disbursements other than administrative expenses authorized under section 424A.05, subdivision 3b, payable from the special fund of the relief association is effective until it has been ratified as required under section 424A.092, subdivision 6, or 424A.093, subdivision 6. If the special fund of the relief association has a surplus over full funding under section 424A.092, subdivision 3, or 424A.093, subdivision 4, and if the municipality is not required to provide financial support to the special fund under this section, the relief association may adopt or amend without municipal ratification its articles of incorporation or bylaws which increase or otherwise affect the service pensions or ancillary benefits payable from the special fund if authorized under section 424A.092, subdivision 6, or 424A.093, subdivision 6.

(c) If the relief association pays only a lump-sum pension, the financial requirements are to be determined by the board of trustees following the preparation of an estimate of the expected increase in the accrued liability and annual accruing liability of the relief association attributable to the change. If the relief association pays a monthly benefit service pension, the financial requirements are to be determined by the board of trustees following either an updated actuarial valuation including the proposed change or an estimate of the expected actuarial impact of the proposed change prepared by the actuary of the relief association. If a relief association adopts or amends its articles of incorporation or bylaws without municipal ratification under this subdivision, and, subsequent to the amendment or adoption, the financial requirements of the special fund under this section are such so as to require financial support from the municipality, the provision which was implemented without municipal ratification is no longer effective without municipal ratification, and any service pensions or ancillary benefits payable after that date must be paid only in accordance with the articles of incorporation or bylaws as amended or adopted with municipal ratification.

Subd. 11. [Repealed, 2000 c 461 art 16 s 13]

Subd. 12. **Transfer of service credit to new district.** Notwithstanding the requirements of subdivision 1 or any other law, a member of a fire department which is disbanded upon formation of a fire district to

ACTION ITEM

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

TO: City Council
FROM: City Administrator
DATE: August 30, 2021
RE: A Workplace Accident and Injury Reduction (AWAIR) Program Update
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Approve an updated A Workplace Accident and Injury Reduction (AWAIR) program.

Issue Summary/Background

The City is required to have an AWAIR program for safety and loss control. The original program was adopted in 2009. The proposed AWAIR program has been updated and revised as needed to meet current standards and has been reviewed by the Minnesota Municipal Utilities Association (MMUA) safety consultant.

On August 25, 2021 the Utility Commission reviewed and voted to recommend approval of the proposed AWAIR program.

Fiscal Impact

Conducting operations safely will lower workers compensation costs, lessen lost time and improve working conditions for employees.

Attachments

1. Proposed AWAIR program

RESOLUTION #2021-

INTRODUCED:

SECONDED:

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

RESOLUTION ADOPTING AWAIR PROGRAM

WHEREAS, OSHA requires the City to adopt "A Workplace Accident and Injury Reduction" program (AWAIR); and

WHEREAS, the City has adopted safety programs for specific areas which were developed by the Minnesota Municipal Utilities Association; and

WHEREAS, the Minnesota Municipal Utilities Association has developed an AWAIR program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, THAT: The City Council hereby adopts "A Workplace Accident and Injury Reduction" program to be implemented in the Administration, Recreation, Pool & Arena, Public Works, Finance, Liquor, Library, Police, Economic Development, Building & Zoning, Community Center, Telecommunications, Ambulance and Fire Departments.

Adopted by the City Council of the City of Windom, Cottonwood County, Minnesota, this 7th day of September, 2021.

____
Dominic Jones, Mayor

Attest:______________________________
Steve Nasby, City Administrator

JOB SAFETY & TRAINING

Minnesota Municipal Utilities Association

This program has been developed and modified for use by:

City of Windom
September 2021

AWAIR –

A Workplace Accident & Injury Reduction Program

MMUA – JOB SAFETY & TRAINING

AWAIR Program

3131 Fernbrook Lane North • Suite 200
Plymouth, MN 55447-5142
Phone 763.551.1230 • Fax 763.551.0459
www.mmua.org

Table of Contents

Introduction

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. Minnesota Statutes Chapter 182.653 subd.8 requires employers in certain industries to develop written, comprehensive workplace safety and health programs which are based on the NAICS (North American Industry Classification System) system. This legislation is known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs developed to comply with the act are known as AWAIR programs. The requirements of the legislation that are addressed and complied with in our program are as follows:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations;
3. How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
4. How workplace accidents will be investigated and corrective action implemented; and
5. How safe work practices and rules will be enforced

MN OSHA has adopted a list of NAICS codes that we have determined to exist within our jurisdiction as a public entity. These departments are under our blanket AWAIR program. The NAICS codes for the departments under our AWAIR Program are highlighted on the listing in Appendix A.

Safety Policy Statement

The safety and health of our employees at the CITY OF WINDOM (CITY OF WINDOM)'s most important business consideration. No employee will be required to do a job that they reasonably consider unsafe. CITY OF WINDOM will comply with all applicable MN OSHA workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

CITY OF WINDOM has established a safety committee, consisting of management and labor representatives, whose responsibility will be identifying hazards and unsafe work practices, removing obstacles to accident prevention, and helping evaluate our effort to achieve an accident-and-injury-free workplace.

CITY OF WINDOM pledges to do the following:

- Strive to achieve the goal of zero accidents and injuries.
- Provide mechanical and physical safeguards wherever they are necessary.
- Conduct routine safety and health inspections to find and eliminate unsafe working conditions, control health hazards, and comply with all applicable MN OSHA safety and health requirements.
- Train and provide all employees in safe work practices and procedures.
- Provide employees with necessary personal protective equipment and train them to use and care for it properly.
- Enforce company safety and health rules and require employees to follow the rules as a condition of employment.
- Investigate accidents to determine the cause and prevent similar accidents.

Managers, supervisors, and all other employees share responsibility for a safe and healthful workplace.

- Management is accountable for preventing workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management also will keep informed about workplace safety-and-health hazards and regularly review the company's safety and health program.
- Supervisors are responsible for supervising and training workers in safe work practices.
- Supervisors must enforce company rules and ensure that employees follow safe practices during their work.
- Employees are expected to participate in safety and health program activities including, immediately reporting hazards, unsafe work practices, and accidents to supervisors or a safety committee representative, wearing required personal protective equipment, and, participating in and supporting safety committee activities.

Approval/Revision of Program

The approval of this AWAIR Program is so recorded as such in the minutes of meeting dated 08/2/2021 (Utility Commission) and 09/07/2021 (City Council). Approving Authority for program is maintained by Steve Nasby – City Administrator as so indicated by the previously stated recording in the meeting minutes.

The Safety Committee annually reviews this program and may make necessary revisions.

The Approving Authority shall retain the responsibility for all policy revisions.

Application

This AWAIR program is intended to serve as an overview of all currently applicable Safety and Health programs. This program outlines the philosophy by which CITY OF WINDOM will develop, implement, and maintain all other safety and health programs which concern more specific topics.

While compliance with the law and OSHA standards is an important objective, an effective AWAIR program must be tailored to CITY OF WINDOM's particular needs. This program shall look beyond specific legal requirements to identify and analyze existing hazards. It shall seek to prevent injuries and illnesses, even when compliance is not an issue. Ultimately, the program's effectiveness in practice is what is important.

Should a department's operations require the need for a specific addition to this program, said specifics will be added as an addendum for that department and be maintained by that department within their operations.

Goals and Objectives

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. Our goals are generally challenging to reach or complete, but are also possible to achieve. The goals are specific to CITY OF WINDOM. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

Safety Committee

The CITY OF WINDOM has established a safety committee pursuant to Minnesota Statutes SEC. 182.676.

The safety committee will hold regularly scheduled meetings

CITY OF WINDOM and all Sections within the city's operations may have Representatives on the Safety Committee. All representatives will serve on a voluntary basis. Terms of office will be revisited annually by individual departments. A chairperson and vice chairperson will be elected among the representatives.

Management/Supervisory personnel will have a representative on the safety committee.

Safety Committee members will be able to perform their duties without fear discrimination or retaliation by management or the governing body.

Roles and Responsibilities

For Everyone in the Organization:

All employees, supervisors, and managers, must follow all safety rules at all times.

For Employees:

1. Employees must promptly report any safety and health hazards they observe to their supervisor and safety committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Employees must wear personal protective equipment as required for their protection and maintain the equipment in a sanitary manner.
4. Employees must report all accidents and near misses to their supervisor immediately upon occurrence.

For Supervisors:

1. Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff safety meetings or at the tailgate/toolbox meetings.
2. Supervisors will address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the safety director, the safety committee or upper management.
3. Immediately upon learning of an accident or near miss the supervisor must initiate an investigation and submit the completed accident investigation report to the safety director.
4. Supervisors will actively and positively participate in all safety committee inspections of their assigned areas.

For Safety Directors:

1. The safety director will serve as the lead person in the organization for safety and health issues and will serve as an ex-officio member of the safety committee.
2. The safety director must review all First Reports of Injury and Accident Investigation Reports with the safety committee and take appropriate action to prevent recurrence.
3. The safety director will conduct all safety training required by regulation or identified by management, supervision or the safety committee as a need to assure a safe workplace.
4. The safety director will recommend improvements in physical plant, machinery, equipment, raw materials and personal protective equipment to management, supervision and the safety committee.

For Safety Committees:

1. The safety committee will conduct monthly meetings and conduct area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees, first-line supervision or the safety director.
2. The safety committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to senior management and the safety director.
3. Safety committee members each represent their particular work area and, therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the safety director or the full safety committee.

For Management/Administration:

1. Managers will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.
2. Management shall review all safety concerns brought forward by the safety director, the safety committee or first-line supervision and take appropriate action.
3. Management shall review the AWAIR program and any recommended revisions from the safety committee at least annually, make the appropriate revisions and work with the safety director, the safety committee and first-line supervision to communicate the revisions throughout the organization.
4. Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health, and by following all safety rules. Safety and health programs are similar to quality improvement and other efforts organizations engage in to continually improve performance, customer service, competitiveness, organizational culture, etc.

For Elected/Appointed Officials:

1. Officials will communicate to all Managerial/Administrative personnel the importance of safety and health throughout the CITY OF WINDOM.
2. Elected/Appointed Officials will provide the resources to improve safety and health throughout the entire organization. This includes providing employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished.

Enforcement of Safety and Health Programs

Enforcement of safe work practices should be fair, consistent throughout the CITY OF WINDOM, and based on established policy. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods as prescribed in the Windom Personnel Policy:

1. Verbal warning
2. Written warning
3. Leave without pay
4. Termination

Additionally, Safety Program Enforcement language from an applicable union contract agreement may also apply or substitute for the Personnel Policy.

Disciplinary action will follow the applicable union contract and\or Personnel Policy language on progressive discipline. The City, at its sole discretion, retains the right to discipline on any step outlined above depending on the severity of the situation.

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

Hazard Identification, Analysis and Control

CITY OF WINDOM will use the following steps to Identify, Analyze and Control hazards:

- Walk-around inspections by Supervisors, Management or the Safety Committee
- Job or safety hazard analyses of different parts of the operation
- Inspections should be done on a regular basis to identify both newly developed hazards and those previously missed
- Periodic industrial hygiene monitoring and sampling for agents such as hazardous substances, noise and heat
- Job hazard identification checklists
- Employee reporting of workplace safety and health hazards
- Employee hazard abatement suggestions
- Preventative maintenance inspections
- Engineering controls
- Administrative controls
- Personal Protective Equipment
- Management and Employee Training

CITY OF WINDOM may use the enclosed forms to assist in the Identification, Analysis and Control of hazards:

- SP 1 – Hazard Inventory
- SP 2 – Safety Inspection Checklist
- SP 3 – Report of Unsafe Conditions
- SP 4 – Hazard Elimination Evaluation Control Worksheet
- SP 5 – Job Hazard Analysis
- SP 6 – Indoor Environmental Audit
- SP 7 – Personal Exposure Monitoring
- SP 8 – Certification of Employee Training
- SP 10 – Accident/Injury Investigation

Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system may include one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our program
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

Contractor Duties

All contractors shall follow any and all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agencies rules that pertain to their work sites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

Duties to Subcontractors
Contractors that use sub-contractors shall be responsible for communicating any and all safety and health related information to those subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related polices, programs and work practices while performing subcontracted work.

Imminent Danger
In the event of an imminent danger situation, CITY OF WINDOM reserves that right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

Imminent Danger Definition per MNOSHA:

Imminent danger situations are given top priority. An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. MNOSHA becomes aware of these situations through reports received from employees, the general public or direct observation by an investigator.

If an imminent danger situation is identified, the safety and health investigator will ask the employer to voluntarily eliminate the hazard and to remove the endangered employees from exposure. If the employer fails to do this, MN OSHA may "red tag" the equipment or job site for 72 hours.

Accident Investigation

Procedures for investigating workplace accidents, hazardous substance exposures, and near misses include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from re-occurring; and
5. Recording the findings and actions taken. It should not be to affix blame.

Each contributing factor should be traced back to its root cause. A written report that describes the accident, its causes and recommendations for corrective action and prevention will be prepared and presented to management and safety committee.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to "employee error," without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or necessary preventive maintenance may be delayed or skipped.

The Accident/Injury Investigation Form (Form SP 10) may be used.

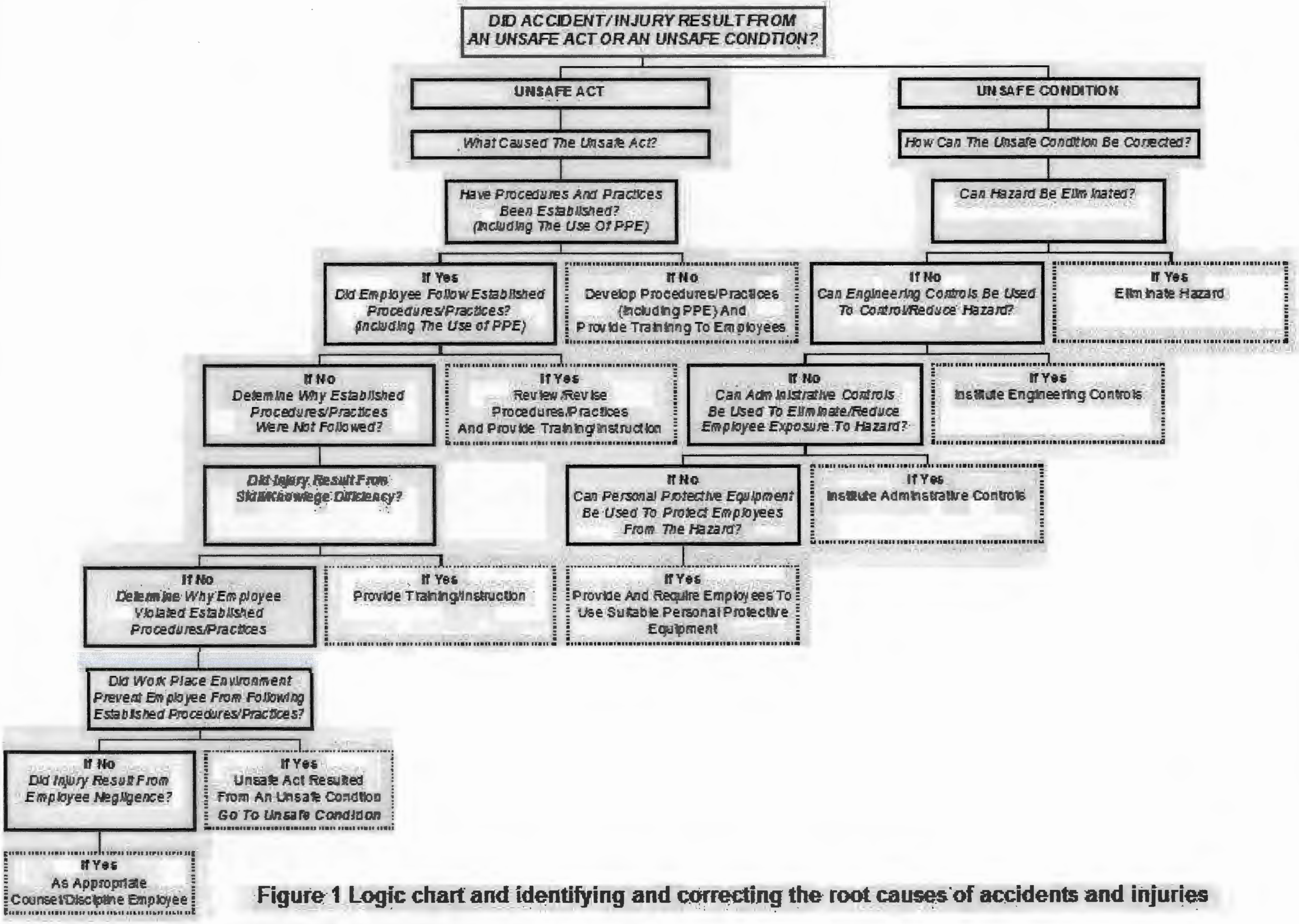


Figure 1 Logic chart and identifying and correcting the root causes of accidents and injuries

Program Evaluation

The AWAIR Act requires employers to review the entire program at least annually and document the findings. Program review is vital, because it serves as a check to see if the organization is making progress towards its goal of creating a safer, healthier workplace for all employees. The annual review keeps the program fresh, accurate and an integral part of the organization.

The AWAIR Program Audit Form (Form SP 9) shall be used as a tool and record of the annual audit.

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: Steve Nasby, City Administrator
DATE: September 1, 2021
RE: Disposition of Excess, Surplus or Obsolete Equipment
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

Staff recommends that the City Council take the following action:

1. Disposition of excess\surplus and obsolete equipment and inventory.

Issue Summary/Background

The City Departments have a variety of items that are deemed surplus or obsolete. Many items are small which makes the sale of them individually on a reverse auction website would require more staff time than maybe recovered through the sale. Some of these items are also large, which would incur large expenses for shipping.

A local government auction is planned for September 18, 2021 to be held at the Windom Arena from 9:00 am until approximately 12 noon to dispose of these items. The County, School District and Windom Area Health have also been invited to participate if they have items to sell. The auction would be handled by a local auctioneer.

Attached is the City Code governing the sale of excess\surplus items for your reference.

Fiscal Impact

Cost for the auctioneer would be paid on a pro-rata based on the volume of sales by the participating parties (City, County, School District and Windom Area Health). The City is contributing use of the Windom Arena at no cost.

Attachments

1. City Code 96.71 - 96.74
2. Listing of excess\surplus and obsolete equipment and inventory.

EXCESS/SURPLUS PROPERTY/EQUIPMENT. Property/equipment used by the city's departments, and cellular phones and emergency medical and firefighting property/equipment that is no longer needed by the city because it does not meet industry standards for emergency medical services, police, fire or other departments or has minimal or no resale value.

FAIR MARKET VALUE. The price at which property/equipment would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell, and both having reasonable knowledge of all relevant facts.

NONPROFIT ORGANIZATION. An organization formed under Section 501(c)(3) of the Internal Revenue Code.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.71 DECLARATION OF SURPLUS; AUTHORIZING SALE OR DONATION OF PROPERTY/EQUIPMENT.

The City Administrator may, from time to time, recommend to the Council that certain personal property/equipment (chattels) owned by the city is no longer needed for a municipal purpose and should be sold or donated to an eligible organization. By action of the Council, the property/equipment shall be declared surplus, the fair market value estimated, and the City Administrator authorized to dispose of the property/equipment by donation to an eligible organization, as set forth in the city policy adopted by the City Council, or by sale in the manner stated herein.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.72 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OF LESS THAN $1,000.

The City Administrator may sell surplus property/equipment with a total value of less than $1,000 through negotiated sale.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.73 SURPLUS PROPERTY/EQUIPMENT WITH A TOTAL ESTIMATED VALUE OVER $1,000.

The City Administrator shall offer for public sale, to the highest bidder, surplus property/equipment with a total estimated value over $1,000. Notice of the public sale shall be given stating time and place of sale and generally describing property/equipment to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest bid.
(Ord. 166, 2nd Series, passed 9-5-2017)

§ 96.74 RECEIPTS FROM SALES OF SURPLUS PROPERTY/EQUIPMENT.

All receipts from sales of surplus property/equipment under this chapter shall be placed in the general fund.
(Ord. 166, 2nd Series, passed 9-5-2017)

Street and Parks department Surplus items for Auction

Items	Description
1	2004 7200 International dump/plow truck
1	2004 Chevrolet 2500 with Boss snowplow
1	Toro Diesel Workman with dump box
1	Toro Field Groomer
1	Diesel powered Generator
1	Gas powered Generator
1	Gas powered Water pump
1	Gas powered air compressor
1	Industrial Ingersoll Rand Gas powered air compressor
1	Raner tire machine
1	A O Smith Water heater
8	Used Street sweeper brooms
2	20.5 x 25 Front end loader tires
3	Bulk oil tanks
1	Tandem axle 14,000 lbs. deck over trailer
1	Single axle Army surplus trailer
1	Tandem axle homemade trailer
1	Single axle homemade trailer
1	Metal saw
1	Drill press
1	Sand blaster
1	Concrete Gas powered mortar mixer
1	Buyers Pickup mount electric salt spreader
2	Natural Gas industrial building heaters
1	Chain saw chain sharpener
1	12 foot one-way plow
20	Picnic tables with wood tops and benches
1	Toro push mower
1	Wheel barrow
17	Large athletic field lights and insulators
1	Large hydraulic cylinder
1	Weed sprayer
1	Long pickup box for ½ ton Dodge pickup
Several	Miscellaneous garage doors
Several	Miscellaneous Gas powered trimmers, chainsaws, and blowers
Several	Old and obsolete Automotive parts
Several	Miscellaneous Automotive and truck tools, tool boxes, and Jacks
Several	Miscellaneous playground equipment
Several	Miscellaneous fence posts and wire fence
Several	Miscellaneous tires
Several	Miscellaneous office furniture, chairs, tables, and filing cabinets

Street and Parks department Surplus items for Auction

Several	Miscellaneous rubber hose some on reels
Several	Miscellaneous Army surplus equipment
Several	Miscellaneous plow and loader cutting edges and skid shoes
Several	Miscellaneous highway guard rail
Several	Miscellaneous hanging lighted Christmas decorations
Several	Miscellaneous building bricks

Windom Library – Surplus\Excess Items

School bench
5 wooden base chairs
Acrylic organizer
Typewriter and typewriter table
Office stand
Wooden mirror 25.75 x 31.75 inches
2 Bulletin boards 36 x 48 inches
American flag and stand
Free-standing wooden activity center
Small wood shelf
Large area rug (Ocean theme)
Misc. puzzles and activity books
Magazine covers
Chairs from Kid's room
2 Paper book spinner racks
Round metal table (folding)
Doll display case
4 Window blinds
2 DVD units
3 Round racks (audio)
Yellow Book rack
Pamphlet rack
2 Leather arm chairs
Rectangular table & 4 chairs
Small spinner rack
Kid's record player
Film projector
Misc. seasonal décor
2 small wall shelves

Windom Community Center – Surplus\Excess Items

4 Propane patio heaters
4 outdoor gas grills

Windom Arena – Surplus\Excess Items

Leeson Electric Motor -HP 30 KW 22 HZ 60 Volts 230/460
Double Glass Doors
Zamboni Tires (4)
Tempered Glass (52)
Hockey Goal Lights
Sump pumps (2)
Sump pump hose
Battery power Emergency light

Electric Dept. Surplus list

1. T-8 High Bay Fixture
2. Misc. Fluorescent light bulbs 4' and 8' lengths
3. Misc. Fluorescent fixture ballasts
4. Misc. flood lighting
5. 18 volt Dewalt circular saw
6. 18 volt Dewalt cordless drill/hammer drill
7. Fax machine
8. HP Officejet Pro 8620 Print Fax Scan Copy

Windom City Hall – Surplus\Excess Items

Box of miscellaneous power cords
Box of miscellaneous telephone and internet cables
Logitech base and 2 computer speakers
Used Apple TV Switch 720 p
12 Microphones (Shure, Crown and Audio-technica brands)
Signs (Internet Purchase Meet Up Location)
Mini 5 drawer file cabinet
Small 2 drawer file cabinet
3 keyboards and wireless mouse
Lexmark desktop printer
Handheld Dirt Devil Vac
Plantronics Wireless Phone Headset
Coby CD Player and speakers
2 Battery back-ups for PCs
Adding machine
6 plastic file trays
Small candy dispenser
2 file drawer inserts (slightly larger than DVD sized)
Box of 3-ring Binders

RESOLUTION #2021-09

INTRODUCED: **Quade**
SECONDED: **Nelson**
VOTED: **Aye:** **Nelson, Grunig and Quade**
Nay: **None**
Absent: **Schmidt**

RESOLUTION ESTABLISHING
RATES, CHARGES AND FEES FOR
LIQUOR LICENSES

WHEREAS, City Code Section §118.027 authorizes the City Council to establish rates and charges for annual licenses to sell liquor or beer, either on-sale or off-sale; and

WHEREAS, due to the Coronavirus Pandemic, the Governor declared a state of emergency and issued Executive Orders which required local bars and restaurants to close; and

WHEREAS, these closures have greatly impacted local bars and restaurants; and

WHEREAS, to assist local bars and restaurants, the Windom Council recommends a 50% reduction of the annual liquor license fees collected by the City of Windom.

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

Adopt new rates for Liquor Licenses issued January 1, 2021, as set forth below.

On-Sale Liquor	$1,000.00
Sunday	$100.00
On-Sale Wine	$75.00
On-Sale 3.2 Beer	$75.00
Strong Beer Authorization	$50.00

*Refunds will be issued to liquor license holders for all previously paid licenses issued for January 1 – Dec 31, 2021.

Adopted this 19th day of January, 2021.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

(B) No person holding a license from the Department as a manufacturer, brewer (except as provided by statute), wholesaler or importer, may have a direct or indirect interest, in whole or in part, in a business holding an alcoholic beverage license from the city.
(Prior Code, § 5.02) (Ord. 105, 2nd Series, eff. 7-29-1998)

§ 118.023 NUMBER OF LICENSES.

The number of private on-sale liquor licenses issued shall be governed by M.S. § 340A.413 "Restrictions on the number of intoxicating liquor licenses that may be issued," as amended from time to time, including all restrictions, exclusions and exceptions as stated therein regarding the number of licenses allowed for cities of the fourth class.
(Prior Code § 5.03) (Ord. 150, 2nd Series, passed 7-21-2015)

§ 118.024 DELINQUENT TAXES AND CHARGES.

No license under this chapter shall be granted for operation on any premises upon which taxes, assessments or installments thereof, or other financial claims of the city, are owed and are delinquent and unpaid.
(Prior Code, § 5.04)

§ 118.025 CONDITIONAL LICENSES.

Notwithstanding any provision of law to the contrary, the Council may, upon a finding of the necessity therefor, place the special conditions and restrictions, in addition to those stated in this chapter, upon any license as it, in its discretion, may deem reasonable and justified.
(Prior Code, § 5.05)

§ 118.026 PREMISES LICENSED.

Unless expressly stated therein, a license issued under the provisions of this chapter shall be valid only in the compact and contiguous building or structure situated on the premises described in the license, and all transactions relating to a sale under the license must take place within the building or structure.
(Prior Code, § 5.06)

§ 118.027 FEES; REFUNDMENT.

(A) No pro-rata share of an annual license fee for a license to sell liquor or beer, either on-sale or off-sale, shall be refunded to the licensee, or to his or her estate, if:

(1) The business ceases to operate because of destruction or damage;

(2) The licensee dies;

(3) The business ceases to be lawful for a reason other than a license revocation or suspension; or

(4) The licensee ceases to carry on the licensed business under the license.
(Prior Code, § 5.11)

(B) Except as otherwise specifically provided, all fees for licenses provided for in this chapter, including, but not by way of limitation, license fees, investigation and administration fees, shall be fixed and determined by the Council, adopted by resolution, and uniformly enforced. The fees may, from time to time, be amended by the Council by resolution; provided, however, that, before any liquor license fee shall be increased, a 30-day notice shall be mailed to all affected licensees and a hearing held thereon. A copy of the resolution shall be kept on file in the office of the City Administrator and open to inspection during regular business hours. For the purpose of fixing the fees, the Council may categorize and classify; provided that, the categorization and classification shall be included in the resolution authorized by this section.
(Prior Code, § 5.17) (Ord. 41, 2nd Series, eff. 4-10-1986; Ord. 90, 2nd Series, eff. 5-11-1995)

LICENSES REQUIRED

§ 118.040 BEER LICENSE REQUIRED.

It is unlawful for any person, directly or indirectly, on any pretense or by any device, to sell, barter, keep for sale or otherwise dispose of beer, as part of a commercial transaction, without a license therefor from the city. This section shall not apply to sales by manufacturers to wholesalers or to sales by wholesalers to persons holding beer licenses from the city. Annual on-sale beer licenses may be issued only to restaurants, hotels, clubs and bowling centers. Any person licensed to sell liquor at on-sale shall not be required to obtain an on-sale license and may sell beer on-sale without an additional license.
(Prior Code, § 5.30) (Ord. 68, 2nd Series, eff. 7-25-1991) Penalty, see § 118.999

§ 118.041 HOURS AND DAYS OF BEER SALES.

No sale of beer shall be made between the hours of 1:00 a.m. and 8:00 a.m. on Monday through Sunday.
(Prior Code, § 5.32) (Ord. 41, 2nd Series, eff. 4-10-1986; Ord. 150, 2nd Series, passed 7-21-2015) Penalty, see § 118.999

ACTION ITEM

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

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: August 27, 2021
RE: Liquor Store Part-Time Clerk Hiring
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

It is the recommendation that that the City Council approve the hiring of the following as Non-Union Part-Time Liquor Store Clerks at a starting wage of $10.08/hr with a potential wage increase to $10.75/hr pending a six month review of their employment:

1. Astaria Blanshan
2. Lisa Letcher

Issue Summary/Background

Since July 1st, we have had two employees resign at River Bend Liquor due to life changes. Since then we have had a few rounds of employment applications and interviews. This week I have completed interviews with three applicants from the last advertisement. I have reviewed the applications and interview results with Jenny Quade & Lisa Farag of the Liquor Committee. With that, it is recommended to hire two individuals at a starting wage of $10.08/hr with a six-month review of their employment with a potential wage increase to $10.75 at that time, per the Non-Union Part-Time Wage Scale approved by the Windom City Council.

Fiscal Impact

The fiscal impact for the hiring will be $0, as this employee will replacing employees that left since the beginning of July.

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: Spencer Winzenried, Community Center Director
DATE: 8/27/21
RE: Community Center Full-Time Administrative Assistant II
DEPT: Community Center
CONTACT: Spencer Winzenried Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

The Community Center Director recommends the hiring of Brittany Kelley for the Community Center Administrative Assistant II position. Brittany will start off at step 3. The pay for that step is $15.98.

Issue Summary/Background

There has been a vacancy here at the Community Center for the past month and a half. While we have managed to cover all shifts, it would be great to get another person on board.

Fiscal Impact

This open position is budgeted for. There would be no extra cost to the city.

Attachments

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: Spencer Winzenried, Community Center Director
DATE: 8/30/21
RE: Community Center On-Call position
DEPT: Community Center
CONTACT: Spencer Winzenried Spencer.Winzenried@windommn.com

Recommendations/Options/Action Requested

The Community Center Director recommends the hiring of Elizabeth Gonzalez for the Community Center On-Call position. The pay for this position starts at $12.50.

Issue Summary/Background

There has been a vacancies here at the Community Center for the past month and a half. While we have managed to cover all shifts, it would be great to get more help.

Fiscal Impact

This position is budgeted for. There would be no extra cost to the city.

Attachments

BOLTON & MENK

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

August 20, 2021

Via Email

City of Windom
444 9th Street
PO Box 38
Windom, MN 56101-0038

RE: Payment Request No. 28-FINAL/ Change Order No. 3
Wastewater Treatment Facility Improvements
Windom, Minnesota
Project No. T22.113672

Attn: Steve Nasby, City Administrator

Dear Mayor and Council Members:

Please find attached Application for Payment No. 28-FINAL and Change Order No. 3 from Gridor Constr., Inc. for the work completed to date for the construction of the Wastewater Treatment Facility Improvements. We reviewed this application and find it acceptable for payment. We recommend making the final payment of $155,127.70.00 to Gridor Constr., Inc. Please sign the first page of the application, forward copy along with the payment to Gridor Constr., Inc., a copy to Chelsea Alger, Bolton & Menk, and keep one copy for your records.

Change Order No. 3 is a project balancing change order. The change order deducts $49,595.30 from the Original Contract Price for a Final Contract Price of $16,548,604.70. Please sign and retain one copy for your files, return one copy to Gridor Constr., Inc. and one copy to me.

Sincerely,

Bolton & Menk, Inc.

R. Kelly Yahnke
Project Manager

RKY

Enclosure

Lump Sum Contract

Contractor's Application for Payment No. 28

Project:	Wastewater Treatment Facility Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	8/25/2021
To (Owner):	City of Windom, MN	Owner's Project No.:		Period From:	3/1/2021
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	T22.113672	Period To:	8/31/2021

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
1	7/3/2019	$0.00	$0.00
2	8/17/2021		-$49,595.30
	TOTALS	$0.00	-$49,595.30
	NET CHANGE BY CHANGE ORDERS		-$49,595.30

1. ORIGINAL CONTRACT PRICE	$	16,598,200.00
2. Net change by Change Orders	$	-49,595.30
3. Current Contract Price (Line 1 + 2)	$	16,548,604.70
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	$	16,548,604.70
5. RETAINAGE:		
a. 0% X $16,548,604.70 Work Completed	$	0.00
b. 0% X $0.00 Stored Material	$	0.00
c. Less Total Retainage Released Early	$	0.00
d. Total Retainage (Line 5a + Line 5b - Line 5c)	$	0.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	$	16,548,604.70
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	16,393,477.00
8. AMOUNT DUE THIS APPLICATION	$	155,127.70
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	$	0.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: [signature] Date: 8/19/2021

Payment c $ 155,127.70
(Line 8 or other - attach explanation of the other amount)

is recommended by: R Kelly Yulke (Engineer) 8-20-2021 (Date)

Payment c $ ____________
(Line 8 or other - attach explanation of the other amount)

is approved by: ____________ (Owner) ____________ (Date)

Endorsed by the Construction Specifications Institute.

State of Minnesota
Subscribed and sworn to before me this 19th day of August, 2021

Commission Expiration 1/31/2025
Notary Public: [signature]

SHERI LEE FULLER
NOTARY PUBLIC-MINNESOTA
My Comm. Exp. Jan. 31, 2025

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
1.001	Mobilization Insurance and Bonds	$450,000	$450,000				$450,000	100.0%	$0
1.001	Allowances	$421,000	$263,277	37%	$157,723		$421,000	100.0%	$0
Subtotal for	Division 1	$871,000	$713,277		$157,723		$871,000	100.0%	$0
			$713,277			check	$871,000		
2.001	Erosion Control / Silt Fence	$30,000	$30,000				$30,000	100.0%	$0
2.002	Clear and Grub Site	$35,000	$35,000				$35,000	100.0%	$0
2.003	Fine Grade and Restore Site	$300,000	$300,000				$300,000	100.0%	$0
2.004	Demo Labor and Material	$420,000	$420,000				$420,000	100.0%	$0
2.005	General Excavation	$400,000	$400,000				$400,000	100.0%	$0
2.006	General Backfill Materials	$250,000	$250,000				$250,000	100.0%	$0
2.007	Pipe Lining - Alt #1	$1,270,000	$1,244,600	2.00%	$25,400		$1,270,000	100.0%	$0
2.008	Pipe Lining - Alt #2	$330,000	$323,400	2.00%	$6,600		$330,000	100.0%	$0
2.009	Fencing	$20,000	$20,000				$20,000	100.0%	$0
2.010	Landscaping and Seedings	$25,000	$25,000				$25,000	100.0%	$0
2.011	Roads, Walks and Curbs	$175,000	$175,000				$175,000	100.0%	$0
2.012	Site Utilities - Labor & Equipment	$315,000	$315,000				$315,000	100.0%	$0
2.013	Site Utilities - Material	$425,000	$425,000				$425,000	100.0%	$0
2.014	Manholes - Labor/ Equipment & Material	$40,000	$40,000				$40,000	100.0%	$0
Subtotal for	Division 2	$4,035,000	$4,003,000.00		$32,000	$0	$4,035,000	100.00%	$0
		check	$4,003,000			Check	$4,035,000		
3.001	F/P/I Concrete 4000 cy @ 450 cy	$1,800,000	$1,800,000				$1,800,000	100.0%	$0
3.002	Rebar Materials	$530,000	$530,000				$530,000	100.0%	$0
3.003	Rebar Install	$230,000	$230,000				$230,000	100.0%	$0
3.004	Precast Concrete / Hollowcore	$60,000	$60,000				$60,000	100.0%	$0
Subtotal for	Division 3	$2,620,000	$2,620,000.00		$0	$0	$2,620,000	100.00%	$0
		check	$2,620,000			Check	$2,620,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
4.001	Masonry	$360,000	$360,000				$360,000	100.0%	$0
Subtotal for	**Division 4**	**$360,000**	**$360,000.00**		**$0**	**$0**	**$360,000**	**100.00%**	**$0**
		check	$360,000			Check	$360,000		
5.001	Misc Metals - Materials	$240,000	$240,000				$240,000	100.0%	$0
5.002	Misc Metals - Labor	$60,000	$60,000				$60,000	100.0%	$0
5.003	Hatches	$20,000	$20,000				$20,000	100.0%	$0
Subtotal for	**Division 5**	**$320,000**	**$320,000.00**		**$0**	**$0**	**$320,000**	**100.00%**	**$0**
		check	$320,000			Check	$320,000		
6.001	Carpentry	$10,000	$10,000				$10,000	100.0%	$0
Subtotal for	**Division 6**	**$10,000**	**$10,000.00**		**$0**	**$0**	**$10,000**	**100.00%**	**$0**
		check	$10,000			Check	$10,000		
7.001	Dampproofing	$30,000	$30,000				$30,000	100.0%	$0
7.002	Insulation / Vapor Barriers	$35,000	$35,000				$35,000	100.0%	$0
7.003	Roof System	$70,000	$70,000				$70,000	100.0%	$0
7.004	Caulking	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	**Division 7**	**$150,000**	**$150,000.00**		**$0**	**$0**	**$150,000**	**100.00%**	**$0**
		check	$150,000			Check	$150,000		
8.001	Hollow Metal Doors Frames and Hardware	$35,000	$35,000				$35,000	100.0%	$0
8.002	Overhead Doors	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	**Division 8**	**$50,000**	**$50,000.00**		**$0**	**$0**	**$50,000**	**100.00%**	**$0**
		check	$50,000			Check	$50,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
9.001	Painting - Headworks	$100,000	$100,000				$100,000	100.0%	$0
9.002	Painting - Anerobix / Anoxic Basins	$70,000	$70,000				$70,000	100.0%	$0
9.003	Painting - Rapid Mix Tank	$35,000	$35,000				$35,000	100.0%	$0
9.004	Painitng - Aeration Tanks 1-3	$110,000	$110,000				$110,000	100.0%	$0
9.005	Painting - Clarifiers 1 & 2	$35,000	$35,000				$35,000	100.0%	$0
9.006	Painiting - Control Building	$40,000	$40,000				$40,000	100.0%	$0
9.007	Painting - Filter Building	$25,000	$25,000				$25,000	100.0%	$0
9.008	Painting - Chlorine / Post Aeratoin	$50,000	$50,000				$50,000	100.0%	$0
9.009	Painting - Sludge Building / Biosolids	$65,000	$65,000				$65,000	100.0%	$0
Subtotal for	**Division 9**	**$530,000**	**$530,000.00**		**$0**	**$0**	**$530,000**	**100.00%**	**$0**
		check	$530,000			Check	$530,000		
10.001	Specialties	$5,000	$5,000				$5,000	100.0%	$0
Subtotal for	**Division 10**	**$5,000**	**$5,000.00**		**$0**	**$0**	**$5,000**	**100.00%**	**$0**
		check	$5,000			Check	$5,000		
11.001	Horizontal End Suction Pumps	$80,000	$80,000				$80,000	100.0%	$0
11.002	Chemical Feed Equipment	$230,000	$230,000				$230,000	100.0%	$0
11.003	Hyraulic Gates	$55,000	$55,000				$55,000	100.0%	$0
11.004	Submersible Pumps	$50,000	$50,000				$50,000	100.0%	$0
11.005	Recess Vortex Pumps	$110,000	$110,000				$110,000	100.0%	$0
11.006	Rotary Lobe Pumps	$75,000	$75,000				$75,000	100.0%	$0
11.007	Grit Removal Equipment	$160,000	$160,000				$160,000	100.0%	$0
11.008	Fine Screen	$275,000	$275,000				$275,000	100.0%	$0
11.009	Clarifier Equipment	$250,000	$250,000				$250,000	100.0%	$0
11.010	Blowers	$375,000	$375,000				$375,000	100.0%	$0
11.011	Fine Bubble Aeration	$100,000	$100,000				$100,000	100.0%	$0
11.012	Sludge Heat Exchanger	$40,000	$40,000				$40,000	100.0%	$0
11.013	Course Bubble Aeration	$40,000	$40,000				$40,000	100.0%	$0
11.014	Rapid Mixers	$40,000	$40,000				$40,000	100.0%	$0
11.015	Submersible Mixers	$50,000	$50,000				$50,000	100.0%	$0
11.016	Biosolids Tank Mixers	$75,000	$75,000				$75,000	100.0%	$0
11.017	Lab Equipment	$10,000	$10,000				$10,000	100.0%	$0
11.018	Samplers	$20,000	$20,000				$20,000	100.0%	$0
Subtotal for	**Division 11**	**$2,035,000**	**$2,035,000.00**		**$0**	**$0**	**$2,035,000**	**100.00%**	**$0**
		check	$2,035,000						

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	 Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
12.001	Furnishings	$3,200	$3,200				$3,200	100.0%	$0
Subtotal for	Division 12	$3,200	$3,200.00		$0	$0	$3,200	100.00%	$0
		check	$3,200			Check	$3,200		
13.001	Disc Filters	$730,000	$730,000				$730,000	100.0%	$0
13.002	FRP Wiers and Baffles	$30,000	$30,000				$30,000	100.0%	$0
Subtotal for	Division 13	$760,000	$760,000.00		$0	$0	$760,000	100.00%	$0
		check	$760,000			Check	$760,000		
14.001	Davit Hoists	$7,000	$7,000				$7,000	100.0%	$0
Subtotal for	Division 14	$7,000	$7,000.00		$0	$0	$7,000	100.00%	$0
		check	$7,000			Check	$7,000		
15.001	Int. DIP & FTGS - Material	$850,000	$850,000				$850,000	100.0%	$0
15.002	Int. DIP & FTGS - Labor	$150,000	$150,000				$150,000	100.0%	$0
15.003	Valves	$500,000	$500,000				$500,000	100.0%	$0
15.004	Misc Process Pipe - Material	$50,000	$50,000				$50,000	100.0%	$0
15.005	Misc Process Pipe - Labor	$30,000	$30,000				$30,000	100.0%	$0
15.006	Mechanical Insulation	$32,000	$32,000				$32,000	100.0%	$0
15.007	Pre-treatment Plumbing / HVAC	$250,000	$250,000				$250,000	100.0%	$0
15.008	Sludge Building Plumbing /HVAC	$50,000	$50,000				$50,000	100.0%	$0
15.009	Filter Building Plumbing / HVAC	$50,000	$50,000				$50,000	100.0%	$0
15.010	Control Building Plumbing / HVAC	$50,000	$50,000				$50,000	100.0%	$0
15.011	Insulation	$50,000	$50,000				$50,000	100.0%	$0
15.012	Temp Controls	$80,000	$80,000				$80,000	100.0%	$0
Subtotal for	Division 15	$2,142,000	$2,142,000.00		$0	$0	$2,142,000	100.00%	$0
		check	$2,142,000			Check	$2,142,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
16.001	Electrical GC's	$30,000	$30,000				$30,000	100.0%	$0
16.002	Basic Materials	$100,000	$100,000				$100,000	100.0%	$0
16.003	Conduit and Fittings	$250,000	$250,000				$250,000	100.0%	$0
16.004	Wire and Cable	$210,000	$210,000				$210,000	100.0%	$0
16.005	Outlet Boxes	$10,000	$10,000				$10,000	100.0%	$0
16.006	Pull and Junction Boxes	$15,000	$15,000				$15,000	100.0%	$0
16.007	Wiring Devices	$10,000	$10,000				$10,000	100.0%	$0
16.008	Electrical Motors	$15,000	$15,000				$15,000	100.0%	$0
16.009	Disconnects	$60,000	$60,000				$60,000	100.0%	$0
16.010	Grounding	$10,000	$10,000				$10,000	100.0%	$0
16.011	Transformers	$20,000	$20,000				$20,000	100.0%	$0
16.012	Panelboards	$25,000	$25,000				$25,000	100.0%	$0
16.013	MCC's	$410,000	$410,000				$410,000	100.0%	$0
16.014	Transfer Switches	$50,000	$50,000				$50,000	100.0%	$0
16.015	Lighting	$100,000	$100,000				$100,000	100.0%	$0
16.016	Generator	$160,000	$160,000				$160,000	100.0%	$0
16.017	Electrical Resistance Heating	$25,000	$25,000				$25,000	100.0%	$0
16.018	Softwear	$135,000	$135,000				$135,000	100.0%	$0
16.019	Control Panels	$670,000	$670,000				$670,000	100.0%	$0
16.020	Fiber Optics	$20,000	$20,000				$20,000	100.0%	$0
16.021	DO Analyzers	$50,000	$50,000				$50,000	100.0%	$0
16.022	Nitrate Analyzers	$60,000	$60,000				$60,000	100.0%	$0
16.023	Ammonia Analyzers	$35,000	$35,000				$35,000	100.0%	$0
16.024	Phosphorus Analyzers	$35,000	$35,000				$35,000	100.0%	$0
16.025	LEL Gas Monitoring	$15,000	$15,000				$15,000	100.0%	$0
16.026	Cable Junction Boxes	$35,000	$35,000				$35,000	100.0%	$0
16.027	Control Stations	$15,000	$15,000				$15,000	100.0%	$0
16.028	Insturmentation	$115,000	$115,000				$115,000	100.0%	$0
16.029	Coordination Study	$15,000		100.00%	$15,000		$15,000	100.0%	$0
Subtotal for	**Division 16**	**$2,700,000**	**$2,685,000.00**		**$15,000**	**$0**	**$2,700,000**	**100.00%**	**$0**
		check	$2,685,000			Check	$2,700,000		
17.001	Change Order #2	-$49,595.30		100.00%	-$49,595.30		-$49,595.30	100.0%	$0
Subtotal for	**Change Orders**	**-$49,595.30**	**$0.00**		**-$49,595.30**	**$0**	**-$49,595.30**	**100.00%**	**$0**
		check				Check	-$49,595.30		
	Grand Total	**$16,548,604.70**	**$16,393,477**		**$155,128**	**$0**	**16,548,604.70**	**100.00%**	**$0**
							16,548,604.70		

Windom, MN WWTF

Stored Materials & Equipment Summary

Gndor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 28
Period Ending: 8/31/2021

	Grand Totals	**$16,598,200**								
1.001	Moblization Insurance and Bonds	$450,000								
1.001	Allowances	$421,000								
Subtotal for	**Division 1**	**$871,000**								
2.001	Erosion Control / Silt Fence	$30,000								
2.002	Clear and Grub Site	$35,000								
2.003	Fine Grade and Restore Site	$300,000								
2.004	Demo Labor and Material	$420,000								
2.005	General Excavation	$400,000								
2.006	General Backfill Materials	$250,000								
2.007	Pipe Lining - Alt #1	$1,270,000								
2.008	Pipe Lining - Alt #2	$330,000								
2.009	Fencing	$20,000								
2.010	Landscaping and Seedings	$25,000								
2.011	Roads, Walks and Curbs	$175,000								
2.012	Site Utilities - Labor & Equipment	$315,000								
2.013	Site Utilities - Material	$425,000	$366,370			$366,370	$366,370		$366,370	
2.014	Manholes - Labor/ Equipment & Material	$40,000	$29,007			$29,007	$29,007		$29,007	
Subtotal for	**Division 2**	**$4,035,000**	**$395,377**	**$0**		**$395,377**	**$395,377**	**$0**	**$395,377**	**$0**
3.001	F/P/I Concrete 4000 cy @ 450 cy	$1,800,000								
3.002	Rebar Materials	$530,000	$189,303			$189,303	$189,303		$189,303	
3.003	Rebar Install	$230,000								
3.004	Precast Concrete / Hollowcore	$60,000	$21,855			$21,855	$21,855		$21,855	
Subtotal for	**Division 3**	**$2,620,000**	**$211,158**	**$0**		**$211,158**	**$211,158**	**$0**	**$211,158**	**$0**
4.001	Masonry	$360,000								
Subtotal for	**Division 4**	**$360,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
5.001	Misc Metals - Materials	$240,000	$160,804			$160,804	$160,804		$160,804	
5.002	Misc Metals - Labor	$60,000								
5.003	Hatches	$20,000	$14,716			$14,716	$14,716		$14,716	
Subtotal for	**Division 5**	**$320,000**	**$175,520**	**$0**		**$175,520**	**$175,520**	**$0**	**$175,520**	**$0**
6.001	Carpentry	$10,000								
Subtotal for	**Division 6**	**$10,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 28
Period Ending: 8/31/2021

7.001	Dampproofing	$30,000								
7.002	Insulation / Vapor Barriers	$35,000								
7.003	Roof System	$70,000								
7.004	Caulking	$15,000								
Subtotal for	**Division 7**	**$150,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
8.001	Hollow Metal Doors Frames and Hardware	$35,000	$23,110			$23,110	$23,110		$23,110	
8.002	Overhead Doors	$15,000								
Subtotal for	**Division 8**	**$50,000**	**$23,110**	**$0**		**$23,110**	**$23,110**	**$0**	**$23,110**	**$0**
9.001	Painting - Headworks	$100,000								
9.002	Painting - Anerobix / Anoxic Basins	$70,000								
9.003	Painting - Rapid Mix Tank	$35,000								
9.004	Painitng - Aeration Tanks 1-3	$110,000								
9.005	Painting - Clarifiers 1 & 2	$35,000								
9.006	Painiting - Control Building	$40,000								
9.007	Painting - Filter Building	$25,000								
9.008	Painting - Chlorine / Post Aeratoin	$50,000								
9.009	Painting - Sludge Building / Biosolids	$65,000								
Subtotal for	**Division 9**	**$530,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
10.001	Specialties	$5,000								
Subtotal for	**Division 10**	**$5,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
11.001	Horizontal End Suction Pumps	$80,000	$63,343			$63,343	$63,343		$63,343	
11.002	Chemical Feed Equipment	$230,000	$150,000			$150,000	$150,000		$150,000	
11.003	Hyraulic Gates	$55,000	$21,514			$21,514	$21,514		$21,514	
11.004	Submersible Pumps	$50,000	$33,024			$33,024	$33,024		$33,024	
11.005	Recess Vortex Pumps	$110,000	$100,000			$100,000	$100,000		$100,000	
11.006	Rotary Lobe Pumps	$75,000	$62,986			$62,986	$62,986		$62,986	
11.007	Grit Removal Equipment	$160,000	$151,416			$151,416	$151,416		$151,416	
11.008	Fine Screen	$275,000	$245,813			$245,813	$245,813		$245,813	
11.009	Clarifier Equipment	$250,000	$197,603			$197,603	$197,603		$197,603	
11.010	Blowers	$375,000	$327,311			$327,311	$327,311		$327,311	
11.011	Fine Bubble Aeration	$100,000	$85,000			$85,000	$85,000		$85,000	
11.012	Sludge Heat Exchanger	$40,000	$35,000			$35,000	$35,000		$35,000	
11.013	Course Bubble Aeration	$40,000	$35,000			$35,000	$35,000		$35,000	
11.014	Rapid Mixers	$40,000	$31,849			$31,849	$31,849		$31,849	
11.015	Submersible Mixers	$50,000	$45,084			$45,084	$45,084		$45,084	
11.016	Biosolids Tank Mixers	$75,000	$64,700			$64,700	$64,700		$64,700	
11.017	Lab Equipment	$10,000								
11.018	Samplers	$20,000								
Subtotal for	**Division 11**	**$2,035,000**	**$1,649,643**	**$0**		**$1,649,643**	**$1,649,643**	**$0**	**$1,649,643**	**$0**

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 28
Period Ending: 8/31/2021

12.001	Furnishings	$3,200								
Subtotal for	**Division 12**	**$3,200**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**

13.001	Disc Filters	$730,000	$51,349			$51,349	$51,349		$51,349	
13.002	FRP Wiers and Baffles	$30,000	$25,000			$25,000	$25,000		$25,000	
Subtotal for	**Division 13**	**$760,000**	**$76,349**	**$0**		**$76,349**	**$76,349**	**$0**	**$76,349**	**$0**

14.001	Davit Hoists	$7,000								
Subtotal for	**Division 14**	**$7,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**

15.001	Int. DIP & FTGS - Material	$850,000	$308,614			$308,614	$308,614		$308,614	
15.002	Int. DIP & FTGS - Labor	$150,000								
15.003	Valves	$500,000	$466,654			$466,654	$466,654		$466,654	
15.004	Misc Process Pipe - Material	$50,000								
15.005	Misc Process Pipe - Labor	$30,000								
15.006	Mechanical Insulation	$32,000								
15.007	Pre-treatment Plumbing / HVAC	$250,000								
15.008	Sludge Building Plumbing /HVAC	$50,000								
15.009	Filter Building Plumbing / HVAC	$50,000								
15.010	Control Building Plumbing / HVAC	$50,000								
15.011	Insulation	$50,000								
15.012	Temp Controls	$80,000								
Subtotal for	**Division 15**	**$2,142,000**	**$775,268**	**$0**		**$775,268**	**$775,268**	**$0**	**$775,268**	**$0**

16.001	Electrical GC's	$30,000								
16.002	Basic Materials	$100,000								
16.003	Conduit and Fittings	$250,000	$20,000			$20,000	$20,000		$20,000	
16.004	Wire and Cable	$210,000	$110,103			$110,103	$110,103		$110,103	
16.005	Outlet Boxes	$10,000								
16.006	Pull and Junction Boxes	$15,000								
16.007	Wiring Devices	$10,000								
16.008	Electrical Motors	$15,000								
16.009	Disconnects	$60,000	$2,500			$2,500	$2,500		$2,500	
16.010	Grounding	$10,000								
16.011	Transformers	$20,000	$12,300			$12,300	$12,300		$12,300	
16.012	Panelboards	$25,000	$14,000			$14,000	$14,000		$14,000	
16.013	MCC's	$410,000	$150,000			$150,000	$150,000		$150,000	
16.014	Transfer Switches	$50,000								
16.015	Lighting	$100,000								
16.016	Generator	$160,000								
16.017	Electrical Resistance Heating	$25,000								
16.018	Softwear	$135,000	$100,000			$100,000	$100,000		$100,000	

Windom, MN WWTF

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 28
Period Ending: 8/31/2021

[redacted]

16.019	Control Panels	$670,000	$206,549			$206,549	$206,549		$206,549	
16.020	Fiber Optics	$20,000								
16.021	DO Analyzers	$50,000								
16.022	Nitrate Analyzers	$60,000								
16.023	Ammonia Analyzers	$35,000								
16.024	Phosphorus Analyzers	$35,000								
16.025	LEL Gas Monitoring	$15,000								
16.026	Cable Junction Boxes	$35,000								
16.027	Control Stations	$15,000	$9,152			$9,152	$9,152		$9,152	
16.028	Insturmentation	$115,000	$40,291			$40,291	$40,291		$40,291	
16.029	Coordination Study	$15,000								
Subtotal for	Division 16	$2,700,000	$664,895	$0		$664,895	$355,992	$0	$664,895	$0
	Grand Totals	**$16,598,200**	**$3,971,320**	**$0**		**$3,971,320**	**$3,662,417**	**$0**	**$3,971,320**	**$0**

CHANGE ORDER

(Instructions on reverse side) No. 3

PROJECT: Wastewater Treatment Facility Improvements - Windom, Minnesota

DATE OF ISSUANCE: September 7, 2021 EFFECTIVE DATE: September 7, 2021

OWNER: City of Windom, Minnesota

ENGINEER'S Project No.: T22.113672

CONTRACTOR: Gridor Constr., Inc. ENGINEER: Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description:

Final Project Contract Price

Reason for Change Order:

Not all of the project allowances were used and there was a credit for the amount of CIPP lining completed.

Attachments: (List documents supporting change)

Allowance Summary dated May 12, 2021

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price $16,598,200.00	Original Contract Times Substantial Completion :February 4, 2020 days or dates Ready for final payment :_____ days or dates
Net changes from previous Change Orders No. __ to No. __ $0.00	Net changes from previous Change Orders No. 1 to No. __ 239 days
Contract Price Prior to this Change Order $16,598,200.00	Contract Times prior to this Change Order Substantial Completion :September 30, 2020 days or dates Ready for final payment :_____ days or dates
Net Decrease (Increase/Decrease/No Change) of this Change Order $(49,595.30)	Net No Change (Increase/Decrease/No Change) of this Change Order 0 days
Contract Price with all approved Change Orders $16,548,604.70	Contract Times with all approved Change Orders Substantial Completion :September 30, 2020 days or dates Ready for final payment :_____ days or dates

RECOMMENDED:
By: __________
Engineer (Authorized Signature)
Date: August 17, 2021

APPROVED:
By: __________
Owner (Authorized Signature)
Date: __________

ACCEPTED:
By: __________
Contractor (Authorized Signature)
Date: __________

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed, any effect of a Change Order thereon should be addressed.

For supplemental instructions and monitor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachment based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

Allowance Summary
Wastewater Treatment Facility Improvements
Windom, Minnesota
BMI No. T22.113672
May 12, 2021

	Amount
General Equipment Allowance	$300,000.00
Furnishings Allowance	$10,000.00
Computer Allowance	$40,000.00
Laboratory Allowance	$50,000.00
Building Allowance	$21,000.00
Total Allowance in Bid	$421,000.00
Allowances Used to Date	Used
General Equipment Allowance	$335,129.65
Furnishings Allowance	$0.00
Computer Allowance	$37,915.19
Laboratory Allowance	$9,712.61
Building Allowance	$20,777.25
Total Owed Gridon Constr., Inc.	$403,534.70
Remaining Amount of the $421,000 Allowance to Date	$17,465.30
CIPP Work Credit	$32,130.00
Allowance Money Remaining	$49,595.30

SEH

Building a Better World for All of Us®

TRANSMITTAL

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

Date: August 23, 2021

SEH File No.: WINDM 155238

Client No.:

Re: Arena Re-Roofing Project

We are:

☒ Enclosing ☐ Sending under separate cover ☐ Sending as requested

- One copy of Application for Payment No.2 for the above referenced project. It is our recommendation to make a payment in the amount of $119,550.67 to Tri-State General Contracting, Inc. for the Arena Re-Roofing Project.

For your:

☐ Information/Records ☐ Review and comment ☐ Approval
☐ Action ☐ Distribution ☐ Revision and resubmittal

Remarks:

By: Brian Bergstrom, AIA

c:

APPLICATION AND CERTIFICATE FOR PAYMENT

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

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

CONTRACT FOR: Windom Arena Re-Roof

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

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

APPLICATION #: 1
PERIOD TO: 08/06/21
PROJECT NOS:

CONTRACT DATE: 03/08/21

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

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM $ 237,965.00
2. Net change by Change Orders $
3. CONTRACT SUM TO DATE (Line 1 +/- 2) $ 237,965.00
4. TOTAL COMPLETED & STORED TO DATE $ 237,965.00
   (Column G on Continuation Sheet)
5. RETAINAGE:
   a. 5.0% of Completed Work $ 11,898.25
   (Columns D+E on Continuation Sheet)
   b. 5.0% of Stored Material $
   (Column F on Continuation Sheet)
   Total Retainage (Line 5a + 5b or
   Total in Column 1 of Continuation Sheet $ 11,898.25
6. TOTAL EARNED LESS RETAINAGE $ 226,066.75
   (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
   (Line 6 from prior Certificate) $ 106,516.08
8. CURRENT PAYMENT DUE $ 119,550.67
9. BALANCE TO FINISH, INCLUDING RETAINAGE
   (Line 3 less Line 6) $ 11,898.25

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

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

CONTRACTOR:

By: [signature] Date: 8/6/21

State of: Minnesota
County of: Jackson
Subscribed and sworn to before me this 6 day of August 2021
Notary Public: Debra L. Gettler
My Commission expires: Jan 31 2022

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

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED $ 119,550.67

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

ARCHITECT:

By: Brian Bergstrom Date: 8.23.21

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

Schedule of Values

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 1
APPLICATION DATE: 08/06/21
PERIOD TO: 6-Aug-21
ARCHITECT'S PROJECT NO:

Windom Arena Re-Roof
Project #: WINDM 155238

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed: From Previous Application (D + E)	Work Completed: This Period	Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage
1	**Div 1 General Conditions**								
2	**01.10 Bond**	4,617.01	4,617.01			4,617.01	100%		230.85
3	**01.20 Price & Payment Procedures**	1,472.56	493.86	978.70		1,472.56	100%		73.63
4	**01.30 Administrative Requirements**	7,238.93	152.72	7,086.21		7,238.93	100%		361.95
5	**01.40 Quality Requirements**	2,399.69		2,399.69		2,399.69	100%		119.98
6	**01.70 Execution & Closeout**	2,992.32		2,992.32		2,992.32	100%		149.62
7	**Requirements**								
8									
9	**Div 13 Special Construction**								
10	**13.30 Special Structures**	219,244.49	108,858.60	110,385.89		219,244.49	100%		10,962.22
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	SUBTOTALS PAGE 2	237,965.00	114,122.19	123,842.81		237,965.00	100%		11,898.25