

Council Meeting
Tuesday, August 21, 2012
City Council Chambers
7:30 p.m.
AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–August 7, 2012
2. Consent Agenda
 - Minutes
 - EDA Commission- August 13, 2012
 - Correspondence
 - Bernie Wisdorf
3. Department Heads
4. Resolution Ordering Report on 2013 Street Improvement Project
5. North Windom Industrial Park – Street Lighting Petition
6. Call for Public Hearings
 - SCDP Update
 - Tax Abatement -1905 1st Avenue
7. Matching Fund Donations for Entrance Signs
8. Donation from Douglas and Rose Purrington for the Windom Fire Department
9. 2011-2012 Windom Area Hospital Annual Audit
10. Southwest Regional Development – John Shepard – MN GreenStep Cities Development Program
11. Annual Firefighters Relief Association Report
12. Disposition of Radio Equipment
13. Personnel – Overtime Policy
14. Citywide Cleanup Event
15. New Business
 - CGMC Request to Co-Host Candidate Forum
16. Old Business
17. Regular Bills



18. Contractor Payments

- Wastewater Treatment Improvements – Robert L. Carr Co. - \$173,472.85

19. Council Concerns

20. Adjourn

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
AUGUST 13, 2012

1. Call to Order: The meeting was called to order by President Erickson at 12:06 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Juhl Erickson, Trevor Slette, Corey Maricle, and Kelsey Fossing. Absent: Sally Larson.

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby and Mayor Kirby Kruse.

3. Approval of Minutes:

Motion by Commissioner Slette, seconded by Commissioner Maricle, to approve the Minutes of the EDA Meeting held on July 12, 2012. Motion carried 3-0.

(Commissioner Fossing arrived after this vote.)

4. North Windom Industrial Park

A. Team Meetings & Project Status and B. Agency Submittals: The Board received a Technical Memorandum from Dennis Johnson of Wenck Associates summarizing the status of the design work on the North Windom Industrial Park. Director Backman advised that the required permit applications have been submitted to the various state agencies. The permit for the construction and operation of a sanitary sewer extension system has been approved by the Minnesota Pollution Control Agency. The Minnesota Department of Health has approved the permit for the water mains. The Minnesota Department of Transportation (MNDOT) will be issuing the permit for the utilities following receipt of the fee. The engineers are working with MNDOT concerning requirements for replacement of pavement in the area of the industrial park. The Street Committee and Utility Commission have reviewed and recommended approval of the street lighting proposal for the industrial park. This proposal will now come before the City Council on August 21st.

5. ENTRANCE SIGN

A. Matching Funds – Report: Director Backman reported that donations have been received from 29 local businesses and organizations and the goal for the \$30,000 in matching funds has been met. Director Backman will be appearing before the City Council on August 21st to request a resolution accepting these donations. The EDA has also received the \$30,000 from the Remick Foundation for the entrance signs. The anticipated cost for each sign is \$19,852.00 plus utility costs for lighting.

B. Proposed Locations – Update: The Board received copies of aerial photos of the proposed locations for the signs prepared by Wenck Associates using GPS coordinates. The first sign will be located north of the LaCanne Funeral Home in the MNDOT right-of-way on Highway 71. This sign will likely be serviced by electric power from the City. The second sign will be situated south of Windom on the east side of Highway 60 in the MNDOT right-of-way west of the railroad tracks. The third sign will be adjacent to Highway 60 on property owned by Bruce Mews (close to the Axfords' property) in a location which is approximately 125 feet north of Highway 60 to allow for future expansion of the highway in that area. Marc Fischer, MNDOT Permits, has indicated that this location should be satisfactory even when the highway is expanded to four lanes. Solar power may be the best option for lighting the

second and third signs. Director Backman will be submitting a permit application to Marc Fischer of MNDOT for the first two signs.

- C. Sign Easement: An easement agreement between Bruce Mews and the EDA has been prepared by Schramel Law Office. The only consideration for this agreement requested by Mr. Mews was \$1.00. The Board received a copy of the proposed easement agreement.

Motion by Commissioner Maricle, seconded by Commissioner Slette, to approve the Sign Easement Agreement between Bruce Mews and the Windom EDA for the placement of an entrance sign on Mr. Mews' property on Highway 60, and to authorize the EDA President to execute this agreement. Motion carried 4-0.

6. 1905 First Avenue

- A. Request for Assistance – Abatement and B. Timetable: On June 1, 2012, Global Investment Properties, LLC acquired the former Lewis Drug building (with approx. 9,600 sq. ft. of space) on the east side of Hwy 60. Global will be leasing the property to Big Game Treestands for use as its new corporate headquarters. The build-out will accommodate 35 employees (plus additional growth). Plans are for Big Game to continue to use its existing warehouse building. Big Game has retained an architect to prepare plans for the renovation of the former Lewis Drug building and the contractor has submitted preliminary plans to Jim Kartes, Building & Zoning Official. The building improvements are projected to cost approximately \$400,000 to \$500,000. The Board received a copy of a rendering of the building and elevation drawings. The EDA Executive Director has been working with Big Game regarding a potential tax abatement for this project. Company officials have requested a 10-year abatement with both City and County involvement. The Board received copies of schedules prepared by Todd Hagen of Ehlers & Associates, Inc. that detail the projections for abatement of the City's share of the real estate taxes that will be generated by the new improvements to the property. The Board received two sets of cash flow projections--one spanning a 10-year period and the other spanning a 7-year period. The Board also received a time schedule for the establishment of the proposed tax abatement program. After further discussion, the following actions were taken.

Motion by Commissioner Maricle, seconded by Commissioner Fossing, to recommend to the City Council the adoption of a 10-year tax abatement program for Global Investment Properties, LLC based on the creation of six new office positions. Motion carried 4-0.

Motion by Commissioner Slette, seconded by Commissioner Maricle, authorizing EDA Staff to submit a request to the Windom City Council to schedule a public hearing on the proposed establishment of a tax abatement program for Global Investment Properties, LLC. Motion carried 4-0.

7. PM Beef

- A. Wastewater Modifications: PM officials have requested an increase in City wastewater usage of approximately 20 percent. Currently City officials (and particularly the City Administrator and Wastewater Superintendent) and engineers have been in discussions with PM officials. These discussions concern PM's loadings into the City's wastewater system and necessary modifications that will be required in PM's pre-treatment system and the City's wastewater treatment system to accommodate increased usage.

8. MIRC – Wrap-up Meeting: The Minnesota Intelligent Rural Community (MIRC) Program began in the Spring of 2010. This program was funded through the Broadband Technology Opportunities Program of the U. S. Department of Commerce through the American Recovery and Reinvestment Act of 2009. The program was administered by the Blandin Foundation. Windom was chosen as one of the demonstration communities for the program. Two EDA Directors (Aaron Backman and Mark Hanson), Denise Nichols, and Steve Nasby represented the City of Windom on the MIRC Steering Committee. Denise Nichols assisted with the documentation and reporting concerning the funds received by Windom participants. The Board received a summary of the Windom projects funded through the MIRC Program. Director Backman prepared a powerpoint presentation for the wrap-up meeting which was held on July 25, 2012. The Blandin Foundation is introducing a new “Blandin Community Broadband Program” in the Fall of 2012 and the Board received a copy of the fact sheet concerning this program.

9. R & L Investments

A. Closed Session – Negotiations: President Erickson announced that the purpose of the closed session was to discuss property owned by R & L Investments (the former Towleron Motors’ site).

Motion by Commissioner Maricle, seconded by Commissioner Fossing, authorizing the Board to go into closed session. Motion carried 4-0.

President Erickson closed the meeting to the public at 12:58 p.m.

Motion by Commissioner Maricle, seconded by Commissioner Fossing, authorizing the EDA President to re-open the meeting to the public. Motion carried 4-0.

President Erickson re-opened the meeting to the public at 1:45 p.m.

10. New Business

A. Business Meetings, Conferences & Events Report: Director Backman informed the Board concerning a preliminary contact from a previous prospect.

11. Miscellaneous Information

A. Monthly Budget Recap: The Board received a copy of the monthly budget report for July, 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 June 30, 2012.

12. Adjourn: By consensus, President Erickson adjourned the meeting at 1:50 p.m.

Trevor Slette, EDA Secretary-Treasurer

Attest:

Aaron A. Backman, EDA Executive Director

**Regular Council Meeting
Windom City Hall, Council Chamber
August 7, 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, Corey Maricle,
Bradley Powers and JoAnn Ray

Council Members Absent: None

City Staff Present: Steve Nasby, City Administrator; Bruce Caldwell,
Streets and Parks Superintendent; Mike Haugen,
Water and Wastewater Superintendent; Al Baloun,
Recreation Director and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Fossing second by Jones, to approve the City Council minutes from July 17, 2012 and July 24, 2012. Motion carried 5 – 0.

5. Consent Agenda:

Kruse noted the minutes from the following Boards and Commissions:

- Utility Commission – July 25, 2012
- Tree Commission – August 1, 2012

Kruse said there was an application to Dispense Intoxicating Liquor from the Phat Pheasant for the Cottonwood County Fair on August 15-18, 2012. Additionally, there was an Application for an Exempt Gaming Permit from the Windom Education and Collaborative Center for a raffle on September 24, 2012.

Motion by Powers second by Maricle, to approve the Consent Calendar as presented. Motion carried 5 – 0.

6. Department Heads:

Al Baloun, Recreation Director, said that the Windom Pool is scheduled to close on August 15 as the fair will be underway and school starts on August 20.

Preliminary

As a follow-up to the Capital Improvement meeting from July 24th he has contacted user groups at the Arena about scheduling a date to meet with the Council to discuss the future of the facility. The Fair Board has requested that the meeting be August 28 instead of August 14 due to the proximity of the fair.

Motion by Jones seconded by Maricle to set a Special City Council Meeting for August 28, 2012 at 7:00 p.m. Motion carried 5 – 0.

Powers asked Baloun if the pool hours or days in service could be extended if the weather remained hot. Baloun replied that staffing is difficult as colleges are starting and history has shown that the use significantly falls off in August and the pool has been closing early some evenings already due to lack of swimmers.

Jones clarified that Baloun is stating that use of the pool declines after August 1. Baloun said that is correct.

Mike Haugen, Water and Wastewater Superintendent, said that the results of the lead and copper testing were received and the City passed. There were 20 samples taken and all passed so no additional actions are needed and the next test will be in three years.

Jones noted that the samples are from inside the properties so the interior plumbing can be contributing to the lead and copper levels. Haugen confirmed that was correct and the most likely cause of lead and copper in the water is a home's interior plumbing and not the municipal system. Haugen suggested that people let a faucet run for 10 seconds before getting a drink of water as that clears out the vast majority of lead and copper from the water.

Powers asked if the City's water hardness was 25 parts per million. Haugen said that is correct.

Bruce Caldwell, Streets & Parks Superintendent, said that he has placed some advertisements for notices on cleaning up long grass and weeds. He asked that citizens and business owners take a look at their properties and mow as needed. Caldwell said he would do a drive around on Friday and may have to send out some citations if long grass and weeds are problematic.

The 2012 seal coating project will start the week of August 20 and he would be placing "no parking" signs on the effected streets. He asked that the public be aware of the no parking areas.

7. Tax Forfeited Properties – 2012 Designation:

Nasby said that the list of properties for designated by the County for tax sale included four parcels. The parcel information, estimated value and outstanding assessments were shown within the materials in the packet. The department heads were provided the list of parcels and a map to determine if there was a potential city use. None of the parcels is being

requested for city use. Nasby noted the outstanding assessments total just over \$1,617 and asked that the City Council consider whether or not they wanted staff to re-assess them or not as the resolution states the City Council is reserving the right to re-assess.

Jones asked if the assessments could be forgiven if the new owner was going to redevelop the property. Nasby said he would suggest that the Council not re-assess the parcels now rather than consider forgiveness at a later date as that could be problematic with other property owners in the future. There are provisions in State law outlining what the Council can do with assessments.

Jones said the resolution allows the Council to retain the right to re-assess. Nasby said that is correct, but the County will need to know the Council's intent prior to the parcels going to auction. He will report back to the Council at the next meeting regarding the timeframes for Council action on re-assessments.

Council member Jones introduced the Resolution No. 2012-44, entitled "A RESOLUTION APPROVING THE SALE OF TAX-FORFETED PARCELS AT PUBLIC AUCTION" and moved its adoption. The resolution was seconded by Maricle and on roll call vote: Aye: Maricle, Powers, Ray, Fossing and Jones. Nay: None. Absent: None. Resolution passed 5 – 0.

8. Safe Routes to School – 17th Street Proposal:

Caldwell said that Cottonwood County had approached him about the possibility of painting lines for walking\biking lanes on 17th Street. The Street Committee discussed this and felt it was important to get public input so he sent a letter to property owners. The response was positive and there were other suggestions for added safety improvements, but no opposition. The proposal would include a center, no-passing stripe and then an 8-foot walking\biking lane on both sides of the road, which is possible as 17th Street is 42 feet wide. The initial cost would be \$4,000 to \$6,000 and the Safe Routes to School grant may pay for the striping. On-going costs for replacement of the lines would be a City expense and be done through the County as they have the necessary equipment. Caldwell handed out a diagram showing the proposed striping.

Caldwell noted that parking would remain along both sides of the street.

Kruse asked about the issue of constructing a sidewalk. Caldwell said a sidewalk is still being discussed but there are a number of trees, utilities and other considerations such as maintenance and replacement costs that have arisen as obstacles.

Jones asked about the yellow vs. white striping. Caldwell said it is only a difference in visibility and the yellow double line in the center will reinforce the no passing zone.

Motion by Powers seconded by Fossing to approve the proposed striping of 17th Street by the County to include a double center line and an 8-foot walking\biking lane on both sides of the street. Motion carried 5 – 0.

9. Proposed 2013 Street Project:

Caldwell and Haugen said there was a list of streets for the proposed 2013 Street Project included in the packet. These streets had been discussed previously with the City Council and the Utilities Commission. During the Capital Improvement Planning meeting a suggestion was made to include alternates so that favorable bids could be accepted on additional work. Caldwell said there are four alternates packaged which includes some work requested by the Windom Area School District.

Both Caldwell and Haugen said that the next step was to identify an engineering firm if the City Council was in favor of moving ahead with a 2013 project. The Utility Commission had discussed this matter and is recommending the use of Wenck Associates.

Jones said he was glad to see the inclusion of the alternates and cooperation with the school. He confirmed that the Utilities Commission had talked about an engineer and Nasby concurred the recommendation was for Wenck Associates.

Jones added that he would like the City Council to also discuss the method of paying for these projects as he had previously raised the issue with using assessments and would like to see if there are options. Kruse replied that topic would likely come up with the funding discussion the Council will hold regarding the capital projects.

Motion by Jones seconded by Maricle to proceed with a 2013 Street Project and to engage Wenck Associates as the engineering firm. Motion carried 5 – 0.

10. City-wide Clean-up Event:

Nasby noted that the city-wide clean-up was delayed due to the construction of a new cell at the landfill. Staff has been in contact with the County and with the potential vendors regarding dates for the re-scheduling of the clean-up. It appears that October will be the earliest that dates could be scheduled, due to completion work at the landfill cell.

Nasby asked if the Council wanted the staff to solicit quotes from both Hometown and Waste Management, which was not necessary as the cost is under \$25,000. Hometown and Eagle Recycling have indicated that they are open for all of October, but no reply had been received from Waste Management.

Consensus of the Council was to direct staff to solicit quotes and have the information ready for the August 21 City Council meeting so dates and the vendor could be selected.

11. Employee Recognition Event - Update:

Nasby said the City Council had adopted a formal employee recognition policy late in 2011 for implementation in 2012. Nasby credited Ryan Vesey, Management Intern, with doing the background work on identifying costs, assembling employee lists and making arrangements for the event.

Preliminary

The Personnel Committee had discussed the recognition event and because this was the first such formal event they are recommending that all of the employees be recognized rather than only those with a 5, 10, 15 or more year anniversary. The cost to do this would exceed the \$2,500 initially approved by the City Council and require approximately \$4,500.

Jones said he feels it is important to include spouses in such an event and a method needs to be found to make that occur. Nasby noted that the State Auditor's Office has issued an opinion on this and only expenses for city employees are eligible for the expenditure of public funds. Jones said he would work to find funding to allow for the inclusion of family members. Nasby said he would consult the City Attorney or League of Minnesota Cities to see what is permissible for fundraising.

Motion by Fossing seconded by Ray to increase the budget for the 2012 Employee Recognition Program to \$4,500. Motion carried 5 – 0.

12. New Business:

Jones asked if staff could work with the County and School District to get the Joint Governments Meeting scheduled as the July meeting was missed. Nasby said he had already spoken with the School and County about getting the meeting re-scheduled.

Jones asked about the status of the theatre sign as there are new owners and what options could exist for the replacement of the marquee. Nasby said he would need to check with the Building Official and would have something in the August 21 Council packet.

13. Unfinished Business:

None.

14. Regular Bills:

Motion by Maricle seconded by Ray, to approve the regular bills. Motion carried 5 – 0.

15. Contractor Payment:

Kruse said there was one contractor payment request from Svoboda Excavating in the amount of \$304,549.10.

Dennis Johnson, Wenck Associates, said that the water and sewer services were done on River Road and that the grading was done on 6th Street. He expected the grading to start on River Road in the next day or two so it was passable for the Fair. There was no de-watering on the project so the final cost should come in under the budget.

Preliminary

On 9th Street the contractor was going to do the connections on the water main and then shut down the water main on Highway 60/71.

Motion by Powers seconded by Jones to approve the contractor payment to Svoboda Excavating for \$304,549.10. Motion carried 4 – 0 (Jones absent).

16. Council Concerns:

Jones said that after the last planning meeting he had asked about funding the proposed projects and if there were money in the department accounts. Nasby has provided him information related to the individual funds showing current balances and comparing them to the balances about five years ago for historical reference. Jones said it was very noticeable that the department heads, management and Councils have worked hard to improve the financial health of the City despite the State aid cuts and loss of other funds. He asked that this information be shared with the rest of the Council showing the balances of the individual funds.

17. Adjourn:

Kruse adjourned the meeting by unanimous consent. Meeting adjourned at 8:23 pm

Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

Bernie Wisdorf
8272 Kingslee Road
Bloomington, MN 55438

July 23, 2012

Mayor Kirby Kruse
Windom City Hall
444 Ninth St.
Windom, MN 56101

Dear Mr. Kruse,

This letter concerns our stay at the Guardian Inn, last Saturday night, July 21st.

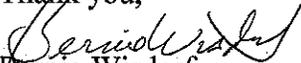
We were awakened at 1:20 AM by loud music and talking from outside the next unit. In hopes that it would quiet down on its own we waited until 1:40 before we called the front desk and asked that the police be called. At this point there were four vehicles parked by unit 22, and there were enough people there that the party had spilled into the parking lot. The front desk said that they would like to handle it internally, and not call the police. The party went on until 4:00, reawaking us many times.

The next morning I visited the front desk. I learned that the disturbance was a continuation of a wedding party and there were actually two motel parties going on, one on the East side, (our side), and one on the West side. The night manager said that to her knowledge that the police had been there twice. I can not attest to that, but if they were they were less then effective.

Going forward, your city has to determine if you want to continue to tolerate something at a motel that you would not tolerate at a private residence. You have to determine if you want the "party to all hours trade", and if you do, then myself and people like myself will stay in Worthington, Jackson and other communities.

We would like to stay in Windom again, but we need to know that your city will work to be sure it's visitors can expect a good nights sleep.

Thank you,


Bernie Wisdorf

CC: Chief Scott Peterson, City Council, Guardian Inn

RESOLUTION #2012-

INTRODUCED:

SECONDED:

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

RESOLUTION ORDERING PREPARATION OF REPORT ON 2013 STREET IMPROVEMENT PROJECT

WHEREAS, it is required that a preliminary report be prepared for the 2013 Street Improvement Project, including replacement of water and sewer lines, curb and gutter, storm sewer and bituminous paving or concrete surfacing and sidewalks. Included in the project are 5th Street from Drake Avenue to the dead end, Drake Avenue from 6th Street to south end, 20th Street from Les Avenue to Abby Park, 16th Street from 6th Avenue to 4th Avenue, 6th Avenue from 10th Street to Perkins Creek bridge, River Avenue from River Road to the river and new sidewalk on 6th Avenue from the North Winfair property to North 17th Street; and

WHEREAS, included in the project will be four alternate bids which will include additional streets and bridge replacement as follows:

Alternate #1 - 9th Avenue from 20th Street to 17th Street, 18th Street from 6th Avenue to 9th Avenue, 17th Street from 6th Avenue to 9th Avenue.

Alternate #2 - 7th Street from 3rd Avenue to the West dead end, 7th Street from Hwy 60/71 east to 1st Avenue and Plum Avenue from Hwy 62 to the end of the old pavement.

Alternate #3 - Perkins Creek Bridge Replacement.

Alternate #4 - Winfair School parking lot, Winfair School unloading lane on 6th Avenue, Winfair School sidewalk from 14th Street to 16th Street; and

WHEREAS, it is necessary that a report be prepared concerning the feasibility and estimated costs of these improvements; and

WHEREAS, if the project is pursued, it will be necessary to assess the benefited properties for all or a portion of the costs of these improvements pursuant to Minnesota Statutes, Chapter 429.

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

1. That the request for the proposed improvements be referred to Wenck Associates, Inc., Engineer, for study and that said engineering firm is instructed to prepare and submit a preliminary report to the City Council at the earliest convenient date; that said report shall indicate whether the proposed improvements are necessary, cost-effective, and feasible, and whether said improvements should be made as proposed or in connection with some other improvements; and that said report shall specify the estimated costs of the improvements as recommended.

Adopted this 21st day of August, 2012.

Kirby G. Kruse, Mayor

ATTEST: _____
Steven Nasby, City Administrator

2013 Recon Street Proposal

8/3/2012

NAME	Block	DATE	CONSTR	2013 AGE	LENGTH		IN MILES	WIDTH		Right Away	Utilities Update
					IN FEET	IN FEET		IN FT	IN FT		
5th Street	Drake to Dead End	1950		63	350		0.07	32		55	all
Drake Avenue	6th Street to South End	1960		53	400		0.08	30		60	all
20th Street	Les Avenue to Abby Park	1979		34	2355		0.45	36		70	all
16th Street	6th Avenue to 4th Avenue	1970		43	750		0.14	36		70	all
6th Avenue	10th Street to Perkins Creek Bridge	1984		29	2900		0.55	36		66	all
6th Avenue	New Sidewalk from North Winfair Property going North 17th Street										
River Ave	River Road to River	1960		53	400		0.08	30		30	all

City of Windom Alternate 1# 2013

NAME	Block	DATE	CONSTR	2013 AGE	LENGTH		IN MILES	WIDTH		Right Away	Utilities Update
					IN FEET	IN FEET		IN FT	IN FT		
9th Avenue	20th Street to 17th Street	1979		34	825		0.16	36		60	all
18th Street	6th Avenue to 9th Avenue	1967		46	1250		0.24	36		70	all
17th Street	6th Avenue to 9th Avenue	1969		44	1250		0.24	42		70	mill/overlay?
							0.64				

City of Windom Alternate 2# 2013

NAME	Block	DATE	CONSTR	2013 AGE	LENGTH		IN MILES	WIDTH		Right Away	Utilities Update
					IN FEET	IN FEET		IN FT	IN FT		
7th Street	3rd Avenue to West Dead End	1970		43	600		0.11	36		70	all
7th Street	Hwy 60/71 east to 1st Avenue	1970		43	200		0.04	36		70	all
Plum ave	Highway 62 to end of old pavement	1971		42	475		0.09	36		60	all

City of Windom Alternate 3# 2013

Perkin's Creek Bridge Replacement

Windom Public Schools Alternate 4# 2013

Winfair Parking Lot
 Winfair Unloading Lane on 6th Avenue
 Winfair Sidewalk from 14th Street to 16th Street?



City of Windom Staff Report

To: Windom Mayor & City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: August 21, 2012

Item Title/Subject: **PETITION THE WINDOM CITY COUNCIL FOR STREET LIGHTS FOR THE PROPOSED PUBLIC STREETS AS PART OF THE NORTH WINDOM INDUSTRIAL PARK (NWIP) IMPROVEMENTS**

Background:

With the announcement on May 18, 2012 by the State of Minnesota, the City of Windom has been awarded approximately \$1.1 million in TED/BDPI grants for development of the infrastructure necessary for the North Windom Industrial Park (NWIP). On June 5th the Windom City Council approved the Agreement for Engineering Services with Wenck Associates for the NWIP Project. As part of the design engineering for the Project the EDA is planning for street lighting on 410th Street, Commerce Boulevard, and Trotter Court. Based upon discussions with Wenck Assoc., South Central Electric Association and the City's Electrical Superintendent, there would be five street lights in this phase of the NWIP.

The Economic Development Authority of Windom, as owner of the property where the public improvements are to be made, needs to formally petition the City of Windom for the new street lights. It is proposed that the NWIP lights would be of the LED type. While they are higher priced to install, the LED lights are more energy efficient. The City of Windom will install the lights in the NWIP. The projected cost for the Municipal Electric utility to install the lights is \$20,884.93 (See attached cost estimate.) Also attached is a site map showing the proposed location for the five lights in NWIP, as well as two lights that would be placed on U.S. Highway 71 at the entrance to the park and County Road 15. It is proposed that those two lights would be owned and maintained by Cottonwood County.

On July 3, 2012 the Windom EDA approved a motion authorizing staff to proceed with a petition for a street light request before the Windom Street Commission. On July 13th the Street Commission adopted a motion recommending City Council approval of the petition for the street light request. The Utility Commission also recommended on July 25th approving the EDA's street light request for the NWIP project.

Requested Action:

1) Approve a motion approving the EDA petition for a street light request as part of the North Windom Industrial Park Infrastructure Project, and authorizing the Windom Municipal Electric Utility to install five LED Street Light Fixtures, poles, foundations and necessary wiring in the new industrial park.

Respectfully submitted,

A handwritten signature in cursive script that reads "Aaron A. Backman".

Aaron A. Backman
EDA Executive Director

Attachments

Windom Municipal Electric Utility

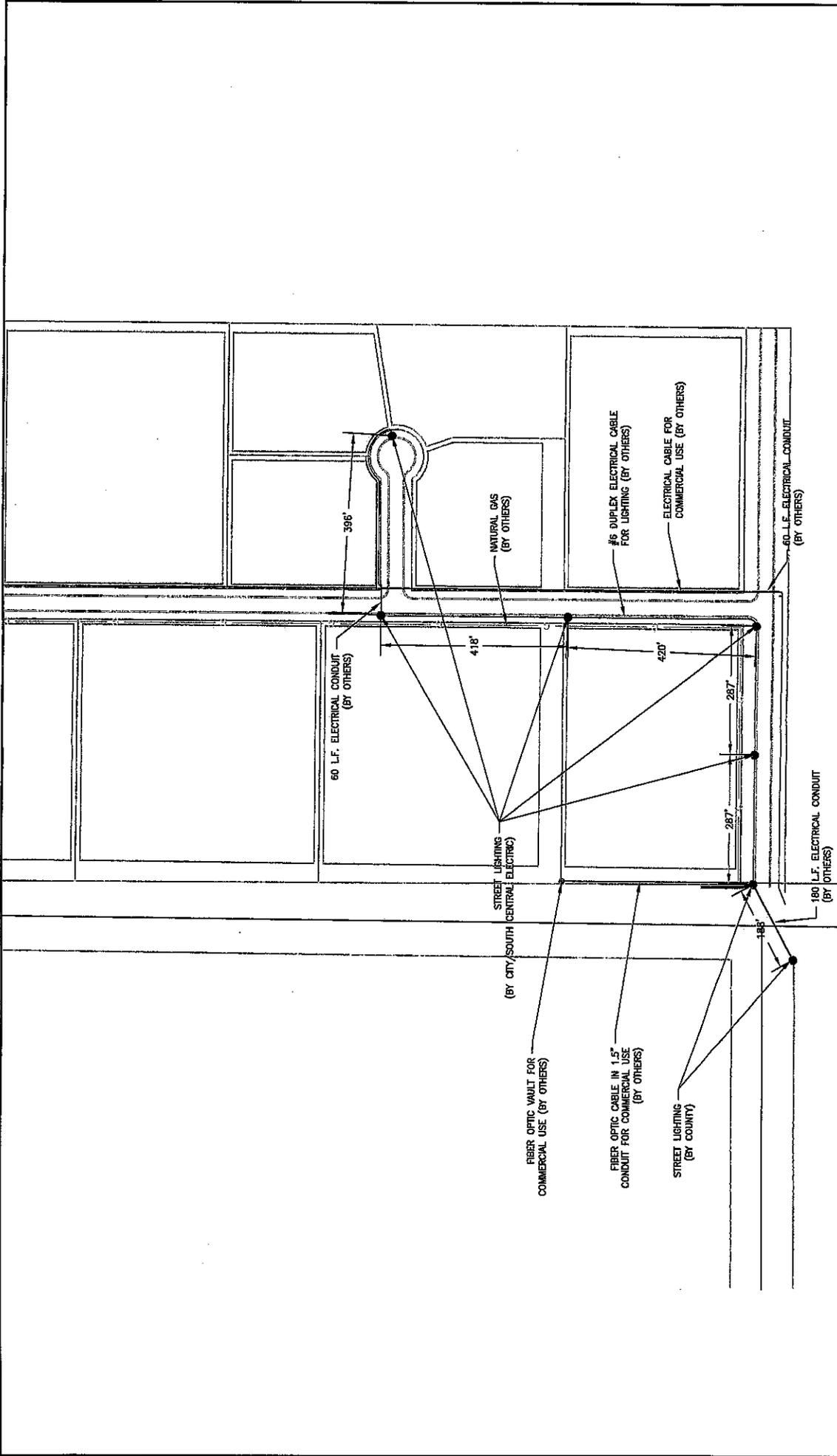
Cost Projection for the installation of street lighting at the North Windom Industrial Park

Quantity	Description/Unit	Unit Price	Total Amount
5	Steel Light Pole	\$ 875.00	\$ 4,375.00
5	Chance Street Light Foundation	\$ 500.00	\$ 2,500.00
5	190 Watt LED Street Light Fixture	\$ 803.75	\$ 4,018.75
5	LED Photo Cell	\$ 37.50	\$ 187.50
1808'	1 1/4 red duct	\$ 0.58 ft	\$ 1,048.64
1808'	Wire 600V UD #6 Clafin	\$ 0.59 ft	\$ 1,066.72
1808'	Wire #8 solid copper ground	\$ 0.38 ft	\$ 687.04
SUB TOTAL			\$ 13,883.65

Does not include Sales Tax

Quantity/Hours	Description/Truck Time	Unit Price	Total Amount
5	Unit 33 - Digger Derrick (set base and pole)	\$ 100.00	\$ 500.00
5	Unit 32 - Bucket Truck (install LED Fixtures on pole)	\$ 100.00	\$ 500.00
8	Unit 36 - Small trencher	\$ 50.00	\$ 400.00
SUB TOTAL			\$ 1,400.00

Quantity/Hours	Description/Label	Unit Price	Total Amount
32 hrs X 4 men	Projected Electric Department installation manhours	\$ 43.76	\$ 5,601.28
SUB TOTAL			\$ 5,601.28
GRAND TOTAL			\$ 20,884.93



REV	REVISION DESCRIPTION	DWN	APP	REV DATE

DWN BY CRK'D TNT DWG DATE 7/3/2012 SCALE 1" = 200'	APP'D DAJ DAJ	PROJECT City of Windom North Industrial Park Improvements	SHEET TITLE Gas & Electric Layout
CLIENT City of Windom 444 9th Street, P.O. Box 38 Windom, MN 56101		PROJECT NO. 0045-38	SHEET NO. G-107
REV NO. G-107			REV NO. G-107





City of Windom Staff Report

To: Mayor & Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: August 21, 2012

Item Title/Subject: SCDP Update/Progress Report

Background: In the Summer of 2011, the Cities of Windom and Mountain Lake were notified of the awarding of a joint grant in the 2011 Minnesota Small Cities Development Program (SCDP). The purpose of this program is to rehabilitate owner-occupied single-family homes owned by low to moderate income property owners. This grant round will remain open until December 31, 2013. The program is administered by the Minnesota Department of Employment & Economic Development (DEED).

DEED has requested that all cities with an open SCDP grant hold a public hearing to provide citizens with an update on the program and to receive any public comment concerning the progress and performance of this SCDP grant round.

The date proposed for the public hearing is September 18, 2012, at the regularly-scheduled City Council Meeting. A representative from the Southwest Minnesota Housing Partnership will be in attendance to provide an update and answer questions concerning this program.

REQUESTED ACTION: Adopt the attached RESOLUTION CALLING FOR A PUBLIC HEARING ON THE CURRENT SMALL CITIES DEVELOPMENT PROGRAM.

Respectfully submitted,

Aaron A. Backman

Aaron A. Backman
EDA Executive Director

AAB:mah

RESOLUTION # 2012-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

**RESOLUTION CALLING FOR A PUBLIC HEARING ON THE
CURRENT SMALL CITIES DEVELOPMENT PROGRAM**

WHEREAS, in the Fall of 2010, a joint grant application was submitted to the Minnesota Department of Employment & Economic Development (“DEED”) by the Southwest Minnesota Housing Partnership on behalf of the Cities of Windom and Mountain Lake (the “Cities”). In 2011, the Cities were notified of the awarding of a grant in the 2011 Minnesota Small Cities Development Program (SCDP) for the purpose of rehabilitating owner-occupied single-family homes owned by low to moderate income property owners; and

WHEREAS, as part of this program, DEED has requested that all cities participating in the Small Cities Development Program hold a public hearing to provide citizens with an update about the program and to receive any public comment on the progress and performance of this SCDP grant round.

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

1. **Public Hearing**. A joint public hearing for citizens of Windom and Mountain Lake shall be held on Tuesday, September 18, 2012, in the Council Chambers at the Windom City Hall, 444 Ninth Street, Windom, Minnesota, during the regular City Council Meeting which begins at 7:30 p.m. The purpose of this public hearing is to provide an update and receive any public comment on the progress and performance of the current Windom-Mountain Lake Small Cities Development Program.

2. **Notice of Public Hearing**. The City Administrator is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City of Windom and once in the official newspaper for the City of Mountain Lake at least 10 days, but not more than 30 days, prior to September 18, 2012.

Adopted this 21st day of August, 2012.

Kirby G. Kruse, Mayor

ATTEST: _____
Steven Nasby, City Clerk/City Administrator



City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: August 21, 2012
Item Title/Subject: **CALL FOR PUBLIC HEARING – ESTABLISHMENT OF TAX ABATEMENT PROGRAM FOR GLOBAL INVESTMENT PROPERTIES (BIG GAME TREESTANDS)**

Background:

The Windom EDA and the City received a request from Big Game Treestands for the establishment of a Tax Abatement Program, pursuant to Minnesota Statutes Sections 469.1812 through 469.1815, concerning renovating the former Lewis Drug Building for its new corporate headquarters in Windom.

This Fall Big Game is planning to undertake a complete remodel of the interior and exterior of the property. The building, at the junction of Hwy 60 and 71, will be 9,600 sq. ft. of office space when completed. Excluding property acquisition costs, the company is planning on spending approximately \$500,000 on improvements to the building. Big Game will be moving 35 employees to the new location and is planning on adding 6-8 fulltime office positions in the next couple of years.

The property at 1905 1st Avenue North will be owned by Global Investment Properties, LLC and leased back to the operating company, Big Game Treestands. (Attached is a copy of an aerial map of the site.) Among the planned improvements to the building are office build out, window installation, five new bathrooms, roof replacement, exterior brick replacement, drive-up removal and landscaping (See attached building rendering). Big Game will continue to utilize its existing warehouse building in the Carl Schneider Business Park.

The Windom EDA has been working with the County Assessor's Office and Ehlers & Associates on base values, project assumptions, tax calculations, and abatement projections. That financial information will be available in your packets prior to the city's public hearing. The proposed tax abatement for this project would cover only the additional taxes generated by the renovation project.

Tax abatement is used as a tool to encourage improvements to real estate which will increase the property tax base. It is necessary to hold a public hearing to consider the adoption of the proposed Tax Abatement Program for Big Game. At its regular meeting on Monday, August 13, 2012, the EDA Board adopted a motion recommending approval of a property tax abatement program for Big Game and recommending that the City Council set a public hearing in September to consider the tax abatement request. The suggested abatement period would cover ten (10) years and would apply to the taxes payable in the

years 2014 through 2024. The abatement would cover 100% of the city's share of the property taxes generated by the new improvements for this period of time. The EDA will also be approaching Cottonwood County on August 28th requesting that they set a public hearing for September to consider the tax abatement request.

Attached is the proposed time schedule for the City for the establishment of an Abatement Program for the Big Game Treestands project. I will also be present at the City Council Meeting on August 21, 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 abatement program for Global Investment Properties, LLC (Big Game Treestands).

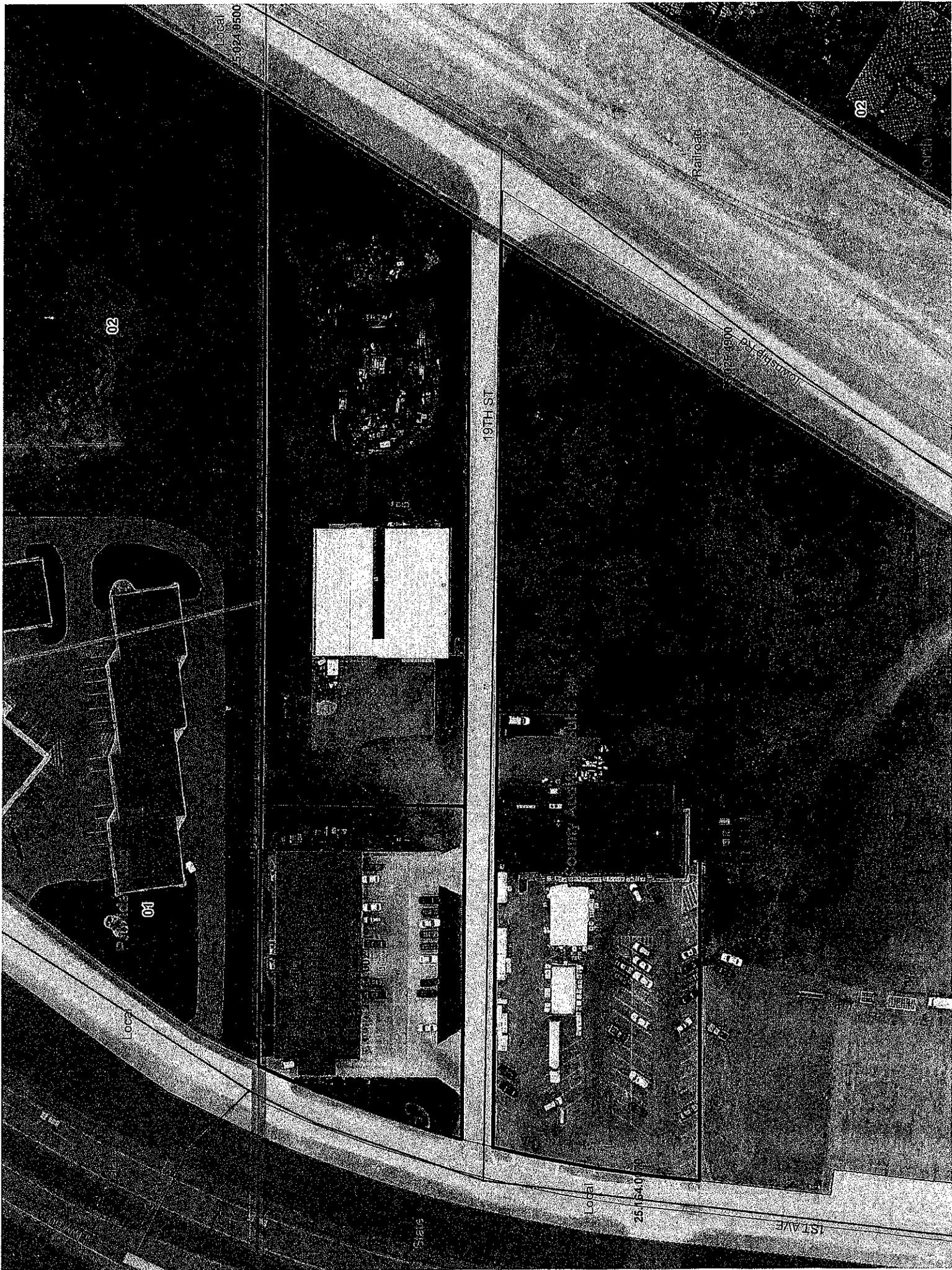
Respectfully submitted,



Aaron A. Backman
EDA Executive Director

AAB:mah

Attachments



02

01

Loc 01

5-07-19500
Loc 01

19TH ST

Railroad

Water Pipeline

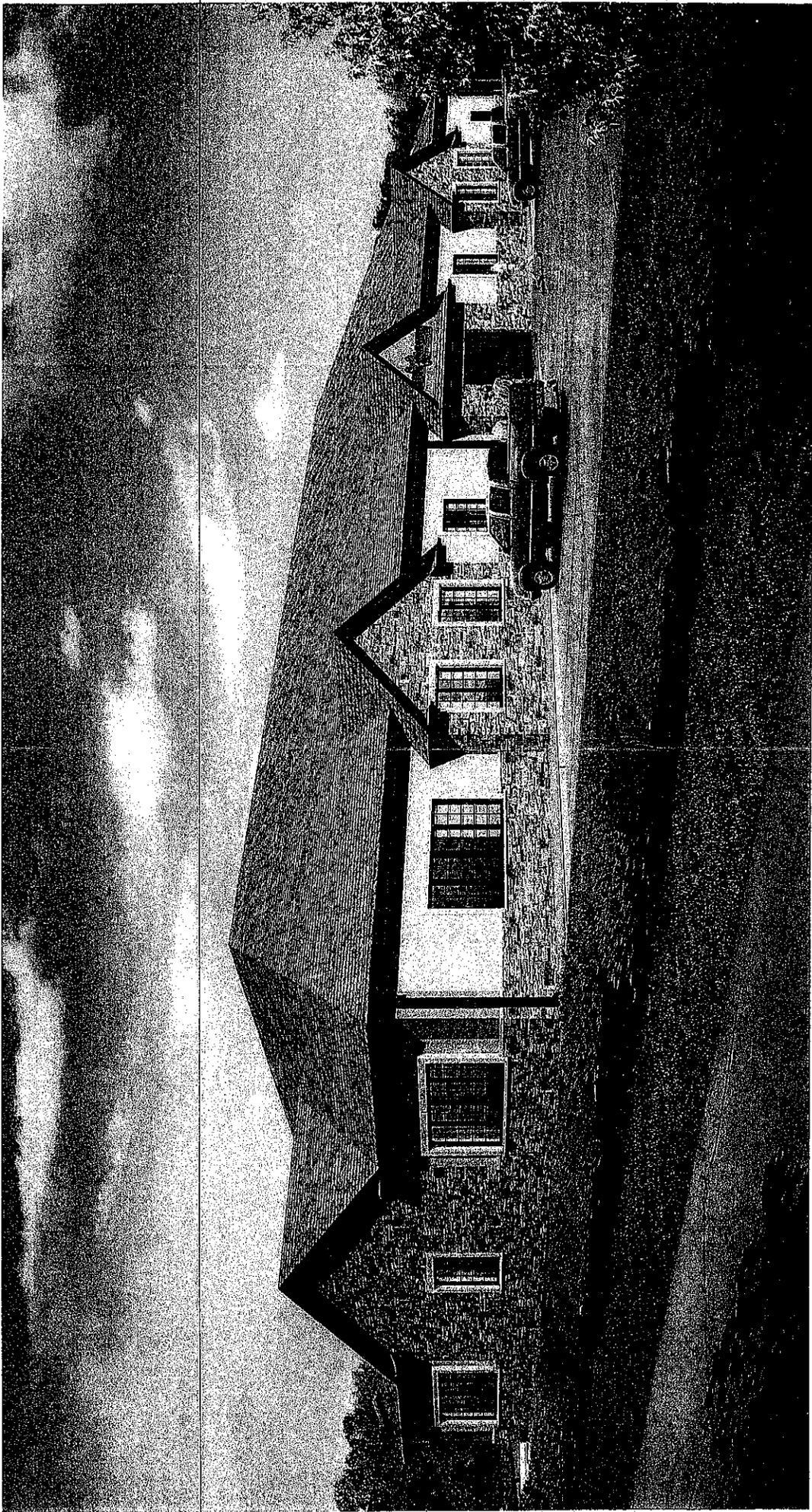
02

State

Loc 03

251540

STATE



Bright
PIXEL
DESIGN

Big Game Office Building
7-25-2012



DRAFT SCHEDULE OF EVENTS

WINDOM ECONOMIC DEVELOPMENT AUTHORITY AND THE CITY OF WINDOM, MINNESOTA

FOR THE PROPOSED ESTABLISHMENT OF AN ABATEMENT PROGRAM FOR GLOBAL INVESTMENT PROPERTIES, LLC (BIG GAME TREESTANDS)

Draft as of August 7, 2012

- August 7, 2012 Project information (property identification numbers, detailed project description, but/for statement and a list of sources and uses of funds for drafting necessary documentation sent to Ehlers.
- August 7, 2012 Ehlers conducts internal review of Tax Abatement Program.
- August 13, 2012 EDA requests that the City Council call for a public hearing on the proposed establishment of a Tax Abatement Program for Global Investment Properties, LLC (Big Game Treestands).
- August 21, 2012 City Council calls for a public hearing on the proposed establishment of a Tax Abatement Program for Global Investment Properties, LLC (Big Game Treestands).
- September 5, 2012 Date of publication of Abatement hearing notice (at least 10 days but not more than 30 days prior to hearing). *[Cottonwood County Citizen publication deadline, Thursday, August 30, 2012, at 5:00 PM – Ehlers will submit notice and instructions to the newspaper by or on August 30, 2012, via email at mriihl@windomnews.com.]*
- September 10, 2012 EDA considers the Tax Abatement Program and passes a resolution adopting the Program.
- September 18, 2012 City Council holds public hearing at 7:30 P.M. on the establishment of the Tax Abatement Program, and passes resolution approving the Program. *[Ehlers will send Council packet information to the City via email by or on September 11, 2012.]*

RESOLUTION # 2012-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

**CITY OF WINDOM
STATE OF MINNESOTA**

**RESOLUTION CALLING FOR A PUBLIC HEARING ON THE
ESTABLISHMENT OF A TAX ABATEMENT PROGRAM**

WHEREAS, the City of Windom has received a request from Global Investment Properties, LLC as "Property Owner" to consider the establishment of a tax abatement program, pursuant to Minnesota Statutes Sections 469.1812 through 469.1815, concerning property located at 1905 First Avenue (Parcel No. 25-164-0021) owned by Global Investment Properties, LLC and leased to Big Game Treestands; and

WHEREAS, the proposed tax abatement program would grant an abatement of the increase in property taxes, payable to the City, caused by the renovation of the property at 1905 First Avenue, and this tax abatement would correspond with eligible costs pursuant to Minnesota Statutes; and

WHEREAS, it is necessary to hold a public hearing on the proposed tax abatement program.

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 to consider the proposed adoption of a Tax Abatement Program for Global Investment Properties, LLC shall be held in the Council Chambers at the City Hall in Windom, Minnesota, on the 18th day of September, 2012, during the City Council Meeting which begins at approximately 7:30 p.m.

2. **NOTICE OF PUBLIC HEARING.** The City Administrator is authorized and directed to cause notice of the hearing to be published once in the official newspaper of the City not less than 10, nor more than 30, days prior to September 18, 2012. The City Administrator is further authorized and directed to place a copy of the property tax abatement program and supporting documentation on file in the Office of the Economic Development Authority of Windom at the Windom City Hall, 444 Ninth Street, in Windom Minnesota, and to make such copy available for inspection by the public.

ADOPTED this 21st day of August, 2012.

Kirby G. Kruse, Mayor

ATTEST: _____

Steven Nasby, City Administrator

RESOLUTION #2012-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

AUTHORIZATION TO ACCEPT DONATIONS OF MATCHING FUNDS FOR ENTRANCE SIGNS

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, on May 15, 2012, the Windom City Council adopted Resolution #2012-30 authorizing the acceptance of two grants from the Robert and Helen Remick Charitable Foundation Trust for entrance and directional signs for the City of Windom; and

WHEREAS, the entrance sign grant is a matching “dollar-for-dollar” grant with the challenge that the Economic Development Authority of Windom (“EDA”) raise an additional \$30,000 for the project; and

WHEREAS, the EDA has received the following donations for use in the local match for the entrance sign grant.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donations from the donors and in the amounts listed below as part of the local match required for the entrance sign grant from the Robert and Helen Remick Charitable Foundation Trust:

1	Windom Area Development Corp.	\$	6,000.00
2	Windom Area Hospital	\$	1,500.00
3	Wenck Associates, Inc.	\$	1,500.00
4	Fortune Transportation	\$	1,000.00
5	Lions Club	\$	1,000.00
6	Staples Oil	\$	500.00
7	McDonald's	\$	500.00
8	Bank Midwest	\$	500.00
9	Higley Ford	\$	500.00
10	Hometown Sanitation	\$	500.00

11	Finding Windom	\$	500.00
12	POET Biorefining	\$	500.00
13	Southwest Minnesota Agrifuels, LLC	\$	500.00
14	Schramel Law Office	\$	250.00
15	Stag Clothiers	\$	250.00
16	Zieske Land Surveying	\$	250.00
17	LaCanne Family Funeral Service	\$	250.00
18	Windom Farm Service	\$	250.00
19	Lewis Family Drug	\$	250.00
20	Fulda Area Credit Union	\$	250.00
21	United Prairie Bank	\$	250.00
22	Ford Law Office	\$	250.00
23	Sanford Health	\$	250.00
24	Kiwanis Club	\$	200.00
25	Dean Schoeb	\$	200.00
26	Smith Appliance Service	\$	200.00
27	Dick's Welding	\$	200.00
28	Johnson, Tibodeau, Bottin & Co.	\$	150.00
29	Tom Christensen	\$	150.00
30	Friesen Financial LLC	\$	100.00
31	Muske, Muske & Suhrhoff	\$	100.00

Adopted by the Council this 21st day of August, 2012.

Kirby G. Kruse, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2012-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM DOUGLAS AND ROSE PURRINGTON FOR THE WINDOM FIRE DEPARTMENT

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

WHEREAS, the City of Windom has received a donation from Douglas and Rose Purrington in the amount of \$200.00 for the Windom Fire Department; and

WHEREAS, the donation requires that the funds be used by the Windom Fire Department to support the activities of the Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$200.00 offered by Douglas and Rose Purrington for use by the Windom Fire Department upon the terms set forth herein.

Adopted by the Council this 21st day of August, 2012.

Kirby G. Kruse, Mayor

Attest: _____
Steven Nasby, City Administrator

Schedule Form for Lump-Sum Pension Plans
Reporting Year 2012

Determination of Plan Liabilities and Required Municipal Contribution for 2013

Relief Association: Windom Fire Relief Association

County/ Cottonwood
Counties:

Enter Annual benefit level in effect for 2012: 2,300

(If you change your benefit level before 12/31/2012, the SC must be recalculated at the new level.)

	2012	2013
Subtotal of Page 1 Liability - Active Members	770,224	839,132

Active Member Information

Please Enter Dates in this format: 7/23/2012

	Name	Status	Date of Birth	Fire Department Entry Date	Leaves of Absence and Breaks in Service (months)	Return to Service Member ?	To end of 2012		To end of 2013	
							Years of Service	Accrued Liability	Years of Service	Accrued Liability
1	Buckwheat Johnson	Active	06/04/1955	02/01/1979	0	<input type="checkbox"/>	34	78,200	35	80,500
2	Dan Ortman	Active	08/26/1959	03/01/1984	165	<input type="checkbox"/>	15	29,992	16	32,844
3	Mike Haugen	Active	09/30/1959	03/01/1984	0	<input type="checkbox"/>	29	66,700	30	69,000
4	Dan Fossing	Paid	07/02/1955	04/01/1988	0	<input type="checkbox"/>	25	0	26	0
5	Gene Lovell	Active	02/23/1966	04/01/1991	0	<input type="checkbox"/>	22	50,600	23	52,900
6	Eric Ward	Active	12/12/1971	02/01/1993	0	<input type="checkbox"/>	20	46,000	21	48,300
7	Mike Lamaack	Active	05/26/1959	02/01/1993	0	<input type="checkbox"/>	20	46,000	21	48,300
8	Monty Rabbe	Active	03/13/1967	02/01/1993	0	<input type="checkbox"/>	20	46,000	21	48,300
9	Nestor Palm	Active	11/14/1959	02/01/1993	0	<input type="checkbox"/>	20	46,000	21	48,300
10	Craig Wolter	Active	06/02/1967	11/01/1995	0	<input type="checkbox"/>	17	35,880	18	39,054
11	Kjell Turner	Active	11/12/1966	11/01/1995	0	<input type="checkbox"/>	17	35,880	18	39,054
12	Jay Grandprey	Active	02/04/1961	05/01/1997	0	<input type="checkbox"/>	16	32,844	17	35,880
13	Mark Stevens	Active	09/22/1963	05/01/1997	5	<input type="checkbox"/>	15	29,992	16	32,844
14	Todd Janssen	Active	01/08/1964	05/01/1997	0	<input type="checkbox"/>	16	32,844	17	35,880
15	Tom Zimmerman	Active	10/06/1961	05/01/1997	0	<input type="checkbox"/>	16	32,844	17	35,880
16	Corey Maricle	Active	01/03/1973	11/01/2001	0	<input type="checkbox"/>	11	19,734	12	22,126
17	Kevin Gotto	Active	09/24/1981	11/01/2001	0	<input type="checkbox"/>	11	19,734	12	22,126
18	Preston Rossow	Active	06/06/1979	11/01/2001	0	<input type="checkbox"/>	11	19,734	12	22,126
19	Jordan Bussa	Active	07/13/1984	04/01/2005	0	<input type="checkbox"/>	8	13,248	9	15,318
20	Lonny Vellan	Active	10/11/1972	04/01/2005	0	<input type="checkbox"/>	8	13,248	9	15,318
21	Mark Marcy	Active	02/10/1978	04/01/2005	0	<input type="checkbox"/>	8	13,248	9	15,318
22	Roger Winker	Active	08/03/1964	04/01/2005	0	<input type="checkbox"/>	8	13,248	9	15,318
23	Benjamin Derickson	Active	10/12/1976	06/01/2008	0	<input type="checkbox"/>	5	7,682	6	9,430
24	Brady Lyons	Active	01/15/1983	06/01/2008	0	<input type="checkbox"/>	5	7,682	6	9,430
25	Daric Zimmerman	Active	08/12/1980	06/01/2008	0	<input type="checkbox"/>	5	7,682	6	9,430
26	Jeremy Lund	Active	01/11/1979	06/01/2008	0	<input type="checkbox"/>	5	7,682	6	9,430
27	Thomas Voth	Active	05/31/1963	06/01/2008	0	<input type="checkbox"/>	5	7,682	6	9,430
28	Joe Jurgens	Active	05/26/1987	10/11/2010	0	<input type="checkbox"/>	2	2,852	3	4,370
29	Kristin Porach	Active	12/27/1976	10/11/2010	0	<input type="checkbox"/>	2	2,852	3	4,370
30	Darin Tietz	Active	02/19/1983	12/20/2011	0	<input type="checkbox"/>	1	1,380	2	2,852
31	Jon Jurgens	Active	07/28/1985	12/20/2011	0	<input type="checkbox"/>	1	1,380	2	2,852

32	Justin Harrington	Active	09/02/1977	12/20/2011	0	<input type="checkbox"/>	1	1,380	2	2,852
33		Choose Status				<input type="checkbox"/>		0		0
34		Choose Status				<input type="checkbox"/>		0		0
35		Choose Status				<input type="checkbox"/>		0		0
36		Choose Status				<input type="checkbox"/>		0		0
37		Choose Status				<input type="checkbox"/>		0		0
38		Choose Status				<input type="checkbox"/>		0		0
39		Choose Status				<input type="checkbox"/>		0		0
40		Choose Status				<input type="checkbox"/>		0		0
41		Choose Status				<input type="checkbox"/>		0		0
42		Choose Status				<input type="checkbox"/>		0		0
43		Choose Status				<input type="checkbox"/>		0		0
44		Choose Status				<input type="checkbox"/>		0		0
45		Choose Status				<input type="checkbox"/>		0		0
46		Choose Status				<input type="checkbox"/>		0		0
47		Choose Status				<input type="checkbox"/>		0		0
48		Choose Status				<input type="checkbox"/>		0		0
49		Choose Status				<input type="checkbox"/>		0		0
50		Choose Status				<input type="checkbox"/>		0		0
51		Choose Status				<input type="checkbox"/>		0		0
52		Choose Status				<input type="checkbox"/>		0		0
53		Choose Status				<input type="checkbox"/>		0		0
54		Choose Status				<input type="checkbox"/>		0		0
55		Choose Status				<input type="checkbox"/>		0		0
56		Choose Status				<input type="checkbox"/>		0		0
57		Choose Status				<input type="checkbox"/>		0		0
58		Choose Status				<input type="checkbox"/>		0		0
59		Choose Status				<input type="checkbox"/>		0		0
60		Choose Status				<input type="checkbox"/>		0		0
61		Choose Status				<input type="checkbox"/>		0		0
62		Choose Status				<input type="checkbox"/>		0		0
63		Choose Status				<input type="checkbox"/>		0		0
64		Choose Status				<input type="checkbox"/>		0		0
65		Choose Status				<input type="checkbox"/>		0		0
66		Choose Status				<input type="checkbox"/>		0		0
67		Choose Status				<input type="checkbox"/>		0		0
68		Choose Status				<input type="checkbox"/>		0		0
69		Choose Status				<input type="checkbox"/>		0		0
70		Choose Status				<input type="checkbox"/>		0		0
71		Choose Status				<input type="checkbox"/>		0		0
72		Choose Status				<input type="checkbox"/>		0		0
73		Choose Status				<input type="checkbox"/>		0		0
74		Choose Status				<input type="checkbox"/>		0		0
75		Choose Status				<input type="checkbox"/>		0		0
76		Choose Status				<input type="checkbox"/>		0		0
77		Choose Status				<input type="checkbox"/>		0		0
78		Choose Status				<input type="checkbox"/>		0		0
79		Choose Status				<input type="checkbox"/>		0		0

Calculation of Normal Cost

	2012	2013	
Total Active Member Liabilities	770,224	839,132	
Total Deferred Member Liabilities	16,683	16,683	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 786,907	B. 855,815	
Normal Cost (Cell B minus Cell A)			C. 68,908

Projection of Net Assets for Year Ending December 31, 2012

Special Fund Assets at December 31, 2011 (RF-11 ending assets) 1 755,075

Projected Income for 2012

State Fire Aid (2011 aid may be increased by up to 3.5%)	D. 25,850
Municipal / Independent Fire Dept. Contributions	E. 5,000
Interest / Dividends	F. 14,000
Appreciation / (Depreciation)	G. 35,000
Member Dues (If deposited in Special Fund)	H.
Other Revenues	I.

Total Projected Income for 2012 (Add Lines D through I) 2 79,850

Projected Expenses for 2012

Service Pensions	J.
Member Names:	

Other Benefits	K.
Administrative Expenses	L. 2,800

Total Projected Expenses for 2012 (Add Lines J through L) 3 2,800

Projected Net Assets at December 31, 2012 (Add Lines 1 and 2, subtract Line 3) 4 832,125

Projection of Surplus or (Deficit) as of December 31, 2012

Projected Assets (Line 4)	5 832,125
2012 Accrued Liability (Page 4, cell A)	6 786,907
Surplus or (Deficit) (Line 5 minus Line 6)	7 45,218

Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2011	Original Amount	Amount Retired as of 12/31/2012	Amount Left to Retire 1/1/2013
2003	0	0			
2004	0	0			
2005	0	0			
2006	0	0			
2007	0	0			
2008	0	0			
2009	0	0			
2010	0	0			
2011	0	0			
2012					
Totals					

Normal Cost (Page 4, cell C)		8	68,908
Projected Administrative Expense	Enter 2011 Admin Exp here:	9	2,714
Amortization of Deficit (Total of Original Amount column x 0.10)		10	0
10% of Surplus (Line 7 x 0.10)		11	4,522
State Fire Aid		12	25,850
Member Dues		13	0
5% of Projected Assets at December 31, 2012 (Line 4 x 0.05)		14	41,606
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)		15	0

No required contribution due in 2013.

This Schedule Form must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2012 and submitted to the Office of the State Auditor to be eligible for State Fire Aid.

Officer Certification

We, the officers of the Windom Fire Relief Association, certify that this Schedule Form was prepared under Minn. Stat. § 69.772 and that the annual benefit level was established according to the average amount of available financing.

We further certify that based on the financial requirements of the Relief Association's Special Fund for the 2012 calendar year, the required 2013 contribution is \$0. If the bylaws of the Relief Association changed in 2012, we have attached a copy of the amendment or updated bylaws. We have also enclosed a copy of the municipal/board ratification of this amendment if required under Minn. Stat. § 69.772, subd. 6.

Signature of President	Kevin Name	Gotto	Date
Signature of Secretary	Kjell Name	Turner	Date
Signature of Treasurer	Daric Name	Zimmerman	Date

Municipal Clerk / Independent Secretary Certification

I am the municipal clerk of City of Windom, MN / secretary of the independent nonprofit fire-fighting corporation. I received on _____, the completed Schedule Form from the Windom Fire Relief Association.

I have reviewed Line 15 of the Schedule Form. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit fire-fighting corporation of any required contribution at its next regularly scheduled meeting.

Signature of Municipal Clerk/Secretary of independent nonprofit fire-fighting corporation	Steve Name	Nasby	Date
---	---------------	-------	------

(507) 831-6129
Business Telephone

Please provide the telephone numbers for the work location(s) at which you conduct relief association business.
THIS CONTACT INFORMATION IS PUBLIC; IT WILL BE AVAILABLE TO ANYONE ON REQUEST.

Please retain a copy of this Schedule Form for your records, upload the form to the Office of the State Auditor's website, and electronically sign the form. Alternatively, a signed paper copy can be submitted to: Office of the State Auditor, Pension Division, 525 Park Street, Suite 500, Saint Paul, MN 55103. Fax: 651-282-5298. Telephone: 651-282-6110.

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: August 14, 2012
RE: Used Radio Equipment - Disposition

As you may recall, a couple of months ago the City had a request by the Civil Air Patrol\ham radio operators to donate to them some of our used, non-compliant radios. At that time, the Council asked about other alternatives such as selling the radios through a disposition (sale).

Staff has been in contact with Alpha Wireless, our radio vendor, and their recommendation is to recycle the units as there is not a large market for the non-compliant equipment. Kim Hall, Cottonwood County Emergency Management, has also checked into this matter and is also suggesting recycling.

I have done some research on the internet and found a firm in Wisconsin that does purchase used radio equipment, but they require specifics on each model number, unit condition, etc. before they can make any offers. The Fire Department is going to inventory their old radios during their drill on August 15. Once I have the Fire Department inventory I will submit that as a representative sample of our equipment to the firm in Wisconsin and plan to have additional information to share with you at the August 21 City Council meeting.

If you have any questions please contact me at 831-6137.

MEMORANDUM



CITY OF WINDOM
444 9th Street
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TO: City Council
FROM: Personnel Committee
DATE: August 14, 2012
RE: Overtime Policy - clarifications

The Personnel Committee has been reviewing overtime policies for the City employees. The items related to the non-exempt (overtime eligible) employees are well established in the Personnel Policy and the applicable labor agreements. The policy for exempt employees (e.g. managers, department heads, etc. that are salaried) is not as well defined. As such, the League of Minnesota Cities (LMC) was consulted and they have a model policy related to both non-exempt and exempt employees.

Following discussions by the Personnel Committee on how various situations should be handled related to the exempt employees the committee opted for adopting the LMC model policy with the inclusion of a definition of the exempt positions.

Exempt employees are salaried and are expected to work additional hours over 40\week as needed as a part of their position as managers\department heads; however, the committee recognizes that these employees are also able to flex their schedule in recognition for the extra time worked. In addition, it is important to accurately track hours worked to assist with discussions on staffing levels, etc.

To balance flexible scheduling, tracking time worked, accountability and protections for both the City and the employees the Personnel Committee is recommending the adoption of the attached overtime policy language and that it be added to the Windom Personnel Policy.

If you have any questions please contact any of the Personnel Committee members or Steve at 831-6137.

Overtime\Compensatory time

The City of Windom has established this overtime policy to comply with the applicable state and federal laws governing accrual and use of overtime. The City Council herein determines whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional classes (as defined by the U.S. Department of Labor, Wage and Hour Division shown in Fact Sheets 17A-17D) are exempt; all others are non-exempt. For the City of Windom exempt positions include the following:

City Administrator	Streets & Parks Superintendent
Electric Utility Manager	Finance Director\Controller
EDA Executive Director	Water\Wastewater Superintendent
Police Chief	Building & Zoning Official
Telecommunications Manager	Library Director
Recreation Director	Community Center Director
Liquor Store Manager	Assistant City Administrator
Electric Superintendent	

Non-Exempt (Overtime-eligible) Employees

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one work week. Vacation, sick leave and paid holidays do not count toward "hours worked" (unless otherwise specified in applicable labor agreements). Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on their needs, and according to the terms of the labor agreements, to meet the needs of the Department.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his\her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. Once this indication is made by the employee there will not be any obligation of the City to make a change to switch compensatory time to the payment of overtime.

The maximum compensatory time accumulation for any employee is 40 hours and may not be carried forward from one calendar year to the next. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Hall office will maintain compensatory time records. Compensatory time accrued will be paid when an employee leaves city employment at the hourly pay rate the employee is earning at that time.

Exempt (non-overtime eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors, City Administrator or City Council. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quantity (hours) of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Windom retains the right to make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives short-term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he\she is either not yet qualified to use the paid leave or he\she has exhausted all of his\her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (e.g. a situation where the employee has exhausted all his\her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Windom may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Windom will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings, weekends and/or on-call hours. The normal hours of business for management staff are Monday through Friday, 8 am to 5 pm, plus evening meetings as necessary.

All exempt positions, whether or not management, may require work beyond 40 hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours as a flexible schedule, preferably in the same pay period if feasible. Time off for extra hours worked should not be expected as being on a one for one basis, nor will any extra hours worked be paid at the time of termination to exempt employees. Management employees are required to use paid leave when on personal business, or otherwise away from the office on non-city business, for 8 hours on a given work day.

Timesheets submitted by exempt employees shall be completed to show the actual number of hours worked for all workweeks and submitted to the applicable supervisor for approval (Dept Head timesheets go to the City Administrator and the City Administrator's timesheets go to the Mayor).

If an exempt employee regularly absents himself or herself from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than 40 hours a week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the City's needs. Additional notification and approval requirements may be adopted for specific situations as determined necessary.

Memo

To: Mayor and City Council

From: Denise Nichols

CC: Steve Nasby

Date: 8/15/2012

Re: Annual Citywide Cleanup Event

In the process of coordinating the annual Citywide Cleanup event in October, the City was notified by Cottonwood County that they are waiting for a part before the final MPCA inspection and approval can be completed and the new solid waste cell can be used. The part has a long lead time and they caution us that the new cell may not be ready by early October.

The County Commissioners have approved half price tipping fees as an incentive for cities that wait to conduct their cleanup event until after the new cell is completed.

I have attached two quotes that were received from Hometown Sanitation and Waste Management for pickup and landfill hauling fees. Waste Management requires a minimum charge of 100 tons. In the past four years the tonnage amount for the event has exceeded 100 tons each year. In 2011 the tonnage amount was 107.

Both companies indicated that their schedules are open for all the weekends in October. Eagle Recycling has also indicated that they are available for any weekends in October.

Requested Action – Determine when the Citywide Cleanup event should be conducted. If the event is to be conducted in October, establish dates (two consecutive Saturdays) for the event. Select a sanitation company for the event.

To: Denise Nichols
Re: City of Windom City Wide Cleanup
Date: August 10, 2012

Denise,

I want to thank you again for your time this week, and apologize for the phone tag – I'm glad we finally touched base. As we discussed, our bid for services for a City-Wide Cleanup will be the exact same as it was the last two years, and it is as follows:

- 1 – Hometown agrees to perform the City-Wide Cleanup on two Saturdays of the Council's choosing (as of right now, we've discussed a few weeks in October as possibilities – but we're open to discussion).
- 2 – The City of Windom agrees to pay the disposal bills to the Cottonwood County Landfill
- 3 – The City of Windom agrees to pay Hometown \$99.87/ton collected (plus tax)

We hope this proposal is acceptable to you – it's been a pleasure to serve the City of Windom for nearly three years now, and we thank you for your support. Please call Mike (507-822-2337) or Tom (507-822-1465) to let us know when this will be on the agenda, as one or both of us would like to be present, should there be any questions.

Again, thank you for your time. I look forward to hearing back from you!

Take care!

Mike Johnson
Hometown Sanitation

Denise Nichols

From: Heinzig, Gary <gheinzig@wm.com>
Sent: Tuesday, August 14, 2012 8:16 AM
To: denise@windom-mn.com
Subject: citywide cleanup bid

Denise,

Here is what we came up with for your citywide cleanup. The cost would be \$51.50 per ton with minimum charge of 100 tons. Please let me know if you have any questions. Also, if we're awarded the bid, let me know as soon as possible so we can arrange to have the personnel available.

Thank you for the opportunity to bid on this, Denise.

Waste Management

Gary Heinzig
Public Sector Services
739 Beaver Ave.
P.O. Box 336
Mankato, MN 56001
507-344-2257
507-380-2300 cell
gheinzig@wm.com

Waste Management recycles enough paper every year to save 41 million trees. Please recycle any printed emails.

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	SECR REV FUND/CITY O	PETTY CASH	72.67
	Total for Department 101		72.67*
CITY OFFICE	MII LIFE	VEBA	118.70
CITY OFFICE	MII LIFE	VEBA GRANT	750.00
CITY OFFICE	SECR REV FUND/CITY O	PETTY CASH	41.01
CITY OFFICE	VOYAGER FLEET SERVIC	GAS	55.17
	Total for Department 103		964.88*
P & Z / BUILDING OFF	Verizon Wireless	TELEPHONE	34.15
P & Z / BUILDING OFF	MII LIFE	VEBA	178.05
P & Z / BUILDING OFF	FLEET ONE LLC	GAS	123.39
	Total for Department 106		335.59*
CITY HALL	SANDRA HERDER	CLEANING	353.35
CITY HALL	MELISSA PENAS	CLEANING	353.35
CITY HALL	SECR REV FUND/CITY O	PETTY CASH	12.89
	Total for Department 115		719.59*
POLICE	Verizon Wireless	TELEPHONE	261.65
POLICE	MII LIFE	VEBA	1,901.16
POLICE	FLEET ONE LLC	GAS	199.94
POLICE	SECR REV FUND/CITY O	PETTY CASH	156.58
POLICE	VOYAGER FLEET SERVIC	GAS	816.73
	Total for Department 120		3,336.06*
FIRE DEPARTMENT	Verizon Wireless	TELEPHONE	34.15
FIRE DEPARTMENT	FLEET ONE LLC	GAS	352.68
FIRE DEPARTMENT	SECR REV FUND/CITY O	PETTY CASH	.20
FIRE DEPARTMENT	VOYAGER FLEET SERVIC	GAS	22.75
	Total for Department 125		409.78*
STREET	Verizon Wireless	TELEPHONE	72.94
STREET	MII LIFE	VEBA	1,069.42
STREET	FLEET ONE LLC	GAS	97.94
STREET	VOYAGER FLEET SERVIC	GAS	217.67
STREET	COUNTRY PRIDE SERVIC	GAS	1,033.93
	Total for Department 140		2,491.90*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	165.00
	Total for Department 145		165.00*
PARKS	MII LIFE	VEBA	118.70
PARKS	VOYAGER FLEET SERVIC	GAS	169.45
	Total for Department 165		288.15*
GENERAL	LORRI SMITH	SHELTER RENT REFUND	40.00
	Total for Department 201		40.00*
	Total for Fund 01		8,823.62*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	MN PUBLIC FACILITIES BOND PAYMENTS		10,687.88
	Total for Department		10,687.88*
EQUIPMENT/F.A.	MN PUBLIC FACILITIES BOND PAYMENTS		497.12
	Total for Department 170		497.12*
	Total for Fund 02		11,185.00*
LIBRARY	SANDRA HERDER	CLEANING	362.90
LIBRARY	MELISSA PENAS	CLEANING	362.90
	Total for Department 171		725.80*
	Total for Fund 03		725.80*
AIRPORT	RED ROCK RURAL WATER WATER		26.60
AIRPORT	SO. CENTRAL ELECTRIC POWER COST		280.51
	Total for Department 174		307.11*
	Total for Fund 11		307.11*
AMBULANCE	JIM AXFORD	EXPENSE	49.76
AMBULANCE	ROBIN SHAW	EXPENSE	46.13
AMBULANCE	KIM POWERS	EXPENSE	29.43
AMBULANCE	ALLAN REMPEL	EXPENSE	64.17
AMBULANCE	FLEET ONE LLC	GAS	2,034.92
AMBULANCE	SECR REV FUND/CITY O	PETTY CASH	5.90
	Total for Department 176		2,230.31*
	Total for Fund 13		2,230.31*
MULTI-PURPOSE BUILDI	Verizon Wireless	TELEPHONE	34.28
MULTI-PURPOSE BUILDI	MII LIFE	VEBA	594.06
	Total for Department 177		628.34*
	Total for Fund 14		628.34*
SCDP	SW MN HOUSING PARTNE	GRANT DRAW	8,996.00
	Total for Department 163		8,996.00*
	Total for Fund 17		8,996.00*
N IND PARK	SO. CENTRAL ELECTRIC POWER COST		45.55
	Total for Department 147		45.55*
	Total for Fund 18		45.55*
LIQUOR	BELLBOY CORP	MERCHANDISE	510.00
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	6,740.17
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	255.84
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	9,488.75

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	A H HERMEL CANDY & T MERCHANDISE		450.43
LIQUOR	JOHNSON BROS.	MERCHANDISE	3,910.06
LIQUOR	MII LIFE	VEBA	475.36
LIQUOR	PHILLIPS WINE & SPIR MERCHANDISE		2,142.17
	Total for Department 180		23,972.78*
	Total for Fund 60		23,972.78*
	MN PUBLIC FACILITIES BOND PAYMENTS		249,000.00
	Total for Department		249,000.00*
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	168.75
WATER	Verizon Wireless	TELEPHONE	56.84
WATER	MII LIFE	VEBA	742.73
WATER	MN PUBLIC FACILITIES BOND PAYMENTS		18,217.10
WATER	SECR REV FUND/CITY O PETTY CASH		62.13
WATER	VOYAGER FLEET SERVIC GAS		661.20
	Total for Department 181		19,908.75*
	Total for Fund 61		268,908.75*
	ELECTRIC FUND	PAY FINAL BILL FOR HARMO	174.74
	ELECTRIC FUND	PAY FINAL BILL FOR STACI	234.51
	LOGAN ARNDT	REFUND UTILITY PREPAYMEN	300.00
	HARMONY CLARK	UTILITY PREPAYMENT	125.26
	KHAM KHEMPOHMA	UTILITY PREPAYMENT	300.00
	STACIA KRUSE	UTILITY PREPAYMENT	65.49
	SOMCHIT XAYAVONG	UTILITY PREPAYMENT	300.00
	Total for Department		1,500.00*
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	168.75
ELECTRIC	Verizon Wireless	TELEPHONE	39.49
ELECTRIC	MII LIFE	VEBA	1,336.63
ELECTRIC	SECR REV FUND/CITY O PETTY CASH		12.50
ELECTRIC	VOYAGER FLEET SERVIC GAS		283.68
ELECTRIC	BANK MIDWEST	ENERGY REBATE	2,422.00
ELECTRIC	BANK MIDWEST	NSF BUCKWHEAT JOHNSON	186.73
ELECTRIC	BANK MIDWEST	NSF FALLON CIHAK	155.08
ELECTRIC	JOHN RESH	ENERGY REBATE	850.00
	Total for Department 182		5,454.86*
	Total for Fund 62		6,954.86*
	MN PUBLIC FACILITIES BOND PAYMENTS		115,131.38
	Total for Department		115,131.38*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	168.75
SEWER	GLENN LUND	WASTEWATER ASSN MEETING	339.66
SEWER	Verizon Wireless	TELEPHONE	55.57
SEWER	MII LIFE	VEBA	861.41

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	MN PUBLIC FACILITIES	BOND PAYMENTS	11,374.27
SEWER	SECR REV FUND/CITY O	PETTY CASH	2.88
		Total for Department 183	12,802.54*
		Total for Fund 63	127,933.92*
ARENA	Verizon Wireless	TELEPHONE	68.66
ARENA	MII LIFE	VEBA	475.36
ARENA	FLEET ONE LLC	GAS	201.52
ARENA	SECR REV FUND/CITY O	PETTY CASH	22.00
		Total for Department 184	767.54*
		Total for Fund 64	767.54*
	ELECTRIC FUND	LOAN PAYABLE FROM EDA	761.70
	ELECTRIC FUND	LOAN PAYABLE FROM EDA 20	758.54
		Total for Department	1,520.24*
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYABLE FROM EDA	187.79
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN PAYABLE FROM EDA 20	190.95
ECONOMIC DEVELOPMENT	Verizon Wireless	TELEPHONE	52.55
ECONOMIC DEVELOPMENT	MII LIFE	VEBA	178.05
ECONOMIC DEVELOPMENT	SECR REV FUND/CITY O	PETTY CASH	12.00
		Total for Department 187	621.34*
		Total for Fund 67	2,141.58*
	MN 9-1-1 PROGRAM	911 SERVICE	1,059.18
		Total for Department	1,059.18*
TELECOMMUNICATIONS	CNN - TURNER NETWORK	SUBSCRIBERS	747.86
TELECOMMUNICATIONS	DISH NETWORK	SERVICE	3,400.00
TELECOMMUNICATIONS	GODFATHER'S PIZZA	MEALS	25.63
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	506.25
TELECOMMUNICATIONS	Verizon Wireless	TELEPHONE	238.68
TELECOMMUNICATIONS	MII LIFE	VEBA	1,098.95
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	44,227.09
TELECOMMUNICATIONS	NEUSTAR, INC.	MAINTENANCE	24.75
TELECOMMUNICATIONS	JEREMY ROLFES	EXPENSE	50.94
TELECOMMUNICATIONS	SECR REV FUND/CITY O	PETTY CASH	9.50
TELECOMMUNICATIONS	TCM-TURNER CLASSIC M	SUBSCRIBERS	364.65
TELECOMMUNICATIONS	UNIVERSAL SERVICE AD	499A FEES	1,589.00
TELECOMMUNICATIONS	VOYAGER FLEET SERVIC	GAS	331.59
TELECOMMUNICATIONS	BANK MIDWEST	NSF BUCKWHEAT JOHNSON	56.54
		Total for Department 199	52,671.43*
		Total for Fund 69	53,730.61*
	JEAN FAST	VOID & REISSUE PAYROLL C	17.54
	BUCKWHEAT JOHNSON	VOID & REISSUE PAYROLL C	35.09

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	MARK MARCY	VOID & REISSUE PAYROLL C	9.23
	BRAD POWERS	VOID & REISSUE PAYROLL C	393.36
	KATIE AXFORD	VOID & REISSUE PAYROLL C	17.44
	JENNIFER L ANDERSEN	VOID & REISSUE PAYROLL C	11.15
	LINDSAY K ELSTON	VOID & REISSUE PAYROLL C	3.35
	CHRISTA A JOHNSON	VOID & REISSUE PAYROLL C	79.51
	MARGARET KEFFLER	VOID & REISSUE PAYROLL C	35.75
	ABBY LUND	VOID & REISSUE PAYROLL C	11.36
	JOSEPH RAIA	VOID & REISSUE PAYROLL C	41.56
	LEE TOWLERTON	VOID & REISSUE PAYROLL C	33.23
	Total for Department		688.57*
	Total for Fund 70		688.57*
	Grand Total		518,040.34*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY OFFICE	MII LIFE	GRANT - CHELSIE CARLSON	750.00
CITY OFFICE	SELECTACCOUNT	PARTICIPANT FEE	116.50
	Total for Department 103		866.50*
FIRE DEPARTMENT	CENTURY LINK	TELEPHONE	58.87
	Total for Department 125		58.87*
STREET	BRUCE CALDWELL	RADIO CLIP	41.14
STREET	CENTURY LINK	TELEPHONE	58.87
	Total for Department 140		100.01*
RECREATION	CENTER SPORTS	EQUIPMENT	244.51
RECREATION	LEVI GOTTO	UMPIRE FEES	80.00
RECREATION	NICK RIORDAN	UMPIRE FEES	100.00
RECREATION	TREVOR THEESFELD	UMPIRE FEES	360.00
	Total for Department 150		784.51*
	Total for Fund 01		1,809.89*
AMBULANCE	CENTURY LINK	TELEPHONE	58.87
	Total for Department 176		58.87*
	Total for Fund 13		58.87*
MULTI-PURPOSE CENTER	JENNA SALZWEDEL	REFUND RESERVATION REQUE	175.00
	Total for Department 277		175.00*
	Total for Fund 14		175.00*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	5,180.24
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	3,006.95
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	2,958.82
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE CREDIT	-115.00
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	86.43
LIQUOR	JOHNSON BROS.	MERCHANDISE	1,123.54
LIQUOR	S&K LINES	FREIGHT	72.60
	Total for Department 180		12,313.58*
	Total for Fund 60		12,313.58*
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	168.75
WATER	CENTURY LINK	TELEPHONE	58.87
WATER	KELLY CAVINESS	REFUND CREDIT BALANCE	2.56
	Total for Department 181		230.18*
	Total for Fund 61		230.18*
	ELECTRIC FUND	PAY FINAL BILL DAWN SAID	112.62
	ALTISOURCE SOLUTIONS	REFUND STATEMENT CREDIT	3.50
	KELLY CAVINESS	REFUND CREDIT BALANCE	.37
	IRENE MEWS	REIMBURSE PAYMENT	145.61

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	TONYA MORRISON	UTILITY PREPAYMENT	300.00
	LEORA PAPLOW	UTILITY PREPAYMENT/CREDI	300.00
	DAWN SAIDAT	UTILITY PREPAYMENT	187.38
	TANGLEWOOD APTS	REFUND STATEMENT CREDIT	.10
	Total for Department		1,049.58*
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	168.75
ELECTRIC	CENTURY LINK	TELEPHONE	55.40
ELECTRIC	ALTISOURCE SOLUTIONS	REFUND STATEMENT CREDIT	36.47
ELECTRIC	KELLY CAVINESS	REFUND CREDIT BALANCE	2.60
ELECTRIC	TANGLEWOOD APTS	REFUND STATEMENT CREDIT	1.55
	Total for Department 182		264.77*
	Total for Fund 62		1,314.35*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	168.75
SEWER	CENTURY LINK	TELEPHONE	260.60
SEWER	KELLY CAVINESS	REFUND CREDIT BALANCE	4.35
	Total for Department 183		433.70*
	Total for Fund 63		433.70*
	LACANNE FUNERAL HOME	REFUND STATEMENT CREDIT	1.75
	LEORA PAPLOW	UTILITY PREPAYMENT/CREDI	9.68
	Total for Department		11.43*
TELECOMMUNICATIONS	B B C WORLDWIDE AMER	SUBSCRIBER	28.35
TELECOMMUNICATIONS	BIG TEN NETWORK	SUBSCRIBER	2,471.75
TELECOMMUNICATIONS	BLUEHIGHWAYS	SUBSCRIBER	172.89
TELECOMMUNICATIONS	COMCAST MEDIA CENTER	SUBSCRIBER	17.00
TELECOMMUNICATIONS	DISCOVERY DIGITAL NE	SUBSCRIBER	71.23
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	10,603.92
TELECOMMUNICATIONS	FOX TELEVISION STATI	SUBSCRIBER	3,275.02
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	506.25
TELECOMMUNICATIONS	HUB TELEVISION NETWO	subscriber	18.88
TELECOMMUNICATIONS	HUBBARD BROADCASTING	SUBSCRIBER	625.80
TELECOMMUNICATIONS	KARE GANNETT CO., IN	SUBSCRIBER	1,564.50
TELECOMMUNICATIONS	LIFETIME	SUBSCRIBER	1,152.60
TELECOMMUNICATIONS	LIFETIME MOVIE NETWO	SUBSCRIBER	25.50
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SUBSCRIBER	41,175.24
TELECOMMUNICATIONS	OWN	SUBSCRIBER	39.60
TELECOMMUNICATIONS	SHOWTIME NETWORKS IN	SUBSCRIBER	394.01
TELECOMMUNICATIONS	TOWER DISTRIBUTION C	SUBSCRIBER	354.89
TELECOMMUNICATIONS	CHRIS ZIMMERMAN	MOWING	120.00
TELECOMMUNICATIONS	LACANNE FUNERAL HOME	REFUND STATEMENT CREDIT	25.57
TELECOMMUNICATIONS	LEORA PAPLOW	UTILITY PREPAYMENT/CREDI	140.85
	Total for Department 199		62,783.85*
	Total for Fund 69		62,795.28*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	COLONIAL LIFE INSURA BCN E8182644	INSURANCE	8.82
	JOHNSON COUNTY COURT	PAYROLL DEDUCTION	1,202.00
	Total for Department		1,210.82*
	Total for Fund 70		1,210.82*
	Grand Total		80,341.67*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CITIZEN PUBLISHING C	ADVERTISING	1,096.50
MAYOR & COUNCIL	MCDONALD & SCHRAMEL	LEGAL FEES	840.00
	Total for Department 101		1,936.50*
ELECTIONS	CITIZEN PUBLISHING C	ADVERTISING	373.80
	Total for Department 102		373.80*
CITY OFFICE	COALITION OF GREATER	SUMMER CONFERENCE	230.00
CITY OFFICE	COTTONWOOD COUNTY AS	ASSESSMENT DATA RENEWAL	65.00
CITY OFFICE	INDOFF, INC	INK	52.34
CITY OFFICE	INDOFF, INC	SUPPLIES	192.68
CITY OFFICE	ELECTRIC FUND	UTILITY BILLING	364.63
CITY OFFICE	LEAGUE OF MN CITIES	REGIONAL MEETING	40.00
CITY OFFICE	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
CITY OFFICE	WINDOM QUICK PRINT	ENVELOPES	255.06
	Total for Department 103		1,206.21*
P & Z / BUILDING OFF	COTTONWOOD COUNTY AS	ASSESSMENT DATA RENEWAL	65.00
P & Z / BUILDING OFF	INDOFF, INC	SUPPLIES	2.93
P & Z / BUILDING OFF	ELECTRIC FUND	UTILITY BILLING	51.41
P & Z / BUILDING OFF	MCDONALD & SCHRAMEL	LEGAL FEES	192.00
P & Z / BUILDING OFF	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
P & Z / BUILDING OFF	CENTURY BUSINESS PRO	MAINTENANCE	19.72
	Total for Department 106		337.56*
CITY HALL	CULLIGAN	SERVICE	15.00
CITY HALL	ELECTRIC FUND	BULBS	21.30
CITY HALL	ELECTRIC FUND	UTILITY BILLING	627.87
CITY HALL	HOMETOWN SANITATION	GARBAGE SERVICE	85.04
	Total for Department 115		749.21*
POLICE	COTTONWOOD CTY SHERI	DIGITAL VOICE RECORDER	73.99
POLICE	COTTONWOOD CO TREASU	DISPATCHING	275.00
POLICE	COTTONWOOD CO TREASU	RENT	1,500.00
POLICE	INDOFF, INC	SUPPLIES	324.76
POLICE	LUCIA BARRON DE MEHR	INTERPRETER SERVICES	140.00
POLICE	ELECTRIC FUND	UTILITY BILLING	68.79
POLICE	WINDOM AUTO VALU	MAINTENANCE	4.61
POLICE	LANGUAGE LINE SERVIC	SERVICE	34.37
POLICE	LUND'S BODY SHOP	MAINTENANCE	341.60
POLICE	MCDONALD & SCHRAMEL	LEGAL FEES	5,400.00
POLICE	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	22.50
POLICE	MANKATO MOBIL - ALPH	MAINTENANCE	108.25
POLICE	RUNNING'S SUPPLY	MAINTENANCE	.41
POLICE	SCHWALBACH HARDWARE	MAINTENANCE	46.72
POLICE	STREICHER'S	CHARGE CORD	10.69
POLICE	FLEET SERVICES DIVIS	LEASE CAR	2,243.90
POLICE	911 INSTALLS	2012 TAHOE	500.00
POLICE	911 INSTALLS	RADAR REMOVE/INSTALL	175.00
POLICE	SIRCHIE	SUPPLIES	189.89
	Total for Department 120		11,460.48*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
FIRE DEPARTMENT	ALEX AIR APPARATUS,	TURN OUT GEAR	3,832.60
FIRE DEPARTMENT	COTTONWOOD COUNTY AS	ASSESSMENT DATA RENEWAL	65.00
FIRE DEPARTMENT	COTTONWOOD CO TREASU	DISPATCHING	212.50
FIRE DEPARTMENT	ELECTRIC FUND	UTILITY BILLING	28.29
FIRE DEPARTMENT	LUCAN COMMUNITY TV I	MAINTENANCE	197.72
FIRE DEPARTMENT	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
FIRE DEPARTMENT	MN FIRE SERVICE CERT	CERTIFICATION EXAM	85.00
FIRE DEPARTMENT	RIVERSIDE LAUNDRY	LAUNDRY	32.06
FIRE DEPARTMENT	RUNNING'S SUPPLY	MAINTENANCE	2.02
FIRE DEPARTMENT	SCHWALBACH HARDWARE	MAINTENANCE	2.95
FIRE DEPARTMENT	WINDOM FARM SERVICE	MAINTENANCE	290.59
	Total for Department 125		4,755.23*
EMERGENCY MANAGEMENT	COTTONWOOD CO TREASU	DISPATCHING	12.50
EMERGENCY MANAGEMENT	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	200.00
	Total for Department 130		212.50*
ANIMALS	COTTONWOOD VET CLINI	VET SERVICE	212.46
	Total for Department 135		212.46*
STREET	C & B OPERATIONS, LL	MAINTENANCE	70.52
STREET	CITIZEN PUBLISHING C	COMPUTERS	37.40
STREET	CONTINENTAL RESEACH	MAINTENANCE	198.76
STREET	COTTONWOOD COUNTY AS	ASSESSMENT DATA RENEWAL	65.00
STREET	COTTONWOOD SOIL & WA	TREES	300.00
STREET	COTTONWOOD CO TREASU	DISPATCHING	125.00
STREET	INDOFF, INC	SUPPLIES	111.12
STREET	ELECTRIC FUND	UTILITY BILLING	2,440.00
STREET	ERICKSON OIL CO	GAS	416.26
STREET	FAST DISTRIBUTING, IN	MAINTENANCE	104.18
STREET	GDF ENTERPRISES, INC	MAINTENANCE	25.07
STREET	GEMPLER'S	MAINTENANCE	155.56
STREET	HOMETOWN SANITATION	GARBAGE SERVICE	130.85
STREET	WINDOM AUTO VALU	MAINTENANCE	9.54
STREET	KOLANDER TREE SERVIC	STUMP REMOVAL	2,640.56
STREET	LOCATORS & SUPPLIES,	MAINTENANCE	397.15
STREET	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
STREET	MILLS & MILLER, INC	SALT	11,689.12
STREET	NORTHLAND CHEMICAL C	MAINTENANCE	132.90
STREET	MN ENERGY RESOURCES	SERVICE	30.94
STREET	RUNNING'S SUPPLY	MAINTENANCE	199.92
STREET	SOUTHERN MINN CONSTR	FINE MIX	1,618.94
	Total for Department 140		20,905.29*
HEALTH & SANITATION	NEAL GRUNEWALD	COMPOST SITE MANAGER	132.00
	Total for Department 145		132.00*
RECREATION	HARDEES	30/60 YOUTH	117.56
RECREATION	MAXIMUM SOLUTIONS, I	ANNUAL SERVICE	240.77
RECREATION	SCHWALBACH HARDWARE	MAINTENANCE	28.83

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
RECREATION	FREEDOM RIDERS MC	CANOPY	250.00
RECREATION	SOUTHWEST AWARDS	PLAQUE	85.50
	Total for Department 150		722.66*
PARKS	NICKLASSON ATHLETIC/	BASE ANCHORS	80.28
PARKS	COLE PAPER INC.	SUPPLIES	426.99
PARKS	COTTONWOOD CO TREASU	DISPATCHING	37.50
PARKS	ELECTRIC FUND	UTILITY BILLING	6,905.51
PARKS	ERICKSON OIL CO	GAS	184.99
PARKS	GDF ENTERPRISES, INC	MAINTENANCE	36.77
PARKS	HOMETOWN SANITATION	GARBAGE SERVICE	156.54
PARKS	LEAGUE OF MN CITIES	DEDUCTIBLE	1,000.00
PARKS	MTI DISTRIBUTING, IN	MAINTENANCE	159.51
PARKS	RUNNING'S SUPPLY	MAINTENANCE	331.76
PARKS	SCHWALBACH HARDWARE	MAINTENANCE	297.47
	Total for Department 165		9,617.32*
	Total for Fund 01		52,621.22*
LIBRARY	AUDIO GO	AUDIO	112.26
LIBRARY	CENTER POINT LARGE P	BOOKS	43.74
LIBRARY	CONSUMER REPORTS	SUBSCRIPTION	26.00
LIBRARY	ELECTRIC FUND	UTILITY BILLING	546.67
LIBRARY	ESPN, THE MAGAZINE	SUBSCRIPTION	26.00
LIBRARY	GALE	BOOKS	356.59
LIBRARY	ARCHITECTURAL DIGEST	SUBSCRIPTION	44.95
LIBRARY	INGRAM	BOOKS	1,395.22
LIBRARY	J & K WINDOWS	WINDOWS	20.00
LIBRARY	KDOM RADIO	ADVERTISING	138.00
LIBRARY	MARTHA STEWART LIVIN	SUBSCRIPTION	24.00
LIBRARY	MICROMARKETING	BOOKS & AUDIO	59.93
LIBRARY	READER'S DIGEST	SUBSCRIPTION	41.22
LIBRARY	SATURDAY EVENING POS	SUBSCRIPTION	25.98
LIBRARY	COUNTRY SAMPLER	SUBSCRIPTION	19.96
LIBRARY	MIDWEST LIVING	SUBSCRIPTION	19.97
LIBRARY	VICTORIA	SUBSCRIPTION	19.98
LIBRARY	DISNEY MOVIE CLUB	SUBSCRIPTION	25.90
	Total for Department 171		2,946.37*
	Total for Fund 03		2,946.37*
	AG BUILDER OF SOUTHE	SIREN	700.00
	ALEX AIR APPARATUS,	TURN OUT GEAR	5,500.00
	MCLAUGHLIN & SCHULZ,	2012 CIP STREET SALT SHE	7,128.59
	Total for Department		13,328.59*
	Total for Fund 04		13,328.59*
	TKDA ENGINEERS	WINDOM 2012 HANGAR-DESIG	2,225.49
	Total for Department		2,225.49*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
AIRPORT	MCDONALD & SCHRAMBL	LEGAL FEES	252.00
		Total for Department 174	252.00*
		Total for Fund 11	2,477.49*
POOL	ELECTRIC FUND	UTILITY BILLING	1,719.21
POOL	ELITE MECHANICAL SYS	CLEAN BOILER/REPLACE IGN	570.00
POOL	LEWIS FAMILY DRUG #5	SUPPLIES	11.96
POOL	HAWKINS, INC	CHEMICALS	477.47
POOL	A H HERMEL CANDY & T	MERCHANDISE	403.66
POOL	HOMETOWN SANITATION	GARBAGE SERVICE	76.05
POOL	SCHWALBACH HARDWARE	MAINTENANCE	26.24
		Total for Department 175	3,284.59*
		Total for Fund 12	3,284.59*
AMBULANCE	BOUND TREE MEDICAL,	SUPPLIES	400.10
AMBULANCE	COTTONWOOD CO TREASU	DISPATCHING	200.00
AMBULANCE	DICKS WELDING INC	MAINTENANCE	11.06
AMBULANCE	ELECTRIC FUND	UTILITY BILLING	25.05
AMBULANCE	EXPERT T BILLING	JULY BILLING	915.75
AMBULANCE	EXPERT T BILLING	JUNE BILLING	1,039.50
AMBULANCE	WINDOM AUTO VALU	MAINTENANCE	28.42
AMBULANCE	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
AMBULANCE	Verizon Wireless	SERVICE	104.41
AMBULANCE	PRAXAIR DISTRIBUTION	SERVICE	554.65
AMBULANCE	WINDOM AREA HOSPITAL	SERVICE	2,411.97
		Total for Department 176	5,697.41*
		Total for Fund 13	5,697.41*
MULTI-PURPOSE BUILDI	CITIZEN PUBLISHING C	ADVERTISING	396.41
MULTI-PURPOSE BUILDI	INDOFF, INC	SUPPLIES	234.00
MULTI-PURPOSE BUILDI	ELECTRIC FUND	UTILITY BILLING	2,155.19
MULTI-PURPOSE BUILDI	HOMETOWN SANITATION	GARBAGE SERVICE	51.52
MULTI-PURPOSE BUILDI	KIEFER SPECIALTY FLO	MAINTENANCE/SUPPLIES	148.94
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	551.50
MULTI-PURPOSE BUILDI	LIQUOR FUND - RIVER	LIQUOR PURCHASE	1,295.27
MULTI-PURPOSE BUILDI	RUNNING'S SUPPLY	MAINTENANCE	120.50
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	58.30
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	126.33
MULTI-PURPOSE BUILDI	WINDOM AREA CHAMBER	ADVERTISING-ICE CREAM SO	20.00
MULTI-PURPOSE BUILDI	ROBERT HALVORSON	MAINTENANCE	32.74
MULTI-PURPOSE BUILDI	BRET RAVERTY	MAINTENANCE	250.00
		Total for Department 177	5,440.70*
		Total for Fund 14	5,440.70*
N IND PARK	WENCK ASSOCIATES, IN	SERVICE	22,245.04
N IND PARK	BRAUN INTERTEC CORP	HWY 71 TURN LANES	5,051.00

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Department 147	27,296.04*
		Total for Fund 18	27,296.04*
SEH		FINAL DAM PROJECT	4,112.81
		Total for Department	4,112.81*
		Total for Fund 20	4,112.81*
LIQUOR	ENVIROMASTER, INC.	CLEANING SERVICE	39.54
LIQUOR	INDOFF, INC	INK	101.52
LIQUOR	INDOFF, INC	SUPPLIES	76.94
LIQUOR	ELECTRIC FUND	UTILITY BILLING	1,308.73
LIQUOR	GOPHER ALARMS	MONITORING JULY-SEPT	51.30
LIQUOR	HOMETOWN SANITATION	GARBAGE SERVICE	48.06
LIQUOR	MN MUNICIPAL BEVERAG	DUES	925.00
LIQUOR	S&K LINES	FREIGHT	1,216.05
LIQUOR	SCHWALBACH HARDWARE	MAINTENANCE	54.46
LIQUOR	TOTAL REGISTER SYSTE	SUPPLIES	72.84
LIQUOR	CAMPUS CLEANERS	RUG CLEANING	40.10
		Total for Department 180	3,934.54*
		Total for Fund 60	3,934.54*
	ELECTRIC PUMP INC	MAINTENANCE	2,746.70
	HD SUPPLY WATERWORKD	MAINTENANCE	1,812.89
	SVOBODA EXCAVATING,	PARTIAL PAYMENT-6TH STRE	88,216.00
	SVOBODA EXCAVATING,	PARTIAL PAYMENT-RIVER RO	108,840.00
	SVOBODA EXCAVATING,	RETAINAGE	-16,028.90
	WENCK ASSOCIATES, IN	2012 STREETS-6TH ST & RI	17,226.31
		Total for Department	202,813.00*
WATER	AMERICAN PAYMENT CEN	SERVICE	16.50
WATER	CALIFORNIA CONTRACTO	SUPPLIES	517.92
WATER	CITIZEN PUBLISHING C	ADVERTISING	293.70
WATER	CONTINENTAL RESEACH	MAINTENANCE	99.38
WATER	COTTONWOOD CO TREASU	DISPATCHING	100.00
WATER	ELECTRIC FUND	UTILITY BILLING	6,568.22
WATER	LEWIS FAMILY DRUG #5	SUPPLIES	16.56
WATER	HAWKINS, INC	CHEMICALS	7,835.74
WATER	GOPHER STATE ONE CAL	LOCATES	19.58
WATER	WINDOM AUTO VALU	MAINTENANCE	5.20
WATER	JIFFY-JR. PRODUCTS	SUPPLIES	97.14
WATER	KDOM RADIO	ADVERTISING	175.00
WATER	LAMPERTS YARDS, INC.	MAINTENANCE	450.93
WATER	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
WATER	MN VALLEY TESTING	TESTING	181.05
WATER	RUNNING'S SUPPLY	MAINTENANCE	223.29
WATER	SCHWALBACH HARDWARE	MAINTENANCE	755.49
WATER	SVOBODA EXCAVATING,	INSTALLED NEW VALVE 7-3-	1,195.00

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
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WATER	SVOBODA EXCAVATING,	INSTALLED NEW WATER SERV	1,622.50
WATER	SVOBODA EXCAVATING,	REPLACE CURB BOX-REDDING	482.50
WATER	SVOBODA EXCAVATING,	REPLACED FIRE HYDRANT-FA	1,633.00
WATER	SVOBODA EXCAVATING,	REPLACED HYDRANT-COUNTY	957.50
WATER	USA BLUE BOOK	TESTING	704.71
WATER	WENCK ASSOCIATES, IN	WINDOM LANDFILL	2,171.60
	Total for Department 181		26,129.01*
	Total for Fund 61		228,942.01*
	J. H. LARSON	SUPPLIES/MAINTENANCE	1,801.82
	ODDSON UNDERGROUND I	NEW CONSTRUCTION	5,005.50
	RESCO	INVENTORY	539.93
	WERNER ELECTRIC	SUPPLIES	143.26
	WESCO DISTRIBUTION,	INVENTORY	1,193.15
	Total for Department		8,683.66*
ELECTRIC	AMERICAN PAYMENT CEN	SERVICE	16.50
ELECTRIC	CENTRAL MINNESOTA MU	ASSESSMENT	3,287.00
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	313,558.73
ELECTRIC	COTTONWOOD CO TREASU	DISPATCHING	187.50
ELECTRIC	CRA PAYMENT CENTER	MAINTENANCE	-52.90
ELECTRIC	CRA PAYMENT CENTER	PARTS	287.00
ELECTRIC	ELECTRIC FUND	UTILITY BILLING	272.37
ELECTRIC	ERICKSON OIL CO	GAS	172.19
ELECTRIC	GOPHER STATE ONE CAL	LOCATES	19.58
ELECTRIC	HOMETOWN SANITATION	GARBAGE SERVICE	84.75
ELECTRIC	KDOM RADIO	ADVERTISING	248.50
ELECTRIC	MCDONALD & SCHRAMEL	LEGAL FEES	180.00
ELECTRIC	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
ELECTRIC	MESSER MACHINE & MFG	MAINTENANCE	198.00
ELECTRIC	ULTRASONIC SERVICES	SERVICE	7,157.99
ELECTRIC	HSBC BUSINESS SOLUTI	SUPPLIES	115.59
ELECTRIC	RETROFIT RECYCLING,	LAMPS & FIBER	340.98
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	418.84
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	41.64
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	102.30
ELECTRIC	WERNER ELECTRIC	MAINTENANCE	244.40
ELECTRIC	WESCO DISTRIBUTION,	MAINTENANCE	1,359.98
ELECTRIC	DEPARTMENT OF ENERGY	POWER COST	110,854.74
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00
	Total for Department 182		440,302.18*
	Total for Fund 62		448,985.84*
	SVOBODA EXCAVATING,	PARTIAL PAYMENT-RIVER RO	120,051.00
	WENCK ASSOCIATES, IN	2012 STREETS-6TH ST & RI	11,484.21
	Total for Department		131,535.21*
SEWER	AMERICAN PAYMENT CEN	SERVICE	16.50

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
SEWER	CALIFORNIA CONTRACTO	SUPPLIES	517.92
SEWER	CONTINENTAL RESEACH	MAINTENANCE	99.38
SEWER	COTTONWOOD CO TREASU	DISPATCHING	100.00
SEWER	ELECTRIC FUND	UTILITY BILLING	15,055.56
SEWER	EMPIRE PIPE SERVICES	SEWER JETTING JULY	8,447.88
SEWER	HAWKINS, INC	CHEMICALS	2,202.06
SEWER	G.NEIL CO	SUPPLIES	96.02
SEWER	GOPHER STATE ONE CAL	LOCATES	19.58
SEWER	HOMETOWN SANITATION	GARBAGE SERVICE	85.04
SEWER	WINDOM AUTO VALU	MAINTENANCE	145.78
SEWER	JIFFY-JR. PRODUCTS	SUPPLIES	97.15
SEWER	JOHNSON HARDWARE	MAINTENANCE	112.21
SEWER	MCDONALD & SCHRAMEL	LEGAL FEES	24.00
SEWER	MANKATO MOBIL - ALPH	MAINTENANCE CONTRACT	6.50
SEWER	MN ENVIRONMENTAL SCI	ASSESSMENT	1,605.45
SEWER	MN VALLEY TESTING	TESTING	3,801.40
SEWER	MN ENERGY RESOURCES	SERVICE	36.41
SEWER	RON'S ELECTRIC INC	MAINTENANCE	311.88
SEWER	RUNNING'S SUPPLY	MAINTENANCE	210.34
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	345.12
SEWER	KULLY SUPPLY	MAINTENANCE	90.17
	Total for Department 183		33,426.35*
	Total for Fund 63		164,961.56*
ARENA	AMERIPRIDE SERVICES,	SUPPLIES	93.56
ARENA	COTTONWOOD VET CLINI	HORSE SHOW	360.00
ARENA	ELECTRIC FUND	UTILITY BILLING	2,113.73
ARENA	HOMETOWN SANITATION	GARBAGE SERVICE	130.88
ARENA	JANITOR'S CLOSET, LT	SUPPLIES	196.14
ARENA	KDOM RADIO	ADVERTISING	78.00
ARENA	LAMPERTS YARDS, INC.	MAINTENANCE	70.91
ARENA	MAXIMUM SOLUTIONS, I	ANNUAL SERVICE	240.76
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	69.11
ARENA	STONER INDUSTRIAL, I	SERVICE	9.55
ARENA	CARQUEST AUTO PARTS	MAINTENANCE	3.92
ARENA	WINDOM PAINTING	MAINTENANCE	957.97
	Total for Department 184		4,324.53*
	Total for Fund 64		4,324.53*
ECONOMIC DEVELOPMENT	CITIZEN PUBLISHING C	ADVERTISING	131.50
ECONOMIC DEVELOPMENT	COTTONWOOD COUNTY AS	ASSESSMENT DATA RENEWAL	65.00
ECONOMIC DEVELOPMENT	EHLERS & ASSOC., INC	TIF SERVICES	4,875.00
ECONOMIC DEVELOPMENT	ELECTRIC FUND	UTILITY BILLING	70.65
ECONOMIC DEVELOPMENT	KDOM RADIO	ADVERTISING	387.00
ECONOMIC DEVELOPMENT	MCDONALD & SCHRAMEL	LEGAL FEES	1,248.00
ECONOMIC DEVELOPMENT	DENNIS L. RICK LTD	2011 EDA FINANCIAL STMTS	650.00
ECONOMIC DEVELOPMENT	CENTURY BUSINESS PRO	MAINTENANCE	39.45
	Total for Department 187		7,466.60*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount

	Total for Fund 67		7,466.60*
TELECOMMUNICATIONS	AMERICAN PAYMENT CEN	SERVICE	49.50
TELECOMMUNICATIONS	INDOFF, INC	SUPPLIES	93.14
TELECOMMUNICATIONS	DISH NETWORK	SERVICE	3,400.00
TELECOMMUNICATIONS	DISPLAY SYSTEMS INTE	SERVICE	163.88
TELECOMMUNICATIONS	E-911	SERVICE	43.95
TELECOMMUNICATIONS	ELECTRIC FUND	UTILITY BILLING	2,364.14
TELECOMMUNICATIONS	ELITE MECHANICAL SYS	MAINTENANCE	144.19
TELECOMMUNICATIONS	GLOBAL GOV'T/EDUCATI	EQUIPMENT	344.05
TELECOMMUNICATIONS	GOPHER STATE ONE CAL	LOCATES	19.56
TELECOMMUNICATIONS	HOMETOWN SANITATION	GARBAGE SERVICE	73.92
TELECOMMUNICATIONS	KDOM RADIO	ADVERTISING	96.00
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	619.99
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	OLSEN THIELEN & CO.,	ACCESS TARIFF SERVICES	152.00
TELECOMMUNICATIONS	OLSEN THIELEN & CO.,	FCC TARIFF SERVICES	1,015.00
TELECOMMUNICATIONS	ONVOY, INC	SS7 SERVICES	1,117.33
TELECOMMUNICATIONS	ONVOY, INC	SWITCHING SERVICES	1,867.55
TELECOMMUNICATIONS	RUNNING'S SUPPLY	MAINTENANCE	4.26
TELECOMMUNICATIONS	RUSHMORE INDUSTRIES,	FREIGHT	144.80
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	53.92
TELECOMMUNICATIONS	SDN COMMUNICATIONS	SERVICE	2,839.78
TELECOMMUNICATIONS	SOUTHWEST/WEST CENTR	SUPPORT SERVICES	833.33
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	57.39
TELECOMMUNICATIONS	WINDOM AREA HOSPITAL	MIRC PROJECT-IPADS FOR P	2,000.00
TELECOMMUNICATIONS	WINDOM EDUCATION & C	FLASH DRIVES	100.00
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	SERVICE	205.10
TELECOMMUNICATIONS	ZAYO BANDWIDTH	BANDWIDTH BILLING	5,591.72
TELECOMMUNICATIONS	MANKATO NETWORKS LLC	SERVICE	4,530.00
TELECOMMUNICATIONS	HURRICANE ELECTRIC L	SERVICE	1,000.00
TELECOMMUNICATIONS	COGENT COMMUNICATION	SUPPLIES	1,594.83
TELECOMMUNICATIONS	POWER & TEL	MAINTENANCE	300.46
TELECOMMUNICATIONS	POWER & TEL	SUPPLIES	1,943.99
TELECOMMUNICATIONS	MODERN ENTERPRISE SO	MAINTENANCE	813.32
	Total for Department 199		33,612.10*
	Total for Fund 69		33,612.10*
	Grand Total		1,009,432.40*

Application and Certificate for Payment

TO OWNER: City of Window, Minnesota PROJECT: Wastewater Treatment Imp. Window, Minnesota APPLICATION NO: 9 PERIOD TO: 7/27/12

FROM CONTRACTOR: Robert L. Carr Co. VIA ARCHITECT: Bolton & Menk, Inc. CONTRACT FOR: ARCHITECT OWNER
 CONTRACT DATE: CONTRACTOR CONTRACTOR
 PROJECT NOS: FIELD OTHER

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) \$ 1,353,590.00
- 5. RETAINAGE:
 - a. $\frac{5}{100}$ % of Completed Work (Columns D + E on G703) \$ 66,241.50
 - b. $\frac{5}{100}$ % of Stored Material (Column F on G703) \$ 1,438.00
- Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 67,679.50
- 6. TOTAL EARNED LESS RETAINAGE \$ 1,285,910.50
 (Line 4 minus Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 1,112,437.65
 (Line 6 from prior Certificate)
- 8. CURRENT PAYMENT DUE \$ 173,472.85
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 974,089.50
 (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 current payment shown herein is now due.

CONTRACTOR: *[Signature]* Date: August 2, 2012
 By: *[Signature]*
 State of: MINNESOTA
 County of: Lyon
 Subscribed and sworn to before me this
 2nd day of August 2012
 Notary Public: *[Signature]* KATHERINE M. BARTZ
 My commission expires: 1-31-2015
 Notary Public-Minnesota
 My Commission Expires Jan 31, 2015

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 \$ 173,472.85
 (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: *[Signature]*
 By: *[Signature]* Date: 8-6-12

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 Window: _____ Date: _____

Wastewater Treatment Improvements
 Windom, Minnesota

APPLICATION NO. 9
 PERIOD TO: 07/27/12
 APPLICATION DATE:

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	
							%	
2550	Site Utilities	21,000	5,040			5,040	24%	15,960
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	6,300			6,300	35%	11,700
3200	Concrete Reinforcement							
	Material	30,000	30,000			30,000	100%	0
	Labor	15,000	15,000			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	75,000			75,000	100%	0
	Lift Station 3rd Lift	75,000	75,000			75,000	100%	0
	Vault	25,000	25,000			25,000	100%	0
	Miscellaneous Concrete	20,000	17,000	1,500		18,500	93%	1,500
	Subtotal	981,805	643,305	14,000	26,281	683,586	70%	298,219

APPLICATION NO. 9
 PERIOD TO: 07/27/12
 APPLICATION DATE:

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			
5500	Metals	10,725	9,725			9,725	91%	1,000
9900	Painting	15,000		9,300		9,300	62%	5,700
11280	Hydraulic Gates	25,000				0	0%	25,000
11310	Submersible Centrifugal Pumps	215,000	210,000	5,000		215,000	100%	0
11312	Vortex Pumps	50,000	50,000			50,000	100%	0
11321	Grit Separation	50,000	50,000			50,000	100%	0
11335	Mechanical Bar Screen	175,000		175,000		175,000	100%	0
15060	Process Piping Lift Station	40,000	40,000			40,000	100%	0
	Wastewater	20,000		15,000		15,000	75%	5,000
16010	Electrical General Provisions	14,470	5,000	3,000		8,000	55%	6,470
16100	Basic Material & Methods	45,000	10,000	5,000		15,000	33%	30,000
	Subtotal	1,642,000	1,018,030	226,300	26,281	1,270,611	77%	371,389

Wastewater Treatment Improvements
 Windom, Minnesota

APPLICATION NO. 9
 PERIOD TO: 07/27/12
 APPLICATION DATE:

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		1,500		1,500	1,500
16200	Power Generation Systems	130,000		2,000		2,000	128,000
16400	Electric Distribution	20,000		4,000		4,000	16,000
16500	Lighting	5,000			2,479	2,479	2,521
16900	Starters and Motor Controls	10,000		3,000		3,000	7,000
16950	Instrumentation & Controls	450,000		70,000		70,000	380,000
Grand Total		2,260,000	1,018,030	306,800	28,760	1,353,590	906,410

Attachment to
 Application and Certificate for Payment No. 9 (period to 07/27/12)

Contractor: Robert L. Carr Co.

Re: Wastewater Treatment Improvements
 Windom, Minnesota

Subject: Unit price billing

Item A: Interceptor Sewer Replacement	Actual Qty/Unit	Unit Price	Amount
1. Remove Sanitary Manhole		\$500.00	\$0.00
2. 8" PVC Sanitary Sewer Pipe		\$45.00	\$0.00
3. 21" PVC Sanitary Sewer Pipe		\$215.00	\$0.00
4. Sanitary Manhole, DES 4007-48"		\$510.00	\$0.00
5. Sanitary Sewer Manhole DES Special	10	\$1,100.00	\$11,000.00
6. Sanitary Sewer Outside Drop	10.6	\$200.00	\$2,120.00
7. Sanitary Sewer Inside Drop		\$1,750.00	\$0.00
8. Sanitary Sewer Manhole Casting Assembly		\$500.00	\$0.00
9. Chimney Seal, Sanitary Manhole		\$300.00	\$0.00
10. Cleanout		\$800.00	\$0.00
Total - Item A			\$13,120.00
Item B: Inverted Siphon/River Crossing Replacement			
1. Remove Sanitary Manhole		\$500.00	\$0.00
2. 18" PVC Sanitary Sewer Pipe	56	\$48.00	\$2,688.00
3. 6" HDPE DR 11 (DIPS) Trenchless Sanitary Sewer Pipe	220	\$75.00	\$16,500.00
4. 14" HDPE DR 11 (IPS) Trenchless Sanitary Sewer Pipe	220	\$130.00	\$28,600.00
5. Sanitary Manhole, DES 4007-48"	8.5	\$250.00	\$2,125.00
6. Sanitary Manhole, Siphon Inlet Structure	9.2	\$910.00	\$8,372.00
7. Sanitary Sewer Manhole Casting Assembly	2	\$500.00	\$1,000.00
8. Chimney Seal, Sanitary Manhole	2	\$300.00	\$600.00
Total Item B			\$59,885.00

STORED MATERIAL INVENTORY
 Wastewater Treatment Improvements
 Windom, Minnesota

ATTACHMENT TO APPLICATION AND CERTIFICATE
 PER PAY REQUEST NO. 9
 7/27/2012

Item No.	Description	1st Pay No.	Supplier	Invoice No.	Invoice Amount	Amount Stored Prev. App.	Amount Installed Prev. App.	Net Amt. Stored This App.
A	Interceptor Sewer	1	HD Supply (Schmidt)	4029734	24,977.32	15408		15408
A	Interceptor Sewer	2	Hancock (Schmidt)	169207	4,964.24	4964		4964
A	Interceptor Sewer	2	Hancock (Schmidt)	169208	7,507.15	5909		5909
15060	Process Piping/Wastewater Bar/Filter Screen	6	HD Supply Waterworks	4561611	13,925.81	1393	1,393	0
11335	Aqua wash press unit	7	Parkson Corp.	5120070	83,259.38	83260	83,260	0
16500	Lighting	7	Parkson Corp.	Contract	39,543.75	39544	39,544	0
16500	Lighting	8	Meier (Graybar)	959324465	739.69	740		740
16500	Lighting	8	Meier (Graybar)	959677017	1,738.66	1,739		1739
TOTALS					176,656.00	152,957.00	124,197	28,760

INVOICE

AUTOMATIC SYSTEMS CO.

BOX 120359
ST. PAUL, MN 55112
(651) 631-9005

CUSTOMER NUMBER	MEIE01
JOB NUMBER	20120204
DESCRIPTION CODE	67,75
TAX CODE	MN-TX-00
INVOICE NUMBER	25603 S
INVOICE DATE	7/30/2012

SOLD TO

Meier Electric
1004 West Main
Marshall, MN 56258

SHIP TO

Windom, City of
% Meier Electric
Wastewater Treatment Plant
400 South Drake
Windom, MN 56101

OUR ORDER NO.	YOUR ORDER NO.	TERMS	SHIP VIA	PPD or COLL	SALES
40562S	Signed Quotation	SEE BELOW	See Below	X	BA
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT		
One (1)	Lot of Engineering & Approved Submittals	\$39,200.00	\$39,200.00		
One (1)	Lot of Materials & Equipment Consisting of One (1) Custom 800A Switchboard (Above shipped on 7/23/12)	\$26,115.00	\$26,115.00		
	Sub Total:		\$65,315.00		
	Sales Tax (Minnesota 6.8750%) - Material Only		\$1,795.41		
	No Shipping/Delivery Charges Applicable				
	Total:		\$67,110.41		

Unless other arrangements have been made and approved in writing by this office at time of order, payment is due in full and payable 30 days from the date of invoice, unless start up service is required prior to the expiration of the 30 days, in which case payment is due in full prior to start up. Your payment to us will not be dependent or contingent upon receipt of payment by you from any other party. Any balance remaining due 31 days beyond the invoice date will be subject to a 1.5 percent monthly service fee until paid.

ORIGINAL