

Council Meeting
Tuesday, November 15, 2022
City Council Chamber
6:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Consent Agenda

- Minutes
 - Council Minutes – November 1, 2022
 - HRA – October 12, 2022
 - Telecom Commission – October 3, 2022
 - Joint Government Meeting – October 31, 2022
 - Library Board – November 7, 2022
- Licenses – Exempt Gambling Permit – Business Arts and Recreation Center
- Annual Cigarette License Renewals
- Annual Game of Skill License Renewals
- Annual Theatre License Renewal
- Liquor License Renewals
 - Phat Pheasant Pub
 - Windom Duffy's Inc.
 - Plaza Jalisco II
 - Windom Country Club
 - Windstream Inns LLC
 - Wine On-Sale
 - Beer On-Sale
 - Strong Beer Authorization
- Regular Bills

2. Department Heads

3. Canvas Election Results

4. Public Hearing Misc. Special Assessments - Resolution

5. Resolution Accepting Donation– Sybil Minion– Library

6. Street Closure Request – ALC Church Living Nativity – Dec. 14, 2022

7. Hazardous Building – 1453 4th Avenue

8. Flood Plain Update/Study

9. Call for Public Hearings - Police Department Drones



10. Personnel Committee Recommendations

- **EMT Pay Rates**
- **Community Center – PT Maintenance**
- **Liquor Store – PT Clerk**
- **Personnel Policy Updates**
- **EDA Hiring Recommendation - Pending**

11. New Business

12. Old Business

13. Contractor Payment – Fahrner Asphalt Sealers, LLC – Airport 2022 Crack Seal - \$36,462.80

14. Council Comments

15. Adjourn

**Regular Council Meeting
City Hall, Council Chamber
November 1, 2022
6:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Dominic Jones

2. Roll Call:

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

Council Absent:

City Staff Present: Steve Nasby, City Administrator; Andy Spielman, Building Official; John Nelson, Liquor Store Manager; Jon Ketzenberg, Streets & Parks Superintendent and Cory Hillesheim, Assistant Police Chief

3. Pledge of Allegiance

4. Amend Agenda

Jones said that the Liquor Store Manager requested that an item be added to the agenda for hiring a part-time liquor clerk.

Motion by Nelson second by Quade to amend the agenda as stated. Motion carried 5 – 0.

5. Consent Agenda:

- Minutes
 - Council Minutes – October 18, 2022 and October 25, 2022
 - Park & Recreation Commission – October 12, 2022
 - Utility Commission – October 26, 2022
- Licenses – Exempt Gambling Permit – Windom Youth Hockey Association – Dec. 14, 2022
- Regular Bills

Motion by Quade second by Grunig approving the Consent Agenda. Motion carried 5 – 0.

6. Department Heads:

None.

7. MN DOT – TH 60 Corridor Striping Discussion:

Jones said that the Council had invited MN DOT to attend the meeting to review the striping project on Highway 60/71 and receive feedback. He thanked them for attending the meeting.

Mathew Thibert and Nicklaus Ollrich from MN DOT Mankato Office introduced themselves and said they are here to answer questions the Council has on the work performed and will take comments back to their office for review.

Jones said he will start off with comments and then ask the other Council members to relay what they have heard from the public. Jones said that the number one concern everyone has is safety. He and the Council had asked the public to provide them with questions and comments so what he is sharing is coming from community members. He noted the informal, unscientific poll in the Cottonwood

Preliminary

County Citizen newspaper that said 63% of people are not in favor of the changes, 25% said they could get used to it and the remaining votes were in favor. Concerns he has heard relate to the speed of traffic, what happens to the merge arrows when they are snow covered and semis coming from Highway 71 S tend to stay in the right lane if going to Kwik Trip. He thought some video taken at peak and off-peak times would show what is actually happening on the segment and give MN DOT data they could use to make improvements.

Ollrich said they appreciate the feedback and noted that safety is also MN DOT's primary concern. He said they did see cars southbound at the Hwy 62/6th Street intersection jockeying for position to get into the merge lane. Regarding speed Ollrich said that MN DOT is going to be conducting a speed study in that area now that Kwik Trip is open.

Jones said that he had one more question. The Council had discussed this previously with MN DOT and the striping project was to be from the bridge south so why did that change. Thibert said that the project came up to deal with new traffic generated by Kwik Trip and a left turn lane. MN DOT felt it was necessary to make the turn lane longer to safely transition vehicles so that pushed the merge striping further north. Ollrich said that traffic numbers, Kwik Trip traffic, speed and traffic forecasts made the turn lane requirement longer. Previously the turn lane was 150 feet and because of more truck use of the Kwik Trip the turn lane was increased to 350 feet. That pushed the striping further north and MN DOT wanted straight traffic lanes not merging on the bridge due to potentially slippery winter conditions, which also moved the merge further north all the way to Highway 62/6th Street. He said that Kwik Trip paid for 90% of the project costs.

Grunig said that with existing roadway configurations there probably were not too many options, but extending it to Highway 62/6th Street showed what a future roadway with striping would look like. He said one comment he hears often is that semis stack up in the left lane going south and that backs up that lane. When the light turns green the semis take longer to get up to speed so that lane moves slowly. Speed is also a concern. He thought maybe left turn signals would be needed for future plans so dedicated left turns can be made to keep other traffic moving, especially at 10th Street. He sees excessive lane changing to avoid waiting at the lights and southbound traffic gets in the right lane at the traffic light to race across and merge. Zipper merging is not something traffic does well despite Minnesota nice. He is not seeing the two lanes as beneficial to town; four lanes are needed to move traffic and is a supporter of a round-about at the ends of town. If warranted a traffic light at 16th Street also needs to be considered.

Ollrich said he watched interactions of vehicles at the 6th Street light and noticed the lane shifting. He said having shared left and right turn lanes with through traffic is a tough situation. He thought a three lane concept all the way through town with a dedicated left turn lane would help.

Nelson said that there needs to be more signs to let people know about the merge. He said he is concerned with emergency services responses if they are not able to switch lanes to get around traffic if both lanes are backed up.

Sherman said it looks like too much was squeezed into a very short space. Lane merge, left turn lane, traffic signals and given the volume of traffic it does not work. A longer merge lane to the south may help and he would like to see one lane straight through from 6th Street to Highway 71 S. He knows that MN DOT says that narrow lanes help reduce speed, but room is needed for large trucks and vehicles. There is a lot of unused pavement with the striping. Just too much in a short distance.

Farag said what she hears is that the town waited for four lanes for many years and now that it is done why go back to two lanes.

Jones asked if other communities on four lane highways have gone to three lanes. Ollrich said that Highway 75 in Luverne is three lanes in town with a turn lane and two through lanes. The narrower distance also helps shelter pedestrian crossings. He acknowledged they have lower volumes. Jones said Highway 60 has volumes like an interstate and much higher than Luverne. He likes the configuration in St. Peter and that is all four lanes with turn lanes.

Quade said the comments she received are similar to the ones already mentioned, but this was the biggest issue people have commented on in her four years on the Council. Safety is the biggest concern she hears and the cars racing from the stoplight south to get into the merge lane is a problem. The que for the merge is too quick and some drivers are continuing in the right lane then try to get over. If traffic backs up by the stoplight on 6th Street people turning left have long wait times and two light cycles is now common. She also sees cars think the Kwik Trip left turn lane is for Highway 71 S and when they see it is for Kwik Trip they dart back into traffic to get to Highway 71. Snow will soon be covering the merge arrows so more signage is needed. Comments on the right-in, right-out by Subway and Godfathers is not good for semis and they drive over the cement median, they do this so they can get onto the frontage road and visit those businesses and then drive out by Hardees back onto the highway without having to turnaround. She also heard from residents in that area that go right out and then have to make a U-turn to get back into town, which is also dangerous. Last, there can be a back up of vehicles exiting Kwik Trip trying to get back onto the highway.

Jones said that he feels that speed of vehicles coming from the SW is his number one concern.

Nasby said that part of the reason for the situation is that a lack of discussion occurred between the City Council's May 2021 meeting with MN DOT and the notice the City got in September 2022 that the striping was happening. No discussion or plans were provided to the City in this period.

Jones asked MN DOT to give serious consideration to moving up a round-about for Highway 60/71 S intersection as that would help slow traffic.

Grunig asked if a round-about is done at that location will the exit from Kwik Trip go into the round-about or back onto the Highway going north. Thibert said that there would have to be changes in the pavement to make turns work. Ollrich added that an option would be to exit Kwik Trip to Highway 71 and then go to the round-about.

Jones again thanked the MN DOT representatives for attending and asked that they follow-up with the City in 45 – 60 days.

8. Resolution Accepting Donation – P.E.O. Sisterhood Chapter – Windom PD K-9 Unit:
Jones thanked the P.E.O. Sisterhood for their donation.

Council Member Sherman introduced the Resolution No. 2022-63, entitled “AUTHORIZATION TO ACCEPT DONATION FROM P.E.O. SISTERHOOD CHAPTER TO THE WINDOM POLICE DEPARTMENT K-9 UNIT” and moved its adoption. The Resolution was seconded by Grunig and on roll call vote: Aye: Nelson, Grunig, Sherman, Farag and Quade. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

9. City Hall Roof Repair – Quote and Award:

Nasby said that the Council discussed this during the budget workshop. A couple years ago funds were earmarked for re-roofing the City Hall, but due to large price increases the project was put off a

year. He thanked Andy Spielman for getting several quotes for the work and the low quote from Schwickert's for \$89,663 was included in the packet. If the Council approves the quote they could start the project yet this fall. Currently there was \$62,000 funded for the project and another \$30,000 earmarked for video and sound improvements in the Council Chamber. CARES Act funds were available to do the video and sound improvements so the \$30,000 originally set aside for that project could move to cover the rest of the roof costs without any new funds needed.

Motion by Farag second by Sherman to approve the Schwickert quote for \$89,663 with the funding as outlined. Motion carried 5 – 0.

10. Street & Parks Department – 2023 CIP Request:

Jon Ketzenberg, Streets & Parks Superintendent, said that they have a request to replace a pick-up. He explained that the Electric Department had been working on getting one for about two years and through the sequence of events they got one off a lot and then got a call that a dealer got one in off State contract. The Water Dept and Street Dept both were requesting pick-ups but the bed length did not work for the Water Dept so he is asking to forward fund the truck from 2023 CIP funds. He noted that they will get trade value and may have some operational funds left over from 2022 to help reduce the cost to the 2023 CIP budget. He added that the dealer has other buyers for the truck if the City does not take the vehicle. With delays in getting trucks this is a good opportunity.

Motion by Grunig second by Farag to approve the Street & Parks Department to purchase a 2023 pick-up with the funding as outlined. Motion carried 5 – 0.

11. Windom Alternative Learning Center/SWWC – Memorandum of Understanding:

Nasby said that the Windom PD had initiated a community policing project with the ALC to help reduce calls to the facility. This partnership has been successful over the last few years and the intent of the parties is to continue that for the next two school years. The stipend from SWWC to the City would be \$14,000 per school year. He noted the Chief and ALC have been pleased with the program.

Motion by Nelson second by Sherman to approve the Memorandum of Understanding between the City and SWWC ALC. Motion approved 5 – 0.

Sherman said he has witnessed the work first-hand and it has been very positive with kids having a good and positive interaction with law enforcement.

12. 2nd Reading Ordinance #195, 2nd Series – Establishing City Council Salaries:

Nasby said during the Budget Workshop staff reviewed the Mayor\Council 2023 budget and noted that the Council has occasionally used budget time to discuss Council salaries. The current City Council salary was set in 2006 (effective 2007) and a technology stipend of \$700 every odd-numbered year started in 2013. The Special City Council meeting pay rate of \$50 per meeting has also been in place for 20 years. The new rates would raise the Mayor salary from \$4,600 to \$6,900 and Council from \$4,000 to \$5,300. He said that a survey of 15 area communities was used and the per capita average was multiplied by Windom's population to set those salary numbers.

Sherman said it has been 15 years since the salaries were last changed so he feels it is time.

Motion by Nelson second by Quade to approve the 2nd Reading of Ordinance #195, 2nd Series. Motion carried 5 – 0.

13. Resolution Designating Annual Polling Place:

Nasby said that there is no election, but State Statute requires an annual designation. Jones noted the polling place is the Windom Community Center.

Council Member Grunig introduced the Resolution No. 2022-64, entitled “RESOLUTION DESIGNATING ANNUAL POLLING PLACE” and moved its adoption. The Resolution was seconded by Sherman and on roll call vote: Aye: Quade, Nelson, Grunig, Sherman and Farag. Nay: None. Absent: None. Abstain: None. Resolution passed 5 – 0.

14. Mayor Appointment – Hospital Board:

Jones said that he is making the re-appointment of Dan Ortman to the Hospital Board. This was missed as the appointment is retro-active to April with the term to 2025.

Motion by Farag second by Nelson to approve the appointment of Dan Ortman to the Hospital Board. Motion carried 5 – 0.

15. Personnel:

Cory Hillesheim, Assistant Police Chief, said that they are requesting to hire Austin Lasky at Step 1 for their vacant full-time position. He is working part-time in Westbrook and full-time as a jailer in Redwood County. He will start immediately and put them back to full staff. The Council will meet him when they do swearing-in at an upcoming meeting.

Motion by Nelson second by Sherman to approve the hire of Austin Lasky as a Police Officer at Step 1. Motion carried 5 – 0.

Jones said they also have the added item for the non-union, part-time liquor store clerk.

John Nelson, Liquor Store Manager, said that they are recommending the hire of Christopher Simonson for non-union, part-time clerk at \$11.00 per hour with \$11.75/hour upon six month review. He noted that getting help is tough. They previously hired four people and only have one left.

Motion by Farag second by Sherman to approve the hire of Christopher Simonson at \$11.00 per hour with a move to \$11.75 per hour upon review in six months. Motion carried 5 – 0.

Nelson said the Liquor Store is hosting the annual wine tasting event at the Community Center on November 11th from 6 – 8 pm. There is a \$20 admission fee and they have 19 tables of vendors and do have a couple breweries and one hard spirit vendor. There are five local wineries and Minnesota wines will be featured.

16. New Business:

None.

17. Old Business:

Jones thanked MN DOT again for attending the meeting this evening.

18. Council Comments:

Farag said the wine tasting event is a great event and encouraged people to attend.

Quade said the weather was great for Halloween and it was wonderful to see all the kids and people out. She too thanked MN DOT for coming and thanked the public for submitting comments.

Nelson thanked veterans for their service and those now serving. About 2% of the population have served and he has admiration for those individuals.

Grunig noted that November 8th is election day and encouraged people to vote.

Preliminary

Sherman thanked veterans and those that currently serve.

Nasby said his father was a veteran and thanked all veterans for their service and acknowledged those serving. He also noted election day coming up next week.

Jones thanked veterans and those serving our nation.

19. Adjournment:

Mayor Jones adjourned the meeting by unanimous consent at 7:45 p.m.

Dominic Jones, Mayor

Attest: _____

Steve Nasby, City Administrator

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

October 12, 2022, at 4:00 pm

A regular meeting of the Board of Directors was held on October 12, 2022, at the Hillside Manor. Board Members present: Linda Jaakola, Jean Fast, Margaret McDonald, Tom White, Joanie Halvorson and Tenant Liaison, Rory Koch. Also present was Executive Director, Linda Loewen and Operations Managers, Tamara Wahdan and Lynette Theobald.

The Regular Board Meeting was called to order at 4:04 pm with the consent agenda approved (Fast/White) which included minutes from the August meeting, the agenda, balance report and bills report.

Scheduled Guests: none

Old Business consisted of:

1. The Executive Director introduced the new Operations Managers for both the Windom and Jackson locations.
2. The Executive Director presented an update on the monthly turnaround rate. The Executive Director reported there were no fee accountant reports to review.
3. The Executive Director reported that she went out for bids for the cement work for the smoking shelter area and only received one bid back from Barnett Pro Care in the amount of \$1,999.00. She has hired him to complete the work which will still be done this fall. She has also ordered the shelter that the board approved earlier in the year.
4. The Executive Director reported that Worthington glass has supplies ordered for the RV Door/Window Replacement, but it is sounding like they will not arrive until at least November.
5. The Executive Director reported that the ACOP policy changes are still in progress.
6. The Executive Director reported that we have received two \$1,000.00 payments from insurance regarding the fire calls that we paid previously.
7. The Executive Director presented the scope of work from Scott Rocker Construction regarding the apartment modification for RV113. After some discussion, a motion was made to accept the scope of work and proceed with an RFP. (Halvorson/Fast)
8. The Executive Director reported that Kjell has installed the new keyless entry knobs on the office doors.

New Business consists of:

1. The Executive Director presented a quote from Kjell for the entry doors at RV in the amount of \$9,816.00 which would add the card entry to three doors and eliminate the use of keys. After much discussion, a motion was made to accept the quote (Fast/Halvorson) In addition, it was decided that the Executive Director would go back to Kjell for a quote to add the same type of system to the HS building.
2. The Executive Director reported that the maintenance staff both failed their boiler test. After some discussion, a motion was made to schedule a second test for them as this required as part of their job. (McDonald/Fast)
3. The Executive Director reported that she has spoken with Loucks and Schwartz regarding a contract with them as our Fee Accountant. She will follow up with them for a quote.
4. The Executive Director presented 2023 FMR's (Fair Market Rent). After some discussion, a motion was made to increase the rent at RV and HS based on 80% of the FMR as required by HUD. The change will go into effect January 1, 2023, as follows: one-bedroom, \$565.00, two-bedroom and \$665.00. Notice will go out to all tenants yet in October. (White/Fast)

5. The Executive Director presented a pay request from Southwest Minnesota Housing Partnership regarding one of the SCDP loans in the amount of \$550.00. A motion was made to approve and pay the request. (White/McDonald)
6. The Executive Director discussed the upcoming holiday season and after some discussion a motion was made to do the following for both tenants and staff: Brenda Harder with One-Way Café will cater for both RV and HS. RV will have meals delivered to tenant doors and HS will have a get-together. The Windom HRA Board and Staff will have a meal at Duffy's in Windom along with the Jackson HRA Board and Staff.
7. The Executive Director reported that she received Unemployment paperwork for Steven Flock, past maintenance staff.
8. The Executive Director has been working on: ACOP language updates, Epic-Annual CFP Plans, CFP Projects, REAC submission, EIV reporting and the Work Comp Audit-completed.
9. Upcoming board meetings: November 9th (RV) and December 14th (HS).
10. With no further business, the meeting was adjourned at 5:16 pm (White/McDonald).

Linda Jaakola, Chairman

Linda Loewen, Executive Director

**TELECOMMUNICATIONS COMMISSION MEETING
CITY OF WINDOM COUNCIL CHAMBERS October 3rd, 2022**

I. Call Meeting to Order. The meeting was called to order by Pres./VP/Commissioner at time 6:02 PM.

II. Roll Call:

President:	Travis Eichstadt <i>absent</i>	City Staff:	Steve Nasby
V President:	<i>vacant</i>	City Staff:	Jeff Dahna
Secretary:	<i>vacant</i>	Council Liaison:	Jayesun Sherman <i>absent</i>
Commissioner:	Josh Peterson	Council Liaison:	Marv Grunig
Commissioner:	Dirk Abraham	Others Present:	-
Commissioner:	Cory Malakowsky		

III. Approval of Minutes from July 18th, 2022 meeting

Motion by commissioner Malakowsky, to approve minutes from the October 3rd, 2022 meeting. Seconded by commissioner Peterson. Motion approved 3 to 0.

IV. Project Updates: Dahna updates the commissioners on the various projects.

V. Manager's Report: Dahna reports to commissioners –

-Windomnet Network Event – Local Cable TV Networks and Internet services outage. July 26th, 2022 7:53 AM CDT, lost fiber optic network transport connection to Mpls. Internet rerouted to Omaha fiber optic network transport connection. Fiber Optic cable cut or failed network element between Windom and Minneapolis. Restoration of service started around 1:45PM.

- Cable TV Headend – Maintaining as necessary.

-Windomnet Phone and 911 Service Outage - Windomnet experienced a phone services outage starting after 10PM July 27th. Dahna was called in to work the problem. Phone Services Affected: 911 services, Off switch inbound local and long-distance calls, Off switch outbound local and long-distance calls. voice transport provider and 911 services were aware of the outage and worked to restore the 911 circuits first then move onto the other phone circuits. Phone and 911 services were restored around 1:40AM July 28, 2022.

-Immediate Emergency Migration from G15 to G23 REQUIRED – 8/23/2022 Notice of Services Impact – Windomnet cable TV service experienced signal loss from Galaxy 15 satellite, which is affecting several networks. Due to loss of control of the Galaxy 15 satellite Intelsat has enacted it's In Orbit Protection Plan for all Galaxy 15 services. Effective August 18, 2022, Networks were dual illuminated on Galaxy 23 at 121° W. Windomnet did not have Galaxy 23 satellite link, technicians worked to realign a decommissioned dish antenna to G23 and get a lock on the satellite. After many hours of work on the dish antenna, we were unable to lock in the satellite feed with our outdated signal meter. Other attempts to re-align another dish for dual satellite was not effective. Pulled in a consultant to align the decom dish antenna and got a signal lock. Moved networks to G23.

- Personnel item –Network Operations Center Tech position is still open.

VI. New Business:

-Telecom Commissioner resignation – Commission President Eichstadt resigned.

-Telecom Commissioner Officer election - President, Vice President, and Secretary

Motion by commissioner Malakowsky, to name Abraham as President. Seconded by commissioner Peterson, Motion approved 3 – 0.

Motion by commissioner Malakowsky, to name Peterson as Vice President.

Seconded by commissioner Abraham, Motion approved 3 – 0.

Motion by commissioner Peterson, to name Malakowsky as Secretary. Seconded by commissioner Abraham, Motion approved 3 – 0.

-Donation to Windomnet – Dahna covers the donation to Windomnet from Bob Byers estate. The gift is approximately \$39,000 to \$40,000 depending on markets. There are no conditions on this gift. Commissioners discuss various options to use the gift for and have a public recognition of the donation.

VII. Old Business:

- Personnel item – Telecom Installer/Worker position. Sent recommendation to Council for hiring. New hire has started and is working quite well.

- FCC Broadband Data Collection (BDC) – Dahna shows the commissioners the most recent BDC mapping system map for submittal to the FCC. Final edits completed and BDC file submitted to FCC prior to the deadline.

VIII. Commissioner's concerns and questions:

IX. Set Next Telecom meeting: October 17th, 2022 at 6:00 pm at the City Council Chambers.

X. Adjourn: Meeting adjourned by unanimous consent at 7:24 pm.

XXXX, Telecom Commission President

XXXX, Telecom Commission Secretary

Attest: _____
Jeff Dahna, Telecom General Manager

Joint Government Meeting Minutes
October 31, 2022
Windom Elementary School – Conference Room
4:30 p.m.

1. **Call to Order:** Windom Schools

2. **Roll Call:** Jamie Frank (Windom School)
Michael Mueller (City of Mt. Lake)
Dominic Jones and Steve Nasby (City of Windom)
Larry Anderson (Cottonwood County)
Digger Phelps (City of Westbrook)
James Westerman (City of Storden)

3. **Broadband Discussion:**

Cottonwood County said the feasibility study has been completed and the cost estimate is \$27 million. They are contacting possible providers at this time. Windom noted that WindomNet can be a partner and asset and participate on the County's taskforce. The County said the numbers show about \$13,000 per passing and they would be seeking grants to help off-set the costs. Windom noted that when Red Rock Rural Water does a project the participants can be assessed and paid over time from taxes so that may be a method for the County to get their share of funding.

4. **Final Levy Anticipation:**

Mt. Lake preliminary levy was 9% and their final may be the same.
Windom said the preliminary is 8% and final levy may be a bit lower, but CIP still outstanding.
Cottonwood County said their preliminary was 4.5% and pending labor rates may stay at that.
Windom School said their final will be 1.24% and they are on a different formula than cities.
City of Storden said they would be about 1.8%
City of Westbrook said they would be about 6.7%

5. **Old Business:**

Windom asked for comments on the Highway 60/71 striping project. Consensus is that it is confusing to motorists and can cause more problems than it resolves.

6. **New Business:**

Meeting dates for the group would remain the 5th Monday of a month, which equals a quarterly meeting. It was noted the next date would be January 30th at Westbrook Senior Center.

7. **Adjourn:**

Meeting adjourned at 6:00 pm.

Windom Library Board Meeting

Windom Public Library

November 7, 2022

5:05p.m.

1. Call to order: The meeting was called to order by John Duscher.

2. Roll Call: Members Present: Anita Winkel, John Duscher, Kathy Hiley, and Steve Fresk

Members Absent: Chris Wolf, Wade Pfeiffer, and Kari Scheitel

Library Staff Present: Kari Hanson

City Council Member Present: None

3. Agenda and Minutes:

Agenda and minutes were approved on a motion by Steve Fresk and seconded by Anita Winkel.

4. Financial Report:

Kari reviewed the Financial Report. The financial report was approved on a motion by Kathy Hiley and seconded by Steve Fresk.

5. Librarian's Report:

Kari reported the following:

Reviewed circulation numbers of books, audio, DVD's, Ebooks, and periodicals checked out in November. The library has been very busy with 85 – 100 patrons per day.

Nancy continues her daycare visits on Tuesdays and chapter book story time with Grades 1-5 on Tuesday afternoons at the library.

A volunteer has been helping on Wednesday mornings for an hour to 1-1/2 hours. The staff appreciates her helping with whatever needs to be done.

Plunkett's pest control treats the library once a month. After staff spotted a particular pest they came and treated hoping this was a one-time situation.

The Librarian's Report was approved on a motion by Anita Winkel and seconded by Steve Fresk.

6. Old Business:

Bank Midwest donated \$1,000 to the Friends of the Windom Library and the proceeds were used to purchase laptops for the library.

7. New Business:

Kari asked the board for 2023 Smart Goal ideas. Smart Goals are due in December.

8. Book Suggestions:

9. Adjourn:

Meeting adjourned at 5:26 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Business Arts and Recreation Center, INC

Previous Gambling Permit Number: X- 94904-22-003

Minnesota Tax ID Number, if any: 262046

Federal Employer ID Number (FEIN), if any: 41-2022824

Mailing Address: PO BOX 123

City: WNDOM State: MN Zip: 56101 County: COTTONWOOD

Name of Chief Executive Officer (CEO): ASHLEY JOOHNSON

CEO Daytime Phone: 507-822-0764 CEO Email: ashley@engagedhomecare.com

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

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Business, Arts and Recreation Center (BARC) Inc.

Physical Address (do not use P.O. box): 1012 5th Ave

Check one:

☒ City: Windom Zip: 56101 County: Cottonwood

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 12, 2023

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

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

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Ashley Johnson Date: 11-2-2022
(Signature must be CEO's signature; designee may not sign)

Print Name: ASHLEY JOOHNSON

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

2023 License Applications

Cigarette License \$20.00

Casey's General Store
Janu-6 Freedom Super Value Center
Hy-Vee
Riverbend Liquor
ExpressWay – Windom - Staples
Speedway
Dollar General
Kwik Trip
Nash Nash Tobacco

Game of Skill \$50 first game \$15.00 each additional game

Phat Pheasant
Godfathers Pizza
C & N Sales – Phat Pheasant
C & N Sales – Windom Country Club
Kyle Pillatzki – Arena

Theatre \$25.00

Windom Theater Inc.



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 12/31/2022 Iden: 10046
Issuing Authority: Windom
Licensee Name: Phat Pheasant Pub Inc.
Trade Name: Phat Pheasant Bar et al
Address: 2370 Hwy 60 East
Windom, MN 56101
Business Phone: 507-831-3977
License Fees: Off Sale: \$0.00 On Sale: \$2,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature
(Signature certifies all above information to be correct and license has been approved by city/county.)

Date

City Clerk/Auditor Signature
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

☐ The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 12/31/2022 Iden: 61764
Issuing Authority: Windom
Licensee Name: Windom Duffy's Inc
Trade Name: Duffy's Bar & Grill
Address: 745 2nd Ave N
Windom, MN 56101
Business Phone: 507-832-8070
License Fees: Off Sale: \$0.00 On Sale: \$2,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Craig P. Mark
Licensee Signature DOB SSN Date
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date
County Board issued licenses only (Signature certifies licensee is eligible for license).

Scott Fox, Chief
Police/Sheriff Signature Date
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years.

Report violations on back, then sign here.
☒ The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 12/31/2022 Iden: 65969
Issuing Authority: Windom
Licensee Name: Plaza Jalisco II
Trade Name: Plaza Jalisco II
Address: 821 4th Ave
Windom, MN 56101
Business Phone: 507-832-8060
License Fees: Off Sale: \$0.00 On Sale: \$2,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature DOB SSN Date
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Date
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

☐ The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 12/31/2022 Iden: 5049
Issuing Authority: Windom
Licensee Name: Windom Country Club Inc.
Trade Name: Windom Country Club
Address: 2825 Country Club Rd/PO Box 74
Windom, MN 56101
Business Phone: 507-831-3489
License Fees: Off Sale: \$0.00 On Sale: \$2,000.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Marep Wright

Licensee Signature
(Signature certifies all above information to be correct and license has been approved by city/county.)

DOB

SSN

Date

City Clerk/Auditor Signature
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Scott R. Chief

Police/Sheriff Signature

09/30/22

Date

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years.

Report violations on back, then sign here.

☒ The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: MWNONSB License Period Ending: 12/31/2022 Iden: 70605
Issuing Authority: Windom
Licensee Name: Windstream Inns LLC
Trade Name: AmericInn
Address: 2270 Hwy 60
Windom, MN 56101
Business Phone: 507-832-8300
License Fees: Off Sale: \$0.00 On Sale: \$150.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

[Signature]

Licensee Signature

(Signature certifies all above information to be correct and license has been approved by city/county.)

DOB

SSN

Date

City Clerk/Auditor Signature

(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature

County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date

☐ The Licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2ONSS License Period Ending: 12/31/2022 Iden: 70606
Issuing Authority: Windom
Licensee Name: Windstream Inns LLC
Trade Name: AmeriInn by Wyndham
Address: 2270 Hwy 60
Windom, MN 56101
Business Phone: 507-832-8300
License Fees: Off Sale: \$0.00 On Sale: \$150.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Lathayne Wood

Licensee Signature
(Signature certifies all above information to be correct and license has been approved by city/county.)

DOB _____ SSN _____

Date _____

City Clerk/Auditor Signature
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date _____

County Attorney Signature
County Board issued licenses only (Signature certifies licensee is eligible for license).

Date _____

Scott K. Chief

Police/Sheriff Signature

11/04/22

Date

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years.
Report violations on back, then sign here.

☐ The licensee is requesting an Outdoor Sales/Service of Alcoholic Beverages Endorsement as required per City of Windom Code of Ordinances §118.051. The outdoor area is included and listed in the required liquor liability insurance for the premise.



INTOXICATING MALT LIQUOR (STRONG BEER) LICENSE AUTHORIZATION

Name of Applicant:

Kathryne Wood

Home Address:

722 2nd Ave Brewster Mn 56119

Business in connection with which the proposed license will operate:

Windstream Inns LLC DBA Amencinn by Wyndham

Address of Business:

2270 Hwy 160 East Windom Mn 56107

Required Minnesota Tax ID #:

Required Federal Tax ID #:

Applicant is (Owner) ☒ (Operator)

Name and address of Manager (if applicable)

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I further acknowledge that I am in receipt of section 118.048 ON-SALE WINE LICENSE REQUIRED of the Windom City Code detailing license requirements.

Signed:

Kathryne Wood

Date:

10/20/2022

Report of Investigation:

Approved by the City Council





Windom, MN

Expense Approval Report

By Fund

Payment Dates 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
BARB KARSCHNIK	46120-1	11/02/2022	CREDIT REFUND	100-20191	36.41
					36.41
Activity: 41110 - Mayor & Council					
SCHRAMMEL LAW OFFICE	11-1-2022	11/03/2022	CITY OFFICE/MAYOR/COUNCIL	100-41110-304	540.00
US BANK	20221020	11/08/2022	Zoom Meeting	100-41110-326	16.02
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-41110-326	24.19
CITIZEN PUBLISHING CO	20221031	11/03/2022	special assessments	100-41110-350	155.00
CITIZEN PUBLISHING CO	20221031	11/03/2022	Did you know GSOC	100-41110-350	156.00
CITIZEN PUBLISHING CO	20221031	11/03/2022	Did you know wcc	100-41110-350	234.00
CITIZEN PUBLISHING CO	20221031	11/03/2022	Did you know police	100-41110-350	234.00
CITIZEN PUBLISHING CO	20221031	11/03/2022	trick or treat	100-41110-350	249.60
			Activity 41110 - Mayor & Council Total:		1,608.81
Activity: 41310 - Administration					
SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	100-41310-131	9.00
US BANK	20221020	11/08/2022	Website Domain/Godaddy	100-41310-200	135.18
ST LOUIS MRO, INC	2022422	10/28/2022	CITY OFFICE/FMCSA CLEARIN	100-41310-200	50.00
INDOFF, INC	3604137	10/24/2022	CITY OFFICE/SUPPLIES	100-41310-200	44.97
INDOFF, INC	3606876	11/04/2022	CITY OFFICE/SUPPLIES	100-41310-200	25.87
INDOFF, INC	3607878	11/07/2022	CITY OFFICE/SUPPLIES	100-41310-200	73.32
LEAGUE OF MN CITIES	368907	11/01/2022	ANNUAL PAYMENTS	100-41310-200	235.32
HEARTLAND SECURITY SERVIC	731776	11/01/2022	CITY OFFICE/SUPPLIES	100-41310-200	275.40
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-41310-321	69.49
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-41310-326	307.29
VAN IWAARDEN	WDF-2022-09	10/18/2022	MISC	100-41310-480	1,300.00
			Activity 41310 - Administration Total:		2,525.84
Activity: 41910 - Building & Zoning					
SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	100-41910-131	1.80
US BANK	20221020	11/08/2022	Cottonwood Co. Vet Clinic	100-41910-200	29.99
INDOFF, INC	3606059	11/01/2022	B&Z/SUPPLIES	100-41910-200	14.00
INDOFF, INC	3608633	11/09/2022	EDA/SUPPLIES	100-41910-200	18.50
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-41910-321	56.67
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	100-41910-321	41.15
CITIZEN PUBLISHING CO	20221031	11/03/2022	Shopper Ad Building & Zoning	100-41910-350	109.00
US BANK	20221020	11/08/2022	MN Dept of Labor BP Surchar	100-41910-443	5,527.10
			Activity 41910 - Building & Zoning Total:		5,798.21
Activity: 41940 - City Hall					
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-41940-381	352.02
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-41940-382	56.66
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	100-41940-383	45.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-41940-385	119.27
SANDRA HERDER	OCT 2022	11/01/2022	CLEANING	100-41940-406	437.00
MELISSA PENAS	OCT 2022	11/01/2022	CLEANING	100-41940-406	437.00
			Activity 41940 - City Hall Total:		1,446.95
Activity: 42120 - Crime Control					
SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	100-42120-131	18.00
INDOFF, INC	3598759	11/02/2022	POLICE/CREDIT/MONTHLY PL	100-42120-200	-17.99
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-42120-321	29.50
LEASE FINANCE PARTNERS	3250 10-20-22	10/28/2022	POLICE/DATA PROCESSING	100-42120-326	398.00
FORD MOTOR CREDIT CO LLC	1772499	11/03/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	663.95
P.M. REPAIR & DETAILING	25786	10/25/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	724.20
P.M. REPAIR & DETAILING	25885	11/03/2022	POLICE/MAINTENANCE - VEHI	100-42120-405	724.20
SMITH AUTOMOTIVE CO	8945b3b7	11/01/2022	1161/POLICE/MAINTENANCE	100-42120-405	1,430.03

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCB PUBLIC FINANCE	11-14-2022	10/13/2022	40049-01/5-60/POLICE/VEHIC	100-42120-419	1,054.07
WINDOM TOWING LLC	17070	11/01/2022	POLICE/VEHICLE LEASE	100-42120-419	214.95
ENTERPRISE FM TRUST	2710 11-03-22	11/07/2022	613153/POLICE/VEHICLE LEAS	100-42120-419	791.78
US BANK	20221020	11/08/2022	National K9	100-42120-433	80.00
US BANK	20221020	11/08/2022	Federal Aviation	100-42120-480	5.00
Activity 42120 - Crime Control Total:					6,115.69

Activity: 42220 - Fire Fighting

ARAMARK	2560053255	10/06/2022	FIRE/AMBO/SUPPLIES	100-42220-211	51.76
US BANK	20221020	11/08/2022	MY-LOR Inc	100-42220-215	89.85
INDOFF, INC	3603712	11/01/2022	FIRE/MATERIALS	100-42220-215	128.45
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-42220-321	42.38
CITIZEN PUBLISHING CO	20221031	11/03/2022	FD Shopper & Citizen	100-42220-350	1,033.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-42220-381	268.92
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-42220-382	18.61
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	100-42220-383	283.28
WINDOM FIRE & SAFETY, LLC	0008089	11/03/2022	FIRE/REFUSE DISPOSAL	100-42220-384	136.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-42220-385	39.84
O'REILLY AUTOMOTIVE, INC	4425-355519	11/03/2022	FIRE/MAINTENANCE - OFFICE	100-42220-404	58.97
P.M. REPAIR & DETAILING	26139	10/28/2022	FIRE/MAINTENANCE - VEHICL	100-42220-405	260.46
O'REILLY AUTOMOTIVE, INC	4425-356272	11/09/2022	FIRE/MAINTENANCE - VEHICL	100-42220-405	110.77
JORDAN BUSSA	03	11/09/2022	FIRE/AMBO/LAWN MOWING/	100-42220-406	1,125.00
ELECTRIC FUND	8-10-22 BLACKSTAD	11/01/2022	FIRE/BUCKET TRUCK/RESCUE	100-42220-480	375.00
Activity 42220 - Fire Fighting Total:					4,022.29

Activity: 42500 - Civil Defense

ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-42500-381	31.11
Activity 42500 - Civil Defense Total:					31.11

Activity: 43100 - Streets

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	100-43100-131	9.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-43100-217	70.00
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Street	100-43100-217	34.90
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-43100-321	45.85
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	100-43100-321	41.97
JONATHON KETZENBERG	11-03-2022	11/09/2022	STREET/MEALS	100-43100-334	23.19
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-43100-381	1,775.48
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-43100-381	198.22
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-43100-382	18.63
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	100-43100-383	50.30
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-43100-385	38.92
WINDOM TOWING LLC	16988	10/24/2022	STREET/MAINTENANCE - OFFI	100-43100-404	279.00
WINDOM AUTO VALU	OCT 2022	11/09/2022	MAINTENANCE	100-43100-404	19.28
WINDOM AUTO VALU	OCT 2022	11/09/2022	MAINTENANCE	100-43100-405	5.73
DGR ENGINEERING	00256314	10/25/2022	STREET/COMM CUL-DE-SAC	100-43100-439	1,325.00
Activity 43100 - Streets Total:					3,935.47

Activity: 45202 - Park Areas

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	100-45202-131	1.80
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-45202-381	492.99
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-45202-382	722.30
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	100-45202-385	51.14
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Parks	100-45202-402	103.38
WINDOM AUTO VALU	OCT 2022	11/09/2022	MAINTENANCE	100-45202-405	6.61
MARLON ZINKE	166449	11/01/2022	STREET/ABBY PARK STRAW BA	100-45202-406	70.00
Activity 45202 - Park Areas Total:					1,714.89

Fund 100 - GENERAL Total: 27,235.67**Fund: 211 - LIBRARY****Activity: 45501 - Library**

US BANK	20221020	11/08/2022	Amazon - Supplies	211-45501-200	683.09
INDOFF, INC	3604850	11/01/2022	LIBRARY/SUPPLIES	211-45501-200	63.94

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	211-45501-321	162.63
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	211-45501-381	138.38
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	211-45501-382	19.70
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	211-45501-383	45.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	211-45501-385	42.34
US BANK	20221020	11/08/2022	J & K Windows	211-45501-402	35.00
SCHWALBACH HARDWARE	503257	11/07/2022	LIBRARY/START BOILER	211-45501-402	79.99
SANDRA HERDER	OCT 2022	11/01/2022	CLEANING	211-45501-402	437.00
MELISSA PENAS	OCT 2022	11/01/2022	CLEANING	211-45501-402	437.00
US BANK	20221020	11/08/2022	Credits New Yorker & Busines	211-45501-433	-278.99
US BANK	20221020	11/08/2022	Business Week (cancelled)	211-45501-433	34.97
INGRAM INDUSTRIES	11-01-2022	11/04/2022	2004243/LIBRARY/BOOKS/PA	211-45501-435	748.79
US BANK	20221020	11/08/2022	Amazon	211-45501-435	253.46
MICROMARKETING, LLC	904670	11/04/2022	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	29.74
MICROMARKETING, LLC	905061	11/09/2022	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	42.50
Activity 45501 - Library Total:					3,044.54
Fund 211 - LIBRARY Total:					3,044.54

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	10-31-2022 USAGE	11/03/2022	AIRPORT/USAGE	225-45127-200	30.50
RED ROCK RURAL WATER	10-31-2022 USAGE	11/03/2022	AIRPORT/METER FEE	225-45127-200	2.00
BEST OIL COMPANY	71495	11/03/2022	AIRPORT/JET FUEL	225-45127-264	19,677.32
SOUTH CENTRAL ELECTRIC	09-01-22 - 09-30-22	11/09/2022	ELECTRIC UTILITY	225-45127-381	150.05
SOUTH CENTRAL ELECTRIC	09-01-22 - 09-30-22	11/09/2022	ELECTRIC UTILITY	225-45127-381	246.00
WINDOM AUTO VALU	OCT 2022	11/09/2022	MAINTENANCE	225-45127-404	-91.48
Activity 45127 - Airport Total:					20,014.39
Fund 225 - AIRPORT Total:					20,014.39

Fund: 230 - POOL

Activity: 45124 - Pool

US BANK	20221020	11/08/2022	amzn	230-45124-216	285.23
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	230-45124-217	133.33
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Pool	230-45124-217	8.47
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	230-45124-381	32.89
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	230-45124-383	48.09
Activity 45124 - Pool Total:					508.01
Fund 230 - POOL Total:					508.01

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	235-42153-131	1.80
BRITTANY ESPENSON - RIVERS	1424	11/07/2022	AMBO/OPERATING SUPPLIES	235-42153-217	250.00
US BANK	20221020	11/08/2022	hy-vee	235-42153-217	19.22
ARAMARK	2560053255	10/06/2022	FIRE/AMBO/SUPPLIES	235-42153-217	34.51
BOUND TREE MEDICAL, LLC	84725453	11/01/2022	AMBO/OPERATING SUPPLIES	235-42153-217	328.52
NAM DESIGN	OCT 20, 2022	11/03/2022	AMBO/UNIFORMS	235-42153-218	1,516.00
US BANK	20221020	11/08/2022	SENSOR MEDIC	235-42153-261	99.99
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	235-42153-321	28.26
AT & T MOBILITY	287304392280X11032022	11/03/2022	AMBO/UNIFORMS	235-42153-321	306.84
EXPERT BILLING LLC	AUGUST 2022	11/01/2022	DATA PROCESSING	235-42153-326	2,494.00
JENNA VACHUSKA	10-17-22	11/01/2022	AMBO/MEALS	235-42153-334	18.50
MEGAN BRAMSTEDT	10-17-22	11/01/2022	AMBO/MEALS	235-42153-334	13.35
TIM HACKER	10-19-22	11/01/2022	AMBO/MEALS	235-42153-334	24.96
DAN MESNER	10-22-22	11/01/2022	AMBO/MEALS	235-42153-334	27.43
KRISTEN PORATH	10-24-22	11/01/2022	AMBO/MEALS	235-42153-334	26.60
KIM POWERS	10-26-22	11/01/2022	AMBO/MEALS	235-42153-334	23.70
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	235-42153-381	179.28
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	235-42153-382	12.40
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	235-42153-383	188.85

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	235-42153-385	26.56
P.M. REPAIR & DETAILING	26167	11/07/2022	AMBO/MAINTENANCE - VEHI	235-42153-405	412.72
JORDAN BUSSA	03	11/09/2022	FIRE/AMBO/LAWN MOWING/	235-42153-406	1,125.00
SOUTHERN MINNESOTA EMS	1203	10/26/2022	AMBO/BOOKS/PAMPHLETS	235-42153-435	3,300.00
Activity 42153 - Ambulance Total:					10,458.49
Fund 235 - AMBULANCE Total:					10,458.49

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	250-46520-131	1.80
US BANK	20221020	11/08/2022	Adobe	250-46520-200	16.02
INDOFF, INC	3606059	11/01/2022	EDA/SUPPLIES	250-46520-200	59.97
INDOFF, INC	3608633	11/09/2022	EDA/SUPPLIES	250-46520-200	18.49
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	250-46520-321	56.67
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	250-46520-321	27.20
US BANK	20221020	11/08/2022	South Dakota Municipal Leag	250-46520-340	51.48
CITIZEN PUBLISHING CO	20221031	11/03/2022	Director & City Admin	250-46520-340	1,348.32
FEDERATED RURAL ELECTRIC	10-31-22	11/07/2022	EDA/SERVICE	250-46520-381	23.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	250-46520-381	50.69
ALLEN RAHN	733182	11/01/2022	EDA/MOWING/7-9 - 10-28	250-46520-406	150.00
Activity 46520 - EDA Total:					1,803.64
Fund 250 - EDA GENERAL Total:					1,803.64

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	09-01-22 - 09-30-22	11/09/2022	ELECTRIC UTILITY	254-46520-381	66.02
Activity 46520 - EDA Total:					66.02
Fund 254 - NORTH IND PARK Total:					66.02

Fund: 308 - 2020 STREET PROJECT

Activity: 41000 - General Government

DENISE WINTERS	10-27-22	10/28/2022	HAULED DIRT	308-41000-500	528.00
Activity 41000 - General Government Total:					528.00
Fund 308 - 2020 STREET PROJECT Total:					528.00

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

MARTHALER AUTOMOTIVE, LT	11-02-2022	11/03/2022	STREET/NEW TRUCK	401-49950-503	47,555.00
DICKS WELDING INC	73290	11/01/2022	STREET/TENNIS COURTS	401-49950-504	1.37
WINDOM AUTO VALU	OCT 2022	11/09/2022	MAINTENANCE/TENNIS COUR	401-49950-504	4.98
Activity 49950 - Capital Outlay Total:					47,561.35
Fund 401 - GENERAL CAPITAL PROJECTS Total:					47,561.35

Fund: 601 - WATER

THEIN WELL CO.	8197	11/01/2022	WATER/OBSERVATION WELL	601-16300	16,100.00
					16,100.00

Activity: 49400 - Water

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	601-49400-131	5.40
LEAGUE OF MN CITIES	368907	11/01/2022	ANNUAL PAYMENTS	601-49400-200	39.22
HAWKINS, INC	6311090	10/25/2022	WATER/CHEMICALS	601-49400-216	5,389.61
RED ROCK RURAL WATER	10-01-22	11/03/2022	WATER/104328 JOHNSON AU	601-49400-217	30.50
US BANK	20221020	11/08/2022	FACTOR 55	601-49400-217	218.00
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Water	601-49400-217	24.99
RYAN ANDERSON	11-02-2022	11/07/2022	WATER/MWOA MTG	601-49400-308	60.00
MN VALLEY TESTING	1167609	10/25/2022	WATER/LAB TESTING	601-49400-310	85.41
US BANK	20221020	11/08/2022	UPS	601-49400-310	15.77
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	601-49400-321	50.60
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	601-49400-321	91.16
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	601-49400-326	70.00
CITIZEN PUBLISHING CO	20221031	11/03/2022	Hydrant flushing	601-49400-340	342.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	601-49400-381	4,329.74
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	601-49400-382	18.16

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	601-49400-383	19.24
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	601-49400-383	188.17
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	601-49400-385	37.44
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	601-49400-386	697.68
US BANK	20221020	11/08/2022	Norgren- Filter, Oil Filter	601-49400-404	580.01
UTILITY LOGIC, LLC	13686	11/03/2022	WATER/MAINTENANCE - DIST	601-49400-408	366.54
WESTRUM LEAK DETECTION I	3930	11/03/2022	SEWER/MAINTENANCE - DIST	601-49400-408	1,800.00
CORE & MAIN LP	R760937	11/03/2022	WATER/MAINT	601-49400-408	224.15
SW/WC SERVICE COOPERATIV	NOV 2022	10/28/2022	HEALTH INSURANCE	601-49400-480	788.11
Activity 49400 - Water Total:					15,471.90
Fund 601 - WATER Total:					31,571.90

Fund: 602 - SEWER

Activity: 49450 - Sewer

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	602-49450-131	1.80
US BANK	20221020	11/08/2022	Adobe	602-49450-200	21.36
LEAGUE OF MN CITIES	368907	11/01/2022	ANNUAL PAYMENTS	602-49450-200	39.22
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Sewer	602-49450-200	14.59
EOSI - Environmental Operati	44007	10/25/2022	SEWER/CHEMICALS	602-49450-216	16,796.00
HAWKINS, INC	6313312	10/25/2022	SEWER/CHEMICALS	602-49450-216	30.00
US BANK	20221020	11/08/2022	FACTOR 55	602-49450-217	218.00
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Sewer	602-49450-217	226.85
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Sewer	602-49450-227	332.00
MN VALLEY TESTING	1168041	10/25/2022	SEWER/LAB TESTING	602-49450-310	732.39
MN VALLEY TESTING	1168220	10/25/2022	SEWER/LAB TESTING	602-49450-310	153.77
MN VALLEY TESTING	1168394	10/25/2022	SEWER/LAB TESTING	602-49450-310	115.98
MN VALLEY TESTING	1168918	11/01/2022	SEWER/LAB TESTING	602-49450-310	185.48
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	602-49450-321	174.94
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	602-49450-321	121.17
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	602-49450-326	70.00
US BANK	20221020	11/08/2022	M. Dugout, Brk Brb, Grn Mill	602-49450-334	165.29
US BANK	20221020	11/08/2022	courtyard -refund \$241.02 ne	602-49450-334	1,234.42
SOUTH CENTRAL ELECTRIC	09-01-22 - 09-30-22	11/09/2022	ELECTRIC UTILITY	602-49450-381	100.02
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	602-49450-381	10,868.11
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	602-49450-382	109.54
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	602-49450-383	18.00
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	602-49450-383	83.70
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	602-49450-383	27.64
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	602-49450-383	19.50
ELECTRIC PUMP INC	0074519-IN	10/25/2022	SEWER/MAINTENANCE - OFFI	602-49450-404	1,800.00
AMAZON CAPITAL SERVICES, I	14W4-HY6K-TGQ3	10/25/2022	SEWER/MAINTENANCE - OFFI	602-49450-404	88.37
US BANK	20221020	11/08/2022	teledyne instruments inc	602-49450-404	761.45
US BANK	20221020	11/08/2022	grainger	602-49450-404	187.67
HAWKINS, INC	6307779	10/18/2022	SEWER/MAINTENANCE - OFFI	602-49450-404	1,472.73
DICKS WELDING INC	73304	11/01/2022	SEWER/MAINTENANCE - OFFI	602-49450-404	37.37
INTERSTATE POWER SYSTEMS	R02407902002	11/03/2022	209729/SEWER/MAINT	602-49450-408	46.56
NEIL BARTEL	1160	11/07/2022	SEWER/SLUDGE HAULING	602-49450-446	31,447.84
Activity 49450 - Sewer Total:					67,701.76
Fund 602 - SEWER Total:					67,701.76

Fund: 604 - ELECTRIC

ELECTRIC FUND	# 354 RETURN	10/28/2022	EL/RETURN TO INVENTORY	604-14200	780.86
ELECTRIC FUND	# 356 RETURN	11/02/2022	EL/INVENTORY	604-14200	721.57
ELECTRIC FUND	# 358 RETURN	11/02/2022	EL/INVENTORY	604-14200	859.29
ELECTRIC FUND	# 360 RETURN	11/09/2022	EL/MAINTENANCE - DISTRIBU	604-14200	201.73
MILLERBERND MANUFACTURI	173128	11/03/2022	EL/INVENTORY	604-14200	11,827.00
ELK RIVER WINLECTRIC	357844 03	10/19/2022	EL/INVENTORY	604-14200	700.00
RESCO - RURAL ELECTRIC SUP	873846-00	11/03/2022	EL/INVENTORY	604-14200	4,180.00
BORDER STATES	925150063	11/04/2022	EL/INVENTORY	604-14200	29.28
IRBY ELECTRICAL DISTRIBUTO	5013244227.001	10/28/2022	EL/INVENTORY	604-14200	68,669.45
DGR ENGINEERING	00256560	10/28/2022	EL/GENERATOR BUILDING	604-16200	1,770.50

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	# 659	10/28/2022	EAST HILL	604-16300	1,202.73
ELECTRIC FUND	# 660	11/02/2022	EL/EAST HILL CAPITAL	604-16300	186.99
ELECTRIC FUND	# 663	11/09/2022	EL/EAST HILL	604-16300	273.12
DGR ENGINEERING	00256559	10/28/2022	EL/IMPROVEMENTS	604-16300	8,025.00
DGR ENGINEERING	00256770	10/28/2022	EL/IMPROVEMENTS	604-16300	212.00
ELECTRIC FUND	10-17-22 - 10-30-22	11/01/2022	EL/EAST HILL 3/CAP LABOR	604-16300	14,059.26
TRAVIS & KELLI ANDERSON	11-1-22	11/02/2022	TRANSMISSION PROJECT	604-16300	70.00
SCHRAMMEL LAW OFFICE	NOVEMBER 1, 2022	11/03/2022	ELECTRIC/TRANSMISSION	604-16300	1,623.00
DGR ENGINEERING	00256560	10/28/2022	EL/GENERATOR	604-16400	10,886.50
					126,278.28

Activity: 49550 - Electric

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	604-49550-131	7.20
US BANK	20221020	11/08/2022	Frank's Shoe Repair	604-49550-218	343.80
AMARIL UNIFORM COMPANY	IV235726	11/01/2022	EL/UNIFORMS	604-49550-218	2,734.19
AMARIL UNIFORM COMPANY	IV236226	11/09/2022	EL/UNIFORMS	604-49550-218	198.11
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Electric	604-49550-218	12.99
AMAZON CAPITAL SERVICES, I	13H1-1HX6-4VR7	11/03/2022	EL/SMALL TOOLS	604-49550-241	37.48
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Electric	604-49550-241	39.99
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	604-49550-321	78.02
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	604-49550-321	80.02
GOLDEN WEST TECH & INT SO	221010254	11/03/2022	EL/DISPATCHING	604-49550-325	31.80
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	604-49550-326	189.39
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	604-49550-381	115.65
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	604-49550-382	22.42
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	604-49550-383	45.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	604-49550-385	46.62
ELECTRIC FUND	# 664	11/09/2022	EL/MAINTENANCE - STRUCTU	604-49550-402	44.07
DICKS WELDING INC	73300	11/01/2022	EL/MAINTENANCE - OFFICE	604-49550-404	96.86
JORDAN BUSSA	051	11/09/2022	EL/OCT CLEANING	604-49550-406	184.60
ELECTRIC FUND	# 662	11/02/2022	EL/DISTRIBUTION	604-49550-408	5,063.48
ELECTRIC FUND	# 665	11/09/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	173.03
METERING & TECHNOLOGY S	INV669	11/01/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	2,789.29
METERING & TECHNOLOGY S	INV680	11/01/2022	EL/MAINTENANCE - DISTRIBU	604-49550-408	5,980.43
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Electric	604-49550-408	154.58
WINDOM AREA DEVELOPME	NOV. 2022	10/18/2022	PAYMENT	604-49550-491	1,200.00
					Activity 49550 - Electric Total: 19,669.02

Fund 604 - ELECTRIC Total: 145,947.30

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	609-49751-131	3.60
US BANK	20221020	11/08/2022	Amazon	609-49751-200	39.26
INDOFF, INC	3606060	11/03/2022	LIQUOR S./SUPPLIES	609-49751-200	144.99
ARAMARK	2560055748	10/18/2022	LIQUOR S./CLEANING/SUPPLI	609-49751-211	48.04
ARAMARK	2560060820	11/01/2022	LIQUOR S./CLEANING/SUPPLI	609-49751-211	48.04
AH HERMEL COMPANY	948912/948912	10/24/2022	LIQUOR S./OPERATING SUPPL	609-49751-217	127.34
BELLBOY CORP	0096983100	10/24/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-251	1,752.49
DOLL DISTRIBUTING, LLC	1104443	10/14/2022	LIQUOR S./LIQUOR/BEER/WI	609-49751-251	196.00
JOHNSON BROS.	2161628	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,821.99
JOHNSON BROS.	2166427	11/04/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	4,435.00
SOUTHERN GLAZER'S OF MN	2272541	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	3,815.72
PHILLIPS WINE & SPIRITS	6481653	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	804.50
PHILLIPS WINE & SPIRITS	6485462	11/04/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-251	4,633.35
DOLL DISTRIBUTING, LLC	1104441	10/14/2022	LIQUOR S./BEER	609-49751-252	104.55
DOLL DISTRIBUTING, LLC	1104442	10/14/2022	LIQUOR S./BEER	609-49751-252	438.00
DOLL DISTRIBUTING, LLC	1104443	10/14/2022	LIQUOR S./LIQUOR/BEER/WI	609-49751-252	4,273.60
DOLL DISTRIBUTING, LLC	1104444	10/14/2022	LIQUOR S./BEER	609-49751-252	17.50
DOLL DISTRIBUTING, LLC	1104448	10/14/2022	LIQUOR S./BEER	609-49751-252	-192.80
DOLL DISTRIBUTING, LLC	1104449	10/14/2022	LIQUOR S./BEER	609-49751-252	120.00
BEVERAGE WHOLESALERS	243862	10/24/2022	LIQUOR S./BEER	609-49751-252	16,059.15

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	244846	11/04/2022	LIQUOR S./BEER	609-49751-252	5,963.21
ARTISAN BEER COMPANY	3566862	10/25/2022	LIQUOR S./BEER	609-49751-252	101.60
ARTISAN BEER COMPANY	3568178	11/04/2022	LIQUOR S./BEER	609-49751-252	224.65
BELLBOY CORP	0096983100	10/24/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-253	544.00
DOLL DISTRIBUTING, LLC	1104443	10/14/2022	LIQUOR S./LIQUOR/BEER/WI	609-49751-253	130.80
PAUSTIS WINE COMPANY	180906	10/24/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	1,040.00
JOHNSON BROS.	2161629	10/25/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	814.14
JOHNSON BROS.	2166428	11/04/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	668.69
SOUTHERN GLAZER'S OF MN	2272542	10/25/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	2,225.00
ROUND LAKE VINEYARDS & W	3567	10/25/2022	LIQUOR S./WINE	609-49751-253	1,215.00
PHILLIPS WINE & SPIRITS	6481654	10/25/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	169.45
PHILLIPS WINE & SPIRITS	6485463	11/04/2022	LIQUOR S./WINE/FREIGHT	609-49751-253	998.75
ATLANTIC COCA-COLA	3571342	10/14/2022	LIQUOR S./SOFT DRINKS & MI	609-49751-254	271.60
AH HERMEL COMPANY	948911/948911	10/24/2022	LIQUOR S./MERCHANDISE	609-49751-254	115.50
AH HERMEL COMPANY	948911/948911	10/24/2022	LIQUOR S./MERCHANDISE	609-49751-256	407.43
AH HERMEL COMPANY	948911/948911	10/24/2022	LIQUOR S./MERCHANDISE	609-49751-261	83.37
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	609-49751-321	131.22
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	609-49751-326	715.20
BELLBOY CORP	0096983100	10/24/2022	LIQUOR S./LIQUOR/WINE/FRE	609-49751-333	45.00
PAUSTIS WINE COMPANY	180906	10/24/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	15.00
JOHNSON BROS.	2161628	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	70.68
JOHNSON BROS.	2161629	10/25/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	25.32
JOHNSON BROS.	2166427	11/04/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	79.96
JOHNSON BROS.	2166428	11/04/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	27.31
SOUTHERN GLAZER'S OF MN	2272541	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	54.53
SOUTHERN GLAZER'S OF MN	2272542	10/25/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	54.66
SOUTHERN GLAZER'S OF MN	2272543	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	20.50
PHILLIPS WINE & SPIRITS	6481653	10/25/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	16.24
PHILLIPS WINE & SPIRITS	6481654	10/25/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	5.85
PHILLIPS WINE & SPIRITS	6485462	11/04/2022	LIQUOR S./LIQUOR/FREIGHT	609-49751-333	74.11
PHILLIPS WINE & SPIRITS	6485463	11/04/2022	LIQUOR S./WINE/FREIGHT	609-49751-333	33.19
AH HERMEL COMPANY	948911/948911	10/24/2022	LIQUOR S./MERCHANDISE	609-49751-333	8.95
UNIVERSAL PUBLICATIONS	164297	11/01/2022	LIQUOR S/ADVERTISING	609-49751-340	250.00
CITIZEN PUBLISHING CO	20221031	11/03/2022	shopper & citizen & digital	609-49751-340	2,241.24
CITIZEN PUBLISHING CO	20221031	11/03/2022	wine tasting	609-49751-340	79.80
CITIZEN PUBLISHING CO	20221031	11/03/2022	pigskin picks	609-49751-340	76.00
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	609-49751-381	763.96
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	609-49751-382	20.23
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	609-49751-383	92.04
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	609-49751-385	40.06
MN MUNICIPAL BEVERAGE AS	JULY 2022 - JULY 2023	11/09/2022	LIQUOR S./ANNUAL DUES	609-49751-433	1,700.00
Activity 49751 - Liquor Store Total:					62,304.56
Fund 609 - LIQUOR STORE Total:					62,304.56

Fund: 614 - TELECOM

UNITED TEL SUPPLY, INC	26972	10/28/2022	TELECOM/711 GE ONT/762 G	614-16400	6,619.27
INTERNAL REVENUE SERVICE	Deposit Nov 2022	11/07/2022	TELECOM/EXCISE TAX Deposi	614-20201	500.00
INTERNAL REVENUE SERVICE	OCT-22 FINAL	11/07/2022	TELECOM/EXCISE TAX POSTIN	614-20201	303.40
MN 9-1-1 PROGRAM	OCT 2022	11/07/2022	OCT 911 SERVICES	614-20206	943.67
					8,366.34

Activity: 49870 - Telecom

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	614-49870-131	10.80
LEAGUE OF MN CITIES	368907	11/01/2022	ANNUAL PAYMENTS	614-49870-200	78.44
CITY LAUNDERING CO.	1817017	10/25/2022	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.38
AMAZON CAPITAL SERVICES, I	1144-MQMJ-KJD4	10/28/2022	TELECOM/OPERATING SUPPLI	614-49870-217	393.33
AMAZON CAPITAL SERVICES, I	1PNY-H3DD-C3T7	11/03/2022	TELECOM/UTILITY SYSTEM	614-49870-227	472.30
US BANK	20221020	11/08/2022	FS.COM	614-49870-227	189.00
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Telecom	614-49870-227	39.42
NATIONAL CABLE TV COOP	SI50738	10/28/2022	TELECOM/UTILITY SYSTEM	614-49870-227	223.24
NATIONAL CABLE TV COOP	SI50937	11/03/2022	TELECOM/UTILITY SYSTEM	614-49870-227	484.88

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	614-49870-321	276.10
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	614-49870-321	245.75
US BANK	20221020	11/08/2022	South Dakota Municipal Leag	614-49870-340	51.47
CITIZEN PUBLISHING CO	20221031	11/03/2022	shopper & citizen & digital	614-49870-340	978.79
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	614-49870-381	2,730.85
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	614-49870-382	19.32
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	614-49870-383	18.79
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	614-49870-385	37.33
WINDOM AUTO VALU	OCT 2022	11/09/2022	MAINTENANCE	614-49870-405	60.57
NATIONAL CABLE TV COOP	22100443	11/01/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	45,954.35
DISPLAY SYSTEMS INTERNATI	25509	11/03/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ARVIG ENTERPRISES, INC	330007	10/25/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	348.50
SHOWTIME NETWORKS INC	56137	10/14/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	164.34
NATIONAL CABLE TV COOP	SI51148	11/03/2022	TELECOM/SUBSCRIBER FEES	614-49870-442	459.15
E-911 - INDEPENDENT EMERG	100-0141 NOV-01-2022	11/03/2022	TELECOM/SWITCH FEES	614-49870-445	40.00
WOODSTOCK COMMUNICATI	10222436	11/03/2022	TELECOM/SWITCH FEES	614-49870-445	205.10
US BANK	20221020	11/08/2022	Dream Host Web Hosting	614-49870-447	139.00
HURRICANE ELECTRIC LLC	98437885-IN	11/03/2022	TELECOM/INTERNET EXPENSE	614-49870-447	4,100.00
GOLDEN WEST TECH & INT SO	221010194	11/03/2022	TELECOM/ON CALL SUPPORT	614-49870-448	184.78
SWWC - SOUTHWEST WEST C	70509	10/14/2022	TELECOM/ON CALL SUPPORT	614-49870-448	950.00
CENTURY LINK	OCT 16, 2022	11/01/2022	831-1075 104/SERVICES	614-49870-451	88.92
Activity 49870 - Telecom Total:					59,164.34
Fund 614 - TELECOM Total:					67,530.68

Fund: 615 - ARENA

Activity: 49850 - Arena

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	615-49850-131	3.60
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Arena	615-49850-211	23.37
COUNTRY PRIDE SERVICE	9013918	10/18/2022	ARENA/MOTOR FUELS	615-49850-212	100.00
COUNTRY PRIDE SERVICE	9014577	11/01/2022	ARENA/MOTOR FUELS	615-49850-212	150.00
DEAN SMESTAD	10-25-22	11/01/2022	REIMBURSEMENT/WHEEL BA	615-49850-217	127.78
WINDOM AUTO VALU	OCT 2022	11/09/2022	MAINTENANCE	615-49850-217	110.90
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Arena	615-49850-217	10.99
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	615-49850-321	125.60
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	615-49850-321	62.21
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	615-49850-326	433.00
LEAGUE OF MN CITIES INS TR	19529	11/03/2022	CLAIM # 00475495/TIMOTHY	615-49850-364	39.47
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	615-49850-381	7,041.47
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	615-49850-382	290.57
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	615-49850-383	257.78
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	615-49850-385	91.12
DICKS WELDING INC	73327	11/01/2022	ARENA/MAINTENANCE - OFFI	615-49850-404	68.47
BLUE LINE SHARPENING & SA	932	11/03/2022	ARENA/MAINTENANCE - OFFI	615-49850-404	490.00
GDF ENTERPRISES, INC	A22982	11/01/2022	ARENA/MAINTENANCE - OFFI	615-49850-404	330.24
RUNNINGS SUPPLY, INC	RUNNINGS OCTO 2022	11/03/2022	Arena	615-49850-404	37.99
SW/WC SERVICE COOPERATIV	NOV 2022	10/28/2022	HEALTH INSURANCE	615-49850-480	788.11
Activity 49850 - Arena Total:					10,582.67
Fund 615 - ARENA Total:					10,582.67

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

SW/WC SERVICE COOPERATIV	NOVEMBER 2022	10/28/2022	EAP	617-49860-131	5.40
INDOFF, INC	3605198	11/03/2022	WCC/SUPPLIES	617-49860-200	20.97
INDOFF, INC	3605198	11/03/2022	WCC/SUPPLIES	617-49860-211	84.99
RIVER BEND LIQUOR	09-01-2022	11/03/2022	LIQUOR S/MERCHANDISE	617-49860-251	147.16
RIVER BEND LIQUOR	8-1-22 - 8-31-22	09/08/2022	WCC/MERCHANDISE FOR RES	617-49860-251	51.43
RIVER BEND LIQUOR	08-01-22 - 08-31-22	09/08/2022	WCC/MERCHANDISE FOR RES	617-49860-252	-507.35
RIVER BEND LIQUOR	09-01-2022	11/03/2022	LIQUOR S/MERCHANDISE	617-49860-252	515.94
RIVER BEND LIQUOR	09-01-2022	11/03/2022	LIQUOR S/MERCHANDISE	617-49860-254	5.36
US BANK	20221020	11/08/2022	HyVee	617-49860-254	41.09
US BANK	20221020	11/08/2022	HyVee	617-49860-254	16.97

Expense Approval Report

Payment Dates: 10/29/2022 - 11/11/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20221020	11/08/2022	HyVee	617-49860-254	12.27
US BANK	20221020	11/08/2022	HyVee	617-49860-254	16.84
US BANK	20221020	11/08/2022	HyVee	617-49860-254	60.04
US BANK	20221020	11/08/2022	HyVee	617-49860-254	103.80
US BANK	20221020	11/08/2022	HyVee	617-49860-254	49.63
RIVER BEND LIQUOR	8-1-22 - 8-31-22	09/08/2022	WCC/MERCHANDISE FOR RES	617-49860-254	14.05
LISA VOLLAN	10-25-22	10/28/2022	WEDDING DECOR	617-49860-261	400.00
US BANK	20221020	11/08/2022	Scheels - need ck from Tim	617-49860-261	323.57
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	617-49860-321	60.48
VERIZON WIRELESS	9918959082	11/03/2022	TELEPHONE	617-49860-321	41.15
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	617-49860-326	403.33
CITIZEN PUBLISHING CO	20221031	11/03/2022	WCC Terror Trail	617-49860-340	125.40
CITIZEN PUBLISHING CO	20221031	11/03/2022	shopper & citizen & digital	617-49860-340	256.60
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	617-49860-381	1,231.38
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	617-49860-382	79.12
MN ENERGY RESOURCES	OCT 2022	11/01/2022	GAS UTILITY/09-09-22 - 10-11	617-49860-383	405.75
ELECTRIC FUND	20221031	11/07/2022	MONTHLY UTILITY	617-49860-385	167.73
Activity 49860 - M/P Center Total:					4,133.10
Fund 617 - M/P CENTER Total:					4,133.10

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002186	11/04/2022	Federal Tax Withholding	700-21701	9,954.64
MN Department of Revenue -	INV0002187	11/04/2022	State Withholding	700-21702	4,910.27
Internal Revenue Service-Payr	INV0002186	11/04/2022	Social Security	700-21703	12,441.64
MN Pera	INV0002184	11/04/2022	PERA	700-21704	14,054.73
MN Pera	INV0002184	11/04/2022	PERA	700-21704	7,704.17
MN Pera	INV0002184	11/04/2022	PERA	700-21704	606.10
MN Pera	INV0002184	11/04/2022	PERA	700-21704	40.00
MN State Deferred	INV0002185	11/04/2022	Deferred Roth	700-21705	1,425.00
MN State Deferred	INV0002185	11/04/2022	Deferred Compensation	700-21705	5,326.91
SW/WC SERVICE COOPERATIV	NOV 2022	10/28/2022	HEALTH INSURANCE	700-21706	63,351.96
Internal Revenue Service-Payr	INV0002186	11/04/2022	Medicare Withholding	700-21711	3,614.26
WEX Health Inc	11-3-2022	11/09/2022	FLEX SPENDING	700-21712	125.00
WEX Health Inc	20221031	10/31/2022	WEX Health Flex Spending 20	700-21712	790.00
WEX Health Inc	INV0002183	11/04/2022	HSA Employee Contribution	700-21723	584.92
					14,929.60
Fund 700 - PAYROLL Total:					124,929.60
Grand Total:					625,921.68

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	27,235.67
211 - LIBRARY	3,044.54
225 - AIRPORT	20,014.39
230 - POOL	508.01
235 - AMBULANCE	10,458.49
250 - EDA GENERAL	1,803.64
254 - NORTH IND PARK	66.02
308 - 2020 STREET PROJECT	528.00
401 - GENERAL CAPITAL PROJECTS	47,561.35
601 - WATER	31,571.90
602 - SEWER	67,701.76
604 - ELECTRIC	145,947.30
609 - LIQUOR STORE	62,304.56
614 - TELECOM	67,530.68
615 - ARENA	10,582.67
617 - M/P CENTER	4,133.10
700 - PAYROLL	124,929.60
Grand Total:	625,921.68

Account Summary

Account Number	Account Name	Payment Amount
100-20191	Unapplied Cash	36.41
100-41110-304	Legal Fees	540.00
100-41110-326	Data Processing	40.21
100-41110-350	Printing & Design	1,028.60
100-41310-131	Employer Paid Insurance	9.00
100-41310-200	Office Supplies	840.06
100-41310-321	Telephone	69.49
100-41310-326	Data Processing	307.29
100-41310-480	Other Miscellaneous	1,300.00
100-41910-131	Employer Paid Insurance	1.80
100-41910-200	Office Supplies	62.49
100-41910-321	Telephone	97.82
100-41910-350	Printing & Design	109.00
100-41910-443	Intergovernmental Fees	5,527.10
100-41940-381	Electric Utility	352.02
100-41940-382	Water Utility	56.66
100-41940-383	Gas Utility	45.00
100-41940-385	Sewer Utility	119.27
100-41940-406	Repairs & Maint - Groun	874.00
100-42120-131	Employer Paid Insurance	18.00
100-42120-200	Office Supplies	-17.99
100-42120-321	Telephone	29.50
100-42120-326	Data Processing	398.00
100-42120-405	Repairs & Maint - Vehicl	3,542.38
100-42120-419	Vehicle Lease	2,060.80
100-42120-433	Dues & Subscriptions	80.00
100-42120-480	Other Miscellaneous	5.00
100-42220-211	Cleaning Supplies	51.76
100-42220-215	Materials & Equipment	218.30
100-42220-321	Telephone	42.38
100-42220-350	Printing & Design	1,033.00
100-42220-381	Electric Utility	268.92
100-42220-382	Water Utility	18.61
100-42220-383	Gas Utility	283.28
100-42220-384	Refuse Disposal	136.00
100-42220-385	Sewer Utility	39.84

Account Summary

Account Number	Account Name	Payment Amount
100-42220-404	Repairs & Maint - M&E	58.97
100-42220-405	Repairs & Maint - Vehicl	371.23
100-42220-406	Repairs & Maint - Groun	1,125.00
100-42220-480	Other Miscellaneous	375.00
100-42500-381	Electric Utility	31.11
100-43100-131	Employer Paid Insurance	9.00
100-43100-217	Other Operating Supplie	104.90
100-43100-321	Telephone	87.82
100-43100-334	Meals/Lodging	23.19
100-43100-381	Electric Utility	1,973.70
100-43100-382	Water Utility	18.63
100-43100-383	Gas Utility	50.30
100-43100-385	Sewer Utility	38.92
100-43100-404	Repairs & Maint - M&E	298.28
100-43100-405	Repairs & Maint - Vehicl	5.73
100-43100-439	Special Projects	1,325.00
100-45202-131	Employer Paid Insurance	1.80
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	492.99
100-45202-382	Water Utility	722.30
100-45202-385	Sewer Utility	51.14
100-45202-402	Repairs & Maint - Struct	103.38
100-45202-405	Repairs & Maint - Vehicl	6.61
100-45202-406	Repairs & Maint - Groun	70.00
211-45501-200	Office Supplies	747.03
211-45501-321	Telephone	162.63
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	138.38
211-45501-382	Water Utility	19.70
211-45501-383	Gas Utility	45.00
211-45501-385	Sewer Utility	42.34
211-45501-402	Repairs & Maint - Struct	988.99
211-45501-433	Dues & Subscriptions	-244.02
211-45501-435	Books and Pamphlets	1,074.49
225-45127-200	Office Supplies	32.50
225-45127-264	Merchandise For Resale	19,677.32
225-45127-381	Electric Utility	396.05
225-45127-404	Repairs & Maint - M&E	-91.48
230-45124-216	Chemicals and Chemical	285.23
230-45124-217	Other Operating Supplie	141.80
230-45124-381	Electric Utility	32.89
230-45124-383	Gas Utility	48.09
235-42153-131	Employer Paid Insurance	1.80
235-42153-217	Other Operating Supplie	632.25
235-42153-218	Uniforms	1,516.00
235-42153-261	Other Merchandise-Med	99.99
235-42153-321	Telephone	335.10
235-42153-326	Data Processing	2,494.00
235-42153-334	Meals/Lodging	134.54
235-42153-381	Electric Utility	179.28
235-42153-382	Water Utility	12.40
235-42153-383	Gas Utility	188.85
235-42153-385	Sewer Utility	26.56
235-42153-405	Repairs & Maint - Vehicl	412.72
235-42153-406	Repairs & Maint - Groun	1,125.00
235-42153-435	Books and Pamphlets	3,300.00
250-46520-131	Employer Paid Insurance	1.80
250-46520-200	Office Supplies	94.48

Account Summary

Account Number	Account Name	Payment Amount
250-46520-321	Telephone	83.87
250-46520-340	Advertising & Promotion	1,399.80
250-46520-381	Electric Utility	73.69
250-46520-406	Repairs & Maint - Groun	150.00
254-46520-381	Electric Utility	66.02
308-41000-500	Capital Outlay	528.00
401-49950-503	Capital Outlay - Streets	47,555.00
401-49950-504	Capital Outlay - Parks	6.35
601-16300	Improvements Other Th	16,100.00
601-49400-131	Employer Paid Insurance	5.40
601-49400-200	Office Supplies	39.22
601-49400-216	Chemicals and Chemical	5,389.61
601-49400-217	Other Operating Supplie	273.49
601-49400-308	Training & Registrations	60.00
601-49400-310	Lab Testing	101.18
601-49400-321	Telephone	141.76
601-49400-326	Data Processing	70.00
601-49400-340	Advertising & Promotion	342.00
601-49400-381	Electric Utility	4,329.74
601-49400-382	Water Utility	18.16
601-49400-383	Gas Utility	207.41
601-49400-385	Sewer Utility	37.44
601-49400-386	Landfill	697.68
601-49400-404	Repairs & Maint - M&E	580.01
601-49400-408	Repairs & Maint - Distrib	2,390.69
601-49400-480	Other Miscellaneous	788.11
602-49450-131	Employer Paid Insurance	1.80
602-49450-200	Office Supplies	75.17
602-49450-216	Chemicals and Chemical	16,826.00
602-49450-217	Other Operating Supplie	444.85
602-49450-227	Utility System Maint Sup	332.00
602-49450-310	Lab Testing	1,187.62
602-49450-321	Telephone	296.11
602-49450-326	Data Processing	70.00
602-49450-334	Meals/Lodging	1,399.71
602-49450-381	Electric Utility	10,968.13
602-49450-382	Water Utility	109.54
602-49450-383	Gas Utility	148.84
602-49450-404	Repairs & Maint - M&E	4,347.59
602-49450-408	Repairs & Maint - Distrib	46.56
602-49450-446	Sludge Hauling	31,447.84
604-14200	Inventory	87,969.18
604-16200	Buildings	1,770.50
604-16300	Improvements Other Th	25,652.10
604-16400	Machinery & Equipment	10,886.50
604-49550-131	Employer Paid Insurance	7.20
604-49550-218	Uniforms	3,289.09
604-49550-241	Small Tools	77.47
604-49550-321	Telephone	158.04
604-49550-325	Dispatching	31.80
604-49550-326	Data Processing	189.39
604-49550-381	Electric Utility	115.65
604-49550-382	Water Utility	22.42
604-49550-383	Gas Utility	45.00
604-49550-385	Sewer Utility	46.62
604-49550-402	Repairs & Maint - Struct	44.07
604-49550-404	Repairs & Maint - M&E	96.86
604-49550-406	Repairs & Maint - Groun	184.60

Account Summary

Account Number	Account Name	Payment Amount
604-49550-408	Repairs & Maint - Distrib	14,160.81
604-49550-491	Payments to Other Orga	1,200.00
609-49751-131	Employer Paid Insurance	3.60
609-49751-200	Office Supplies	184.25
609-49751-211	Cleaning Supplies	96.08
609-49751-217	Other Operating Supplie	127.34
609-49751-251	Liquor	19,459.05
609-49751-252	Beer	27,109.46
609-49751-253	Wine	7,805.83
609-49751-254	Soft Drinks & Mix	387.10
609-49751-256	Tobacco Products	407.43
609-49751-261	Other Merchandise	83.37
609-49751-321	Telephone	131.22
609-49751-326	Data Processing	715.20
609-49751-333	Freight and Express	531.30
609-49751-340	Advertising & Promotion	2,647.04
609-49751-381	Electric Utility	763.96
609-49751-382	Water Utility	20.23
609-49751-383	Gas Utility	92.04
609-49751-385	Sewer Utility	40.06
609-49751-433	Dues & Subscriptions	1,700.00
614-16400	Machinery & Equipment	6,619.27
614-20201	Excise Tax Payable	803.40
614-20206	911 TAP & TACIP Fees CI	943.67
614-49870-131	Employer Paid Insurance	10.80
614-49870-200	Office Supplies	78.44
614-49870-211	Cleaning Supplies	21.38
614-49870-217	Other Operating Supplie	393.33
614-49870-227	Utility System Maint Sup	1,408.84
614-49870-321	Telephone	521.85
614-49870-340	Advertising & Promotion	1,030.26
614-49870-381	Electric Utility	2,730.85
614-49870-382	Water Utility	19.32
614-49870-383	Gas Utility	18.79
614-49870-385	Sewer Utility	37.33
614-49870-405	Repairs & Maint - Vehicl	60.57
614-49870-442	Subscriber Fees	47,124.78
614-49870-445	Switch Fees	245.10
614-49870-447	Internet Expense	4,239.00
614-49870-448	On-Call Support	1,134.78
614-49870-451	Call Completion	88.92
615-49850-131	Employer Paid Insurance	3.60
615-49850-211	Cleaning Supplies	23.37
615-49850-212	Motor Fuels	250.00
615-49850-217	Other Operating Supplie	249.67
615-49850-321	Telephone	187.81
615-49850-326	Data Processing	433.00
615-49850-364	Insurance - Worker's Co	39.47
615-49850-381	Electric Utility	7,041.47
615-49850-382	Water Utility	290.57
615-49850-383	Gas Utility	257.78
615-49850-385	Sewer Utility	91.12
615-49850-404	Repairs & Maint - M&E	926.70
615-49850-480	Other Miscellaneous	788.11
617-49860-131	Employer Paid Insurance	5.40
617-49860-200	Office Supplies	20.97
617-49860-211	Cleaning Supplies	84.99
617-49860-251	Liquor	198.59

Account Summary

Account Number	Account Name	Payment Amount
617-49860-252	Beer	8.59
617-49860-254	Soft Drinks & Mix	320.05
617-49860-261	Other Merchandise	723.57
617-49860-321	Telephone	101.63
617-49860-326	Data Processing	403.33
617-49860-340	Advertising & Promotion	382.00
617-49860-381	Electric Utility	1,231.38
617-49860-382	Water Utility	79.12
617-49860-383	Gas Utility	405.75
617-49860-385	Sewer Utility	167.73
700-21701	Federal Withholding	9,954.64
700-21702	State Withholding	4,910.27
700-21703	FICA Tax Withholding	12,441.64
700-21704	PERA Contributions	22,405.00
700-21705	Retirement	6,751.91
700-21706	Medical Insurance	63,351.96
700-21711	Medicare Tax Withholdi	3,614.26
700-21712	Flex Account	915.00
700-21723	HSA Employee Contribu	584.92
	Grand Total:	625,921.68

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
625,921.68
625,921.68

✓
CJW
11/10/2022

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED:

Aye:

Nay:

Absent:

A RESOLUTION CANVASSING THE ELECTION RETURNS FOR THE CITY ELECTION AND DECLARING THE RESULTS OF THE ELECTION

WHEREAS, the general election for the City of Windom was held on November 8, 2022, in accordance with provisions of the Windom City Charter; and

WHEREAS, the following results were tabulated by the election judges following the closing of the polls.

	<u>Ward I Prec. I</u>	<u>Ward I Prec. II</u>	<u>Ward II Prec. I</u>	<u>Ward II Prec. II</u>	<u>Totals</u>
<u>Council Member At-Large</u>					
Dennis Esplan	337	471	248	263	1,319
Misc. Write-In	2	7	3	6	18
<u>Council Member Ward I</u>					
Jenny Quade	330	495			825
Misc. Write-In	7	6			13
<u>Council Member Ward II</u>					
James Nelson			245	267	512
Misc. Write-In			4	3	7
<u>Special Election Council Member Ward II</u>					
Scott Benson			169	201	370
Lisa Farag			104	123	227
Misc. Write-In				3	3

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

1. That Dennis Esplan be declared elected to the Office of Council Member At-Large for a four-year term ending December 31, 2026.
2. That Jenny Quade be declared elected to the Office of Council Member Ward I for a four-year term ending December 31, 2026.
3. That James Nelson be declared elected to the Office of Council Member Ward II for a four-year term ending December 31, 2026.
4. That Scott Benson be declared elected to the Office of Council Member Ward II for a two-year term ending December 31, 2024.

Adopted this 15th day of November, 2022.

Dominic Jones, Mayor

Attest:

Steven Nasby, City Administrator

RESOLUTION #2022-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2022 MISCELLANEOUS SPECIAL ASSESSMENTS"

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the "2022 Miscellaneous Special Assessments"; and

WHEREAS, the City Council finds that services, as set forth in Minnesota Statutes §429.101, were performed by the City and these special charges were billed to the affected property owners and remain unpaid; and

WHEREAS, the City Council finds the evidence supports findings that assessment calculations are correct and the assessments are valid; and

WHEREAS, the City Council finds that the services have benefited the properties.

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

1. Such proposed assessments, a copy of which is filed in the Office of the City Administrator and made a part hereof as if fully set forth herein, are hereby accepted and shall constitute the special assessments against the lands named therein; and each tract of land therein included is hereby found to have benefited by the services performed and special charges levied against it.

2. Such assessments shall be payable in equal annual installments extending over a period of one (1) year at five percent (5%) interest.

3. The owners of property so assessed may, at any time prior to December 31, 2022, pay the City Clerk's Office the entire amount of the assessment on their property without interest. Any amounts not paid by December 31, 2022, will be certified to the County Auditor for collection in the same manner as other municipal taxes. After said date, a property owner may at any time pay the remaining balance of the assessment to the City Clerk's Office with interest accrued to December 31 of the year in which such payment is made.

4. The Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the property tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 15th day of November, 2022.

Dominic Jones, Mayor

ATTEST: _____
Steven Nasby, City Clerk/City Administrator

2022 Misc. Assessment List

1 year 5%

Property ID	Description	Owner	Address	Service	Amount
25-717-0070	Lot 2/Block 2 Soleta's Subdivision 97 5th St	Duwayne & Nancy Sell	C/O Dean Thomas 97 5th Street Windom, MN 56101	Fire Call 2/12/22 TOTAL \$	1,000.00
25-160-0530	Lot 6/Block 7 Clark's Addition 1225 8th Ave	Melissa Cory	1225 8th Ave Windom, MN 56101	Fire Call 2/20/22 TOTAL \$	1,000.00
25-675-0200	Lot 20/Block 2 Rolling Green Subd 831 Highland RD	Flavio De-Leon Gutierrez	831 Highland Road Windom, MN 56101	Fire Call 2/3/22 TOTAL \$	1,000.00
25-351-0290	Lot 7/Block 3 Hutton & Collin Add 1405 4th Ave	Elizabeth Crist Martinez Rivera	1405 4th Ave Windom, MN 56101	Fire Call 1/18/22 TOTAL \$	1,000.00
08-004-0101	614 Ac Tract in NE 1/4 Tract A 38223 460th Ave	Frank Kerkvliet	38223 460th Ave Windom, MN 56101	Fire Call 10/20/22 TOTAL \$	1,000.00
25-822-0160	Lot 6/Block 42 Windom Second Addition 1312 5th Ave	Kevin & Michelle Foight	1312 5th Ave Windom, MN 56101	Fire Call 11/30/21 TOTAL \$	800.00
25-351-0870	Lot 2/Block 9 Hutton & Collin Add 1536 2nd Ave	Sarah Foight	1536 Second Ave Windom, MN 56101	nuisance abatement TOTAL \$	43.61
25-822-1120	Lot 5/Block 52 Windom Second Addition 635 3rd Ave	Kory Flatgard	635 Third Ave Windom, MN 56101	nuisance abatement TOTAL \$	54.11
25-521-0410	Lot 8/Block 6 McGregor's Addition 1333 7th Ave	Martha Vidal Antelmo Santivaney	1333 Seventh Ave Windom, MN 56101	Mowing 6/1/22 TOTAL \$	200.00
25-821-0840	Lot 6/Block 33 Windom East Addition 809 Miller Ave	Kongmy Sayavong	1309 Second Ave Mt. Lake, MN 56159	Mowing 6/1/22 TOTAL \$	200.00
25-352-1140	Lot 14/Block 9 Hutton & Collin Subd 1165 Prospect Ave	Gerald & Rosanna Nye	P O Box 474 Mediapolis IA 52637-0474	Mowing 6/6/22 & 7/8/22 TOTAL \$	400.00
25-022-3900	SE 80' of NW 821.5' frt btw ctr CSAH 13 & ctr of River in SE 1/4 2145 River Road	Angie Benes	2145 River Road Windom, MN 56101	Snow Removal 1/27/22 TOTAL \$	100.00
24003600313130 Brown County	Sect 36 Twp-109 Range-032 10.35 ac	John & Renee Braun	22894 County Road 22 Sleepy Eye, MN 56085	Fire Call 11/17/20 TOTAL \$	300.00

\$ 7,097.72

RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM SYBIL MINION TO THE WINDOM LIBRARY

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

WHEREAS, the City of Windom has received a donation of \$40.00 from Sybil Minion for the Windom Library; and

WHEREAS, the Donor requests that the donation be used as deemed appropriate for the Windom Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$40.00 offered by Sybil Minion.

Adopted by the Council this 15th day of November, 2022.

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: Jon Ketzenberg, Street and Parks Superintendent
DATE: **Nov 9th, 2022**
RE: Street Closure on Prospect between 9th Street & 10th Street
DEPT: Street & Parks Department
CONTACT: Jon.ketzenberg@windommn.com

Recommendations/Options/Action Requested:

The ALC Church has requested that on Dec. 14th the Street Department close Prospect Avenue between 9th & 10th Street from 5:00 to 7:30 pm for their annual Living Nativity. The Street Superintendent and Police Chief both approve of the street closure.

Issue Summary/Background:

The ALC will have carriage rides, animals & nativity scenes on Prospect Avenue. The Street Department will bring barricades up for them to use during the event and will pick them up after the event.

Fiscal Impact:

None.

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: ANDY SPIELMAN, BUILDING & ZONING OFFICIAL
CC MEETING DATE: NOVEMBER 15, 2022
RE: HAZARDOUS PROPERTY – 1453 FOURTH AVENUE
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. Authorize City Staff to enforce the Court's Order dated April 4, 2022, and raze the hazardous structure (fire-damaged house) located at 1453 Fourth Avenue, Windom, Minnesota.
-

Issue Summary/Background

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 and correspondence with the life estate holder concerning the hazardous conditions of the house located on this property. On September 7, 2021, the City Council adopted a Resolution ordering the repair or removal of hazardous conditions located at 1453 Fourth Avenue. The Resolution further provided that if the corrections were not completed as set forth in the Resolution, the City would file a motion for summary enforcement of the Order with the District Court of Cottonwood County. The corrections set forth in the Resolution were not made as required and the City Attorney initiated the required Court proceedings. On April 4, 2022, the District Court Judge issued an Order for Judgment. The Order provided that the City of Windom is authorized to go upon the real estate and raze and remove what remains of the burned-out house and all remaining personal property located in, on, or in the vicinity of the remnants of the home at any time after October 31, 2022. Attached is a copy of the Order. Paragraphs 4, 5, and 6 on Pages 4 and 5 are highlighted for your specific review. Also attached are pictures of the current condition of the property which were taken on November 8, 2022.

Fiscal Impact

Pursuant to a contractor's estimate, the costs for demolition, disposal, and lot restoration would be in the range of \$10,000 to \$12,000. Following the razing of the house, the City will send an invoice to the property owners for all costs incurred by the City in this matter. If the invoice is not paid, these costs will be assessed against the property pursuant to the special assessment process set forth in Minnesota Statutes.

Attachments

1. Photos of the property (11-8-2022),
2. Findings of Fact, Conclusions of Law, Order for Judgment, and Judgment Allowing the City of Windom, Minnesota, to Raze and Remove a Hazardous Building.

AWS:mah

Nov 08 2022 01:57PM
Andrew Spielman



Nov 08, 2022 02:06PM
Andrew Spielman



Nov 08, 2022 02:01PM
Andrew Spielman



STATE OF MINNESOTA
COUNTY OF COTTONWOOD

IN DISTRICT COURT
FIFTH JUDICIAL DISTRICT
Subject Matter: 14 Other Civil

Court File No. 17-CV-22-17
Assigned to Judge Christina M. Wietzema

In RE: the Matter of a Hazardous
Building located at 1453 4th Avenue
in the City of Windom, Cottonwood
County, Minnesota

**FINDINGS OF FACT, CONCLUSIONS OF
LAW, ORDER FOR JUDGMENT, AND
JUDGMENT ALLOWING THE CITY OF
WINDOM, MINNESOTA TO RAZE AND
REMOVE A HAZARDOUS BUILDING**

The above-entitled matter came on for a hearing before the above-named Court in the City of Windom, Cottonwood County, Minnesota, on March 23, 2022. Ronald J. Schramel, Attorney at Law, 910 Fourth Avenue, PO Box 505, Windom, MN 56101, appeared on behalf of the City of Windom, Minnesota. Michael T. Bogle, who is an owner of the property located at 1453 4th Avenue in the City of Windom Minnesota, appeared at the hearing to contest the City of Windom's request to raze and remove the home located on the aforementioned property.

Based upon all the files and records herein and the testimony received at the hearing, the Court hereby makes the following:

FINDINGS OF FACT

1. That the City of Windom, Minnesota brought a legal proceeding against Michael T. Bogle and Lucas J. Bogle pursuant to the provisions stated at Minnesota Statutes 463.15 through 463.26 to raze and remove the remnants of a fire damaged home located at 1453 4th Avenue in the City of Windom, Cottonwood County, Minnesota.
2. That Michael T. Bogle and Lucas J. Bogle, own the following described real estate which will be referred to herein as the "Real Estate":

Property Address: 1453 4th Avenue, Windom, Minnesota 56101

Legal Description: All of Lot 12 and the North Half of Lot 11 in Block 3 of Hutton and Collins' Addition in the City of Windom, Cottonwood County, Minnesota.

3. That on February 5, 2021 at approximately 7:23 p.m. the City of Windom Fire Department ("the WFD") was dispatched to the Real Estate to extinguish a house fire.
4. That upon arriving at the Real Estate the WFD observed the home was engulfed in flames and flames had already penetrated through the roof of the home. Due to the substantial size and nature of the fire the WFD contacted the City of Mountain Lake Fire Department for assistance.
5. That due to the large content of personal property located in the home the WFD determined they could not fully extinguish the fire without removing the second level of the home. An excavating company was called to the scene by the WFD and the excavating company removed the second level of the home so the fire could be extinguished.
6. That the fire was extinguished at approximately 1:40 a.m. on February 6, 2021, however a few hours later the debris pile reignited so the WFD was called back to the Real Estate at approximately 6:30 a.m. on February 6, 2021 to extinguish the debris pile that had reignited.
7. That at the hearing the City of Windom provided the Court with a picture of what remained of the home located on the Real Estate immediately after the fire. This photo was introduced into evidence as Exhibit No. 3. The photo on Exhibit 3 shows that all that was left of the home were charred remains of walls and a pile of burned-out debris. The roof, windows, and doors were absent and the remnants of the burned-out home were completely exposed to the elements.
8. That Andy Spielman is the Building and Zoning Official for the City of Windom, Minnesota.
9. That following the fire Andy Spielman went to the Real Estate and determined that due to the extensive damage to the home, the home was no longer habitable.
10. That Andy Spielman and Michael Bogle had numerous conversations following the fire in regards to what should happen to the remnants of the burned-out home.
11. That Andy Spielman told Michael Bogle that the remnants of the burned-out home constituted a hazard to public safety and health and needed to be removed.
12. That Michael Bogle refused to raze and remove the remnants of the burned-out home, because his intent was to use what remained of the burned-out home as part of a new home he wanted to build on the Real Estate.
13. That Andy Spielman told Michael Bogle that if he wanted to use the remnants of the burned-out home as part of a new home, he would need to apply to the City of Windom for a building permit. Andy Spielman also told Michael Bogle he would not issue him a

building permit until Michael Bogle produced a report prepared by a licensed engineer which stated it was safe to use the remnants of the burned-out home as part of a new home that Michael Bogle wanted to construct.

14. That as of July 15, 2021 Michael Bogle failed to submit an engineering report which stated the remnants of the burned-out home could be used as part of a new home.
15. That on July 16, 2021 Andy Spielman mailed a letter to both Michael Bogle and Lucas Bogle which informed them that they had until August 30, 2021 to either repair the property in accordance with Windom City Code, remove the remaining structure and debris from the property, or submit a written plan outlining their plans and time frame to repair the property.
16. That on August 24, 2021 Andy Spielman, Michael Bogle, and Mike Johnson (who is a licensed engineer) met at the Real Estate to examine the remains of the burned-out home. That following this meeting, the City of Windom never received a written report from Mike Johnson, or any other engineer, which stated the remnants of the burned-out home could be used as part of a new home.
17. That on September 7, 2021 the Windom City Council passed a Resolution (the "Resolution") which ordered Michael Bogle and Lucas Bogle to raze and remove the remnants of the burned-out home within 20 calendar days after the Resolution was served upon them.
18. That the Resolution does not require the 2-story garage and an approximate 20 foot by 12 foot building which are detached from the house and located on the eastern edge of the Real Estate to be razed and removed.
19. That after the Resolution was adopted on September 7, 2021 no meaningful action was taken to remedy the hazardous condition which remained on the Real Estate.
20. That the Resolution was personally served upon Michael Bogle on January 6, 2022.
21. That the Resolution was mailed to Lucas Bogle on November 2, 2021. On November 15, 2021 Lucas Bogle signed Minnesota Rule of Civil Procedure Form 22B which waived service of the Summons.
22. That pursuant to Minnesota Rule of Civil Procedure 4.05 (c) Lucas Bogle had 60 days after November 2, 2021 to file an Answer.
23. That Lucas Bogle has never filed an Answer or otherwise defended against the Resolution and therefore is in default.
24. That the current condition of the burned-out home is substantially similar to what it looked like immediately following the fire. That the current condition of said burned-out home is as follows:

- a. There is no roof on the home which was removed on the night of the fire. The lack of a roof is causing water to intrude into the interior of what remains of the home.
 - b. That the lack of a roof is an attractive nuisance which is likely to attract rodents and other vermin to occupy the remainder of the burned-out home. Andy Spielman's testimony at the hearing stated that when he took pictures of the property on March 18, 2022, he observed a large number of cats present at the Real Estate.
 - c. That there is a large amount of burned-out debris at the property which is an attractive nuisance to rodents, and other vermin.
 - d. That there is no longer utility service to the remnants of the burned-out home. Water service was disconnected on December 6, 2021 due to a frozen meter, gas service was disconnected due to the hazardous conditions of the home, and there is no longer electric service to what remains of the home.
 - e. That Michael Bogle and Lucas Bogle both failed to provide any evidence that what remains of the burned-out home is structurally safe to use as part of a new home.
 - f. That the home located on the Real Estate is abandoned and not habitable.
25. That the home located on the Real Estate is dilapidated and damaged to such an extent that it cannot be repaired.

CONCLUSIONS OF LAW

1. That the Cottonwood County, Minnesota District Court is the proper court of jurisdiction and venue to decide this matter.
2. That Lucas J. Bogle is in default because he failed to file an Answer to the Resolution which was duly served upon him within the time allowed by Minnesota law.
3. That the dilapidated and unsanitary condition of what remains of the burned-out home located on the Real Estate meets the definition of a "hazardous building" and "hazard property" as defined by Minn. Stat. § 463.15 Subd. 3 and said home also constitutes a hazard to public safety or health.
4. That the City of Windom, Minnesota is hereby authorized to go upon the Real Estate and raze and remove what remains of the burned-out home located on the Real Estate, and to otherwise enforce the Resolution at any time after October 31, 2022.

5. That Michael Bogle shall be responsible to remove all items of personal property located in, on, or in the vicinity of the remnants of the burned-out home located on the Real Estate by midnight on October 31, 2022. Any of said personal property which has not been removed by midnight on October 31, 2022 shall be deemed abandoned, and the City of Windom shall have the right to remove and dispose of said items of personal property without compensating Michael Bogle or anyone else for the items of personal property which the City of Windom disposes of.
6. That the City of Windom, Minnesota, is hereby authorized to go upon the Real Estate and remove all personal property located in, on, or in the vicinity of the remnants of the burned-out home located on the Real Estate at any time after October 31, 2022.
7. The City of Windom, Minnesota, shall not raze and remove the garage and approximate 20 foot by 12 foot building which are located along the eastern portion of the Real Estate.
8. That all expenses the City of Windom incurs to raze and remove the remnants of the burned-out home located on the Real Estate and all expenses the City of Windom incurs to dispose of any personal property can be collected and assessed pursuant to the provision stated at Minn. Stat. 463.22.

THERE BEING NO JUST REASON FOR DELAY LET JUDGMENT BE ENTERED ACCORDINGLY.

04/04/2022 01:16:35 PM

Christina M. Wietzema

Christina M. Wietzema
Judge of District Court

JUDGMENT

I hereby certify that the above Findings of Fact and Conclusions of Law constitute the Judgment in this case.

04/04/2022 02:46:06 PM

Sheila Pierson

Cottonwood County Court Administrator

I hereby certify that the foregoing order
constitutes the Judgment of the Court

By: _____

Julie Fast

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: NOVEMBER 15, 2022
RE: ADDITIONAL FLOODPLAIN FIELD WORK – PERKINS CREEK AREA
DEPT: BUILDING & ZONING
CONTACT: ANDY SPIELMAN (andrew.spielman@windommn.com) (507-832-8660)

Recommendations/Options/Action Requested

Staff recommends that the Council approve a motion to engage SEH Engineering to complete field work required to update the Perkins Creek floodplain model and hydrology. SEH will deliver their findings to MNDNR for review and submittal to FEMA.

Issue Summary/Background

MNDNR is working on a project to update the floodplain model and hydrology for the Des Moines River in Windom. This work will take place through the Winter of 2022/2023 with completion expected in the Fall of 2023. Because DNR is participating in a FEMA grant program and the USACE is completing the field work, the scope of the project cannot be expanded to include Perkins Creek. However, the City can partner with MNDNR by completing the necessary field work in the Perkins Creek area and submitting our information to MNDNR for review. MNDNR will combine the City's information concerning Perkins Creek with their information concerning the Des Moines River and submit to FEMA as one complete package. There will be considerable savings to the City in both time and money if both projects are completed at the same time. SEH estimated at least 30% cost savings compared to doing the same project at a different time.

This project will evaluate the floodway and the base flood elevations using better data and technology. This could potentially lower the base flood elevations and narrow the floodway and flood fringe. This would create more buildable property with less impact from flood regulations and reduce the number of properties required to carry flood insurance.

Fiscal Impact

SEH Engineering has estimated their cost to complete this work will be \$30,000 plus the hydrology study. The cost for the hydrology study can vary, however total project costs will not exceed \$50,000. A proposed written contract from SEH detailing their project costs will be provided at the meeting.

Attachments

1. Memo from MNDNR – Overview of Project,
2. Flood Map Section for Perkins Creek.

November 10, 2022

Andrew Spielman, City of Windom - via email: andrew.spielman@windommn.com

Subject: FEMA Letter of Map Revision Project in Cottonwood County and City of Windom

Current FEMA Mapping for Cottonwood County:

FEMA floodplain maps can include several types of zones, and the two most common floodplain zones in Minnesota are Zone A and Zone AE. Zone A and AE studies are also known as “Approximate” and “Detailed” Studies, respectively. Detailed (Zone AE) studies have specific requirements that need to be included, and the analysis is fairly in-depth. Approximate (Zone A) studies have fewer requirements, and other, faster methods may be used if the in-depth data or analysis is not available. Within Cottonwood County, the Zone AE areas include approximately 7 miles of the Des Moines River extending upstream from the southern border with Jackson County; approximately 1.3 miles of Perkins Creek within the City of Windom, and a little less than one mile of the Cottonwood River along the northern border. The rest of the floodplains within the County are Zone A areas.

The current FEMA mapping for Cottonwood County became effective on September 24, 2021. The scope for that study included updating the modeling and mapping for the Zone A (Approximate) areas within the County; however, it did not include new modeling for the Zone AE (Detailed) areas. Instead, the Zone AE areas were to be redelineated, using the previously modeled elevations and new LiDAR topography to create a more accurate floodplain delineation. The scope did not include updating Zone AE modeling because such modeling is very expensive, and there was not a known need or request to update the modeling. Most of the Zone AE modeling was completed in the mid 1970's, except for a small portion of the Des Moines River, which was done in 2016 as part of a Letter of Map Revision (LOMR).

Letter of Map Revision Definition:

A LOMR is FEMA's modification to an effective Flood Insurance Rate Map (FIRM). Letter of Map Revisions are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). Generally, these are done because of projects such as bridge replacements, dam removals, or because there is better data available.

This Letter of Map Revision Project:

The new 2021 FEMA maps have a disconnect between the Zone A and Zone AE areas on the Des Moines River upstream of Windom. This discrepancy got the attention of FEMA and DNR staff who, determined that the Des Moines River Zone AE modeling should be updated. Therefore, the DNR and FEMA initiated this FEMA-funded project as a better data LOMR to update the modeling, with particular attention on updating the flows used in the model. In addition to updating the flows, there was a dam removal in 2011 that may have changed the channel elevations slightly as sediment moved after the removal. Therefore, we are also doing new channel survey for the area that may be affected by the dam removal. The new surveyed cross sections will be in the locations just upstream of the confluence with Perkins Creek to just downstream of the former dam location.

Perkins Creek:

A kick-off meeting was held on October 19, 2022, to introduce the project to elected officials and staff. At this meeting, the City of Windom mentioned that they would also like to include Perkins Creek to this Letter of Map Revision Project as the City had some concerns with the effective mapping and modeling. DNR staff informed the City that the DNR's grant with FEMA was only for the Des Moines River, but that we work with FEMA to try to amend our grant to include Perkins Creek. The DNR likely will not have sufficient funds to complete updated modeling for Perkins Creek; however, if the City is able to complete that work, then we can add on the Perkins Creek data into our submittal engineering analysis and mapping to FEMA.

After the meeting, Terry Zien with the US Army Corps of Engineers, mentioned they may have money to do the analysis, but it likely would not be completed until after the DNR grant with FEMA ends next year. The DNR is waiting on a formal reply from the USACE regarding if they can do the work and when. The City of Windom also reached out to their contractor, SEH, to see if they could do the work within the time frame of the DNR's grant. The DNR met with City staff and SEH staff on November 9, 2022, to discuss the details of what would need to be done and when. The City asked us to provide this memo, which they could present to the city council.

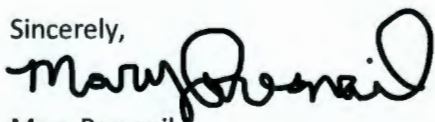
Next Steps:

If the City decides to move forward with having SEH do the engineering analysis for Perkins Creek, they should inform the DNR as soon as possible, so that we can work with our FEMA engineer to amend our grant. The engineering analysis will need to be submitted to the DNR by February 28, 2023, with all final submittals being due by March 31, 2023, so that we can submit it to FEMA in time for their review.

Unfortunately, our FEMA engineer, along with many other FEMA staff, have been deployed to assist with the aftermath of various federal disasters, notably hurricanes in Florida and Puerto Rico, so our ability to consult with her at this time is limited. Therefore, some assumptions included above may change. Nonetheless, we are confident of a strong desire to work with the City and County to get as much out of this effort as possible.

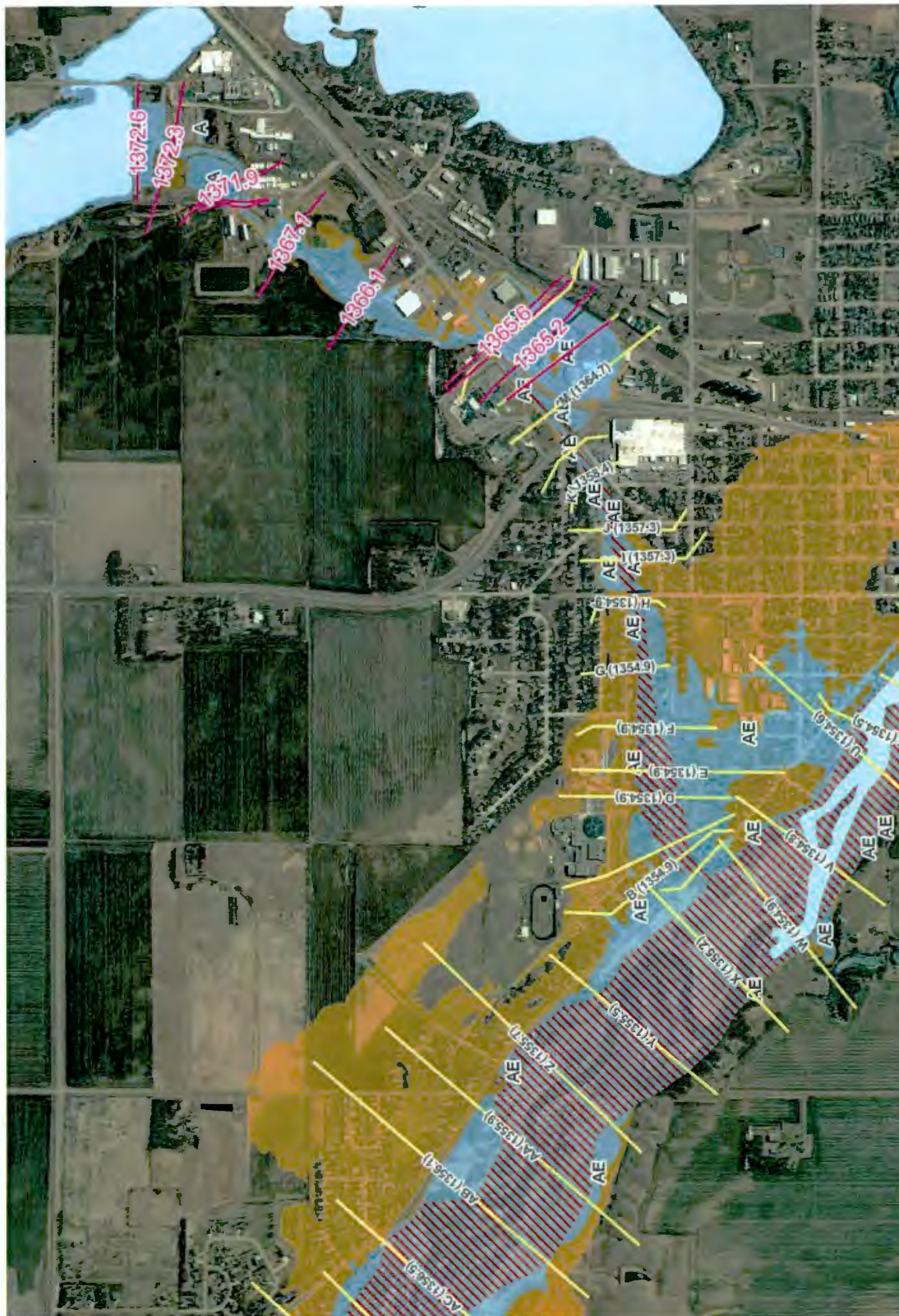
Having updated modeling and mapping is very beneficial to communities. Not only is it important and helpful for regulatory purposes, but there are also a lot of challenges and expenses for communities when having to use or update older models. So, having these newer, more accurate models will provide long-term benefits the City and the County.

Sincerely,



Mary Presnail

EC: Jeff Weiss, MN DNR, Floodplain and Surface Water Engineer
Suzanne Jiwani, MN DNR, Floodplain Mapping Engineer
Tom Kresko, MN DNR, Area Hydrologist
Pam Broviak, FEMA, Region 5 Engineer
Terry Zien, USACE, Program Manager and Engineer
Rachel Pichelman, SEH, Sr. Water Resources Engineer



RESOLUTION #2022-

INTRODUCED:

SECONDED:

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

RESOLUTION CALLING FOR A PUBLIC HEARING REGARDING THE USE OF UNMANNED AERIAL VEHICLES (DRONES)

WHEREAS, the Windom Police Department is proposing implementation of the use of Unmanned Aerial Vehicles (UAVs) and have developed a policy for use and operation of UAVs. Pursuant to Minnesota Statutes, Section 626.19, the City of Windom, Minnesota, (the "City") at a regularly-scheduled Council Meeting must provide an opportunity for public comment on the use and policy of UAVs; and

WHEREAS, the City Council intends to hold a public hearing to receive public comment in regard to the proposed Police Department use and policy of UAVs and thereafter adopt written policies and procedures for a use of UAVs.

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

1. That the City Council calls for a public hearing regarding the proposed implementation of a Police Department use and policy of Unmanned Aerial Vehicles (UAVs). The hearing shall be held on December 6, 2022, during the regularly-scheduled Council meeting which begins at 6:30 P.M, in the Windom City Council Chambers, 444 9th Street, Windom, Minnesota.

2. That the City Administrator is hereby directed to give published and posted notice of such hearing as required by law.

Adopted by the Council this 15th day of November, 2022.

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: Scott Peterson, Chief of Police
DATE: 11/15/22
RE: Drone Policy
DEPT: Police
CONTACT: Scott Peterson, Chief of Police; speterson@windom-mn.com

Recommendations/Options/Action Requested:

Minnesota Statute 626.19, subsection 9, requires that public comment be allowed before a law enforcement agency uses a drone. I am recommending that a public hearing be set for the December 6th City Council meeting.

Issue Summary/Background:

The Windom City Council appropriated funding for the Windom Police Department to purchase a drone earlier this year. Minnesota Statute 626.19 limits the type of usage that the drone can be used for by a law enforcement agency and requires an agency to have a policy that governs its usage. Our policy mirrors that statute. The Windom City Attorney has given his approval of the policy.

Fiscal Impact: There is no fiscal impact to the 2022 budget

Attachments: Windom Police UAV (unmanned aerial vehicle) policy

Unmanned Aerial System (UAS) Operations
Use of Unmanned Aerial Vehicles Policy (DRONE)

Effective Date: _____

I. Purpose and Scope

- A. The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS (Minn. Stat. § 626.19).

II. Definitions

- A. **Unmanned Aerial System (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled without the possibility of direct human intervention from within or on the aircraft (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means (Minn. Stat. § 626.19).

III. Policy

- A. Unmanned aerial systems may be utilized to enhance the office's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights.

IV. Privacy

- A. The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

V. Program Coordinator

- A. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:
 - 1. Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
 - 2. Ensuring that all authorized operators and required observers have completed all required FAA and office-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
 - 3. Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.
 - 4. Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
 - 5. Developing an operational protocol governing the deployment and operation of a UAS,

including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.

6. Developing a protocol for fully documenting all missions.
7. Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
8. Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
9. Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
10. Facilitating law enforcement access to images and data captured by the UAS.
11. Recommending program enhancements, particularly regarding safety and information security.
12. Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of police.
13. Developing protocols for reviewing and approving requests for use of the office UAS by government entities (Minn. Stat. § 626.19).
14. Preparing and submitting the required annual report to the Commissioner of Public Safety (Minn. Stat. § 626.19).
15. Posting the office policies and procedures regarding the use of UAV on the office website, as applicable (Minn. Stat. § 626.19).
16. Reviewing the program and UAS use for compliance with Minn. Stat. § 626.19

VI. Use of UAS

- A. Only authorized operators who have completed the required training shall be permitted to operate the UAS.
- B. Use of vision enhancement technology (e.g., thermal, and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.
- C. Members shall not use a UAS without a search warrant, except (Minn. Stat. § 626.19):
 1. During or in the aftermath of an emergency situation or disaster that involves the risk of death or bodily harm to a person.
 2. Over a public event where there is a heightened risk to the safety of participants or bystanders.

3. To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
4. To prevent the loss of life or property in natural or man-made disasters and to facilitate operation planning, rescue, and recovery operations.
5. To conduct a threat assessment in anticipation of a specific event.
6. To collect information from a public area if there is reasonable suspicion of criminal activity.
7. To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
8. Over a public area for officer training or public relations purposes.
9. For purposes unrelated to law enforcement at the request of a government entity, provided the request is in writing and specifies the reason for the request and a proposed period of use.

VII. Documentation Required

- A. Each use of a UAS should be properly documented by providing the following (Minn. Stat. § 626.19)
 1. A unique case number.
 2. A factual basis for the use of a UAS.
 3. The applicable exception, unless a warrant was obtained.

VIII. Prohibited Use

- A. The UAS video surveillance equipment shall not be used:
 1. To conduct random surveillance activities.
 2. To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
 3. To harass, intimidate, or discriminate against any individual or group.
 4. To conduct personal business of any type.
- B. The UAS shall not be weaponized (Minn. Stat. § 626.19).

IX. Additional Prohibitions

- A. Unless authorized by a warrant, a UAS shall not be deployed with facial recognition or biometric matching technology (Minn. Stat. § 626.19).
- B. Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAS shall not be used to collect data on public protests or demonstrations (Minn. Stat. § 626.19).

X. Retention Of UAS Data

- A. The Program Coordinator shall ensure that data collected by the UAS is disclosed or deleted as required by Minn. Stat. § 626.19, including the deletion of collected data as soon as possible, and in no event later than seven days after collection, unless the data is part of an active criminal investigation (Minn. Stat. § 626.19)

626.19 USE OF UNMANNED AERIAL VEHICLES.

Subdivision 1. **Application; definitions.** (a) This section applies to unmanned aerial vehicle data collected, created, or maintained by a law enforcement agency and to law enforcement agencies that maintain, use, or plan to use an unmanned aerial vehicle in investigations, training, or in response to emergencies, incidents, and requests for service. Unmanned aerial vehicle data collected, created, or maintained by a government entity is classified under chapter 13.

(b) For purposes of this section, the following terms have the meanings given:

(1) "government entity" has the meaning given in section 13.02, subdivision 7a, except that it does not include a law enforcement agency;

(2) "law enforcement agency" has the meaning given in section 626.84, subdivision 1;

(3) "unmanned aerial vehicle" or "UAV" means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft; and

(4) "terrorist attack" means a crime that furthers terrorism as defined in section 609.714, subdivision 1.

Subd. 2. **Use of unmanned aerial vehicles limited.** Except as provided in subdivision 3, a law enforcement agency must not use a UAV without a search warrant issued under this chapter.

Subd. 3. **Authorized use.** A law enforcement agency may use a UAV:

(1) during or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person;

(2) over a public event where there is a heightened risk to the safety of participants or bystanders;

(3) to counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk;

(4) to prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters;

(5) to conduct a threat assessment in anticipation of a specific event;

(6) to collect information from a public area if there is reasonable suspicion of criminal activity;

(7) to collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road;

(8) over a public area for officer training or public relations purposes; and

(9) for purposes unrelated to law enforcement at the request of a government entity provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and proposed period of use.

Subd. 4. **Limitations on use.** (a) A law enforcement agency using a UAV must comply with all Federal Aviation Administration requirements and guidelines.

(b) A law enforcement agency must not deploy a UAV with facial recognition or other biometric-matching technology unless expressly authorized by a warrant.

(c) A law enforcement agency must not equip a UAV with weapons.

(d) A law enforcement agency must not use a UAV to collect data on public protests or demonstrations unless expressly authorized by a warrant or an exception applies under subdivision 3.

Subd. 5. Documentation required. A law enforcement agency must document each use of a UAV, connect each deployment to a unique case number, provide a factual basis for the use of a UAV, and identify the applicable exception under subdivision 3 unless a warrant was obtained.

Subd. 6. Data classification; retention. (a) Data collected by a UAV are private data on individuals or nonpublic data, subject to the following:

(1) if the individual requests a copy of the recording, data on other individuals who do not consent to its release must be redacted from the copy;

(2) UAV data may be disclosed as necessary in an emergency situation under subdivision 3, clause (1);

(3) UAV data may be disclosed to the government entity making a request for UAV use under subdivision 3, clause (9);

(4) UAV data that are criminal investigative data are governed by section 13.82, subdivision 7; and

(5) UAV data that are not public data under other provisions of chapter 13 retain that classification.

(b) Section 13.04, subdivision 2, does not apply to data collected by a UAV.

(c) Notwithstanding section 138.17, a law enforcement agency must delete data collected by a UAV as soon as possible, and in no event later than seven days after collection unless the data is part of an active criminal investigation.

Subd. 7. Evidence. Information obtained or collected by a law enforcement agency in violation of this section is not admissible as evidence in a criminal, administrative, or civil proceeding against the data subject.

Subd. 8. Remedies. In addition to any other remedies provided by law, including remedies available under chapter 13, an aggrieved party may bring a civil action against a law enforcement agency to prevent or remedy a violation of this section.

Subd. 9. Public comment. A law enforcement agency must provide an opportunity for public comment before it purchases or uses a UAV. At a minimum, the agency must accept public comments submitted electronically or by mail. The governing body with jurisdiction over the budget of a local law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting.

Subd. 10. Written policies and procedures required. Prior to the operation of a UAV, the chief officer of every state and local law enforcement agency that uses or proposes to use a UAV must establish and enforce a written policy governing its use, including requests for use from government entities. In developing and adopting the policy, the law enforcement agency must provide for public comment and input as described in subdivision 9. The written policy must be posted on the agency's website, if the agency has a website.

Subd. 11. Notice; disclosure of warrant. (a) Within a reasonable time but not later than 90 days after the court unseals a warrant under this subdivision, the issuing or denying judge shall cause to be served on the persons named in the warrant and the application an inventory that shall include notice of:

(1) the issuance of the warrant or application;

(2) the date of issuance and the period of authorized, approved, or disapproved collection of information, or the denial of the application; and

(3) whether information was or was not collected during the period.

(b) A warrant authorizing collection of information with a UAV must direct that:

(1) the warrant be sealed for a period of 90 days or until the objective of the warrant has been accomplished, whichever is shorter; and

(2) the warrant be filed with the court administrator within ten days of the expiration of the warrant.

(c) The prosecutor may request that the warrant, supporting affidavits, and any order granting the request not be filed. An order must be issued granting the request in whole or in part if, from affidavits, sworn testimony, or other evidence, the court finds reasonable grounds exist to believe that filing the warrant may cause the search or a related search to be unsuccessful, create a substantial risk of injury to an innocent person, or severely hamper an ongoing investigation.

(d) The warrant must direct that, following the commencement of any criminal proceeding using evidence obtained in or as a result of the search, the supporting application or affidavit must be filed either immediately or at any other time as the court directs. Until the filing, the documents and materials ordered withheld from filing must be retained by the judge or the judge's designee.

Subd. 12. **Reporting.** (a) By January 15 of each year, each law enforcement agency that maintains or uses a UAV shall report to the commissioner of public safety the following information for the preceding calendar year:

(1) the number of times a UAV was deployed without a search warrant issued under this chapter, identifying the date of deployment and the authorized use of the UAV under subdivision 3; and

(2) the total cost of the agency's UAV program.

(b) By June 15 of each year, the commissioner of public safety shall compile the reports submitted to the commissioner under paragraph (a), organize the reports by law enforcement agency, submit the compiled report to the chairs and ranking minority members of the senate and house of representatives committees having jurisdiction over data practices and public safety, and make the compiled report public on the department's website.

(c) By January 15 of each year, a judge who has issued or denied approval of a warrant under this section that expired during the preceding year shall report to the state court administrator:

(1) that a warrant or extension was applied for;

(2) the type of warrant or extension applied for;

(3) whether the warrant or extension was granted as applied for, modified, or denied;

(4) the period of UAV use authorized by the warrant and the number and duration of any extensions of the warrant;

(5) the offense specified in the warrant or application or extension of a warrant; and

(6) the identity of the law enforcement agency making the application and the person authorizing the application.

(d) By June 15 of each year, the state court administrator shall submit to the chairs and ranking minority members of the senate and house of representatives committees or divisions having jurisdiction over data practices and public safety and post on the supreme court's website a full and complete report concerning the number of applications for warrants authorizing or approving use of UAVs or disclosure of information from the use of UAVs under this section and the number of warrants and extensions granted or denied under this section during the preceding calendar year. The report must include a summary and analysis of the data required to be filed with the state court administrator under paragraph (c).

History: 2020 c 82 s 5

NOTE: This section, as added by Laws 2020, chapter 82, section 5, is effective August 1, 2020, provided that the chief law enforcement officers adopt the written policy required under subdivision 10 no later than February 15, 2021. Laws 2020, chapter 82, section 5, the effective date.

ACTION ITEM



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

TO: City Council
FROM: Personnel Committee
DATE: November 3, 2022
RE: Recommended Actions
DEPT: Administration
CONTACT: Steve Nasby: Steve.Nasby@windommn.com

Recommendations/Options/Action Requested

The Personnel Committee recommends that the City Council take the following actions:

1. Increase EMT pay rates for Windom Ambulance Service.
2. Authorization for the Community Center to advertise for a permanent, part-time Community Center\Arena Maintenance position.
3. Authorization for the Liquor Store to advertise for a permanent, part-time Liquor Clerk.
4. Approve updated Personnel Policy.

Issue Summary/Background

Ambulance – EMT Pay Rates

Kristen Porath, Ambulance Director, reviewed Windom's EMT rates of pay with those in surrounding services and is requesting a pay increase. This was raised with the Council during budget discussions. The proposed increase would move on-call pay from \$3.50/hour to \$5.00/hour and run pay from \$18.50/hour to \$20/hour. Emergency Medical Responder (EMR) pay would continue to be 75% of EMT call and run pay. Calls are down about 30 from 2022, but 2022 was a high year. Also discussed at the budget workshop was that the Windom Ambulance Service is looking at their fee structure and will be recommending an increase there as well to cover expenses.

Community Center – Part-time Position Request

Community Center Director, Tim Snyder provided information showing that in 2022 they had 50 of 52 Saturdays booked for events. Their busy season is April – October, but bookings are steady in those remaining months. Due to the number of bookings, staff has been stretched thin and is very difficult to handle the number of events and it is hard to get on-call help for nights and weekends. The requested permanent, part-time position would be on a flexible schedule for coverage estimated at 24 – 30 hours a week and would focus on Mondays, Thursdays and weekends. The Community Center's and Council's goals were to increase revenue, which they have done but with that is the need for more help to staff the bookings. There is a shared Arena\Community Center maintenance position in the labor agreement and if the Community Center's slower time is October – April those are busy months for the Arena with hockey and skating so they may welcome additional help. The Community Center would still use on-call help and bartenders to fill in as needed.

Liquor Store – Part-time Position Request

John Nelson, Liquor Store Manager, as continually noted the turnover of part-time liquor clerks (non-union). The Committee felt that the wages are not competitive in the local market. The Committee reviewed data including a chart showing the number of hours the Liquor store is open each week, a schedule showing coverage and table with hours worked by the current staff. The existing part-time, non-union people are good but do not want very many shifts making coverage tough. The request is to hire a permanent, part-time position for 15 – 29 hours a week.

Personnel Policy – Proposed Updates

Due to State action on THC products there have been unintended consequences on both the possession and use of THC products. Additionally, State law and federal laws on THC are inconsistent. As such, sections of the Personnel Policy need to be clarified that guide employees on Safety, Drug-free Workplace and Policy Violations. Staff also recommended a clarification for the Travel section due to an inconsistency in actual cost vs per diem; plus, with the current inflationary economic climate an adjustment is needed for meal price limits which will be tied to the GSA Federal rates for the Windom zip code.

Fiscal Impact

Cost for the permanent, part-time positions at the Community Center\Arena and Liquor Store would be somewhat off-set by reductions in overtime and on-call help. Estimated additional expenses for payroll is \$11,375 - \$20,500 total for both positions depending on number of hours worked. Increases in EMT\EMR pay would be wholly off-set by revenue from the Ambulance Service.

Attachments

1. Windom Personnel Policy – Revisions Only



CITY OF WINDOM

PERSONNEL POLICIES

October 2006, As Amended

Approved by Resolution of City Council on October 17, 2006

Amended December 19, 2006

Amended May 18, 2010

Amended June 5, 2012

Amended September 4, 2012 and September 18, 2012

Amended March 19, 2013

Amended May 21, 2013

Amended February 4, 2014

Amended for State Statute Changes June 17, 2014

Amended December 19, 2017

Amended May 15, 2018

Amended August 21, 2018

Amended January 17, 2020

Administrative Revision Per MN Deferred Comp Rules April 2020

Amended August 12, 2020

Amended November 15, 2022

The Personnel Policies identified herein are not intended to create any contractual rights in favor of employees or the City of Windom. The City reserves the right to change the Personnel Policies at any time.

- (6) Violation of departmental rules, City Personnel Policies, the City CDL Policy if applicable, or any other rules or regulations promulgated by the City.
- (7) Lying or providing false, inaccurate, or incomplete information either verbally or in writing; falsification, alteration, deletion of required information, or failure to include material information on any application or City record including timesheets.
- (8) Inappropriate, personal or unauthorized (unwritten) use or access to municipal utility services, FAX/photocopy services, computer, cell phones, or other City-owned property and/or equipment.
- (9) The employee has violated any lawful regulation or law while on-duty.
- (10) Violations of the Federal Drug Free Workplace Act, if the employee is in possession of, or under the influence of alcohol, **intoxicants**, illegal drugs or a **State or Federally recognized** controlled substance while on duty.
- (11) Operating City equipment or vehicles without proper license or permit, failure to maintain any required license or permit, or failure to notify the City of loss of any such license or permit. Failure to report an accident or damage to City property.
- (12) Failure to make payment in a timely manner for any employment related charges including costs for return-to-duty or follow-up drug tests.
- (13) Illegal activities and/or conviction of a crime closely or directly related to the ability of employees to perform their job effectively.
- (14) Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment.
- (15) Citation for a DUI/DWI while operating a personal or city vehicle while employee is on City business (including training and education).
- (16) An employee taking files (hard copy or electronic) away from the work place without approval from a Department Head, Assistant City Administrator or City Administrator.
- (17) Activity which involves conflict of interest.
- (18) Failure of employee to take or satisfactorily complete drug and/or alcohol testing.

c. Progressive Discipline

The City of Windom is establishing progressive discipline as a means to handle personnel matters in a method that is formalized and allows employees a written process. Other disciplinary measures such as demotion, transfer or salary freeze/reduction may be considered by the City in addition to the progressive disciplinary actions described in this paragraph.

The City retains the exclusive rights to take any, some or all of the actions, individually or in the sequence outlined below, depending upon the action or behavior causing the disciplinary action(s).

employees must contact the retirement system directly. Staff from the City Administrator's Office will assist if requested.

(3) Benefits Termination

Upon notice of resignation or retirement being received by the Department Head/Superintendent or Assistant City Administrator, applicable information regarding continuation of insurance coverage, benefits payout, PERA benefit or refund, final check, and other information will be forwarded to the employee.

The City Administrator's Office will provide information to terminating employees, answer questions, and assist employees, however, it is the employee's responsibility to complete and mail all forms to the applicable agency.

(4) Exit Interviews

Exit interviews will be conducted by City Administrator's Office upon request of the Department Head or the employee.

SECTION 9 SAFETY

a. Safety Rules

All City employees are responsible for completion of job assignments in the safest manner reasonably possible. Prime consideration will be given to the safety of the employee and the public. Employees will not be required to work in areas or to operate equipment which is a safety hazard to himself or herself or the public. Employees must wear appropriate safety equipment/clothing, as required. Employees will receive appropriate training and are expected to follow appropriate safety standards.

Employees must wear seatbelts in all vehicles equipped with seatbelts, as provided by law. Employees must not use cell phones while driving unless "hands free" technology is used.

Smoking is prohibited in all City vehicles, equipment, and buildings.

The Federal and State government agencies of Occupational Health and Safety Administration establish industrial standards for many City work functions. The City is committed to compliance with these and other applicable standards.

City employees shall not wear or use radio headphones, earphones, or other similar devices at any time while at work, unless such devices are authorized by the Department/Division Head as necessary for safety reasons. Telephone headphones are permitted for business phones with the supervisor's approval.

Employees will handle property and equipment of the City with due care appropriate to the nature of the work and equipment employed. Employees who act in a manner which endangers the safety of themselves or others are subject to disciplinary action.

The City of Windom participates in a managed care system with the League of Minnesota Cities Insurance Trust. As such employees who sustain work-related injuries must use the City's approved treatment facility for work-related injuries. Treatment for work related injuries by another facility or physician will be allowed only upon referral from Health Partners. Failure to use Health Partners for a work-related injury will result in denial of payment of claims by Worker's Compensation. Worker's Compensation questions should be directed to the City Administrator's Office.

b. Ride Along Policy (Added by City Council on May 18, 2010)

Ride-alongs in Fire Department or Ambulance Service vehicles is permitted as follows.

1. Ride-alongs by members of the general public in Fire Department or Ambulance Service vehicles only on off-duty hours (non-emergency call outs).
2. Ride-alongs by eligible and qualified applicants for the Fire Department or Ambulance Service may be permitted while "on call\ duty" on a case-by-case basis subject to written approval by the Mayor or City Administrator.

All ride-alongs must have written approval and comply with policy provisions, waivers and acknowledgements as established by the League of Minnesota Cities and be on-file with City Hall **prior** to riding along.

c. Drug, State or Federal Controlled Substance and Alcohol Testing

The purpose of this policy is to provide for the testing of employees and job applicants in conformance with the requirements of Minnesota Statutes Chapter 181.950 to 181.957. The City maintains the right to perform testing and such testing will be conducted in accordance with federal or state laws and regulations.

d. Early Return to Work\Modified Duty

Employees who are absent from work due to an injury or illness may be able to return to work early with a modification of duty. Determination of a modification of duty will be approved by the City Administrator upon an employee request, recommendation from the Department Head and written documentation from the supervising physician that outlines the duties that are appropriate for said employee. The City reserves the exclusive right to evaluate each request on a case by case basis, request additional supporting documentation as needed, require an independent medical exam or evaluation, re-evaluate the arrangement at any time and to discontinue the arrangement at any time for any reason.

e. Drug and Alcohol-Free Workplace Policy (Adopted by City Council 6/12/12 amended 11/15/22)

The City of Windom is committed to providing a safe and healthy work environment that is free of alcohol and drug abuse. This policy attempts to balance respect for employee's personal (non-work) time with the need to maintain a safe and productive workplace.

This policy covers alcoholic beverages, prescription drugs and all State or Federally controlled substances; including, but not limited to amphetamines, marijuana (including THC), cocaine, and other opiates.

The City establishes the following policy to ensure a drug-free workplace for its employees and comply with the Drug-Free Workplace Act of 1988:

- The illegal use, possession, manufacture, sale, attempted sale or transfer to others of a State or Federally controlled substance or by City employees is prohibited while working at any time on behalf of the City.
- Illegal use of prescription drugs by any employee is prohibited; however, nothing in this policy precludes the appropriate use of legally prescribed medications. Employees are required to seek the advice of their doctor if there is any reason to believe that a prescription medication will result in safety concerns at work. The City

reserves the right to require proof that it is safe for the employee to perform his or her duties while taking prescribed medications.

- Reporting for work under the influence (at any level) of alcohol, State for Federally recognized controlled substances or illegal drugs is prohibited. This includes travel by City or personal vehicle if on City-business.
- Consumption of alcohol by City employees is prohibited during scheduled working hours, such as of 8:00 am to 5:00 pm. Additionally, if an employee is scheduled for a meeting or event outside of the typical, scheduled work hours to conduct City business (e.g. on-call time, Council meetings, board or commission meetings or other public meetings) reporting for work under the influence (at any level) of alcohol, State for Federally recognized controlled substances or illegal drugs is prohibited.
- In the event of a call-out or call-back any employee that considers themselves as being under the influence of alcohol, State for Federally recognized controlled substances or drugs must not report to work, but must inform their supervisor immediately so they can determine workforce needs.
- Social events (e.g. banquets, receptions and other such events) do not constitute "working hours"; however, employees are to use good judgment in their use of alcohol or other legal substances and uphold a positive public image of the City.
- Violations of this policy are subject to disciplinary action up to and including termination.

Implementation

Further, it is the responsibility of the City's supervisors to enforce this policy and counsel employees whenever they see changes in performance or behavior that suggests an employee has a drug or alcohol problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and may advise them of available resources for getting help, including the City's EAP and/or their personal health insurance benefits, as appropriate. If there is reason to believe a violation of this policy has occurred, the City may require an employee to contact the EAP or another bona fide service provider and participate in a substance abuse counseling or treatment program.

All employees must abide by the terms of this policy and must notify the City in writing of any conviction of a violation of a Federal or State criminal drug Statute occurring in the workplace no later than five calendar days after such conviction. If the City receives such notification from an employee engaged in the performance of a federal grant, the City will notify the agency in writing within ten calendar days of receipt of the notice from an employee or otherwise within ten calendar days of receiving actual notice of such conviction. Within thirty calendar days of receiving notice of a conviction, the City will take appropriate personnel action against such employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

SECTION 10 CONFLICT OF INTEREST

City employees are prohibited from engaging in any conduct which represents, or could be reasonably interpreted to represent, a conflict of interest. Employees must avoid any action which might result in, or create the appearance of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting City business.

If an employee determines that he or she has an outside interest that may be affected by City plans or activities, or result in a conflict of interest or the appearance of such conflict, the employee must immediately report the situation to his or her Supervisor.

Taxi

Taxi fare will be reimbursed for transportation from the destination airport to the place of lodging and to the meeting site (or vice versa). The public purpose for any other taxi fares must be explained. Receipts are required for all fares.

Automobile Rental

Prior approval, by the Department Head/City Administrator, is needed when automobile rental expense is anticipated. Automobile rental should be considered when taxi usage costs would be greater than automobile rental cost. The employee will be responsible for all fines, damages and liability due to an accident.

Mileage

Personal vehicle use for authorized trips, meetings, work, etc., will be reimbursed at the rate consistent with IRS regulations. Mileage reimbursement requests must be submitted using the Training and Education Expense Form if an overnight stay is required. All other "day trips" maybe reimbursed by submitting a pay request to the City approved by the Department Head. Use of personal vehicle for training/education purposes must be pre-approved by the City Administrator or his/her designee.

HOTEL/LODGING

A hotel/motel for overnight lodging will be permitted only with department head approval under the following circumstances:

1. When the conference lasts longer than one day.
2. If the conference/training session is more than 125 miles traveling distance from Windom and the first training session begins prior to 9:00 a.m., or
3. The cost of the lodging would be less than the mileage and/or overtime pay required if the employee traveled to the site the morning of the conference.

Lodging expense incurred en route to a final destination will not be reimbursed. Any exceptions must be approved by the City Administrator.

Actual costs for lodging for the employee will be reimbursed, but charges shall be reasonable and consistent with the facilities available. To keep costs to a minimum, employees shall stay at the conference's host hotel or motel, or one at lesser cost at the discretion of the employee's Department Head up to \$150/night (excluding taxes).

If an employee is attending a conference, reimbursement will be made for the single (one person) room rate at the conference facility. A conference facility either is directly at the site of the conference or listed in the conference brochure as a conference hotel. A two-person room rate will be reduced to a single person room rate if one of the persons staying in the room is a non-city employee.

The City will not reimburse for personal expenses such as in-room movies, water park passes or other hotel amenities or expenses, with the exception of parking and access to the hotel's "Business Center".

Long distance phone call charges will be reimbursed if they are incurred regarding a City business matter. One "safe arrival" call and/or "change of plans" call will also be reimbursed. Internet access and service charges related to City business will also be reimbursed.

BUSINESS MEALS (updated May 23, 2017 amended November 15, 2022)

Reimbursement for meals while on authorized travel will be for actual expenditures. Reimbursement for actual meal costs will be made only when documented by detailed receipts. If a City credit card is

available, an employee may check out the card for travel expenses. All original receipts must be retained, recorded and attached to the Training and Education Expense Form.

Meals will be reimbursed under the following conditions:

- Breakfast – When required to leave home before 6:00 a.m. or away overnight.
- Lunch – When out of the city on business or involved in a work-related lunch meeting.
- Supper – when unable to return home from out of the city until 6:00 p.m. or later, or away on business overnight.
- Reimbursements will be allowed for actual costs up to a maximum of the following as set by the U.S. General Services Administration for Zip Code 56101 and may be adjusted annually by the City Administrator or Finance Director:

\$13.00 for breakfast

\$15.00 for lunch

\$26.00 for supper

- Reimbursement is not allowed for alcoholic beverages.

MISCELLANEOUS EXPENSES

Tolls

Reimbursement for toll fees will be made when traveling with your personal vehicle or city-owned vehicle **with a receipt.**

Parking

Parking expense incurred at the final destination place of lodging is reimbursable when traveling by personal or city-owned vehicle. Airport parking expense is reimbursable. Other parking fees associated with a city travel purpose, such as parking at a training site, will also be reimbursed. Receipts are required for all parking fee reimbursements.

181.951 AUTHORIZED DRUG AND ALCOHOL TESTING.

Subdivision 1. **Limitations on testing.** (a) An employer may not request or require an employee or job applicant to undergo drug and alcohol testing except as authorized in this section.

(b) An employer may not request or require an employee or job applicant to undergo drug or alcohol testing unless the testing is done pursuant to a written drug and alcohol testing policy that contains the minimum information required in section 181.952; and, is conducted by a testing laboratory which participates in one of the programs listed in section 181.953, subdivision 1.

(c) An employer may not request or require an employee or job applicant to undergo drug and alcohol testing on an arbitrary and capricious basis.

Subd. 2. **Job applicant testing.** An employer may request or require a job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If the job offer is withdrawn, as provided in section 181.953, subdivision 11, the employer shall inform the job applicant of the reason for its action.

Subd. 3. **Routine physical examination testing.** An employer may request or require an employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

Subd. 4. **Random testing.** An employer may request or require employees to undergo drug and alcohol testing on a random selection basis only if (1) they are employed in safety-sensitive positions, or (2) they are employed as professional athletes if the professional athlete is subject to a collective bargaining agreement permitting random testing but only to the extent consistent with the collective bargaining agreement.

Subd. 5. **Reasonable suspicion testing.** An employer may request or require an employee to undergo drug and alcohol testing if the employer has a reasonable suspicion that the employee:

(1) is under the influence of drugs or alcohol;

(2) has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment, provided the work rules are in writing and contained in the employer's written drug and alcohol testing policy;

(3) has sustained a personal injury, as that term is defined in section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or

(4) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Subd. 6. **Treatment program testing.** An employer may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the employer for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

Subd. 7. **No legal duty to test.** Employers do not have a legal duty to request or require an employee or job applicant to undergo drug or alcohol testing as authorized in this section.

History: 1987 c 388 s 2; 1988 c 536 s 1; 1991 c 60 s 5; 2005 c 133 s 1

MEMORANDUM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: EDA Director Interview Team
DATE: November 10, 2022
RE: Hiring Recommendation - Pending

On November 9, 2022 the interview team consisting of Ryan McNamara, EDA President; Mayor Dominic Jones, Councilmember Marv Grunig and Tom Riordan, Personnel Committee, conducted an interview for a new EDA Director. The interview team unanimously authorized the City Administrator to make an offer of employment to the candidate.

If an offer is accepted and confirmed a memorandum outlining the employment terms will be completed and provided to the City Council for action at the November 15, 2022 meeting.



Application for Payment
(Unit Price Contract)
No. 1

Eng. Project No.: WINDM 166088

Location: Windom Municipal Airport

Contractor Fahrner Asphalt Sealers, LLC

Contract Date August 17, 2022

6615 US Hwy 12 W

Pay this Amount \$ 36,462.80

Eau Claire, WI 54703

Contract Amount \$ 35,855.00

Contract for 2022 Airport Crack Seal

Application Date 10.25.22

For Period Ending 10.21.22

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
70-08	Traffic Provisions / Airport Security /	LS	1	1	\$500.00	\$500.00
C-105	Mobilization	LS	1	1	2,000.00	\$2,000.00
40-05	Maintenance and Restoration of Haul	LS	1	1	250.00	\$250.00
P-605-5.1	Joint Sealing Filler (Re-seal)	LB	3000	2200	2.88	\$6,336.00
P-605-5.2	Joint Sealing Filler (Route and Seal)	LB	4000	2330	2.22	\$5,172.60
P-605-5.3F	2- Part Crack Repair (Clean, Fill, Seal)	LB	4000	5705	2.94	\$16,772.70
P-605-5.3S	2- Part Crack Repair (Clean, Fill, Seal)	LB	1500	2130	2.55	\$5,431.50

Total Contract Amount

\$36,462.80

Application for Payment (continued)

Total Contract Amount	\$ 35,855.00	Total Amount Earned	\$ 36,462.80
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: _____	AFP No. 6: _____	GROSS AMOUNT DUE	\$ 36,462.80
AFP No. 2: _____	AFP No. 7: _____	LESS 0 % RETAINAGE	\$ _____
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ 36,462.80
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ 36,462.80

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Payment under said contract, 2022 Airport Crack Seal, Windom Municipal Airport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date October 31, 2022 Fahrner Asphalt Sealers, LLC
 (Contractor)
 COUNTY OF Eau Claire)
 STATE OF Wisconsin) SS By [Signature] Vice President
 (Name and Title)

Before me on this 31 day of October, 2022, personally appeared Jeff Sheehan known to be, who being duly sworn did depose and say that he is the Vice President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true and correct.
 My Commission expires 10/11/2024
Bridget Zillmer
 (Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

By [Signature] Short Elliott Hendrickson Inc.
 Date 10/31/22
 City of Windom
 By _____
 Date _____