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

WINDOM

Call to Order
Pledge of Allegiance

1. Approval of Minutes
   - Council Minutes–June 19, 2012
2. Consent Agenda
   - License Applications
     - Exempt Permit – St. Francis Xavier Church
   - Correspondence
     - Attorney Opinion – Access to Private Data
3. Department Heads
4. Change Order – Svoboda Excavating – 2012 Street Project
5. Agreement with Local Loop, Inc. – North Water Tower
6. Re-organization of Electric Department
7. Designation of 2012 Filing Period
8. Resolution Appointing Election Judges
9. New Business
10. Old Business
11. Regular Bills
12. Contractor Payment – Svoboda Excavating – 2012 Street Project - $100,348.50
13. Council Concerns
14. Adjourn

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

Regular Council Meeting
Windom City Hall, Council Chamber
June 19, 2012
6:30 p.m.

1. Call to Order:

The meeting was called to order by Mayor Kruse at 6:30 p.m. for a tour of the Arena. No quorum (Kruse, Jones and Powers present). Representatives of the Windom Youth Hockey Association, Arena Boosters and members of the public were present.

Following the Arena tour the Mayor and Council traveled to the City Hall, Council Chamber for the business portion of the meeting. At 7:30 p.m. the meeting was reconvened by Mayor Kruse with a quorum present consisting of Kruse, Jones, Powers and Ray.

2. Roll Call: Mayor: Kirby Kruse

Council Members:	Dominic Jones, Bradley Powers and JoAnn Ray
Council Members Absent:	Kelsey Fossing and Corey Maricle
City Staff Present:	Steve Nasby, City Administrator; Brigitte Olson, Assistant City Administrator; Mike Haugen, Water\Wastewater Superintendent, Al Baloun, Recreation Director and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Jones second by Ray, to approve the City Council minutes from June 5, 2012 and June 12, 2012. Motion carried 3 – 0 (Fossing and Maricle absent).

5. Consent Agenda:

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

- Housing and Redevelopment Authority – May 9, 2012
- Economic Development Authority – May 21, 2012 and June 11, 2012
- Airport Commission – June 4, 2012
- Park & Recreation Commission – June 11, 2012
- Library Board – June 12, 2012

Kruse said there was an application for an Amplification Permit from the Elston\Dynes Wedding party for an event on July 14, 2012 and a Business Solicitation License (renewal) for Tara Christensen of Edward Jones.

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

6. Department Heads:

Al Baloun, Recreation Director, said that he had a person interested in being a substitute life guard at the pool and needed to add the name of Jayne Simons onto the part-time\seasonal list of employees.

Motion by Jones second by Ray to approve the addition of Jayne Simons to the list of part-time\seasonal employees. Motion carried 3 – 0 (Fossing and Maricle absent).

7. Proclamation for Years of Service – Brigitte Olson:

Council member Ray introduced the Resolution No. 2012-34, entitled "A RESOLUTION EXPRESSING SINCERE APPRECIATION TO BRIGITTE OLSON FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MN" and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Powers, Ray and Jones. Nay: None. Absent: Fossing and Maricle. Resolution passed 3 – 0.

Kruse presented Olson with a certificate of appreciation.

Brigitte Olson, Assistant City Administrator, thanked the City Council for the recognition and said she appreciated all of the wonderful people she has worked with during her 38+ years with the City.

Nasby noted the June 29 Chamber Coffee that is being hosted by the City in honor of Olson's retirement.

8. 2011 City Audit Report – Dennis Rick LTD:

Dennis Rick of Dennis Rick, LTD said that his firm has performed the audit of the City of Windom's accounts and is issuing an "unqualified opinion" which is the highest standard available.

Rick noted that the audit changed due to the GASB 54 rule changes. The significant points to this rule change is that some funds such as the Airport, Library, Community Center are now included in the General Fund. Another change is that all of the EDA accounts have been combined into one EDA account.

The General Fund reserve is at 85% which is within the standards set by the City Council. He noted that this level of funding is needed to insure against cash flow issues, cuts in Local Government Aid, covering deficit accounts and maintaining a good bond rating.

The City issued bonds in 2011 for the Wastewater Project. The City received an A+ with Stable Outlook rating from Standard and Poors. The City is anticipating the issuance of bonds in 2012 for several capital projects and refinancing. He said the total City debt was $25,710,000.

Rick reviewed each of the Enterprise and Special Revenue funds with the Council and recommended the Council look at combining some operations such as the Arena and Community Center for added efficiencies and to look at the fees\charges for all City services.

Deficit funds were noted on page 35. Rick encouraged the City staff and Council to look at these funds to address them as needed.

Rick noted a Single Audit will need to be done for 2012 based on the amount of federal funds the City is getting for the ARMER radio grant and the Airport Hanger project.

Rick also suggested that the City Council consider a Technology Audit of all computer systems, hardware, software, etc.

Powers asked if the City staff were aware of the resources needed to get a Technology Audit. Nasby said it was discussed by the Council a year or two ago with using some local people, but that had not worked out. The City could put together a Request for Proposal (RFP) to solicit vendors.

Jones asked how much of the total debt was related to the Telecom system. Rick said that about $11.6 million or about 45%. Jones asked if the debt level of the community was at a high level. Rick said the debt, minus the Telecom debt, was well within the range of comparable cities. Nasby noted that the City is currently refinancing some GO bonds and the large debt obligations for the Telecom system would be refinanced in the near future, which would save money.

Rick thanked Olson for all of her work on behalf of the City and wished her well in retirement.

9. Personnel Items:

Powers said that the Personnel Committee had met on a number of issues as outlined in the memorandum and made recommendations to approve these items.

First, an approval of a shared Telecom Manager agreement with the Southwest Minnesota Broadband System (SMBS), which is a continuation of the relationship between the City and SMBS.

Second, moving the part-time Administrative Assistant position at the Community Center from .5 FTE to 1.0 FTE and that the vacant position be advertised immediately.

Last, that the City Attorney was requested to work on an opinion related to access to private data and ability to hold discussions on personnel items as it pertains to the Open Meeting Law.

Jones asked if the Telecom Commission had approved the shared manager position. Nasby said that was the indication from the Telecom Manager.

Jones asked what impact the addition of another .5 FTE to create a full-time employee at the Community Center would have on the 2012 budget. Nasby said that the cost would range between $5,500 and $6,500 depending on if the new employee were to select single or family medical insurance.

Motion by Powers seconded by Ray to approve all of the Personnel Committee recommendations as presented. Motion carried 3 – 0 (Fossing and Maricle absent).

10. New Business:

Kruse said that he is recommending Linda Jaakola to fill the unexpired term of Doreen Jorgenson on the Windom Housing and Redevelopment Authority board.

Motion by Jones seconded by Powers to confirm the Mayor's appointment of Linda Jaakola to the Windom Housing and Redevelopment Authority's Board of directors for the unexpired term of Doreen Jorgenson. Motion carried 3 – 0 (Fossing and Maricle absent).

11. Unfinished Business:

None.

12. Regular Bills:

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

13. Contractor Payment:

Kruse said there was a pay request from R.L. Carr Company for $237,119.05 for work completed at the Wastewater Treatment Plant.

Motion by Jones seconded by Powers to approve the contractor payment to R.L. Carr Company for $237,119.05. Motion carried 3 – 0 (Fossing and Maricle absent)

Mike Haugen, Water\Wastewater Superintendent, said that this bill is primarily for equipment at the plant and that it is being installed.

Kruse asked if the project was on schedule. Haugen said that the contractors were a little ahead of schedule but the high water table near the river slowed them down so now the project is on schedule.

Jones asked if there had been any change orders. Haugen said there were none yet.

Powers asked if City staff were present to oversee the project. Haugen said that staff does some oversight and the engineers are present.

Haugen also mentioned that there is a sewer jetting truck in town in the vicinity of River Road and Country Club Drive this week and they are heading into town in the direction of the Fairgrounds. The firm's name is Empire Pipe.

Powers asked if this was part of the maintenance program or if there were problems in this area. Haugen said it is general maintenance.

Jones asked if this were part of a larger maintenance program. Haugen said it is part of the maintenance program where the whole city will be jetted over a period of three years. This is year two of the project.

14. Council Concerns:

Jones thanked the Streets & Parks Dept for all of their efforts for the City and extra work done for the baseball tournament.

Powers asked if the insect spraying could be done early in the morning to get some of the bugs that may not be impacted by the evening spraying. Nasby said it would have to be done very early as the practice is to avoid times where the public is most active. It takes about 4 hours to do the whole town so they would have to start before sun up, but an option could be doing the community in segments so an early morning treatment could be done. Nasby would contact the Streets & Parks Superintendent.

15. Adjourn:

Kruse adjourned the meeting by unanimous consent. Meeting adjourned at 8:05 pm

_____
Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

Paid $25.00
6/27/12 Ck 1932
83275

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total prize value for the year will be $1,500 or less, contact the licensing specialist assigned to your county.

Application fee
If application posted or received:

less than 30 days before the event	more than 30 days before the event
$100	**$50**

ORGANIZATION INFORMATION

Organization name: St. Francis Xavier Church

Previous gambling permit number: X-17001

Minnesota tax ID number, if any: 8504415

Federal employer ID number (FEIN), if any: 41-0762922

Type of nonprofit organization. Check one.

☐ Fraternal ☑ Religious ☐ Veterans ☐ Other nonprofit organization

Mailing address	City	State	Zip code	County
548 17th St., PO Box 39	Windom	MN	56101	Cottonwood

Name of chief executive officer [CEO]	Daytime phone number	E-mail address
Very Rev. Russell Scepaniak	507-831-3300	stfxavier@windomnet.com

NONPROFIT STATUS

Attach a copy of ONE of the following for 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., 60 Empire Drive, Suite 100, St. Paul, MN 55103
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.
St. Francis Xavier Church Education Wing

Address [do not use PO box]	City or township	Zip code	County
532 17th Street	Windom	56101	Cottonwood

Date[s] of activity. For raffles, indicate the date of the drawing.
September 16, 2012

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

X Bingo* X Raffle ____ Paddlewheels* ____ Pull-tabs* ____ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota 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 ***Distributors*** under the ***WHO'S WHO? LIST OF LICENSEES***, or call 651-639-4000.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL
for a gambling premises located within city limits

___The application is acknowledged with no waiting period.

___The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].

___The application is denied.

Print city name _____

Signature of city personnel

_____

Title _____ Date_____

Local unit of government must sign

COUNTY APPROVAL
for a gambling premises located in a township

____The application is acknowledged with no waiting period.

____The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

____The application is denied.

Print county name _____

Signature of county personnel

_____

Title _____ Date_____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]
Print township name _____

Signature of township officer _____

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 event date.

Chief executive officer's signature Fr. Russel A. Sepaniak Date 6-27-12

Print name Fr. Russel Sepaniak

Print form and have CEO sign

REQUIREMENTS

Reset form

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.
  Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:
__ a copy of your proof of nonprofit status, and
__ application fee. 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 event 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 the application. Your organization's name and address will be public information when received by the Board.

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

LEGAL MEMORANDUM

Date: **June 28, 2012**

To: **Windom City Council, Steve Nasby, Mayor Kirby Kruse**

From: **Ronald J. Schramel, Windom City Attorney**

RE: **Access to Personnel Data of Windom City Employees**

I have been requested to prepare a Memo concerning what access (if any) Windom City Council Members have data in a Windom employees personnel file.

Based on Minnesota Statute Chapter 13 and Minnesota Rule 1205.0400 Subpart 2, a Windom City Council Member may access private personnel data in an employee's file if access is required for a legitimate purpose. Under Minnesota Rule 1205.0400 Subpart 3 the "Responsible Authority" must make the determination if the City Council Member has a legitimate purpose to access private data. The following is my analysis of this issue.

Under Minnesota Statute Section 13.43 Subd. 4, data in an employee's personnel file is **presumed to be private.** However, there are exceptions to this law. The following information which is contained in an employee's personnel file is considered public:

- **Name.**
- **Employee identification number (must not be social security number).**
- **Actual gross salary.**
- **Salary range.**
- **Terms and conditions of employment relationship.**
- **Contract fees.**
- **Actual gross pension.**
- **The value and nature of employer-paid fringe benefits.**
- **The basis for and the amount of any added compensation (including expenses reimbursement) in addition to salary.**
- **Job title and bargaining unit.**

- **Job description.**
- **Education and training background.**
- **Previous work experience.**
- **First and last date of employment.**
- **The existence and status of any complaints or charges against an employee (regardless of whether the complaint or charge resulted in disciplinary action).**
- **The final disposition of any disciplinary action against the employee, together with the specific reasons for the action and any data documenting basis for the action (excluding data that would identify city employees who were confidential sources.)**
- **The terms of any settlement agreement (including buyout agreements).**
- **Work location and work telephone number.**
- **Badge number.**
- **Work-related continuing education.**
- **Honors and awards received.**
- **Payroll time sheets or other comparable data that are only used to account for an employee's work time for payroll purposes (excluding any timesheet data that would reveal the employee's reasons for the use of sick or other medical leave, or any other not public data.)**

These 22 items are considered public and can be accessed by any member of the City Council upon making a request with the "Responsible Authority."

Everything else contained in an employee's personnel file is considered private. However that does not mean the information is off limits to City Council Members. Pursuant to Minnesota Administrative Rule 1205.0400, Subpart 2, private data may be disclosed to individuals within a government entity, whose "work assignments reasonably require access" to the data. Due to the fact that the Windom City Council is responsible for setting salaries, hiring and firing employees, determining work conditions, and establishing policies regarding promotions, vacations, etc., the city council's work assignments do reasonably require access to the private data. However, access to the private data must be associated with an ongoing investigation or other legitimate business purpose involving the employee. A City Council Member cannot access the data just to be inquisitive.

Minnesota Rule 1205.0400 Subpart 3 states that the "Responsible Authority" for Windom needs to establish written procedures to assure that access to private information in employee files is gained only by individuals who work assignments reasonably require access.

Currently the City of Windom does not have any written procedures which states which individuals have work assignments which require access to private information in an employee's personnel file. Therefore in the very near future the City Council needs to adopt written procedures which specifically designate which individuals within the City of Windom have work assignments which reasonably would require access to private data in an employee's personnel file.

On a related subject often times there is a conflict between Minnesota's Open Meeting Law which requires almost all city council meetings to be open to the public, and Minnesota's data privacy laws which protect much of the information in a city employee's personnel file. Most city councils assume that when private personnel data needs to be discussed at a city council meeting the meeting must be closed. However, this assumption is not correct.

Minnesota Statute 13D.05 states that city council meetings may **not** be closed to discuss data that is not public unless one of the following types of data are discussed:

- Data that would identify alleged victims or reports of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- Allegations of law enforcement personnel misconduct collected or created by a state agency state wide system or political subdivision;
- Educational data, health data, medical data, welfare data, or mental health data;
- Data concerning an individual's medical records;
- Meetings for preliminary consideration of allocations or charges against an individual subject to its authority. However, if the city council concludes that discipline may be warranted as a result of specific charges or allegations further meetings or hearings relating to those specific charges held after that conclusion must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

These 5 situations are the only times meetings must be closed. If none of these exceptions apply, meetings may **not** be closed just because the city council is going to discuss non-public data.

Minnesota Statute 13D.05 also states that non-public data may be discussed at a city council meeting without liability or penalty if the disclosure relates to a matter within the scope of the public bodies authority and is reasonably necessary to conduct the business or agenda item before the public body.

One last thing I want to point out is that under Minnesota Statute Section 13D.05 Subd. 3(a) the city council may close a meeting to evaluate the performance of an employee. However, if the city council is going to close a meeting to evaluate an employee's performance the employee must be given the option of having the evaluation held at an open meeting.

If you have any questions regarding anything in this memo, please do not hesitate to contact me.

SECTION 00540

CHANGE ORDER

Change Order No. _____

Date June 26, 2012

Agreement Date _____

Name of Project: 2012 Street Improvements

Owner: City of Windom

Contractor: Svoboda Excavating, Inc.

The following changes are hereby made to the Contract Documents:

Justification:
Changing 39 - 8"x4" Wye at $400 equals $15,600.00 to 39 - 12"x4" Wye at $489 equals $19,071.00. Difference is $3,471.00.

Original Contract Price: $ 597,926.00

Current Contract Price adjusted to previous Change Order: $ 3,471.00

The Contract Price due to this Change Order will be (increased) (decreased) by $ 3,471.00.

The new Contract Price including this Change Order will be $ 601,397.00

The Contract Time will be (increased) (decreased) by 0 calendar days.

The revised contract completion date for completion of all work will be August 31, 2012.

Approvals Required:

To be effective, this Order must be approved by the Owner and the Contractor if it changes the scope of objective of the work, or as may otherwise be required by the OWNER'S Supplemental General Conditions.

Requested by: _____ 7/3/12
Dennis Johnson, P.E., Windom City Engineer

Ordered by: _____
City of Windom

Accepted by: _____
Contractor

Original Contract – Required Completion Date August 31, 2012

Current Contract Completion Date adjusted to previous change order _____

END OF SECTION

MEMORANDUM

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

TO: City Council

FROM: City Administrator

DATE: June 29, 2012

RE: Approval for Location of Telecommunications Device on North Water Tower

As you may recall, the City Council recently approved an agreement for Local Loop, Inc. to place a small telecommunications device (dish) on the East Water Tower. This was done with the approval of the Utility Commission.

The City has been asked by Local Loop, Inc. to allow a second telecommunications device to be installed on the North Water Tower. This proposal was submitted to the Utility Commission for their June 27, 2012 meeting. This proposal is the same as the one for the East Water Tower, but the compensation has been changed to be an all cash fee in lieu of cash and provision of service from Local Loop, Inc. The proposed agreement is attached for your information and review.

The Utility Commission is recommending approval of the Local Loop, Inc. agreement for the North Water Tower.

Subject: Letter Agreement for Radio Equipment Installation on city owned facilities.

With the City of Windom, MN ("the City")

SynkroSouthwest, LLC ("SSW"), a subsidiary of LocaLoop, Inc. with corporate offices at 2233 University Ave, Ste. 233, St. Paul, MN 55114, will install its 4G Wireless Mobile Broadband equipment (the "Equipment") on the city owned facility specified below (the "Facility") under terms and conditions contained in this letter.

In consideration of the City's approval to install the Equipment on the Facility, SSW will, during the term of the Letter Agreement:

- Pay a non-refundable cash payment of $2,181.00 for the first year, paid in advance.
- Pay a non-refundable cash payment of $1,884 for all future years, paid in advance.

The term of the Letter Agreement will be 12 months and will renew automatically at that time. The Letter Agreement is non-exclusive.

Either SSW or the City may terminate this Letter Agreement with 30 days notice.

Other terms and conditions:

- The City is to provide access to the Facility for inspection and planning purposes and to provide any mechanical drawings required to complete the design of the installation.
- SSW will provide drawings, specifications and attachment details for the equipment to the City in advance of any work for their approval.
- SSW will provide proof of liability insurance and will add the City of Windom to its policy.prior to any work.
- SSW is responsible for all installation work and, if needed, the repair and upkeep of the Equipment and its removal at the end of the term.
- Installation of the Equipment is to be done by qualified, licensed, bonded and insured contractors at SSW's expense and to be completed in a professional and workmanship-like manner.
- No structural modifications to the Facility will be done without prior written approval from the City.
- Any electrical work required will be done by a licensed electrician at SSW's expense along with any necessary permits and inspections.

- The Equipment will not interfere with any other equipment installed on the Facility, including equipment owned by the City or by other parties.
- SSW will provide "as built" drawings and sketches to the City upon request.

During the term of the Letter Agreement, the City will:

- Provide access to 110VAC power, at a capacity of approximately 100 watts.
- Provide reasonable access to the Facility for SSW staff to allow for Equipment maintenance and repair during regular working hours and at other times under mutually agreeable conditions.

The Facility, For the City of Windom:

Water tower located on or near Rudy Lane, Windom

Agreed

For LocaLoop Name, Printed Name, Title, Date	For the City Name, Printed Name, Title, Date
_____	_____
_____	_____
_____	_____

Phone: (612) 327-3303
Fax:(651)-253-0502

LocaLoop, Inc.
2233 Université Avenue, Suite 233
St. Paul, Minnesota 55114

www.localoop.com

MEMORANDUM

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

TO: City Council

FROM: Personnel Committee

DATE: June 28, 2012

RE: Re-organization of Electric Department Administration

The Utility Commission has been working with the Electric Utility Manager and the Personnel Committee on an adjustment to the administration of the Electric Department. This change is proposed to bring the Windom Electric Department more in line with comparable utilities and provide for future staffing changes.

Under this proposal the Electric Department would re-introduce the Electric Superintendent position into the organizational structure to allow for meeting staffing needs, training and future administrative transition. Currently the duties performed by the Electric Utility Manager (please see attached job description) are consistent with other utilities where there is a General Manager and Superintendent positions within the organization. Within the Windom Electric Department there is an Electric Utility Manager and then the crew foreman is next in the hierarchy of management.

The tasks and duties of the Electric Utility Manager are varied and complex. In the event of an absence or vacancy in this position many of the duties may be undertaken short-term by existing staff, but there would be a heavy reliance on CMMPA, outside consultants or other vendors. Attached is a contingency plan for the Electric Department showing this arrangement.

Adding an Electric Superintendent into the department's organizational structure would enable some duties to be shared between management employees and allow for training opportunities, which would provide day-to-day coverage and enable any future transitions to be undertaken in a timely manner and within our own department.

To facilitate the re-introduction of the Electric Superintendent position into the overall City organization at the same level as the other Superintendent positions (Grade 21) the Electric Utility Manager's position is proposed to be moved up to Grade 22 with the current employee to be placed at Step 10. Both the Utility Commission and Personnel Committee are recommending this proposed restructuring.

<u>PROPOSED</u> ---- Electric Department
City of Windom

Job Title:	Electric Utility Manager
Grade:	22
Department:	Electric Department
Policy Direction:	Utility Commission and City Council
Supervision:	City Administration
Hours worked:	40 Hours (Additional hours may be necessary to fulfill requirements of the job)

General Purpose of Duties:

Responsible for management of the Electric Department and employees, , administration and daily operations of the Utility's power supply, transmission, production and distribution systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES of managing the electric transmission, energy and capacity *supply side* for Windom's Electric Utility as a member of the Project Oriented Central Minnesota Municipal Power Agency (CMMPA):

The Windom Electric Utility provides its customers with electric capacity and energy thru power contracts with Western Area Power Administration, CMMPA/Utilities Plus (CMMPA/UP), Northern States Power (NSP/Xcel), the Nebraska City II Power Plant and the Midwest Independent System Operator's (MISO) Day-Ahead and Real-Time energy markets, all scheduled thru CMMPA. Electric transmission is provided by the International Transmission Company (ITC).

As an Agency member [Windom] of the Central Minnesota Municipal Power Agency, the Electric Utility Manager serves as a Director on the CMMPA Board. Director participation and decision making responsibilities are to guide and assist CMMPA in the purpose of providing a means for its members to secure, by individual or joint action among themselves or by contract with other public or private entities within or outside the State of Minnesota, an adequate, economical and dependable supply of electric capacity and energy, and to have that energy delivered both reliably and affordably.

Additional participation and decision making duties and responsibilities as a CMMPA Board Director are in overseeing Agency functions and operations, especially pertaining to the negotiation and contract development for power supply opportunities, Agency membership, Agency services, CMMPA legal, financial and consultant requirements and for the common good of the members, the CMMPA employees and the Agency itself.

Additionally, the Electric Utility Manager represents the City's interests and participates at gatherings and/or meetings where required including the Minnesota Department of Commerce and the Minnesota Legislature plus meetings of the International Transmission Company, Western Area Power Administration, Xcel Energy, Missouri River Energy Systems, Utilities Plus UP) Energy Services, Midwest Municipal Transmission Group, CMMPA Administration and Financial Staff and the sub-committees of the CMMPA Agency, with varying degrees of commitment.

Supply side duties also includes managing the purchase of electric energy thru CMMPA/UP in a non-complacent, responsible manner via the web-based CMMPA/UP Energy Management System (UP EMS) to provide economical, cost-effective energy for Windom's electric utility customers. Requires coordinating with CMMPA/UP Energy Schedulers and the running of local generation at times of high demand, high cost or interrupted electric service.

Supply side responsibly also includes compliance with the Minnesota Legislature's 2007 Next Generation Energy Act and the mandated requirements for renewable energy, demand-side management and energy conservation.

ESSENTIAL DUTIES AND RESPONSIBILITIES of the *distribution side* of managing Windom's electric transmission, production and distribution systems:

Responsible for the operation and maintenance of the Utility, monitors compliance of these systems/department with all required regulations and guidelines, maintains detailed records and prepares summaries and reports concerning operations and activities of the department, and reports to the Utility Commission and\or City Council.

Accurately prepares and files all required Utility operational reports with State and Federal Agencies.

Responsible for personnel in the department, including determining work procedures, priorities, work schedules, training, and safety measures.

Responsible for the operation, construction and maintenance of equipment and facilities associated with the electric transmission system, generation equipment and the distribution of utility services.

Evaluates the work activities of department personnel plus the performance and suitability of machinery and equipment to ensure efficient use of personnel time and equipment.

Additional ***distribution side*** management requirements include assisting the City Administrator and Finance Director/Controller in the preparation of budget recommendations and capital improvements, provides supporting information, and ensures that expenditures are consistent with approved budget.

Assists the Utility Billing Staff with customer inquiries and concerns, the collection of metering data, billing system operations and the collection of delinquent accounts. Includes tracking/recording monthly wholesale power cost invoices in spreadsheet to develop Power Cost Adjustment (PCA) as part of the electric retail energy rate billed to utility customers.

Accurately prepares department payroll/time sheets and maintains employee pay and benefit history to accurately coordinate with City records.

Attends meetings such as Staff meetings, Utility Commission and City Council meetings, and participates as required. Receives and presents electric utility business at such meetings.

Added ***distribution side*** management requires consulting with construction managers, project engineers and with County, State and Federal Agencies when/where required in the construction of residential, commercial and industrial developments.

Works willingly with other City departments and organizations when and where necessary.

Primary responsibility for the installation and maintenance of emergency warning sirens and airport electrical\lighting.

Performs all other reasonable duties as directed by Utility Commission, City Council and those coordinated thru City Administration.

ADDITIONAL SPECIAL UTILITY MANAGEMENT REQUIREMENTS*

A. Must possess a valid Minnesota driver's license.
B. Must attain all licenses and certifications required for utility operations within a reasonable timeframe.
C. Minimum of six (6) years' experience in the operation and maintenance of electrical transmission, generation and distribution system equipment.
D. Four-year college degree or two-year vocational degree in programs relating to electrical work.
E. Supervisory experience.
F. Ability to communicate effectively, in whatever form required.
G. Must be capable of safely performing physical actions necessary to construct, repair and maintain electric generation and distribution systems.

*The Windom City Council & Utility Commission retains the right to waive any of these requirements.

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of the principles, practices, methods, techniques, tools, materials and equipment used in electric transmission, generation and distribution facility operations.

Experienced in the operation, maintenance and repair of generation, transmission and distribution systems.

Knowledge of applicable regulatory codes.

Considerable knowledge of occupational hazards and safe working practices.

Ability to keep accurate records and prepare reports.

Ability to independently establish priorities and meet such priorities within specific target dates.

Ability to establish and maintain effective working relationships with the public, supervisors, department heads, support personnel and council and commission members.

Basic knowledge of engineering, surveying and design, and the ability to review engineering plans, blueprints and diagrams as they relate to field problems, and make recommendations.

Must have considerable knowledge of the operation of computers, computer screens and keyboards, including word processing (Word), spreadsheets (Excel) and database software.

Ability to communicate effectively, electronically and in oral and written forms with employees, consultants, city officials and the general public.

Ability to occasionally lift and move up to 40 pounds.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements concerning specific duties does not exclude them from inclusion in this position if the work is similar, related or a logical assignment for this position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:_____ Approval:_____
Mayor City Administrator

Electric Department
City of Windom
"Temporary" Electric Utility Management

<u>Contingency plan</u> for "temporary" Electric Utility Management in the event position becomes vacant for a short time period. Plan is based on abnormal circumstances where current Manager would not be available to oversee the training of a replacement Electric Utility Supervisor. The highlighted text pertains to the contingency plan addressing the Management duties and responsibilities of the previous paragraphs.

General Purpose of Duties:

Responsible for management, staffing, administration and operation of the Utility's power supply, transmission, production and distribution systems.

<u>ESSENTIAL DUTIES AND RESPONSIBILITIES</u> in managing the electric transmission, energy and capacity *<u>supply side</u>* for Windom's Electric Utility as a member of the Project Oriented Central Minnesota Municipal Power Agency (CMMPA):

As an Agency member [Windom] of the Central Minnesota Municipal Power Agency, the Electric Utility Manager serves as a Director on the CMMPA Board. Director participation and decision making responsibilities are to guide and assist CMMPA, as a municipal corporation and political subdivision of the State of Minnesota, in the purpose of providing a means for its members to secure, by individual or joint action among themselves or by contract with other public or private entities within or outside the State of Minnesota, an adequate, economical and dependable supply of electric capacity and energy, and to have that energy delivered both reliably and affordably.

Additional participation and decision making duties and responsibilities as a CMMPA Board Director are in overseeing Agency functions and operations, especially pertaining to the negotiation and contract development for power supply opportunities, Agency membership, Agency services, CMMPA legal, financial and consultant requirements and for the common good of the members, the CMMPA employees and the Agency itself.

Additionally, the Electric Utility Manager represents the City's interests and participates at gatherings and/or meetings where required including the Minnesota Department of Commerce and the Minnesota Legislature plus meetings of the International Transmission Company, Western Area Power Administration, Xcel Energy, Midwest Municipal Transmission Group (MMTG), CMMPA Administration and Financial Staff and the sub-committees of the CMMPA Agency, with varying degrees of commitment.

The above outlined duties of the Electric Utility Manager would fall to the City Administrator on a temporary basis until the open Electric Utility Manager's position would be filled. The City Administrator is the alternate Board Director designate at CMMPA for the Electric Utility currently. With CMMPA Agency help and other member representative guidance, the City Administrator should be able to fill this position short term satisfactorily. Utility Management Consulting Firms are available if required. I might suggest Bob Schulte of Schulte Associates. He is familiar with the CMMPA Agency, the Windom Utility and some members of City Staff.

<u>Supply side</u> duties also include managing the purchase of electric energy thru CMMPA/UP in a non-complacent, responsible manner via the web-based CMMPA/UP Energy Management System (UP EMS) to provide economical, cost-effective energy for Windom's electric utility customers. Requires

coordinating with CMMPA/UP Energy Schedulers and the running of local generation at times of high demand, high cost or interrupted electric service.

The Staff of the Electric Utility can currently fulfill the requirements of monitoring MISO Market prices and make reasonable judgments in running generation. Help will come from CMMPA/UP Energy Schedulers at Blue Earth. Generation runs are coordinated by text message to the Utility Manager and "on call" Windom Utility Staff 24/7. Because of a settling in market condition volatility, these generator run decisions are less common, currently.

Supply side responsibly also includes compliance with the Minnesota Legislature's 2007 Next Generation Energy Act and the mandated requirements for renewable energy, demand-side management and energy conservation.

Compliance with renewable energy obligations is in place thru year 2020, but demand-side management and energy conservation programs may have to be temporary halted. CMMPA CIP Staff will be available to help, but would not be able to run Windom's energy conservation programs without local assistance. Cheryl, in the Utility Office is familiar and assists with the appliance rebate programs currently being offered.

ESSENTIAL DUTIES AND RESPONSIBILITIES of the *distribution side* of managing Windom's electric transmission, production and distribution systems:

Responsible for the operation and maintenance of the Utility, monitors compliance of these systems/department with all required regulations and guidelines, maintains detailed records and prepares summaries and reports concerning operations and activities of the department, and reports to the Utility Commission and\or City Council.

Accurately prepares and files all required Utility operational reports with State and Federal Agencies.

The current Electric Utility Staff will be able to operate and maintain the electric transmission, production and distribution systems. With Mike Bregel's leadership as Foreman and Jeff Gilbertson's many years of experience, plus Cheryl Lillegaard, Preston Rossow and Jason Sykora's additional years of experience and willingness to help, the Electric Utility has been in good hands for many years.

The maintaining of operational records and preparing of reports will be an issue. Many templates exist for monthly data recordings electronically and are available on the current Manager's computer. Past State and Federal reports are filed yearly with copies maintained as templates for the next years' requirements. Much of the financial data and usage report data required come from City Staff, with the ability to retrieve that information when a Utility Manager would become available. This is one area that would require a special effort of persons assigned with this task. The Minnesota Municipal Utility Association (MMUA) has been available to assist City's in this exact situation in the past. (i.e. Mt Lake, Lakefield, Moose Lake and currently, Fairfax)

Responsible for personnel in the department, including determining work procedures, priorities, work schedules, training, and safety measures.

Responsible for the operation, construction and maintenance of equipment and facilities associated with the electric transmission system, generation equipment and the distribution of utility services.

Evaluates the work activities of department personnel plus the performance and suitability of machinery and equipment to ensure efficient use of personnel time and equipment.

The current Electric Utility Staff will be able to operate and maintain the electric transmission, production and distribution systems. With Mike Bregel's leadership as Foreman and Jeff Gilbertson's many years of experience, plus Cheryl Lillegaard, Preston Rossow and Jason Sykora's additional years of experience and willingness to help, the Utility Staff will be able to answer these types of situations satisfactory. Non-priority work requirements could wait for a Management solution.

Additional ***distribution side*** management requirements include assisting the City Administrator and Finance Director/Controller in the preparation of budget recommendations and capital improvement plans, provides supporting information, and ensures that expenditures are consistent with approved budget.

With a combined effort of the City Administrator and the Finance Director, and the help of Electric Utility Staff, developing a yearly budget would be fairly uncomplicated. Past years' budgets would easily serve as a template for a new budget and errors in projecting wholesale power expenses would be recovered thru the Power Cost Adjustment. With the current financial condition of the Utility, a slight miscalculation will not serve as a crisis.

Assists the Utility Billing Staff with customer inquiries and concerns, the collection of metering data, billing system operations and the collection of delinquent accounts. Includes tracking/recording monthly wholesale power cost invoices in spreadsheet to develop Power Cost Adjustment (PCA) as part of the electric retail energy rate billed to utility customers.

Accurately prepares department payroll/time sheets and maintains employee pay and benefit history to accurately coordinate with City records.

Attends meetings such as Staff meetings, Utility Commission and City Council meetings, and participates as required. Receives and presents electric utility business at such meetings.

Added ***distribution side*** management requires consulting with construction managers, project engineers and with County, State and Federal Agencies when/where required in the construction of residential, commercial and industrial developments.

Works willingly with other City departments and organizations when and where necessary.

Performs all other reasonable duties as directed by Utility Commission, City Council and those coordinated thru City Administration.

The current Electric Utility Staff will be able to operate and maintain the electric transmission, production and distribution systems. With Mike Bregel's leadership as Foreman and Jeff Gilbertson's many years of experience, plus Cheryl Lillegaard, Preston Rossow and Jason Sykora's additional years of experience and willingness to help, the Electric Utility will be able to answer many, if not all issues and problems faced by the Electric Department. City Staff may be able to help with specific billing issues like calculating the Power Cost Adjustment.

For Utility Management questions – Contact:
Central Minnesota Municipal Power Agency (CMMPA)
Minnesota Municipal Utility Association (MMUA)

For Transmission, Generation, and Distribution System questions – Contact:

Utilities Plus Energy Services;

Engineering – Mike Thielen, UPES

Substation Problems – Ron Mingo, UPES

Other System Operational Issues – UPES Staff

Transmission Line Repair – IRBY Construction (formerly OK Construction)

For Utility Operations questions –

CMMPA Staff;

Steve Thompson, CEO

Lori-Frisk Thompson, Member Relations

Chad Hanson, Scheduling Supervisor

Larry Blaine – Finance Director (CFO)

Phone Numbers for these contacts are available at the Utility Office at 1105, 1st Ave.

With this information, temporary management of the Electric Utility could be undertaken, but it will not happen without considerable conscientious effort and due diligence by all involved.

Marv Grunig, Windom Electric Utility Manager

RESOLUTION #2012-

INTRODUCED:

SECONDED:

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

A RESOLUTION DESIGNATING THE FILING PERIOD FOR CANDIDATES FOR THE CITY ELECTION

WHEREAS, vacancies in elected offices for the City of Windom will occur on January 1, 2013; and

WHEREAS, vacancies will exist for the following positions:

Mayor
Councilmember – Ward I
Councilmember-Ward II

WHEREAS, pursuant to State Statute, the filing period shall not commence earlier than 98 days nor less than 84 days before the municipal general election.

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

The filing period for elective office in the City of Windom shall commence on July 31, 2012, at 8:00 a.m. and end on August 14, 2012, at 5:00 p.m. Nomination papers may be filed at the City Clerk's Office in the Windom City Hall during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.) during said filing period.

Adopted this 3rd day of July, 2012.

_____
Kirby G. Kruse, Mayor

Attest:_____
Steven Nasby, City Administrator

RESOLUTION #2012-

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

A RESOLUTION APPOINTING ELECTION JUDGES AND DESIGNATING POLLING PLACE FOR THE FORTHCOMING PRIMARY AND GENERAL ELECTION IN 2012

WHEREAS, pursuant to Minnesota Statutes, a Primary and a General Election will be held on August 14, 2012, and November 6, 2012, respectively; and

WHEREAS, it is necessary that a polling place be designated and election judges be appointed.

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

1. That the hours for voting at the above-mentioned elections shall be from 7:00 a.m. until 8:00 p.m.
2. The polling place for Wards I and II shall be at the Windom Community Center at 1750 Cottonwood Lake Drive.
3. The following election judges are hereby appointed to serve at the above-mentioned primary and general election.

WARD I PRECINCT I

NAME	ADDRESS
Rosie Schwalbach	1305 20th St
Adeline A. Anderson	945 6th St
Maxine Frank	831 Des Moines Dr
Mary Okins	836 Highland Rd
Jackie Jurgens	829 12th St
Joe LaCanne	1244 5th Ave
Kathryn Nemitz	905 River Road
Pat Tepley	177 10th Street #204
Lavonne Hedrick	177 10th Street #105
Marian Torkelson	437 12th St
Clarice Gregg	1261 5th Avenue, Apt 2
Vickie Burmeister	1110 June Court
JoAnn Wisdorf	1815 Jamison Dr
Verna Jans	640 Des Moines Dr
Tary Johnson	905 6th Street
Sherry Miller	917 Highland Road
Darris Snelling	870 20th Street
Faye Turner	749 Des Moines Dr

WARD I PRECINCT 11

NAME	ADDRESS
Marlene Nordquist	1995 Great Bend Blvd
Jeanette Schuur	2001 Great Bend Blvd
Rosalee Davis	861 18th St
Nancy Meyer	628 18th St
Margaret Keffeler	1085 20th St
Carol Paplow	1156 River Rd
Linda Dawson	2570 River Rd
Mary Day	2180 Kalash Rd
Donald Miller	1992 Great Bend Blvd
Thomas Wickie	2411 Douglas St
Mary Franz	2034 Great Bend Blvd
Carol Hochstein	1475 17th St, Apt #8A
Carol Jensen	410 1st St
Shirl Ware	1475 17th St, Apt 6-D
Mary Meyer	1610 River Road
Sharon Diemer	2004 Great Bend Blvd
Joan Schafer	613 19th St
Virginia Cook	1620 6th Ave
Rose Purrington	665 22nd St
Mary Klosterbuer	616 17th Street

WARD 11 PRECINCT I

NAME	ADDRESS
Laura Meyers	929 Collins
Joyce Helgeson	450 6th Ave
Naomi Harris	1229 Lakeview Ave
Romelle Wojahn	35677 US Hwy 71
Zola Wood	1368 11th Ave
Barbara Quarve	285 13th St
Barb LaCanne	1244 5th Ave
Karen Wickie	2411 Douglas St
Carol Brand	592 Prospect Ave
Donna Torkelson	721 Prospect Ave
Kathy Veenker	310 8th Street
Bruce Olson	853 Collins Ave
Evelyn Kirkman	605 Redding Ave
Evelyn Lohre	2011 4th Ave
Tonie Peterson	605 3rd Ave
Mary Mohlencamp	688 Prospect Ave
Ronda Kelly	460 Bonnie Ave

WARD 11 PRECINCT 11

NAME	ADDRESS
Jean Hoppe	1705 Langley
Linda Ebeling	1535 3rd Ave
Jan Sampson	1717 Langley
Mary Erickson	412 16th St
Deborah Polzin	1220 Drake
Joann Caviness	2220 Cottonwood Lake Dr
Janet Fossing	1145 Redding
Katherine Hansen	712 4th Ave
Helen Haugen	1230 Redding
Ruby Wilson	1036 Lakeview Ave
Carol Hartman	1114 Lakeview Ave
Carol Brand	640 South Shore Drive
Sarah Anderson	45462 Co Rd 22
Kathryn Roberts	1755 4th Ave
Julieene Antes	1165 Drake Ave

REGISTRATION & SUBSTITUTES

NAME	ADDRESS
Denise Nichols	2815 Cottonwood Lake Dr
Leesa Majerus	668 Redding Ave
Robin Paplow	730 20th St
Emily Prokosch	1124 Redding Ave

Adopted this 3rd day of July, 2012.

_____
Kirby Kruse, Mayor

Attest:_____
Steven Nasby, City Administrator

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	MII LIFE	VEBA	237.40
	Total for Department 103		237.40*
P & Z / BUILDING OFF	MII LIFE	VEBA	178.05
	Total for Department 106		178.05*
CITY HALL	MN ENERGY RESOURCES	HEATING	19.88
	Total for Department 115		19.88*
POLICE	MII LIFE	VEBA	1,901.16
	Total for Department 120		1,901.16*
STREET	MII LIFE	VEBA	1,069.42
STREET	MN ENERGY RESOURCES	HEATING	41.65
	Total for Department 140		1,111.07*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	165.00
	Total for Department 145		165.00*
PARKS	MII LIFE	VEBA	118.70
	Total for Department 165		118.70*
GENERAL	WINDOM BASEBALL ASSO	REFUND - BASEBALL FIELD	50.00
	Total for Department 201		50.00*
	Total for Fund 01		3,781.26*
LIBRARY	MN ENERGY RESOURCES	HEATING	43.01
	Total for Department 171		43.01*
	Total for Fund 03		43.01*
POOL	A H HERMEL CANDY & T	MERCHANDISE	809.08
POOL	MN ENERGY RESOURCES	HEATING	563.87
	Total for Department 175		1,372.95*
	Total for Fund 12		1,372.95*
	MOTOROLA	RADIOS	4,501.34
	Total for Department		4,501.34*
	Total for Fund 13		4,501.34*
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	356.38
	Total for Department 177		356.38*
	Total for Fund 14		356.38*
	TORO	TIF PAYMENT	25,856.41
	Total for Department		25,856.41*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	Total for Fund 37		25,856.41*
	MINN-KOTA PROPERTIES	TIF PAYMENT	2,902.39
	Total for Department		2,902.39*
	Total for Fund 39		2,902.39*
	J & R PARTNERSHIP	TIF PAYMENT	16,128.34
	Total for Department		16,128.34*
	Total for Fund 40		16,128.34*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	7,688.65
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	3,984.71
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	17,332.00
LIQUOR	INDIAN ISLAND WINERY	MERCHANDISE	490.08
LIQUOR	JOHNSON BROS.	MERCHANDISE	2,454.00
LIQUOR	MII LIFE	VEBA	475.36
LIQUOR	SOUTHERN WINE & SPIR	MERCHANDISE	1,051.93
	Total for Department 180		33,476.73*
	Total for Fund 60		33,476.73*
ER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	188.54
WATER	MII LIFE	VEBA	742.73
WATER	MN ENERGY RESOURCES	HEATING	369.79
	Total for Department 181		1,301.06*
	Total for Fund 61		1,301.06*
ELECTRIC	CENTRAL MINNESOTA MU	CIP ASSESSMENT	3,287.00
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	211,430.67
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	188.54
ELECTRIC	MII LIFE	VEBA	1,336.63
ELECTRIC	MN ENERGY RESOURCES	HEATING	19.88
	Total for Department 182		216,262.72*
	Total for Fund 62		216,262.72*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	188.55
SEWER	MII LIFE	VEBA	861.41
SEWER	MN ENERGY RESOURCES	HEATING	55.56
	Total for Department 183		1,105.52*
	Total for Fund 63		1,105.52*
ARENA	A H HERMEL CANDY & T	MERCHANDISE	590.91
ARENA	MII LIFE	VEBA	475.36
	Total for Department 184		1,066.27*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
Total for Fund 64			1,066.27*
	NEW VISION COOP	2012 1ST ABATEMENT PAYME	4,861.58
Total for Department			4,861.58*
ECONOMIC DEVELOPMENT	AARON BACKMAN	DULUTH CONVENTION	361.15
ECONOMIC DEVELOPMENT	BRADLEY & DEIKE, P.A	PROFESSIONAL SERVICE	238.00
ECONOMIC DEVELOPMENT	EHLERS & ASSOC., INC	SERVICE	5,750.00
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	178.05
Total for Department 187			6,527.20*
Total for Fund 67			11,388.78*
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	565.62
TELECOMMUNICATIONS	MII LIFE	VEBA	1,098.95
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	9.89
TELECOMMUNICATIONS	RFD TV	SUBSCRIBER	297.85
TELECOMMUNICATIONS	SUBWAY	EXPENSE	42.22
Total for Department 199			2,014.53*
Total for Fund 69			2,014.53*
	AFLAC	INSURANCE	476.06
	MN BENEFIT ASSOCIATI	INSURANCE	291.16
Total for Department			767.22*
Total for Fund 70			767.22*
Grand Total			322,324.91*

Date: 06/27/2012 Time: 16:19:02 Operator: Robin

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	DENNIS L. RICK LTD	AUDIT SERVICE	1,050.00
	Total for Department 103		1,050.00*
POLICE	WINDOM FIRE SAFETY	MAINTENANCE	50.00
	Total for Department 120		50.00*
	Total for Fund 01		1,100.00*
EQUIPMENT/F.A.	DENNIS L. RICK LTD	AUDIT SERVICE	1,250.00
	Total for Department 170		1,250.00*
	Total for Fund 02		1,250.00*
LIBRARY	DENNIS L. RICK LTD	AUDIT SERVICE	200.00
	Total for Department 171		200.00*
	Total for Fund 03		200.00*
EQUIPMENT/F.A.	DENNIS L. RICK LTD	AUDIT SERVICE	650.00
	Total for Department 170		650.00*
	Total for Fund 04		650.00*
2003 IMPROVEMENT BON	DENNIS L. RICK LTD	AUDIT SERVICE	500.00
	Total for Department 169		500.00*
	Total for Fund 05		500.00*
4TH AVE PROJECT	DENNIS L. RICK LTD	AUDIT SERVICE	500.00
	Total for Department 168		500.00*
	Total for Fund 06		500.00*
2007 IMPROVEMENT PRO	DENNIS L. RICK LTD	AUDIT SERVICE	500.00
	Total for Department 164		500.00*
	Total for Fund 07		500.00*
2006A REFUNDING BOND	DENNIS L. RICK LTD	AUDIT SERVICE	500.00
	Total for Department 157		500.00*
	Total for Fund 08		500.00*
2009 STREET IMP PROJ	DENNIS L. RICK LTD	AUDIT SERVICE	250.00
	Total for Department 158		250.00*
	Total for Fund 09		250.00*
AIRPORT	DENNIS L. RICK LTD	AUDIT SERVICE	400.00
	Total for Department 174		400.00*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Fund 11	400.00*
POOL	DENNIS L. RICK LTD	AUDIT SERVICE	200.00
		Total for Department 175	200.00*
		Total for Fund 12	200.00*
AMBULANCE	JIM AXFORD	EXPENSE	75.42
AMBULANCE	TIM HACKER	EXPENSE	58.61
AMBULANCE	APRIL HARRINGTON	EXPENSE	23.26
AMBULANCE	MN DEPT OF PUBLIC SA	BACKGROUND CHECK	10.50
AMBULANCE	DENNIS L. RICK LTD	AUDIT SERVICE	400.00
AMBULANCE	ALLAN REMPEL	EXPENSE	27.60
		Total for Department 176	595.39*
		Total for Fund 13	595.39*
MULTI-PURPOSE BUILDI	A H HERMEL CANDY & T	MERCHANDISE	104.55
MULTI-PURPOSE BUILDI	DENNIS L. RICK LTD	AUDIT SERVICE	500.00
		Total for Department 177	604.55*
		Total for Fund 14	604.55*
REVOLVING LOAN FU	DENNIS L. RICK LTD	AUDIT SERVICE	100.00
		Total for Department 172	100.00*
		Total for Fund 15	100.00*
EDA REV LOAN FUND	DENNIS L. RICK LTD	AUDIT SERVICE	100.00
		Total for Department 178	100.00*
		Total for Fund 16	100.00*
SCDP	DENNIS L. RICK LTD	AUDIT SERVICE	250.00
SCDP	SW MN HOUSING PARTNE	GRANT DRAW 13	11,557.00
		Total for Department 163	11,807.00*
		Total for Fund 17	11,807.00*
N IND PARK	DENNIS L. RICK LTD	AUDIT SERVICE	50.00
		Total for Department 147	50.00*
		Total for Fund 18	50.00*
RIVER BLUFF EST REV	DENNIS L. RICK LTD	AUDIT SERVICE	100.00
		Total for Department 019	100.00*
		Total for Fund 19	100.00*
EDA REV LOAN FUND	DENNIS L. RICK LTD	AUDIT SERVICE	50.00

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Department 178	50.00*
		Total for Fund 31	50.00*
TIF 1-13 RIVER BLUFF	DENNIS L. RICK LTD	AUDIT SERVICE	63.64
		Total for Department 188	63.64*
		Total for Fund 33	63.64*
TIF 1-1 HARWIN	DENNIS L. RICK LTD	AUDIT SERVICE	63.64
		Total for Department 189	63.64*
		Total for Fund 34	63.64*
TIF 1-2 PAMIDA	DENNIS L. RICK LTD	AUDIT SERVICE	63.64
		Total for Department 190	63.64*
		Total for Fund 35	63.64*
TIF 1-3 SPEC BLDG	DENNIS L. RICK LTD	AUDIT SERVICE	63.64
		Total for Department 191	63.64*
		Total for Fund 36	63.64*
TIF 1-4 TORO	DENNIS L. RICK LTD	AUDIT SERVICE	63.64
		Total for Department 192	63.64*
		Total for Fund 37	63.64*
TIF 1-6 RIVER BEND S	DENNIS L. RICK LTD	AUDIT SERVICE	63.64
		Total for Department 193	63.64*
		Total for Fund 38	63.64*
TIF 1-8 DWMTWM REDEV	DENNIS L. RICK LTD	AUDIT SERVICE	63.64
		Total for Department 194	63.64*
		Total for Fund 39	63.64*
TIF 1-10 RUNNINGS	DENNIS L. RICK LTD	AUDIT SERVICE	63.63
		Total for Department 195	63.63*
		Total for Fund 40	63.63*
TIF 1-11 QUIRING	DENNIS L. RICK LTD	AUDIT SERVICE	63.63
		Total for Department 196	63.63*
		Total for Fund 41	63.63*
TIF 1-12 PM WINDOM	DENNIS L. RICK LTD	AUDIT SERVICE	63.63

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	Total for Department 197		63.63*
	Total for Fund 42		63.63*
TIF 1-14 SPEC BLDG I	DENNIS L. RICK LTD	AUDIT SERVICE	63.63
	Total for Department 198		63.63*
	Total for Fund 43		63.63*
LIQUOR	ENVIROMASTER, INC.	SERVICE	39.54
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	9,605.75
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	281.16
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	562.76
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	15,530.50
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	555.06
LIQUOR	JOHNSON BROS.	MERCHANDISE	2,943.46
LIQUOR	GENE LENNING	EXPENSE	188.01
LIQUOR	MN ENERGY RESOURCES	HEATING	49.46
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	4,440.81
LIQUOR	DENNIS L. RICK LTD	AUDIT SERVICE	300.00
LIQUOR	VINOCOPIA, INC	MERCHANDISE	898.00
	Total for Department 180		35,394.51*
	Total for Fund 60		35,394.51*
WATER	AMOCO OIL COMPANY	GAS	128.48
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	158.33
WATER	DENNIS L. RICK LTD	AUDIT SERVICE	1,000.00
	Total for Department 181		1,286.81*
	Total for Fund 61		1,286.81*
	LISA VEURINK	REFUND-UTILITY PREPAYMEN	300.00
	Total for Department		300.00*
ELECTRIC	AMOCO OIL COMPANY	GAS	536.47
ELECTRIC	CRA PAYMENT CENTER	MAINTENANCE	85.24
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	158.33
ELECTRIC	MN DEPT OF PUBLIC SA	HAZARDOUS CHEM INVENTORY	25.00
ELECTRIC	DENNIS L. RICK LTD	AUDIT SERVICE	2,000.00
	Total for Department 182		2,805.04*
	Total for Fund 62		3,105.04*
	ROBERT L. CARR	WASTEWATER TREATMENT PRO	237,119.05
	Total for Department		237,119.05*
SEWER	AMOCO OIL COMPANY	GAS	335.94
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	158.35
SEWER	MN WASTEWATER OPERAT	CONFERENCE - REGISTRATIO	225.00

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	MN ENERGY RESOURCES	HEATING	25.46
SEWER	DENNIS L. RICK LTD	AUDIT SERVICE	700.00
	Total for Department 183		1,444.75*
	Total for Fund 63		238,563.80*
ARENA	AMOCO OIL COMPANY	GAS	97.45
ARENA	MN ENERGY RESOURCES	HEATING	146.89
ARENA	DENNIS L. RICK LTD	AUDIT SERVICE	500.00
	Total for Department 184		744.34*
	Total for Fund 64		744.34*
RIVERBLUFF TOWNHOMES	DENNIS L. RICK LTD	AUDIT SERVICE	500.00
	Total for Department 186		500.00*
	Total for Fund 66		500.00*
	ELECTRIC FUND	LOAN PAYMENT TO ELEC SPE	755.39
	FULDA AREA CREDIT UN	SPEC BLDG LOAN	1,846.26
	Total for Department		2,601.65*
ECONOMIC DEVELOPMENT	AARON BACKMAN	MAPCED QUARTERLY	217.80
NOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYMENT TO ELEC SPE	194.10
ECONOMIC DEVELOPMENT	FULDA AREA CREDIT UN	SPEC BLDG LOAN	1,513.74
ECONOMIC DEVELOPMENT	DENNIS L. RICK LTD	AUDIT SERVICE	400.00
ECONOMIC DEVELOPMENT	WINDOM AREA CHAMBER	BUSINESS INVESTMENT	280.00
	Total for Department 187		2,605.64*
	Total for Fund 67		5,207.29*
RIVERBLUFF ESTATES	DENNIS L. RICK LTD	AUDIT SERVICE	400.00
	Total for Department 166		400.00*
	Total for Fund 68		400.00*
TELECOMMUNICATIONS	B B C AMERICA	SUBSCRIBER	25.83
TELECOMMUNICATIONS	CNA SURETY	BOND POLICY RENEWAL	250.00
TELECOMMUNICATIONS	DISH NETWORK	SERVICE	3,400.00
TELECOMMUNICATIONS	E-911	MONTHLY 911 SERVICE	43.95
TELECOMMUNICATIONS	GLOBAL GOV'T/EDUCATI	MAINTENANCE	1,405.06
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	474.99
TELECOMMUNICATIONS	MN DEPT OF COMMERCE	ASSESSMENT	102.79
TELECOMMUNICATIONS	MLB NETWORK	SUBSCRIBER	536.50
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	14,356.26
TELECOMMUNICATIONS	NATIONAL EMERGENCY N	SUBSCRIPTION	225.00
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	CENTURY LINK	TELEPHONE	105.25
TELECOMMUNICATIONS	NEUSTAR, INC.	MAINTENANCE	87.25
TELECOMMUNICATIONS	ONVOY, INC	BANDWIDTH BILLING	2,894.25

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	DENNIS L. RICK LTD	AUDIT SERVICE	6,950.00
TELECOMMUNICATIONS	RON'S ELECTRIC INC	MAINTENANCE	144.78
TELECOMMUNICATIONS	WELCH & COMPANY LLP	SERVICE	25.00
TELECOMMUNICATIONS	ZAYO BANDWIDTH	BANDWIDTH BILLING	5,591.72
	Total for Department 199		36,653.63*
	Total for Fund 69		36,653.63*
	JOHNSON COUNTY COURT PAYROLL DEDUCTION CDDM01		1,202.00
	Total for Department		1,202.00*
	Total for Fund 70		1,202.00*
	Grand Total		343,214.36*

USDA-FmHA
Form FmHA 1924-18

PARTIAL PAYMENT ESTIMATE

( )

CONTRACT NO. 0045-35
PARTIAL PAYMENT ESTIMATE #1

OWNER: CITY OF WINDOM
2012 STREETS

CONTRACTOR:
SVOBODA EXCAVATING, INC
JACKSON,MN 56143

PERIOD OF ESTIMATE
FROM 6/12/2012 TO 6/29/2012

CONTRACT CHANGE ORDER SUMMARY

NO.	FmHA Approval Date	Amount Additions	Amount Deductions
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTALS		$0.00	$0.00
NET CHANGE		$0.00	

ESTIMATE

1. Original Contract	$597,926.00
2. Change Orders	$0.00
3. Revised Contract (1+2)	$597,926.00
4. Work Completed*	$105,630.00
5. Stored Materials*	$0.00
6. Subtotal (4+5)	$105,630.00
7. Retainage*	$5,281.50
8. Previous Payments	$0.00
9. Amount Due (6-7-8)	$100,348.50

** Detailed breakdown attachment*

CONTRACT TIME

Original (days) 75
Revised
Remaining 35

On Schedule ☐ Yes ☐ No

Starting Date 6/12/2012
Projected Completion

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

Svoboda Excavating, Inc
JACKSON, MN
By: Walter Svoboda
Date:

ARCHITECT OR ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer: WENCK ASSOCIATES
By:
Date: 6/28/12

APPROVED BY OWNER

Owner: CITY OF WINDOM
By:
Date:

ACCEPTED BY FmHA:

The review and acceptance of this estimate by FmHA does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

By:
Date:

2012 STREET IMPROVEMENTS
WINDOM, MINNESOTA 56101
PAY REQUEST #1

ITEM	CONTRACT APPROX. QUANTITY	UNIT	UNIT COST	AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD AMOUNT	PREVIOUS TOTAL QUANTITY	PREVIOUS TOTAL AMOUNT	TOTAL TO DATE QUANTITY	TOTAL TO DATE AMOUNT
TH 71										
WATERMAIN										
F & I 6" Valve & Box	4	EACH	$ 1,300.00	$ 5,200.00	2	$ 2,600.00	0	$ -	2	$ 2,600.00
F & I 6" Tee	1	EACH	$ 500.00	$ 500.00	1	$ 500.00	0	$ -	1	$ 500.00
F & I 6" Plug/Cap	3	EACH	$ 175.00	$ 525.00	1	$ 175.00	0	$ -	1	$ 175.00
F & I 4" Sleeve	1	EACH	$ 200.00	$ 200.00	2	$ 400.00	0	$ -	2	$ 400.00
F & I 6" Sleeve	2	EACH	$ 250.00	$ 500.00		$ -	0	$ -	0	$ -
F & I Hydrant	1	EACH	$ 3,500.00	$ 3,500.00	1	$ 3,500.00	0	$ -	1	$ 3,500.00
F & I 6" 45 Deg. Bend	4	EACH	$ 250.00	$ 1,000.00		$ -	0	$ -	0	$ -
F & I 10" Valve & Box	2	EACH	$ 2,500.00	$ 5,000.00		$ -	0	$ -	0	$ -
F & I 10" Sleeve	2	EACH	$ 500.00	$ 1,000.00		$ -	0	$ -	0	$ -
F & I 10" Plug/Cap	2	EACH	$ 300.00	$ 600.00		$ -	0	$ -	0	$ -
F & I 4"x6" Tee	1	EACH	$ 800.00	$ 800.00	1	$ 800.00	0	$ -	1	$ 800.00
F & I 10" 45 Deg. Bend	4	EACH	$ 500.00	$ 2,000.00		$ -	0	$ -	0	$ -
F & I Tracing Wire Box	6	EACH	$ 150.00	$ 900.00	6	$ 900.00	0	$ -	6	$ 900.00
F & I 1" Corp Stop	5	EACH	$ 250.00	$ 1,250.00	5	$ 1,250.00	0	$ -	5	$ 1,250.00
F & I 1" Curb Stop	5	EACH	$ 300.00	$ 1,500.00	6	$ 1,800.00	0	$ -	6	$ 1,800.00
F & I 6" C900 Watermain	90	L.F.	$ 20.00	$ 1,800.00	20	$ 400.00	0	$ -	20	$ 400.00
F & I 6" PVC C900 Directional Bore	260	L.F.	$ 37.00	$ 9,620.00	230	$ 8,510.00	0	$ -	230	$ 8,510.00
F & I 10" C900 Watermain	90	L.F.	$ 37.00	$ 3,330.00		$ -	0	$ -	0	$ -
F & I 1" Type K copper service -Open Trench	450	L.F.	$ 16.00	$ 7,200.00	0	$ -	0	$ -	0	$ -
F & I 1" Type K copper service -Directional Bore	360	L.F.	$ 20.00	$ 7,200.00	875	$ 17,500.00	0	$ -	875	$ 17,500.00
Remove Curb and Gutter	60	L.F.	$ 20.00	$ 1,200.00	10	$ 200.00	0	$ -	10	$ 200.00
Remove Sidewalk	325	SQ. FT.	$ 5.00	$ 1,625.00	325	$ 1,625.00	0	$ -	325	$ 1,625.00
Remove Hydrant	2	EACH	$ 250.00	$ 500.00		$ -	0	$ -	0	$ -
Remove Valve	2	EACH	$ 100.00	$ 200.00		$ -	0	$ -	0	$ -
Select Topsoil Borrow (CV)	15	C.Y.	$ 50.00	$ 750.00		$ -	0	$ -	0	$ -
Aggregate Base Class 5	150	TON	$ 15.00	$ 2,250.00		$ -	0	$ -	0	$ -
4" Bituminious Patching	350	SQ. YD.	$ 65.00	$ 22,750.00		$ -	0	$ -	0	$ -
F & I 12" Casing (Bore)	80	L.F.	$ 150.00	$ 12,000.00		$ -	0	$ -	0	$ -
F & I 20" Casing (Bore)	80	L.F.	$ 175.00	$ 14,000.00		$ -	0	$ -	0	$ -
Rock Subfoundation (CV)	100	C.Y.	$ 5.00	$ 500.00		$ -	0	$ -	0	$ -
4" Walk Replacement	75	SQ. FT.	$ 1.00	$ 75.00		$ -	0	$ -	0	$ -
6" Walk Replacement	150	SQ. FT.	$ 1.00	$ 150.00		$ -	0	$ -	0	$ -
Concrete Curb and Gutter Design B618	60	L.F.	$ 1.00	$ 60.00		$ -	0	$ -	0	$ -
WATERMAIN SUBTOTAL				$ 109,685.00		$ 40,160.00		$ -		$ 40,160.00
Service Connections										
Connect Service to Casey's	1	EACH	$ 600.00	$ 600.00	1	$ 600.00	0	$ -	1	$ 600.00
Connect Service to Freedom	1	EACH	$ 600.00	$ 600.00	1	$ 600.00	0	$ -	1	$ 600.00
Connect Service to H&W	1	EACH	$ 600.00	$ 600.00	1	$ 600.00	0	$ -	1	$ 600.00
Connect Service to Three Son's	1	EACH	$ 600.00	$ 600.00	1	$ 600.00	0	$ -	1	$ 600.00
Connect Service to Car Quest	1	EACH	$ 600.00	$ 600.00	1	$ 600.00	0	$ -	1	$ 600.00
SERVICE CONNECTIONS SUBTOTAL				$ 3,000.00		$ 3,000.00		$ -		$ 3,000.00
Hansen Connections										
F & I 1" Corp Stop	1	EACH	$ 200.00	$ 200.00	1	$ 200.00	0	$ -	1	$ 200.00
F & I 1" Curb Stop	1	EACH	$ 200.00	$ 200.00	1	$ 200.00	0	$ -	1	$ 200.00
F & I 1" Type K copper service -Open Trench	30	L.F.	$ 25.00	$ 750.00	30	$ 750.00	0	$ -	30	$ 750.00
F & I 1" Type K copper service -Directional Bore	50	L.F.	$ 25.00	$ 1,250.00	50	$ 1,250.00	0	$ -	50	$ 1,250.00
Select Topsoil Borrow (CV)	2	C.Y.	$ 50.00	$ 100.00		$ -	0	$ -	0	$ -
Connect Service to Hansen	1	EACH	$ 1,000.00	$ 1,000.00	1	$ 1,000.00	0	$ -	1	$ 1,000.00
HANSEN'S CONNECTIONS SUBTOTAL				$ 3,500.00		$ 3,400.00		$ -		$ 3,400.00
River Road										
SANITARY SEWER										
F & I 8"x4" Wye	39	EACH	$ 400.00	$ 15,600.00	0	$ -	0	$ -	0	$ -
Remove Sewer Pipe	1684	L.F.	$ 2.00	$ 3,368.00	0	$ -	0	$ -	0	$ -
Remove Services	1330	L.F.	$ 2.00	$ 2,660.00	0	$ -	0	$ -	0	$ -
Remove Manholes	7	EACH	$ 350.00	$ 2,450.00	0	$ -	0	$ -	0	$ -
Bituminous Repairs	111	S.Y.	$ 70.00	$ 7,770.00	0	$ -	0	$ -	0	$ -
F & I Rock Subfoundation	183	C.Y.	$ 5.00	$ 915.00	0	$ -	0	$ -	0	$ -
F & I 8" PVC Sewer Pipe SDR 35 8'-10' Deep	160	L.F.	$ 30.00	$ 4,800.00	0	$ -	0	$ -	0	$ -
Dewatering Sewer	1000	L.F.	$ 50.00	$ 50,000.00	0	$ -	0	$ -	0	$ -
F & I 4" Service	1365	L.F.	$ 15.00	$ 20,475.00	0	$ -	0	$ -	0	$ -

F & I 12" PVC Sewer Pipe SDR 35 8'-10' Deep	1383	L.F.	$ 32.00	$ 44,256.00	0	$ -	0	$ -	0	$ -
F & I 12" PVC Sewer Pipe SDR 35 10'-12' Deep	141	L.F.	$ 32.00	$ 4,512.00	0	$ -	0	$ -	0	$ -
F & I Manhole Type 4007	63	L.F.	$ 335.00	$ 21,105.00	0	$ -	0	$ -	0	$ -
F & I Manhole Casting	7	EACH	$ 750.00	$ 5,250.00	0	$ -	0	$ -	0	$ -
4" Walk Replacement	1500	SQ. FT.	$ 1.00	$ 1,500.00	0	$ -	0	$ -	0	$ -
6" Drive Replacement	400	SQ. FT.	$ 1.00	$ 400.00	0	$ -	0	$ -	0	$ -
Curb and Gutter Replacement	220	L.F.	$ 1.00	$ 220.00	0	$ -	0	$ -	0	$ -
Valley Gutter Replacement	40	L.F.	$ 15.00	$ 600.00	0	$ -	0	$ -	0	$ -
Storm Drain Inlet Protection	1	LUMP SUM	$ 500.00	$ 500.00	0	$ -	0	$ -	0	$ -
Seeding-turf Type	0.25	ACRE	$ 6,000.00	$ 1,500.00	0	$ -	0	$ -	0	$ -
Seed-turf Type 260	25	LB.	$ 10.00	$ 250.00	0	$ -	0	$ -	0	$ -
Mulch-Type 1	0.5	TON	$ 1,000.00	$ 500.00	0	$ -	0	$ -	0	$ -
Commercial Fertilizer (12-12-12)	125	LB.	$ 2.00	$ 250.00	0	$ -	0	$ -	0	$ -
SANITARY SEWER SUBTOTAL				$ 188,881.00		$ -		$ -		$ -
WATERMAIN										
F & I 8" Valve & Box	5	EACH	$ 2,000.00	$ 10,000.00	0	$ -	0	$ -	0	$ -
F & I 6" Valve & Box	6	EACH	$ 1,250.00	$ 7,500.00	0	$ -	0	$ -	0	$ -
F & I 4" Sleeve	2	EACH	$ 200.00	$ 400.00	0	$ -	0	$ -	0	$ -
F & I 6" Sleeve	4	EACH	$ 250.00	$ 1,000.00	0	$ -	0	$ -	0	$ -
F & I 8" Sleeve	2	EACH	$ 400.00	$ 800.00	0	$ -	0	$ -	0	$ -
F & I Hydrant	2	EACH	$ 3,500.00	$ 7,000.00	0	$ -	0	$ -	0	$ -
F & I 8" Tee	1	EACH	$ 550.00	$ 550.00	0	$ -	0	$ -	0	$ -
F & I 8" 90 Deg. Bend	2	EACH	$ 400.00	$ 800.00	0	$ -	0	$ -	0	$ -
F & I 6" 45 Deg. Bend	6	EACH	$ 250.00	$ 1,500.00	0	$ -	0	$ -	0	$ -
F & I 8"x6" Tee	6	EACH	$ 500.00	$ 3,000.00	0	$ -	0	$ -	0	$ -
F & I 1" Corp Stop	40	EACH	$ 200.00	$ 8,000.00	0	$ -	0	$ -	0	$ -
F & I 1" Curb Stop	40	EACH	$ 250.00	$ 10,000.00	0	$ -	0	$ -	0	$ -
F & I 4" Valve & Box	1	EACH	$ 1,000.00	$ 1,000.00	0	$ -	0	$ -	0	$ -
F & I 6" C900 Watermain	180	L.F.	$ 25.00	$ 4,500.00	0	$ -	0	$ -	0	$ -
F & I 1" Type K copper Service	1500	EACH	$ 12.00	$ 18,000.00	0	$ -	0	$ -	0	$ -
F & I 8" C900 Watermain	1665	L.F.	$ 26.00	$ 43,290.00	0	$ -	0	$ -	0	$ -
Bituminous Repairs	106	S.Y.	$ 70.00	$ 7,420.00	0	$ -	0	$ -	0	$ -
Rock Subfoundation (CV)	199	C.Y.	$ 5.00	$ 995.00	0	$ -	0	$ -	0	$ -
4" Walk Replacement	1425	SQ. FT.	$ 1.00	$ 1,425.00	0	$ -	0	$ -	0	$ -
6" Drive Replacement	400	SQ. FT.	$ 1.00	$ 400.00	0	$ -	0	$ -	0	$ -
Curb and Gutter Replacement	230	L.F.	$ 1.00	$ 230.00	0	$ -	0	$ -	0	$ -
Valley Gutter Replacement	40	L.F.	$ 15.00	$ 600.00	0	$ -	0	$ -	0	$ -
WATERMAIN SUBTOTAL				$ 128,410.00		$ -		$ -		$ -
6th Street										
WATERMAIN										
F & I 8" Valve & Box	2	EACH	$ 1,500.00	$ 3,000.00	2	$ 3,000.00	0	$ -	2	$ 3,000.00
F & I 6" Valve & Box	18	EACH	$ 1,000.00	$ 18,000.00	6	$ 6,000.00	0	$ -	6	$ 6,000.00
F & I 6" Tee	14	EACH	$ 350.00	$ 4,900.00	6	$ 2,100.00	0	$ -	6	$ 2,100.00
F & I 4" Plug/Cap	1	EACH	$ 150.00	$ 150.00	3	$ 450.00	0	$ -	3	$ 450.00
F & I 6" Plug/Cap	2	EACH	$ 175.00	$ 350.00	1	$ 175.00	0	$ -	1	$ 175.00
F & I 6"x4" Reducer	7	EACH	$ 225.00	$ 1,575.00		$ -	0	$ -	0	$ -
F & I 4" Sleeve	10	EACH	$ 200.00	$ 2,000.00		$ -	0	$ -	0	$ -
F & I 6" Sleeve	3	EACH	$ 250.00	$ 750.00		$ -	0	$ -	0	$ -
F & I 8" Sleeve	2	EACH	$ 400.00	$ 800.00	1	$ 400.00	0	$ -	1	$ 400.00
F & I Hydrant	6	EACH	$ 3,250.00	$ 19,500.00	2	$ 6,500.00	0	$ -	2	$ 6,500.00
Remove and Reinstall 6" Valve and Box	1	EACH	$ 750.00	$ 750.00		$ -	0	$ -	0	$ -
Remove Valve and Box	2	EACH	$ 250.00	$ 500.00	2	$ 500.00	0	$ -	2	$ 500.00
Remove Tee	1	EACH	$ 200.00	$ 200.00	1	$ 200.00	0	$ -	1	$ 200.00
F & I 8"x6" Tee	1	EACH	$ 600.00	$ 600.00	1	$ 600.00	0	$ -	1	$ 600.00
F & I 1" Corp Stop	28	EACH	$ 200.00	$ 5,600.00		$ -	0	$ -	0	$ -
F & I 1" Curb Stop	28	EACH	$ 250.00	$ 7,000.00		$ -	0	$ -	0	$ -
F & I 4" Valve & Box	5	EACH	$ 1,000.00	$ 5,000.00		$ -	0	$ -	0	$ -
F & I 6" C900 Watermain	2490	L.F.	$ 25.00	$ 62,250.00	1400	$ 35,000.00	0	$ -	1400	$ 35,000.00
F & I 1" Type K copper Service	900	L.F.	$ 11.00	$ 9,900.00		$ -	0	$ -	0	$ -
F & I 8" C900 Watermain	60	L.F.	$ 45.00	$ 2,700.00	81	$ 3,645.00	0	$ -	81	$ 3,645.00
Bituminous Repairs	200	S.Y.	$ 70.00	$ 14,000.00		$ -	0	$ -	0	$ -
Rock Subfoundation (CV)	278	C.Y.	$ 5.00	$ 1,390.00		$ -	0	$ -	0	$ -
4" Walk Replacement	225	SQ. FT.	$ 1.00	$ 225.00		$ -	0	$ -	0	$ -
6" Drive Replacement	100	SQ. FT.	$ 1.00	$ 100.00		$ -	0	$ -	0	$ -
Curb and Gutter Replacement	210	L.F.	$ 1.00	$ 210.00		$ -	0	$ -	0	$ -
Storm Drain Inlet Protection	1	LUMP SUM	$ 500.00	$ 500.00	1	$ 500.00	0	$ -	1	$ 500.00
Seeding-turf Type	0.25	ACRE	$ 6,000.00	$ 1,500.00		$ -	0	$ -	0	$ -
Seed-turf Type 260	25	LB.	$ 10.00	$ 250.00		$ -	0	$ -	0	$ -
Mulch-Type 1	0.5	TON	$ 1,000.00	$ 500.00		$ -	0	$ -	0	$ -
Commercial Fertilizer (12-12-12)	125	LB.	$ 2.00	$ 250.00		$ -	0	$ -	0	$ -
WATERMAIN SUBTOTAL				$ 164,450.00		$ 59,070.00		$ -		$ 59,070.00
MATERIAL ON HAND								$ -		$ -
BASE BID TOTAL				$ 597,926.00		$ 105,630.00		$ -		$ 105,630.00

MEMORANDUM

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

TO: City Council

FROM: City Administrator

DATE: July 2, 2012

RE: Vacation Dates and Coalition of Greater Minnesota Cities – Annual Conference

I am planning for a few vacation days in July. The five days I would like to schedule off are July 6, 12, 18-20.

The Coalition of Greater Minnesota Cities Annual Conference is in Owatonna from July 25-27. I am planning to attend and there is still time to register if anyone is interested in attending as well. These meetings start Wednesday afternoon and run through the closing of the conference the afternoon of Friday, July 27.

If you have any questions or would like to attend the CGMC Conference please let me know. While on vacation or at the CGMC event I may be reached via cell phone (voice or text) at 319-321-2637.