

Council Meeting
Tuesday, April 17, 2012
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–April 3, 2012
2. Consent Agenda
 - Minutes
 - EDA Commission – April 9, 2012
 - Park & Recreation Commission – April 9, 2012
 - Library Board – April 10, 2012
 - License
 - Windom Area Chamber of Commerce - Exempt Permit – Riverfest
 - Correspondence
 - Minnesota Department of Health – Request for Additional Information
3. Department Heads
4. South First Street Vacation
 - Public Hearing
 - Resolution
5. Street Signage Request – 7th Street & 3rd Avenue
6. Street Closure Request – Community Pride Day – May 16, 2012
7. 2012 Seal Coating Project – Specs and Request for Quotes
8. Bonus Bucks Rebate Program
9. Call for Public Hearing
 - Establishment of New TIF District
10. Refinance 2005A and 2007B Bonds – Pre-Sale Report
11. Donation from Poet Biorefining for the Windom Fire Department
12. New Business
13. Old Business
14. Regular Bills
15. Contractor Payment
 - Wastewater Treatment Improvements - Robert L. Carr Company \$420,458.60
16. Council Concerns
17. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
April 3, 2012
7:30 p.m.**

1. Call to Order: The meeting was called to order by Mayor Kruse at 7:30 p.m.

2. Roll Call: Mayor: Kirby Kruse
Council Members: Kelsey Fossing, Dominic Jones and JoAnn Ray
Council Members Absent: Corey Maricle and Bradley Powers
City Staff Present: Steve Nasby, City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Marv Grunig, Electric Utility Manager; Mike Haugen, Water/Wastewater Superintendent; Aaron Backman, EDA Director; Al Baloun, Recreation Director; Joan Hunter, Library Director and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Ray second by Fossing, to approve the City Council minutes from March 20, 2012. Motion carried 3 – 0 (Maricle and Powers absent).

5. Consent Agenda:

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

- Telecom Commission – March 13, 2012
- Park & Recreation Commission – March 19, 2012
- Community Center Commission – March 26, 2012
- Utility Commission – March 28, 2012

Kruse said there was an application for a Solicitors/Peddlers license from Patrick Rios and the application was included in the packet.

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

6. Department Heads:

Bruce Caldwell, Streets & Parks Superintendent, handed out a spread sheet showing the snow removal costs for the 2011-12 season. He said that the costs were much lower this

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winter than in the previous two. Overall, costs were about \$50,000 less than last year and he was able to cover maintenance and tire purchases within this year's budget.

Caldwell updated the Council on the insect control program and provided them with a preliminary schedule. The staff did their first application on March 31 and the operations were completed as planned. He said that the schedule will call for about 13 applications and then spot treatments for special events such as Riverfest and baseball tournaments. All of the information about the insect control program is on the City's web site within the Street Department pages.

Last, Caldwell reminded citizens that grass and weeds need to be kept under control and this includes alleys. He noted the invasion of wild parsnip plants and cautioned the public as when the plant matures it acts like poison ivy.

Al Baloun, Recreation Director, said that the community education booklets are nearly ready for distribution and the summer recreation programming and swimming information will be shown as in the past. Registration for swimming lessons will start on April 17, 2012 from 5:00-6:30 pm at the Windom Community Center.

Jones asked about the 3-4 grade baseball and coach\player pitch games. Baloun said that they are still working on this league and if there is a change it will be advertised in the newspaper.

Aaron Backman, EDA Director, thanked the City Council for the opportunity to return to Windom as the EDA Director and he is currently working on a couple of projects.

Nasby noted that an idea for attracting people to Windom was presented at the Joint Government meeting on April 2 by Council member Fossing.

Fossing said that he would like to find ways of bringing young people back to Windom after they have graduated college or are in the process of starting families. There could be a partnership with the Chamber of Commerce as they have mailing lists of Windom alumni that were compiled for the all school reunion.

Jones said that we need to highlight the opportunities in the community for employment and/or starting businesses. He suggested that the EDA Director become involved in these discussions and work with the new Chamber director.

7. 6th Street Parking Options:

Kruse said that the City is working with the County on the re-surfacing of 6th Street and there had been discussion on the possibility of adding walking\biking lanes on 6th Street to enhance safety, but this would impact the existing parking on the street. Property owners on 6th Street were notified and the Council is asking for public input. He asked that comments be limited to five minutes and then after everyone has had an opportunity to talk then additional comments can be presented.

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Diane Krueger – 605 Prospect Street said that her property is on the corner and had several questions about the proposal. She walks and did not think the walking\biking lanes should be together. Parking for residents would be impacted and the side streets, like in front of her property, would be full of cars.

Sonja Johnson – 170 6th Street said that many of the safety concerns can be addressed if the walkers and bikers obeyed the traffic laws, were alert to traffic and use common sense. She said that if they have visitors it would require them to walk a block to their home if the on-street parking were eliminated, and if these visitors walked facing traffic then they would have to cross the street twice which is not very safe. If there were walking or biking lanes would the city or county be taking on additional liability if there were slip and fall claims or snow clearance issues. She also stated that if on-street parking were eliminated then the sale ability and value of the properties would be reduced.

Mary Hanson – 76 6th Street said they own this property, which is mid-block and they want to see the parking remain “as is” with parking on the north side. The block of street between Drake and Collins does have sidewalks which is safer.

Buckwheat Johnson – 170 6th Street asked if walking and biking lanes would make the users more responsible. He does not want the parking changed.

Bob Hanson – 76 6th Street said he agrees with the other speakers that parking should remain as it is currently allowed and if parking were eliminated his visitors would have to walk as his property is mid-block. He noted that a sidewalk is safer than a walking or biking lane, but did not want to add cost to the project or to the property owners.

Brandon RossKamp said he is a resident on 6th Street and he wants the parking to remain “as is”. He said that walking and biking lanes work well in university communities where there are a lot of people, but Windom does not have a university. He felt that vandalism would increase and cars parked on side streets would make attractive targets. Sidewalk installation was not a viable option due to the steep slopes of the yards, especially on the north side of the street. He lost a family pet due to the traffic increase on 6th Street when the State used it as a detour for the Highway 71 bridge replacement.

Sara Barfneck said that she lives on west 6th Street, which is State Highway 62, and is an avid walker. She noted that Finding Windom is starting a pedestrian friendly campaign to promote walking and biking. She said that trails and sidewalks are good to have, but we do have to make use of the existing infrastructure and walking\biking lanes do work. She suggested that cross-walks could be maintained better and that existing resources more creatively utilized. She understands the pedestrian traffic on 6th Street as it is a long stretch of road with few intersections, which is good for people like her pushing a stroller.

Paul Voth said he too lives on 6th Street and over the years there have not been many accidents so he sees no reason to change the existing conditions.

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Charlene Hopps said she is a resident on 6th Street and is concerned about access to her property during construction.

Diane Krueger said that bikes are covered by traffic laws and they need to be enforced, which would cut down on the safety issues. She reiterated that bike lanes and walking lanes do not mix.

Fossing asked if the parking can be left on the north side but a walking\biking lane stripe added. Nasby said he did talk with Chief Peterson and his position was that a situation with parking and walking\biking lane is not compatible and would create safety issues.

Jones asked if the street could have parking on both sides. Nasby said the County prefers to only have parking on one side, but it is the City Council that has the authority. Caldwell said that the County has asked the City to review the parking as it is part of the construction plans that have to be approved by the State. Dennis Johnson, Wenck Associates, said that the road is 36 feet wide, which allows for two 12 foot travel lanes and one 8 foot parking lane so parking on both sides is not feasible.

Jones asked about the markings and line painting responsibilities. Caldwell said the County does that maintenance.

Jones asked about snow plowing. Caldwell said that the County has the responsibility but that the City, County and State end up plowing the road as it is on the route to the City Street shop and the State Highway Department.

Diane Krueger asked about the liability if a walker were to slip and fall if there were a walking lane. Nasby said that he has checked with the LMCIT and there is no additional liability to the City, but both the City and County would have coverage in the event of a claim.

Kruse asked for any additional comments or questions from the Council or the public. Hearing none he asked the Council for their wishes on this matter. Nasby said that there is no action needed if the parking plan is kept the same, but if there were a change that change would need to be voted on.

Ray, Fossing and Jones said that they were in agreement to leave the parking situation "as is" on 6th Street and no changes were proposed. All of the Council members and Kruse thanked the public for their input.

8. Revised :Renewable Energy Credit Spec Sheet:

Marv Grunig, Electric Utility Manager, said that the Utility Commission has been discussing future power needs and resources through CMMPA for 2016 and beyond. During these discussions consumption histories were completed and projections for future power needs forecasted. Based on the preliminary information the City had approved a purchase of Renewable Energy Credits (RECs) to meet the State laws on renewable energy.

The REC purchase was for 22,000 credits at a cost of \$17,000. Upon further review and study of Windom's future power needs it is anticipated that the City will not need as many RECs. As such, Grunig said the City has an opportunity to revise the REC purchase that was previously approved. The revised REC Spec Sheet identifies a purchase of 17,000 RECs at a cost of \$13,000, which is a savings of \$4,000. Grunig said the Utility Commission has recommended approval of the revised REC purchase spec sheet.

Motion by Fossing second by Ray to approve the revised REC Spec Sheet for the purchase of 17,000 credits at a cost of \$13,000. Motion carried 3 – 0.

9. Bid Award – 2012 Street & Infrastructure Improvement and T.H. 60 Water Main Projects:

Dennis Johnson, Wenck Associates and Mike Haugen, Water\Wastewater Superintendent, introduced themselves. Johnson said this is the joint County State Aid project on 6th Street and River Road along with the water main relocation on Hwy 60/71. Bids were opened on April 2 and there were two bids. The lowest bid was just below the engineer's estimate. The low bidder was Svoboda Excavating in the amount of \$1,111,735.75 and then there is a \$50,000 add-on for the possibility of dewatering so the total could be \$1,161,735.75. The City's share of the project is \$541,426 and the balance of the cost is for the street portion of the project being paid by the County.

Jones asked what the cost was for the Hwy 60/71 water main relocation. Johnson said the bid price was about \$109,000 and this is lower than the bid price of \$156,000 we had last year.

Haugen said the start date is anticipated to be June 4. Fossing asked about the end date. Johnson said August 15 is the projected completion date so the project is finished by the time school starts in the fall.

Kruse noted that one of the 6th Street property owners had inquired about access to their property during construction. Johnson said the contractor would do their best to keep access, but there may be a week or so that it may not be possible.

Jones asked if Johnson was the engineer on this project and if he represented the City or the County. Johnson said he was City's engineer and the County engineer would handle the surface work. He noted that several other County\City projects had been done with County State Aid Roads and those models would be used.

Council member Jones introduced the Resolution No. 2012-17, entitled "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" and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Jones, Ray and Fossing. Nay: None. Absent: Maricle and Powers. Resolution passed 3 – 0.

10. Proclamation National Library Week:

Joan Hunter, Library Director, said that the week of April 8-14 is National Library week.

Jones noted the statistics report in the Council packet and the 40,000 visits to the Windom library. Hunter said they do quarterly sampling of users and then those samples are used to arrive at an annual use number.

The Mayor and Council thanked Hunter and her staff for all of their efforts on behalf of the City.

Council member Fossing introduced the Resolution No. 2012-18, entitled “2012 NATIONAL LIBRARY WEEK PROCLAMATION” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Ray, Fossing and Jones. Nay: None. Absent: Maricle and Powers. Resolution passed 3 – 0.

11. Telecom Commission – Cable TV Rate Recommendation:

Kruse noted that this rate setting is related to the change in cable television rates that were recommended by the Telecom Commission and were approved by the City Council at the last meeting. The increase in cable television fees would impact the package prices too, so this resolution addresses the package rates.

Council member Jones introduced the Resolution No. 2012-19, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR TELECOMMUNICATIONS ENTERPRISE FUND” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Fossing, Jones and Ray. Nay: None. Absent: Maricle and Powers. Resolution passed 3 – 0.

12. Donation from Fontanelle Offering Communities Understanding Support -- Windom FD:

Kruse thanked Fontanelle for the \$2,500 donation from the Fontanelle Offering Communities Understanding Support (FOCUS) program for the purchase of SCBA equipment and fire helmets.

Council member Ray introduced the Resolution No. 2012-20, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM FONTANELLE OFFERING COMMUNITIES UNDERSTANDING SUPPORT PROGRAM FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Ray, Fossing and Jones. Nay: None. Absent: Maricle and Powers. Resolution passed 3 – 0.

13. Resolution Re-establishing Unchanged Precincts and Designation of Polling Place:

Nasby said that due to the re-districting that happens every 10 years the City needed to review its election boundaries. The boundaries did not change, but State law requires cities

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to re-establish them and designate a polling place. The polling place is the Windom Community Center, as it has been in the past.

Council member Fossing introduced the Resolution No. 2012-21, entitled “RESOLUTION REESTABLISHING UNCHANGED PRECINCTS FOR WARD I AND WARD II AND DESIGNATION OF POLLING PLACE” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Fossing, Jones and Ray. Nay: None. Absent: Maricle and Powers. Resolution passed 3 – 0.

14. Hospital Board and Other Mayoral Appointments:

Kruse listed the following appointments and re-appointments:

Ryan McNamara	Hospital Board
Judy Woizeschke	Hospital Board
Angie Blanshan	Parks & Recreation Commission
Mike Schwalbach	Utility Commission
Tom Cowan	Community Center Commission

Jones asked if all the board and commission vacancies have been filled. Kruse said he is still looking for one on the charter commission.

Motion by Fossing seconded by Ray, to approve the Mayoral appointments as presented. Motion carried 3 – 0 (Maricle and Powers absent).

15. Personnel Committee Recommendations:

Kruse said there is a memorandum in the Council packet outlining the recommendations and he would review them individually.

First, the City has received a letter of retirement from Brigitte Olson, Assistant City Administrator. The letter was handed out this evening prior to the meeting. She has been with the City for 38 years and her retirement will be effective June 29, 2012. The Council thanked Olson for her dedicated service to the City.

Motion by Ray seconded by Fossing, to accept the resignation letter from Assistant City Administrator Olson. Motion carried 3 – 0 (Maricle and Powers absent).

Second, the Personnel Committee is recommending the creation of a Finance Director/Controller position within Grade 21 and be added to the City’s organizational chart. A proposed job description was included as well as examples from other communities.

Jones said the discussion the Personnel Committee had was to re-evaluate the needs of the City organization and make adjustments as the opportunities arise. He said that the City

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Administrator presented the item and is also recommending the creation of the Finance Director\Controller position. Jones added that there would be some cost savings.

Motions by Jones seconded by Fossing to create the position of Finance Director\Controller at Grade 21 as proposed and add it to the City's organizational chart. Motion carried 3 – 0.

Third, the recommendation of the Personnel Committee is to immediately begin advertising for a Finance Director\Controller to replace the Assistant City Administrator that is retiring.

Jones asked about the timeline for hiring. Nasby said the advertisement would go out this week with a due date near the end of April. Interviews could be done the last few days in April or first days in May and the hope is to have someone in place by the end of May so they can train with Assistant Administrator Olson for at least five weeks, which would cover a close out of monthly reporting and the start of a new month.

Motion by Jones seconded by Ray to start advertising for the position of Finance Director\Controller. Motion carried 3 – 0.

Fourth, Kruse said the City Charter requires the position of "Deputy City Administrator", but the Charter allows the combination of duties\positions as approved by the City Council. The Assistant City Administrator position is not being replaced at this time so the Personnel Committee is recommending the City Administrator and Assistant City Administrator's positions be combined to abide by the Charter provisions. No additional compensation is being provided to the City Administrator. The Assistant City Administrator's position will remain in the City's organizational chart to allow for future flexibility if staffing changes are needed.

Jones asked if Nasby would accept the dual duties of the combined position. Nasby said he would accept and concurs with the Personnel Committee's recommendation.

Motion by Jones seconded by Ray to combine the positions of City Administrator and Assistant City Administrator. Motion carried 3 – 0.

Last, the pay scale for part-time and seasonal employees was established in May 2010 and staff is requesting that the scale be revised to increase the starting wage. The Personnel Committee recommended a revision to the wage scale that increased the starting wage, but kept the same wage cap of \$11\hour. A copy of the revised scale was included in the Council packet.

Motion by Jones seconded by Ray to approve the revised Part-time\Seasonal Wage Scale as presented. Motion carried 3 – 0.

16. New Business:

None.

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17. Unfinished Business:

None.

18. Regular Bills:

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

19. Contractor Payments:

Kruse said that there was a request from the R.L. Carr Company for \$104,718.50 for their work on the Wastewater Plant and Lift Station project.

Haugen said the wet well was nearly complete and is 45 feet deep and the pumps were about ready to go in. The interceptor lines and river crossing lines are also nearing connection to the wet well.

Kruse asked if the contractor was ahead of schedule. Haugen said they were a little ahead, but the completion date remained as fall 2012.

Jones said the expenditures total about 25% of the project and asked Haugen if the project were about 25% complete as well. Haugen said yes.

Motion by Ray seconded by Fossing, to approve the contractor payment to R.L.Carr Company in the amount of \$104,718.50. Motion carried 3 – 0 (Maricle and Powers absent).

20. Council Concerns:

Jones asked for an update on the long range planning. Nasby said that the Capital Improvement Program software was purchased upon concurrence of the Council at the last meeting and he is about half done inputting the information from the Department Heads. Nasby expects to have the information back to the Council by the end of April.

Nasby said that the City's finance consultant, Ehlers and Associates, has identified some bonds that may be refinanced to take advantage of low interest rates. Nasby said his intention is to have Ehlers proceed with the re-financing and the Council would be getting this on their upcoming agendas.

Kruse said that with the Riverfest parade coming up he would like to encourage the entire City Council to ride in the parade as it is a team effort and all of the Council should be recognized for their efforts. He has spoken to the Streets and Parks Superintendent about a flatbed trailer.

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Jones thanked the Mayor and appreciates the nice gesture. Jones added that there could also be an entry for Department Heads. Kruse said that is a good idea as well, but he knows most of them are working during the Riverfest events.

21. Adjourn:

Kruse adjourned the meeting by unanimous consent. Meeting adjourned at 9:10 pm

Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 9, 2012**

1. Call to Order: The meeting was called to order by President Erickson at 12:05 p.m.
2. Roll Call & Guest Introductions:
EDAWN Commissioners: Juhl Erickson, Trevor Slette, Sally Larson, and Kelsey Fossing.
Absent: Corey Maricle

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, Mayor Kirby Kruse; Sara Wohlers, Robyn Traxler, and Scott Burdorf from Van Binsbergen & Associates; and Dennis Johnson of Wenck Associates.
3. Introduction of New/Returning EDA Executive Director – Aaron Backman: President Erickson welcomed Aaron Backman as returning EDA Executive Director for the Economic Development Authority of Windom. Director Backman said that he appreciated the opportunity to return as EDA Executive Director and was looking forward to working with the Board again on EDA projects.
4. Approval of Minutes:
Motion by Commissioner Larson, seconded by Commissioner Slette, to approve the Minutes of the EDA Meetings held on February 9, 2012; February 22, 2012; and March 2, 2012. Motion carried 4-0.
5. River Bluff Townhomes
 - A. Annual Report by Van Binsbergen & Associates: Van Binsbergen & Associates of Montevideo, Minnesota, has served as the Management Company for the River Bluff Townhomes. Sara Wohlers, General Manager; Robyn Traxler (who processes applications), and Scott Burdorf (who works with property maintenance) from Van Binsbergen & Associates presented the annual report for the townhomes, including financial information, occupancy status, a review of services performed in the management of the townhomes, and a recap of the maintenance performed and anticipated for the future.
6. River Bluff Estates
 - A. Lawn Mowing Services – Discussion: Director Backman advised that in 2011 Lang Jensen had received the bid award for mowing the townhome lawns and the EDA's undeveloped lots in River Bluff Estates. His bid was \$1,876.00 for the full season. The bid was awarded the week of June 13, 2011. In 2012, the lawn mowing season has started earlier and there will be an additional 9 weeks of mowing this season. Mr. Jensen has proposed a full season of mowing the lawns at the townhomes and the seven undeveloped lots (beginning the week of April 9th) for the total of \$2,476.00. After further discussion concerning this proposal, the current status of the lawns, and the bid process, the following action was taken.

Motion by Commissioner Larson, seconded by Commissioner Slette, to accept the bid of Lang Jensen to mow the lawns at the River Bluff Townhomes and the EDA's seven undeveloped lots in River Bluff Estates in 2012, commencing the week of April 9, 2012, for the total of \$2,476.00. Motion carried 4-0.

There was a subsequent discussion concerning the condition and possible alternate uses for the EDA's John Deere mower. Director Backman will contact other City departments concerning this mower.

7. Proposed TIF Redevelopment District – Bolin Property: Director Backman advised that he has had discussions with a local businessman/developer who is in the process of purchasing the former Bolin Lumber property and specifically concerning the possibility of establishing a TIF district. The developer is contemplating possible purchase of additional property to the north of Pamida and east of Highway 60. Director Backman has also been in contact with the EDA's TIF consultant, Todd Hagen from Ehlers. Mr. Hagen provided information concerning a potential renewal and renovation district or a redevelopment district, a potential timetable, required inspections, resolutions, and potential cash flow for such a district. After further discussion, the following actions were taken.

Motion by Commissioner Fossing, seconded by Commissioner Larson, to request that the Windom Building Official perform inspections of the buildings on property in the area proposed for the new TIF district. Motion carried 4-0.

Motion by Commissioner Larson, seconded by Commissioner Slette, to request and recommend that the Windom City Council set a public hearing to consider the establishment of a new TIF district in the area to the north of Pamida and east of Highway 60 and further that the City Council consider utilizing a redevelopment TIF district. Motion carried 4-0.

8. Discussion of Current Projects

- A. Lease Negotiations – Update – Closed Session: President Erickson closed the meeting to the public at 12:32 p.m. The purpose of the closed session was to discuss negotiations in the event of a potential lease or sale of property in the North Windom Industrial Park. President Erickson re-opened the meeting to the public at 1:07 p.m.

- B. North Windom Industrial Park – Building Options: Director Backman and Dennis Johnson from Wenck Associates reviewed with the Board possible placement of new buildings in the North Windom Industrial Park, together with a discussion concerning necessary infrastructure installation.

9. Small Cities Development Program

- A. Owner-Occupied Rehab Project Review: Western Community Action processed and inspected two Windom properties and two Mountain Lake properties for the housing rehabilitation program. The Board received a recap sheet for these projects that outlined the scope of work, the total project costs, owners' matches, and proposed loans of SCDP funds. The average SCDP loan is \$15,600 with a maximum of \$18,000. The proposed projects are within the funding range and are within the designated target areas in Windom and Mountain Lake.

<u>Application No.</u>	<u>Proposed Improvements</u>	<u>Project Costs</u>	<u>SCDP Funds (Maximum for Project)</u>
Windom No. 109	Windows, Siding, Roofing, Electrical Code Items	\$20,129	\$12,077
Windom No. 106	Door, Windows, Siding, Roofing, Electric Service & Code Items	\$23,050	\$13,830

<u>Application No.</u>	<u>Proposed Improvements</u>	<u>Project Costs</u>	<u>SCDP Funds (Maximum for Project)</u>
Mt. Lake No. 108	Windows, Doors, Siding, Roofing, Insulation, Furnace, Electrical Code	\$26,245	\$15,747
Mt. Lake No. 73	Foundation, Door, Insulation, Furnace, Smoke Detectors	\$11,136	\$ 6,682

Motion by Commissioner Slette, seconded by Commissioner Larson, approving the SCDP owner-occupied rehab requests for Windom Project Nos. 109 and 106 and Mountain Lake Project Nos. 108 and 73 as submitted by Western Community Action. Motion carried 4-0.

10. 2012 EDA Strategic Goals – Discussion: The Board received a copy of the revised goals for 2012. After a brief discussion, the agenda item was tabled due to limited time until the May Meeting.
11. New Business
 - A. Business Meetings, Conferences & Events Report: Director Backman updated the Board concerning business contacts with existing businesses and a potential new business. He also briefly related details concerning the annual Bioscience Conference in Worthington on March 29th and 30th which he attended.
12. Miscellaneous Information
 - A. Monthly Budget Recap: The Board received a copy of the monthly budget report for February, 2012.
 - B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports provided by Van Binsbergen & Associates for the period ending February 29, 2012.
13. Adjourn: By consensus, President Erickson adjourned the meeting at 1:30 p.m.

Trevor Slette, EDA Secretary-Treasurer

Attest: _____
 Aaron A. Backman, EDA Executive Director

**PARK AND RECREATION COMMISSION MEETING
MINUTES APRIL 9, 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 & Park Superintendent Bruce Caldwell
Council Liaisons:	Corey Maricle & JoAnn Ray absent
Public:	None
3. Approve Agenda
Motion by Clark, seconded by LaCanne to approve
Motion Carried Unanimous
4. Approve Minutes March, 2012 Park & Recreation Commission Meeting
Motion by Clark, seconded by LaCanne
Motion Carried Unanimous
6. Park Superintendent Bruce Caldwell Report:
 - a. Parks & restrooms are now open for the summer. Wood chips have been added to Tegel's & Witt Park playgrounds. Staff is working on spring cleanup and ball field prep work. School ball games have now started.
 - b. Des. Moines River Reclamation Project Update – Staff did some cleanup between the ball fields due to the start of the ballgame season and people now using the campground facility. Caldwell said he submitted a bill to SEH Engineering for the materials, equipment and labor for the cleanup. That expense will be forward to the contractor for settlement. Caldwell stated that some of the council persons asked about adding more rip rap in the park between the second and third riffle. Estimate for that addition would run around \$15,500 in which we have the funds available for this work. Currently we are waiting for the approval from the DNR. Also there could be an issue getting field rock as the farmers are getting ready to plant their crops making it difficult to get rock.
7. Recreation Director's Report- Al Baloun
 - a. Pool Update – as of this meeting there hasn't been any applications turned in for pool manager. Baloun said he has been in contact with a few of the lifeguards from previous years that may come back for this season.
The Community Education Booklet is out stating the pool swimming lessons and also the summer recreation programs.
 - b. Recreation – Baloun stated that no one has turned in an application for the baseball coordinator for the summer program. He is hopeful he will get an adult interested in the position soon.
The group discussed the Coach/Pitch T-Ball program for 1st-2nd graders. Baloun said he figured there should be enough kids to fill out 6-8 teams this season.
30/60 Baseball League for 3rd-4th graders was discussed and Baloun stated that other communities are interested having a couple teams in the program. Currently it looks like there could be enough kids in the Windom program to make up 3-4 teams.

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30/60 Baseball League for 5th -6th graders, Baloun is looking at 24-26 kids participating from Windom.

- c. Registration Night, Tuesday April 17, 2012 the commission members were asked to help out on registration night held at the Community Center. Baloun said he will not take on line registration until May 1st.
- d. Fund Raisers and Concession's WRA – Baloun asked the commission if they were interested to allow the usage of the concession's room at the WRA for fund raising events. In past years it was difficult trying to find anyone interested in selling concession during special events. This would be open for any group interested not just non-profit organizations. Baloun will not be available to run the concession room like previous years due to his busy schedule working on the new cities web site, registration and scheduling program, pool, and recreation programming that will take up the majority of his time. The commission would still be allowed to do the burger feed at the end of the Summer recreation program, a possible wing night, and 30/60 Tourney.

Motion by Clark, seconded by LaCanne to provide the usage of the concession room at the WRA to any group interested in concession sales. The fee charge to the user group would be 10% of their gross sales for usage of our facility for these types of events.

Motion Carried Unanimous

- 8. Open Mike: Fredin; he stated the rules and bylaws for commission members attendance. In 2007 the bylaws membership changed from seven members to five due to the problem of getting enough members to the meetings creating a quorum. This rule stated all commission members must attend at least 70 percent of the meetings unless they contact a department head prior of their absence. Commission members at this meeting said it is important that all understand and abide by this rule otherwise arrangements will be made for their replacement at the end of a given year.

Meeting Adjourned at 6:08 p.m.

Next Park & Recreation Commission Meeting May 14, 2012 in the Council Chambers

Windom Library Board Meeting
Windom Library
April 10, 2012
5:05 p.m.

1. Call to order: The meeting was called to order by Jan Johnson at 5:05 p.m.
2. Roll Call: Members Present: Jan Johnson, Kathy Hiley, Anita Winkel, Charles Reid, Mary Erickson, Beth Fleming and John Duscher

Members Absent: None

Library Staff Present: Joan Hunter

City Council Member Present: None

3. Agenda and Minutes:

Motion by Charles Reid and seconded by John Duscher to approve the Agenda as amended and the Minutes.

4. Financial Report:

The \$1,890.09 paid to Plum Creek is our library's annual share of the cost of the Kindle/e-books service. A new copy machine was purchased for \$1,063.41.

Motion by Anita Winkel and seconded by Mary Erickson to approve the Financial Report.

5. Librarians Report:

Joan reported that Dawn will be back to work tomorrow and will be working half days as she eases back to work.

Motion by Kathy Hiley and seconded by Beth Fleming to accept the Librarian's Report.

6. Old Business:

Training will be scheduled on the new copier now that Dawn is back.

The implementation of the KOHA software has gone well with only minor issues.

The implementation of E-books at our library will probably take place between June and June 15. The librarian's will attend training on this program. A committee of 7 librarians will decide what books will be offered to e-readers.

7. New Business:

Joan is considering approaching the Friends of the Library about purchasing Kindles/e-readers. Her idea is to load 4 or 5 e-readers with a variety of books and loan them out to people going on vacation. She will research and formulate a plan that will make sure the e-readers are returned to the library. The borrower would have to leave some sort of deposit that would be returned to the borrower on the safe return of the e-reader.

8. New Book Suggestions:

The board presented their suggestions.

9. Adjourn:

Motion by Anita Winkel, seconded by Charles Reid to adjourn.

Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

LG220 Application for Exempt Permit

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

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

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION

Organization name <i>WINDOM CHAMBER OF COMMERCE & RIVERFEST</i>		Check# _____ \$ _____		Previous gambling permit number <i>X-05127-12</i>	
Minnesota tax ID number, if any <i>9332885</i>		Federal employer ID number, if any <i>41-0759873</i>			
Type of nonprofit organization. Check one.					
<input type="checkbox"/> Fraternal		<input type="checkbox"/> Religious		<input type="checkbox"/> Veterans	
<input checked="" type="checkbox"/> Other nonprofit organization					
Mailing address <i>303 9TH ST</i>		City <i>WINDOM</i>	State <i>MN</i>	Zip Code <i>56101</i>	County <i>Cottonwood</i>
Name of chief executive officer (CEO)		Daytime phone number		Email address	

Attach a copy of ONE of the following for proof of nonprofit status.

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155
Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
TEGELS PARK

Address (do not use PO box) <i>COTTONWOOD LAKE DRIVE</i>	City or township <i>WINDOM</i>	Zip Code <i>MN 56101</i>	County
---	-----------------------------------	-----------------------------	--------

Date(s) of activity (for raffles, indicate the date of the drawing)
SUNDAY, JUNE 10, 2012

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo* Raffles Paddlewheels* Pull-Tabs* Tipboards*

* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

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

Print city name _____

On behalf of the city, I acknowledge this application.
Signature of city personnel receiving application

Title _____ Date _____

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application. **A township official is not required to sign the application.**

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

Print county name _____

On behalf of the county, I acknowledge this application.
Signature of county personnel receiving application

Title _____ Date _____

(Optional) TOWNSHIP: *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]*

Print township name _____

Signature of township official acknowledging application

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature *Jan Steinhilber* Date 4/13/2012

Complete a separate application for each gambling event:

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

Send application with:

- a copy of your proof of nonprofit status, and
 - application fee for each event
- Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Reset Form



Protecting, maintaining and improving the health of all Minnesotans

April 6, 2012

Wenck Associates, Inc.
1012 Fifth Avenue
Windom, Minnesota 55101

Gentlemen/Ladies:

Subject: **Request for Additional Information** regarding Street and Utility Improvements 2012,
Windom, Cottonwood County, Plan No. 120278

We are not able to grant approval at this time of the plans and specifications submitted for the above-designated project. The following comment(s) outline the changes and/or additional information that must be submitted so that we can further evaluate the plans and specifications for compliance with the standards of this department:

Requirement(s):

1. Watermains shall be laid at least 10 feet horizontally from any gravity sanitary sewer, storm sewer or sewer manhole, whenever possible. When local conditions prevent a horizontal separation of 10 feet, a watermain may be laid closer to a storm or sanitary sewer provided that:
 - a. The bottom of the watermain is at least 18 inches above the top of the sewer; or
 - b. Where this vertical separation cannot be obtained, the sewer shall be constructed of materials and with joints that are equivalent to watermain standards of construction, and shall be pressure tested to assure watertightness prior to backfilling.

Please provide revised plans for Plan Sheet No. CP-101, Sixth Street/CR-17, that shows 10 feet of horizontal separation between the watermain and sanitary sewer. Please provide an explanation if conditions prevent this separation.

2. Water service lines appear to be located less than 10 feet horizontally from the sewer service lines. Please verify compliance with Minnesota Rules, paragraph 4715.1710. If less than 10 feet of separation is to be provided between the water and sewer service lines, written documentation from the local administrative authority which allows this installation must be provided to our office for review.
3. Disinfection of the watermain shall be performed according to AWWA Standard C 651. However, if the tablet or continuous feed methods are used, the completed watermain shall be disinfected for 24 hours with at least 50 ppm available chlorine, rather than the 25 ppm, as specified in AWWA Standard C 651, with a residual of at least 10 ppm throughout the length of the main at the end of the 24-hour period. Please verify that 50 ppm of chlorine will be used for disinfection of the watermain if tablet or continuous feed methods are used.

General Information: 651-201-5000 • Toll-free: 888-345-0823 • TTY: 651-201-5797 • www.health.state.mn.us

An equal opportunity employer

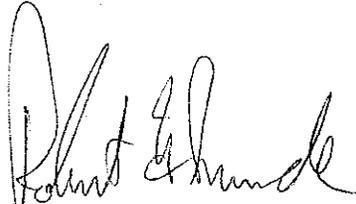
Wenck Associates, Inc.
Watermain
Plan No. 120278
Page 2
April 5, 2012

Please submit the requested information promptly so we may complete our plan review. No construction related to the above-referenced plans shall begin until approval is provided by our office. When submitting additional information, please refer to Plan No. 120278. If you have any questions, please contact me at 651/201-4684.

Sincerely,



David Weum
Public Health Engineer
Section of Drinking Water Protection
P.O. Box 64975
St. Paul, Minnesota 55164-0975
651/201-4684



Robert H. Smude, P.E.
Public Health Engineer
Section of Drinking Water Protection
P.O. Box 64975
St. Paul, Minnesota 55164-0975
651/201-4677

DJW:RHS:bcl

cc: Windom City Council ✓
Mark Sweers, MDH District Engineer, Mankato District Office

RESOLUTION # 2012 –

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION APPROVING THE VACATING OF A PORTION OF SOUTH FIRST STREET UPON PETITION OF A MAJORITY OF ABUTTING LANDOWNERS

WHEREAS, a petition signed by the majority of the property owners abutting a portion of South First Street in the City of Windom was received by the City Clerk on the 15th day of March, 2012; and

WHEREAS, the petition requested that the City Council, pursuant to Minnesota Statutes §412.851, vacate a portion of South First Street legally described as:

A PORTION OF SOUTH FIRST STREET IN COUNTY AUDITOR'S PLAT NO. 14
IN THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, BEGINNING AT
COUNTY STATE AID HIGHWAY NO. 26 AND RUNNING WEST A DISTANCE OF
730.72 FEET; and

WHEREAS, the petition requests a vacation of this portion of South First Street due to space and access requirements for a new storage building to be constructed on the adjoining Windom Street Department property; and

WHEREAS, the City Clerk reviewed and examined the signatures on said petition and determined that such signatures constituted a majority of the landowners abutting upon the portion of the street to be vacated; and

WHEREAS, on March 20, 2012, the Windom City Council set the public hearing on this petition and directed City Staff to give the required notice; and

WHEREAS, notice of the public hearing was published and posted and copies of the petition and the notice of public hearing were mailed to each of the property owners affected by the proposed vacation at least 10 days before the hearing, all as required by statute; and

WHEREAS, the public hearing to consider the petition for vacation of a portion of South First Street was held on April 17, 2012, during the regularly-scheduled City Council Meeting which began at 7:30 p.m.; and all affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, one end (the west end) of the portion of South First Street proposed for vacation does not connect with any other street or highway and said portion of South First Street is a dead-end street; and

WHEREAS, the adjoining property owners use existing alternate routes to access their properties and such access will not be affected by the vacation of this portion of South First Street; and

WHEREAS, this portion of South First Street does not terminate or abut upon any public water or any residential property; and

WHEREAS, the land lying to the west of this portion of South First Street lies in a flood plain and it is unlikely to ever be developed; and

WHEREAS, the owners of land abutting both sides of the portion of the street to be vacated have signed a petition requesting the vacation; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue to maintain the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend there to; and the City of Windom requested a perpetual easement on this property as set forth herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, HEREBY RESOLVES:

1. It has been determined that the aforementioned street vacation is in the best interests of the public, and therefore the vacation of the portion of South First Street, described above, is hereby approved.
2. The following perpetual utility easement shall be reserved on the portion of South First Street which has been vacated:

A utility easement 30 feet in width commencing at the intersection of County Road 26 and South First Street and running west on South First Street a distance of 730.72 feet. The southerly boundary of this easement is 5 feet south of the center of the manhole on South First Street and the northerly boundary is 30 feet north of said southerly boundary.

3. The City Clerk for the City of Windom shall prepare a Notice of Completion of the proceedings which shall contain the name of the city, identification of the portion of the street to be vacated, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. Further, the City Clerk shall present said Notice of Completion to the Cottonwood County Auditor for the purpose of entering the same into the transfer records for Cottonwood County, Minnesota.

ADOPTED this 17th day of April, 2012.

Kirby G. Kruse, Mayor

Attest: _____
Steven Nasby, City Administrator



POSTED: April 5, 2012

NOTICE OF PUBLIC HEARING

Notice is hereby given that on Tuesday, April 17, 2012, during the regularly-scheduled City Council Meeting beginning at 7:30 p.m. in the Council Chambers at City Hall, 444 9th Street, Windom, Minnesota, the City Council of the City of Windom will conduct a hearing regarding a petition for the vacation of the street right-of-way, known as South First Street, described as follows:

DESCRIPTION (FOR VACATING SOUTH FIRST STREET)

A portion of South First Street in County Auditor's Plat No. 14 in the City of Windom, Cottonwood County, Minnesota, beginning at County State Aid Highway No. 26 and running west a distance of 730.72 feet.

Those persons wishing to be heard on the proposed vacation of the street right-of-way are requested to attend this meeting.

By order of the Windom City Council:

Dated : April 5, 2012

Steven Nasby
City Administrator



Appendix B: Forms for completing a vacation by city council resolution

PETITION FOR VACATION OF (A PORTION OF) South 1st STREET IN THE CITY OF WINDOM, County of COTTONWOOD, Minnesota.¹

TO: The City Council of WINDOM, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on South 1st street,² respectfully petition the city council to vacation the aforesaid (portion of) South 1st street.³ described as: A portion of South First Street beginning at County State Aid Highway No. 26 and running west a distance of 730.72 feet.

Print Name	Signature	Address or Description of Property
<u>City of Windom</u>	<u>Bruce K. Kowalski</u>	<u>80, County Rd 26 Windom, MN 56101</u>

ST. FRANCIS XAVIER Church Cemetery Association

<u>Terry L. FREDIN</u>	<u>Terry Fredin</u>	<u>Physician - Cemetery Association</u>
<u>Elmer Russell</u>	<u>Elmer Russell</u>	<u>Pastor - St. Francis Xavier Catholic Church</u>
<u>Scepanski</u>	<u>Thomas Scepanski</u>	<u>Pastor - St. Francis Church</u>

SEE ATTACHMENT.

¹ The abutting landowners' petition is not required to commence a vacation. The City Council may commence a vacation procedure on its own initiative. However, a vacation commenced without a valid petition must be passed by a 4/5 favorable resolution of City Council. When a petition needing multiple sheets of paper is used, each sheet should bear the full heading at the top, so that all signers and the city have a clear understanding of the nature of the petition being signed.

² Please see "Procedure for Vacation of Streets" memo Section II-A-1 for a discussion of the legal requirements relating to abutting landowners signatures.

³ The description of the street to be vacated should be complete enough to prevent any possible uncertainty or ambiguity. In some cases, particularly where only a portion of a public street or grounds will be vacated, a legal description may be necessary.

Petition to Vacate of South 1st Street

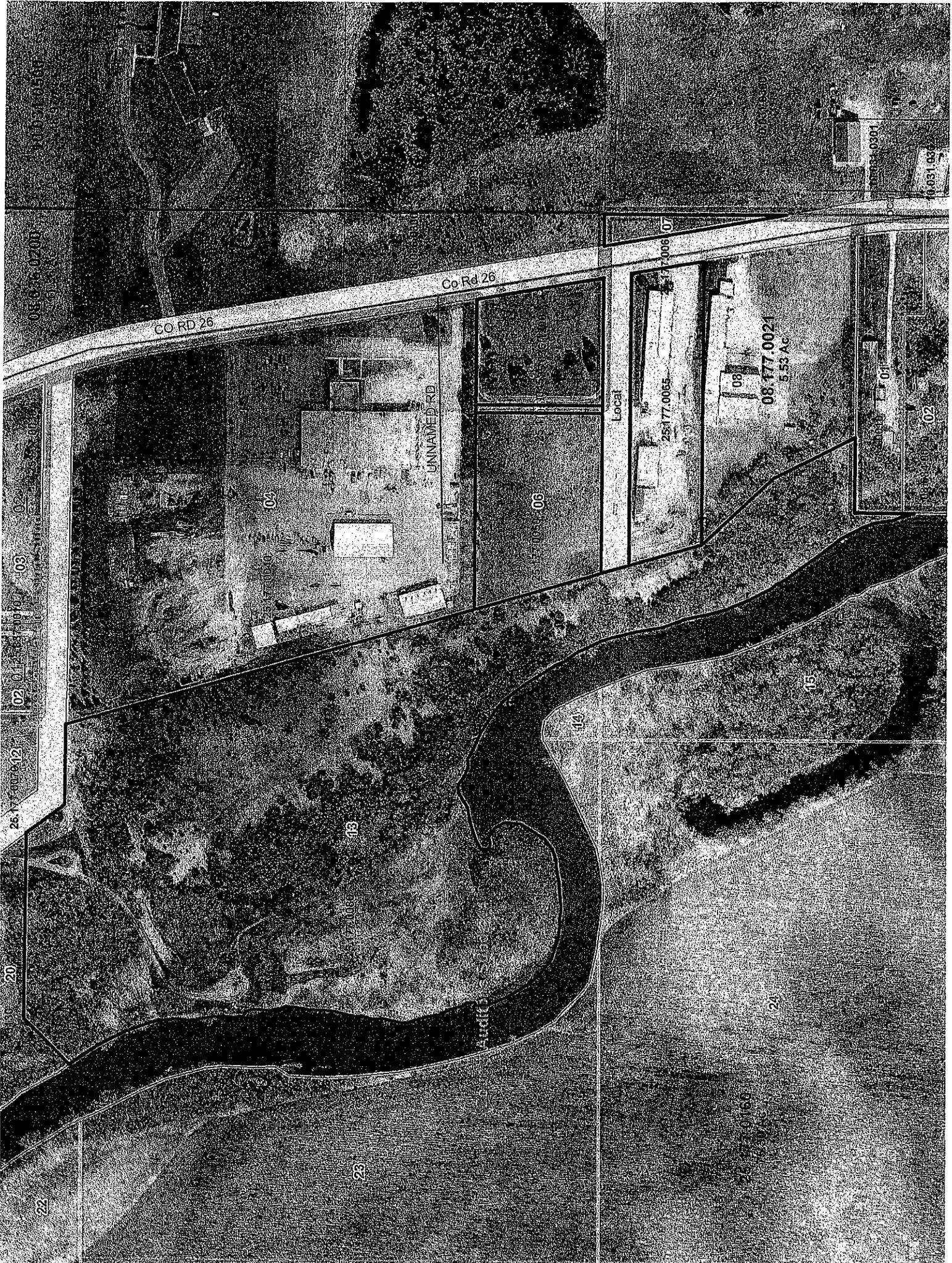
Reason for vacation is due to the construction of the new storage building on the street department property. Currently there isn't enough room.

Property owners involved: City of Windom, St. Francis Xavier Church, and St. Francis Xavier Cemetery Association

All parties have been contacted concerning this request with no objections other than the church & cemetery association desires no costs to them for the changes.

Utility Department requires keeping a utility easement.

A utility easement 30 feet in width commencing at the intersection of County Road 26 and South First Street and running west on South First Street a distance of 730.72 feet. The southerly boundary of this easement is 5 feet south of the center of the manhole on South First Street and the northerly boundary is 30 feet north of said southerly boundary.



SECTION 00020

ADVERTISEMENT FOR QUOTES

CITY OF WINDOM
2012 Sealcoat Improvements
Class of Work: Street Improvements

NOTICE TO CONTRACTORS

Sealed Bid Proposals for work indicated above will be received at the City of Windom Offices, 444 9th Street, Windom, Minnesota 56101 until 2:00 PM, May 15, 2012 after which time such bids will be publicly opened and read aloud at the City Hall Office. The decision for Award of Contract will be made by the City Council during a regular meeting on or before May 15, 2012 at 7:30 PM.

The work, in accordance with drawings and technical specifications prepared by Wenck Associates, Inc., 1012 5th Avenue, P.O. Box 453, Windom, Minnesota 56101, consists of all labor, materials, tools, permits, bonds, machinery, equipment, and services necessary.

Schedule is to begin work after May 31, 2012, with no work allowed June 4-10, 2012. Substantial completion is on or by August 31, 2012.

Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified check made payable to "CITY OF WINDOM" (OWNER) in the amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the OWNER, with the surety company thereon duly authorized to do business in the State of Minnesota, such Bid Security to be a guarantee that the bidder will not, without the consent of the OWNER, withdraw his bid for a period of ninety (90) days after the opening of bids, and, if awarded a contract, will enter into a contract with CITY OF WINDOM; and the amount of the certified check will be retained or the bond enforced by the OWNER in case the bidder fails to do so. All bid securities except those of the three lowest bidders will be returned within fifteen days after the opening of bids.

Bid Proposals shall be submitted on forms furnished for that purpose. Bids shall be submitted in sealed envelopes with the following clearly inscribed on the outside: "Bids for City of Windom Street Improvements." No bidder shall withdraw his bid, without the consent of the OWNER, for a period of ninety (90) days after the date for the opening thereof. The OWNER, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies. A work history detailing qualifications and past experience must be provided upon request.

Plans and specifications are on file for inspection at the City of Windom, City Hall Office; and the office of Wenck Associates, Inc., 1012 5th Avenue, P.O. Box 453, Windom, Minnesota, 56101.

Bidders desiring drawings and specifications for personal use may secure a complete set from:

Wenck Associates, Inc.
1012 5th Avenue
P.O. Box 453
Windom, Minnesota 56101
Telephone: (507) 831-2703
Facsimile: (507) 831-5271

Non-refundable deposits in the form of a check shall be made payable to:
"Wenck Associates, Inc." The deposit shall be in the amount of **\$15.00** per set of contract documents.

END OF SECTION

SCHEDULE OF PRICES

BIDDER agrees to perform all of the work described in the
CONTRACT DOCUMENTS for the following unit prices or lump sums:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension
for each item and total.

ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
<u>RED ROCK – CRS-2P or MC-800</u>					
2356.505	Bituminous material for seal coat CRS-2P or MC-800	GAL.	\$ _____	7600	\$ _____
2356.507	Seal coat aggregate "red rock"	TON	\$ _____	410	\$ _____
				TOTAL:	\$ _____

SECTION 02356

BITUMINOUS SEALCOAT

PART I - GENERAL

1.01 RELATED DOCUMENTS

- A. The bituminous seal coat shall be applied in accordance with provisions of MNDOT Section 2356 except as modified below.

1.02 MATERIALS

- A. The bituminous material used on this project shall be RC or MC-800.
- B. The bituminous material used for the shall be CRS-2P.
- C. The seal coat cover aggregate shall be furnished by the Contractor and shall meet the following requirements.
- D. The cover aggregate referred to as "red rock" shall meet the requirements of 3127 for FA-2 aggregate and shall be bid under Item No. 2356.507 in the proposal price schedule.

1.03 APPLICATION

- A. The rates of application for bituminous material and cover aggregate shall be as follows:

Red Rock

- | | |
|------------------------|---------------------------|
| 1) Bituminous material | 0.25 gal. per square yard |
| 2) Cover aggregate | 22 lbs. per square yard |

- B. Application equipment must be equipped with computer controlled applicators to control rates of application.
- C. The City will sweep off the surplus aggregate material following application.
- D. The contractor shall cover all sanitary manholes, sanitary lampholes, storm manholes, and water valves in their entirety prior to sealing, and remove cover after sealing. A proper method shall be used to insure keeping covers clean. Such work is considered incidental to the construction and no extra compensation will be made.

1.04 BASIS FOR PAYMENT

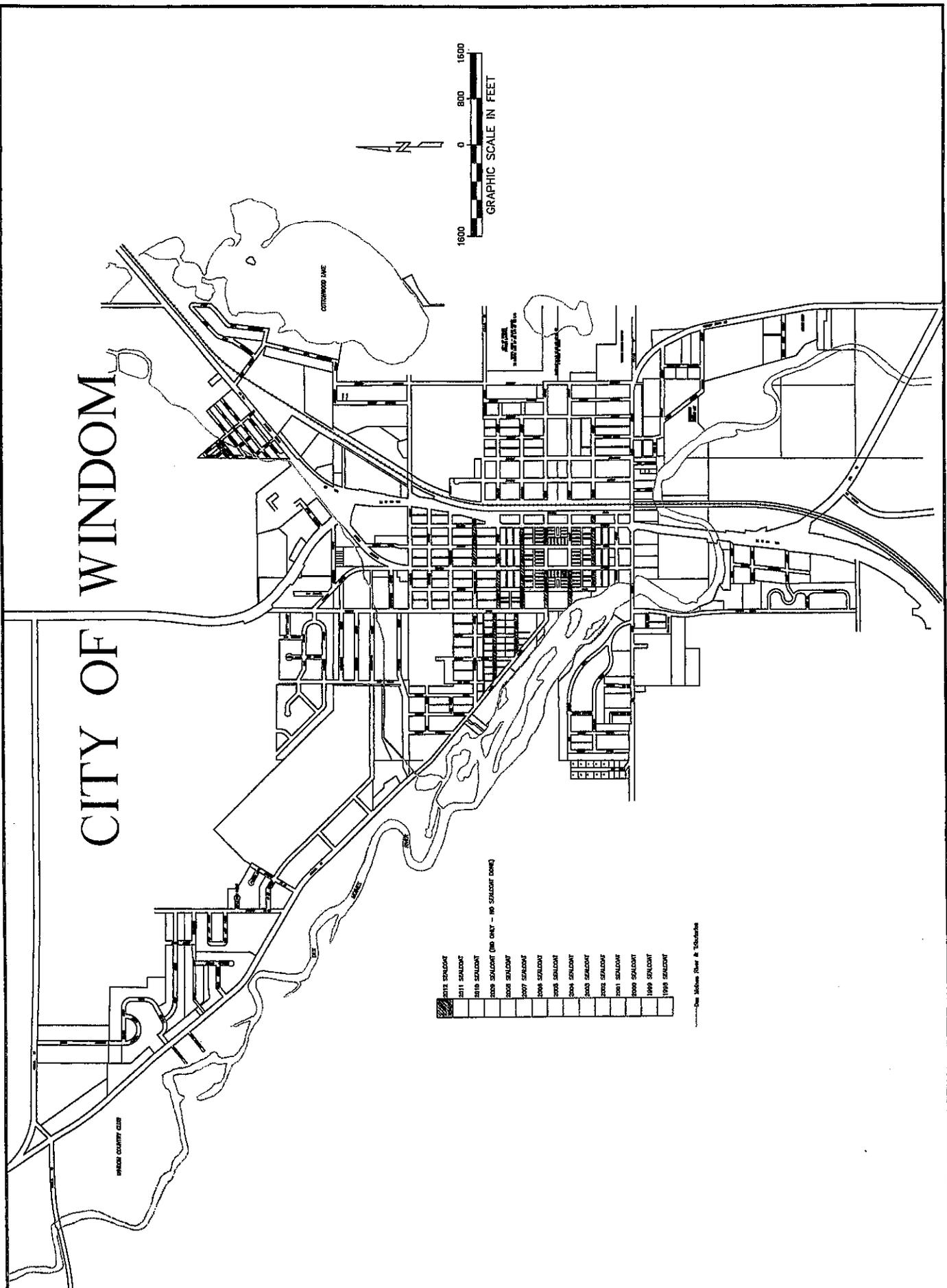
- A. Payment for the bituminous seal coat will be made on the following schedule:

<u>ITEM NO.</u>	<u>ITEM</u>	<u>UNIT</u>
2356.505	Bituminous material for seal coat	Gallon
2356.507	Seal coat aggregate (red rock)	Ton

END OF SECTION

2012 City of Windom Seal Coat

Street Name	From	To	Length	Width	Area S.F.	Area S.Y.	Oil, gal	Rock, ton
12th street	6th ave	River Road	1148	32	36736	4082	1100	60
12th street	4th ave	6th ave	725	32	23200	2578	700	40
11th street	Hwy 71/60	6th ave	1446	32	46272	5141	1300	70
11th street	6th ave	River Road	764	32	24448	2716	700	40
8th street	1st ave	4th ave	850	32	27200	3022	800	40
8th street	4th ave	west side Historical B	139	48	6672	741	200	10
8th street	west side Historical B	5th ave	163	32	5216	580	200	10
9th street	4th ave	west dead end	650	32	20800	2311	600	30
10th street	4th ave	6th ave	750	32	24000	2667	700	40
10th street	hwy 60/71	3rd ave	525	32	16800	1867	500	30
13th street	Hwy 71/60	4th ave	900	32	28800	3200	800	40
Totals					260144	28905	7600	410



CITY OF WINDOM



2012 SEALCOAT (NO ONLY - NO SEALCOAT DONE)

2012 SEALCOAT
2011 SEALCOAT
2010 SEALCOAT
2009 SEALCOAT
2008 SEALCOAT
2007 SEALCOAT
2006 SEALCOAT
2005 SEALCOAT
2004 SEALCOAT
2003 SEALCOAT
2002 SEALCOAT
2001 SEALCOAT
2000 SEALCOAT
1999 SEALCOAT
1998 SEALCOAT

See Notes Sheet # 10/10/12

BONUS BUCKS

CENTRAL AIR CONDITIONER REBATE



For a limited time, receive a Bonus Bucks rebate when you replace a working central air conditioner that is 12 years old or older with an ENERGY STAR qualified unit

Bonus Bucks Qualifications:

- You must be a residential electric customer of Windom Municipal Utilities
- Requires replacement of a working central air conditioner that is 12 years old or older
- Unit must be purchased and installed by between April 15 and July 31, 2012
- Central air conditioner must be ENERGY STAR qualified and meet qualifying SEER ratings to receive Bonus Bucks rebate

Units 14.5 SEER to 16 SEER: \$500
 Units over 16 SEER: \$600

Program Guidelines:

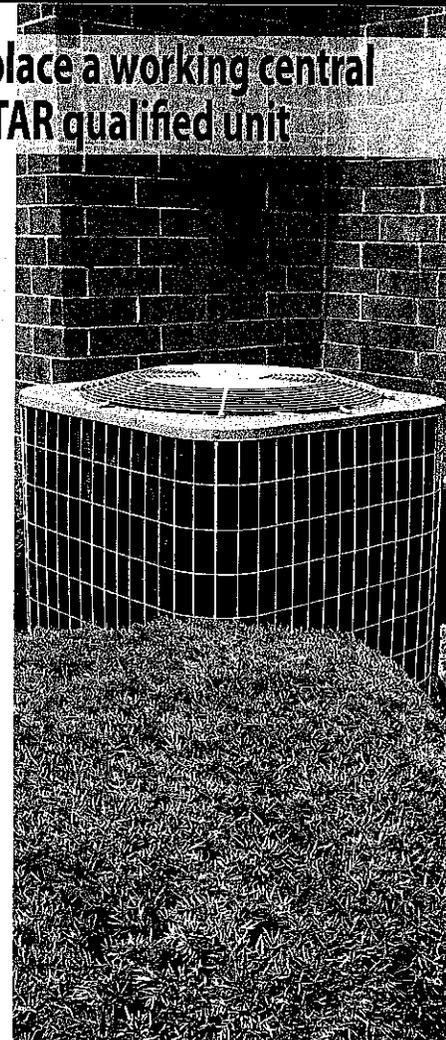
- Ask your HVAC dealer to confirm that your current air conditioner is a working unit that is 12 years old or older
- Verify with your HVAC dealer that the new unit may be installed during the Bonus Rebate timeframe
- Complete a 2012 Energy Efficient Heating & Cooling Residential rebate form. Forms are available at the Electric Utility Office, City Hall or online at www.windom-mn.com
- Turn in completed rebate form along with Bonus Bucks coupon to the Electric Utility Office to get your name added to the customer list requesting a "Bonus Bucks" rebate
 - Rebates are reserved in the order received
 - Program is limited up to 55 total rebate requests
 - Total budget for program limited to \$30,000
 - The new unit may also qualify for the existing 2012 Residential Cooling Rebates

After Installation:

- Turn in a copy of your paid invoice, an AHRI Certificate of Product Rating showing the energy efficiency ratings and any other available efficiency information on your new air conditioner to:

Windom Municipal Utilities
 444 - 9th Street, PO Box 38 • Windom, MN 56101
 507.831.6151 • fax 507.831.6143
www.windom-mn.com • www.cmma.org/savingsplus

Utility reserves the right to verify installation. Restrictions apply. Funding is limited. Program may be discontinued or changed without prior notice.



BONUS BUCKS



CENTRAL AIR CONDITIONER REBATE

Bonus Bucks Qualifications:

- You must be a residential electric customer of Windom Municipal Utilities
 - Requires replacement of a working central air conditioner that is 12 years old or older
 - Unit must be purchased and installed between April 15 and July 31, 2012
 - Central air conditioner must be ENERGY STAR qualified and meet qualifying SEER ratings to receive Bonus Bucks rebate
- Units 14.5 SEER to 16 SEER: \$500
 Units over 16 SEER: \$600

To Redeem:

- Complete and sign a 2012 Energy Star Products Rebate form. Rebate forms are available at www.windom-mn.com
- Obtain vendor/installer verification and attach this coupon to the rebate form and return it with the required documentation to:

Windom Municipal Utilities
 444 - 9th Street, PO Box 38
 Windom, MN 56101

Vendor/Installer Verification:

- Unit replaced was a working unit 12 years old or older

Signature: _____

Date: _____

Utility Use Only Date: _____

Rebate Total: \$ _____

Utility Representative Approval _____





City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Date: April 12, 2012
Council Meeting Date: April 17, 2012
Item Title/Subject: CALL FOR PUBLIC HEARING – ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT

Background:

The Windom EDA has been in discussions with the owners of GDF regarding the potential redevelopment of the former Bolin Lumberyard and adjacent parcels north of Pamida and east of Highway 60. The intent would be to redevelop the parcels for business, service and other commercial uses. It is also the intent to develop the property in several phases. The owners of GDF are interested in pursuing the establishment of a Tax Increment Financing (TIF) district pursuant to Minnesota Statutes Sections 469.174 through 469.179.

Attached is a memo from Todd Hagen, TIF Financial Advisor from Ehlers & Associates, that provides an overview of TIF Assistance for Redevelopment Projects. It provides background on two types of TIF districts that could be considered—the Renewal and Renovation District and the Redevelopment District. Also, I have attached a proposed schedule to use in the establishment of the TIF District for the City of Windom.

On April 9, 2012, the Windom EDA discussed at its regular meeting the potential redevelopment. It was the Board's unanimous recommendation that the City Council set a public hearing to consider the establishment of a TIF district in the proposed area and that the Council utilize a Redevelopment TIF district.

Attached is a proposed resolution calling for a public hearing on June 5, 2012 to consider the establishment of a new TIF district. I will also be present at the City Council Meeting on April 17, 2012, to answer any additional questions you may have concerning the scheduling of this public hearing.

Requested Action: Adopt the Resolution calling for a public hearing for the purpose of considering establishment of a tax increment financing program for the former Bolin Lumberyard and adjacent parcels.

Respectfully submitted,

Aaron A. Backman
EDA Executive Director

Attachments

RESOLUTION # 2012-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

**CITY OF WINDOM
STATE OF MINNESOTA**

RESOLUTION CALLING FOR A PUBLIC HEARING ON THE PROPOSED ADOPTION OF THE MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-16 THEREIN, AND THE PROPOSED ADOPTION OF THE TAX INCREMENT FINANCING PLANS THEREFOR.

WHEREAS, the City of Windom has received a request from the Economic Development Authority of Windom to consider the establishment of a new redevelopment tax increment financing (TIF) district and to call for a public hearing on said proposed district.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL (the "Council") FOR THE CITY OF WINDOM, MINNESOTA (the "CITY"), AS FOLLOWS:

1. PUBLIC HEARING. A public hearing shall be held before the City Council at the City Hall in Windom, Minnesota, on the 5th day of June, 2012, during the City Council Meeting which begins at approximately 7:30 p.m. The purpose of said public hearing is to consider the proposed adoption of the Modification to the Development Program for Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-16, the proposed adoption of Tax Increment Financing Plans therefor, and the approval of business subsidies, all pursuant to and in accordance with Minnesota Statutes, Sections 469.090 through 469.1081, inclusive, as amended; Sections 469.124 through 469.134, inclusive, as amended; Sections 469.174 through 469.1799, inclusive, as amended; and Sections 116J.993 through 116J.995, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City.

2. NOTICE OF PUBLIC HEARING, FILING OF PROGRAM AND PLANS. City Staff is authorized and directed to work with Ehlers and Associates, Inc., to prepare the Modification to the Development Program and the Tax Increment Financing Plans (the "Program and Plans") and to forward documents to the appropriate taxing jurisdictions, including Cottonwood County and Independent School District No. 177. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not less than 10, nor more than 30, days prior to June 5, 2012; and to place a copy of the Program and Plans on file in the City Administrator's Office at City Hall, and to make such copy available for inspection by the public.

ADOPTED this 17th day of April, 2012.

Kirby G. Kruse, Mayor

ATTEST:

Steven Nasby, City Administrator

Memo

To: Aaron Backman, Windom EDA, Minnesota
From: Todd Hagen, CIPFA, Public Finance Advisor
Date: April 3, 2012
Subject: City of Windom, MN - TIF Assistance for Redevelopment Projects

Background. As advisor to the City of Windom (the "City"), I thought a short memorandum outlining the necessary process and policy issues would be helpful on the use of tax increment financing assistance for redevelopment projects in general. Tax increment financing is a method local governments use to pay for the costs of qualifying improvements such as land acquisition, site improvements, public and on-site utilities, demolition, relocation, and administration necessary to create new development, redevelopment or publicly assisted housing. Tax increment is the difference between the existing property taxes on the parcel of land before the development occurs and the increased property taxes created by the new development.

Type of TIF District. Certain requirements must be met before a particular site can qualify as a tax increment financing district. The general types of tax increment financing districts are redevelopment districts, renewal and renovation districts, housing districts, and economic development districts. Given the proposed projects, it appears that the City would be looking at the qualifications of either a redevelopment district (a maximum 25-year term) or a renewal and renovation district (a maximum 15-year term).

TIF Process. Tax increments must be spent within particular geographic areas only for specified purposes. All projects require a general development or redevelopment plan, approved after a public hearing held by the City Council. The boundaries tend to be large areas within which the City intends to promote development or redevelopment. Tax increment districts are specified parcels within a project area from which tax increment will be captured. Following is a description of the process.

Development District. To establish a tax increment financing district, the City must first establish a planning area (called a development district). The only significance to a development district is to allow the increment to be spent in its geographic boundaries and to provide the statutory basis for tax increment to be exercised. Typically, a development district the same area as a tax increment district. A development program describes the development district, goals and objectives, and authorizing statutes.

TIF District. Second, a tax increment financing plan must be prepared. The plan outlines the type of district to be established, the expected duration of the district, the budget for the tax increment, and the fiscal impacts upon the taxing jurisdictions. The purpose of the tax increment plan is only to



3060 Centre Pointe Drive
Roseville, MN 55113-1105
Phone: 651-697-8508
Fax: 651-697-8555
thagen@ehlers-inc.com

authorize the City to create a tax increment district. *No funds will be committed until a development agreement outlining the terms of the project is approved by the City.*

Duration; Pay-As-You-Go. I generally advise that the tax increment run for only as long as the assistance is needed, regardless of the term of the tax increment financing district and that the City not issue bonds for the project, but reimburse the developer for costs of the redevelopment and public improvements of the project with interest over time. *Therefore, there is no risk to the taxpayers of the developer defaulting on the project.* The City may wish to establish a policy of retaining a significant percentage of tax increment for other related public improvements. Such an improvement may require a bond issue.

Findings. Next, the City, at the public hearing, must make certain findings for this project, including the following:

- The proposed development would not occur without tax increment assistance (but/for finding).
- No development with a market value of greater than the market value resulting from the City's use of tax increment assistance on this site would occur within the term of the tax increment financing district.
- At least 50% of the current buildings are structurally substandard to qualify the area as a **redevelopment tax increment district** and at least 70% of the site's parcels are occupied by improvements (man-made changes to the site).
- At least 20% of the current buildings are structurally substandard, and an additional 30% are obsolete due to building configuration or site layout sufficient to qualify the area as a **renewal and renovation tax increment district** (that is, a lesser standard of blight than required for a redevelopment tax increment financing district) and at least 70% of the site's parcels are occupied by improvements (man-made changes to the site).
- No building permits have been issued within the tax increment financing district during the 18 months preceding the adoption of the tax increment financing plan.

However, for two years, between June 30, 2010 and June 30, 2012, local governments can create a compact development district requiring the new buildings to be at least three times as large as the original buildings with no requirement for existing buildings to be substandard.

Minimum Qualifications. To verify that the buildings meet all of the statutory requirements as either a redevelopment district or a renewal and renovation district, the developer and the architect must provide evidence that the site meets the minimum qualifications. An interior inspection by a building inspector, engineer, or architect is required for those parcels which agree to a review of the building conditions. The City must be comfortable that the site is truly either a redevelopment district or a renewal and renovation district and that the buildings are substandard as described in the

statutes. *To assist you with these determinations, I have attached a form of Resolution, Report, and Worksheet.*

Development Agreement; Business Subsidy. Finally, a development agreement between the City and the developer should be drafted by the City's bond attorney for this project. The City is considered the official administrative agency for the tax increment. Prior to finalizing a development agreement for commercial property, the City must adopt a business subsidy policy and criteria. The criteria can be as simple as determining a minimum wage level that the City will require for a business or as complex as detailed formulas on the amount of assistance per job. The tax increment proceedings and the criteria proceedings have similar notice publication requirements so they can be either separate or combined.

Administrative Costs. The City can retain up to 10% of the increment for actual administrative costs, which must be documented and authorized.

First Steps. I am available to assist the City with any of the steps listed above. The first steps in the process would be to determine that the development needs assistance, determine the size of each parcel occupied by improvements and the condition of the buildings, prepare an analysis of the potential tax increment on the project, and evaluate the level of assistance through a review of a development proforma.

We briefly touched on this. Please contact me with any further questions or comments.

SCHEDULE OF EVENTS

WINDOM ECONOMIC DEVELOPMENT AUTHORITY AND THE CITY OF WINDOM COTTONWOOD COUNTY, MINNESOTA

FOR THE MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1

AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-16 (an redevelopment district)

(draft as of April 3, 2012)

- April __, 2012 EDA requests that the City Council call for a public hearing.
- April 17, 2012 City Council calls for public hearing on the proposed Modification to the Development Program for Development District No. 1 and the proposed establishment of Tax Increment Financing District No. 1-16.
- April 20, 2012 Project information (property identification numbers and legal descriptions, detailed project description, maps, but/for statement, and list of sources and uses of funds) for drafting necessary documentation sent to Ehlers.
- April 23, 2012 Ehlers confirms with the City whether building permits have been issued on the property to be included in Tax Increment Financing District No. 1-16.
- N/A County receives TIF Plan for review for County Road impacts (at least 45 days prior to public hearing). **The County Board, by law, has 45 days to review the TIF Plan to determine if any county roads will be impacted by the development. Because the City staff believes that the proposed tax increment financing district will not require unplanned county road improvements, the TIF Plan will not be forwarded to the County Board 45 days prior to the public hearing. Please be aware that the County Board could claim that tax increment should be used for county roads, even after the public hearing*
- April 23, 2012 Letter received by County Commissioner giving notice of potential redevelopment tax increment financing district (at least 30 days prior to publication of hearing notice). *[Ehlers will fax and mail on or before April 23, 2012.]*
- May 4, 2012 Fiscal/economic implications received by School Board Clerk and County Auditor (at least 30 days prior to public hearing). *[Ehlers will fax & mail on or before May 4, 2012.]*
- May 7, 2012 Ehlers conducts internal review of Modified Program and TIF Plan.



SCHEDULE OF EVENTS – PAGE 2

WINDOM ECONOMIC DEVELOPMENT AUTHORITY AND THE CITY OF WINDOM COTTONWOOD COUNTY, MINNESOTA

FOR THE MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1

AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-16 (an economic development district)

- May 8, 2012 Planning Commission reviews Modified Program and TIF Plan to determine if they are in compliance with City's comprehensive plan.
- May 14, 2012 EDA considers the Modified Program and TIF Plan.
- May 23, 2012 Date of publication of hearing notice and map (at least 10 days but not more than 30 days prior to hearing). *[Cottonwood County Citizen publication deadline, May 18, 2012 –City of Windom to submit notice and map to newspaper. (Ehlers will submit legal notice and map to the Cottonwood County Citizen on or before May 18, 2012 at citizen@windcomnews.com.)]*
- June 5, 2012 City Council holds public hearing at 7:30 P.M. on a Modification to the Development Program for Development District No. 1 and the establishment of Tax Increment Financing District No. 1-16 and passes resolution approving the Modified Program and TIF Plan. *[Ehlers will email final Council packet information to the City on or before May 29, 2012]*
- _____, 2012 Ehlers files Modified Program and TIF Plan with the MN Department of Revenue, requests certification of the TIF District with Cottonwood County.

*Because the City staff believes that the proposed tax increment financing district will not require unplanned county road improvements, the TIF Plan was not forwarded to the County Board 45 days prior to the public hearing. The County Board, by law, has 45 days to review the TIF Plan to determine if any county roads will be impacted by the development. Please be aware that the County Board could claim that tax increment should be used for county roads, even after the public hearing.

RESOLUTION #2012-

Council Member _____ introduced the following resolution and moved its adoption:

Resolution Providing for the Sale of \$1,640,000 General Obligation Refunding Bonds, Series 2012A

- A. **WHEREAS**, the City Council of the City of Windom, Minnesota, has heretofore determined that it is necessary and expedient to issue the City's \$1,640,000 General Obligation Refunding Bonds, Series 2012A (the "Bonds"), to provide for a crossover refunding of the City's outstanding (i) General Obligation Bonds, Series 2005A and (ii) General Obligation Improvement Bonds, Series 2007B to reduce interest expenses; and
- B. **WHEREAS**, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent financial advisor for the Bonds and is therefore authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9).

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

1. **Authorization; Findings.** The City Council hereby authorizes Ehlers to solicit proposals for the sale of the Bonds.
2. **Meeting; Proposal Opening.** The City Council shall meet at 7:30 p.m. on May 15, 2012, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. **Official Statement.** In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Adopted by the Council this 17th day of April, 2012.

Kirby G. Kruse, Mayor

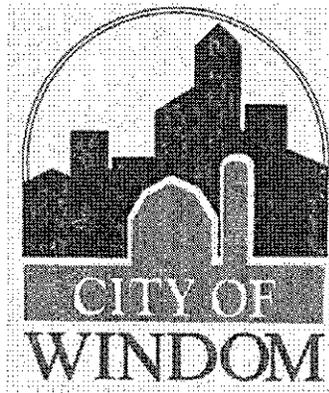
Attest: _____
Steve Nasby, City Administrator

April 17, 2012

Pre-Sale Report for

\$1,640,000 General Obligation Refunding
Bonds, Series 2012A

City of Windom, Minnesota



Prepared and Presented by:

Todd Hagen, CIPFA
VP, Public Finance Advisor

And

Rebecca Kurtz, CIPFA
VP, Public Finance Advisor

Executive Summary of Proposed Debt

Proposed Issue:	\$1,640,000 General Obligation Refunding Bonds, Series 2012A
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429 (special assessment law), 444 (utility revenue law), and 475 (general bond law). Because this issue refinances prior general obligation bonds that were previously authorized, the Bonds can also be a general obligation, issued without a referendum, and will not count against the City's debt limit.</p> <p>The Bonds will be general obligations of the City, for which its full faith, credit and taxing powers are pledged. This security helps reduce interest costs.</p>
Purposes/Funding Sources:	<p>The proposed issue includes financing for a crossover refunding of the City's outstanding (i) General Obligation Bonds, Series 2005A and (ii) General Obligation Improvement Bonds, Series 2007B.</p> <p>It is expected that the same source of payment originally pledged to the old bonds, will pay for the new Bonds.</p> <p>The interest rate on the old bonds averages 4.15% (which is 2.50% higher than the estimated interest rate on the new Bonds). The refunding is expected to reduce interest expense by approximately \$90,000 over the next 11 years. The net present value benefit of the refunding is estimated to be \$82,000, equal to 4.94% of the refunded principal. The minimum savings required by Minnesota state law for a crossover refunding is 3.00% of the refunded principal.</p> <p>This refunding is considered an advance refunding as the new Bonds will be issued more than 90 days prior to the call date of the old bonds.</p> <p>Only one advance refunding of the old bonds is legally allowed during the life of the issue. In a crossover refunding, the new Bonds are sold more than 90 days in advance of the call date of the old bonds. The proceeds of the new Bonds are invested in government securities and held in escrow. The money in the escrow is used to pay interest on the new Bonds until the call date and to prepay the old bonds at the first opportunity. The City continues to make payments on the old bonds until the call date. After the call date, the City begins making payments on the new Bonds. In other words, savings will not be experienced until after February 1, 2013 for the Series 2005A Bonds and February 1, 2015 for the Series 2007B Bonds.</p>
Term/Call Feature	The Bonds are being issued for an 11 year term. Principal on the Bonds will be due on February 1 in the years 2014 through 2023. Interest is payable every six months beginning February 1, 2013.



	The Bonds maturing February 1, 2021, and thereafter will be subject to prepayment at the discretion of the City on February 1, 2020.
Bank Qualification	Because the City is issuing less than \$10,000,000 in the calendar year, the City will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	The City's most recent bond issues were rated A+ by Standard & Poor's. The City will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating if the bond rating of the insurer is higher than that of the City.
Risk Factors:	With a crossover refunding, the key risk factor is the call date. Because the Series 2005A are first callable on February 1, 2013 and the Series 2007B Bonds are first callable on February 1, 2015, to refund in 2012, it must be believed that: (i) comparable or better interest rates will not occur over the next one to three years; and (ii) a significant amount of prepaid special assessments will not be received over the next one to three years.
Method of Sale/Placement:	In order to obtain the lowest interest cost to the City, we will solicit competitive bids for purchase of the Bonds from local banks in your area and regional underwriters. We have included an allowance for discount bidding equal to 1.00% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of its compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the City and find that there are no additional refunding opportunities at this time. However, Ehlers is working with City Staff and Piper Jaffray & Co., Minneapolis, MN, to refinance the Series 2004 and Series 2009B Telecom bonds to achieve a lower interest rate and level payback structure. We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any other future refunding opportunities.
Continuing Disclosure:	Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain "material events" to the



	<p>Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
<p>Arbitrage Monitoring:</p>	<p>Because the Bonds are tax-exempt securities/tax credit securities, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Arbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you with compliance with these rules. We also recommend that you establish written procedures regarding compliance with IRS rules.</p>





Proposed Debt Issuance Schedule

Pre-Sale Review by Council:	April 17, 2012
Distribute Official Statement:	April 30, 2012
Conference with Rating Agency:	Week of May 7, 2012
City Council Meeting to Award Sale of the Bonds:	May 15, 2012
Estimated Closing Date:	Approximately June 1, 2012

Attachments

Sources and Uses of Funds
 Proposed Debt Service Schedule
 Bond Buyer Index
 Resolution Authorizing Ehlers to Proceed with Bond Sale

Ehlers Contacts:

Financial Advisors:	Todd Hagen Rebecca Kurtz	(651) 697-8508 (651) 697-8516
Disclosure Coordinator:	Kara Meverden	(651) 697-8545
Bond Sale Coordinator:	Alicia Aulwes	(651) 697-8523
Financial Analyst:	Alicia Gage	(651) 697-8551

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.



City of Windom, Minnesota

\$1,640,000 G.O. Refunding Bonds, Dated: May 15, 2012

Proposed Crossover Refunding of

General Obligation Bonds, Series 2005A & 2007B

Total Issue Sources And Uses

Dated 05/15/2012 | Delivered 05/15/2012

	09 xover Ser 05A \$1.44M GO Bds 3	Proposed Crossover Ref of Ser 07B \$1.38M GO Imp Bds	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$750,000.00	\$890,000.00	\$1,640,000.00
Total Sources	\$750,000.00	\$890,000.00	\$1,640,000.00
Uses Of Funds			
Total Underwriter's Discount (1.000%)	7,500.00	8,900.00	16,400.00
Costs of Issuance	13,719.51	16,280.49	30,000.00
Deposit to Crossover Escrow Fund	725,617.29	865,186.43	1,590,803.72
Rounding Amount	3,163.20	(366.92)	2,796.28
Total Uses	\$750,000.00	\$890,000.00	\$1,640,000.00



City of Windom, Minnesota

\$1,640,000 G.O. Refunding Bonds, Dated: May 15, 2012

Proposed Crossover Refunding of

General Obligation Bonds, Series 2005A & 2007B

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/15/2012	-	-	-	-	-
02/01/2013	-	-	16,581.33	16,581.33	16,581.33
08/01/2013	-	-	11,658.75	11,658.75	-
02/01/2014	115,000.00	0.600%	11,658.75	126,658.75	138,317.50
08/01/2014	-	-	11,313.75	11,313.75	-
02/01/2015	110,000.00	0.750%	11,313.75	121,313.75	132,627.50
08/01/2015	-	-	10,901.25	10,901.25	-
02/01/2016	220,000.00	0.850%	10,901.25	230,901.25	241,802.50
08/01/2016	-	-	9,966.25	9,966.25	-
02/01/2017	220,000.00	1.050%	9,966.25	229,966.25	239,932.50
08/01/2017	-	-	8,811.25	8,811.25	-
02/01/2018	180,000.00	1.350%	8,811.25	188,811.25	197,622.50
08/01/2018	-	-	7,596.25	7,596.25	-
02/01/2019	180,000.00	1.550%	7,596.25	187,596.25	195,192.50
08/01/2019	-	-	6,201.25	6,201.25	-
02/01/2020	185,000.00	1.800%	6,201.25	191,201.25	197,402.50
08/01/2020	-	-	4,536.25	4,536.25	-
02/01/2021	195,000.00	2.000%	4,536.25	199,536.25	204,072.50
08/01/2021	-	-	2,586.25	2,586.25	-
02/01/2022	115,000.00	2.150%	2,586.25	117,586.25	120,172.50
08/01/2022	-	-	1,350.00	1,350.00	-
02/01/2023	120,000.00	2.250%	1,350.00	121,350.00	122,700.00
Total	\$1,640,000.00	-	\$166,423.83	\$1,806,423.83	-

Yield Statistics

Bond Year Dollars	\$10,111.22
Average Life	6.165 Years
Average Coupon	1.6459319%
Net Interest Cost (NIC)	1.8081279%
True Interest Cost (TIC)	1.8090265%
Bond Yield for Arbitrage Purposes	1.6362630%
All Inclusive Cost (AIC)	2.1309620%

IRS Form 8038

Net Interest Cost	1.6459319%
Weighted Average Maturity	6.165 Years

City of Windom, Minnesota

\$1,640,000 G.O. Refunding Bonds, Dated: May 15, 2012

Proposed Crossover Refunding of

General Obligation Bonds, Series 2005A & 2007B

Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2013	16,581.33	(736,581.33)	765,404.44	42,608.16	45,404.44	2,796.28
02/01/2014	138,317.50	(14,612.50)	34,650.00	158,355.00	163,850.00	5,495.00
02/01/2015	132,627.50	(849,612.50)	869,650.00	152,665.00	160,100.00	7,435.00
02/01/2016	241,802.50	-	-	241,802.50	251,250.00	9,447.50
02/01/2017	239,932.50	-	-	239,932.50	248,450.00	8,517.50
02/01/2018	197,622.50	-	-	197,622.50	210,450.00	12,827.50
02/01/2019	195,192.50	-	-	195,192.50	208,480.00	13,287.50
02/01/2020	197,402.50	-	-	197,402.50	211,205.00	13,802.50
02/01/2021	204,072.50	-	-	204,072.50	213,407.50	9,335.00
02/01/2022	120,172.50	-	-	120,172.50	125,047.50	4,875.00
02/01/2023	122,700.00	-	-	122,700.00	125,160.00	2,460.00
Total	\$1,806,423.83	(1,600,806.33)	\$1,669,704.44	\$1,872,525.66	\$1,962,804.44	\$90,278.78

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	79,987.86
Net PV Cashflow Savings @ 1.636%(Bond Yield)....	79,987.86
Contingency or Rounding Amount.....	2,796.28
Net Present Value Benefit	\$82,784.14
Net PV Benefit / \$1,675,290.61 PV Refunded Debt Service	4.941%
Net PV Benefit / \$1,555,000 Refunded Principal...	5.324%
Net PV Benefit / \$1,640,000 Refunding Principal..	5.048%

Refunding Bond Information

Refunding Dated Date	5/15/2012
Refunding Delivery Date	5/15/2012

City of Windom, Minnesota

\$1,640,000 G.O. Refunding Bonds, Dated: May 15, 2012

Proposed Crossover Refunding of

General Obligation Bonds, Series 2005A & 2007B

Crossover Escrow Fund Cashflow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
05/15/2012	-	-	-	0.72	-	0.72
08/01/2012	-	-	746.85	746.85	-	747.57
02/01/2013	733,513.00	0.110%	2,321.82	735,834.82	736,581.33	1.06
08/01/2013	5,563.00	0.180%	1,742.66	7,305.66	7,306.25	0.47
02/01/2014	5,569.00	0.260%	1,737.66	7,306.66	7,306.25	0.88
08/01/2014	5,575.00	0.260%	1,730.43	7,305.43	7,306.25	0.06
02/01/2015	840,583.00	0.410%	1,723.19	842,306.19	842,306.25	-
Total	\$1,590,803.00	-	\$10,002.61	\$1,600,806.33	\$1,600,806.33	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Bond Yield
Cash Deposit	0.72
Cost of Investments Purchased with Bond Proceeds	1,590,803.00
Total Cost of Investments	\$1,590,803.72
Target Cost of Investments at bond yield	\$1,555,314.22
Actual positive or (negative) arbitrage	(35,489.50)
Yield to Receipt	0.3534072%
Yield for Arbitrage Purposes	1.6362630%
State and Local Government Series (SLGS) rates for	12/05/2011

City of Windom, Minnesota

Proposed Crossover Refunding of
\$1,440,000 General Obligation Bonds, Series 2005A

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/15/2012	-	-	-	-	-
02/01/2013	-	-	6,190.22	6,190.22	6,190.22
08/01/2013	-	-	4,352.50	4,352.50	-
02/01/2014	115,000.00	0.600%	4,352.50	119,352.50	123,705.00
08/01/2014	-	-	4,007.50	4,007.50	-
02/01/2015	110,000.00	0.750%	4,007.50	114,007.50	118,015.00
08/01/2015	-	-	3,595.00	3,595.00	-
02/01/2016	115,000.00	0.850%	3,595.00	118,595.00	122,190.00
08/01/2016	-	-	3,106.25	3,106.25	-
02/01/2017	110,000.00	1.050%	3,106.25	113,106.25	116,212.50
08/01/2017	-	-	2,528.75	2,528.75	-
02/01/2018	70,000.00	1.350%	2,528.75	72,528.75	75,057.50
08/01/2018	-	-	2,056.25	2,056.25	-
02/01/2019	75,000.00	1.550%	2,056.25	77,056.25	79,112.50
08/01/2019	-	-	1,475.00	1,475.00	-
02/01/2020	75,000.00	1.800%	1,475.00	76,475.00	77,950.00
08/01/2020	-	-	800.00	800.00	-
02/01/2021	80,000.00	2.000%	800.00	80,800.00	81,600.00
Total	\$750,000.00	-	\$50,032.72	\$800,032.72	-

Yield Statistics

Bond Year Dollars	\$3,618.33
Average Life	4.824 Years
Average Coupon	1.3827560%
Net Interest Cost (NIC)	1.5900337%
True Interest Cost (TIC)	1.5924822%
Bond Yield for Arbitrage Purposes	1.6362630%
All Inclusive Cost (AIC)	1.9969002%

IRS Form 8038

Net Interest Cost	1.3827560%
Weighted Average Maturity	4.824 Years

City of Windom, Minnesota

\$1,440,000 General Obligation Bonds, Series 2005A

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2013	-	-	20,764.44	20,764.44	20,764.44
08/01/2013	-	-	14,600.00	14,600.00	-
02/01/2014	100,000.00	3.750%	14,600.00	114,600.00	129,200.00
08/01/2014	-	-	12,725.00	12,725.00	-
02/01/2015	100,000.00	3.850%	12,725.00	112,725.00	125,450.00
08/01/2015	-	-	10,800.00	10,800.00	-
02/01/2016	105,000.00	4.000%	10,800.00	115,800.00	126,600.00
08/01/2016	-	-	8,700.00	8,700.00	-
02/01/2017	105,000.00	4.000%	8,700.00	113,700.00	122,400.00
08/01/2017	-	-	6,600.00	6,600.00	-
02/01/2018	70,000.00	4.100%	6,600.00	76,600.00	83,200.00
08/01/2018	-	-	5,165.00	5,165.00	-
02/01/2019	75,000.00	4.200%	5,165.00	80,165.00	85,330.00
08/01/2019	-	-	3,590.00	3,590.00	-
02/01/2020	80,000.00	4.300%	3,590.00	83,590.00	87,180.00
08/01/2020	-	-	1,870.00	1,870.00	-
02/01/2021	85,000.00	4.400%	1,870.00	86,870.00	88,740.00
Total	\$720,000.00	-	\$148,864.44	\$868,864.44	-

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	5/15/2012
Average Life	4.982 Years
Average Coupon	4.1501098%
Weighted Average Maturity (Par Basis)	4.982 Years

Refunding Bond Information

Refunding Dated Date	5/15/2012
Refunding Delivery Date	5/15/2012

City of Windom, Minnesota

Proposed Crossover Refunding of
\$1,440,000 General Obligation Bonds, Series 2005A

Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2013	6,190.22	(726,190.22)	740,764.44	17,601.24	20,764.44	3,163.20
02/01/2014	123,705.00	-	-	123,705.00	129,200.00	5,495.00
02/01/2015	118,015.00	-	-	118,015.00	125,450.00	7,435.00
02/01/2016	122,190.00	-	-	122,190.00	126,600.00	4,410.00
02/01/2017	116,212.50	-	-	116,212.50	122,400.00	6,187.50
02/01/2018	75,057.50	-	-	75,057.50	83,200.00	8,142.50
02/01/2019	79,112.50	-	-	79,112.50	85,330.00	6,217.50
02/01/2020	77,950.00	-	-	77,950.00	87,180.00	9,230.00
02/01/2021	81,600.00	-	-	81,600.00	88,740.00	7,140.00
Total	\$800,032.72	(726,190.22)	\$740,764.44	\$811,443.74	\$868,864.44	\$57,420.70

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	49,990.08
Net PV Cashflow Savings @ 1.636%(Bond Yield)....	49,990.08
Contingency or Rounding Amount.....	3,163.20
Net Present Value Benefit	\$53,153.28
Net PV Benefit / \$784,869.24 PV Refunded Debt Service	6.772%
Net PV Benefit / \$720,000 Refunded Principal...	7.382%
Net PV Benefit / \$750,000 Refunding Principal..	7.087%

Refunding Bond Information

Refunding Dated Date	5/15/2012
Refunding Delivery Date	5/15/2012

City of Windom, Minnesota

\$890,000

Proposed Crossover Refunding of

\$1,380,000 General Obligation Improvement Bonds, Series 2007

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/15/2012	-	-	-	-	-
02/01/2013	-	-	10,391.11	10,391.11	10,391.11
08/01/2013	-	-	7,306.25	7,306.25	-
02/01/2014	-	-	7,306.25	7,306.25	14,612.50
08/01/2014	-	-	7,306.25	7,306.25	-
02/01/2015	-	-	7,306.25	7,306.25	14,612.50
08/01/2015	-	-	7,306.25	7,306.25	-
02/01/2016	105,000.00	0.850%	7,306.25	112,306.25	119,612.50
08/01/2016	-	-	6,860.00	6,860.00	-
02/01/2017	110,000.00	1.050%	6,860.00	116,860.00	123,720.00
08/01/2017	-	-	6,282.50	6,282.50	-
02/01/2018	110,000.00	1.350%	6,282.50	116,282.50	122,565.00
08/01/2018	-	-	5,540.00	5,540.00	-
02/01/2019	105,000.00	1.550%	5,540.00	110,540.00	116,080.00
08/01/2019	-	-	4,726.25	4,726.25	-
02/01/2020	110,000.00	1.800%	4,726.25	114,726.25	119,452.50
08/01/2020	-	-	3,736.25	3,736.25	-
02/01/2021	115,000.00	2.000%	3,736.25	118,736.25	122,472.50
08/01/2021	-	-	2,586.25	2,586.25	-
02/01/2022	115,000.00	2.150%	2,586.25	117,586.25	120,172.50
08/01/2022	-	-	1,350.00	1,350.00	-
02/01/2023	120,000.00	2.250%	1,350.00	121,350.00	122,700.00
Total	\$890,000.00	-	\$116,391.11	\$1,006,391.11	-

Yield Statistics

Bond Year Dollars	\$6,492.89
Average Life	7.295 Years
Average Coupon	1.7925936%
Net Interest Cost (NIC)	1.9296666%
True Interest Cost (TIC)	1.9319358%
Bond Yield for Arbitrage Purposes	1.6362630%
All Inclusive Cost (AIC)	2.2072002%

IRS Form 8038

Net Interest Cost	1.7925936%
Weighted Average Maturity	7.295 Years

City of Windom, Minnesota

\$1,380,000 General Obligation Improvement Bonds, Series 2007

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2013	-	-	24,640.00	24,640.00	24,640.00
08/01/2013	-	-	17,325.00	17,325.00	-
02/01/2014	-	-	17,325.00	17,325.00	34,650.00
08/01/2014	-	-	17,325.00	17,325.00	-
02/01/2015	-	-	17,325.00	17,325.00	34,650.00
08/01/2015	-	-	17,325.00	17,325.00	-
02/01/2016	90,000.00	4.000%	17,325.00	107,325.00	124,650.00
08/01/2016	-	-	15,525.00	15,525.00	-
02/01/2017	95,000.00	4.000%	15,525.00	110,525.00	126,050.00
08/01/2017	-	-	13,625.00	13,625.00	-
02/01/2018	100,000.00	4.100%	13,625.00	113,625.00	127,250.00
08/01/2018	-	-	11,575.00	11,575.00	-
02/01/2019	100,000.00	4.125%	11,575.00	111,575.00	123,150.00
08/01/2019	-	-	9,512.50	9,512.50	-
02/01/2020	105,000.00	4.150%	9,512.50	114,512.50	124,025.00
08/01/2020	-	-	7,333.75	7,333.75	-
02/01/2021	110,000.00	4.200%	7,333.75	117,333.75	124,667.50
08/01/2021	-	-	5,023.75	5,023.75	-
02/01/2022	115,000.00	4.250%	5,023.75	120,023.75	125,047.50
08/01/2022	-	-	2,580.00	2,580.00	-
02/01/2023	120,000.00	4.300%	2,580.00	122,580.00	125,160.00
Total	\$835,000.00	-	\$258,940.00	\$1,093,940.00	-

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	5/15/2012
Average Life	7.418 Years
Average Coupon	4.1806472%
Weighted Average Maturity (Par Basis)	7.418 Years

Refunding Bond Information

Refunding Dated Date	5/15/2012
Refunding Delivery Date	5/15/2012

City of Windom, Minnesota

\$890,000

Proposed Crossover Refunding of

\$1,380,000 General Obligation Improvement Bonds, Series 2007

Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2013	10,391.11	(10,391.11)	24,640.00	25,006.92	24,640.00	(366.92)
02/01/2014	14,612.50	(14,612.50)	34,650.00	34,650.00	34,650.00	-
02/01/2015	14,612.50	(849,612.50)	869,650.00	34,650.00	34,650.00	-
02/01/2016	119,612.50	-	-	119,612.50	124,650.00	5,037.50
02/01/2017	123,720.00	-	-	123,720.00	126,050.00	2,330.00
02/01/2018	122,565.00	-	-	122,565.00	127,250.00	4,685.00
02/01/2019	116,080.00	-	-	116,080.00	123,150.00	7,070.00
02/01/2020	119,452.50	-	-	119,452.50	124,025.00	4,572.50
02/01/2021	122,472.50	-	-	122,472.50	124,667.50	2,195.00
02/01/2022	120,172.50	-	-	120,172.50	125,047.50	4,875.00
02/01/2023	122,700.00	-	-	122,700.00	125,160.00	2,460.00
Total	\$1,006,391.11	(874,616.11)	\$928,940.00	\$1,061,081.92	\$1,093,940.00	\$32,858.08

PV Analysis Summary (Net to Net)

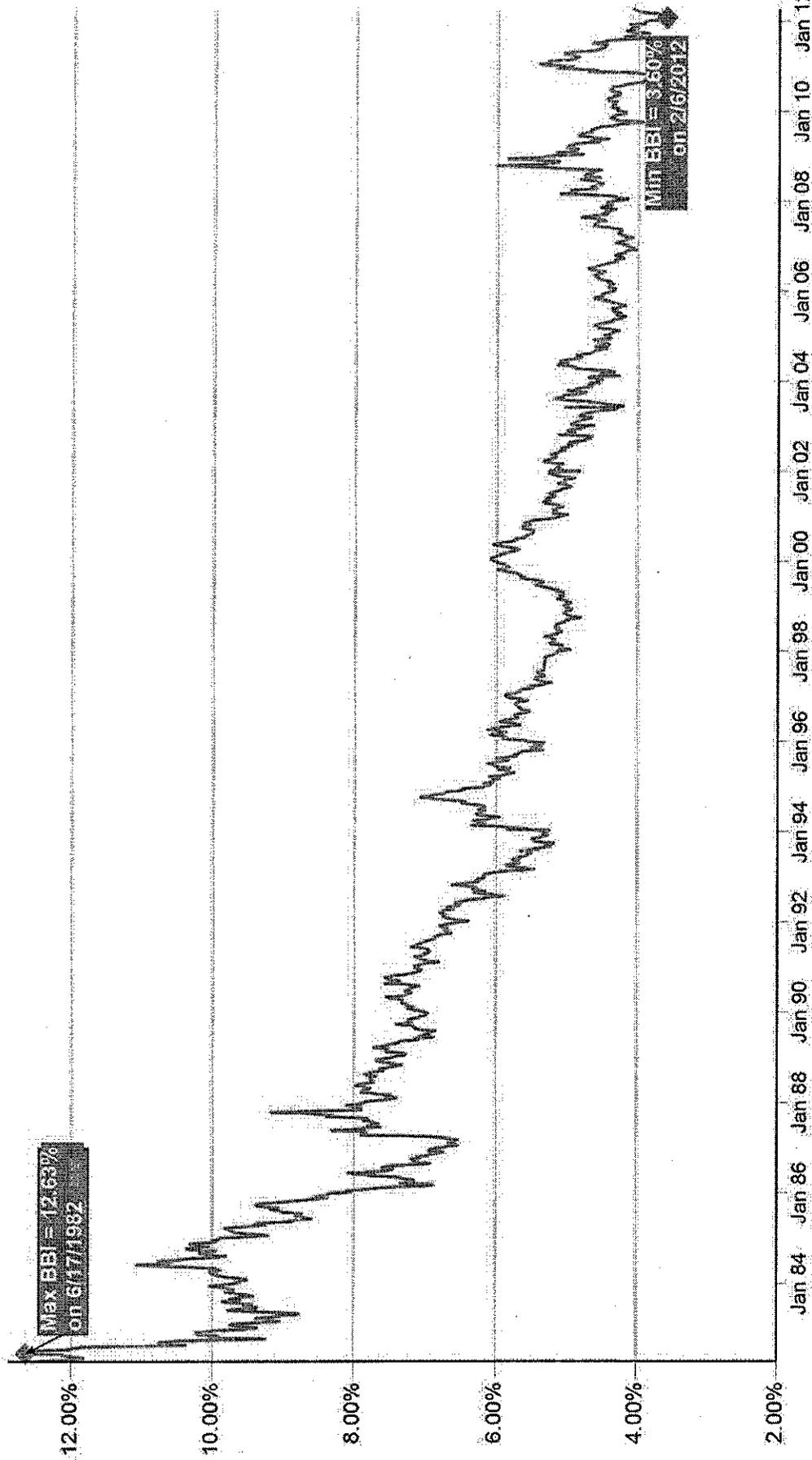
Gross PV Debt Service Savings.....	29,997.78
Net PV Cashflow Savings @ 1.636%(Bond Yield)....	29,997.78
Contingency or Rounding Amount.....	(366.92)
Net Present Value Benefit	\$29,630.86
Net PV Benefit / \$890,421.38 PV Refunded Debt Service	3.328%
Net PV Benefit / \$835,000 Refunded Principal...	3.549%
Net PV Benefit / \$890,000 Refunding Principal..	3.329%

Refunding Bond Information

Refunding Dated Date	5/15/2012
Refunding Delivery Date	5/15/2012

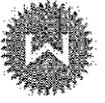
30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates April, 1982 - April, 2012



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



EHLERS
LEADERS IN PUBLIC FINANCE

RESOLUTION #2012-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
POET BIOREFINING
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 an equipment donation from Poet Biorefining of four MSA SCBA units, valued at \$250.00 each, for the Windom Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of equipment with a retail value of \$1,000.00 offered by Poet Biorefining for use by the Windom Fire Department.

Adopted by the Council this 17th day of April, 2012.

Kirby G. Kruse, Mayor

Attest: _____
Steven Nasby, City Administrator

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	AMERICAN LEGAL PUBLI	CODIFICATION	9,060.00
	Total for Department 101		9,060.00*
CITY OFFICE	MII LIFE	VEBA	237.40
CITY OFFICE	NCPERS MINNESOTA	INSURANCE 844600	80.00
	Total for Department 103		317.40*
P & Z / BUILDING OFF	Verizon Wireless	TELEPHONE	34.42
P & Z / BUILDING OFF	MII LIFE	VEBA	178.05
P & Z / BUILDING OFF	NCPERS MINNESOTA	INSURANCE 844600	24.00
P & Z / BUILDING OFF	FLEET ONE LLC	GAS	132.82
	Total for Department 106		369.29*
CITY HALL	ELECTRIC FUND	MAINTENANCE	4.89
CITY HALL	SANDRA HERDER	CLEANING	372.45
CITY HALL	MELISSA PENAS	CLEANING	372.45
	Total for Department 115		749.79*
POLICE	CITY OF WINDOM	MIRC GRANT MATCH	300.00
POLICE	DONNA MARCY	EXPENSE	543.15
POLICE	Verizon Wireless	TELEPHONE	265.66
POLICE	MII LIFE	VEBA	1,901.16
POLICE	NCPERS MINNESOTA	INSURANCE 844600	144.00
POLICE	VOYAGER FLEET SERVIC	GAS	478.29
	Total for Department 120		3,632.26*
FIRE DEPARTMENT	BUCKWHEAT JOHNSON	EXPENSE	169.99
FIRE DEPARTMENT	JOHNSON HARDWARE	MAINTENANCE	1,281.38
FIRE DEPARTMENT	Verizon Wireless	TELEPHONE	34.36
FIRE DEPARTMENT	FLEET ONE LLC	GAS	247.67
FIRE DEPARTMENT	DARREN TIETZ	TRAINING	122.10
	Total for Department 125		1,855.50*
STREET	Verizon Wireless	TELEPHONE	39.85
STREET	MII LIFE	VEBA	1,069.42
STREET	NCPERS MINNESOTA	INSURANCE 844600	80.00
STREET	VOYAGER FLEET SERVIC	GAS	192.36
	Total for Department 140		1,381.63*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	66.00
	Total for Department 145		66.00*
PARKS	MII LIFE	VEBA	118.70
PARKS	NCPERS MINNESOTA	INSURANCE 844600	16.00
	Total for Department 165		134.70*
Total for Fund 01			17,566.57*
LIBRARY	SANDRA HERDER	CLEANING	382.00
LIBRARY	MELISSA PENAS	CLEANING	382.00
LIBRARY	THE LAND	SUBSCRIPTION	24.00

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Department 171	788.00*
		Total for Fund 03	788.00*
	WINDOM BASEBALL ASSO	PAYMENT FOR SCORE BOARD	5,000.00
		Total for Department	5,000.00*
		Total for Fund 04	5,000.00*
AMBULANCE	JORDAN BUSSA	EXPENSE	65.87
AMBULANCE	APRIL HARRINGTON	EXPENSE	28.14
AMBULANCE	BUCKWHEAT JOHNSON	EXPENSE	18.10
AMBULANCE	KIM POWERS	EXPENSE	60.75
AMBULANCE	ALLAN REMPEL	EXPENSE	41.79
AMBULANCE	FLEET ONE LLC	GAS	2,022.36
		Total for Department 176	2,237.01*
		Total for Fund 13	2,237.01*
MULTI-PURPOSE BUILDI	Verizon Wireless	TELEPHONE	34.38
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	356.38
MULTI-PURPOSE BUILDI	NCPERS MINNESOTA	INSURANCE 844600	32.00
MULTI-PURPOSE BUILDI	VOYAGER FLEET SERVIC	GAS	102.75
		Total for Department 177	525.51*
		Total for Fund 14	525.51*
LIQUOR	MII LIFE	VEBA	475.36
LIQUOR	NCPERS MINNESOTA	INSURANCE 844600	32.00
		Total for Department 180	507.36*
		Total for Fund 60	507.36*
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	205.21
WATER	Verizon Wireless	TELEPHONE	56.78
WATER	MII LIFE	VEBA	742.73
WATER	NCPERS MINNESOTA	INSURANCE 844600	40.00
WATER	KEVIN STEVENS	STEEL TOE BOOK REPLACEME	50.00
WATER	VOYAGER FLEET SERVIC	GAS	277.37
		Total for Department 181	1,372.09*
		Total for Fund 61	1,372.09*
	ELECTRIC FUND	REF-UT PREPAY-M JAMA	221.27
	AUSTIN BEHRENS	REFUND -UTILITY PREPAYME	300.00
	MOHAMOUD JAMA & MOHA	REFUND-UTILITY PREPAYMEN	78.73
	HEATHER PAULSON	REFUND - UTILITY PREPAYM	300.00
		Total for Department	900.00*
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	205.21

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	Verizon Wireless	TELEPHONE	39.70
ELECTRIC	MII LIFE	VEBA	1,336.63
ELECTRIC	NCPERS MINNESOTA	INSURANCE 844600	96.00
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	VOYAGER FLEET SERVIC	GAS	51.30
ELECTRIC	BANK MIDWEST	NSF CHECK	30.87
ELECTRIC	LUANA GRAP	ENERGY REBATE	50.00
ELECTRIC	MARY J HANSON	ENERGY REBATE	85.00
ELECTRIC	LARRY HARTMAN	ENERGY REBATE	35.00
ELECTRIC	JOHN HELGESON	ENERGY REBATE	25.00
ELECTRIC	KELLY KLEVEN	ENERGY REBATE	25.00
ELECTRIC	DONALD KRAFT	ENERGY REBATE	35.00
ELECTRIC	MARK LILLEGAARD	ENERGY REBATE	35.00
ELECTRIC	ALLEN T PETERSON	ENERGY REBATE	35.00
ELECTRIC	ERNEST SWENSON	ENERGY REBATE	150.00
	Total for Department 182		2,419.31*
	Total for Fund 62		3,319.31*
SEWER	ELECTRIC FUND	MAINTENANCE	36.67
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	205.21
SEWER	Verizon Wireless	TELEPHONE	56.78
SEWER	MII LIFE	VEBA	861.41
SEWER	NCPERS MINNESOTA	INSURANCE 844600	56.00
SEWER	VOYAGER FLEET SERVIC	GAS	102.04
	Total for Department 183		1,318.11*
	Total for Fund 63		1,318.11*
ARENA	Verizon Wireless	TELEPHONE	69.61
ARENA	MII LIFE	VEBA	475.36
ARENA	NCPERS MINNESOTA	INSURANCE 844600	32.00
	Total for Department 184		576.97*
	Total for Fund 64		576.97*
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	178.05
ECONOMIC DEVELOPMENT	NCPERS MINNESOTA	INSURANCE 844600	-24.00
	Total for Department 187		154.05*
	Total for Fund 67		154.05*
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	615.62
TELECOMMUNICATIONS	Verizon Wireless	TELEPHONE	244.68
TELECOMMUNICATIONS	MII LIFE	VEBA	1,098.95
TELECOMMUNICATIONS	NCPERS MINNESOTA	INSURANCE 844600	64.00
TELECOMMUNICATIONS	VOYAGER FLEET SERVIC	GAS	370.10
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	SERVICE	205.10
TELECOMMUNICATIONS	CAROLYN HARRINGTON	REFUND - STATEMENT CREDI	5.67
TELECOMMUNICATIONS	LIIBAN SAHAL	REFUND - STATEMENT CREDI	2.45

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Department 199	2,606.57*
		Total for Fund 69	2,606.57*
	NCPERS MINNESOTA	INSURANCE 844600	32.00
		Total for Department	32.00*
		Total for Fund 70	32.00*
		Grand Total	36,003.55*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	ELECTRIC FUND	UTILITY /TELECOM BILLING	415.25
CITY OFFICE	STEVE NASBY	EXPENSE	37.74
CITY OFFICE	BRIGITTE OLSON	EXPENSE	16.99
	Total for Department 103		469.98*
P & Z / BUILDING OFF	CENTURY BUSINESS PRO	PHOTO COPIER	185.78
	Total for Department 106		185.78*
CITY HALL	CULLIGAN	SERVICE	22.50
CITY HALL	ELECTRIC FUND	UTILITY /TELECOM BILLING	435.82
	Total for Department 115		458.32*
POLICE	ELECTRIC FUND	UTILITY /TELECOM BILLING	68.87
POLICE	MN BUREAU OF CRIMINA	REIGSTRATION	100.00
POLICE	VET'S WHOA N'GO	GAS	47.17
	Total for Department 120		216.04*
FIRE DEPARTMENT	CREATIVE DESIGN	SERVICE	16.03
FIRE DEPARTMENT	ELECTRIC FUND	UTILITY /TELECOM BILLING	27.06
FIRE DEPARTMENT	JON JURGENS	MILEAGE	83.25
FIRE DEPARTMENT	MN FIRE SERVICE CERT	CERTIFICATION	80.00
FIRE DEPARTMENT	CENTURY LINK	TELEPHONE	58.87
FIRE DEPARTMENT	DARREN TIETZ	MILEAGE	83.25
	Total for Department 125		348.46*
STREET	ELECTRIC FUND	UTILITY /TELECOM BILLING	2,780.43
STREET	ERICKSON OIL CO	GAS	621.63
STREET	CENTURY LINK	TELEPHONE	58.87
	Total for Department 140		3,460.93*
PARKS	ELECTRIC FUND	UTILITY /TELECOM BILLING	16.89
PARKS	ERICKSON OIL CO	GAS	287.17
	Total for Department 165		304.06*
	Total for Fund 01		5,443.57*
LIBRARY	ELECTRIC FUND	UTILITY /TELECOM BILLING	245.64
LIBRARY	LADIES HOME JOURNAL	SUBSCRIPTION	16.97
	Total for Department 171		262.61*
	Total for Fund 03		262.61*
	CENTURY BUSINESS PRO PHOTO COPIER		3,400.00
	Total for Department		3,400.00*
	Total for Fund 04		3,400.00*
AIRPORT	RED ROCK RURAL WATER	WATER	26.60
AIRPORT	SO. CENTRAL ELECTRIC	POWER COST	708.13
	Total for Department 174		734.73*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount

	Total for Fund 11		734.73*
AMBULANCE	ELECTRIC FUND	UTILITY /TELECOM BILLING	25.61
AMBULANCE	CENTURY LINK	TELEPHONE	58.87
	Total for Department 176		84.48*
	Total for Fund 13		84.48*
MULTI-PURPOSE BUILDI	ELECTRIC FUND	UTILITY /TELECOM BILLING	913.71
MULTI-PURPOSE BUILDI	A H HERMEL CANDY & T	MERCHANDISE	125.23
MULTI-PURPOSE BUILDI	RIVER BEND LIQUOR	MERCHANDISE	718.79
	Total for Department 177		1,757.73*
	Total for Fund 14		1,757.73*
N IND PARK	SO. CENTRAL ELECTRIC	POWER COST	48.84
	Total for Department 147		48.84*
	Total for Fund 18		48.84*
LIQUOR	BEVERAGE WHOLESALERS	EXPENSE	2,432.44
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	5,314.00
LIQUOR	ELECTRIC FUND	UTILITY /TELECOM BILLING	869.97
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	1,767.06
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	17,417.65
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	200.90
LIQUOR	JOHNSON BROS.	MERCHANDISE	6,790.36
LIQUOR	PBC - PEPSI BEVERAGE	MERCHANDISE	202.00
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	1,494.20
LIQUOR	THE AMERICAN BOTTLIN	MERCHANDISE	216.40
LIQUOR	BANK MIDWEST	NSF CHECK	6.95
LIQUOR	WINE MERCHANTS	MERCHANDISE	191.25
	Total for Department 180		36,903.18*
	Total for Fund 60		36,903.18*
WATER	ELECTRIC FUND	UTILITY /TELECOM BILLING	2,689.36
WATER	ERICKSON OIL CO	GAS	17.40
WATER	GOPHER STATE ONE CAL	LOCATES	9.06
WATER	H P SUBS CLUB, LLC.	BILLING CONTRACT SERVICE	191.67
WATER	CENTURY LINK	TELEPHONE	58.87
	Total for Department 181		2,966.36*
	Total for Fund 61		2,966.36*
	ELECTRIC FUND	REF-UT PREPAY-N HABERMAN	300.00
	ELECTRIC FUND	REFUND-UTILITY PREPAYMEN	296.31
	CODY DYKES	REFUND - UTILITY PREPAYM	3.69
	JENELL STENGENGA	REFUND - UTILITY PREPAYM	300.00
	Total for Department		900.00*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	ELECTRIC FUND	UTILITY /TELECOM BILLING	270.63
ELECTRIC	ERICKSON OIL CO	GAS	149.74
ELECTRIC	GOPHER STATE ONE CAL	LOCATES	9.06
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	191.67
ELECTRIC	CENTURY LINK	TELEPHONE	55.40
ELECTRIC	BANK MIDWEST INSURAN	BOILER INSURANCE	41,842.00
		Total for Department 182	42,518.50*
		Total for Fund 62	43,418.50*
	ROBERT L. CARR	WASTEWATER TREATMENT PRO	140,718.50
		Total for Department	140,718.50*
SEWER	ELECTRIC FUND	UTILITY /TELECOM BILLING	13,010.61
SEWER	GOPHER STATE ONE CAL	LOCATES	9.06
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	191.67
SEWER	CENTURY LINK	TELEPHONE	260.60
		Total for Department 183	13,471.94*
		Total for Fund 63	154,190.44*
ARENA	ELECTRIC FUND	UTILITY /TELECOM BILLING	5,946.40
		Total for Department 184	5,946.40*
		Total for Fund 64	5,946.40*
	CENTURY BUSINESS PRO	PHOTO COPIER	3,400.00
		Total for Department	3,400.00*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	87.69
ECONOMIC DEVELOPMENT	AARON BACKMAN	MOVING EXPENSE	292.14
ECONOMIC DEVELOPMENT	AARON BACKMAN	PHONE CHARGER	37.40
ECONOMIC DEVELOPMENT	ELECTRIC FUND	UTILITY /TELECOM BILLING	71.59
ECONOMIC DEVELOPMENT	CENTURY BUSINESS PRO	PHOTO COPIER	185.78
		Total for Department 187	674.60*
		Total for Fund 67	4,074.60*
	WDR - DEPUTY REGISTR	LICENSE	1,661.60
		Total for Department	1,661.60*
TELECOMMUNICATIONS	B B C AMERICA	SUBSCRIBER	22.37
TELECOMMUNICATIONS	BIG TEN NETWORK	SUBSCRIBER	2,216.98
TELECOMMUNICATIONS	BLUEHIGHWAYS	SUBSCRIBER	155.07
TELECOMMUNICATIONS	COMCAST MEDIA CENTER	SUBSCRIBER	24.80
TELECOMMUNICATIONS	DISCOVERY DIGITAL NE	SUBSCRIBER	53.47
TELECOMMUNICATIONS	WDR - DEPUTY REGISTR	LICENSE	51.50
TELECOMMUNICATIONS	EHLERS & ASSOC., INC	BOND ANNUAL DISCLOSURE F	500.00
TELECOMMUNICATIONS	ELECTRIC FUND	UTILITY /TELECOM BILLING	1,648.35
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	8,158.56

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	FOX TELEVISION STATI	SUBSCRIBER	2,940.61
TELECOMMUNICATIONS	GOPHER STATE ONE CAL	LOCATES	9.07
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	574.99
TELECOMMUNICATIONS	HUB TELEVISION NETWO	SUBSCRIBER	14.44
TELECOMMUNICATIONS	HUBBARD BROADCASTING	SUBSCRIBER COUNT	561.90
TELECOMMUNICATIONS	KARE	SUBSCRIBER	1,404.75
TELECOMMUNICATIONS	KARE	SUBSCRIBER (FEB INVOICE)	1,030.50
TELECOMMUNICATIONS	LIFETIME	SUBSCRIBER	1,033.80
TELECOMMUNICATIONS	LIFETIME MOVIE NETWO	SUBSCRIBER	30.00
TELECOMMUNICATIONS	MII LIFE	VEBA	750.00
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SUBSCRIBER	29,933.08
TELECOMMUNICATIONS	OWN	SUBSCRIBER	30.30
TELECOMMUNICATIONS	TOWER DISTRIBUTION C	SUBSCRIBER	318.31
TELECOMMUNICATIONS	BANK MIDWEST	NSF CHECK	163.00
	Total for Department 199		51,625.85*
	Total for Fund 69		53,287.45*
	COLONIAL LIFE INSURA	INSURANCE	8.82
	INTERNAL REVENUE SER	WITHHOLDING	.14
	Total for Department		8.96*
	Total for Fund 70		8.96*
	Grand Total		312,527.85*

CITY OF WINDOM
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Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	COALITION OF GREATER	DUES	6,054.00
MAYOR & COUNCIL	MCDONALD & SCHRAMEL	LEGAL FEES	84.00
	Total for Department 101		6,138.00*
CITY OFFICE	CITIZEN PUBLISHING C	ADVERTISING	343.32
CITY OFFICE	CITIZEN PUBLISHING C	COMPUTER SUPPORT	225.00
CITY OFFICE	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
CITY OFFICE	WINDOM QUICK PRINT	SUPPLIES	74.51
	Total for Department 103		649.33*
P & Z / BUILDING OFF	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
P & Z / BUILDING OFF	MN DEPT OF LABOR & I	BLDG PERMIT SURCHARGE	417.90
P & Z / BUILDING OFF	PAMIDA	SUPPLIES	13.28
P & Z / BUILDING OFF	CENTURY BUSINESS PRO	SUPPLIES	19.87
	Total for Department 106		457.55*
CITY HALL	AMERIGAS - WORTHINGT	WATER TREATMENT	21.56
CITY HALL	HOMETOWN SANITATION	HAUL GARBAGE	85.04
CITY HALL	LAMPERTS YARDS, INC.	MAINTENANCE	36.02
CITY HALL	SCHWALBACH HARDWARE	MAINTENANCE	113.15
	Total for Department 115		255.77*
POLICE	COTTONWOOD CO TREASU	DISPATCHING	275.00
POLICE	COTTONWOOD CO TREASU	RENT	1,500.00
POLICE	MCDONALD & SCHRAMEL	LEGAL FEES	3,708.00
POLICE	MCDONALD & SCHRAMEL	POSTAGE	7.50
POLICE	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	22.50
POLICE	RUNNING'S SUPPLY	MAINTENANCE	.95
POLICE	SCHWALBACH HARDWARE	MAINTENANCE	35.26
POLICE	WINDOM QUICK PRINT	SUPPLIES	74.50
	Total for Department 120		5,623.71*
FIRE DEPARTMENT	ALEX AIR APPARATUS,	SERVICE	299.81
FIRE DEPARTMENT	AVERA MEDICAL GROUP	PHYSICAL	277.00
FIRE DEPARTMENT	COTTONWOOD CO TREASU	DISPATCHING	212.50
FIRE DEPARTMENT	MN DEPT OF EMPLOY & E	UNEMPLOYMENT BENEFIT	.17
FIRE DEPARTMENT	HARTBERG MEDICAL CLI	PHYSICAL	500.00
FIRE DEPARTMENT	HELMAN FIRE EQUIP. C	MAINTENANCE	593.75
FIRE DEPARTMENT	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
FIRE DEPARTMENT	MN WEST COLLEGE - CA	TRAINING	775.00
FIRE DEPARTMENT	RUNNING'S SUPPLY	MAINTENANCE	50.13
FIRE DEPARTMENT	SCHWALBACH HARDWARE	MAINTENANCE	178.45
FIRE DEPARTMENT	WINDOM FARM SERVICE	MAINTENANCE	48.04
FIRE DEPARTMENT	WINDOM FAMILY MEDICA	PHYSICAL	512.00
FIRE DEPARTMENT	WINDOM QUICK PRINT	SUPPLIES	74.50
FIRE DEPARTMENT	CARQUEST AUTO PARTS	MAINTENANCE	158.58
	Total for Department 125		3,686.43*
EMERGENCY MANAGEMENT	COTTONWOOD CO TREASU	DISPATCHING	12.50
EMERGENCY MANAGEMENT	MN DEPT OF EMPLOY & E	UNEMPLOYMENT BENEFIT	74.34
EMERGENCY MANAGEMENT	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	200.00

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Department	Vendor Name	Description	Amount
Total for Department 130			286.84*
ANIMALS	COTTONWOOD VET CLINI	VETERINARY SERVICE	11.01
Total for Department 135			11.01*
STREET	COTTONWOOD CO TREASU	DISPATCHING	125.00
STREET	DICKS WELDING INC	MAINTENANCE	311.82
STREET	HOMETOWN SANITATION	HAUL GARBAGE	130.85
STREET	LAMPERTS YARDS, INC.	MAINTENANCE	98.69
STREET	MACQUEEN EQUIP. CO.	MAINTENANCE	596.31
STREET	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
STREET	MILLER SELLNER EQUIP	MAINTENANCE	13.78
STREET	MN MUNICIPAL UTILITI	2012 PARTICIPANT FEE	155.00
STREET	PRAXAIR DISTRIBUTION	SERVICE	132.04
STREET	RON'S ELECTRIC INC	MAINTENANCE	44.00
STREET	RUNNING'S SUPPLY	MAINTENANCE	226.49
STREET	SCHWALBACH HARDWARE	MAINTENANCE	74.63
STREET	COUNTRY PRIDE SERVIC	DISCOUNT FOR FUEL	-83.12
STREET	COUNTRY PRIDE SERVIC	MAINTENANCE	1,647.83
STREET	WINDOM FARM SERVICE	MAINTENANCE	555.54
STREET	WINDOM QUICK PRINT	SUPPLIES	74.50
STREET	CARQUEST AUTO PARTS	MAINTENANCE	213.16
Total for Department 140			4,323.02*
HEALTH & SANITATION	CITIZEN PUBLISHING C	ADVERTISING	106.80
Total for Department 145			106.80*
RECREATION	CITIZEN PUBLISHING C	ADVERTISING	261.31
RECREATION	NATL RECREATION & PAR	DUES	50.00
Total for Department 150			311.31*
PARKS	CLEARWATER RECREATIO	WOOD CHIPS	2,433.54
PARKS	COLE PAPER INC.	SUPPLIES	592.16
PARKS	COTTONWOOD CO TREASU	DISPATCHING	37.50
PARKS	HOMETOWN SANITATION	HAUL GARBAGE	120.53
PARKS	LAMPERTS YARDS, INC.	MAINTENANCE	356.31
PARKS	MILLER SELLNER EQUIP	MAINTENANCE	40.79
PARKS	MTI DISTRIBUTING, IN	MAINTENANCE	1,278.68
PARKS	RUNNING'S SUPPLY	MAINTENANCE	96.96
PARKS	SCHWALBACH HARDWARE	MAINTENANCE	131.86
PARKS	WINDOM QUICK PRINT	SUPPLIES	74.50
Total for Department 165			5,162.83*
Total for Fund 01			27,012.60*
LIBRARY	AMERICAN DIABETES AS	SUBSCRIPTION	28.00
LIBRARY	AUDIO GO	BOOKS	112.26
LIBRARY	BOTTOM LINE / PERSON	SYBSRIPTION	39.00
LIBRARY	CONDE NAST TRAVELER	SUBSCRIPTION	21.97
LIBRARY	COUNTRY	SUBSCRIPTION	19.97

CITY OF WINDOM
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Department	Vendor Name	Description	Amount
LIBRARY	DEMCO	SUPPLIES	41.56
LIBRARY	GALE	BOOKS	286.42
LIBRARY	INGRAM	BOOKS	1,386.46
LIBRARY	J & K WINDOWS	CLEANING	20.00
LIBRARY	MICROMARKETING	BOOKS & AUDIO	338.27
LIBRARY	MOTOR TREND	SUBSCRIPTION	14.00
LIBRARY	PAPER CRAFTS	SUBSCRIPTION	17.97
LIBRARY	PARENTING	SUBSCRIPTION	10.00
LIBRARY	PLUM CREEK LIBRARY	E BOOKS	1,890.09
LIBRARY	POPULAR MECHANICS	SUBSCRIPTION	28.00
LIBRARY	QUILTER'S WORLD	SUBSCRIPTION	26.95
LIBRARY	RECORDED BOOKS, LLC	SUBSCRIPTION	173.20
LIBRARY	READERS SERVICE	BOOK	41.22
LIBRARY	WINDOM QUICK PRINT	7SUPPLIES	74.50
LIBRARY	MARCO	COPY MACHINE	1,063.41
LIBRARY	QUILTER MAGAZINE	SUBSCRIPTION	24.97
LIBRARY	THE WEEK	SUBSCRIPTION	29.97
LIBRARY	DISNEY MOVIE CLUB	MOVIES	85.07
	Total for Department 171		5,773.26*
	Total for Fund 03		5,773.26*
	RESCO	INVENTORY	4,083.16
	FACTORY MOTOR PARTS	DEFENSE SIREN	639.20
	Total for Department		4,722.36*
	Total for Fund 04		4,722.36*
	TKDA ENGINEERS	ENGINEERING	593.75
	Total for Department		593.75*
AIRPORT	MN VALLEY TESTING	TESTING	68.00
	Total for Department 174		68.00*
	Total for Fund 11		661.75*
POOL	CITIZEN PUBLISHING C	ADVERTISING	261.31
POOL	NATL RECREATON & PAR	DUES	50.00
	Total for Department 175		311.31*
	Total for Fund 12		311.31*
AMBULANCE	ARROW MANUFACTURING	MAINTENANCE	131.70
AMBULANCE	BOUND TREE MEDICAL,	EQUIPMENT	949.85
AMBULANCE	COTTONWOOD CO TREASU	DISPATCHING	200.00
AMBULANCE	EMERGENCY MEDICAL PR	SUPPLIES	152.40
AMBULANCE	EXPERT T BILLING	BILLING SERVICE	1,435.50
AMBULANCE	LEWIS FAMILY DRUG #5	SUPPLIES	18.71
AMBULANCE	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
AMBULANCE	PRAXAIR DISTRIBUTION	SERVICE	353.94

CITY OF WINDOM
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Department	Vendor Name	Description	Amount
AMBULANCE	SCHWALBACH HARDWARE	MAINTENANCE	17.62
AMBULANCE	WINDOM AREA HOSPITAL	SERVICE	2,200.05
AMBULANCE	WINDOM FARM SERVICE	MAINTENANCE	593.16
AMBULANCE	WINDOM QUICK PRINT	SUPPLIES	74.50
AMBULANCE	CARQUEST AUTO PARTS	MAINTENANCE	9.53
AMBULANCE	ZOLL MEDICAL CORPORA	SUPPLIES	191.44
	Total for Department 176		6,334.90*
	Total for Fund 13		6,334.90*
MULTI-PURPOSE BUILDI	CITIZEN PUBLISHING C	ADVERTISING	119.44
MULTI-PURPOSE BUILDI	HOMETOWN SANITATION	HAUL GARBAGE	51.52
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	150.80
MULTI-PURPOSE BUILDI	MARTIN'S FLAG COMPAN	SUPPLIES	291.02
MULTI-PURPOSE BUILDI	NEW CENTURY PRESS	AD	84.50
MULTI-PURPOSE BUILDI	RUSHMORE INDUSTRIES,	FREIGHT	251.12
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	257.50
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	84.22
	Total for Department 177		1,290.12*
	Total for Fund 14		1,290.12*
LIQUOR	ENVIROMASTER, INC.	SERVICE	39.54
LIQUOR	CITIZEN PUBLISHING C	ADVERTISING	510.00
LIQUOR	HOMETOWN SANITATION	HAUL GARBAGE	48.06
LIQUOR	RUNNING'S SUPPLY	MAINTENANCE	10.25
LIQUOR	S&K LINES	FREIGHT	496.00
LIQUOR	SCHWALBACH HARDWARE	MAINTENANCE	9.80
LIQUOR	WINDOM QUICK PRINT	SUPPLIES	74.50
LIQUOR	CAMPUS CLEANERS	SERVICE	40.10
	Total for Department 180		1,228.25*
	Total for Fund 60		1,228.25*
	HD SUPPLY WATERWORKD MAINTENANCT		-449.30
	Total for Department		-449.30*
WATER	COTTONWOOD CO TREASU	DISPATCHING	100.00
WATER	HAWKINS, INC	CHEMICALS	3,434.74
WATER	HOMETOWN SANITATION	HAUL GARBAGE	85.04
WATER	JIFFY-JR. PRODUCTS	SUPPLIES	184.77
WATER	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
WATER	MN MUNICIPAL UTILITI	2012 PARTICIPANT FEE	77.50
WATER	MN VALLEY TESTING	TESTING	56.25
WATER	PAMIDA	SUPPLIES	13.29
WATER	RUNNING'S SUPPLY	MAINTENANCE	67.45
WATER	SCHWALBACH HARDWARE	MAINTENANCE	647.57
WATER	HD SUPPLY WATERWORKD	MAINTENANCT	3,874.34
WATER	WINDOM QUICK PRINT	SUPPLIES	74.50
	Total for Department 181		8,621.95*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount

	Total for Fund 61		8,172.65*
	BORDER STATES ELECTR	INVENTORY	1,262.19
	RESCO	INVENTORY	16,906.29
	RUNNING'S SUPPLY	MAINTENANCE	5.32
	STAPLES OIL CO	FUEL	919.45
	WESCO DISTRIBUTION,	SUPPLIES	7,951.50
	ROY BAEZ	REFUND - UTILITY PREPAYM	125.00
	Total for Department		27,169.75*
ELECTRIC	BLACKBURN MFG. CO.	MAINTENANCE	157.43
ELECTRIC	BORDER STATES ELECTR	INVENTORY	10,522.64
ELECTRIC	CENTRAL MINNESOTA MU	CIP SERVICE ASSESSMENT	3,287.00
ELECTRIC	CENTRAL MINNESOTA MU	ECO @ HOME SUBSCRIPTION	973.84
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	221,898.68
ELECTRIC	COLE PAPER INC.	SUPPLIES	155.78
ELECTRIC	CONDUX INTERNATIONAL	MAINTENANCE	294.37
ELECTRIC	COTTONWOOD COUNTY LA	GARBAGE	272.00
ELECTRIC	COTTONWOOD CO TREASU	DISPATCHING	187.50
ELECTRIC	MN DEPT OF EMPLOY & E	UNEMPLOYMENT BENEFIT	-1,415.80
ELECTRIC	HOMETOWN SANITATION	HAUL GARBAGE	84.75
ELECTRIC	LAWSON PRODUCTS	MAINTENANCE	270.66
ELECTRIC	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
ELECTRIC	MN MUNICIPAL UTILITI	2012 PARTICIPANT FEE	124.00
ELECTRIC	RESCO	INVENTORY	208.98
ELECTRIC	RETROFIT RECYCLING,	RECYCLING	287.85
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	60.34
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	79.79
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	68.20
ELECTRIC	DEPARTMENT OF ENERGY	POWER COST	81,794.00
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00
ELECTRIC	WINDOM QUICK PRINT	SUPPLIES	74.50
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	4.28
	Total for Department 182		320,597.29*
	Total for Fund 62		347,767.04*
SEWER	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	85.85
SEWER	CITIZEN PUBLISHING C	ADVERTISING	26.71
SEWER	COTTONWOOD CO TREASU	DISPATCHING	100.00
SEWER	ERA - ENVIRONMENTAL	MAINTENANCE	301.77
SEWER	HAWKINS, INC	CHEMICALS	1,067.68
SEWER	JIFFY-JR. PRODUCTS	SUPPLIES	61.27
SEWER	LAMPERTS YARDS, INC.	MAINTENANCE	31.52
SEWER	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
SEWER	MN MUNICIPAL UTILITI	2012 PARTICIPANT FEE	77.50
SEWER	MN VALLEY TESTING	TESTING	2,666.60
SEWER	OVERHEAD DOOR COMPAN	MAINTENANCE	461.66
SEWER	RON'S ELECTRIC INC	MAINTENANCE	44.00
SEWER	RUNNING'S SUPPLY	MAINTENANCE	38.96

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	46.44
SEWER	VESSCO INC.	MAINTENANCE	1,138.39
SEWER	FERGUSON WATERWORKS	MAINTENANCE	19.45
SEWER	TEXAS REFINERY CORP	MAINTENANCE	151.76
	Total for Department 183		6,326.06*
	Total for Fund 63		6,326.06*
ARENA	AMERIPRIDE LINEN CO	SERVICE	178.62
ARENA	CULLIGAN	SERVICE	419.13
ARENA	A H HERMEL CANDY & T	MERCHANDISE	98.71
ARENA	HOMETOWN SANITATION	HAUL GARBAGE	130.88
ARENA	NATL RECREATON & PAR	DUES	50.00
ARENA	RUNNING'S SUPPLY	MAINTENANCE	9.61
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	81.79
ARENA	STONER INDUSTRIAL, I	SERVICE	9.55
ARENA	WINDOM FIRE SAFETY	MAINTENANCE	115.00
ARENA	WINDOM QUICK PRINT	7SUPPLIES	74.50
ARENA	CARQUEST AUTO PARTS	MAINTENANCE	10.66
ARENA	WINDOM PAINTING	MAINTENANCE	659.62
ARENA	FULDA AUTO SERVICE L	MAINTENANCE	695.58
	Total for Department 184		2,533.65*
	Total for Fund 64		2,533.65*
ECONOMIC DEVELOPMENT	CITIZEN PUBLISHING C	ADVERTISING	280.10
ECONOMIC DEVELOPMENT	MN DEPT OF EMPLOY & E	UNEMPLOYMENT BENEFIT	4,142.70
ECONOMIC DEVELOPMENT	WINDOM QUICK PRINT	7SUPPLIES	74.50
ECONOMIC DEVELOPMENT	CENTURY BUSINESS PRO	SUPPLIES	19.87
	Total for Department 187		4,517.17*
	Total for Fund 67		4,517.17*
TELECOMMUNICATIONS	ELECTRIC SCIENTIFIC	MAINTENANCE	374.06
TELECOMMUNICATIONS	FIBER INSTRUMENT SAL	CITY HALL PHONE SYSTEM	727.64
TELECOMMUNICATIONS	HOMETOWN SANITATION	HAUL GARBAGE	73.92
TELECOMMUNICATIONS	MN MUNICIPAL UTILITI	2012 PARTICIPANT FEE	93.00
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	15,554.54
TELECOMMUNICATIONS	RUSHMORE INDUSTRIES,	FREIGHT	13.85
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	138.86
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	38.26
TELECOMMUNICATIONS	WINDOM QUICK PRINT	7SUPPLIES	74.49
TELECOMMUNICATIONS	ARIN-AM REGISTRY FOR	SUBSCRIPTION	2,250.00
TELECOMMUNICATIONS	COGENT COMMUNICATION	SERVICE	3,655.17
TELECOMMUNICATIONS	INTERSTATE ALL BATTE	MAINTENANCE	194.83
	Total for Department 199		23,188.62*
	Total for Fund 69		23,188.62*
	Grand Total		439,839.74*



AIA Document G702™ - 1992

Application and Certificate for Payment

Page 1 of 5

TO OWNER: City of Windom, Minnesota

PROJECT: Wastewater Treatment Imp. Windom, Minnesota

APPLICATION NO. 5
PERIOD TO: 3/30/12

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

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

CONTRACT FOR:

CONTRACT DATE:

PROJECT NOS:

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) \$ 833,589.00

5. RETAINAGE:

- a. 5 % of Completed Work (Columns D + E on G703) \$ 28,153.25
- b. 5 % of Stored Material (Column F on G703) \$ 13,526.20

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 41,679.45

6. TOTAL EARNED LESS RETAINAGE \$ 791,909.55
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 371,450.95
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 420,458.60

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$1,468,090.45
(Line 3 minus Line 6)

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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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 further payment shown herein is now due.

CONTRACTOR: Robert I. Carr Co.

By: *Robert I. Carr*
State of Minnesota

Date: 4/3/12

County of: Lyon

Subscribed and sworn to before me this 3rd

day of

Melissa L. Gile

Notary Public:

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 \$ 420,458.60
(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: *Robert I. Carr*

Date: 4-6-12

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.

City of Windom:

By:

017714CP4

APPLICATION NO. 5
 PERIOD TO: 3/30/12
 APPLICATION DATE: 4/3/12

Wastewater Treatment Improvements
 Windom, Minnesota

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	37,500	12,500		50,000	20,000	
	General Expenses	85,000	55,000	5,000		60,000	25,000	
	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	45,100	14,785	0	59,885	-1,870	
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	56,280	40,600		96,880	43,120	
	Subtotal	612,805	193,880	72,885	33,107	299,872	312,933	

APPLICATION NO. 5
 PERIOD TO: 3/30/12
 APPLICATION DATE: 4/3/12

Wastewater Treatment Improvements
 Windom, Minnesota

A	B	C	D	E	F	G	H	
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD COMPLETED	STORED MATERIALS	TOTAL COMPLETED & STORED	% TO FINISH	BALANCE TO FINISH
2550	Site Utilities	21,000				0	0%	21,000
2600	Roads, Walks, and Curbs	10,000				0	0%	10,000
2920	Seeding and Turf Restoration	5,000				0	0%	5,000
2371	Erosion Control	18,000	5,220	1,080		6,300	35%	11,700
3200	Concrete Reinforcement							
	Material	30,000	15,000	15,000	0	30,000	100%	0
	Labor	15,000	7,500	7,500		15,000	100%	0
3300	Cast-in-Place Concrete							
	Lift Station 1st Lift	75,000	75,000			75,000	100%	0
	Lift Station 2nd Lift	75,000	40,000	35,000		75,000	100%	0
	Lift Station 3rd Lift	75,000		75,000		75,000	100%	0
	Vault	25,000		15,000		15,000	60%	10,000
	Miscellaneous Concrete	20,000		5,000		5,000	25%	15,000
	Subtotal	981,805	336,600	226,465	33,107	596,172	61%	385,633

Wastewater Treatment Improvements
 Windom, Minnesota

APPLICATION NO. 5
 PERIOD TO: 3/30/12
 APPLICATION DATE: 4/3/12

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			8,000	8,000	75%	2,725
9900	Painting	15,000				0	0%	15,000
11280	Hydraulic Gates	25,000				0	0%	25,000
11310	Submersible Centrifugal Pumps	215,000			198,205	198,205	92%	16,795
11312	Vortex Pumps	50,000				0	0%	50,000
11321	Grit Separation	50,000				0	0%	50,000
11335	Mechanical Bar Screen	175,000				0	0%	175,000
15060	Process Piping Lift Station	40,000			31,212	31,212	78%	8,788
	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	336,600	226,465	270,524	833,589	51%	808,411

Wastewater Treatment Improvements
 Windom, Minnesota

APPLICATION NO. 5
 PERIOD TO: 3/30/12
 APPLICATION DATE: 4/3/12

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
							%
16150	Electric Motors	3,000				0	0%
16200	Power Generation Systems	130,000				0	0%
16400	Electric Distribution	20,000				0	0%
16500	Lighting	5,000				0	0%
16900	Starters and Motor Controls	10,000				0	0%
16950	Instrumentation & Controls	450,000				0	0%
Grand Total		2,260,000	336,600	226,465	270,524	833,589	37%
							1,426,411