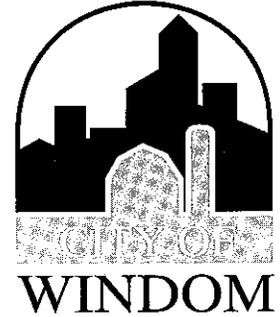


**Council Meeting
Tuesday, September 4, 2012
City Council Chambers
7:30 p.m.
AGENDA**



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–August 21 & 28, 2012
2. Consent Agenda
 - Minutes
 - Telecommunication Commission- August 7, 2012
 - Utility Commission – August 22, 2012
 - Community Center Commission – August 27, 2012
 - License Applications
 - Exempt Gambling Permit – Windom Area Hospital Foundation
 - Business Solicitation – Rada Cutlery – Vickie Steenhoek
 - Correspondence
 - Relay for Life
3. Department Heads
4. First Reading –Disruptive Intoxication Ordinance
5. Multi-Agency Law Enforcement Joint Powers Agreement
6. Preliminary 2013 Budget Levy
7. Establish 2013 Budget Hearing Dates
 - 7:00 p.m. - December 4, 2012 – 2013 City Budget Public Input
 - December 18, 2012 – Adoption of 2013 Budget and Levy
8. Personnel – Overtime Policy
9. New Business
10. Old Business
11. Regular Bills
12. Contractor Payments
 - 2012 Sealcoat Project - Astech Asphalt - \$35,602.91
 - 2012 Street Project – Svoboda Excavating, Inc. - \$102,995.25
13. Council Concerns
14. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
August 21, 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; Aaron
Backman, EDA Director and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Maricle noted an error on item 15 as the vote shows Jones absent. Nasby noted the correction.

Motion by Fossing second by Maricle, to approve the City Council minutes from August 7, 2012 as amended. Motion carried 4 – 0 (Ray absent).

5. Consent Agenda:

Kruse noted the minutes from the following Boards and Commissions:

- EDA Commission – August 13, 2012

Kruse said there was also correspondence from Bernie Wisdorf.

Motion by Maricle second by Powers, to approve the Consent Calendar as presented. Motion carried 4 – 0 (Ray absent).

6. Department Heads:

None.

7. Resolution Ordering Feasibility Report – 2013 Street Project:

Bruce Caldwell, Streets & Parks Superintendent, said that this project was discussed by the Council at the August 7, 2012 meeting and the action tonight was to formally request a feasibility study.

Council member Powers introduced the Resolution No. 2012-45, entitled “RESOLUTION ORDERING PREPARATION OF REPORT ON 2013 STREET IMPROVEMENT PROJECT” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Powers, Fossing, Jones and Maricle. Nay: None. Absent: Ray. Resolution passed 4 – 0.

Powers asked about the time line for getting back the feasibility study. Nasby said he had not been given a firm date from the engineer, but anticipated that it would be 45-60 days as the project plan will also go back to the Utility Commission before it comes back to the City Council.

8. North Windom Industrial Park – Street Lighting Petition:

Aaron Backman, EDA Director, provided an overview of the project and information in the packet. There would be a total of seven new street lights, with two of them being owned and operated by Cottonwood County at the intersection of Highway 71 and County Road 15. The remaining five street lights would be located within the industrial park. These lights would be owned and operated by the City. The proposal for the lights is to have them be LED models, which will save on long-term energy costs. The estimate for the installation of these five lights is \$20,884.93 as detailed by the Windom Electric Department cost projection. The EDA is requesting that the petition for street lights be approved by the City Council.

Jones asked if all the lights were LED. Backman clarified that the LED models would be only the five City-owned lights as the County is opting for standard models.

Motion by Maricle seconded by Jones to approve the street lighting petition from the EDA for the North Windom Industrial Park as proposed. Motion carried 4 – 0 (Ray absent).

9. Call for Public Hearings:

Backman said that he is requesting that the City Council set two public hearings for September 18, 2012 for the Small Cities Development Program (SCDP) and a Tax Abatement proposal.

First, the SCDP is requesting all grant recipients to hold public hearings to update the public on project status related to the housing rehabilitation project that is underway. This proposed hearing will cover the SCDP project that was done jointly between Windom and Mt. Lake.

Powers asked why the combination with Mt. Lake. Backman said the State is encouraging these partnerships and giving extra or bonus points to grant applications showing partnerships.

Jones asked how the grant funds were divided. Backman said that there was a pre-application period to sign up property owners and based on these numbers the State divided the grant award between the two communities.

Fossing asked how much grant money was given to the City of Windom for its residents. Backman said about \$250,000 of new grant funds, but the City also had SCDP funds that had been repaid from prior projects so the amount of funding available for Windom projects was higher than the \$250,000.

Powers asked how many participants there were in the target area. Backman said he did not know that number, but would research it and get an answer back to the Council.

Council member Fossing introduced the Resolution No. 2012-46, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING ON THE CURRENT SMALL CITIES DEVELOPMENT PROGRAM” and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Fossing, Jones, Maricle and Powers. Nay: None. Absent: Ray. Resolution passed 4 – 0.

The second public hearing request is for proposed tax abatement for 1905 1st Avenue, a property owned by Global Investments LLC and leased to Big Game. The EDA Commission has recommended the setting of a hearing. Backman said that the property owners are anxious to proceed to get as much done as possible this fall and demolition has started. The company anticipates \$500,000 in renovation expenses and will be bringing in 6-8 new employees. Cottonwood County will also be asked to set a hearing as each of the taxing bodies are able to participate or not in tax abatements.

Powers asked about the amount of the abatement requested. Backman said based on the renovation cost the abatement would be about \$15,200 a year, but the Council can set the number of years.

Jones asked if the tax abatement could be structured as a declining scale and if there were other tax abatements that the City has approved. Backman said that tax abatement agreements can be structured a variety of ways so a declining percentage is possible. Also, the City has approved tax abatement for New Vision Coop within the last two years.

Council member Maricle introduced the Resolution No. 2012-47, entitled “RESOLUTION CALLING FOR A PUBLIC HEARING ON THE ESTABLISHMENT OF A TAX ABATEMENT PROGRAM” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Jones, Maricle, Powers and Fossing. Nay: None. Absent: Ray. Resolution passed 4 – 0.

10. Donations – Matching Funds for Entrance Signs:

Backman said that these funds were raised from local businesses as a match to the \$30,000 Remick Foundation grant. There were 31 donors and \$34,000 was raised to cover the estimated cost of the signs that is about \$64,000. He noted the permits needed from MN DOT are pending and that an easement agreement with a local property owner has been obtained.

Powers asked about the private property easement on Highway 60. Backman said it is necessary to have this sign located outside of the current right of way due to the future expansion of Highway 60 into four lanes.

Kruse thanked the businesses that donated to the project and read the list of names. The Council also thanked the businesses for their donations and support for the project.

Council member Powers introduced the Resolution No. 2012-48, entitled “AUTHORIZATAION TO ACCEPT DONATIONS OF MATCHING FUNDS FOR ENTRANCE SIGNS” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Maricle, Powers, Fossing and Jones. Nay: None. Absent: Ray. Resolution passed 4 – 0.

11. Donation from Douglas and Rose Purrington – Windom Fire Department:

Council member Fossing introduced the Resolution No. 2012-49, entitled “AUTHORIZATAION TO ACCEPT A DONATION FROM DOUGLAS AND ROSE PURRINGTON FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Powers, Fossing, Jones and Maricle. Nay: None. Absent: Ray. Resolution passed 4 – 0.

Kruse and the Council thanked the Purringtons for their donation.

12. 2011-2012 Windom Area Hospital Annual Audit:

Gerri Burmeister, CEO; Kim Armstrong, CFO and Al Peterson, Board Chair introduced themselves.

Armstrong reviewed the audit information from CliftonLarsonAllen, the hospital’s auditors. The information is contained in the two booklets in the Council packets. Overall, assets are increasing and liabilities decreasing which is favorable as is the financial condition of the hospital. The computer conversion at the facility has been the largest project this last year and is nearing completion. Armstrong reviewed the Windom Hospital’s rankings and comparisons with other hospitals reviewed by CliftonLarsonAllen, which showed the Windom hospital was doing well, but the area identified for improvement is the age of the facility so renovations are needed.

Burmeister said that new regulations stating “meaningful use” and software upgrades were part of the computer conversion to the One Chart system. If there was not an upgrade then the Medicare program would do a 1% reduction on their reimbursements. The federal Health Care Reform Act is causing many changes to health care and the upcoming elections add uncertainty into the situation. Quality outcomes will impact the federal health reimbursements.

Peterson said that the economic downturn since 2008 has affected the hospital, but not to the extent they had feared. This is due to the quality work of the hospital management and staff. As noted the conversion to the One Chart system has been the biggest project over the last 1-2 years, but digital mammography has also been added. The digital mammography has done 61 studies so far and many more people will be assisted. The master facilities plan is the next item for the hospital board to work on as the audit results showed a lag on the “age of facilities” comparison graph for “gold standard” hospitals. Surgical areas and patient outreach are the first two items in the facilities plan and the improvements will focus on providing quality outcomes.

13. Southwest Regional Development Comm. – MN Green Steps Cities Development Program:

John Shepard, Planner with the Southwest Regional Development Commission (SRDC) introduced himself and the background on the MN Green Steps program. Shepard had handouts for the City Council on the program and noted that participation is voluntary with a listing of benchmark activities to be achieved, which some are mandatory and the others can be selected by the community if they chose to participate. The focus is on energy conservation, conservation planning and sustainability including green jobs, environmentally friendly activities and renewable energy. Items like land use planning are included covering topics like density choices, street designs and access management.

Shepard noted that the cities of Marshall and Luverne have decided to participate in the Green Steps programs and awards or recognition is possible. The program is done in partnership with the Minnesota League of Cities.

The Mayor and Council thanked Shepard for the presentation and information.

14. Annual Firefighters Relief Association Report:

Maricle said that he would be abstaining from discussion and voting on this item as he is covered by the Relief Association as an active firefighter; however, he could answer questions as the Fire Department’s representative could not be in attendance.

Nasby referred the Council to the Relief Association in the packet and noted that the fund is solvent with its assets exceeding the liabilities. This is important as the City is the responsible party to address shortfalls. Currently the annual contribution from the City to the Relief Association is \$5,000.

Preliminary

Maricle said that the Relief Association has been responsive to changing their benefit level if needed to remain solvent. Nasby concurred that the Relief Association had reduced their benefit in the recent past to keep the fund solvent.

15. Disposition of Radio Equipment:

Nasby said that this item had been discussed a couple months ago when the Council had received a request from Rod Byam with the Civil Air Patrol for the donation of the City's obsolete radio equipment as it can still be used by ham radio operators. At that time the City Council requested that staff research the value for the obsolete equipment. Nasby said the research has indicated that there is no value to the old equipment other than recycling as there is a glut of obsolete equipment on the market due to the State-wide conversion to the narrow band, digital ARMER system. The City's radio vendor, Alpha Wireless, the County Emergency Management Coordinator and City Department Heads are recommending the equipment be recycled. Nasby had contacted a private firm that purchases used radio equipment and provided them with a list of the radios from the Fire Department. The firm said the radios would be valued at \$150 and the City would incur shipping costs.

Motion by Powers second by Maricle to contact the Civil Air Patrol to inquire if they were still looking for radios and to donate equipment to them if requested and then to recycle the remaining items. Motion carried 4 – 0 (Ray absent).

16. Personnel – Overtime Policy:

Nasby said that the Personnel Committee had discussed clarifications and documentation of the City's overtime policy for its employees. The model policy from the League of Minnesota Cities (LMC) was used and slightly modified to fit the City's needs. This policy is needed to insure the consistent application of the practices.

Maricle said he had several questions related to the proposed policy. First, there is a sentence stating that employees must use accrued compensatory time in the year it was earned and there is no carry over. The Federal Labor Standards Act shows that the City cannot have a "use it or lose it" policy. Nasby said that the language could be removed, but he would research this with the LMC. Second, the exempt employees list (non-overtime eligible) includes the Library Director and is that position paid hourly. Nasby said it is a salaried position. Last, Maricle noted that there was language saying an exempt employee could take off some flex time if they worked over 40 hours a week, but there is language also saying the City could deduct pay from an exempt employee if they were absent from work without using leave. Nasby said he would clarify that with the LMC staff.

Caldwell said that the practice he uses to take some flex time off when there are weeks he works additional hours due to the needs of his job and department. These flex hours are taken in the same pay period so he essentially starts over each pay period and would not carry earned hours over from one pay period to another. Kruse said that practice is what this proposed policy affirms.

Preliminary

Consensus of the Council was to research the questions that had been raised and to request the City Attorney to review the revised policy and bring it back at the next meeting.

17. City-wide Clean-up Event:

Nasby said that the County has been contacted and they are suggesting the City not schedule the city-wide clean-up until October as they are awaiting operations at the new landfill cell. The vendors have been contacted and are available all of the October 2012 weekends. As requested, staff also obtained quotes for the pick-up and those quotes are shown in the Council packet from Hometown Sanitation and Waste Management.

Jones said he would like to have the clean-up as soon as possible. Nasby said that is staff's intent, but if the landfill cell were not ready there may be an issue with doing the first two weekends in October. Jones noted there is still some time before advertising starts so if it were to change we could still make adjustments. As such, he would propose tentative dates.

Motion by Jones seconded by Fossing to set the 2012 City-wide Clean-Up for October 6th and October 13th and to award the contract to Waste Management for \$51.50\ton. Motion carried 4 – 0 (Ray absent).

18. New Business:

Kruse said the City had been contacted by the Coalition of Greater Minnesota Cities (CGMC) to co-host a candidate forum for Senate District 22. The candidates are the current Mayor of Worthington and former Mayor of Luverne so Windom would be a neutral site.

Nasby said the CGMC has done these candidate forums in the past and would have a number of issue questions related to local government aid and environmental regulations related to wastewater and/or energy generation.

Motion by Powers seconded by Jones, to approve the City of Windom co-hosting a candidate forum for Senate District 22 with the CGMC. Motion carried 4 – 0 (Ray absent).

19. Unfinished Business:

Nasby noted the Board of Appeal and Equalization training on September 5, 2012 at Cottonwood County.

20. Regular Bills:

Motion by Jones seconded by Powers, to approve the regular bills. Motion carried 4 – 0 (Ray absent).

21. Contractor Payment:

Kruse said there was one contractor payment request from R.L. Carr Company in the amount of \$173,472.85.

Mike Haugen, Water\Wastewater Superintendent said that the bar screen was completed and the generator had arrived on-site so electrical work was proceeding.

Fossing asked if the project were on schedule for completion. Haugen said the project should be completed within a month as scheduled.

Jones asked about the bill from Automated Systems that was in the contractor payment. Nasby said it was part of the pay request as stored materials.

Motion by Maricle seconded by Powers to approve the contractor payment to R.L. Carr Company for \$173,472.85. Motion carried 4 – 0 (Ray absent).

22. Council Concerns:

None

23. Adjourn:

Kruse adjourned the meeting by unanimous consent. Meeting adjourned at 8:51 pm

Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special Council Meeting with Park & Recreation Commission
Windom City Hall, Council Chamber
August 28, 2012
7:00 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Kruse at 7:00 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 |
| Parks & Rec Commission: | Terry Fredin, Kay Clark and Jeff LaCanne |
| City Staff Present: | Steve Nasby, City Administrator; Marv Grunig,
Electric Utility Manager; Al Baloun, Recreation
Director; Brad Bussa, Community Center Director
and Terry Glidden, Telecom |

3. Pledge of Allegiance

4. Windom Arena – Long Range Planning:

Kruse said that the City Council has been working on its long-range Capital Improvement Plan and the future of the Arena was one item that had risen for additional discussion. He welcomed everyone to the meeting and asked that everyone introduce themselves and any user group they were representing.

Following introductions Kruse said he would call on representatives of each of the user groups for their perspectives on the Arena, future plans and goals.

Windom Area Youth Hockey Association

A PowerPoint presentation was given showing three options, which included doing nothing, renovating the current facility and construction of a new facility. Each option had pros/cons that were discussed. The hockey association discussed their goal would be to have year-around ice time and maybe a new facility could accommodate both ice and livestock shows. At this time, Windom is not getting additional tournaments due to the facility and many hockey parents take their kids out of town for other practice venues when the Windom Arena is shut down. A new facility would attract people to town and keep money in Windom.

Preliminary

Minnesota Palomino Horse Association

The horse shows we have in the Arena do bring people to town which is good for the local economy. There were 200 stalls for the last show and people came from Minnesota and other states. The horse show participants would like to see some renovations to the showers, locker rooms and the addition of more camping sites at the Arena.

Windom Figure Skating Club

The figure skating club wants to insure that there will be adequate ice time for their participants whether there is a new facility or the Arena is renovated. Improvements are needed for the locker rooms as they had 115 participants last year, which come from a number of communities in the area. About 20 kids go to New Ulm for private lessons when Windom's facility is shut down so they see the need for more ice time that a new facility could provide. Their club would also like to see the rental skates updated.

Cottonwood County Agricultural Society (aka Fair Board)

They always use the Arena for the County Fair events, which is nearly all of their use of the facility. They pay the City for this use and the City leases property from the Fair Board. They cannot compete with the large venues for entertainment so they focus on small or free shows during the Fair. The Fair Board noted that they have a very limited budget, but are certainly willing to work with any partners or user groups. If there is a possibility of grants for improvement they would be open to partnering.

Windom Area School District

The school uses the facility as their emergency shelter for Winfair Elementary and for their physical education classes when there is ice. The school also does all of the scheduling for the hockey programming and noted that additional ice would be beneficial to accommodate all of the users. There is no financial connection between the School District and the Windom Area Youth Hockey Association.

Arena Booster Club

Their items were the same as has been stated by the prior comments for the Minnesota Palomino Horse Association.

Saddle Club

Their items were the same as has been stated by the prior comments for the Minnesota Palomino Horse Association.

Racquetball and Wallyball Users

Many people from the community and surrounding area use the courts for activities as well as the Windom School District and other districts. There is a maintenance issue as the walls are warping and there may be mold in the outer wall due to the lack of a moisture barrier. Improvements could be made to the general housekeeping. Improvements to the locker areas and bathrooms are needed. There is a youth program for racquetball that has been developed by an interested citizen with over 40 kids participating. The courts are seeing this use and it could increase as the program develops, which is an opportunity for the City's Recreation Department to develop programming and activities. The wallyball groups generally play on Tuesday evenings and Thursday evenings.

Adult Hockey (Warriors Club)

Their issues are much the same as the points raised by the Windom Hockey Association. This club uses the facility on Wednesday evenings when the youth are generally at church activities. The income from Warrior's hockey is about \$3,500 to \$4,000 annually.

Minnesota Quarter Horse Association

Did a show in June at the Windom Arena and it was well attended. The facility is generally adequate for their needs, but the number of participants in horse shows is dropping as there are fewer participants and other venues available. A covered warm up area for their horses would be appreciated and the newer arenas also have connected stalls so participants can completely stay under a roof in the event of bad weather. All the user groups need to work together to find the right solution. A question was asked about separating the revenues and expenses related to each user group (e.g. hockey, livestock shows and racquetball/wallyball) would be helpful in future discussions. Another question would be the future use of the existing arena if a new one were built. Last, they noted that maintenance and upkeep is very much needed at the current facility.

Kruse asked if there were additional comments or questions. Seeing none he asked the City Council for their remarks.

Jones thanked all of the attendees for coming to the meeting and for the input. He noted that the Arena is only one part of a large capital plan and other large projects such as a Fire Hall and Street Reconstruction projects are also under consideration, as such finances will be competitive and the City may have to look other places to raise the revenue needed to accomplish these projects. He asked that the Windom Youth Hockey Association get the operational information from the other communities they contacted to the City Administrator for comparison to the City's costs.

Kruse again thanked everyone for attending.

Preliminary

Jones said that the City and the people wanting a new facility will need to consider both the operational costs and any debt service costs and how these can be accounted for within future City budgets.

One other comment from the audience was that another aspect to getting more visitors to the community should be more hotel\motel space with a swimming pool amenity. Jones said that the City Pool is another project on the Capital Improvement Plan that needs to be discussed and options may exist for a public\private partnership. It was noted that this may already exist in Sheldon, Iowa between the City and a hotel.

Kay Clark, Parks & Recreation Commission suggested possible partnerships with the School similar to the Redwood Falls facility.

Nasby noted that the user groups and public participants are interested in the next steps the Council intends to take regarding the Arena discussion and the timing.

Maricle suggested finishing up the 2013 budgeting and then have a more comprehensive discussion on the larger Capital projects. Nasby said the budget meetings with the Department Heads are usually late September or early October and that the dates had yet to be set.

Jones reiterated that the Council will have to balance many projects with revenue and possible resources.

5. New Business:

None.

6. Unfinished Business:

None.

7. Adjourn:

Kruse adjourned the meeting by unanimous consent. Meeting adjourned at 8:47 pm

Kirby Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

Telecommunication Commission Minutes
Aug 7th, 2012

1. Call to Order:

Wendell Woodcock called the minute to order at 11:34am

2. Roll Call:

Commission Members Present: Wendell Woodcock, Virgil Meier, Forrest Fosheim, Corey Maricle

Commission Members Absent: Dominic Jones

City Staff Present: Dan Olsen, Londa Fosheim

Public Present: None

3. USAC:

Universal Service Administrative Company bills Windomnet for forecasted revenue. Windomnet has been absorbing the cost in the past.

Motion made to add Universal Service Administrative Fee to customers bill. Motion made by Forrest, 2nd by Virgil. All in favor.

4. Budget:

Dan is working on the Telecom Budget. Budget will pretty much mirror last years budget taking into account SMBS revenue coming in. Expense side my go up some as the need for updated equipment and upgrades to keep up with extra customers being added with Windomnet & SMBS.

5. Managers Report:

Olsen stated that SMBS is going 100 miles an hour. SMBS has been very busy with Jackson intalls. SMBS will be starting rural drops, have over 200 signed up now.

Windomnet will have a worker out for surgery at end of month, may need to sub contract to help fill in while full time worker out.

AC's keeping up and working ok at both the NOC and the Headend building.

Olsen stated the dishes at the headend are getting old, will have to keep that in mind the next year or so.

Olsen stated there was a Fiber cut on River Road, toll cable to Onvoy Hut. Rerouted customers till Windomnet can repair the cut.

Olsen stated Windomnet & SMBS workers are very busy with Installs, upgrades, and locates.

Olsen mentioned the Calix Conference set for Oct, 2012 to the Telecom Commissioners

6. Commissioner's Comments & Concerns:

Wendell asked about adding more HD channels to the lineup. Windomnet will look into it.

7. Adjourn:

Wendell adjourned the meeting at 1:00.

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
August 22, 2012

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. on August 22, 2012 in the City Hall Council Chamber.

Members Present: Utility Commission Chairperson: Mike Schwalbach

Member Present: Tom Riordan, Glen Francis

Member Absent: None

City Council Liaison: Dominic Jones, Present

Staff Present: Steve Nasby, City Administrator; Chelsie Carlson, Finance Director/Controller; Marv Grunig, Electric Utility Manager; and Mike Haugen, Water / Wastewater Superintendent

Others Present: Greg Miller (PM Beef Holdings, LLC) and Steve Meyer (PM Beef Holdings, LLC), Kelly Yahnke (Bolton & Menk)

APPROVE MINUTES

Grunig suggested modifying the minutes regarding the North Industrial Park Street Light Proposal to state the ongoing energy consumption will be funded by the Street Department.

Motion by Riordan, seconded by Francis, to approve the July 25, 2012, Utility Commission minutes with changes suggested. Motion carried 3-0.

WATER/WASTE WATER ITEMS

PM Beef Windom – Greg Miller and Steve Meyer updated the Commission on their potential expansion project. Miller explained investors are visiting the plant on September 6th and have requested to meet with Commission members. Miller and Haugen have arranged for the visitors to tour the City facilities at 10:00 a.m. on September 6th and would like to meet with the Commission at 1:00 p.m. The meeting is to discuss PM Beef's expansion plans and determine what support the City could provide toward the plant's water and wastewater needs after the expansion.

The engineers for the City and PM Beef are working out the details of what water and wastewater requirements are needed for the potential expansion. The Commission requested to have those details available for discussion prior to the September 6th meeting with the PM Beef investors.

PM Beef Windom SIU Agreement - Kelly Yahnke presented a memo to the Commission regarding the proposed changes to the PM Beef permitted wastewater flow and load. The immediate request by PM Beef is to increase their average daily flow by 100,000 gpd to a total of 700,000 gpd with no change to the current permitted loading. Yahnke reported the additional flow of 100,000 gpd is within the facility design and there are no hydraulic concerns however there are nitrate considerations and careful consideration should be given to any proposed changes that reduce the current CBOD to TKN ratio that will limit the ability of the facility to denitrify. The long-term PM Beef expansion request would require a significant facility upgrade and was not addressed with the current evaluation.

Yahnke asked the Commission if they wanted to amend the existing agreement for the immediate request or re-negotiate the entire agreement to accommodate both the immediate request and the long-term expansion request. The Commission decided the current agreement could be amended to adjust the TKN load, additional flow request, and clarify the reason for the credit on the current agreement. The entire agreement would be reworked later for the long-term expansion. Yahnke will work with PM Beef's engineer to review the proposed loadings prior to September 6th meeting with PM Beef investors.

Minnesota Pollution Control Agency - Haugen distributed a memo from the Minnesota Pollution Control Agency indicating that the MPCA was notified of a release and possible contamination from the WWTP. Yahnke and Haugen reported the tank has since been removed and clean-up of the surface has been completed. MPCA has indicated this is not a high priority item so the report to the MPCA detailing the results of the investigation or conclusion that excavation was sufficient to clean up the release is due within 10 months. Staff is working on completing the necessary paperwork to submit to the MPCA.

Windom Landfill Sampling Events – The results from the July 26, 2012 sample indicate the MW-5A concentrations continue to decline but this is the third consecutive quarter that vinyl chloride has exceeded the 1.0 ug/L threshold. Pumping operations were started on June 1, 2012 and another sample will be taken in October.

Wastewater Treatment Plant Project – Yahnke reported work is progressing on the new lift station and interceptor. The electrical is now complete on the new lift station.

2013 Street Project – Haugen reported the City Council called for a feasibility study to be completed on the proposed 2013 Street Project. The study should be completed sometime in October. Jones informed the Commission that he plans to review the special assessment process as part of reviewing the plans for the 2013 Street Project.

6th Street/River Road Project – Haugen reported work on 6th street and River Road has been completed. Gas services are still being completed on River Road. The paving of River Road and 6th Street will be completed after Labor Day.

Lead/Copper Tap Water Monitoring Report – A report from Minnesota Department of Health was presented indicating that the results of the recent lead/copper monitoring concluded that the public water system has not exceeded the action level for lead and has not exceeded the action level for copper. The next round of lead/copper monitoring is scheduled for June 2015.

ELECTRIC ITEMS

Central Air “Bonus Bucks” Rebate Program Wrap-up and Analysis – The Bonus Bucks rebate program ended July 31. The budget for the program was set at \$30,000 with a maximum of 55 units. The final amount of rebates issued was \$20,850 for 24 units. There were 21,590 estimated savings of kwh on the 24 units replaced. Grunig reported there will be additional state regulations next year to qualify for the rebates.

2012 Summer Energy Costs – Grunig presented an analysis showing 7 year historical energy consumption levels and average costs/kWh for August and September bills. The results of the analysis indicate that August bill kWhs consumed levels were record setting and costs were relatively stable. The September bill kWhs consumed amounts are not completed yet but are also expected to be record setting. Grunig explained this analysis indicates the reason customers have higher bills is due to higher consumption and not higher power costs.

North Industrial Park Street Light Proposal – Grunig presented a revised quote from Electric to provide street lighting for the North Industrial Park. The quote amount for \$20,884.93 is for five lights and includes amounts for materials, labor and equipment usage.

WPPI Purchase Update – Grunig reported the last approval was received on the WPPI contract and energy deliveries began on August 8th. The final allocations of MW’s were also presented.

Electric Bucket Truck Purchase – Grunig reported he is replacing the small electric bucket truck. The chassis been ordered through Higley Ford in Windom.

OLD BUSINESS

None

NEW BUSINESS

A Special Meeting is scheduled for September 6th at 12:00 p.m. to further discuss the request by PM Beef Windom prior to meeting with PM Beef investors.

The next regularly scheduled Utility Commission meeting will be held on September 19th at 10:00 a.m.

The meeting was adjourned by unanimous consent at 12:00 p.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes
Monday August 27, 2012

1. Call to Order: The meeting was called to order by Vice President Kelly Woizeschke at 5:39 p.m.

2. Roll Call:

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

3. Approval of Minutes:

Motion by Linda Stuckenbroker, seconded by Hilary Mathis to approve the May 29, 2012 Community Center Commission Minutes. Motion carried 3-0

4. Additions to the agenda:

Added to Directors Report

5. Correspondence: Looks Phenomenal

6. President's Report:

Nothing to Report

7. Director's Report:

- a. Budget and Capital Outlay: WCC Director Bussa told Commission that he had met with the City Administrator and City Financial Director Controller with the first draft of 2012 Budget and Capitol Outlay. Budget will now go to budget workshop as soon as date has been set.
- b. WCC Director Bussa notified Commission that on Sat. August 11, 2012 at 3:40pm it was found that the front secretarial computer had been accessed. Upon further investigating, the staff had determined access had been gained at 6:59pm Friday August 10, 2012 during Senior Activity. Director told Commission that the incident had been reported to Windom Police Department. Commission advised Director to send letter to Friday Night Senior Club and notify them of incident and importance of not allowing outside public entrance to WCC.

9. Resource Management:

Schedule of Events: Sept. solid full for weekends, Oct. has Taste of Home, Craft Show, Wedding, and Gun & Knife Show scheduled

Income & Expense: looks good and are on track

10. Miscellaneous:

Nothing to Report

11. Open Forum:

Nothing to report

12. Next Meeting:

Monday September 24, 2012 @ 5:30 pm

Adjourn:

Motion by Kelly Woizeschke, seconded by Hilary Mathis, to adjourn the meeting at 6:20 pm. Motion carried 4-0.

Wayne Maras, WCC President

Hilary Mathis, WCC Secretary

Attest: _____
Brad Bussa, WCC Director



Windom Area Hospital Foundation

August 21, 2012

Steve Nasby
City of Windom
PO Box 38
Windom, MN 56101

Dear Mr. Nasby and City Council Members:

As a city-owned hospital, Windom Area Hospital has provided quality health care services to our community for over thirty years. As you've likely seen in the news, costs of providing state-of-the-art equipment and training for our staff have skyrocketed in recent years. To counteract the detrimental effect these rising costs could have on our local facility, we established the Windom Area Hospital Foundation in 2002 to provide charitable support for the medical and educational programs of Windom Area Hospital, apart from normal operating expenses.

Over the past year, the Foundation has been raising funds for digital mammography equipment for the hospital's Imaging Department. Thanks to the success of last year's Breast Health Walk and associated raffle, we were able to install that equipment last month. This year, we'd like to hold 2 raffles, with the proceeds from both helping local patients deal with the associated costs of breast health screenings, diagnostic exams, and possible treatments. The prize raffle, with a variety of prizes all donated from area businesses, will have tickets for \$10.00 each. In addition, a 50/50 cash prize raffle will have tickets for \$1.00 each. We would like to hold the drawings in conjunction with our 2nd annual community "Breast Health Walk" on Saturday, October 13th. While this walk will start and end at the Windom Middle/High School, the actual drawing will be held at Jack Slade's Steakhouse at 12:00 noon.

In order to obtain our exempt gambling permit, the state requires that we receive permission from our city to conduct the raffle. I am writing to respectfully request that the next Windom City Council agenda include consideration of granting the Windom Area Hospital Foundation permission to pursue a gambling license. We appreciate your assistance in helping to strengthen healthcare in our community!

Sincerely,

Katie Slette, SPHR

Director of Marketing and Human Resources
2150 Hospital Drive • PO Box 339 • Windom, Minnesota 56101 • (507) 831-2400 or (507) 427-2700

www.windomareahospital.com • Fax: (507) 831-5749

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

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

ORGANIZATION INFORMATION

Organization name: Windom Area Hospital
 Previous gambling permit number: x-35546-11-001

Minnesota tax ID number, if any: 678-3331
 Federal employer ID number (FEIN), if any: 23-7159870

Type of nonprofit organization. Check one.

Fraternal
 Religious
 Veterans
 Other nonprofit organization

Mailing address: PO Box 339, 2150 Hospital Drive
 City: Windom State: MN Zip code: 56101 County: Cottonwood

Name of chief executive officer [CEO]: Gerri Burmeister
 Daytime phone number: (507) 831-2400
 E-mail address: Gerri.Burmeister@sanfordhealth.org

NONPROFIT STATUS

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

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803
- IRS income tax exemption [501(c)] letter in your organization's name.**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**
 If your organization falls under a parent organization, attach copies of **both** of the following:
 - a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 - b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
 Jack Slades Steakhouse

Address [do not use PO box]: 2390 Hwy 60 E.
 City or township: Windom Zip code: 56101 County: Cottonwood

Date[s] of activity. For raffles, indicate the date of the drawing.
 Saturday, October 13th

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

Bingo*
 Raffle
 Paddlewheels*
 Pull-tabs*
 Tipboards*

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name _____

Signature of city personnel _____

Title _____ Date _____



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

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

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

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature *Gerri Burmeister*

Date *8-21-12*

Print name Gerri Burmeister



REQUIREMENTS

Reset form

Complete a separate application for:

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

Send application with:

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

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

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

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

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

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

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

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

paid 60.00
312312
83643
CK # 1027

Solicitor's Name: Steenhoek Vickie Ann
Last First Middle

Date of Birth: 12/18/74

Driver's License Number: T280245291310 State of Issue: MN

Address: (Street, City, State, Zip) 825 18th St; Windom MN

Name of Business or Organization: Rada Cutlery, Thirty-one, Blessings Unlimited

Address of Business or Organization: NH of home

Phone # () 831-0092

Purpose of SOLICITATION: Advertising. Would like to drop off ~~ad~~ catalogs at front door to about 60 homes, break rooms.

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

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

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

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

8/22/12
Date

Vickie Steenhoek
Applicant's Signature

I have on August 23, 2012 collected from applicant \$ 60.00 as prescribed in Section 6.40 of the City Code.

City Clerk

Referred to the Police Chief on 8/23/12.
Recommendation: Approved Disapproved _____. If disapproved, give reason: _____

08/23/12
Date

Scott Felt
Police Chief

Approved by the City Council on _____, 19____.

Thank You . . .



AMERICAN CANCER SOCIETY RELAY FOR LIFE

Celebrate

Remember

Fight Back

August 1, 2012

To: City of Windom

On behalf of the Committee of the 14th annual Cottonwood County Relay For Life held in Windom on July 27th, THANK YOU for letting us use the 2 benches at the entrance to the City offices at the Relay For Life. Your support of the Relay and the broader mission of the American Cancer Society to STOP cancer is truly appreciated. Special thanks from those who needed the benches and from all whose life has been touched by cancer.

Sincerely,

Carol S. Hartman
Survivor Celebration Chair
Cottonwood County Relay For Life



WINDOM POLICE DEPARTMENT

PO BOX 38, 444 NINTH STREET
WINDOM, MN 56101

Scott Peterson, Chief

PHONE: (507)831-6134 / FAX: (507)831-1957



August 30, 2012

Dear Mayor, Council Members and City Administrator:

This memorandum is in regards to the proposed Disruptive Intoxication ordinance that is scheduled for discussion at the meeting scheduled for September 4th, 2012. I wanted to share with you some background on what my views are with this proposal.

During my tenure with the Police Department, I have witnessed several instances where our staff was faced with intoxicated individuals causing a disruption and interfering with the quality of life of other residents of the community. This type of conduct did not fit the Minnesota Statute of "Disorderly Conduct." Essentially, we were faced with limited options. In some situations, the individuals would move onto other parts of the city and continue their conduct. It is the intent of this ordinance to hopefully provide our officers with the tools to maintain public order.

This is not a public intoxication ordinance. Such ordinances are prohibited in Minnesota by statute. Under this proposal, an individual can still be intoxicated in public. Individuals would still be able to walk home after drinking and face no consequence. They could not however, create problems for other people or themselves. The proposed ordinance is very specific in what types of conduct would result in arrest or citation.

There are several Minnesota cities that have this type of ordinance. The City of Redwood Falls' ordinance was used by our City Attorney as a model for development of this proposal.

In closing, I want to inform you that this proposal has the support of the City Attorney and the Windom Civil Service Commission. If there are any questions, please do not hesitate to contact me. Thank you.

Respectfully Submitted,

Scott Peterson, Chief of Police

ORDINANCE NO. 137, 2ND SERIES

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA AMENDING
CITY CODE CHAPTER 10**

ENTITLED "PUBLIC PROTECTION, CRIMES AND OFFENSES"

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN:

SECTION 10.22.1. DISRUPTIVE INTOXICATION

Subd. 1. *Public Policy.* It is the policy of the city to provide for the safety, health and welfare of the public while prohibiting certain harmful conduct of intoxicated persons in public places.

Subd. 2. *Definitions.*

A. The term "public place" means and includes a building or place controlled by the city, a school, a place of worship, public street, public sidewalk, alley, park, publicly owned lands, and any indoor or outdoor area, whether privately or publicly owned, to which the public has access by right or by invitation, expressed or implied, whether by payment of money or not. "Public place" excludes the interior premises of a licensed alcohol establishment.

B. The term "intoxicated person" means any person who is presently impaired, mentally or emotionally, as a result of the presence of alcohol, drugs or a controlled substance in the person's body. Evidence of an "intoxicated person" may include, but is not limited to, any combination of the following indicators: odor of intoxicants on the breath; bloodshot, watery eyes; dilated pupils; stumbling or staggering; slurred speech; failure of standardized field sobriety testing (SFST); failure of drug recognition protocol; or an alcohol concentration of .08 or more as measured by a portable breath testing device (PBT).

C. The term "public disruption" means and includes loud or boisterous yelling, urinating in public, lewd or combative conduct, or disobeying a peace officer's lawful command.

Subd. 3. *Disruptive Intoxication.* No intoxicated person shall, in a public place:

- A. Conduct himself or herself so as to be a danger to themselves or others; or
- B. Be unable to exercise care for their own safety or the safety of others; or
- C. Engage in a public disruption.

Subd. 4. *Sobriety Testing.* No person shall be cited under this section unless one of the following is satisfied:

A. The person has attempted and failed an SFST; or

B. The person has submitted to a PBT and the result of the PBT shows the person's alcohol concentration to be .08 or more; or

C. The person refuses to submit to SFST or a PBT by a peace officer who has reasonable articulable suspicion to request testing; or

D. A person is so intoxicated or belligerent that performing SFST or a PBT would put the individual, peace officers or others at risk of harm.

Subd. 5. *Criminal Penalty.* Disruptive intoxication is a misdemeanor as defined by Minnesota Statute 609.02 subdivision 3 (2011) as amended.

EFFECTIVE DATE OF ORDINANCE. This ordinance becomes effective from and after its passage and publication.

Adopted by the City Council of the City of Windom, Minnesota, this 4th day of September, 2012.

Kirby G. Kruse, Mayor

Attest: _____
Steve Nasby, City Administrator

1st Reading: September 4, 2012
2nd Reading: September 18, 2012
Adoption: September 18, 2012
Published: September 26, 2012

2011 Minnesota Statutes

340A.902 DRUNKENNESS NOT A CRIME.

No person may be charged with or convicted of the offense of drunkenness or public drunkenness. Nothing herein prevents the prosecution and conviction of an intoxicated person for offenses other than drunkenness or public drunkenness nor does this section relieve a person from civil liability for an injury to persons or property caused by the person while intoxicated.

History: 1985 c 305 art 11 s 2; 1987 c 152 art 1 s 1

Minnesota Internet Crimes Against Children Task Force

Multi-Agency Law Enforcement Joint Powers Agreement

This Multi-Agency Law Enforcement Joint Powers Agreement, and amendments and supplements thereto, ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension ("Grantee"), empowered to enter into this Agreement pursuant to Minn. Stat. § 471.59, Subd. 10 & 12, and City of Windom, acting through its Windom Police Department located at 902 Fifth Ave., Windom, MN 56101, ("Undersigned Law Enforcement Agency"), empowered to enter into this Agreement pursuant to Minn. Stat. § 471.59, subd. 10,

Whereas, the above subscribed parties have joined together in a multi-agency task force intended to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in such activity; and

Whereas, the undersigned agencies agree to utilize applicable state and federal laws to prosecute criminal, civil, and forfeiture actions against identified violators, as appropriate; and

Whereas, the Grantee is the recipient of a federal grant (attached to this Agreement as Exhibit A) disbursed by the Office of Juvenile Justice and Delinquency Prevention ("OJJDP") in Washington, D.C. to assist law enforcement in investigating and combating the exploitation of children which occurs through the use of computers by providing funding for equipment, training, and expenses, including travel and overtime funding, which are incurred by law enforcement as a result of such investigations; and

Whereas, the OJJDP Internet Crimes Against Children ("ICAC") has established a Working Group of Directors representing each of the existing ICAC Task Forces to oversee the operation of the grant and sub-grant recipients; and the State of Minnesota, acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension has designated Donald Cheung as the Commander of the Minnesota ICAC Task Force.

Now Therefore, the parties agree as follows:

1. The Undersigned Law Enforcement Agency approves, authorizes, and enters into this Agreement with the purpose of implementing a three-pronged approach to combat Internet Crimes Against Children: **prevention, education and enforcement**; and
2. The Undersigned Law Enforcement Agency shall adhere to the Minnesota ICAC Task Force Program Standards contained in Exhibit B attached to this Agreement, in addition to complying with applicable Minnesota state and federal laws in the performance of this Agreement, including conducting undercover operations relative to ICAC, ; a list of Regional ICAC Task Force, Minnesota State Affiliate Agency and Training & Technical Assistance

Program contact information is contained in Exhibit C attached to this Agreement; and

3. Exhibits A and B are incorporated into this Agreement and made a part thereof. In the event of a conflict between this Agreement and the Exhibits, the terms of the Exhibits prevail; and
4. The Undersigned Law Enforcement Agency and the Grantee agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The Grantee's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, and other applicable law. The Undersigned Law Enforcement Agency's liability shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Section 466.01 - 466.15, and other applicable law; and
5. All members of the Undersigned Law Enforcement Agency shall continue to be employed and directly supervised by the same Law Enforcement Agency employer which currently employs the member performing Minnesota ICAC Task Force assignments; and all services, duties, acts or omissions performed by the member will be within the course and duty of that employment, and therefore, are covered by the Workers Compensation programs of that employer; will be paid by that employer and entitled to that employer's fringe benefits; and
6. The Undersigned Law Enforcement Agency must first submit a written request for funds and receive approval for the funds from the Grantee to receive any funds from the Grantee; and
7. The Undersigned Law Enforcement Agency must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the Grantee to the Undersigned Law Enforcement Agency within 30 days of the date of invoice, with payment made out to the City of Windom, and mailed to the Windom Police Department, 902 Fifth Ave., Windom, MN 56101.
8. The Undersigned Law Enforcement Agency shall maintain accurate records pertaining to prevention, education, and enforcement activities, to be collected and forwarded monthly to the Minnesota ICAC Task Force Commander or his designee for statistical reporting purposes; and
9. The Undersigned Law Enforcement Agency shall participate fully in any audits required by the OJJDP. In addition, under Minn. Stat. § 16C.05, subd. 5, the Undersigned law Enforcement Agency's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the Grantee and/or the Minnesota State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end date of this Agreement; and
10. The Undersigned Law Enforcement Agency shall make a reasonable good faith attempt to be represented at any scheduled regional meetings in order to share information and resources amongst the multiple entities; and

11. The Undersigned Law Enforcement Agency shall be solely responsible for forwarding information relative to investigative targets to the Child Pornography Pointer System (CPPS) pursuant to the OJJDP guidelines; and
12. The Undersigned Law Enforcement Agency shall provide the Minnesota ICAC Task Force Commander in a timely manner all investigative equipment that was acquired through OJJDP grant funding; in the event that future federal funding is no longer available, the Undersigned Law Enforcement Agency decides to dissolve its binding relationship with the Minnesota ICAC Task Force and the State of Minnesota Department of Public Safety, or the Undersigned Law Enforcement Agency breaches the Agreement.
13. That the Grantee may reimburse, the Undersigned Law Enforcement Agency for the following duties:
 - A. Investigations by the Undersigned Law Enforcement Agency under this agreement should be conducted in accordance with the OJJDP ICAC Task Force Program Standards contained in Exhibit B, and concluded in a timely manner. The Undersigned Law Enforcement Agency will only be reimbursed by the Grantee for overtime hours inclusive of fringe benefits of actual hours and/or actual expenses incurred related to performing Minnesota ICAC Task Force assignments and/or training approved by the Minnesota ICAC Task Force Commander through the term of this agreement or until all Federal funds under the OJJDP grant have been expended, whichever comes first.
 - B. The Grantee has a **TOTAL** Expense Budget of \$320,000.00 that was approved under the OJJDP Internet Crimes Against Children ("ICAC") Grant for investigative hours and expense reimbursement. The Undersigned Law Enforcement Agency participating in the Minnesota ICAC Task Force investigations will be reimbursed by the Grantee for actual costs as defined in Clause 13, Section A., to the extent such actual costs have been reviewed and approved by the Minnesota ICAC Task Force Commander.
14. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
15. The Undersigned Law Enforcement Agency and the Grantee may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party.
16. **Terms of this agreement:**

This Agreement shall be effective on the date the Undersigned Law Enforcement Agency obtains all required signatures under Minn. Stat. § 16C.05, Subd. 2, and shall remain in effective through May 31, 2013, unless terminated or canceled. Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by an employee as a member of the Undersigned Law Enforcement Agency.

1. Undersigned Law Enforcement Agency

Undersigned Law Enforcement Agency certifies that the appropriate person(s) have executed the Agreement on behalf of the Undersigned Law Enforcement Agency and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

Scott Petersen, Chief of Police
By and Title
Undersigned Law Enforcement Agency

08/31/12
Date

Title:
City of Windom

Date

Title:
City of Windom

Date

Mayor or Board Chair
City of Windom

Date

**2. Department or Public Safety,
Bureau of Criminal Apprehension**

Name: _____

Signed: _____

Title: _____
(With delegated authority)

Date

3. Commissioner of Administration

By and Title
MN Department of Administration
(With delegated authority)

Date

RESOLUTION #2012-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDOM,
COTTONWOOD COUNTY, MINNESOTA, AS FOLLOWS:**

1. That the following sums of money are hereby proposed to be levied for the current year, collectible in 2013, upon the taxable property in said City of Windom for the following purposes:

Levy Purpose	Levy After all Aids and Reserves
General	
Special Revenue	
Capital Outlay	
Debt Service	
PERA Rate Increase	
LGA Recapture	
TOTALS	\$1,686,790

BE IT FURTHER RESOLVED AS FOLLOWS:

1. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 4th day of September, 2012.

Kirby G. Kruse, Mayor

Attest:

Steven Nasby, City Administrator

MEMORANDUM



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

TO: City Council
FROM: City Administrator *Jawy*
DATE: August 30, 2012
RE: Preliminary Tax Levy for 2013 Budget

The first draft of the 2013 budget has been completed by the Department Heads and other staff. The City is required to set the maximum tax levy by September 15th and certify it to the County Auditor's Office.

Attached is a copy of the 2012 Final Budget Levy showing \$1,606,467. This was a 1.67% increase from the prior year. The preliminary tax levy set in September 2012 for the 2013 year may go down, but may not be increased. Please note that the preliminary budget and tax levy, as proposed, assumes the City of Windom will receive \$1.203 million in Local Government Aid that is prescribed in the State budget as approved.

As such, staff is submitting a preliminary 2013 tax levy for \$1,686,790, which represents a 5% increase. The table below shows what the preliminary levy would be if the City Council wanted to have a different figure to begin budget discussions. This preliminary budget number is for your review and consideration.

Two pages showing the General Fund and Special Revenue Fund capital expense items requested by Department Heads have been included for your information and discussed as part of the long-range planning process that has been underway. These two funds have a direct impact on the tax levy. The total requests are \$646,555. These numbers do not include debt service for the proposed 2013 Street Project, or any other large projects that may be bond funded. The preliminary tax levy proposed would accommodate roughly \$280,000 in capital expenditures, which is about \$50,000 more than in 2012. Priority will need to be given to items such as pending infrastructure projects that are underway should the City Council give final approval.

There are no State imposed levy limits this year; however, last year the State's Market Value Exclusion was enacted that disproportionately raised taxes on commercial and industrial properties.

If you have questions or need additional information please call Chelsie Carlson or myself at 831-6129.

1% increase	\$1,622,531	2% increase	\$1,638,596	3% increase	\$1,654,661
4% increase	\$1,670,726	5% increase	\$1,686,790	6% increase	\$1,702,855
7% increase	\$1,718,920	8% increase	\$1,734,984	9% increase	\$1,751,049

Preliminary Budget

CITY OF WINDOM
2012 Tax Levy

	Levy Uses	Percent Of Levy
General Fund Operational	\$ 356,848	22.2%
General Fund Capital	\$ 166,420	10.4%
Less: Use of General Fund Reserves	\$ (13,016)	-0.8%
Plus PERA Reimbursement	\$ 3,500	0.2%
Special Revenue Fund Operational	\$ 688,850	42.9%
Special Revenue Fund Debt Service & Capital	\$ 50,730	3.2%
Sub Total	\$ 1,253,332	
Street Shop - LMC Loan Payment #1 of 5	\$ 52,452	3.3%
18th Street Stormwater Project Payment #1 of 5	\$ 15,775	1.0%
Pay loader Annual Payment #4 of 5	\$ 22,467	1.4%
Plus Debt Service*	\$ 262,441	16.3%
2012 Levy	\$ 1,606,467	100.0%

Levy Change from Prior Year 1.67%

Debt Service Levy*	
1994 Project Series #1 (River Road)	\$ 13,050
Equipment Bond - Dump/Snow Plow Truck	\$ 15,841
June Court Improvement Project	\$ 3,782
2003 Street Project	\$ 41,850
2005 Street Project	\$ 47,200
2007 Street Project	\$ 43,320
2009 Street Project	\$ 55,818
GO Equip - Telecom	\$ 41,580
Total	\$ 262,441

City of Windom, Minnesota

Capital Improvement Plan

2013 thru 2017

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2013	2014	2015	2016	2017	Total
General Fund								
Financial Management Software	ADMIN 001	1	11,500					11,500
Computer Replacement	ADMIN 002	1					3,750	3,750
Copier Replacement	ADMIN 003	1			8,000			8,000
E-Council Project	ADMIN 004	2	4,200					4,200
Door Replacement	ARENA 001	2	7,000	10,000				17,000
Restroom Remodeling	ARENA 002	1	10,000					10,000
Arena Seating & Accesibility	ARENA 003	2	10,000					10,000
Racquetball Court Rehabilitation	ARENA 004	2		15,000				15,000
Zamboni	ARENA 005	2		5,000				5,000
Locker Room Expansion	ARENA 006	2		75,000				75,000
Rink Panel Replacement	ARENA 007	2		70,000				70,000
Install Rink Floor	ARENA 008	3		340,000				340,000
Roof Repair/Rehabilitation	ARENA 009	1			160,000			160,000
Parking Lot Rehabilitation	ARENA 010	2				55,000		55,000
Livestock Building/Riding Rink	ARENA 011	3					200,000	200,000
Carpet Replacement	ARENA 012	2	5,000					5,000
Window Replacement	CH 001	2		20,000				20,000
Office Cube Replacement	CH 002	3			15,000			15,000
Carpet Replacement	CH 003	2	10,000					10,000
ADA Door - Interior	CH 004	2		3,000				3,000
New Heating System	CH 005	1			30,000			30,000
Council Chamber - Presentation Equipment	CH 006	3		3,500				3,500
Television & Sound System - Council Chambers	CH 007	2				20,000		20,000
Meeting Room Maintenance/Improvements	COMM 001	2		21,512				21,512
Dance Floor Replacement	COMM 002	3					14,800	14,800
Sound System	COMM 003	3				14,000	14,000	28,000
Tables/Chair Replacement	COMM 004	1		5,000				5,000
Floor/Carpet Cleaning Machine	COMM 005	1	15,000					15,000
Stage	COMM 006	3		8,500				8,500
Kitchen Equipment Replacement/Upgrades	COMM 007	1	20,000	20,000	20,000	20,000	7,252	87,252
Drinking Fountain Replacement	COMM 008	3		4,800				4,800
Mechanical Systems	COMM 009	1		30,490	30,000	30,000	30,000	120,490
Roof Replacement	COMM 010	1					85,000	85,000
Garage Doors w/ Openers	COMM 011	2					9,800	9,800
Gym Renovation	COMM 012	2					85,000	85,000
Rental Item Replacement	COMM 013	2	9,300					9,300
Outdoor - Grounds and Equipment	COMM 014	2		21,600				21,600
Office Computer Replacement	COMM 015	1			2,000			2,000
Rescue Truck	FIRE 002	2	20,000					20,000
Quick Attack Truck	FIRE 004	2	40,000					40,000
First Response Truck	FIRE 005	3			8,000			8,000
Turn Out Gear	FIRE 008	1	28,500	28,500			28,500	85,500
Heating System	LIB 001	2		6,000				6,000
Window Replacement	LIB 002	2	10,000					10,000

Source	Project#	Priority	2013	2014	2015	2016	2017	Total
Building Repair - Upstairs Wall	LIB 003	3		2,000				2,000
Repaint Library - Interior	LIB 004	2		5,000				5,000
Interior Furnishings - Curtians	LIB 005	3			5,000			5,000
Building Exterior - Door	LIB 006	2			2,000			2,000
Computer Replacement	LIB 007	1	2,000	2,000	2,000	2,000		8,000
Sidearms - Pistol Replacement	POLICE 001	2		3,500				3,500
Light Bar - Squad Car	POLICE 002	3			1,800			1,800
Taser Replacement	POLICE 003	1				3,800		3,800
Taser Replacement	POLICE 004	1					3,800	3,800
Computer Replacement - Office	POLICE 007	1	2,000					2,000
E-Ticket Printers	POLICE 008	2		1,700				1,700
Aquatic Lift	POOL 001	1	7,000					7,000
Architectural & Engineering for Pool Project	POOL 002	1	250,000					250,000
Island Park Improvements	PRK 001	2	75,000					75,000
Island Park Campground	PRK 002	2		15,000				15,000
Cottonwood Lake - Tegel's Park Road & Parking	PRK 004	2			80,000			80,000
Windom Rec Area - Lighting	PRK 005	5					120,000	120,000
Toro Workman	PRK 008	1			20,000			20,000
Toro Groundsmaster Mower (4000D)	PRK 009	1		60,000				60,000
Toro Groundsmaster Mower (328D)	PRK 010	1				25,000		25,000
Ballfield Groomer	PRK 012	1	26,000					26,000
Restroom Fixtures	PRK 013	3	6,000					6,000
Scheduling Software Upgrade	REC 001	2	9,300					9,300
Mechanic Pick-up Replacement	STR 006	2	28,000					28,000
Pick-up Replacement 3/4 Ton Truck	STR 007	2	29,000					29,000
Shop Tools	STR 008	2	5,600					5,600
Pick-up Replacement 3/4 Ton with Snow Plow	STR 009	2			36,000			36,000
Stump Grinder	STR 014	2	6,155					6,155
Loader Unit	STR 015	2		185,000				185,000
General Fund Total			646,555	962,102	419,800	169,800	601,902	2,800,159
GRAND TOTAL			646,555	962,102	419,800	169,800	601,902	2,800,159

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
Electric Utility Manager
EDA Executive Director
Police Chief
Telecommunications Manager
Recreation Director
Liquor Store Manager
Electric Superintendent

Streets & Parks Superintendent
Finance Director\Contoller
Water\Wastewater Superintendent
Building & Zoning Official
Library Director
Community Center Director
Assistant City Administrator

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. Once an employee has earned 40 hours of compensatory time, no further compensatory time may accrue and 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.
- If a non-supervisory, exempt employee has not gotten Supervisory approval for an absence OR the employee is in a position that earns paid leave and is absent for a more than 10 hours in a workweek 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.

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
CITY HALL	MN ENERGY RESOURCES	SERVICE	21.25
		Total for Department 115	21.25*
POLICE	Verizon Wireless	SERVICE FOR LAP TOPS	78.08
		Total for Department 120	78.08*
FIRE DEPARTMENT	Verizon Wireless	SERVICE FOR LAP TOPS	52.04
		Total for Department 125	52.04*
STREET	CONTINENTAL RESEACH	MAINTENANCE	220.21
		Total for Department 140	220.21*
RECREATION	WINDOM AREA SCHOOLS	REF FEES - GIRLS VB TEAM	250.00
		Total for Department 150	250.00*
PARKS	CONSOLIDATED READY M	MAINTENANCE	281.08
		Total for Department 165	281.08*
		Total for Fund 01	902.66*
LIBRARY	MN ENERGY RESOURCES	SERVICE	43.46
LIBRARY	READERS SERVICE	SUBSCRIPTION - 539165688	41.22
LIBRARY	WINDOM WOMENS INVEST	SUBSCRIPTION	149.50
		Total for Department 171	234.18*
		Total for Fund 03	234.18*
POOL	AMERICAN RED CROSS	WORKBOOKS	76.00
POOL	MN ENERGY RESOURCES	SERVICE	761.94
		Total for Department 175	837.94*
		Total for Fund 12	837.94*
AMBULANCE	BOUND TREE MEDICAL,	SUPPLIES	55.32
AMBULANCE	EMERGENCY MEDICAL PR	SUPPLIES	210.68
AMBULANCE	Verizon Wireless	SERVICE FOR LAP TOPS	78.06
AMBULANCE	KIM POWERS	EXPENSE	212.61
AMBULANCE	ALLAN REMPEL	EXPENSE	18.68
		Total for Department 176	575.35*
		Total for Fund 13	575.35*
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	SERVICE	83.50
		Total for Department 177	83.50*
		Total for Fund 14	83.50*
SCDP	SW MN HOUSING PARTNE	DRAW	3,626.00
		Total for Department 163	3,626.00*
		Total for Fund 17	3,626.00*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	BELLBOY CORP	MERCHANDISE	980.74
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	9,379.59
LIQUOR	COCA-COLA BOTTLING C	MERCHANDISE	226.03
LIQUOR	COLLINS BROTHERS, IN	MERCHANDISE	112.87
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	408.00
LIQUOR	A H HERMEL CANDY & T	MERCHANDISE	577.30
LIQUOR	JOHNSON BROS.	MERCHANDISE	4,353.86
LIQUOR	JOHNSON BROS.	MERHCANDISE	46.99
LIQUOR	MN ENERGY RESOURCES	SERVICE	29.78
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	5,198.80
LIQUOR	BANK MIDWEST	NSF KEOPHAVONE	105.79
LIQUOR	WINE MERCHANTS	MERCHANDISE	285.75
	Total for Department 180		21,705.50*
	Total for Fund 60		21,705.50*
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	164.58
WATER	SOURCE ONE SOLUTIONS	POSTAGE	3.25
WATER	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	950.97
	Total for Department 181		1,118.80*
	Total for Fund 61		1,118.80*
	ELECTRIC FUND	KALEM GINSBERG UTILITY P	300.00
	Total for Department		300.00*
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	164.58
ELECTRIC	SOURCE ONE SOLUTIONS	POSTAGE	3.25
ELECTRIC	SOURCE ONE SOLUTIONS	SPECIAL SERVICE	.17
ELECTRIC	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	1,961.39
ELECTRIC	MN ENERGY RESOURCES	SERVICE	19.88
	Total for Department 182		2,149.27*
	Total for Fund 62		2,449.27*
	BOLTON & MENK, INC.	CONSTRUCT MAIN LIFT STAT	7,559.27
	Total for Department		7,559.27*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	164.58
SEWER	SOURCE ONE SOLUTIONS	POSTAGE	3.25
SEWER	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	950.97
SEWER	MN ENERGY RESOURCES	SERVICE	17.51
	Total for Department 183		1,136.31*
	Total for Fund 63		8,695.58*
ARENA	ASCAP	LICENSE FEE	327.33
	Total for Department 184		327.33*
	Total for Fund 64		327.33*

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	FEDERAL COMMUNICATIO	REGULATORY FEES 2012	134.29
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	493.76
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	POSTAGE	3.26
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	SPECIAL SERVICE	50.00
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	2,080.25
TELECOMMUNICATIONS	MLB NETWORK	SUBSCRIBER	557.09
TELECOMMUNICATIONS	MN ENERGY RESOURCES	SERVICE	9.90
TELECOMMUNICATIONS	RFD TV	SUBSCRIBER	309.28
	Total for Department 199		3,637.83*
	Total for Fund 69		3,637.83*
	AFLAC	INSURANCE	476.06
	MN BENEFIT ASSOCIATI	INSURANCE	297.67
	Total for Department		773.73*
	Total for Fund 70		773.73*
	Grand Total		44,967.67*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CONVENT. & VISTOR BU	LODGING TAX	4,163.53
		Total for Department 101	4,163.53*
CITY OFFICE	COTTONWOOD COUNTY AS	ASSESSING	15,138.55
CITY OFFICE	HY-VEE FOOD STORE	MERCHANDISE	26.07
CITY OFFICE	NCPERS MINNESOTA	INSURANCE 844600	80.00
CITY OFFICE	BANK MIDWEST	ACH - ERROR TRANSACTION	1,684.00
		Total for Department 103	16,928.62*
P & Z / BUILDING OFF	HY-VEE FOOD STORE	MERCHANDISE	10.38
P & Z / BUILDING OFF	NCPERS MINNESOTA	INSURANCE 844600	24.00
		Total for Department 106	34.38*
POLICE	DONNA MARCY	EXPENSE	34.65
POLICE	NCPERS MINNESOTA	INSURANCE 844600	144.00
POLICE	FLEET SERVICES DIVIS	LEASE CARS	1,979.35
POLICE	WINDOM AREA HOSPITAL	TESTING	39.50
		Total for Department 120	2,197.50*
STREET	NCPERS MINNESOTA	INSURANCE 844600	80.00
STREET	UNIVERSITY OF MINNES	TREE INSPECTOR CERTIFICA	50.00
		Total for Department 140	130.00*
RECREATION	HY-VEE FOOD STORE	MERCHANDISE	330.86
		Total for Department 150	330.86*
PARKS	NCPERS MINNESOTA	INSURANCE 844600	16.00
		Total for Department 165	16.00*
		Total for Fund 01	23,800.89*
POOL	HY-VEE FOOD STORE	MERCHANDISE	60.00
POOL	MN ENERGY RESOURCES	SERVICE	577.81
		Total for Department 175	637.81*
		Total for Fund 12	637.81*
AMBULANCE	HY-VEE FOOD STORE	MERCHANDISE	116.45
		Total for Department 176	116.45*
		Total for Fund 13	116.45*
MULTI-PURPOSE BUILDI	HY-VEE FOOD STORE	MERCHANDISE	48.75
MULTI-PURPOSE BUILDI	NCPERS MINNESOTA	INSURANCE 844600	48.00
		Total for Department 177	96.75*
		Total for Fund 14	96.75*
LIQUOR	BELLBOY CORP	MERCHANDISE	1,202.15
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	3,334.59
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	2,225.95

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	12,540.35
LIQUOR	JOHNSON BROS.	MERCHANDISE	1,030.15
LIQUOR	NCPERS MINNESOTA	INSURANCE 844600	32.00
LIQUOR	S&K LINES	FREIGHT	105.60
LIQUOR	SOUTHERN WINE & SPIR	MERCHANDISE	1,736.17
LIQUOR	BANK MIDWEST	R BERGHORST NSF RIVERBEN	23.95
	Total for Department 180		22,230.91*
	Total for Fund 60		22,230.91*
WATER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	159.38
WATER	NCPERS MINNESOTA	INSURANCE 844600	40.00
	Total for Department 181		199.38*
	Total for Fund 61		199.38*
	ELECTRIC FUND	L FREITAG	182.83
	LACY FREITAG	UTILITY PREPAYMENT	117.17
	SCOTT JONES	UTILITY PREPAYMENT	300.00
	DIANE MCCARRON	UTILITY PREPAYMENT	300.00
	TYLER NESSET	UTILITY PREPAYMENT	300.00
	MARLENE SANDAL	UTILITY PREPAYMENT	125.00
	Total for Department		1,325.00*
ELECTRIC	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	159.38
ELECTRIC	NCPERS MINNESOTA	INSURANCE 844600	96.00
ELECTRIC	BANK MIDWEST	A GRUNEWALD NSF	137.78
ELECTRIC	BANK MIDWEST	EAGLES CLUB NSF	1,239.88
ELECTRIC	T & K CHEMICALS	CLEANER	149.00
	Total for Department 182		1,782.04*
	Total for Fund 62		3,107.04*
	ROBERT L. CARR	WASTEWATER TREATMENT PLA	173,472.85
	Total for Department		173,472.85*
SEWER	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	159.38
SEWER	NCPERS MINNESOTA	INSURANCE 844600	56.00
SEWER	MN ENERGY RESOURCES	SERVICE	524.67
	Total for Department 183		740.05*
	Total for Fund 63		174,212.90*
ARENA	HY-VEE FOOD STORE	MERCHANDISE	58.81
ARENA	NCPERS MINNESOTA	INSURANCE 844600	32.00
ARENA	MN ENERGY RESOURCES	SERVICE	100.61
	Total for Department 184		191.42*
	Total for Fund 64		191.42*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ECONOMIC DEVELOPMENT	AARON BACKMAN	MILEAGE	169.83
ECONOMIC DEVELOPMENT	HY-VEE FOOD STORE	MERCHANDISE	10.38
ECONOMIC DEVELOPMENT	NCPERS MINNESOTA	INSURANCE 844600	24.00
	Total for Department 187		204.21*
	Total for Fund 67		204.21*
TELECOMMUNICATIONS	H P SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	478.11
TELECOMMUNICATIONS	HY-VEE FOOD STORE	MERCHANDISE	85.02
TELECOMMUNICATIONS	NCPERS MINNESOTA	INSURANCE 844600	80.00
TELECOMMUNICATIONS	CENTURY LINK	TELEPHONE	105.59
TELECOMMUNICATIONS	BANK MIDWEST	EAGLES CLUB NSF	101.00
	Total for Department 199		849.72*
	Total for Fund 69		849.72*
	LAW ENFORCMENT	LABOR UNION DUES	270.00
	LOCAL UNION #949	UNION DUES	1,552.04
	NCPERS MINNESOTA	INSURANCE 844600	32.00
	Total for Department		1,854.04*
	Total for Fund 70		1,854.04*
	Grand Total		227,501.52*

USDA-FmHA Form FmHA 1924-18 PARTIAL PAYMENT ESTIMATE ()	CONTRACT NO. 0045-37 PAYMENT ESTIMATE #1 PAGE 1 OF 2
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OWNER: 2012 SEALCOAT WINDOM, MN	CONTRACTOR: ASTECH ASPHALT SURFACE ST. CLOUD, MN 56302	PERIOD OF ESTIMATE FROM 8/1/2012 TO 8/31/2012
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO	HA Approval Date	Amount			
		Additions	Deductions		
1				1. Original Contract.....	\$39,510.00
2				2. Change Orders.....	\$0.00
3				3. Revised Contract (1+2).....	\$39,510.00
4				4. Work Completed*.....	\$37,476.75
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$37,476.75
7					
8				7. Retainage*.....	\$1,873.84
9				8. Previous Payments.....	\$0.00
10				9. Amount Due (6-7-8).....	\$35,602.91
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		* Detailed breakdown attachment	

CONTRACT TIME			
Original (days) 75		Starting Date	8/1/2012
Revised	On Schedule <input type="checkbox"/> Yes	Projected Completion	
Remaining	<input type="checkbox"/> No		

CONTRACTOR'S CERTIFICATION:

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

Astech Asphalt Surface
 St. Cloud MN
 By: Neil R. Stouffer
 Date: 8/30/12

ARCHITECT OR ENGINEER'S CERTIFICATION:

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

Architect or Engineer: WENCK ASSOCIATES
 By: [Signature]
 Date: 8/30/12

APPROVED BY OWNER

Owner: CITY OF WINDOM
 By: _____
 Date: _____

ACCEPTED BY FmHA:

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

By: _____
 Date: _____

2012 SEAL COAT WINDOM, MINNESOTA 56101															
PAY REQUEST FINAL															
CONTRACT															TOTAL TO DATE
APPROX.															
ITEM	QUANTITY	UNIT	COST	AMOUNT	QUANTITY	AMOUNT									
BITUMINOUS MATERIAL	0	GAL	\$ -	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	
RED ROCK	410	TON	\$25.00	\$10,250.00	259.37	\$ 6,484.25	259.37	\$ 6,484.25	259.37	\$ 6,484.25	259.37	\$ 6,484.25	259.37	\$ 6,484.25	
CRS2P	7600	GAL	\$ 3.85	\$29,260.00	8050	\$30,992.50	8050	\$30,992.50	8050	\$30,992.50	8050	\$30,992.50	8050	\$30,992.50	
TOTAL				\$39,510.00		\$37,476.75		\$37,476.75		\$37,476.75		\$37,476.75		\$37,476.75	

USDA-FmHA Form FmHA 1924-18 <p style="text-align: center;">PARTIAL PAYMENT ESTIMATE</p>	CONTRACT NO. 0045-35 PARTIAL PAYMENT ESTIMATE #3 <hr/> PAGE 1 OF 4
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OWNER: CITY OF WINDOM 2012 STREETS	CONTRACTOR: SVOBODA EXCAVATING, INC JACKSON, MN 56143	PERIOD OF ESTIMATE FROM 6/29/2012 TO 8/2/2012
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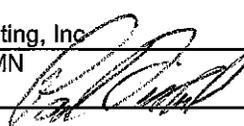
CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO.	FmHA Approval Date	Amount			
		Additions	Deductions		
1		\$3,471.00		1. Original Contract.....	\$597,926.00
2				2. Change Orders.....	\$3,471.00
3				3. Revised Contract (1+2).....	\$601,397.00
4				4. Work Completed*.....	\$534,623.00
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$534,623.00
7				7. Retainage*.....	\$26,731.15
8				8. Previous Payments.....	\$404,896.60
9				9. Amount Due (6-7-8).....	\$102,995.25
10					
TOTALS		\$3,471.00	\$0.00		
NET CHANGE		\$3,471.00			

* Detailed breakdown attachment

CONTRACT TIME			
Original (days) 75		On Schedule <input type="checkbox"/> Yes	Starting Date 6/12/2012
Revised		<input type="checkbox"/> No	Projected Completion
Remaining 35			

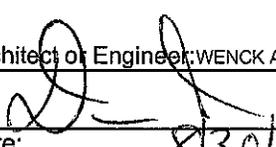
CONTRACTOR'S CERTIFICATION:

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

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

ARCHITECT OR ENGINEER'S CERTIFICATION:

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

Architect or Engineer: WENCK ASSOCIATES
 By: 
 Date: 8/30/12

APPROVED BY OWNER

Owner: CITY OF WINDOM
 By: _____
 Date: _____

ACCEPTED BY FmHA:

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

By: _____
 Date: _____

2012 STREET IMPROVEMENTS
WINDOM, MINNESOTA 56101
PAY REQUEST #3

ITEM	CONTRACT		THIS PERIOD		PREVIOUS TOTAL		TOTAL TO DATE			
	APPROX. QUANTITY	UNIT	UNIT COST	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
TH 71										
WATERMAIN										
F & I 6" Valve & Box	4	EACH	\$ 1,300.00	\$ 5,200.00	2	\$ 2,600.00	2	\$ 2,600.00	4	\$ 5,200.00
F & I 8" Tee	1	EACH	\$ 500.00	\$ 500.00		\$ -	1	\$ 500.00	1	\$ 500.00
F & I 6" Plug/Cap	3	EACH	\$ 175.00	\$ 525.00	2	\$ 350.00	1	\$ 175.00	3	\$ 525.00
F & I 4" Sleeve	1	EACH	\$ 200.00	\$ 200.00		\$ -	2	\$ 400.00	2	\$ 400.00
F & I 6" Sleeve	2	EACH	\$ 250.00	\$ 500.00	2	\$ 500.00		\$ -	2	\$ 500.00
F & I Hydrant	1	EACH	\$ 3,500.00	\$ 3,500.00		\$ -	1	\$ 3,500.00	1	\$ 3,500.00
F & I 6" 45 Deg. Bend	4	EACH	\$ 250.00	\$ 1,000.00	4	\$ 1,000.00		\$ -	4	\$ 1,000.00
F & I 10" Valve & Box	2	EACH	\$ 2,500.00	\$ 5,000.00	2	\$ 5,000.00		\$ -	2	\$ 5,000.00
F & I 10" Sleeve	2	EACH	\$ 500.00	\$ 1,000.00	2	\$ 1,000.00		\$ -	2	\$ 1,000.00
F & I 10" Plug/Cap	2	EACH	\$ 300.00	\$ 600.00	2	\$ 600.00		\$ -	2	\$ 600.00
F & I 4"x6" Tee	1	EACH	\$ 800.00	\$ 800.00		\$ -	1	\$ 800.00	1	\$ 800.00
F & I 10" 45 Deg. Bend	4	EACH	\$ 500.00	\$ 2,000.00	4	\$ 2,000.00		\$ -	4	\$ 2,000.00
F & I Tracing Wire Box	6	EACH	\$ 150.00	\$ 900.00		\$ -	6	\$ 900.00	6	\$ 900.00
F & I 1" Corp Stop	5	EACH	\$ 250.00	\$ 1,250.00		\$ -	5	\$ 1,250.00	5	\$ 1,250.00
F & I 1" Curb Stop	5	EACH	\$ 300.00	\$ 1,500.00		\$ -	6	\$ 1,800.00	6	\$ 1,800.00
F & I 6" C900 Watermain	90	L.F.	\$ 20.00	\$ 1,800.00	110	\$ 2,200.00	20	\$ 400.00	130	\$ 2,600.00
F & I 6" PVC C900 Directional Bore	260	L.F.	\$ 37.00	\$ 9,620.00		\$ -	230	\$ 8,510.00	230	\$ 8,510.00
F & I 10" C900 Watermain	90	L.F.	\$ 37.00	\$ 3,330.00	152	\$ 5,624.00		\$ -	152	\$ 5,624.00
F & I 1" Type K copper service -Open Trench	450	L.F.	\$ 16.00	\$ 7,200.00		\$ -	0	\$ -	0	\$ -
F & I 1" Type K copper service -Directional Bore	360	L.F.	\$ 20.00	\$ 7,200.00		\$ -	875	\$ 17,500.00	875	\$ 17,500.00
Remove Curb and Gutter	60	L.F.	\$ 20.00	\$ 1,200.00	20	\$ 400.00	10	\$ 200.00	30	\$ 600.00
Remove Sidewalk	325	SQ. FT.	\$ 5.00	\$ 1,625.00	0	\$ -	325	\$ 1,625.00	325	\$ 1,625.00
Remove Hydrant	2	EACH	\$ 250.00	\$ 500.00	2	\$ 500.00		\$ -	2	\$ 500.00
Remove Valve	2	EACH	\$ 100.00	\$ 200.00	2	\$ 200.00		\$ -	2	\$ 200.00
Select Topsoil Borrow (CV)	15	C.Y.	\$ 50.00	\$ 750.00		\$ -		\$ -	0	\$ -
Aggregate Base Class 5	150	TON	\$ 15.00	\$ 2,250.00	0	\$ -		\$ -	0	\$ -
4" Bituminous Patching	350	SQ. YD.	\$ 65.00	\$ 22,750.00	350	\$ 22,750.00		\$ -	350	\$ 22,750.00
F & I 12" Casing (Bore)	80	L.F.	\$ 150.00	\$ 12,000.00	100	\$ 15,000.00		\$ -	100	\$ 15,000.00
F & I 20" Casing (Bore)	80	L.F.	\$ 175.00	\$ 14,000.00	100	\$ 17,500.00		\$ -	100	\$ 17,500.00
Rock Subfoundation (CV)	100	C.Y.	\$ 5.00	\$ 500.00	100	\$ 500.00		\$ -	100	\$ 500.00
4" Walk Replacement	75	SQ. FT.	\$ 1.00	\$ 75.00	0	\$ -		\$ -	0	\$ -
6" Walk Replacement	150	SQ. FT.	\$ 1.00	\$ 150.00	0	\$ -		\$ -	0	\$ -
Concrete Curb and Gutter Design B618	60	L.F.	\$ 1.00	\$ 60.00	20	\$ 20.00		\$ -	20	\$ 20.00
WATERMAIN SUBTOTAL				\$ 109,685.00		\$ 77,744.00		\$ 40,160.00		\$ 117,904.00
Service Connections										
Connect Service to Casey's	1	EACH	\$ 600.00	\$ 600.00		\$ -	1	\$ 600.00	1	\$ 600.00
Connect Service to Freedom	1	EACH	\$ 600.00	\$ 600.00		\$ -	1	\$ 600.00	1	\$ 600.00
Connect Service to H&W	1	EACH	\$ 600.00	\$ 600.00		\$ -	1	\$ 600.00	1	\$ 600.00
Connect Service to Three Son's	1	EACH	\$ 600.00	\$ 600.00		\$ -	1	\$ 600.00	1	\$ 600.00
Connect Service to Car Quest	1	EACH	\$ 600.00	\$ 600.00		\$ -	1	\$ 600.00	1	\$ 600.00
SERVICE CONNECTIONS SUBTOTAL				\$ 3,000.00		\$ -		\$ 3,000.00		\$ 3,000.00
Hansen Connections										
F & I 1" Corp Stop	1	EACH	\$ 200.00	\$ 200.00		\$ -	1	\$ 200.00	1	\$ 200.00
F & I 1" Curb Stop	1	EACH	\$ 200.00	\$ 200.00		\$ -	1	\$ 200.00	1	\$ 200.00
F & I 1" Type K copper service -Open Trench	30	L.F.	\$ 25.00	\$ 750.00		\$ -	30	\$ 750.00	30	\$ 750.00
F & I 1" Type K copper service -Directional Bore	50	L.F.	\$ 25.00	\$ 1,250.00		\$ -	50	\$ 1,250.00	50	\$ 1,250.00
Select Topsoil Borrow (CV)	2	C.Y.	\$ 50.00	\$ 100.00		\$ -		\$ -	0	\$ -
Connect Service to Hansen	1	EACH	\$ 1,000.00	\$ 1,000.00		\$ -	1	\$ 1,000.00	1	\$ 1,000.00
HANSEN'S CONNECTIONS SUBTOTAL				\$ 3,500.00		\$ -		\$ 3,400.00		\$ 3,400.00
River Road										
SANITARY SEWER										
F & I 8"x4" Wye	39	EACH	\$ 400.00	\$ 15,600.00	0	\$ -	39	\$ 15,600.00	39	\$ 15,600.00
Remove Sewer Pipe	1684	L.F.	\$ 2.00	\$ 3,368.00	0	\$ -	1554	\$ 3,108.00	1554	\$ 3,108.00
Remove Services	1330	L.F.	\$ 2.00	\$ 2,660.00	0	\$ -	1030	\$ 2,060.00	1030	\$ 2,060.00
Remove Manholes	7	EACH	\$ 350.00	\$ 2,450.00	0	\$ -	7	\$ 2,450.00	7	\$ 2,450.00
Bituminous Repairs	111	S.Y.	\$ 70.00	\$ 7,770.00	100	\$ 7,000.00	0	\$ -	100	\$ 7,000.00
F & I Rock Subfoundation	183	C.Y.	\$ 5.00	\$ 915.00	0	\$ -	0	\$ -	0	\$ -
F & I 8" PVC Sewer Pipe SDR 35 8'-10' Deep	160	L.F.	\$ 30.00	\$ 4,800.00	0	\$ -	160	\$ 4,800.00	160	\$ 4,800.00
Dewatering Sewer	1000	L.F.	\$ 50.00	\$ 50,000.00	0	\$ -	0	\$ -	0	\$ -
F & I 4" Service	1365	L.F.	\$ 15.00	\$ 20,475.00	0	\$ -	1030	\$ 15,450.00	1030	\$ 15,450.00
F & I 12" PVC Sewer Pipe SDR 35 8'-10' Deep	1383	L.F.	\$ 32.00	\$ 44,256.00	0	\$ -	1413	\$ 45,216.00	1413	\$ 45,216.00

F & I 12" PVC Sewer Pipe SDR 35 10'-12' Deep	141	L.F.	\$ 32.00	\$ 4,512.00	0	\$ -	141	\$ 4,512.00	141	\$ 4,512.00
F & I Manhole Type 4007	63	L.F.	\$ 335.00	\$ 21,105.00	0	\$ -	63	\$ 21,105.00	63	\$ 21,105.00
F & I Manhole Casting	7	EACH	\$ 750.00	\$ 5,250.00	0	\$ -	7	\$ 5,250.00	7	\$ 5,250.00
4" Walk Replacement	1500	SQ. FT.	\$ 1.00	\$ 1,500.00	0	\$ -	0	\$ -	0	\$ -
6" Drive Replacement	400	SQ. FT.	\$ 1.00	\$ 400.00	0	\$ -	0	\$ -	0	\$ -
Curb and Gutter Replacement	220	L.F.	\$ 1.00	\$ 220.00	282	\$ 282.00	0	\$ -	282	\$ 282.00
Valley Gutter Replacement	40	L.F.	\$ 15.00	\$ 600.00	40	\$ 600.00	0	\$ -	40	\$ 600.00
Storm Drain Inlet Protection	1	LUMP SUM	\$ 500.00	\$ 500.00	0	\$ -	1	\$ 500.00	1	\$ 500.00
Seeding-turf Type	0.25	ACRE	\$ 6,000.00	\$ 1,500.00	0	\$ -	0	\$ -	0	\$ -
Seed-turf Type 260	25	LB.	\$ 10.00	\$ 250.00	0	\$ -	0	\$ -	0	\$ -
Mulch-Type 1	0.5	TON	\$ 1,000.00	\$ 500.00	0	\$ -	0	\$ -	0	\$ -
Commercial Fertilizer (12-12-12)	125	LB.	\$ 2.00	\$ 250.00	0	\$ -	0	\$ -	0	\$ -

SANITARY SEWER SUBTOTAL \$ 188,881.00 \$ 7,882.00 \$120,051.00 \$127,933.00

WATERMAIN

F & I 8" Valve & Box	5	EACH	\$ 2,000.00	\$ 10,000.00	0	\$ -	5	\$ 10,000.00	5	\$ 10,000.00
F & I 6" Valve & Box	6	EACH	\$ 1,250.00	\$ 7,500.00	0	\$ -	6	\$ 7,500.00	6	\$ 7,500.00
F & I 4" Sleeve	2	EACH	\$ 200.00	\$ 400.00	0	\$ -	1	\$ 200.00	1	\$ 200.00
F & I 6" Sleeve	4	EACH	\$ 250.00	\$ 1,000.00	0	\$ -	4	\$ 1,000.00	4	\$ 1,000.00
F & I 8" Sleeve	2	EACH	\$ 400.00	\$ 800.00	0	\$ -	2	\$ 800.00	2	\$ 800.00
F & I Hydrant	2	EACH	\$ 3,500.00	\$ 7,000.00	0	\$ -	3	\$ 10,500.00	3	\$ 10,500.00
F & I 8" Tee	1	EACH	\$ 550.00	\$ 550.00	0	\$ -	2	\$ 1,100.00	2	\$ 1,100.00
F & I 8" 90 Deg. Bend	2	EACH	\$ 400.00	\$ 800.00	0	\$ -	1	\$ 400.00	1	\$ 400.00
F & I 6" 45 Deg. Bend	6	EACH	\$ 250.00	\$ 1,500.00	0	\$ -	1	\$ 250.00	1	\$ 250.00
F & I 8"x6" Tee	6	EACH	\$ 500.00	\$ 3,000.00	0	\$ -	5	\$ 2,500.00	5	\$ 2,500.00
F & I 1" Corp Stop	40	EACH	\$ 200.00	\$ 8,000.00	0	\$ -	38	\$ 7,600.00	38	\$ 7,600.00
F & I 1" Curb Stop	40	EACH	\$ 250.00	\$ 10,000.00	0	\$ -	38	\$ 9,500.00	38	\$ 9,500.00
F & I 4" Valve & Box	1	EACH	\$ 1,000.00	\$ 1,000.00	0	\$ -	1	\$ 1,000.00	1	\$ 1,000.00
F & I 6" C900 Watermain	180	L.F.	\$ 25.00	\$ 4,500.00	0	\$ -	30	\$ 750.00	30	\$ 750.00
F & I 1" Type K copper Service	1500	EACH	\$ 12.00	\$ 18,000.00	0	\$ -	1200	\$ 14,400.00	1200	\$ 14,400.00
F & I 8" C900 Watermain	1665	L.F.	\$ 26.00	\$ 43,290.00	0	\$ -	1590	\$ 41,340.00	1590	\$ 41,340.00
Bituminous Repairs	106	S.Y.	\$ 70.00	\$ 7,420.00	100	\$ 7,000.00	0	\$ -	100	\$ 7,000.00
Rock Subfoundation (CV)	199	C.Y.	\$ 5.00	\$ 995.00	0	\$ -	0	\$ -	0	\$ -
4" Walk Replacement	1425	SQ. FT.	\$ 1.00	\$ 1,425.00	465	\$ 465.00	0	\$ -	465	\$ 465.00
6" Drive Replacement	400	SQ. FT.	\$ 1.00	\$ 400.00	0	\$ -	0	\$ -	0	\$ -
Curb and Gutter Replacement	230	L.F.	\$ 1.00	\$ 230.00	282	\$ 282.00	0	\$ -	282	\$ 282.00
Valley Gutter Replacement	40	L.F.	\$ 15.00	\$ 600.00	40	\$ 600.00	0	\$ -	40	\$ 600.00

WATERMAIN SUBTOTAL \$ 128,410.00 \$ 8,347.00 \$108,840.00 \$117,187.00

6th Street

WATERMAIN

F & I 8" Valve & Box	2	EACH	\$ 1,500.00	\$ 3,000.00	0	\$ -	2	\$ 3,000.00	2	\$ 3,000.00
F & I 6" Valve & Box	18	EACH	\$ 1,000.00	\$ 18,000.00	0	\$ -	18	\$ 18,000.00	18	\$ 18,000.00
F & I 6" Tee	14	EACH	\$ 350.00	\$ 4,900.00	0	\$ -	14	\$ 4,900.00	14	\$ 4,900.00
F & I 4" Plug/Cap	1	EACH	\$ 150.00	\$ 150.00	0	\$ -	3	\$ 450.00	3	\$ 450.00
F & I 6" Plug/Cap	2	EACH	\$ 175.00	\$ 350.00	0	\$ -	2	\$ 350.00	2	\$ 350.00
F & I 6"x4" Reducer	7	EACH	\$ 225.00	\$ 1,575.00	0	\$ -	7	\$ 1,575.00	7	\$ 1,575.00
F & I 4" Sleeve	10	EACH	\$ 200.00	\$ 2,000.00	0	\$ -	13	\$ 2,600.00	13	\$ 2,600.00
F & I 6" Sleeve	3	EACH	\$ 250.00	\$ 750.00	0	\$ -	3	\$ 750.00	3	\$ 750.00
F & I 8" Sleeve	2	EACH	\$ 400.00	\$ 800.00	0	\$ -	2	\$ 800.00	2	\$ 800.00
F & I Hydrant	6	EACH	\$ 3,250.00	\$ 19,500.00	0	\$ -	6	\$ 19,500.00	6	\$ 19,500.00
Remove and Reinstall 6" Valve and Box	1	EACH	\$ 750.00	\$ 750.00	0	\$ -	1	\$ 750.00	1	\$ 750.00
Remove Valve and Box	2	EACH	\$ 250.00	\$ 500.00	0	\$ -	2	\$ 500.00	2	\$ 500.00
Remove Tee	1	EACH	\$ 200.00	\$ 200.00	0	\$ -	1	\$ 200.00	1	\$ 200.00
F & I 8"x6" Tee	1	EACH	\$ 600.00	\$ 600.00	0	\$ -	1	\$ 600.00	1	\$ 600.00
F & I 1" Corp Stop	28	EACH	\$ 200.00	\$ 5,600.00	0	\$ -	28	\$ 5,600.00	28	\$ 5,600.00
F & I 1" Curb Stop	28	EACH	\$ 250.00	\$ 7,000.00	0	\$ -	28	\$ 7,000.00	28	\$ 7,000.00
F & I 4" Valve & Box	5	EACH	\$ 1,000.00	\$ 5,000.00	0	\$ -	6	\$ 6,000.00	6	\$ 6,000.00
F & I 6" C900 Watermain	2490	L.F.	\$ 25.00	\$ 62,250.00	0	\$ -	2490	\$ 62,250.00	2490	\$ 62,250.00
F & I 1" Type K copper Service	900	L.F.	\$ 11.00	\$ 9,900.00	0	\$ -	756	\$ 8,316.00	756	\$ 8,316.00
F & I 8" C900 Watermain	60	L.F.	\$ 45.00	\$ 2,700.00	0	\$ -	81	\$ 3,645.00	81	\$ 3,645.00
Bituminous Repairs	200	S.Y.	\$ 70.00	\$ 14,000.00	200	\$ 14,000.00	0	\$ -	200	\$ 14,000.00
Rock Subfoundation (CV)	278	C.Y.	\$ 5.00	\$ 1,390.00	0	\$ -	0	\$ -	0	\$ -
4" Walk Replacement	225	SQ. FT.	\$ 1.00	\$ 225.00	120	\$ 120.00	0	\$ -	120	\$ 120.00
6" Drive Replacement	100	SQ. FT.	\$ 1.00	\$ 100.00	132	\$ 132.00	0	\$ -	132	\$ 132.00
Curb and Gutter Replacement	210	L.F.	\$ 1.00	\$ 210.00	190	\$ 190.00	0	\$ -	190	\$ 190.00
Storm Drain Inlet Protection	1	LUMP SUM	\$ 500.00	\$ 500.00	0	\$ -	1	\$ 500.00	1	\$ 500.00
Seeding-turf Type	0.25	ACRE	\$ 6,000.00	\$ 1,500.00	0	\$ -	0	\$ -	0	\$ -
Seed-turf Type 260	25	LB.	\$ 10.00	\$ 250.00	0	\$ -	0	\$ -	0	\$ -
Mulch-Type 1	0.5	TON	\$ 1,000.00	\$ 500.00	0	\$ -	0	\$ -	0	\$ -
Commercial Fertilizer (12-12-12)	125	LB.	\$ 2.00	\$ 250.00	0	\$ -	0	\$ -	0	\$ -

WATERMAIN SUBTOTAL \$ 164,450.00 \$ 14,442.00 \$147,286.00 \$161,728.00

MATERIAL ON HAND

BASE BID TOTAL \$ 597,926.00 \$108,415.00 \$422,737.00 \$531,152.00

CHANGE ORDER #1

8" x 4" Wye to 12" x 4" Wye	39	EACH	\$ 89.00	\$ 3,471.00	0	\$ 3,471.00	39	\$ 3,471.00	39	\$ 3,471.00
TOTAL CHANGE ORDER #1				\$ 3,471.00		\$ 3,471.00				\$ 3,471.00
TOTAL PROJECT COST				\$ 601,397.00		\$111,886.00				\$534,623.00