

Council Meeting
Tuesday, April 3, 2012
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–March 20, 2012
2. Consent Agenda
 - Minutes
 - Telecommunication Commission – March 13, 2012
 - Park & Recreation Commission – March 19, 2012
 - Community Center Commission – March 26, 2012
 - Utility Commission – March 28, 2012
 - License
 - Solicitation License – Patrick Rios
3. Department Heads
4. Sixth Street Parking Options
5. Revised Renewable Energy Credit Spec Sheet
6. Bid Award - 2012 Street & Infrastructure Improvement and T.H. 60 Watermain Projects
7. Proclamation National Library Week
8. Telecom Commission Cable TV Rate Recommendations
9. Donation from Fontanelle Offering Communities Understanding Support for the Windom Fire Dept.
10. Resolution Reestablishing Unchanged Precincts and Designation of Polling Place
11. Hospital Board and Other Mayor Appointments
12. Personnel Commission Recommendations
 - Retirement of Assistant City Administrator
 - Creation of Finance Director Position
 - Combination of City Administrator/Assistant City Administrator Position
 - Seasonal/Part-Time Non-Union Pay Scale
13. New Business
14. Old Business
15. Regular Bills
16. Contractor Payment -- Wastewater Treatment Improvements
 - Robert L. Carr Company - \$104,718.50
17. Council Concerns



Adjourn

**Regular Council Meeting
Windom City Hall, Council Chamber
March 20, 2012
7:30 p.m.**

1. Call to Order: The meeting was called to order by Mayor Pro Tem Powers at 7:30 p.m.
2. Roll Call: Mayor Pro Tem: Bradley Powers
Council Members: Corey Maricle and JoAnn Ray
Council Members Absent: Kelsey Fossing, Dominic Jones and Mayor Kruse
City Staff Present: Steve Nasby, City Administrator; Brigitte Olson, Assistant City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Mike Haugen, Water\Wastewater Superintendent; Jeff Dahna, Telecom and Mary Hensen, Windom EDA Administrative Assistant

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Ray second by Maricle, to approve the City Council minutes from March 5, 2012 and March 6, 2012. Motion carried 3 – 0 (Fossing and Jones absent).

5. Consent Agenda:

Powers said that minutes were received from the following Boards\Commissions:

- Tree Committee – January 30, 2012
- Economic Development Authority – March 2, 2012
- Street Committee – March 8, 2012
- Planning and Zoning Commission – March 13, 2012
- Library Board – March 13, 2012

A letter was received from the Minnesota Pollution Control Agency notifying the Windom Wastewater Plant of its Operator award for 2012.

Mike Haugen, Water\Wastewater Superintendent thanked the water and wastewater department staff for their work and the recognition of the MPCA Award. Powers and the Council thanked Haugen and his staff for their high standards.

Motion by Maricle second by Ray, to approve the Consent Calendar as presented. Motion carried 3 – 0 (Fossing and Jones absent).

Preliminary

Powers said there was an application for a Municipal Dance Permit from the Windom Fire Department for their annual dance, scheduled for April 28, 2012 at the Windom Community Center.

Motion by Maricle seconded by Ray to approve the Municipal Dance Permit for the Windom Fire Department for an event at the Windom Community Center on April 28, 2012. Motion carried 3 – 0 (Fossing and Jones absent).

6. Department Heads:

None.

7. Public Hearing – 2009 Small Cities Development Program (SCDP) Project Close-out:

Mary Hensen, Windom EDA Administrative Assistant, Rob Anderson, Mt. Lake EDA Director and Jeff Gladis, Western Area Community Action Program introduced themselves. Hensen noted that the SCDP project was a joint effort between the cities of Windom and Mt. Lake to obtain funding and operate a housing rehabilitation program for the betterment of housing in both communities. A public hearing is needed to officially close out the grant.

Powers opened the public hearing.

Gladis reviewed a PowerPoint presentation that showed that \$719,447 in funds was expended for all aspects of the program which assisted 26 households (13 in each community). Funds were received from multiple sources, including homeowner matching funds, to make health, safety and energy efficiency improvements to properties. All parties thought the project was very successful in that it assisted 26 projects, which was more than the initial goal of 20 and the State provided supplemental funds to do several more projects in the future.

No one was present from the public to comment. Powers closed the public hearing.

8. Resolution Recognizing the 2011-2012 Cobras Wrestling Team:

Council member Ray introduced the Resolution No. 2012-11, entitled “A RESOLUTION RECOGNIZING THE 2011-2012 WINDOM-MT. LAKE-BUTTERFIELD-ODIN COBRAS WRESTLING TEAM” and moved its adoption. The resolution was seconded by Maricle and on roll call vote: Aye: Maricle, Powers and Ray. Nay: None. Absent: Fossing and Jones. Resolution passed 3 – 0.

The Council congratulated the team and thanked the coaches on a successful season highlighted with a trip to the State tournament.

Brad Schloman, Cobra Wrestling Coach, credited the team members for their hard work, dedication and the team captains for their leadership. He also thanked the community for its support and the generous support of local businesses.

9. Resolutions Expressing Sincere Appreciation:

Council member Maricle introduced the Resolution No. 2012-12, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO DANIEL MCDONALD FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Maricle, Powers and Ray. Nay: None. Absent: Fossing and Jones. Resolution passed 3 – 0.

Dan McDonald was present to receive the certificate of appreciation and thanked the City Council and the community for its support and the opportunity to serve. The Council thanked McDonald for his 20 years of service.

Council member Maricle introduced the Resolution No. 2012-13, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO VICKI FLATGARD FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Maricle, Powers and Ray. Nay: None. Absent: Fossing and Jones. Resolution passed 3 – 0.

10. Funding of Water Control Structure – 18th Avenue Project:

Bruce Caldwell, Streets & Parks Superintendent and Dave Bucklin, Cottonwood County SWCS introduced themselves. Caldwell said that the City has been working on options for the storm water project at 18th Avenue.

Bucklin said the Cottonwood County SWCS has gotten some money to reconstruct a water retention facility located on the Evelyn Pankonin property located outside of city limits.

Caldwell said that the storm water system on 18th Avenue handles water that runs off the adjacent properties and this contributes to the flooding issues in this area.

Bucklin noted that the construction of a retention pond on the Pankonin property, as shown by the SWCS engineer, will store the water from a 2.5 inch rain and slow down the water entering the City’s system, which will help mitigate flooding. The City’s share of the project would be about \$8,500 with the SWCS funds covering \$25,500.

Caldwell said the Council had budgeted funds for the 18th Avenue Storm water project of \$90,000 to be paid for over 5 years, as such there is \$15,775 in the 2012 budget.

Motion by Maricle seconded by Ray to approve City of Windom’s participation and funding of the water control project as proposed by the Cottonwood County SWCS on

the Evelyn Pankonin property as part of the City's 18th Avenue Storm water project. Motion carried 3 – 0 (Fossing and Jones absent).

11. Resolution Setting a Public Hearing for Proposed Street Vacation - S. First Street:

Caldwell said that the property owners along this platted, but undeveloped street have submitted a petition for the vacation of a portion of the street. The City is one of the property owners and is making the request to facilitate the construction of the salt/sand shed at the Street Department. The other owners are St. Francis Xavier Church and Cemetery who are also in favor of the street vacation.

Nasby said that a public hearing is required element for the consideration of a street vacation and the attached resolution sets a public hearing for April 17, 2012, which would allow for the proper notices to be sent and published.

Council member Maricle introduced the Resolution No. 2012-14, entitled "RESOLUTION SETTING A PUBLIC HEARING ON A PROPOSED VACATION COMMENCED BY A PETITION OF A MAJORITY OF ABUTTING LANDOWNERS" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Powers, Ray and Maricle. Nay: None. Absent: Fossing and Jones. Resolution passed 3 – 0.

12. MVTV Tower Site Easement Request:

Nasby said that the City had sold the former UHF tower to MVTV in 2007 but the City retained ownership of the property, which is leased to MVTV. MVTV is requesting permission from the City to install a fiber optic line to the tower. MVTV will be paying the cost of the installation and any other expenses related to the fiber optic line. Staff is not opposed to the request, but is asking that the Telecom Manager have approval of the location of the MVTV fiber optic line as not to disrupt utilities at the site or future plans for use of the site.

Motion by Maricle seconded by Ray to approve the request by MVTV to place a fiber optic line from the right of way onto the City-owned tower site located at 47882 44th Street upon approval from the Telecom Manager for the location of the line. Motion carried 3 – 0 (Fossing and Jones absent).

13. Telecommunications Commission – Cable TV Rate Recommendation:

Dan Olsen, Telecommunications Manager said that the programming costs for the cable television stations have been increasing and the last round of retransmission agreements necessitated an increase in rates. The cable television rates were last changed in 2009. The Basic rate will increase by \$4 per month and the Expanded Basic will go up by \$6.50 per month (which includes the \$4\month Basic rate increase).

Council member Maricle introduced the Resolution No. 2012-15, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Ray, Maricle and Powers. Nay: None. Absent: Fossing and Jones. Resolution passed 3 – 0.

Powers said at some point he sees the fees being charged by the programmers to cable companies have to stop or they are going to price themselves out of the market.

14. Donation from the Windom United Service for the Windom Fire Department:

Council member Ray introduced the Resolution No. 2012-16, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM UNITED SERVICE FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Maricle and on roll call vote: Aye: Maricle, Powers and Ray. Nay: None. Absent: Fossing and Jones. Resolution passed 3 – 0.

15. New Business:

None.

16. Unfinished Business:

Nasby said the Council had approved staff to acquire software for long-range and capital planning. He is in the process of purchasing it and the cost of the software was less than anticipated as the first year cost is \$995 and then it is about \$500\year for licenses.

17. Regular Bills:

Motion by Ray seconded by Maricle, to approve the regular bills. Motion carried 3 – 0 (Fossing and Jones absent).

18. Council Concerns:

Ray asked that citizens be aware of emergency service vehicles and to pull over to the side of the road when law enforcement, fire or ambulance vehicles are going to a scene.

19. Adjourn:

Powers adjourned the meeting by unanimous consent. Meeting adjourned at 8:18 pm

Bradley Powers, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

Telecommunication Commission Minutes
March 13th, 2012

1. Call to Order:

Wendell Woodcock called the meeting to order at 11:32am.

2. Roll Call:

Commission Members Present: Wendell Woodcock, Virgil Meier, Forrest Fosheim.

Commission Members Absent: Dominic Jones, Corey Maricle

City Staff Present: Dan Olsen, Londa Fosheim

Public Present: None

3. Cartoon Network:

Olsen explained it would cost roughly .23 per subscriber to add the Cartoon Network into the Expanded Basic Tier.

4. DSI TV Scrolling Guide & TV Listings:

Olsen explained this would be in the Expanded Basic tier. Windomnet is working with KDOM to get their AM feed to work with them helping to pay for the audio equipment.

QVC: Olsen explained that customers are asking for this channel. QVC has virtually no fee for this except for equipment. Windomnet would get a very small commission of good sold on QVC.

All 3 channels would cost approximately .26 per subscriber.

Virgil made the motion to add all 3 Channels (QVC, DSI scrolling Guide, and Cartoon Network) to Windomnet line up.

2nd by Forrest

All in Favor

5. Internet Rate Increase:

Olsen explained that Windomnet had budgeted for a \$1 rate increase. Windomnet has not increased the Internet rates since start up. Windomnet has added a lot of speed, bought bandwidth and equipment since start up.

**Virgil made the motion to increase Internet Rate by \$1.
2nd by Forrest**

Commissioner's discussed the rate increase and decided to absorb the cost.

Virgil withdrew his motion to increase the Internet Rate by \$1.

6. Cable TV Rate Increase:

Olsen explained that it has been 3 years since a rate increase in Cable. Programming costs have gone up to close \$6 per subscriber. Windomnet has been absorbing the costs.

**Virgil made the motion to raise the Basic Tier rate to \$28.50 and the Expanded Basic Tier to \$52.90 to cover programming costs.
2nd by Forrest
All in Favor**

7. Analog Head-end to Digital Conversion:

Olsen explained that we need to start looking into Analog to Digital Conversion at the head-end. Windomnet has limited bandwidth right now. Digital Conversion would open up more bandwidth for more Channels and improve picture. This would also allow Windomnet to turn down peak power.

8. Commissioner's Comments & Concerns:

Commissioners talked about the possibility to add more HD Channels. Windomnet will look into which ones can be added per their contract with the HD company.

9. Managers Comments:

Olsen explained that SMBS very busy with installs. SMBS had audit last week. SMBS has 733 active in points as of right now. SMBS has 7 installers going full time right now. Construction in Jackson will start next week. Wireless trials are ongoing.

10. Adjourn:

Wendell adjourned the meeting at 12:31

**PARK AND RECREATION COMMISSION MEETING
MINUTES March 19, 2012**

1. Call to Order: The meeting was called to order by Chairman Terry Fredin 5:17 p.m. at City Hall.

2. Roll Call:

Commission Present:	Terry Fredin, Kay Clark, Jeff LaCanne & Sherri Zimmerman
Commission Absent:	Angie Blanshan
City Staff Present:	Recreation Director Al Baloun
City Staff Absent:	Park Superintendent Bruce Caldwell
Council Liaisons:	Corey Maricle & JoAnn Ray absent
Public:	None

3. Approve Agenda
Motion by Clark, seconded by LaCanne to approve agenda
Motion Carried Unanimous

4. Approve Minutes February 13, 2012 Park & Recreation Commission Meeting
Motion by Clark, seconded by LaCanne
Motion Carried Unanimous

5. Park Superintendent Bruce Caldwell Report:
Caldwell was unable to attend but had Baloun report that he is currently working with Fredin to look at the current restroom facility and look at possible future construction of a new restroom facility at the Island Park Ball field.

6. Recreation Director's Report- Al Baloun
 - a. Ice Season Update– The last day for ice was on March 12th. Reports received on the Ice Show were good.
 - b. Pool – Ads for the pool manager and other pool positions have been posted in the Citizen. This season Baloun is working with an instructor to offer Water Zumba Aerobics at the pool twice a week and regular water aerobics two other days a week. The tentative pool season is from Monday, June 4- Tuesday, August 14
 - c. Recreation- Baloun is currently finalizing details the 2012 Summer Community Ed Catalog. He is interested in talking to the other communities about doing a program for third and fourth graders having a league with the current 30/60 League members. Members Clark and LaCanne supported exploring the idea and doing it this Summer. Baloun will report back at the next meeting as to if there is interest from other communities in doing this. If this change is made Coach Pitch /T Ball would be for 1st and 2nd Graders, Tykes and Kindergarten T Ball would remain the same. 30/60 League would then be 5th and 6th Graders. Advertisements of Summer program positions are included with the pool ad. Baloun has talked to Jim Johnson with the Windom Pirates about helping do a Pitch, Hit, and Run competition in May.
 - d. Long Range Capital Outlays- Baloun handed out the list of long range capital outlays for the Arena, Pool and Recreation that is part of the long range planning process being done. Fredin asked that redoing the front arena lobby with wood or drywall be added to the list. Handicapped Accessibility is a priority for any major renovation. Information will be sought to see if there are any grants available to help with Handicapped Accessibility.

Continued page 2

Continued Page 2 Park & Recreation Commission Meeting March 19, 2012

7. Open Mike- LaCanne would like to see the 30/60 League change to 3rd & 4th Grade and 5th and 6th Grade this year if possible.

Meeting Adjourned at 6:15 p.m. Motion by LaCanne, seconded by Zimmerman.

Community Center Commission Minutes
Monday March 26, 2012

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:38 p.m.

2. Roll Call: President: Wayne Maras
CC Director: Brad Bussa
Commission Members: Linda Stuckenbroker-Absent
Kelly Woizeschke
Hilary Mathis
Commission Liaisons: Corey Maricle-Absent
Bruce Caldwell-Absent
Jo Ann Ray-Absent
EDA Director: Aaron Backman – Absent
Public: Tom Cowan

3. Swearing in of New Members and Election of New Officers:

Wayne Maras and Hilary Mathis were sworn in to the Commission.

Election of Officers- Wayne Maras asks three times for nominations from floor with none forthcoming. **Motion by Kelly Woizeschke, seconded by Hilary Mathis to keep Wayne Maras as President, Kelly Woizeschke as Vice President, and Hilary Mathis as Secretary. Motion carried 3-0.**

President – Wayne Maras
Vice-President – Kelly Woizeschke
Secretary – Hilary Mathis

4. Approval of Minutes:

Motion by Hilary Mathis, seconded by Kelly Woizeschke to approve the December 27, 2011 Community Center Commission Minutes. Motion carried 3-0

5. Additions to the agenda:

Under Miscellaneous

6. President's Report:

Nothing to report

7. Director's Report:

- a. Website-Windom-mn.com, new website with all updates, new paypal feature, bookings on line, concerns about booking via e-mail and paypal, and concern

about public calendar of events, Privacy Policy of online listings of weddings, meetings and other events.

- b. Rates- Commission looked over rates and WCC is in ballpark ranges of other rental facilities.
- c. Policy Review-added liquor policies, Deer Hunters, Motorcycle Swap Meet, ZEDS, Great reviews.
- d. Up Coming Events- D.U. Banquet, Firemen's Dance, Pancake Feed

9. Resource Management:

Schedule of Events: Bookings still coming in

Income & Expense: WCC looks to be on track

10. Miscellaneous:

Discussion as to if Senior Key for Friday Night's is not checked out by the Senior's during the day then Friday Night is cancelled

11. Open Forum:

12. Next Meeting:

Monday April 23, 2012 @ 5:30 pm

Adjourn:

Motion by Kelly Woizeschke, seconded by Hilary Mathis, to adjourn the meeting at 6:28 pm. Motion carried 3-0.

Wayne Maras, WCC President

Hilary Mathis, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
March 28, 2012

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m., on March 28, 2012 in the City Hall Council Chamber.

Members Present: Utility Commission Chairperson: Mike Schwabach

Members Present: Tom Riordan and Glen Francis

Member Absent: None

City Council Liaison: Dominic Jones

Staff Present: Steve Nasby, City Administrator; Brigitte Olson, Assistant City Administrator; Marv Grunig, Electric Utility Manager; Mike Haugen, Water / Wastewater Superintendent

Staff Absent: None

Others Present: None

APPROVE MINUTES

Motion by Riordan, seconded by Francis, to approve the February 22, 2012 Utility Commission minutes as presented. Motion carried 3-0.

WATER / WASTEWATER ITEMS

Compliance Evaluation Inspection (CEI) – Windom Wastewater Treatment Facility and Bio-Solids Inspection Summary – Haugen reviewed the Compliance Evaluation Inspection report with the Utility Commission. Haugen said the Minnesota Pollution Control Agency (MPCA) performed a visual inspection of the Wastewater Treatment Facility, and reviewed the procedures at the facility with Haugen and Lund. MPCA also reviewed the monthly Discharge Monitoring Reports (DMRs) for 2011 in addition to the CEI; a complete Bio-solids inspection was also performed. Based on this inspection no violations of the terms and conditions that are set forth in the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) permit were noted.

Haugen reviewed the Minnesota Pollution Control Agency Bio-Solids Annual Report with the Utility Commission. This report indicated no violations, and excellent record keeping is in place. Haugen said that this report is required to be filled and sent to MPCA yearly before Bio-Solids can be applied. This report permits the City of Windom Wastewater Treatment Facility to haul sludge to a specific property. This report is a very detailed report

and needs to be filled out by a Type 4 Operator, which Haugen said that he and Lund have this certification.

Haugen also requested the Utility Commission review and possibly consider a compensation for this additional certification such as the additional pay increases for licenses which is currently in the union contract.

Francis asked if the City of Windom pays for this certification. Haugen said that they do.

Minnesota Wastewater Treatment Facility Operational Award – Haugen said that the Wastewater Treatment Facility was the recipient of the Minnesota Wastewater Treatment Facility Operational Award for the time period of October 1, 2010 thru September 30, 2011. The award was recognized for the following:

- The facility was overseen by a properly certified operator
- The facility did not exceed the effluent limits contained in the permit
- That all required monthly and annual reports were timely and complete
- That the facility did not experience any bypass, enforcement actions or inspections identifying significant compliance concerns

Haugen said they were awarded this award at the Wastewater Operators Conference on March 22, 2012.

Dunse – Probationary Period Completion – Haugen said that the Wastewater Departments newest employee Colton Dunse has successfully completed a six month probationary period, and is recommending that he be moved to Step 2 on Grade 7.

Motion by Riordan, seconded by Francis, to recommend the promotion of Colton Dunse to Grade 7, Step 2, for successful completion of his six month probationary period. Motion carried 3-0.

Other Water & Wastewater Items – Haugen updated the Utility Commission on the process of the Wastewater Treatment Facility project, and distributed some photos of the main lift station as it was being erected.

Jones requested explanation on the Wenck Associates bill in the amount of \$13,259.93, why lodging and mileage were charged for the 2012 Streets, 6th Street and River Road Project. Jones requested that staff acquire the Engineering Agreement between Wenck Associates Inc., and Cottonwood County.

ELECTRIC ITEMS

Future Power Supply Discussion – Grunig discussed the future power supply needs for the City of Windom Utilities for 2016 and beyond. Grunig said that Central Minnesota

Municipal Power Agency (CMMPA) is seeking proposals for a study that would help to minimize costs and manage risk.

Motion by Riordan, second by Francis, to approve Grunig to sign the non-binding agreement between CMMPA and the City of Windom. To allow continued study in Future Power Supply Discussions. Motion carried 3-0.

Revised Renewable Energy Credit (REC's) Specification Sheet – Grunig said that he is presenting a revised REC purchase spec sheet. These REC's are being purchased from the City of St Cloud, Minnesota through its agent Avant Energy. CMMPA is the buying agent for these REC's for the City of Windom Utilities. Grunig said that at the last meeting it was decided to buy 22,000 REC's for \$17,000, however it was determined that the City of Windom does not need this many REC's and will be purchasing 17,000 REC's for \$13,000 at a savings of \$4,000. These REC's purchased will be generated in years 2012 – 2015.

Motion by Riordan, seconded by Francis, to approve the purchase of 17,000 REC's for \$13,000. Motion carried 3-0.

2011 Energy Conservation Report – Grunig presented a graph showing the cities that belong to CMMPA, and which member cities attained their goals in the Conservation Improvement Project (CIP). These cities were, Windom, Blue Earth, Granite Falls and CMMPA w/Hydro. Grunig said that because these cities were able to attain their goals in CIP, CMMPA was also able to comply with the goal.

Grunig also provided detail information on the appliance rebates, C & I Lighting and compressed air rebates. This information showed the KW savings and the KWH savings to the City of Windom Utilities. The total CIP program cost for 2011 was \$122,538.87.

2012 "Bonus Bucks" Central Air Rebate Program – Grunig reviewed the "Bonus Bucks" on the Central Air Conditioner Rebate Program with the Utility Commission. The criteria are as follows:

- Must be a resident of the City of Windom
- Requires replacement of a working central air conditioner that is 12 years old or older
- Unit must be purchased and installed between April 15, 2012 and July 31, 2012.
- Central air conditioner must be *Energy Star* qualified and meet qualifying SEER ratings to receive Bonus Bucks rebate.
 1. Units 14.5 SEER to 16 SEER \$500
 2. Units over 16 SEER \$600

Grunig said that this program started by the City of Windom Utilities was so successful that other cities are using it as a template for their cities.

Motion by Francis, seconded by Riordan, to participate in the CIP's program "Bonus Bucks" Central Air Rebate Program for 2012. Motion carried 3-0.

Generation Fuel Purchase – Grunig said that old fuel was removed from the underground storage tank by Staples Oil and replaced with 30,009 gallons fuel at a cost of \$85,000.

Grunig also said that Minnesota Pollution Control Agency requires a 2.6.4.4.2 Class A/B Operators License for underground fuel storage tanks. Grunig said that he has passed and now holds this additional certificate.

Jones said that if the Utility Commission is debating on paying for the certifications of the Water/Wastewater Department, they should take into account the new certification that Grunig is also required to hold.

Western Minnesota Municipal Power Agency Update – Grunig said that the City of Windom Utilities is no longer a member of Western Minnesota Municipal Power Agency (WMMPA), and that per Grunig's request the dues for 2012 have been waived by WMMPA.

Transmission Projects Discussion – Grunig reviewed future transmission investments with the City of Windom, and outlined some of the options. Grunig updated the Utility Commission on the CapX project. (Brookings to the Twin Cities Transmission Project). Grunig said that CMMPA has begun investigating into building new transmission for Windom, Springfield and Mountain Lake. The route and connections are all unknown at this time. Grunig outlined the cost for a new 69kV transmission line and its possible tariff recovery and levelized tariff savings. Grunig said that the annual savings could be \$2.15 Million/year with a four (4) year pay back.

REGULAR BILLS

Motion by Francis, seconded by Riordan to approve payment of the following bills:

Wenck Associates Inc.	\$13,259.33
Wenck Associates Inc.	\$760.79
Bolton & Menk, Inc.	\$6,483.26
Robert L. Carr Co.	\$104,718.50

Motion carried 3-0.

OLD BUSINESS

Grunig asked if the Utility Commission was still interested in the Personnel Issue from the last meeting. The Utility Commission was, and would be setting up a time for the next meeting.

NEW BUSINESS

Special Meeting – City/County Project Bids - Nasby said that because of the State of Minnesota permitting process the bid process was postponed, so a special meeting will need to be set up for the Utility Commission to approve the bids. This meeting will need to be sometime April 2, 2012.

The Special Meeting will be set for April 2, 2012 at 4 p.m.

The next regular meeting date will be set for April 25, 2012.

On motion the meeting was adjourned at 12:45 p.m.

Mike Schwalbach, Utility Comm. Chairperson

Attest: _____
Steve Nasby, City Administrator

CITY OF WINDOM
APPLICATION FOR BUSINESS SOLICITATION
Re: City Code, Chapter 6-Sec. 6.40

Solicitor's Name: PLEASE SEE ATTACHED APPLICATION
Last First Middle

Date of Birth: _____

Driver's License Number: _____ State of Issue: _____

Address: (Street, City, State, Zip) _____

Name of Business or Organization: _____

Address of Business or Organization: _____

Phone #() _____

Purpose of SOLICITATION: _____

If door to door solicitation indicate area to be solicited: () Residential District
() Commercial District

If Transient merchant - state location from which merchandise will be sold _____

If Telephone solicitation - state location from which calls will be made _____

Initial Investigation Fee - \$20.00
Annual License Fee - \$40.00

_____ Date _____ Applicant's Signature

I have on Feb 29, 2012 collected from applicant \$ 20.00 as prescribed in Section 6.40 of the City Code. Investigation fee

_____ City Clerk

Referred to the Police Chief on 2/29/2012.
Recommendation: Approved X Disapproved _____. If disapproved, give reason: _____

03/19/12
Date

Scott Peterson
Police Chief

Approved by the City Council on _____, 19____.

Application for Business Solicitation : Entry # 73**Solicitor's Name**

Mr Patrick Rios

Date of Birth

03/29/1990

Driver's License Number

H13133749

State of Issue

Nebraska

Solicitor's Address

3012 E Bragstad Drive
Sioux Falls, South Dakota 57103
United States
[Map It](#)

Phone

(402)317-2021

Emailprios@amext.com**Name of Business/Organization**

American Exteriors

Address of Business/Organization

2116 S Minnesota Ave Suite 3
Sioux Falls, South Dakota 57105
United States
[Map It](#)

Business/Organization Phone

(402)317-2021

Purpose of Solicitation

Door to door surveys/windows and siding

If door to door solicitation, indicate area to be solicited



March 19, 2012

During the April 3rd City Council meeting, the Council will be discussing parking options on Sixth Street between Lakeview Avenue and Hwy 60/71. Sixth Street will be reconstructed this summer as part of a County/City improvement project and the City will be considering changing parking options along the street.

In the past both the City and County have been contacted by citizens requesting safety improvements on Sixth Street. The City is considering inclusion of walking/biking lanes on both sides of Sixth Street to enhance safety for pedestrians and bike riders. To accommodate this inclusion, the City and County have discussed changing the parking regulations from parking only on one side (north side) of the street to no parking on the street.

Enclosed are drawings showing:

Figure #1 - Current parking configuration with parking allowed on the north side of the Sixth Street from Lakeview Avenue to Hwy 60/71.

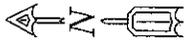
Figure #2 - No parking configuration with walking/bike lanes on both sides of the street from Lakeview Avenue to Hwy 60/71.

The City Council is requesting comments from property owners on Sixth Street regarding the two street options that are being considered. If you would like to make comments regarding either proposal, please plan to attend the April 3rd City Council meeting that will be held at 7:30 p.m. in the City Council Chambers at 444, Ninth Street.

Sincerely,

Kirby Kruse
City of Windom Mayor





LAKEVIEW AVE

REDDING AVE

COLLINS AVE

PROSPECT AVE

PROSPECT AVE

MILLER AVE

FIRST AVE

CSAH 17

CSAH 26

DRAKE AVE

PROSPECT AVE

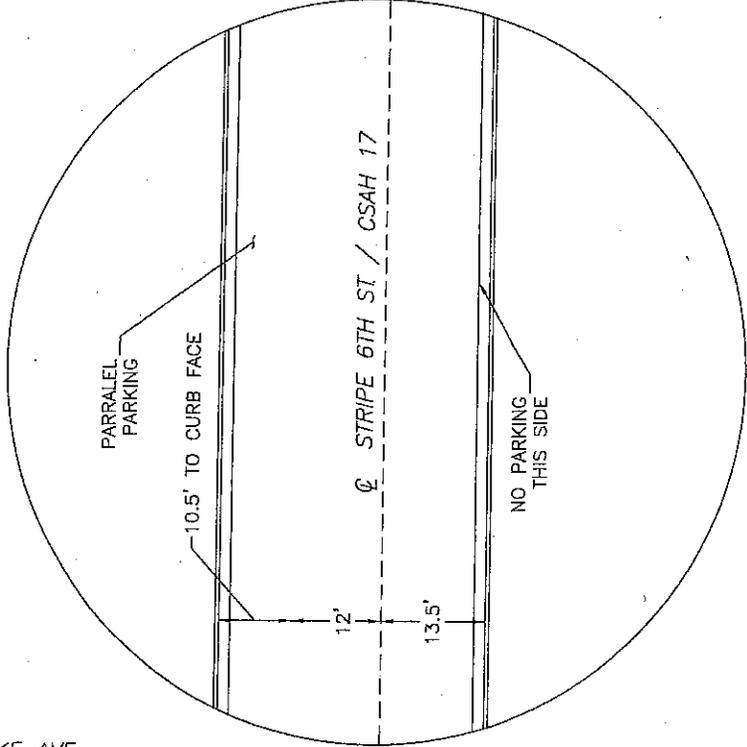
6TH ST. / CSAH 17

QUEVLI AVE

TH 62

TH 60/71

UNION PACIFIC RAILROAD



THE CITY SHALL COMPLY WITH ANY STATUTE OR RULE
HEREAFTER ADOPTED WITH RESPECT TO PARKING

DATED THE _____ DAY OF _____, 20____

ATTEST: _____ CITY OF _____ MINNESOTA

CITY CLERK _____ MAYOR

ATTEST: _____ COUNTY OF _____

COUNTY AUDITOR _____ CHAIRPERSON OF THE COUNTY BOARD

- (A) NO PARKING OF A PUBLIC OR PRIVATE DRIVEWAY.
- (B) IN FRONT OF A PUBLIC OR PRIVATE DRIVEWAY.
- (C) WITHIN 10 FEET OF A FIRE HYDRANT.
- (D) WITHIN 20 FEET OF A CROSSWALK AT AN INTERSECTION.
- (E) WITHIN 20 FEET OF A DRIVEWAY ENTRANCE TO ANY FIRE STATION AND ON THE SIDE OF A STREET OPPOSITE THE ENTRANCE TO ANY FIRE STATION WITHIN 75 FEET OF SAID ENTRANCE TO ANY FIRE STATION.
- (F) WITHIN 30 FEET OF A PUBLICLY SIGN-POSTED.
- (G) WHERE PROHIBITED BY M.S. 160.34

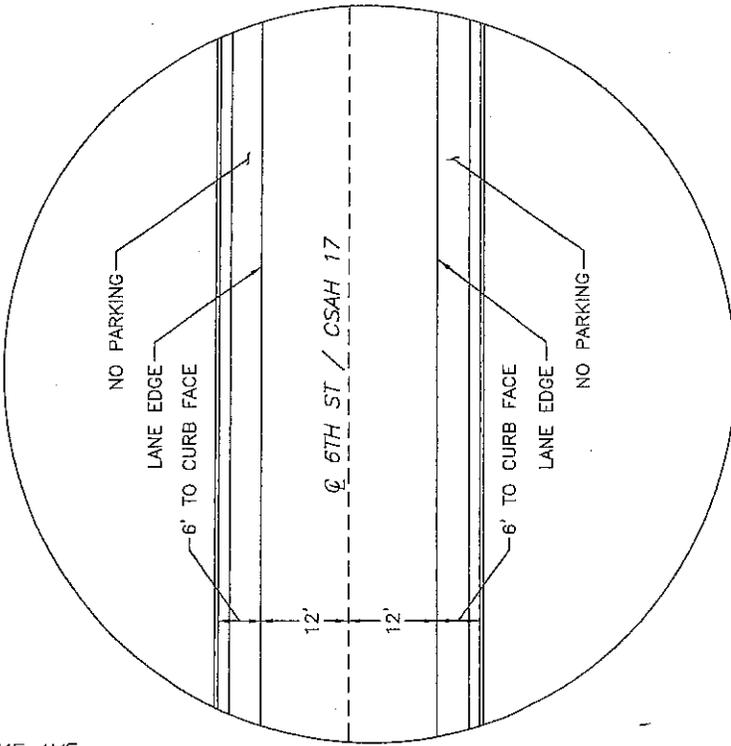
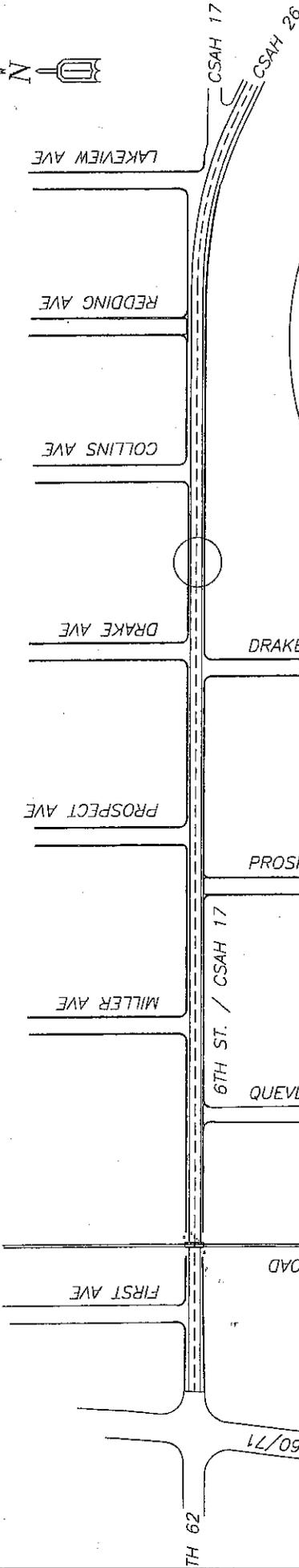
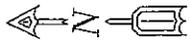

 REGISTERED PROFESSIONAL ENGINEER NO. 26799

DATE 3-2-2012

PARKING PLAN

STATE AID PROJ. No. 17-617-16 Sheet No. 4 of 4 Sheets

Figure 1



THE CITY SHALL COMPLY WITH ANY STATUTE OR RULE
HEREAFTER ADOPTED WITH RESPECT TO PARKING

DATED THE _____ DAY OF _____, 20____

ATTEST: _____ CITY OF _____, MINNESOTA

CITY CLERK _____ MAYOR

ATTEST: _____ COUNTY OF _____

COUNTY AUDITOR _____ CHAIRPERSON OF THE COUNTY BOARD

NO PARKING:
- EITHER SIDE OF THE ROAD FROM
TH 60/71 TO LAKEVIEW AVE

Figure 2



Exhibit X5: Transaction Spec Sheet

Renewable Energy Credit Transaction
Selling Entity: Central Minnesota Municipal Power Agency
Buying Entity: The City of Windom, Minnesota

Quantity, Unit Cost, and Total Cost By Year

Production Year	Reporting Period	Quantity	Unit Cost (\$/REC)	Total Cost (\$)
2012	01/01/2012-12/31/2012	3,500	\$0.60	\$2,100
2013	01/01/2013-12/31/2013	4,000	\$0.70	\$2,800
2014	01/01/2014-12/31/2014	4,500	\$0.80	\$3,600
2015	01/01/2015-12/31/2015	5,000	\$0.90	\$4,500
Total	01/01/2012-12/31/2015	17,000	\$0.76	\$13,000

Additional Information

This transaction spec sheet is entered into by and between Central Minnesota Municipal Power Agency (CMMMPA) and the City of Windom, Minnesota (Windom). CMMMPA is entering into a Renewable Energy Credit (RECs) Sales Agreement on behalf of Windom with the City of St. Cloud, Minnesota through its agent Avant Energy, Inc (Avant). It has been communicated to CMMMPA by Windom that they intend to meet their Minnesota Renewable Portfolio Standard obligation partly through this supplemental RECs purchase. CMMMPA intends to purchase a total of 17,000 RECs from Avant and resell these RECs to Windom. This includes 3,500 RECs produced in the year 2012, 4,000 RECs produced in the year 2013, 4,500 RECs produced in the year 2014, and 5,000 RECs produced in the year 2015. The total purchase price is \$13,000. The per-unit price will vary by year as set forth in the above table.

Windom understands that all sales will be a firm committed transaction. If necessary the City of St. Cloud through Avant has agreed to acquire replacement RECs in the market or supply with a substitute production year agreeable to CMMMPA to meet its obligation. Windom will be required to meet its purchase obligation regardless of any changes to state or federal laws or market conditions.

The reporting period will be designated as the 12 month period starting January 1st and ending December 31st for each year 2012 through 2015. The City of St. Cloud through Avant will transfer the required quantity of RECs into CMMMPA's Midwest Renewable Energy Tracking System (M-RETS) account within 90 days following the reporting period. After the transfer, Avant will present an invoice to CMMMPA for payment. CMMMPA will then present an invoice to Windom for the cost of the transaction. Windom shall pay in full in accordance with any terms and conditions outlined by CMMMPA at such time.

This transaction spec sheet is pursuant to the terms and conditions of the AGREEMENT FOR ADDITIONAL SERVICES BETWEEN THE CENTRAL MINNESOTA MUNICIPAL POWER AGENCY AND THE CITY OF WINDOM, MINNESOTA. Participant purchase of supplemental capacity, energy, or RECs is governed under Service Schedule C of this agreement. By entering into this transaction spec sheet both parties represent and warrant that it has the power and authority to enter into this agreement and to perform its obligations. Furthermore, both parties acknowledge that this transaction spec sheet is a valid, legal, and binding obligation.

City of Windom, Minnesota

Central Minnesota Municipal Power Agency

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

RESOLUTION #2012-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

**A RESOLUTION CONCURRING WITH COTTONWOOD COUNTY
ON THE AWARD OF THE CONTRACT FOR A PROJECT ENTITLED
"2012 STREET & INFRASTRUCTURE AND T.H. 60 WATERMAIN IMPROVEMENT
PROJECTS"**

WHEREAS, pursuant to an advertisement for bids for the project entitled "2012 Street & Infrastructure Improvement and Trunk Highway 60 Watermain Projects" in conjunction with the Cottonwood County Projects #SAP17-63-44 River Road & SAP17-617-16 6th Street, bids were received, opened and tabulated according to law by the Cottonwood County Board, County Engineer and City of Windom Project Engineer, and the following bids were in compliance with the advertisement:

AND WHEREAS, it appears that the lowest responsible bidder for the project is as follows:

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

1. The Windom City Council concurs with Cottonwood County Commissioners and the bid of \$ _____ submitted by _____ is hereby approved for award; and the Mayor and City Administrator are hereby authorized and directed, on behalf of the City of Windom, to enter into a contract for completion of the components of the project, entitled "2012 Street & Infrastructure Improvement and Trunk Highway 60 Watermain Projects", according to the plans and specifications heretofore approved by the City Council and on file in the office of the City Administrator.

Adopted by the City Council this 3rd day of April, 2012.

Kirby G. Kruse, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2012-

INTRODUCED:

SECONDED:

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

2012 NATIONAL LIBRARY WEEK PROCLAMATION

WHEREAS, libraries have historically served as our nation's great equalizers of knowledge by providing free access to all; and

WHEREAS, libraries work to meet the changing needs of their users, including building collections, expanding outreach services and increasing programming; and

WHEREAS, our nation's libraries provide a forum for diverse ideas and points of view that help us better understand each other and ourselves; and

WHEREAS, librarians are trained professionals helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy; and

WHEREAS, librarians design and offer programs to meet their community's economic needs, providing residents with resume writing classes, interviewing workshops and job seeking resources; and

WHEREAS, libraries are part of the American dream, places for education opportunity and lifelong learning; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the week of April 8-14, 2012, is proclaimed National Library Week. All residents are encouraged to visit the library this week to take advantage of the wonderful library resources available @ your library and thank their librarians and library workers for making information accessible to all who walk through the library's doors. You belong @ your library.

Adopted by the Council this 3rd day of April, 2012.

Kirby G. Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

Windom Public Library MINNESOTA PUBLIC SINGLE LIBRARY REPORT - 2011

General Information G01-G24

G01	Library Name	Windom Public Library
G02	Reg/Sequence Number	P1300
Location		
G03a	Street Address	904 4th Avenue
G03b	Location is a change from previous year	No
G04	City	Windom
G05	ZIP	56101
G06	ZIP Extension	1639
Mailing Address		
G07	Mailing Address	904 4th Avenue
G08	City	Windom
G09	ZIP	56101
G10	ZIP Extension	1639
Other		
G11	County	Cottonwood
G12	Library Phone	507-831-6131
G13	Library Fax	
G14	TDD	
G15	Web Address (URL)	www.windom-mn.com/library
G16	Director	Joan Hunter
G17	Director's Phone	507-831-6131
G17a	Extension	
G18	Director's E-mail Address	jhunter@plumcreeklibrary.net
G19	Interlibrary Relationship	ME
G20	Legal Basis	CI
G21	Administrative Structure Code	SO
G22	IMLS Public Library Definition	Y
G23	Geographic Code	CI1
G24	Did the legal service area boundaries for this administrative entity change during the past year?	No

Public Services Information P01-P26

P01	Population of the Legal Service Area	5,306
P02a	Registered Borrowers - Residents	3,426
P02b	Registered Borrowers - Reciprocal	30
P02c	Total Registered Borrowers	3,456
P03	Last Year Registered Borrower Records Were Purged	2008
P04	Library Visits	39,950
P05	Actual Tally/Sample	Sample
P06	Reference Transactions	18,500
P07	Actual Tally/Sample	Sample
P08	Stations	0

P09	Annual Public Internet Computer Sessions	13,520
P10	Actual Tally/Sample	Sample
P11	Annual Public Internet Computer Sessions Universe	P09 tallies other computer usage in addition to Internet
P12	ILL Provided to Other Libraries	7,088
P13	ILL Received from Other Libraries	3,365
Children's Services		
P15	Children's Circulation	17,473
P16	Children's Library Programs	36
P17	Children's Program Attendance	775
Young Adult Services		
P18	Young Adult Library Programs	1
P19	Young Adult Program Attendance	8
Adult Services		
P20	Adult Circulation	35,709
P21	Adult Library Programs	0
P22	Adult Program Attendance	0
P23	Other Circulation	144
P24	Total Circulation	53,326
P25	Total Programs	37
P26	Total Attendance	783

Public Service Hours H01-H06

H01aS	Monday	10am-8pm
H01bS	Tuesday	10am-5:30pm
H01cS	Wednesday	10 am -5:30pm
H01dS	Thursday	10am-6:30pm
H01eS	Friday	10am-5:30pm
H01fS	Saturday	10am-2pm
H01gS	Sunday	Closed
H02	Total Weekly Public Service Hours for This Outlet (regular)	45
H03	Total Annual Public Service Hours for This Outlet	2,134
H04S	Number of Weeks Library is Open	52
H05	Seasonal Dates	0
H06	Total Seasonal Weekly Public Service Hours for This Outlet	0

Facilities F01-F34

F01	Number of Central Libraries	1
F02	Number of Branch Libraries	0
F03	Number of Bookmobiles	0
F04	Supplementary Service Sites	
F05S	Outlet Type Code	CE
F06S	Metropolitan Status Code	NO
F07S	Facility Type	O
F08S	Square Feet	3588

F09S	Year Built	1911
F10S	Latest Year Remodeled	2001
F11S	Previous Years Remodeled	1942, 1981, 1985
F12	Staff Internet Terminals	3
F13	Public Internet Terminals	12
F14	Laptops for On-Site Public Use	0
F15S	Fiber Optic to Library Building	No
F16S	Category 6 Wiring in Library	No
F17S	Optimum Internet Download Speed for Public Computers	Greater than 10 Mbps
F18S	Typical Internet Download Speed for Public Computers	Greater than 10 Mbps
F19S	WiFi Available to Public	Yes
F20S	Meeting Room Available for Public Use	No
F21S	Non-Library Sponsored Meetings	0
F22S	Number of Interactive Television Rooms Available to Public	0
F23S	Building Capable of Public Video Streaming	No
Assistive Technology Equipment		
F24S - Braille Embosser (computer driven)		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F25S - Braille Notetaker		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F26S - Braillewriter (manual)		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F27S - Closed-Circuit TV		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F28S - Hardware/Software for Hard-Copy Large Print		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F29S - Magnifier		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F30S - Optical Character Reader (OCR)		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F31S - Page Turner		
a	Brand/Manufacturer	0

b	Quantity	0
c	Available for Loan	Not Applicable
F32S - Paperless Braille Display		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F33S - Screen-Enlarging Software		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable
F34S - Speech Input or Output		
a	Brand/Manufacturer	0
b	Quantity	0
c	Available for Loan	Not Applicable

Staff Information S01-S16

Full Time Equivalent

S01	Total ALA/MLS Librarians	0.00
S02	Total Librarians	1.74
S03	Total Other Staff	.30
S04	Total Paid Employees	2.04
S05	Total MN Certified Staff	0.00

After completing the staffing information, scroll to the Selected Salary Schedule section, which may not appear at this point on your monitor.

SELECTED SALARY SCHEDULE

(For items S06-S16, low cannot equal high. If no pay scale, put salary in high.)

Regional System Director

S06a Hourly Rate - Low

S06b Hourly Rate - High

Library Director

S07a Hourly Rate - Low \$15.18

S07b Hourly Rate - High \$19.71

Assistant Director

S08a Hourly Rate - Low \$14.37

S08b Hourly Rate - High \$18.46

Branch Manager

S09a Hourly Rate - Low

S09b Hourly Rate - High

Central Library Manager

S10a Hourly Rate - Low

S10b Hourly Rate - High

Department Head

S11a Hourly Rate - Low

S11b Hourly Rate - High

Other Librarian

S12a	Hourly Rate - Low	\$8.00
S12b	Hourly Rate - High	\$10.50

Technology/Computer Support

S13a	Hourly Rate - Low	
S13b	Hourly Rate - High	

Support Staff

S14a	Hourly Rate - Low	
S14b	Hourly Rate - High	

Secretary

S15a	Hourly Rate - Low	
S15b	Hourly Rate - High	

Shelver/Page

S16a	Hourly Rate - Low	\$7.25
S16b	Hourly Rate - High	\$7.25

Library Collection C01-C17

C01	Print Materials	28,582
C02	Audio Materials, Physical	1,275
C03	Video Materials, Physical	835
C04	Multi-format Materials	12
C05	Other Physical Materials	100
C06	Total Physical Materials	30,804
C07	Print Serial Subscriptions	97
C08	Electronic Books Licensed Locally	0
C09	Electronic Books Licensed Regionally	0
C10	Electronic Books Licensed Statewide	15,191
C11	Audio Materials, Downloadable Licensed Locally	0
C12	Audio Materials, Downloadable Licensed Regionally	0
C13	Video Materials, Downloadable Licensed Locally	0
C14	Video Materials Downloadable Licensed Regionally	0
C15	Databases Licensed Locally	0
C16	Databases Licensed Regionally	0
C17	Databases Licensed Statewide	45

Policies/Plans D01-D07

Indicate year of last revision or if none, write "None."

D01	Strategic Plan	2002
D02	Disaster Plan	2006
D03	Policy Manual	2002
D04	Records Retention Schedule	None
D05	Building Accessibility Plan	None
D06	Technology Plan	None
D07	Internet Acceptable Use Policy	2002

Outreach Services O01-O09

Indicate Yes or No if staff provided outreach services to the following:

O01	Adult Basic Education	No
O02	Adult Literacy Organization	No
O03	Child-Centered Organization	No
O04	Correctional Facilities	No
O05	Ethnic Groups	No
O06	Service to Homebound	Yes
O07	Schools	No
O08	Senior-Centered Organizations	No
O09	Other	No

Internal Groups I01-I33

I01	Do Any Library Staff Belong to a Union?	Yes
CONTACT INFORMATION - Foundation		
I02	Does This Library Have a Foundation?	Yes
I03	Foundation President's Name (For 2012)	KAREN KNIGGE
I04	Mailing Address	1773 Maple Park Circle
I05	2nd Mailing Address	
I06	City	WINDOM
I07	ZIP	56101
I08	ZIP Extension	
I09	Telephone	507-831-5163
I10	Day/Evening/Day-Evening	Day/Evening
CONTACT INFORMATION - Friends		
I11	Does This Library Have a Friends Group?	Yes
I12	Friends President's Name (For 2012)	Karen Knigge
I13	Mailing Address	Windom Friends of the Library
I14	2nd Mailing Address	904 4th Avenue
I15	City	Windom
I16	ZIP	56101
I17	ZIP Extension	1639
I18	Telephone	507-831-5163
I19	Day/Evening/Day-Evening	Day/Evening
LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2012		
The website will allow the person filing the report to create as many entries as necessary.		
I20	Trustee Name	Anita Winkel
I21	Board Position (Use correct 6 options)	Board Member
I22	Mailing Address	2087 Great Bend. Blvd.
I23	2nd Mailing Address	
I24	City	Windom
I25	ZIP	56101
I26	ZIP Extension	
I27	Telephone	507-831-5858
I28	Day/Evening/Day-Evening	Day/Evening
I29	Term of Office Completion Year (yyyy)	2014
I20	Trustee Name	Charles Reid
I21	Board Position (Use correct 6 options)	Board Member
I22	Mailing Address	Windom Library Board 782 Des Moines Drive

I23	2nd Mailing Address	
I24	City	Windom
I25	ZIP	56101
I26	ZIP Extension	
I27	Telephone	507-831-3896
I28	Day/Evening/Day-Evening	Day/Evening
I29	Term of Office Completion Year (yyyy)	2014
I20	Trustee Name	Jan Johnson
I21	Board Position (Use correct 6 options)	President
I22	Mailing Address	660 Redding Avenue
I23	2nd Mailing Address	
I24	City	Windom
I25	ZIP	56101
I26	ZIP Extension	1639
I27	Telephone	507-831-1905
I28	Day/Evening/Day-Evening	Evening
I29	Term of Office Completion Year (yyyy)	2012
I20	Trustee Name	John Duscher
I21	Board Position (Use correct 6 options)	Vice President
I22	Mailing Address	635 Plum Ave.
I23	2nd Mailing Address	
I24	City	Windom
I25	ZIP	56101
I26	ZIP Extension	
I27	Telephone	507-831-1142
I28	Day/Evening/Day-Evening	Evening
I29	Term of Office Completion Year (yyyy)	2013
I20	Trustee Name	Kathy Hiley
I21	Board Position (Use correct 6 options)	Secretary
I22	Mailing Address	870 18th Street
I23	2nd Mailing Address	
I24	City	Windom
I25	ZIP	56101
I26	ZIP Extension	
I27	Telephone	507-831-4109
I28	Day/Evening/Day-Evening	Evening
I29	Term of Office Completion Year (yyyy)	2013
I20	Trustee Name	Mary Erickson
I21	Board Position (Use correct 6 options)	Board Member
I22	Mailing Address	412 16th Street
I23	2nd Mailing Address	
I24	City	Windom
I25	ZIP	56101
I26	ZIP Extension	
I27	Telephone	507-831-3194
I28	Day/Evening/Day-Evening	Day/Evening
I29	Term of Office Completion Year (yyyy)	2013
I20	Trustee Name	Beth Fleming

I21.	Board Position (Use correct 6 options)	Board Member
I22	Mailing Address	1445 3rd Avenue
I23	2nd Mailing Address	
I24	City	Windom
I25	ZIP	56101
I26	ZIP Extension	
I27	Telephone	507-831-1969
I28	Day/Evening/Day-Evening	Day/Evening
I29	Term of Office Completion Year (yyyy)	2012
REPORT FILER - CONTACT INFORMATION		
I30	Name of Person Who Prepared the Report	Joan M. Hunter
I31	Phone	507-831-6131
I32	E-mail	jhunter@plumcreeklibrary.net
I33	Fax	000-000-0000

Revenue R01-R75

Whole Dollars Only

Operating - Local - CITY

R01	City Direct	\$150,505
R02	City Indirect	\$0
R03	City Total	\$150,505

Operating - Local - COUNTY

R04	County Direct	\$10,874
R05	County Indirect	\$0
R06	County Total	\$10,874

Operating - Local - OTHER LOCAL TAX

R07	Other Local Tax Direct	\$0
R08	Other Local Tax Indirect	\$0
R09	Other Local Tax Total	\$0

Operating - Local - TOTAL

R10	Local Total	\$161,379
-----	-------------	-----------

Operating - State

R11	State Library Services	\$0
R12	Legacy Funding	\$0
R13	State Other	\$0
R14	State Total	\$0

Operating - Federal

R15	LSTA Projects	\$0
R16	Federal Direct	\$0
R17	Federal Indirect	\$0
R18	Federal Total	\$0

Operating - Other - REGIONAL SYSTEM

R19	Regional System Direct	\$0
R20	Regional System Indirect	\$0
R21	Regional Total	\$0

Operating - Other - MULTICOUNTY, MULTITYPE

R22	Multicounty, Multitype Direct	\$0
-----	-------------------------------	-----

R23	Multicounty, Multitype Indirect	\$0
R24	Multicounty, Multitype Total	\$0
Operating - Other		
R25	Other Direct	\$13,292
R26	Other Indirect	
R27	Other Total	\$13,292
R28	All Other Total	\$13,292
Operating - TOTAL		
R29	Total of all Direct and Indirect	\$174,671
Capital - Local - CITY		
R30	City Direct	\$1,200
R31	City Indirect	\$0
R32	City Total	\$1,200
Capital - Local - COUNTY		
R33	County Direct	\$0
R34	County Indirect	\$0
R35	County Total	\$0
Capital - Local - OTHER LOCAL TAX		
R36	Other Local Tax Direct	\$0
R37	Other Local Tax Indirect	\$0
R38	Other Local Tax Total	\$0
Capital - Local - TOTAL		
R39	Local Total	\$1,200
Capital - State		
R40	State Library Services	\$0
R41	State Other	\$0
R42	State Total	\$0
Capital - Federal		
R43	LSTA Projects	\$0
R44	Other Federal Direct	\$0
R45	Other Federal Indirect	\$0
R46	Federal Total	\$0
Capital - Other - REGIONAL SYSTEM		
R47	Regional System Direct	\$0
R48	Regional System Indirect	\$0
R49	Regional Total	\$0
Capital - Other - MULTICOUNTY, MULTITYPE		
R50	Multicounty, Multitype Direct	\$0
R51	Multicounty, Multitype Indirect	\$0
R52	Multicounty, Multitype Total	\$0
Capital - Other		
R53	Other Direct	\$0
R54	Other Indirect	\$21,548
R55	Other Total	\$21,548
R56	All Other Total	\$21,548
Capital - Total		
R57	Total of all Direct and Indirect	\$22,748
REVENUE - IN KIND		

R58	City In-Kind	\$0
R59	County In-Kind	\$0
R60	Other Local In-Kind	\$0
R61	Total Local In-Kind	\$0
R62	Other In-Kind Total	\$0
R63	Total In-Kind	\$0

CAPITAL - IN KIND

R64	City In-Kind	\$0
R65	County In-Kind	\$0
R66	Other Local In-Kind	\$0
R67	Total Local In-Kind	\$0
R68	Other In-Kind Total	\$0
R69	Total In-Kind	\$0

PHILANTHROPIC REVENUE SOURCES

Note: The Internet data collection site will create as many entries for this question as necessary.

R70	Applicant Name
R71	Funding Source's Name
R72	Funding Source's City
R73	Funding Source's State
R74	Amount
R75	Purpose

Expenditures E01-E19

Whole Dollars Only

PERSONNEL

E01	Salaries & Wages	\$80,345
E02	Employee Benefits	\$11,898
E03	Total Personnel Costs	\$92,243

COLLECTION EXPENDITURES

E04	Print Materials	\$31,015
E05	Audio and Video Materials Physical	\$5,050
E06	Other Physical Materials	\$0
E07	Electronic Books	\$0
E08	Databases	\$0
E09	Other Electronic Materials	\$0
E10	Collection Total	\$36,065

OTHER

E11	All Other Expenditures	\$41,914
E12	Total Operating Expenditures	\$170,222
E13	Expenditures equal or are less than Income? If No, provide explanation in state notes	No

IN-KIND

E14	Personnel	
E15	Collection	
E16	Other Operating Expenditures	
E17	Total In-Kind Operating Expenditures	\$0

CAPITAL EXPENDITURES

E18	Capital	\$22,698
E19	In-Kind Capital	\$0

Referendums on Capital Spending V1-V5

V1	Authorizing Jurisdiction	
V2	Issue(s)	
V3	For	
V4	Against	
V5	Total	0

RESOLUTION #2012-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

CITY OF WINDOM

**RESOLUTION ESTABLISHING
RATES, CHARGES AND FEES FOR
TELECOMMUNICATIONS ENTERPRISE FUND**

WHEREAS, City Code Section 3.02 authorizes the City Council to establish rates and charges for municipal utilities (including, but not limited to, services, permit fees, connection and meter reading and checking fees, disconnection fees, reconnection fees including penalties for non-payment); and

WHEREAS, the City Council periodically establishes rates and fees for municipal utilities; and

WHEREAS, the Windom Telecommunication Commission recommends to the Windom City Council to change the monthly rate for Telecommunications services; and

WHEREAS, it is in the best interests of the City of Windom and its citizens to operate the city enterprise funds in a cost-effective manner; and

WHEREAS, the Telecommunication Commission recommended and the City Council adopted Resolution # 2012-15 changing the monthly cable TV package rates as follows: Basic \$28.50 and Expanded Basic \$52.90; and

WHEREAS, it was also the intention of the Telecommunication Commission that the rates for the Digital Basic TV package and all combined phone, internet and TV packages be changed to reflect the increases in the Basic and Expanded Basic TV rates.

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

Change the monthly cable TV package rates, effective April 1, 2012, as follows:

Digital Basic \$ 75.60

Change the monthly combined phone, internet and cable TV package rates, effective April 1, 2012, as follows:

Basic \$ 64.90
Simply Basic Triple \$ 63.75
Expanded Basic \$100.90
Ultimate \$146.90

Adopted this 3rd day of April, 2012.

Kirby G. Kruse, Mayor

ATTEST:

Steven Nasby, City Administrator

RESOLUTION #2012-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM FONTANELLE
OFFERING COMMUNITIES UNDERSTANDING SUPPORT PROGRAM
FOR THE WINDOM FIRE DEPARTMENT**

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 from Fontanelle Offering Communities Understanding Support (F.O.C.U.S.) in the amount of \$2,500.00 for the Windom Fire Department; and

WHEREAS, the donation requires that the funds be used for the purchase of SCBA masks or fire helmets for the Windom Firefighters.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$2,500.00 offered by Fontanelle Offering Communities Understanding Support for use by the Windom Fire Department for the purchase of SCBA masks or fire helmets for the Windom Firefighters.

Adopted by the Council this 3rd day of April, 2012.

Attest: _____
 Steven Nasby, City Administrator

Kirby G. Kruse, Mayor

RESOLUTION #2012-

Introduced:

Seconded:

Voted: Aye:

Nay:

Absent:

RESOLUTION REESTABLISHING UNCHANGED PRECINCTS FOR WARD I & WARD II AND DESIGNATION OF POLLING PLACE

WHEREAS, for election purposes, the territory which comprises the City of Windom was divided into two wards and four precincts; and

WHEREAS, following state legislative redistricting, the boundaries of these wards and precincts remain unchanged; and

WHEREAS, the Windom Community Center has been designated the polling place for all City of Windom precincts.

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

In accordance with Minnesota Statutes 204B.14, Subdivision 3(c), and 204B.16, the Windom City Council hereby reestablishes the following:

- 1. The existing boundaries of Ward I, Precincts I & II, and Ward II, Precincts I & II, remain unchanged.**
- 2. The Windom Community Center remains the designated polling place for all City of Windom precincts.**

Adopted this 3rd day of April, 2012.

Kirby G. Kruse, Mayor

Attest:

Steven Nasby, City Administrator

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: Personnel Committee
DATE: March 30, 2012
RE: Personnel Committee Recommendations

The Personnel Committee met on March 29, 2012 to discuss several items. Recommendations from the committee are as follows:

Retirement of Assistant City Administrator

Brigitte Olson, Assistant City Administrator, is retiring after 38 years of service with the City of Windom. Her last day with the City will be June 29. She will have a formal resignation letter ready for the April 3 City Council meeting and the Council can act to accept it at that time.

Create Position of Finance Director\Controllor

Due to the retirement of the Assistant City Administrator there is an opportunity to reexamine duties, functions and needs of the organization. Both the Personnel Committee and City Administrator are recommending that the position of Finance Director\Controllor be created and added to the organizational chart. Creation of subordinate officers is permitted by the City Charter upon approval by the City Council. A proposed job description is attached. This position would be placed at Grade 21, which is the same grade as many of the department heads. Attached are a proposed job description for Windom's Finance Director\Controllor along with several job descriptions from other communities.

The Personnel Committee recommends that the new position of Finance Director\Controllor position be advertised and filled as soon as possible as a replacement of the out-going Assistant City Administrator and allow for side-by-side training.

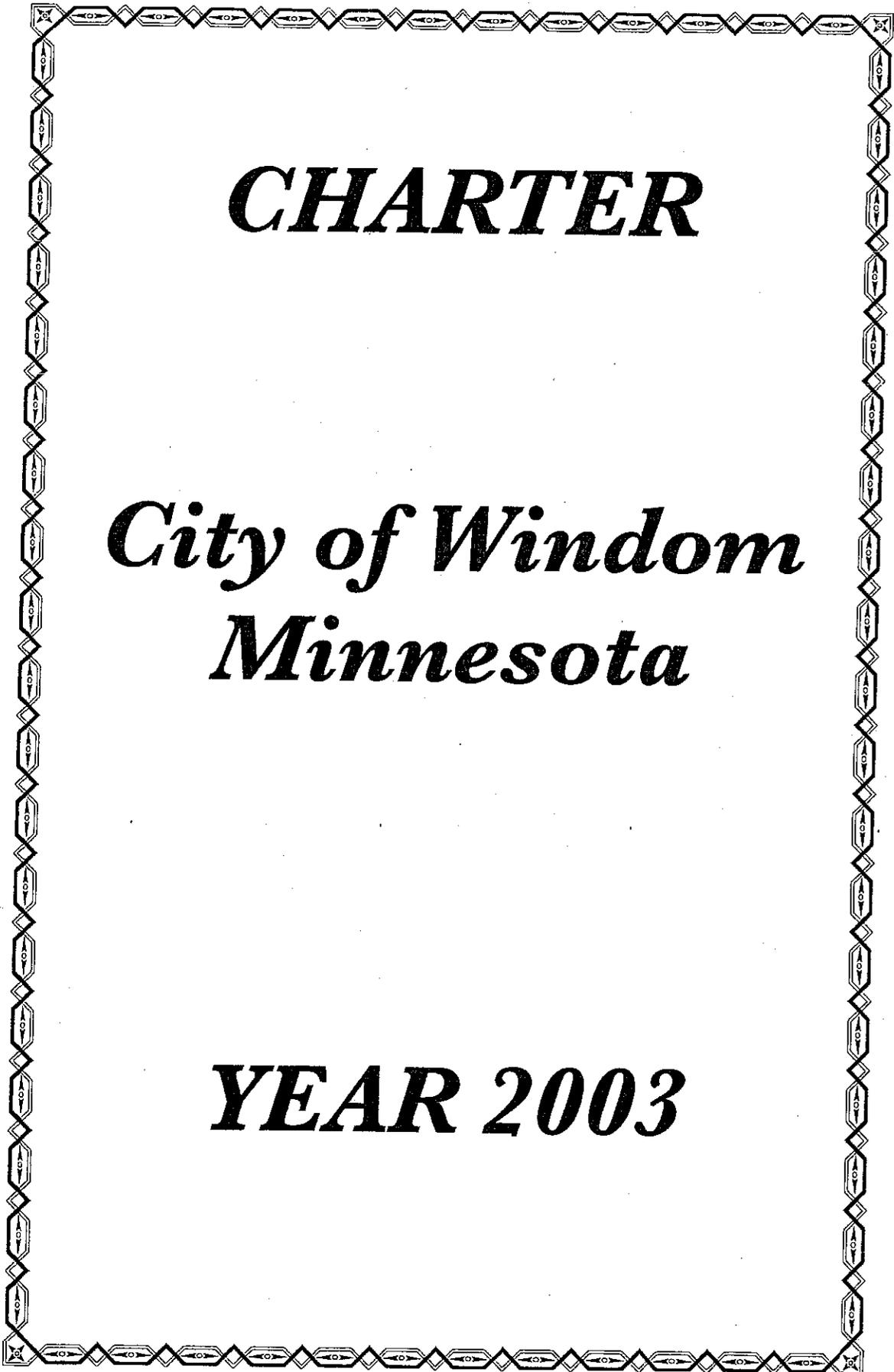
Combination of City Administrator\Assistant City Administrator Position

The City Charter states that there shall be a "Deputy City Administrator", but it also allows the combination of duties upon the approval of the City Council. **The Personnel Committee is recommending that the positions of City Administrator and Assistant or "Deputy" City Administrator be combined.** No additional compensation would be provided.

The position of Assistant City Administrator will remain in the City's organizational chart as it is specified by City Charter (see attached) and to allow for future staffing options.

Seasonal/Part-time Help Pay Scale

In May 2010 the City Council approved a pay scale for seasonal and non-union part-time employees. **The Personnel Committee is recommending that the scale be adjusted** to allow for a higher starting wage, but maintain the same cost cap. Attached is the revised wage scale.



CHARTER

***City of Windom
Minnesota***

YEAR 2003

Sec. 2.06, THE MAYOR, POWERS AND DUTIES: The mayor shall be the presiding officer of the council; except that the council member elected at large shall serve as president in the mayor's absence, and as acting mayor in case of the mayor's disability preventing performance of duties or in the case of the mayor's absence from the City. The mayor shall be the chief executive officer of the city and shall have command and control of its police force. The mayor shall exercise all powers and perform all duties conferred and imposed upon that office by this charter, the ordinances of the City and the constitution and statutes of the State of Minnesota.

In the event of a vacancy in the office of mayor, whether by death, resignation or any other cause, the council forthwith shall order a special election to fill the vacancy for the unexpired term; provided that if such vacancy occurs less than six (6) months from the expiration of the term of said mayor, then no special election shall be held; but the duties of said mayor shall rest upon and be discharged by the council member elected at large serving as president pro tempore of said council as full and to all intents and purposes as if said president pro tempore were the duly elected and qualified mayor.

If a vacancy exists in the office of mayor and council member at large, then the remaining council members shall elect from themselves a chair to conduct the meeting and said person shall retain their voting rights.

Sec. 2.07, VETO POWER: Every ordinance or resolution of the council before it takes effect, shall be presented to the mayor for approval. If the mayor shall approve it, the mayor shall sign the same; but if the mayor disapproves it, it shall be returned to the council with the mayor's objections thereto, by depositing the same with the Administrator, to be presented to the council at its next regular meeting, or at a special meeting called for that purpose. Upon the return of any ordinance or resolution by the mayor, the vote by which the same was passed shall be deemed to have been reconsidered, and the question shall be put again upon the passage of same, notwithstanding the objection of the mayor; and if, upon such submission, the council shall pass the same by a four-fifths (4/5) vote of the council, it shall have the same effect as if approved by the mayor. If an ordinance or resolution shall not be deposited with the Administrator by the mayor within ten (10) days after it shall be presented to the mayor, the same shall have the same effect as if approved by the mayor.



Sec. 2.08, CITY ADMINISTRATOR, DEPUTY CITY ADMINISTRATOR, POWERS AND DUTIES: The City Administrator shall be the official 'city clerk' and 'city treasurer' for the City of Windom and shall be deemed as such when referenced in state laws. The City Administrator shall have the care and custody of the corporate seal of the City and of all papers, instruments, files, and records of the City. The City Administrator shall prepare and sign all orders and warrants and keep such records and accounts as shall be required by this Charter or by City Council. The City Administrator shall keep in permanent form minutes of all council meetings. The City Administrator shall also have the powers, rights and privileges granted by the City Council or by state law except as otherwise provided and shall perform all of the duties thereby imposed or granted.

All monies received and held by the City Administrator shall be turned over to a depository officially designated by the Council.

Sec. 3.09, REVISION AND CODIFICATION OF ORDINANCES: The City may revise, rearrange and codify its ordinances with such additions and deletions as may be deemed necessary. The ordinance code may be published in book, pamphlet or continuously revised loose leaf form, and copies shall be made available by the council at the Office of the City Administrator for general distribution to the public free or for a reasonable charge. Publication in such a code shall be a sufficient publication of any ordinance provision not previously published if a notice that copies of the codification are available at the Office of the City Administrator and is published in the official newspaper for at least two (2) successive weeks.

CHAPTER IV Elections

Sec. 4.01, REGULAR MUNICIPAL ELECTION: A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even numbered year, commencing in the year 1984, at such place or places as the city council may designate. The City Administrator shall give at least two weeks published notice of the time and place of holding such election and of the officers to be elected, but the failure to give such notice shall not invalidate the election. The present officers of the City shall continue in their respective offices and functions and shall continue to govern the City in the usual manner until the officers provided for in this charter are elected and qualified.

Sec. 4.02, SPECIAL ELECTIONS: The council may by resolution order a special election and provide all means for holding it. The Administrator shall give at least two (2) weeks published notice of a special election. The procedure at such election shall conform as nearly as possible to that prescribed for other city elections.

Sec. 4.03, FILING FOR OFFICE: No earlier than 75 days or later than 45 days before the municipal election, any voter of the City qualified under the State constitution for elective office may, by filing an affidavit and paying a filing fee of \$5.00 to the City Administrator, have his/her name placed on the municipal primary ballot; or, if there is no primary election, on the municipal election ballot.

Sec. 4.04, PROCEDURES AT ELECTIONS: Subject to this charter and applicable of State laws, the council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this charter and supplementary ordinances, general State laws on elections shall apply to municipal elections.

CHAPTER V Administration of City Affairs - Departments

Sec. 5.01, SUBORDINATE OFFICERS: There shall be a City Administrator, a Deputy City Administrator, a City Attorney, a City Engineer, a Street Superintendent and other subordinate officers as are designated in this charter or as the council may create, each of whom shall be appointed by the mayor and whose appointment shall be confirmed by the council and shall perform such duties as are required of them by the council. The duties of the various officers may be altered or combined as the council may see fit.

Sec. 5.02, DEPARTMENTS: The City of Windom shall have the following departments: Fire, Planning, Police, and Utilities; and the Council may create, in addition, such other departments, boards, commissions or bureaus for the administration of the City's affairs as may seem necessary. The Council from time to time may define, alter or combine the powers and organization of departments, boards, commissions or bureaus.

CITY OF WINDOM
PROPOSED -- POSITION DESCRIPTION

Position Title: Finance Director/Controller
Department: City Office\Administration
Supervised By: City Administrator
Pay Grade: 21

Primary Objective of Position:

Administration of all financial, accounting, budgeting, and risk management for the City to assure completeness, accuracy, and timeliness of financial and management data.

Plan, manage and direct all City financial functions to accurately account for financial transactions and funds as well as oversight of utility billing. Manage financial assets to achieve optimal return and protection, and provide financial planning, analysis and management. Responsible for managing all finance and accounting functions, and assisting the City Administration and City Council on financial matters.

Supervise operations of City office and City Hall staff.

Administer and coordinate benefit plans for City employees.

Duties and Responsibilities:

Performs all tasks associated with month-end reporting: reconciles bank accounts/cash balances with statement/ledger, prepares accounting data for entry into system; runs reports for Council, City Administrator and Department heads. Maintains and updates Chart of Financial Accounts.

Coordinate and prepare records to assist the auditor with the workers' compensation audit. Allocate costs for workers' compensation and general liability insurance. Assist in developing and maintaining comprehensive insurance programs for the City to assure adequate and effective coverage.

Work with City staff to coordinate and review the City's Comprehensive Annual Financial Report. Insure required State report and information for publication of the CAFR. Coordinate and prepare audit work papers, schedules and reports, including confirmation letters. Prepare necessary accrual and adjusting entries in the preparation of year-end closing.

Manage the investment of City's funds and the cash needed for its operation. Reports status of city treasury to city council through regular reports.

Assist with the planning, preparation and management of the City's debt portfolio.

Monitor and develop internal control procedures.

Performs various tasks associated with the payroll function. Review and approve employee time sheets (City office), work with existing staff to processes bi-weekly payroll and preparation of monthly and quarterly payroll tax reports. Close out the payroll system monthly, quarterly and at year-end. Print and distribute W-2's. Monitors various state and federal regulations regarding enforcement and changes in PERA and FICA requirements.

Monitors and implements accounting, budgeting, utility billing and payroll software upgrades and changes.

Manage accounts payable function: process invoices received; researches questions by contacting vendors; and sends payments for Council approved claims.

Primarily responsible for the preparation of the City's annual budget in conjunction with the City Administrator and Department Heads. Assist in the planning and implementation of the five-year Capital Improvement Plan. Work with staff to complete County and State budget/levy requirement reporting and publication.

Prepare cost allocations for municipal operations and enterprise funds.

Review projected General Fund, Enterprise Fund and Special Revenue Fund income and expenses to assure required City income will be attained.

Reconcile and verify tax settlement, e-payments and other payments received. Allocate city receipts to appropriate funds.

Prepares and submits various state and federal reports including SAC, state surcharge, fuel tax, excise taxes, 911 filings and sales and use tax returns as needed.

Attends and participate in City Council and/or Board and Commission Meetings as needed. All other duties as may be reasonably assigned.

This job description is a representation of the typical duties of the position, but is not an exclusive list of tasks, duties and requirements.

Knowledge and Skill Required:

Ability to critically and thoroughly analyze fiscal issues and develop sound recommendations that can be communicated in a direct and understandable manner.

Knowledge of basic accounting principles and practices, and ability to understand and apply general accounting principles to municipal accounting.

Must have a strong understanding of municipal financial processes, practices, and laws including GASB.

Ability to make independent decisions, based on established rules and procedures.

Ability to establish and maintain open communications and trust for an effective working relationship with City officials, general public, and other employees.

Minimum Training, Experience and Education:

Bachelor's Degree in Accounting\Finance or closely related field from accredited college. Preference for master's degree or C.P.A.

Three years of progressively responsible experience in a municipal finance position or equal private sector position.

Knowledge of standard computer operation and software (e.g. Microsoft Office). Ability to learn and operate accounting\finance software used by the City.

Approved By:

City Council

Date

**POSITION DESCRIPTION
CITY OF REDWOOD FALLS**

POSITION INFORMATION:

TITLE: Finance Director
SUPERVISOR: City Administrator
DEPARTMENT: Finance
LOCATION: City Hall
DATE: November, 2007

SUMMARY OF POSITION:

Serves as the City's chief financial officer and is responsible for planning, directing and administering all financial activities for the City. Duties include but are not limited to; management of all accounting functions, budgeting, investments, audit coordination, project management and providing assistance to the City Administrator and City Council on financial planning and related matters. Responsible for management of finance, information technology, purchasing and assessing functions. Serves as part of the overall senior management team to ensure effective integration of departmental functions and overall City operations.

STATEMENT OF TASKS:

1. Maintain, evaluate and improve as necessary, an accounting system in accordance with the City's needs and all applicable regulations. Establishes and maintains a proper system of accounting practices, fiscal and internal controls. Supervise all postings to general ledger including but not limited to; payroll, accounts payable, accounts receivable, inventory, cash collections, utility billing, special assessment rolls and fixed asset functions.
2. Provide direction for the City's information system functions including development and maintenance of operating policies and procedures, coordination of interdepartmental requirements, development of system and application improvements and continued evaluation of the function to insure efficiency, preservation of data recovery and integrity of internal controls.
3. Prepare annual budget for presentation to the City Administrator and City Council. Prepare presentation for any required public budget and/or tax hearings. Analyze rate changes for utilities and general services as required. Submit complete financial report to State and various other agencies as required.
4. Coordinate annual audit process and prepare or supervise preparation of all required reporting and analysis. Inform senior management team of required corrective action as determined during audit

processes. Submit complete financial report to State Auditor's Office and various other agencies as required.

5. Prepare short and long-term investment strategies; manage investment portfolio; maintain existing relationships with financial institutions and establish new relationships. Design and supervise a system of investments that assures all idle cash is invested in a manner to protect investment principal and maximize investment yields.
6. Maintain a system of financial control and debt management to protect the financial condition of the City and its various operations. Assist financial advisor and bond counsel on new debt issuances. Insure that all debt issuances are adequately funded by tax levies, special assessments or other sources of revenue.
7. Coordinate with outside bond counsel on tax increment and bonding issuances for development projects and other long-term financial planning issues. Manage tax increment finance projects including required reporting.
8. Administer various grant programs from the State and Federal government including filing of required reports to access funds and close-out grants.
9. Manage and supervise assigned operations to achieve goals within available resources; plan and organize workload and staff assignments, train, develop, motivate and evaluate assigned staff, review progress and direct change as needed.
10. Supervise and/or prepare various reports including but not limited to; budget and special reports and analysis to City Administrator, City Council and department supervisors as required. Prepare miscellaneous reports and surveys to various State and Federal agencies or outside organizations or agencies. Perform research, conduct analysis, determine scope, prepare reports and make recommendations on special issues as necessary.
- 11 Any other duties as may be assigned.

QUALIFICATIONS:

Bachelor's Degree in public financing or accounting. Prefer Masters' Degree or C.P.A. Minimum two years of responsible, progressive financial accounting or public finance management experience including supervisory responsibility. Demonstrated ability in all municipal financing and proper accounting procedures. Demonstrated ability to effectively communicate verbally and in written form. Demonstrated ability as an effective supervisor.

REQUIRMENTS:

This position requires spending time standing, walking and sitting.

Weight of objects to be lifted, pushed, pulled or carried may sometimes include objects weighing up to 25 pounds or more.

Stooping, kneeling, crouching and twisting are sometimes required. Bending, reaching and handling are sometimes required. Simultaneous and often repetitive use of the hand, wrist and fingers is required.

Audio, visual and verbal functions are essential to performing this position.

Person must be capable of comprehending and receiving and giving instructions through verbal and written means.

This position requires the use of a personal vehicle or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicles safely and must possess an appropriate, valid Minnesota Driver's License.

PAY GRADE: 12

For informational purposes only; does not constitute a contract.

**CITY OF FERGUS FALLS
POSITION DESCRIPTION**

POSITION TITLE: Finance Director
DEPARTMENT: Finance
ACCOUNTABLE TO: City Administrator

PRIMARY OBJECTIVE OF POSITION

PERFORMS a variety of complex supervisory, professional and administrative work in coordinating and directing the financial activities for the City.

SUPERVISION RECEIVED

WORKS UNDER the direct supervision of the City Administrator.

SUPERVISION EXERCISED

EXERCISES supervisory authority over all finance personnel, the Liquor Store Manager and the Information Systems Manager.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

COORDINATES implementation of the investment policy and makes recommendations consistent with the guidelines established by the Investment Review Committee.

PROVIDES monthly updates and quarterly reports of investment performance.

COORDINATES City investments within the guidelines established by the Investment Committee regarding safety of capital, investment parameters, return on investment and diversification and consistent with all laws, rules and regulations.

PROVIDES quarterly summaries of financial data to City Councils, City Administrator and Department Heads.

COORDINATES City-wide budgeting process based on an evaluation of present and future trends in cooperation with department heads and the City Administrator, and within the guidelines established by the City Administrator.

ESTABLISHES and directs financial plans, controls and systems.

COORDINATES, supervises and prepares the Comprehensive Annual Financial Report; provides for independent annual audit including closing and analysis of all City funds in preparation of the audit.

COORDINATES use of financing tools including the structure and sale of bonds, contracts, interfund loans, capital leases, etc.; coordinate rating process with rating agencies.

ESTABLISH AND MAINTAIN INTERNAL CONTROLS FOR CASH, INVESTMENTS AND FIXED ASSETS.

PERFORMS FINANCIAL ACCOUNTING ACTIVITIES INCLUDING FUND ANALYSIS FOR FUTURE PLANNING AND DESIRED RESULTS.

DEFINE AND ADMINISTER PROPOSALS, AGREEMENTS, CONTRACTS AND LEASES; MONITOR ADHERENCE TO TERMS.

MAINTAINS HARMONY AMONG WORKERS AND RESOLVES GRIEVANCES; PERFORMS OR ASSISTS SUBORDINATES IN PERFORMING DUTIES; ADJUSTS ERRORS AND COMPLAINTS.

OVERSEES ACCOUNTS PAYABLE PROCESSING, SPECIAL ASSESSMENTS, UTILITY AND OTHER BILLINGS.

PROVIDES REPORTS, STUDIES AND RECOMMENDATIONS THAT ARE WELL DEVELOPED AND CONCISE. APPROPRIATELY FOLLOWS UP ON COUNCIL'S AND ADMINISTRATOR'S ACTIONS AND CONCERNS. COUNCIL, ADMINISTRATOR AND DEPARTMENT HEADS ARE KEPT WELL INFORMED ON MAJOR ISSUES AND PROBLEMS WITH ALTERNATIVE SOLUTIONS RECOMMENDED.

PROVIDES PROFESSIONAL ADVICE TO COUNCIL, DEPARTMENT HEADS, AND SUPERVISORS; MAKES PRESENTATIONS TO SUPERVISORS, BOARDS, COMMISSIONS, CIVIC GROUPS AND THE GENERAL PUBLIC.

MANAGES AND SUPERVISES ASSIGNED OPERATIONS TO ACHIEVE GOALS WITHIN AVAILABLE RESOURCES; PLANS AND ORGANIZES WORKLOADS AND STAFF ASSIGNMENTS; TRAINS, MOTIVATES AND EVALUATES ASSIGNED STAFF; REVIEWS PROGRESS AND DIRECTS CHANGES AS NEEDED.

OTHER RESPONSIBILITIES

SERVES AS A MEMBER OF VARIOUS EMPLOYEE COMMITTEES.

PERFORMS OTHER DUTIES AND ASSUMES ADDITIONAL RESPONSIBILITIES AS DIRECTED BY THE CITY ADMINISTRATOR TO ENSURE EFFICIENT DEPARTMENT OPERATIONS.

DESIRED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- (A) **GRADUATION FROM A FOUR-YEAR COLLEGE OR UNIVERSITY WITH A DEGREE IN ACCOUNTING, FINANCE, BUSINESS ADMINISTRATION OR A CLOSELY RELATED FIELD.**
- (B) **FIVE (5) YEARS OF PROGRESSIVELY RESPONSIBLE MUNICIPAL FINANCE WORK WITH AT LEAST ONE (1) YEAR OF SUPERVISORY EXPERIENCE.**
- (C) **ANY EQUIVALENT COMBINATION OF EDUCATION AND RELEVANT WORK EXPERIENCE.**

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) **CONSIDERABLE KNOWLEDGE OF MODERN GOVERNMENTAL ACCOUNTING THEORY, PRINCIPLES AND PRACTICES; CONSIDERABLE KNOWLEDGE OF INTERNAL CONTROL PROCEDURES AND MANAGEMENT INFORMATION SYSTEMS; KNOWLEDGE OF FINANCIAL HANDLING AND INVESTMENT PRINCIPLES AND**

PRACTICES; CONSIDERABLE KNOWLEDGE OF ACCOUNTING RECORDING SYSTEMS; CONSIDERABLE KNOWLEDGE OF OFFICE AUTOMATION AND COMPUTERIZED FINANCIAL APPLICATIONS; CONSIDERABLE KNOWLEDGE OF BUDGETARY, ACCOUNTING AND REPORTING SYSTEMS, GAAFR, GAAP and GASB.

- (B) SKILL IN OPERATING LISTED TOOLS AND EQUIPMENT.
- (C) ABILITY TO PREPARE AND ANALYZE COMPLEX FINANCIAL REPORTS; ABILITY TO MAKE INDEPENDENT AND SOUND DECISIONS; ABILITY TO MAINTAIN EFFICIENT AND EFFECTIVE FINANCIAL SYSTEMS AND PROCEDURES; ABILITY TO EFFECTIVELY SUPERVISE STAFF; ABILITY TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH EMPLOYEES, CITY OFFICIALS AND THE GENERAL PUBLIC; ABILITY TO COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING; ABILITY TO GUIDE, DIRECT AND MOTIVATE EMPLOYEES.

SPECIAL REQUIREMENTS

- (A) Must possess a valid drivers license.

TOOLS AND EQUIPMENT USED

Requires use of personal computer, calculator telephone, fax machine, motor vehicle and copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

THE PHYSICAL DEMANDS AND WORK ENVIRONMENT DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

WHILE PERFORMING THE DUTIES OF THIS JOB, THE EMPLOYEE IS FREQUENTLY REQUIRED TO SIT AND TALK OR HEAR; USE HANDS AND FINGERS TO HANDLE, FEEL OR OPERATE OBJECTS, TOOLS OR CONTROLS; AND REACH WITH HANDS AND ARMS.

SPECIFIC VISION ABILITIES REQUIRED BY THIS JOB INCLUDE CLOSE VISION AND THE ABILITY TO ADJUST FOCUS. THE NOISE LEVEL IN THE ENVIRONMENT IS USUALLY QUIET.

SELECTION GUIDELINES

FORMAL APPLICATION, RATING OF EDUCATION AND EXPERIENCE; ORAL INTERVIEW AND REFERENCE CHECK; JOB RELATED TESTS MAY BE REQUIRED.

THE DUTIES LISTED ABOVE ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED OR A LOGICAL ASSIGNMENT TO THE POSITION.

THE JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND THE REQUIREMENTS OF THE JOB CHANGE.

Title of Class: Clearwater Finance Director
Department: Finances
Supervisor: City Administrator
Adopted by the City Council: June 17, 2010

General Definition of Work

General Statement of Duties: Performs difficult professional work managing and directing all city financial operations and activities including budget development and administration, long-range financial planning, financial reporting, and related work as required. Work is performed under the general direction of the City Administrator and Council. Departmental supervision may be exercised over accounting staff.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if they work is similar, related or a logical assignment to the position.

- Plans, organizes and directs the financial operations of the City of Clearwater
- Manages development, preparation and administration of the City-wide budgets in consultation with the City Administrator and City Council; conducts ongoing budget review to ensure departmental functions adhere to established budgetary guidelines and implementation procedures.
- Coordinates and supervises various financial functions including financial accounting, budgeting, transaction processing, payroll, purchasing, receipting and financial reporting.
- Develops and monitors procedures and internal controls to safeguard City funds and assets.
- Develops, updates and monitors long-range capital planning; participates in the development of a five-year Capital Improvement Plan.
- Certifies levies and special assessments as required by the county and state.
- Process special assessment searches.
- Process accounts payable, utility receipts entries, and payroll.
- Directs and prepares for the annual external audit of the City's fiscal records; reviews the annual financial reports prepared by the external auditors. The finance director has the option to prepare the annual financial reports.
- Develops, implements and updates financial policies and procedures.
- Monitors the cash flow of all City funds.
- Obtains, reviews and maintains a list of municipal assets and inventory for all departments.
- Prepares various financial reports such as cash flow reports, balance sheet audits, budget to actual reports, accounts payable reports and accounts receivables reports. City Council presentations may be expected.
- Monitors statistical studies that analyze past and current organizational financial performance and recommends adjustments to various municipal fees and service charges as appropriate in compliance with MN State Statutes.
- Administers bond funds.
- Maintains official City financial records.
- Supervises the collection of license fees as authorized by law.
- Monitor and implement the need for new reporting requirements as required by the MN Office of the State Auditor, MN State Statutes, Governmental Accounting Standards, federal laws and regulations, and other authorities as necessary.

- Implement and maintain TIF records and reporting requirements.
- Recommends and assists in hiring future accounting staff.
- Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of laws and administrative policies governing municipal finance and accounting practices and procedures; thorough knowledge of the principles and practices of government finance; ability to manage the work of other staff and consultants; ability to prepare complex financial reports; ability to evaluate the effectiveness of the City's financial operations and recommend appropriate courses of action; ability to establish and maintain effective working relationships with City Officials, associates and the general public.

Education and Experience

Bachelor's degree with coursework in finance, accounting, public administration, business, or related field with 2+ years of increasingly responsible professional experience in accounting or public financing. May substitute municipal finance experience for degree, a minimum of 5 years experience in the public sector if no Bachelor's degree. Must be able to attend evening meetings as required. Must have knowledge in standard computer and accounting software. Preferred knowledge in the use of Microsoft Excel, Word, Outlook, PowerPoint software and the Banyon Data Systems Software.

Salary Range: \$45,000-\$50,000

FINANCE DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

FLSA Status: Exempt
Department: Finance
Date: 8/02

POSITION SUMMARY

Serves as Chief Financial Officer for the City, and is responsible for all items of a financial nature.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently under the guidance and direction of the City Administrator.

Supervises Finance Department staff.

ESSENTIAL FUNCTIONS

1. Provides the overall administration and management direction for the daily financial affairs of the City.
2. Oversees, designs and manages systems for bill payment, deposit of monies, utility billing, payroll, fixed assets and selection of the City's banking services.
3. Ensures appropriate insurance coverage for all aspects of City operations.
4. Manages the preparation of the annual budget for the City.
5. Oversees the monthly, quarterly budget reports, and development of the three-year financial plan.
6. Oversees the preparation of the City's comprehensive annual financial report, ensuring the report is prepared in accordance with the Certificate of Conformance program sponsored by GFOA.
7. Provides for the investment of all City funds and oversees the administration of the City's debt.
8. Provides financial support, and knowledge, to other members of the City management team.
9. Provides support to the City Council as part of the staff management team.
10. Represents the City on various boards and to various state, metropolitan and county agencies.

11. Manages all aspects of the Finance Department, including, personnel, the budget, department quality and accuracy, public relations, continuing education, information transfer, safety and records management.

MARGINAL FUNCTIONS

1. Performs other duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Investment practices, municipal accounting practices, Minnesota statutes as they apply to municipal finance, bonding procedures and general financial policies.
Operations, services and activities of a comprehensive, municipal fiscal services program.
Principles, practices and methods of municipal finance and accounting as defined by GFOA.
Generally accepted accounting principles as defined by GASB.
Internal control principles and the ability to transfer that knowledge into policies and procedures.
Principles and practices of municipal budget preparation and administration.
Principles and procedures of financial reporting.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.
City personnel policies and procedures

Ability to:

Plan, organize, direct and coordinate the work of staff.
Supervise, train and evaluate staff.
Prepare clear and concise administrative and financial reports.
Prepare detailed financial analysis.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work to include City Council, Boards and Commissions.
Develop and administer short-term financial goals and objectives.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of eight years experience as a Finance Director or Assistant Finance Director in a municipal environment is required, which includes supervisory responsibilities.

Training:

Bachelor's Degree in a business or finance related field is required.
Master's Degree is desired.

License or Certification

Possession of, or ability to obtain an appropriate valid Minnesota Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; working closely with others.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for sitting for prolonged periods of time; general manual dexterity; adequate hearing, vision, and speech required; must be able to operate assigned equipment.

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POSITION DESCRIPTION

Position Title: Finance Director/Treasurer

Department: Administration

Accountable To: City Administrator

Pay Grade: 38

Primary Objective of Position:

Administration of all financial, accounting, budgeting, and risk management for the City to assure completeness, accuracy, and timeliness of financial and management data.

Plan and direct all City financial functions to accurately account for financial transactions and funds, manage financial assets to achieve optimal return and protection, and provide financial planning, analysis and management. Responsible for managing all finance and accounting functions, and assisting the City Administration and City Council on financial matters.

Duties and Responsibilities:

Coordinate and review the City's Comprehensive Annual Financial Report. Prepare required State report and information for publication of the CAFR. Coordinate and prepare audit work papers, schedules and reports, including confirmation letters. Prepare necessary accrual and adjusting entries in the preparation of year-end closing.

Manage the investment of City's funds and the cash needed for its operation. Reports status of city treasury to city council through regular reports.

Plan, prepare and manage the City's debt portfolio.

Monitor and develop internal control procedures.

Performs tasks associated with the payroll function. Verifies employee time sheets, processes bi-weekly payroll and prepares monthly and quarterly payroll tax reports. Close out the payroll system monthly, quarterly and at year-end. Print and distribute W-2's.

Monitors various state and federal regulations regarding enforcement and changes in PERA and FICA requirements.

Monitors and implements accounting and payroll software upgrades and changes.

Manage accounts payable function: process invoices received; researches questions by contacting vendors; and sends payments for Council approved claims.

Assist in the preparation of the City's annual budget. Monitor the five year Capital Improvement Plan. Prepare mandated County and State budget/levy requirement reporting. Prepare information for publication.

Prepare Police and Fire Contract cost allocation. Financially examine and recommend new contracts in conjunction with the Police and Fire Departments.

Review projected enterprise fund income and expenses to assure required City income will be attained.

Reconcile and verify tax settlement payments received. Allocate city receipts to appropriate funds.

Prepares and submits various state and federal reports including SAC, state surcharge, fuel tax, and sales and use tax returns.

Performs all tasks associated with month-end reporting: reconciles bank accounts/cash balances with statement/ledger, prepares accounting data for entry into system; runs reports for department heads and Council. Maintains and updates Chart of Financial Accounts.

Coordinate and prepare records to assist the auditor with the workers' compensation audit. Allocate costs for workers' compensation and general liability insurance. Assist in developing and maintaining comprehensive insurance programs for the City to assure adequate and effective coverage.

Attends and participates in City Council Meetings.

Knowledge and Skill Required:

Ability to critically and thoroughly analyze fiscal issues and develop sound recommendations that can be communicated in a direct and understandable manner.

Knowledge of basic accounting principles and practices, and ability to understand and apply general accounting principles to municipal accounting.

Must have a strong understanding of municipal financial processes, practices, and laws.

Ability to make independent decisions, based on established rules and procedures.

Ability to establish and maintain an effective working relationship with City officials, general public, and other employees.

Minimum Training, Experience and Education:

Bachelor's Degree in Accounting or related field from accredited college.

Taken and passed the CPA exam.

Three years of progressively responsible experience in a municipal finance position.

REVIEWED BY:

Employee

Date

City Administrator

Date

April 3, 2012
Part-time, Non-union & Non-Seasonal Pay Schedule

Hire	\$9.00\hour
6 months	\$9.75\hour
1 year	\$10.00\hour
2 years	\$10.25\hour
3 years	\$10.50\hour
4 years	\$10.75\hour
5 years	\$11.00\hour

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	SELECTACCOUNT	ADM FEE	111.84
		Total for Department 103	111.84*
CITY HALL	MN ENERGY RESOURCES	HEATING	1,069.06
		Total for Department 115	1,069.06*
POLICE	Verizon Wireless	LAPTOP SERVICE	78.08
		Total for Department 120	78.08*
FIRE DEPARTMENT	Verizon Wireless	LAPTOP SERVICE	52.04
		Total for Department 125	52.04*
STREET	MN ENERGY RESOURCES	HEATING	691.44
STREET	PRAXAIR DISTRIBUTION	SERVICE	83.80
		Total for Department 140	775.24*
		Total for Fund 01	2,086.26*
LIBRARY	MN ENERGY RESOURCES	HEATING	703.10
		Total for Department 171	703.10*
		Total for Fund 03	703.10*
AMBULANCE	JIM AXFORD	EXPENSE	20.14
AMBULANCE	TIM HACKER	EXPENSE	54.65
AMBULANCE	Verizon Wireless	LAPTOP SERVICE	78.06
AMBULANCE	ALLAN REMPEL	EXPENSE	47.08
		Total for Department 176	199.93*
		Total for Fund 13	199.93*
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	HEATING	974.40
		Total for Department 177	974.40*
		Total for Fund 14	974.40*
SCDP	SW MN HOUSING PARTNE	DEED FISCAL	4,294.00
		Total for Department 163	4,294.00*
		Total for Fund 17	4,294.00*
LIQUOR	ABC HORSE PRIZE FUND	AD	45.00
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	4,486.60
LIQUOR	EXTREME BEVERAGE, LL	MERCHANDISE	315.00
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	6,921.40
LIQUOR	JOHNSON BROS.	MERCHANDISE	1,393.03
LIQUOR	MN ENERGY RESOURCES	HEATING	135.41
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	1,386.40
LIQUOR	BANK MIDWEST	NSF CHECK-RIVER BEND LIQ	25.00
LIQUOR	WINE MERCHANTS	MERCHANDISE	95.21
		Total for Department 180	14,803.05*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 60			14,803.05*
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	79.16
WATER	MN DEPT OF HEALTH	WA SUR CHARGE	3,166.00
WATER	MN ENERGY RESOURCES	HEATING	573.87
Total for Department 181			3,819.03*
Total for Fund 61			3,819.03*
ELECTRIC FUND REF-UT PREPAY-KUYAL MUT			300.00
AGAPE COUNSELING CEN REFUND - UTILITY PREPAYM			300.00
DOMINIQUE WESTMAN RBFUND - UTILITY PREPAYM			150.00
Total for Department			750.00*
ELECTRIC	AMERICAN PUBLIC POWE	DEED PROGRAM	565.29
ELECTRIC	AMERICAN PUBLIC POWE	DUES	2,826.46
ELECTRIC	MARV GRUNIG	EXPENSE	77.70
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	79.16
ELECTRIC	PM WINDOM	ENERGY REBATE	1,600.00
ELECTRIC	MN ENERGY RESOURCES	HEATING	397.90
ELECTRIC	CHAPMAN METERING LLC	MAINTENANCE	1,370.00
Total for Department 182			6,916.51*
Total for Fund 62			7,666.51*
MN DEPT OF LABOR & I INSPECTION PERMIT			75.00
MN POLLUTION CONTROL SW EXTENSION PERMIT			310.00
Total for Department			385.00*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	79.16
SEWER	MN ENERGY RESOURCES	HEATING	750.12
Total for Department 183			829.28*
Total for Fund 63			1,214.28*
ARENA	MN ENERGY RESOURCES	HEATING	1,233.09
Total for Department 184			1,233.09*
Total for Fund 64			1,233.09*
ECONOMIC DEVELOPMENT	FIRST FLORAL HALLMAR	FLOWERS	36.01
Total for Department 187			36.01*
Total for Fund 67			36.01*
TELECOMMUNICATIONS	BLUEHIGHWAYS	SUBSCRIBERS	133.02
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	237.52
TELECOMMUNICATIONS	HUBBARD BROADCASTING	SUBSCRIBER COUNT	443.40
TELECOMMUNICATIONS	MLB NETWORK	SUBSCRIBER	428.62
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	74.39

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	RFD TV	SUBSCRIBER	237.96
		Total for Department 199	1,554.91*
		Total for Fund 69	1,554.91*
	AFLAC	INSURANCE	476.06
	LAW ENFORCMENT	LABOR UNION DUES	252.00
	LOCAL UNION #949	UNION DUES	1,625.70
		Total for Department	2,353.76*
		Total for Fund 70	2,353.76*
		Grand Total	40,938.33*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTIONS	CMRS - TMS #256704	POSTAGE #256704	.45
	Total for Department 102		.45*
CITY OFFICE	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	26.38
CITY OFFICE	CMRS - TMS #256704	POSTAGE #256704	531.32
CITY OFFICE	INDOFF, INC	SUPPLIES	85.32
CITY OFFICE	STEVE NASBY	EXPENSE	200.67
CITY OFFICE	MATT PARROTT & SONS	SUPPLIES	76.54
CITY OFFICE	SCHWAAB, INC	SUPPLIES	36.51
CITY OFFICE	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	21.21
CITY OFFICE	STRATEGIC INSIGHTS I	COMP PROGRAM	1,063.41
	Total for Department 103		2,041.36*
P & Z / BUILDING OFF	CMRS - TMS #256704	POSTAGE #256704	9.73
P & Z / BUILDING OFF	INDOFF, INC	SUPPLIES	28.04
P & Z / BUILDING OFF	MATT PARROTT & SONS	SUPPLIES	76.54
	Total for Department 106		114.31*
POLICE	CMRS - TMS #256704	POSTAGE #256704	2.48
POLICE	INDOFF, INC	SUPPLIES	167.98
POLICE	MATT PARROTT & SONS	SUPPLIES	76.54
POLICE	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	10.60
POLICE	FLEET SERVICES DIVIS	LEASE CAR	2,074.66
	Total for Department 120		2,332.26*
FIRE DEPARTMENT	CMRS - TMS #256704	POSTAGE #256704	23.10
FIRE DEPARTMENT	INDOFF, INC	SUPPLIES	-20.93
FIRE DEPARTMENT	JON JURGENS	EXPENSE	77.00
	Total for Department 125		79.17*
STREET	CMRS - TMS #256704	POSTAGE #256704	12.13
STREET	INDOFF, INC	SUPPLIES	268.13
STREET	MATT PARROTT & SONS	SUPPLIES	76.54
	Total for Department 140		356.80*
RECREATION	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	26.30
RECREATION	CMRS - TMS #256704	POSTAGE #256704	23.50
RECREATION	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	10.60
	Total for Department 150		60.40*
PARKS	INDOFF, INC	SUPPLIES	250.00
	Total for Department 165		250.00*
	Total for Fund 01		5,234.75*
LIBRARY	INDOFF, INC	SUPPLIES	55.50
LIBRARY	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	5.30
	Total for Department 171		60.80*
	Total for Fund 03		60.80*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	WDR - DEPUTY REGISTR	ST TAX & TABS FOR 2012 T	1,857.75
	THANE HAWKINS POLAR	POLICE VEHICLE	28,134.65
		Total for Department	29,992.40*
		Total for Fund 04	29,992.40*
AIRPORT	CMRS - TMS #256704	POSTAGE #256704	27.71
AIRPORT	MN DEPT OF ADMINISTR	TELEPHONE	23.83
AIRPORT	MCOA AIRPORT MEMBERS	DUES	150.00
		Total for Department 174	201.54*
		Total for Fund 11	201.54*
POOL	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	26.30
POOL	MATT PARROTT & SONS	SUPPLIES	76.54
POOL	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	5.30
		Total for Department 175	108.14*
		Total for Fund 12	108.14*
AMBULANCE	CMRS - TMS #256704	POSTAGE #256704	35.75
AMBULANCE	INDOFF, INC	SUPPLIES	7.26
AMBULANCE	TIM HACKER	EXPENSE	77.70
AMBULANCE	JOHN MEYER	CLOTHING EXPENSE	75.00
AMBULANCE	Verizon Wireless	TELEPHONE	105.94
AMBULANCE	MATT PARROTT & SONS	SUPPLIES	76.54
		Total for Department 176	378.19*
		Total for Fund 13	378.19*
MULTI-PURPOSE BUILDI	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	26.30
MULTI-PURPOSE BUILDI	CMRS - TMS #256704	POSTAGE #256704	20.41
MULTI-PURPOSE BUILDI	INDOFF, INC	SUPPLIES	3.08
MULTI-PURPOSE BUILDI	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	5.30
		Total for Department 177	55.09*
		Total for Fund 14	55.09*
LIQUOR	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	26.30
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	6,852.55
LIQUOR	CMRS - TMS #256704	POSTAGE #256704	3.15
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	268.90
LIQUOR	INDOFF, INC	SUPPLIES	27.78
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	1,623.28
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	2,912.55
LIQUOR	JOHNSON BROS.	MERCHANDISE	79.10
LIQUOR	MATT PARROTT & SONS	SUPPLIES	76.54
LIQUOR	PAUSTIS & SONS	MERCHANDISE	540.00
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	176.40
LIQUOR	QUALITY WINE SPIRITS	MERCHANDISE	4,405.32

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	SOUTHERN WINE & SPIR MERCHANDISE		964.21
LIQUOR	TOSHIBA FINANCIAL SE LEASE/MAINT CONTRACT		23.01
	Total for Department 180		17,979.09*
	Total for Fund 60		17,979.09*
	WENCK ASSOCIATES, IN 2012 6TH ST /RIVER RD PR		7,955.96
	Total for Department		7,955.96*
WATER	A & B BUSINESS EQUIP MAINTENANCE CONTRACT		26.30
WATER	CMRS - TMS #256704 POSTAGE #256704		122.84
WATER	CONSTRUCTION BULLETI AD		236.25
WATER	H P SUDS CLUB, LLC. BILLING CONTRACT SERVICE		244.79
WATER	SOURCE ONE SOLUTIONS POSTAGE		156.45
WATER	SOURCE ONE SOLUTIONS UTILITY BILL - SERVICES		394.91
WATER	MATT PARROTT & SONS SUPPLIES		76.54
WATER	TOSHIBA FINANCIAL SE LEASE/MAINT CONTRACT		23.01
WATER	WENCK ASSOCIATES, IN LANDFILL		760.79
	Total for Department 181		2,041.88*
	Total for Fund 61		9,997.84*
ELECTRIC	A & B BUSINESS EQUIP MAINTENANCE CONTRACT		26.30
ELECTRIC	CMRS - TMS #256704 POSTAGE #256704		151.94
ELECTRIC	MARV GRUNIG EXPENSE		77.70
ELECTRIC	H P SUDS CLUB, LLC. BILLING CONTRACT SERVICE		244.80
ELECTRIC	SOURCE ONE SOLUTIONS POSTAGE		156.45
ELECTRIC	SOURCE ONE SOLUTIONS UTILITY BILL - SERVICES		814.60
ELECTRIC	MATT PARROTT & SONS SUPPLIES		76.54
ELECTRIC	TOSHIBA FINANCIAL SE LEASE/MAINT CONTRACT		23.01
	Total for Department 182		1,571.34*
	Total for Fund 62		1,571.34*
	BOLTON & MENK, INC. SERVICE		6,483.26
	WENCK ASSOCIATES, IN 2012 6TH ST /RIVER RD PR		5,303.97
	Total for Department		11,787.23*
SEWER	A & B BUSINESS EQUIP MAINTENANCE CONTRACT		52.60
SEWER	CMRS - TMS #256704 POSTAGE #256704		145.32
SEWER	INDOFF, INC SUPPLIES		61.98
SEWER	MICHEAL HAUGEN EXPENSE		167.61
SEWER	H P SUDS CLUB, LLC. BILLING CONTRACT SERVICE		244.79
SEWER	GLENN LUND EXPENSE		17.82
SEWER	SOURCE ONE SOLUTIONS POSTAGE		156.45
SEWER	SOURCE ONE SOLUTIONS UTILITY BILL - SERVICES		394.91
SEWER	MATT PARROTT & SONS SUPPLIES		76.54
SEWER	TOSHIBA FINANCIAL SE LEASE/MAINT CONTRACT		33.94
	Total for Department 183		1,351.96*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 63			13,139.19*
ARENA	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	26.30
ARENA	CMRS - TMS #256704	POSTAGE #256704	12.47
ARENA	MATT PARROTT & SONS	SUPPLIES	76.54
ARENA	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	19.09
Total for Department 184			134.40*
Total for Fund 64			134.40*
ELECTRIC FUND			
LOAN PAYMT TO ELEC SPEC			746.03
FULDA AREA CREDIT UN SPEC BLDG LOAN			1,871.30
Total for Department			2,617.33*
ECONOMIC DEVELOPMENT	CMRS - TMS #256704	POSTAGE #256704	29.30
ECONOMIC DEVELOPMENT	INDOFF, INC	SUPPLIES	28.05
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYMT TO ELEC SPEC	203.46
ECONOMIC DEVELOPMENT	FULDA AREA CREDIT UN	SPEC BLDG LOAN	1,488.70
ECONOMIC DEVELOPMENT	MATT PARROTT & SONS	SUPPLIES	76.54
Total for Department 187			1,826.05*
Total for Fund 67			4,443.38*
TELECOMMUNICATIONS	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	78.90
TELECOMMUNICATIONS	CMRS - TMS #256704	POSTAGE #256704	101.40
TELECOMMUNICATIONS	INDOFF, INC	SUPPLIES	7.90
TELECOMMUNICATIONS	DISH NETWORK	SERVICE	3,400.00
TELECOMMUNICATIONS	E-911	MONTHLY 911 SERVICE	43.95
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	4,849.73
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	734.37
TELECOMMUNICATIONS	IMC NETWORKS CORP	MAINTENANCE	526.11
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	POSTAGE	469.33
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	UTILITY BILL - SERVICES	863.88
TELECOMMUNICATIONS	CINNAMON MUELLER	SERVICE	272.00
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	17,969.36
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	CENTURY LINK	TELEPHONE	105.44
TELECOMMUNICATIONS	CENTURY LINK	DIRECTORY LISTING	184.80
TELECOMMUNICATIONS	NEUSTAR, INC.	MAINTENANCE	63.75
TELECOMMUNICATIONS	ONVOY, INC	WHOLE 800 SWITCH	2,654.25
TELECOMMUNICATIONS	CALIX	MAINTENANCE	4,342.13
TELECOMMUNICATIONS	MATT PARROTT & SONS	SUPPLIES	75.11
TELECOMMUNICATIONS	JEREMY ROLFES	SERVICE INTERNET	50.94
TELECOMMUNICATIONS	SUBWAY	EXPENSE	50.02
TELECOMMUNICATIONS	TECHNOLOGY PLANNERS,	SERVICE	6,543.30
TELECOMMUNICATIONS	TOSHIBA FINANCIAL SE	LEASE/MAINT CONTRACT	31.80
TELECOMMUNICATIONS	ZAYO BANDWIDTH	BANDWIDTH BILLING	5,425.73
Total for Department 199			48,879.20*
Total for Fund 69			48,879.20*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		JOHNSON COUNTY COURT PAYROLL DEDUCTION CDDMO1	1,202.00
		MN BENEFIT ASSOCIATI INSURANCE	291.16
		Total for Department	1,493.16*
		Total for Fund 70	1,493.16*
		Grand Total	133,668.51*



AIA Document G702™ - 1992

Application and Certificate for Payment

Page 1 of 5

TO OWNER: City of Window, Window, Minnesota
PROJECT: Wastewater Treatment Imp. Window, Minnesota
APPLICATION NO. 4
PERIOD TO: 2/24/12

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

FROM CONTRACTOR: Robert L. Carr Co. VIA ARCHITECT: Bolton & Menk Inc.

CONTRACT FOR:

CONTRACT DATE:

PROJECT NOS:

CONTRACTOR: Robert L. Carr Co.

Date: 3/1/12

CONTRACTOR'S APPLICATION FOR PAYMENT

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

AIA Document G703™, Continuation Sheet, is attached.

- 1. ORIGINAL CONTRACT SUM \$ 2,260,000.00
- 2. NET CHANGE BY CHANGE ORDERS \$ -0-
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,260,000.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 391,001.00

5. RETAINAGE:

- a. 5 % of Completed Work (Columns D + E on G703) \$ 16,830.00
- b. 5 % of Stored Material (Column F on G703) \$ 2,720.05

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 19,550.05

6. TOTAL EARNED LESS RETAINAGE \$ 371,450.95

(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 266,732.45

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 104,718.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 minus Line 6) \$ 1,888,549.05

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$	\$
TOTAL	\$	\$
NET CHANGES by Change Order	\$ -0-	\$

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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City of Window:

Date:

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

CONTRACTOR: Robert L. Carr Co.

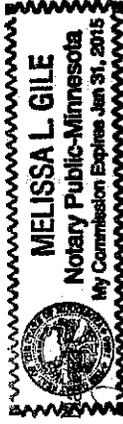
Date: 3/1/12

County of: Lyon

Subscribed and sworn to before me this 1st

day of

Notary Public: Kelly Verdel
My commission expires: 1/31/15



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 104,718.50
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Kelly Verdel

Date: 3-0-12

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

Wastewater Treatment Improvements
 Windom, Minnesota

APPLICATION NO. 4
 PERIOD TO: 2/24/12
 APPLICATION DATE: 3/1/12

A	B	C	D	E	F	G	H
SECT. NO.	DESCRIPTION OF WORK	WORK COMPLETED				TOTAL COMPLETED & STORED	BALANCE TO FINISH
		SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS		
	Mobilization	70,000	25,000	12,500		37,500	32,500
	General Expenses	85,000	30,000	25,000		55,000	30,000
	Allowance	75,000				0	75,000
	Start-up/Testing	10,000				0	10,000
	Demobilization	10,000				0	10,000
	Item A - Intercept Sewer Replacement (Refer to the attached sheet)	147,790			33,107	33,107	114,683
	Item B - River Crossing (Refer to the attached sheet)	58,015	42,230	2,870	4,589	49,689	8,326
2060	Demolition of Wastewater Eq.	5,000				0	5,000
2061	Structure Removal	12,000				0	12,000
2220	Lift Station & Site Work	140,000	31,080	25,200		56,280	83,720
	Subtotal	612,805	128,310	65,570	37,696	231,576	381,229

APPLICATION NO. 4
 Wastewater Treatment Improvements
 Period TO: 2/24/12
 Windom, Minnesota
 APPLICATION DATE: 3/1/12

A	B	C	D	E	F	G	H	
		WORK COMPLETED						
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	BALANCE TO FINISH	
							%	
5500	Metals	10,725				0	0%	10,725
9900	Painting	15,000				0	0%	15,000
11280	Hydraulic Gates	25,000				0	0%	25,000
11310	Submersible Centrifugal Pumps	215,000				0	0%	215,000
11312	Vortex Pumps	50,000				0	0%	50,000
11321	Grift Separation	50,000				0	0%	50,000
11335	Mechanical Bar Screen	175,000				0	0%	175,000
15060	Process Piping Lift Station	40,000			1,705	1,705	4%	38,295
	Wastewater	20,000				0	0%	20,000
16010	Electrical General Provisions	14,470				0	0%	14,470
16100	Basic Material & Methods	45,000				0	0%	45,000
	Subtotal	1,642,000	221,370	115,230	54,401	391,001	24%	1,250,999

Wastewater Treatment Improvements
 Windom, Minnesota

APPLICATION NO. 4
 PERIOD TO: 2/24/12
 APPLICATION DATE: 3/1/12

A	B	C	D	E	F	G	H	
		WORK COMPLETED						
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	% TO FINISH	BALANCE TO FINISH
16150	Electric Motors	3,000				0	0%	3,000
16200	Power Generation Systems	130,000				0	0%	130,000
16400	Electric Distribution	20,000				0	0%	20,000
16500	Lighting	5,000				0	0%	5,000
16900	Starters and Motor Controls	10,000				0	0%	10,000
16950	Instrumentation & Controls	450,000				0	0%	450,000
Grand Total		2,260,000	221,370	115,230	54,401	391,001	17%	1,868,999

Attachment to
 Application and Certificate for Payment No. 4 (period to 2/24/12)

Contractor: Robert L. Carr Co.

Re: Wastewater Treatment Improvements
 Windom, Minnesota

Subject: Unit price billing

Item A: Interceptor Sewer Replacement	Actual Qty/Unit	Unit Price	Amount
1. Remove Sanitary Manhole	_____	\$500.00	\$0.00
2. 8" PVC Sanitary Sewer Pipe	_____	\$45.00	\$0.00
3. 21" PVC Sanitary Sewer Pipe	_____	\$215.00	\$0.00
4. Sanitary Manhole, DES 4007-48"	_____	\$510.00	\$0.00
5. Sanitary Sewer Manhole DES Special	_____	\$1,100.00	\$0.00
6. Sanitary Sewer Outside Drop	_____	\$200.00	\$0.00
7. Sanitary Sewer Inside Drop	_____	\$1,750.00	\$0.00
8. Sanitary Sewer Manhole Casting Assembly	_____	\$500.00	\$0.00
9. Chimney Seal, Sanitary Manhole	_____	\$300.00	\$0.00
10. Cleanout	_____	\$800.00	\$0.00
Total - Item A			\$0.00
Item B: Inverted Siphon/River Crossing Replacement			
1. Remove Sanitary Manhole	_____	\$500.00	\$0.00
2. 18" PVC Sanitary Sewer Pipe	_____	\$48.00	\$0.00
3. 6" HDPE DR 11 (DIPS) Trenchless Sanitary Sewer Pipe	_____ 220 LF	\$75.00	\$16,500.00
4. 14" HDPE DR 11 (IPS) Trenchless Sanitary Sewer Pipe	_____ 220 LF	\$130.00	\$28,600.00
5. Sanitary Manhole, DES 4007-48"	_____	\$250.00	\$0.00
6. Sanitary Manhole, Siphon Inlet Structure	_____	\$910.00	\$0.00
7. Sanitary Sewer Manhole Casting Assembly	_____	\$500.00	\$0.00
8. Chimney Seal, Sanitary Manhole	_____	\$300.00	\$0.00
Total Item B			\$45,100.00

STORED MATERIAL INVENTORY

ATTACHMENT TO APPLICATION AND CERTIFICATE

PER PAY REQUEST NO. 4

Period to: 02/24/12

Wastewater Treatment Improvements
Windom, Minnesota

Item No.	Description	1st Pay No.	Supplier	Invoice No.	Invoice Amount	Amount Stored Prev. App.	Amount Installed Prev. App.	Net Amt. Stored This App.
A	Interceptor Sewer	1	HD Supply (Schmidt)	4029734	24,977.32	15,408		15,408
3200	Concrete Reinforcement	2	Ambassador Steel	2997058	26,047.58	20,000	5,000	15,000
A	Interceptor Sewer	2	Hancock (Schmidt)	169184	5,982.09	2,991		2,991
B	River Crossing	2	Hancock (Schmidt)	Inc. Above	Inc. Above	2,991		2,991
A	Interceptor Sewer	2	Hancock (Schmidt)	169207	4,964.24	4,964		4,964
A	Interceptor Sewer	2	Hancock (Schmidt)	169208	7,507.15	5,909		5,909
B	River Crossing	2	Hancock (Schmidt)	Inc. Above	Inc. Above	1,598		1,598
A	Interceptor Sewer	2	Hancock (Schmidt)	169214	3,835.38	3,835		3,835
15060	Process Piping	3	HD Supply Waterworks	4285494	1,704.90	1705		1,705

TOTALS

75,018.66

59,401.00

5,000

54,401