Council Meeting
Tuesday, January 15, 2013
City Council Chambers
7:30 p.m.
AGENDA

WINDOM

Call to Order
Pledge of Allegiance

1. Approval of Minutes
   - Council Minutes–January 2, 2013
2. Consent Agenda
   - Minutes
     - Tree Committee – January 2, 2013
     - Planning Commission – January 8, 2013
     - Library Board – January 8, 2013
     - Park & Recreation Commission – January 9, 2013
3. Department Heads
4. License Application
   - Exempt Permit
     - Des Moines Valley Chapter of MN. Deer Hunters Association
     - Windom Area Chamber of Commerce
   - Solicitation Permit
     - Insulation USA, LLC - Rhett Moon
5. Proclamation Years of Service – Loie Grandprey
6. Economic Development Authority Annual Report
7. Donation of Batting Cage
8. Confirmation of DNR & Cottonwood County Soil & Water Tree Grant
9. 2012 Pay Equity Implementation Report
10. Resolution Approving Amendments to the Fees and Charges Schedule
11. Discussion on Funding Long-Range CIP Projects
12. New Business
13. Old Business
    - Refuse Collection Quotes
14. Regular Bills
15. Council Concerns
16. Adjourn

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

Preliminary

Regular Council Meeting
Windom City Hall, Council Chamber
January 2, 2013
7:30 p.m.

1. Call to Order:

   The meeting was called to order by Mayor Pro Tem Powers at 7:30 p.m.

2. Roll Call: Mayor: Corey Maricle

   Council Members: Brian Cooley, Kelsey Fossing, Dominic Jones, Bradley Powers and JoAnn Ray

   Council Members Absent: None

   City Staff Present: Steve Nasby, City Administrator; Bruce Caldwell, Street Superintendent; Aaron Backman, EDA Director; Al Baloun, Recreation Director and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Oath of Office:

   Nasby administered the oath of office to Mayor-elect Maricle.

   Maricle administered the oath of office to Ray and Cooley.

5. Appointment of City Administrator

   Motion by Ray second by Fossing to appoint Steve Nasby as the City Administrator. Motion carried 5 – 0.

6. Appointment of Street Superintendent:

   Motion by Powers second by Ray to appoint Bruce Caldwell as the Streets & Parks Superintendent. Motion carried 5 – 0.

7. Appointment of City Attorney and Assistant City Attorney:

   Motion by Ray second by Jones to appoint Ron Schramel as City Attorney and Kristi Meyeraan as Assistant City Attorney. Motion carried 5 – 0.

8. Designation of Financial Institutions:

Motion by Fossing second by Ray to designate Bank of the West, Bank Midwest, United Prairie Bank, Fulda Credit Union and the 4M Fund as the City's financial institutions. Motion carried 5 – 0.

9. Designation of Official Newspaper:

Motion by Powers second by Jones to designate the Cottonwood County Citizen as the City's official newspaper. Motion carried 5 – 0.

10. 2013 Mayor Appointments and Reappointments:

Maricle proposed the following City Council assignments:

Corey Maricle: Airport Commission, Civil Service, Comprehensive Plan Committee, EDA, Hospital Board and Personnel

Brian Cooley: Annexation, Community Center, Library, Park & Recreation and Telecom

JoAnn Ray: Building, Community Center, Tree, Solid Waste and Street

Kelsey Fossing: Annexation, Personnel, Liquor, EDA, Building and Park & Recreation

Dominic Jones: Comprehensive Plan, EDA, Solid Waste, Telecom, Personnel and Utility Commission

Brad Powers: Planning, Comprehensive Plan, Liquor, HRA and Street

Motion by Fossing second by Cooley to approve the 2013 City Council assignments as presented. Motion carried 5 – 0.

Maricle presented the following appointments and reappointments to Boards and Commissions. Maricle noted that two additional appointments would be upcoming for the Planning Commission as there are specific Ward\Precinct slots that need to be filled.

Civil Service: Kathy Kretsch
Library Board: Beth Fleming and Jan Johnson
Community Center Commission: Linda Stuckenbroker
Park and Recreation: Jason Kloss and Jeff LaCanne
Planning Commission: Greg Pfeiffer
Telecom Commission: Forrest Fosheim
Utility Commission: Tom Riordan

Motion by Jones second by Ray to approve the appointments and re-appointments to Boards and Commissions as presented. Motion carried 5 – 0.

Jones asked about the appointment of a City Engineer. Maricle said additional discussion on how to proceed would be upcoming so there is no action at this time.

11. Approval of Minutes:

Motion by Jones second by Fossing to approve the City Council minutes from December 18, 2012. Motion carried 5 – 0.

12. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions:

- Utility Commission – December 19, 2012
- Street Committee – December 21, 2012

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

13. Department Heads:

None.

14. License Application:

Maricle noted the application for a solicitation permit for an exempt gaming permit for the Des Moines Valley Ducks Unlimited Chapter for a raffle on April 6, 2013.

Motion by Ray seconded by Powers to approve the exempt gaming permit for the Des Moines Valley Ducks Unlimited Chapter for a raffle on April 6, 2013. Motion carried 5 – 0.

15. Proclamations for Years of Service:

Maricle said there were two recognition certificates for years of service to the community.

Council member Ray introduced the Resolution No. 2013-01, entitled "A RESOLUTION EXPRESSING SINCERE APPRECIATION TO KIRBY KRUSE FOR SIXTEEN YEARS OF FAITHFUL SERVICE TO THE CITY OF WINDOM" and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Powers, Ray, Fossing, Jones and Cooley. Nay: None. Absent: None. Resolution passed 5 – 0.

Maricle and the Council members thanked Kruse for his leadership and dedication to the City. Maricle presented Kruse with a certificate of recognition.

Ray thanked Kruse for his dedication and noted the "awesome" job he did for the City.

Council member Fossing introduced the Resolution No. 2013-02, entitled "A RESOLUTION EXPRESSING SINCERE APPRECIATION TO GENE LENNING FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA" and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Jones, Cooley, Powers, Ray and Fossing. Nay: None. Absent: None. Resolution passed 5 – 0.

Maricle and the Council members thanked Lenning for his many years of service to the City. Maricle presented Lenning with a certificate of recognition.

16. New Business:

None.

17. Old Business:

None.

18. Regular Bills:

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

19. Council Concerns:

Jones noted that there are several pending capital items that were discussed and a follow-up discussion on funding sources is needed soon as the legislature convenes shortly. He asked that an item be placed on the next City Council agenda.

Cooley said that he is looking forward to serving on the City Council.

20. Adjourn:

Maricle adjourned the meeting by unanimous consent. Meeting adjourned at 7:47 p.m.

_____
Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

CITY OF WINDOM TREE COMMISSION MEETING
MINUTES January 2, 2013

1. Call to Order: The meeting was called to order at 5:20 p.m. in the council chamber at city hall by Craig Zimmerman, vice-chairperson.

2. Roll Call:

Commission Present:	Vicky Tucci, Deborah Polzin Craig Zimmerman
Commission Absent:	Joanne Kaiser, Eldon Moon
City Staff Present:	Bruce Caldwell, City of Windom Tree Inspector
Council Liaisons:	Kelsey Fossing (Absent)
Public Present:	David Bucklin

3 Approve Minutes of August 1, 2012:
Motion by Deborah Polzin, seconded by Vicky Tucci
Motion Carried.

4. Treasurer Report: $2,000.00 balance.

5. Old Business:
   a. City of Windom approved the purchase of a stump chipper for the Street Dept.
   b. David Bucklin ordered 3 Matador Maple trees and 30 tree tubes. The tree tubes are long enough to be cut in half and double the number of saplings that can be protected. The street department will install the tree tubes on all 2nd year saplings.

6. New Business:
   a. As of 12/27/2012, 17 trees have been requested for the 2013 tree planting season.
   b. DNR grant amounting to $5,000 will be used on the Des Moines River Dam Restoration, Vegetation project during 2013. Island Park and Schmaltz Park will benefit with 40 trees to be planted along high erosion areas.
   c. Election of officers was held. Eldon Moon - chairperson, Craig Zimmerman – vice-chair and Deborah Polzin – secretary.

7. Open Mic: It was decided that the Tree Commission will replace the tree damaged by a car at the American Lutheran Church. Shorter tree varieties might be made available to fit a particular location should a need become apparent. Bruce Caldwell will look into adding Emerald Ash Borer damage to the City Ordinance Code as well as removal of dangerous trees from private property. Sample language for addressing these situations might be found at the League of Minnesota Cities website. Also discussed was use of city utility bills to advertise the availability of trees for sale from the Tree Commission. The Conservation Corp of Minnesota was contacted to plant trees in the spring of 2013.

8. Meeting adjourned at 5:50 pm.

Next Tree Commission Meeting April 3, 2013 at 5:15 p.m. at Council Chambers.

ATTEST:

Tree Commission President _____

Tree Commission Secretary _____

CITY OF WINDOM
PLANNING COMMISSION
MINUTES
JANUARY 8, 2013

1. Call to Order: The meeting was called to order by Chairman Hunter at 7:00 p.m.

2. Roll Call & Guest Introductions:

   Planning Commission: Lindsey Cartwright, Ben Derickson, Gary Hunter, Kevin Rose, and Marilyn Wahl. (Currently there are two vacancies on the Commission.)
   Absent: Greg Pfeffer and Council Liaison Brad Powers.

   Also Present: Planning/Zoning Staff-James Kartes (Zoning Administrator), Mary Hensen (Adm. Asst.).

3. Approval of Minutes:

   Motion by Commissioner Cartwright, seconded by Commissioner Wahl, and carried to approve the Planning Commission Minutes for the meeting held on May 8, 2012. Motion carried 5-0.

4. Election of Officers:
   A. Chairperson: **Motion by Commissioner Cartwright, seconded by Commissioner Rose, nominating Gary Hunter as Chairman for the 2013 calendar year and until his successor is elected and duly qualified. Motion carried 4-0 with one abstention: Commissioner Hunter.**

   B. Vice Chairperson: **Motion by Commissioner Wahl, seconded by Commissioner Derickson, nominating Lindsey Cartwright as Vice Chairman for the 2013 calendar year and until his successor is elected and duly qualified. Motion carried 4-0 with one abstention: Commissioner Cartwright.**

5. Distribution of New Planning & Zoning Code Sections: During 2012, the City Code was codified and this version was adopted by the City Council on October 16, 2012. Copies of the codified zoning, floodplain management, and subdivision chapters were distributed to the Planning Commissioners for their use.

6. Letter of Appreciation: Loie Grandprey served on the Windom Planning Commission for 32 years. A proposed letter of appreciation was read and approved by consensus. The Planning Commissioners requested that a copy of this letter be included with the minutes of this meeting. The Planning Commissioners further requested that the Windom City Council recognize Mr. Grandprey for his many years of dedicated service on the Windom Planning Commission.

7. Other Business/Reports: Zoning Administrator Kartes advised that he may be attending a building official seminar the second week in February. If the need arises, a special meeting can be scheduled later in the month. However, at this time, it does not appear that there are any pending items that would require a meeting in February.

8. Adjourn: By consensus, the meeting was adjourned at 7:36 p.m.

_____
Gary Hunter, Chairperson

Attest:_____
James Kartes, Zoning Administrator

CITY OF
WINDOM

January 8, 2013

Loie Grandprey
843 Highland Road
Windom, MN 56101

Dear Loie:

This letter is sent in recognition and appreciation for your 32 years of service as a Commissioner on the Windom Planning Commission beginning in January, 1981 and concluding with your retirement from the Commission in December, 2012.

Fulfilling the duties of a Commissioner requires a significant commitment in both time and dedication. Some of the most important issues to come before any city board or commission are presented for review by the Planning Commission. Many complex questions have come before the Commission through the years. Your leadership and insight have been vital in helping the Planning Commission carry out its responsibilities. You have served the citizens of Windom admirably.

On behalf of the City of Windom, the Planning Commission, and the citizens of Windom, we wish to express appreciation for your dedication and 32 years of service as a Commissioner on the Windom Planning Commission.

Best wishes for your future endeavors.

Sincerely,

WINDOM PLANNING COMMISSION

By Gary Hunter, Chairman

CITY OF WINDOM

By James Kartes, Zoning Administrator

JK:mah

WINDOM CONNECTS

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM ✦ BUILDING AND ZONING OFFICE

444 Ninth Street • PO Box 38 • Windom, MN 56101

Phone: 507-831-6125 Fax: 507-831-6142

Windom Library Board Meeting
Windom Library
January 8,2013
5:05 p.m.

1. Call to order: The meeting was called to order by Joan Hunter at 5:05 p.m.

2. Roll Call: Members Present: Anita Winkel, Kathy Hiley, Charles Reid, Beth Fleming, John Duscher, and Mary Erickson

   Members Absent: None

   Library Staff Present: Joan Hunter and Dawn Aamot

   City Council Member Present: None

3. Election of Officers:

Charles Reid nominated John Duscher for chairperson. Anita Winkel moved that nominations cease. Beth Fleming moved that John Duscher be elected by unanimous ballot. Motion passed.
Anita Winkel nominated Beth Fleming for vice-chairperson. Charles Reid moved that nominations cease and Beth Fleming be elected by unanimous ballot. Motion passed.
Beth Fleming nominated Kathy Hiley for secretary. Charles Reid moved that nominations cease and Kathy Hiley be elected by unanimous ballot. Motion passed.

4. Agenda and Minutes:

   Motion by Mary Erickson and seconded by Anita Winkel to approve the Agenda and the Minutes.

5. Financial Report:

Due to lack of reports from the city, Charles Reid moved that we table approving the Financial Report until February. Anita Winkel seconded the motion. Motion passed.

6. Librarians Report:

Joan reported that the adult winter reading program, "Hot Reads for Cold Nights", started on Monday. Participants are asked to sign-up, fill out a book log with the titles they have read. They are to turn in their logs by the end of March. Twelve books must be read to receive a candy bar but the log has room for 36 books! Titles may be in any form including audio books and e-books.
Dawn continues to host Bridges pre-school. They have started cleaning house and discarding magazines.

Motion by Beth Fleming and seconded by Charles Reid to accept the Librarian's Report.

7. Old Business:

The City Council approved Beth Fleming and Jan Johnson for another term on the Library Board before asking them if they were willing to serve. Jan Johnson will not be returning and Beth Fleming will agree to another term when she receives the call. Joan asked the board for suggestions to fill Jan's vacancy. The board discussed their desire that this new member be a man and that he be younger to keep the board diverse.
Joan and Dawn reported that they are seeing materials from the Marshall library starting to come in.

8. New Business:

None

9. New Book Suggestions:

The board presented their suggestions.

10. Adjourn:

Motion by Charles Reid, seconded by Beth Fleming to adjourn.

Meeting adjourned at 5:24 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

MEMO FROM THE PARK AND RECREATION COMMISSION
JANUARY 9, 2013

1. Due to the lack of a quorum we only held some discussion on a couple Park Department Rates Topics.
2. Commission Present: Kay Clark & Jeff LaCanne
   Commission Absent: Terry Fredin, Angie Blanshan & Jason Kloss
   City Staff Present: Recreation Director Al Baloun & Park Superintendent Bruce Caldwell
   Council Liaisons: Kelsey Fossing attending & Brian Cooley absent
   Public: None
3. Park Superintendent Bruce Caldwell
   a. Discussion on eliminating second day rental rates for picnic tables, currently we charge an additional $5.00 per/table fee for addition day or days for rentals. Caldwell stated that it is extremely rare that anyone rents tables more than one day. Also the multiple day rentals create additional work for city staff and the web administrator who handles the cities internet site.
   Caldwell's suggestion was to eliminate the lower multiple daily table rental then lower the current daily picnic table rate from $15.00 per/table to $10.00. A private group offers table rental for $10.00 per/table so we would be more competitive by lowering our rate. The only difference is the private group delivers tables and the city doesn't due to the time commitment, equipment to move them plus the shortage of staff.

   b. Discussion on lowering shelter house daily rental rates for Tegel's & Island Park. The department has received several complaints about the $80.00 per/day shelter rental fee. The fee gives the renter priority over the first come first served users so they don't have to worry about someone using the shelter during the same time period. These fees were set up around seven years ago when we were asked to create more revenue due to the cuts from the LGA state funding.
   The group agreed perhaps the fee is excessive and perhaps we could lower the fee to $60.00 or $50.00 per/day. They believe we would get more reservations if we lowered the rate so we shouldn't lose a lot of revenue.
   When the city receives a reservation, the staff cleans the shelter and restrooms making sure the areas are clean and ready for usage. The waste from the event is handled by the city via trash cans and dumpsters. During a weekend rental the staff would get the shelters ready on the Friday prior as we do not have any staff working on weekends. It is possible the shelters could be used prior to the reservation date on a weekend then the shelters could be dirty. This has created some complaints.

   Below is the tally sheet from the last 7 years for revenue table and shelter rentals

2012	Tables	120 Rentals	$1,105.00	Shelters	21 Rentals	$1,640.00	All Totaling	$2,745.00
2011	Tables	134 Rentals	$1,225.00	Shelters	24 Rentals	$1,920.00	All Totaling	$3,145.00
2010	Tables	166 Rentals	$1,540.00	Shelters	16 Rentals	$1,280.00	All Totaling	$2,820.00
2009	Tables	122 Rentals	$1,225.00	Shelters	13 Rentals	$1,040.00	All Totaling	$2,265.00
2008	Tables	173 Rentals	$2,110.00	Shelters	13 Rentals	$1,040.00	All Totaling	$3,150.00
2007	Tables	177 Rentals	$2,205.00	Shelters	16 Rentals	$1,360.00	All Totaling	$3,565.00
2006	Tables	152 Rentals	$1,520.00	Shelters	18 Rentals	$1,440.00	All Totaling	$2,960.00

4. Adjourned at 5:45 p.m.

Next Park & Recreation Commission Meeting
Wednesday February 13, 2013 5:15 p.m. in the Council Chambers

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 (non refundable)
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: Des Moines Valley Chapter Of Mn. Deer Hunters Association

Previous gambling permit number: X-03906-12-001

Minnesota tax ID number, if any: 4326991

Federal employer ID number (FEIN), if any: 41-1390958

Type of nonprofit organization. Check one.

_____ Fraternal _____ Religious _____ Veterans X Other nonprofit organization

Mailing address	City	State	Zip code	County
1685-17th Street	Windom	MN.	56101	Cottonwood

Name of chief executive officer [CEO]	Daytime phone number	E-mail address
Bruce Gross	507-831-3076	

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

X **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.
Community Center of Windom

Address [do not use PO box]	City or township	Zip code	County
1750 Cottonwood Lake Drive	Windom	56101	Cottonwood

Date[s] of activity. For raffles, indicate the date of the drawing.
March 2, 2013

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

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

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

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

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL
for a gambling premises located within city limits

____The application is acknowledged with no waiting period.

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

____The application is denied.

Print city name _____

Signature of city personnel

_____

Title _____ Date_____

Local unit of government must sign

COUNTY APPROVAL
for a gambling premises located in a township

____The application is acknowledged with no waiting period.

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

____The application is denied.

Print county name _____

Signature of county personnel

_____

Title _____ Date_____

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

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Bruce Gross Date 12-28-12

Print name Bruce Gross

Print form and have CEO sign

REQUIREMENTS

Reset form

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

Send application with:
__ a copy of your proof of nonprofit status, and
__ application fee. Make check payable to "State of Minnesota."

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

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

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

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

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

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

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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 (non refundable)** If application posted or received:	
	less than 30 days before the event **$100**	more than 30 days before the event **$50**

ORGANIZATION INFORMATION

Organization name: WINDOM CHAMBER OF COMMERCE

Previous gambling permit number: X-05127-11-001

Minnesota tax ID number, if any: 9332885

Federal employer ID number (FEIN), if any:

Type of nonprofit organization. Check one.

_____ Fraternal _____ Religious _____ Veterans X Other nonprofit organization

Mailing address	City	State	Zip code	County
303 9TH ST	WINDOM	MN	56101	COTTONWOOD

Name of chief executive officer [CEO]: Daytime phone number: E-mail address:

NONPROFIT STATUS

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

X **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.
THE EAGLES CLUB

Address [do not use PO box]	City or township	Zip code	County
821 4th Avenue	WINDOM MN	56101	COTTONWOOD

Date[s] of activity. For raffles, indicate the date of the drawing.
Feb. 28 Mar. 14 Mar 28 Apr 11 Apr. 25

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

X 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_____

Local unit of government must sign

COUNTY APPROVAL
for a gambling premises
located in a township

____The application is acknowledged with no waiting period.

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

____The application is denied.

Print county name _____

Signature of county personnel

_____

Title _____ Date_____

TOWNSHIP. If required by the 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 Damon Weinandt Date 1-11-13

Print name Damon Weinandt

REQUIREMENTS

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 (non refundable). 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.

Rhett

Middle name

Lee

Last Name

Moon

Date of Birth

08/16/1989

Driver's License Number

PA111758G

State of Issue

Idaho

Solicitor's Address

2201 Burr Oak Rd
Milford, Iowa 51351
United States
Map It

Phone

(712)330-8480

Email

rhett450@gmail.com

Name of Business/Organization

Insulation USA, LLC

Address of Business/Organization

2201 Burr Oak
Milford, Iowa 51351
United States
Map It

Business/Organization Phone

(888)669-7310

Purpose of Solicitation

Insulating homes, to make them more energy efficient.

If door to door solicitation, indicate area to be solicited

Residential District

Acknowledgement

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

1/9/13
Date

applied on-line
Applicant's Signature

I have on 1/9, 19 13 collected from applicant $ 60.00 as prescribed in Section 6.40 of the City Code.

City Clerk

Referred to the Police Chief on 1/9/13.
Recommendation: Approved X Disapproved _____. If disapproved, give reason: _____.

01/10/13
Date

Scott Peter
Police Chief

Approved by the City Council on _____, 19_____.

RESOLUTION #2013-

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

A RESOLUTION EXPRESSING SINCERE APPRECIATION TO LOIE GRANDPREY FOR FAITHFUL SERVICE TO THE CITY OF WINDOM

WHEREAS, the City of Windom wishes to express grateful recognition to **LOIE GRANDPREY** for outstanding public service faithfully rendered to the City of Windom for thirty-two years as a Commissioner on the Planning Commission; and

WHEREAS, the City wishes to express recognition of Mr. Grandprey's excellent abilities; and

WHEREAS, the City also wishes to recognize the contribution of Mr. Grandprey's time and unselfish efforts in the consideration of Planning Commission issues towards the goal of making Windom a better place in which to live and work.

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

1. That this City Council, on behalf of its members, City officials, employees of the City of Windom, and the citizens of this community extends to **LOIE GRANDPREY** its humble expressions of esteem for serving the City well, and its best wishes for good health, success and prosperity.

2. That a copy of this resolution be placed in the official records of the City Council of the City of Windom and a copy be presented to Loie Grandprey.

Adopted this 15th day of January, 2013.

_____
Corey J. Maricle, Mayor

Attest:_____
Steven Nasby, City Administrator

City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: January 15, 2013
Item Title/Subject: **2012 EDA ANNUAL REPORT**

Pursuant to Minnesota Statutes, the Economic Development Authority of Windom is required to provide a report of its activities for each calendar year.

The attached 2012 EDA Annual Report will be submitted to the EDA Board of Commissioners on Monday, January 14, 2013. If the report is modified by the EDA Board, a revised version will be distributed to you prior to the January 15th City Council Meeting.

Should you have any questions concerning the attached report, please do not hesitate to contact me. I plan to be in attendance on January 15, 2013, to present the EDA's 2012 Annual Report to the City Council.

Requested Action: Accept the EDA's 2012 Annual Report.

Respectfully submitted,

Aaron A. Backman

Aaron A. Backman, EDA Executive Director

Attachment

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM

2012 ANNUAL REPORT

TO: MAYOR AND CITY COUNCIL

FROM: ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM

DATE: JANUARY 10, 2013

The year ending December 31, 2012, presented the Economic Development Authority of Windom with new opportunities. In 2012, the Windom EDA continued to actively promote economic growth and vitality in the Windom area.

The EDA officers were elected on January 12, 2012. The Members of the Authority during 2012 were:

President -	Juhl Erickson	(At-Large Member)
Vice President -	Sally Larson	(At-Large Member)
Secretary/Treasurer -	Trevor Slette	(At-Large Member)
Commissioner -	Corey Maricle	(City Council Representative)
Commissioner -	Kelsey Fossing	(City Council Representative)
WADC Liaison -	Lisa Fredin	(Non-Voting Liaison)
Mayor (Council Liaison) -	Kirby Kruse	(Non-Voting Liaison)

From January 3, 2012, through March 25, 2012, the EDA Executive Director position was vacant. On March 26, 2012, Aaron Backman returned as the EDA Executive Director for the City of Windom.

On May 14, 2012, the EDA Board approved the following Strategic Goals for 2012:

<u>Strategic Goal 1</u>: Collaborate with existing local manufacturing, distribution and other commercial businesses to expand/remain within the City of Windom.

1. Work with existing, local manufacturing, value-added, and distribution companies concerning their operational and facility needs.
2. Work with GDF/Ag Builders of Southern Minnesota to redevelop property along Highway 60 north and east of Pamida. This includes redevelopment of the former Bolin Lumberyard property and the establishment of a Tax Increment Financing District encompassing the Bolin property and adjacent properties.
3. Pursue discussions with Toro concerning a Phase II Expansion Project for the EDA's Spec Building in the Carl Schneider Business Park or a new facility in the North Windom Industrial Park. Continue discussions regarding the siting of a manufacturing facility for a Toro supplier to be located in Carl Schneider or the North Windom Industrial Park. The EDA would pursue various funding sources for necessary infrastructure for the projects.

<u>Actions Taken in 2012</u>: Throughout 2012 the EDA has been in contact with local companies concerning possible expansions of their operations. The EDA worked closely with GDF management concerning the establishment of a new Tax Increment Financing (TIF) district which encompasses the former Bolin Lumberyard property and adjacent properties to the north and east. Ehlers & Associates assisted with the preparation of financial projections and Attorney Robert Deike prepared the redevelopment agreement. The Windom City Council approved the establishment of TIF District 1-16 on June 5, 2012. GDF and Ag Builders have demolished and removed numerous structures on the former Bolin Lumberyard property. The former office building has been renovated

and is now leased to a growing new business, River Valley Fitness, Windom's first 24-hour fitness center.

The EDA also worked closely with officials of Global Investment Properties, LLC concerning the establishment of a tax abatement program for the redevelopment of the former "Lewis Drug" property at 1905 First Avenue. Ehlers & Associates assisted with the preparation of financial projections and Attorney Robert Deike prepared the tax abatement agreement and pledge agreement between the City and County. On September 18, 2012, the Windom City Council approved the tax abatement program and on October 9, 2012, the Cottonwood County Commissioners approved the tax abatement program. Global Investment Properties has leased the property to Big Game Treestands. In early December, 2012, Big Game Treestands moved into its new corporate headquarters at 1905 First Avenue. The renovation includes room for additional staff and the company is on track to add new positions at its headquarters within the next few years.

On May 18, 2012, the EDA/City received notification of the awarding of approximately $1.1 Million in TED/BDPI grants for the development of the infrastructure for the North Windom Industrial Park. On July 17, 2012, the Windom City Council approved the Grant Agreement for the 2011 Greater Minnesota Business Development Public Infrastructure Grant Program. The EDA has been working closely with Wenck Associates concerning the infrastructure plans and MnDOT requirements for the TED grant. It is anticipated that the TED grant agreement will be approved in early 2013 with bid letting to follow shortly thereafter. The tentative schedule provides for completion of the infrastructure improvements in the Summer of 2013.

Discussions with Toro and its supplier concerning their plans for a possible expansion of the EDA Spec Building or construction of buildings in the new industrial park continues through the present time.

Strategic Goal 2: Recruit manufacturing, distribution and other commercial businesses to locate in Windom.

1. Engage in new marketing efforts (websites, social network, collaboration) to create awareness of Windom's land/commercial assets.
2. Respond to Minnesota Department of Employment & Economic Development (DEED) and Community Venture Network (CVN) regarding prospects they provide.
3. Research possible funding sources to support potential projects.
4. Create an inventory of available buildings and developable land.

Actions Taken in 2012: The EDA has been working with local organizations, including the Chamber of Commerce, Finding Windom and local realtors, concerning new prospects for available commercial properties. EDA and City Staff have attended CVN meetings and followed up with prospects that coordinate with Windom's land and workforce assets. The EDA Director has researched possible funding sources for potential projects and provided this information to several prospects during 2012. In 2011 an inventory of available buildings and developable land was created for use in marketing sites in 2012. The EDA has been working to facilitate potential redevelopment of several existing commercial facilities.

Strategic Goal 3: Research and contact retail prospects to locate or expand in Windom.

1. Research potential commercial or retail opportunities for Windom by visiting similar communities, approaching current business owners, utilizing research tools such as business directories, electronic searches and referrals, and networking.
2. Create an inventory of available properties.

Actions Taken in 2012: The EDA Executive Director participates in the monthly Windom Area Development Corporation (WADC) Board meetings where a Building Survey Report is presented. The EDA has utilized that survey and the EDA's inventory of available properties in conjunction with information from local realtors in working with business prospects. EDA Staff also obtains property information from the Beacon website and Cottonwood County offices. The EDA has researched numerous sources concerning potential business development opportunities and continues to work with other local and state organizations on these opportunities.

Strategic Goal 4: Align with government and local organizations to promote the community as a whole.

1. Update the city website to promote the community's assets.
2. Submit revised request for funding from the Remick Foundation for entrance signs for the City of Windom. Pursue funding from local businesses or entities for the local match necessary for the Remick Foundation grant.
3. Align with the City of Windom, ISD 177, HRA, Chamber of Commerce, WADC, Finding Windom, etc. to better market the community.
4. Research the missions/vision of local organizations to develop a working relationship to align efforts.

Actions Taken in 2012: The City's website was revamped in 2011 and continues to be updated to promote the community's assets. A revised funding request was submitted and approved by the Remick Foundation and a $30,000 grant was received for the installation of three Windom entrance signs and a $5,000 grant for directional signage. The EDA Executive Director secured the required matching funds for the Remick grant. Snick's Signs prepared sign design options which were voted on by the EDA Board and Windom residents (through the online Citizen poll). The construction, installation, and lighting of the three new "Welcome to Windom" entrance signs was largely completed in December 2012. These signs are situated north of LaCanne Funeral Home on Highway 71, south of the southerly intersection of Highways 60/71, and north and east of PM Windom on Highway 60. Research and planning for the directional signs is now beginning and it is anticipated that construction and installation of these signs will be completed in 2013.

EDA Staff has held numerous meetings with community organizations concerning the marketing of the community and collaboration on projects. The Minnesota Intelligent Rural Communities (MIRC) broadband grant program was completed in 2012. The "PCs for People" component of that program continues to provide a source of refurbished computers for eligible Cottonwood County residents. This program provides computers for residents who otherwise might not be able to access such equipment and technical assistance.

Strategic Goal 5: Collaborate with the new Chamber of Commerce Executive Director to promote business development and retention in Windom through Chamber and WADC programs.

1. Encourage local businesses to access and utilize the resources of the Windom Area Development Corporation (WADC), a for-profit development group.
2. Meet with Windom financial institutions to encourage them to utilize the WADC business loan programs.
3. Work with the Chamber of Commerce and WADC to partner with property owners to invest in their properties in order to preserve the business district.

Actions Taken in 2012: The EDA has worked directly with the new Chamber of Commerce Executive Director and the WADC Board in their efforts to support new business start-ups and businesses that have renovated existing facilities or moved into new facilities. Projects funded by the

WADC in 2012 include the Eagles Club (loan), River City Eatery (pledge security), River Valley Fitness (pledge security), and entrance signs (donation).

Other Actions Taken in 2012: In December, 2012, the EDA Board and City Council approved the decertification of TIF District 1-1 (Harvin – Court Homes – Hardees). This decertification will redirect the property taxes collected from these properties for distribution by the County Treasurer pursuant to the tax levies of the City, County, and School District.

Various SCDP residential rehab projects were approved by the EDA Board in 2012. The current SCDP grant round concludes effective December 31, 2013. Three previously-approved commercial SCDP loans were repaid in 2012 which allowed for infusion of these funds into the current SCDP grant round.

In 2011, the EDA focused its activities on redevelopment of the City's website, providing technical assistance to new small businesses, and marketing activities. In 2012, the EDA re-focused the majority of its attention on activities to develop the new industrial park, facilitate redevelopment of properties by local businesses, and research into potential new businesses for Windom. These efforts continue into 2013. The EDA is optimistic as the foundation for development established in 2012 continues to proceed in 2013.

RESOLUTION #2013-

INTRODUCED:

SECONDED:

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

AUTHORIZATION TO ACCEPT A DONATION FROM THE WINDOM GIRLS SOFTBALL ASSOCIATION FOR THE WINDOM PARKS DEPARTMENT

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

WHEREAS, the Windom Girls Softball Association is a supporter of the City of Windom; and

WHEREAS, the City of Windom has recently received a donation from the Girls Softball Association of a new batting cage for the Windom Recreation Area with an approximate value of $2,400.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council hereby accepts the donation given by the Windom Girls Softball Association of a new batting cage for the Windom Recreation Area with an approximate value of $2,400.

Adopted by the Council this 15th day of January, 2013.

_____
Corey J. Maricle, Mayor

Attest:_____
Steven Nasby, City Administrator

2013 Tree Grant

Attachment 1: Grantees Responsibilities and Schedule of Payment (10/1/12 – 06/30/13):

Work to be conducted by the Cottonwood County SWCD (Grantee) or its authorized representative. The State's Authorized (DNR) Representative for this project is John Hiebert or his/her appointed successor.

Maximum amount of grant to be awarded: $ 5,000

A total of up to 1 project will be completed with the grant dollars specified. Dispersal of funds will be based on the information contained in Payment Schedule of this grant document.

Projects on private properties require that at least 75% of the frontage restored with an adjacent native plant buffer zone that is at least 25 ft deep/wide. The focus of these restoration projects must be on reestablishing native vegetation. Funds cannot be used for rock riprap stabilization or permanent wave breaks.

Funds can be used for materials needed to reestablish native vegetation along shorelines. This may include: native trees, shrubs, plants and seeds; temporary biodegradable toe protection and erosion control fabric, mulch; herbicide to treat invasive species; controlled burns to prep or maintain the restoration site, labor to design, install and maintain the restoration project, temporary biodegradable wave breaks and fencing to keep out foot traffic or herbivores (geese/muskrats) from the site.

Projects should not destroy existing, desirable habitat or native vegetation. Only local, native species may be included within the project area. No exotic species or nursery-derived cultivars of natives may be used. Plants included in the project should be native to the county and grow in natural, reference sites along the lake or similar nearby ecosystems.

Preference will be given to projects that include restoring woody vegetation (native shrubs and trees) and aquatic plants in the project vision, but these plants should be known to have grown (or currently grow) within the project area or along undeveloped reference shorelines. There should also be a strong likelihood of aquatic plants surviving without major modifications to the shoreline, to have them included in the plan.

If projects are implemented in a manner different from the approved plan, without prior approval for the changes by the DNR Authorized Representative SH program Consultant or their appointed successors, the entire grant may be terminated and no future payments made.

Payment Schedule:

Deliverable One: The grantee or his/her authorized representative will provide on-site inspection and site specific technical expertise to restore native vegetation on public lands in Cottonwood County, Minnesota.

The site plan consists of a map, photographs, and a written description outlining the details for a specific site, which includes the following information:

a) Project owners name, contact information and directions to site
b) A map showing the project size in relation to the lot size and the location of the project on the lake.
c) A list of the species and number of plants and/or amount of seed to be planted and the source for all plants and seed.
d) Where mulch, cover crops, and erosion control materials will be placed and what will be used.
e) If temporary biodegradable toe protection or wave breaks are needed, where and how much will be installed and when it will be removed.
f) A list of the amount of labor and who will provide the labor to design, install and maintain the project.
g) A timeline for the project.
h) Photographs of the project area.

They will also supply a signed landowner maintenance agreement form with the grantee listed as project cooperator and all necessary permits required to complete the project. The project budget will include all expenses anticipated for the project. There is an example budget spreadsheet available for review on the SH website:

http://files.dnr.state.mn.us/assistance/grants/habitat/shoreland/block_grant_budget_spreadsheet.pdf

Once the site plan, landowner agreement and budget has been reviewed and approved by **Cory Netland,** the authorized DNR Representative, the project will be able to begin. Cory Netland or other authorized DNR Shoreland Program Representative must approve any changes to this approved plan otherwise future payments will not be allowed.

Deliverable Two: The grantee or their authorized representative will successfully install up to 1 shoreland project according to the site plan developed and approved for the site in deliverable one. Any variation from this approved plan without prior approval by **Cory Netland,** the Authorized DNR Representative, will void payment for deliverable two.

Once the request forms and necessary documentation has been received for each project and all the projects which are requesting reimbursement have been inspected and approved by the Authorized DNR Representative, approved expenditures up to a total of **$5,000** for each project, for a total of no more than **$5,000** will be authorized for payment. The authorized DNR Representative must approve any changes to this approved plan otherwise future payments will not be allowed.

Deliverable Three: At least one month prior to the end of the grant period (05/30/2014), the grantee will provide a project summary and completed Maintenance Review Plan (last 2 pages of attachment 1) to the DNR Authorized Representative. The project summary will include a list of all expenses incurred, including where grant dollars were spent and what expenditures were used for in-kind. All bookkeeping requirements for this grant program will be documented using the procedures and be based on the forms located in the *Shoreland Habitat Program Financial Manual:*

http://files.dnr.state.mn.us/assistance/grants/habitat/shoreland/block_financial_manual.pdf

After the necessary forms have been received, a visit to each project site will occur to assess if the project has been properly maintained. The authorized DNR Representative must approve any changes to this approved maintenance plan.

Shoreland Habitat Program Maintenance Plan

All Shoreline Habitat Projects require some maintenance after they are completed. Because every project is unique, they may require slightly different maintenance needs. This sheet will help determine what specific maintenance activities will be needed on a project. This sheet is also an agreement between the DNR and the grantee that those needs will be carried out. Project success cannot be expected without ongoing maintenance activities being completed. The Shoreland Habitat Program can offer support and technical guidance in these ongoing maintenance activities but it is the primary responsibility of the grantee and landowner to see that these activities are carried out.

Please check (√) the activities that will be required on your project.

First Year Activities:

_____ **Watering** - New plantings need 1 inch of water per week so if there is a lack of rain, watering your project site will be necessary.

_____ **Weeding** - Check for weeds at least once every 2 weeks. Remove weeds by hand pulling or spot treat them with herbicide if necessary. Watch for weeds especially along the edge of projects or paths.

_____ **Mowing** - On sites where seeding was the primary planting method, the site will need mowing to control weeds. Mowing should occur when weed growth reaches 10 inches and most importantly before the weeds begin to set seed. The cutting height should beset at 4 to 5 inches.

_____ **Plant Identification** - Become familiar with all new native plants on your project site. Also become familiar with weeds by obtaining a good weed identification handbook.

_____ **Mulch** - Mulch your plants as necessary throughout the season to prevent soil erosion and weed growth and to hold moisture in the soil.

_____ **Wave Breaks** - If an aquatic planting has been done in conjunction with your project make sure you maintain your wave break and fence to keep out predators to help your new aquatic plants become established.

_____

Second Year Activities:

_____ **Dead Vegetation** – In the spring if desired, the dead vegetation may be cut back or raked. This is only necessary if the appearance of the project is a concern. Leave dead vegetation standing in the fall to act as a buffer to keep leaves from blowing in the lake. The standing dried vegetation also provides winter interest, food and cover for birds and other wildlife.

_____**Weeding** - Conduct a thorough weeding of the site after green-up and check for weed growth at least once every three weeks. Hand pull or spot treat any weeds with herbicide if necessary.

_____ **Mowing** - If mowing is your primary weed control option raise the cutting height to 6 to 12 inches during the second year and again mow prior to any weeds setting seed.

_____ **Water** - as needed during periods of drought, making sure to provide the plants 1 inch of water per week.

_____ **Supplemental planting** can be conducted in areas with low native plant survival.

Third Year & Beyond Activities:

_____ **Spring Weeding and Standing Vegetation** - Again and every spring following, conduct a thorough weeding and cut back or rake the vegetation as desired.

_____ **Weeding** - Once a month check for weed growth and hand pull or spot treat weeds.

_____ **Supplemental planting** as necessary, continuous vegetation cover is the goal.

_____ **Project Expansion** - Consider expanding the project into new areas of the shoreline.

_____ **Dead Vegetation** - Leave dead vegetation standing in the fall.

_____ **Prescribed Burn** - After approximately 3 years or when the vegetation becomes thick enough to carry a fire you may consider burning the project. Prescribed burning is a tool that can be used for weed control, it will also help to increase flowering, seed production and germination of native plants and can reduce invasion by potentially unwanted woody vegetation. Prescribed burns may be conducted on a 3 or 4-year rotation. Please obtain the necessary permits before conducting a prescribed burn.

_____

Monitoring

_____ The project site should be monitored every year after planting. Monitoring is recommended one hour per month through the growing season. Site monitoring should include noting successful species, weed problems, animal and human disturbances or issues and management needs. Site monitoring would ideally include written notes and photos of the site.

_____

I have read and understand that maintenance and monitoring activities need to occur on the Shoreland Habitat Project I am responsible for and I will ensure these activities are carried out to the best of my abilities.

_____ _____

(Designated Grantee, landowner or cooperator) Date

_____ _____

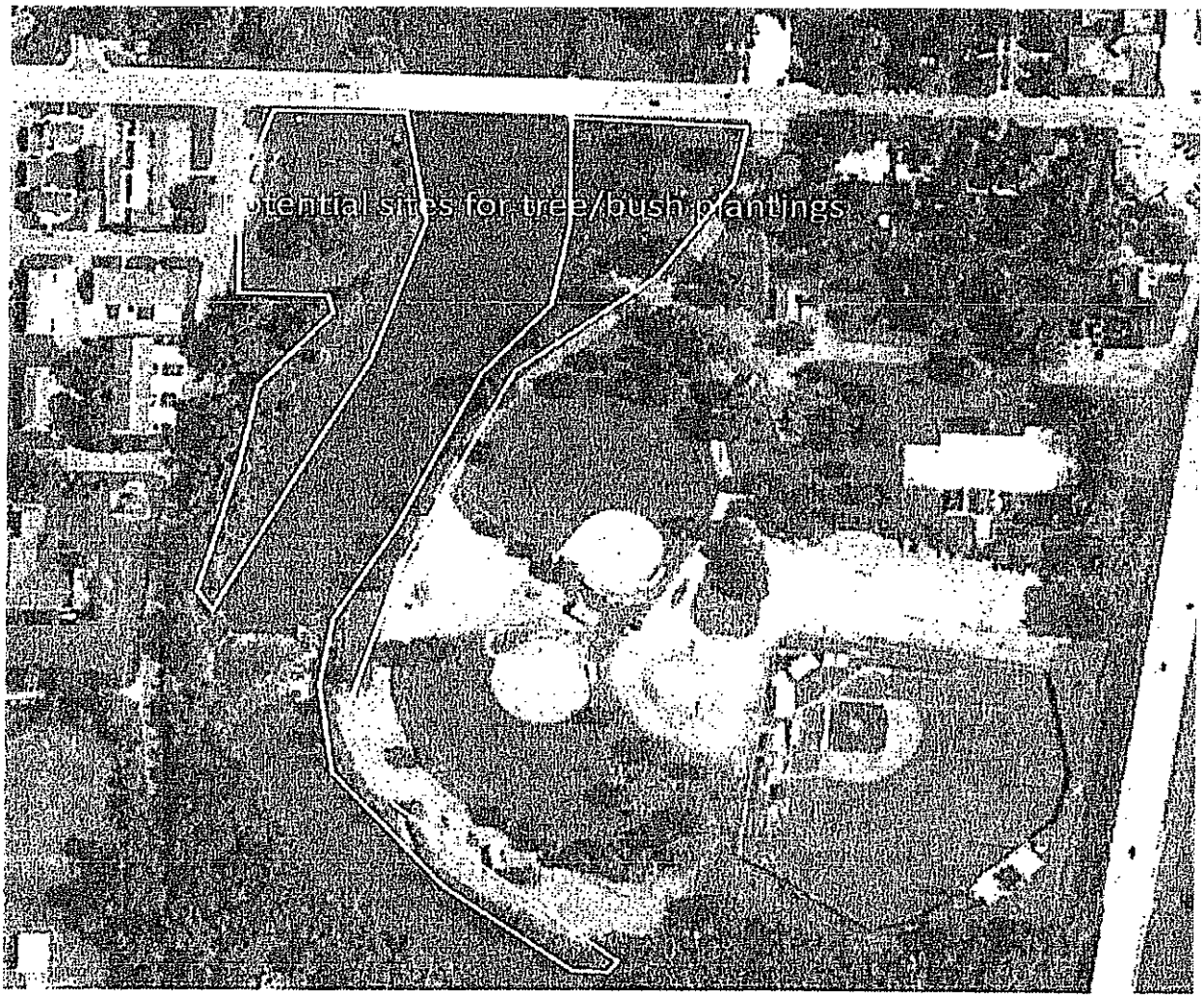
Shoreland Habitat Specialist Date

Attachment 2 – Proposed Work Plan

A total of $5,000 will be used to purchase and replant trees within Island Park.

Island Park is a City of Windom park that has experienced significant changes due to the removal of the dam downstream. The loss of pool was a significant concern for City officials and residents alike. The return of this area to a riverine system has exposed terrestrial areas that are in need of restoration. The historic seedbed has been submerged for years and sediment has also accumulated in the newly exposed areas. Due to the two aforementioned obstacles, allowing natural regeneration of plants is not a viable option in this case. The most likely result of that would be reed canary grass, annual weeds, and possibly early successional floodplain forest species (i.e. cottonwood and willow).

Island Park is located on the West Fork Des Moines River, which is quickly gaining a reputation as a quality fishing resource. This project seeks to restore native hardwoods and shrubs within the park, focusing on the riparian areas that were exposed upon removal of the dam.



Special emphasis will be placed on streambank areas that are at a high risk of experiencing erosion. Trees selected for those areas will include *salix sp.* and False Indigo. The large hardwood species will be located in upland areas. The trees will be planted with the assistance of Conservation Corps of Minnesota (CCM) Crews that are dedicated to work on tree projects in the City of Windom. Types of trees and shrubs planted will be selected in consultation with Aquatic Habitat Program Staff. Tree and shrub species will be selected from the attached list.

Grant funds may also be used to treat invasive species in the upland/grassland areas adjacent to this riparian area and re-plant or re-seed these areas with native prairie species. Grant funds for this portion of the project can be used for staff time to design the project, CCM time to complete the work, herbicide purchases, purchase of native seed and plants, vegetation disposal and equipment rental.

All project plans will be completed approved in association with aquatic habitat program staff from the MNDNR Section of Fisheries.

Acer negundo	Box elder	T	UM	Full sunP	40-60	
Acer saccharinum	Silver maple	T	W,UM	Full sunP	75-100	
Amorpha canescens	Leadplant	T	UM,UD	Full sun		4-Feb
Amorpha fruticosa	False indigo	T	W,UM	Full sunP		12-Jun
Celtis occidentalis	Hackberry	T	UM	Full sunP	60-80	
Cornus sericea (stolonifera)	Red-osier dogwood	T	W,UM,I	Full sunP		12-May
Crataegus chrysocarpa	Fireberry hawthorn	T	UM	Full sunP		20-Oct
Crataegus mollis	Downy hawthorn	T	UM,UD	Full sun		20-Oct
Euonymus atropurpureus	Wahoo	T	UM	Partial sl		15-May
Fraxinus pennsylvanica	Green ash	T	UM,UD	Full sunP	50-75	
Juglans nigra	Black walnut	T	UM	Full sun	40-70	
Populus deltoides	Cottonwood	T	W,UM,I	Full sunP	80-90	
Populus tremuloides	Quaking aspen	T	UM,UD	Full sunP	50-70	
Prunus americana	Wild plum	T	UM,UD	Full sun		15-Oct
Prunus virginiana	Chokecherry	T	UM,UD	Full sunP		15-Aug
Quercus macrocarpa	Bur oak	T	UM,UD	Full sun	50-80	
Rhus glabra	Smooth sumac	T	UM,UD	Full sunP		20-Sep
Ribes americanum	Wild black currant	T	UM	Partial sl		4-Mar
Rosa blanda	Smooth wild rose	T	UM,UD	Full sun		6-Jan
Rubus occidentalis	Black raspberry	T	UM,UD	Full sunP		6-Mar
Salix amygdaloides	Peach-leaved willow	T	W,UM	Full sunP	30-50	
Salix eriocephala	Heart-leaved willow	T	W	Full sun		15-May
Salix exigua	Sandbar willow	T	W	Full sun		15-May
Salix nigra	Black willow	T	W	Full sunP	30-50	
Sambucus canadensis	Common elderberry	T	W,UM	Full sunP		12-Mar
Spiraea alba	Meadowsweet	T	W	Full sunP		5-Mar
Symphoricarpos occidentalis	Wolfberry (Western si	T	UM,UD	Full sun		4-Feb
Tilia americana	Basswood	T	UM,UD	Full sunP	60-80	
Viburnum lentago	Nannyberry	T	UM	Full sunP		20-Oct

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Springsted

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

January 11, 2013

Ms. Denise Nichols
City of Windom
P. O. Box 38
Windom, MN 56101

Dear Ms. Nichols:

Springsted has reviewed the City's Pay Equity Implementation Report prepared by the City utilizing the State of Minnesota Management and Budget Department web based reporting program to analyze the City's 2012 wage information. There are four tests for compliance with the State of Minnesota Local Government Pay Equity Act. Following are the tests and the results:

1. Completeness and Accuracy Test: The City will pass this test if the report is submitted by January 31, 2013. Springsted will submit the report for the City upon approval of the report by the City Council.

2. Statistical Analysis Test: To pass this test the City must have at least 6 or more male classes and at least one class with an established salary range and an underpayment ratio of 80 or more. The City's underpayment ratio is 293.64, which is well above the established standard, therefore the City would be found in-compliance with this test.

3. Salary Range Test: For organizations with established salary ranges for positions, this measures whether male classes are reaching the top of their salary range faster than female classes. This result must either be 0 or above 80 to be found in compliance. The results of the salary range test for the City is 83.56, which indicates that the City would also pass this test.

4. Exceptional Service Pay Test: This test analyzes whether there is a larger percentage of male classes receiving longevity or performance pay than female classes. For this test the result must either be 0 if less than 25% of male classes receive exceptional service pay or be above 80. As only 6.67% of the City's male positions receive exceptional service pay, the result is 0 and indicates that the City would pass this test.

Please have the report reviewed and approved by the City Council and submit the report prior to January 31, 2013.

Please let me know if you have any questions or concerns.

Sincerely,

Ann Antonsen

Ann Antonsen, Vice President
Consultant

Compliance Report

Jurisdiction: Windom
P.O. Box 38
444 - 9th Street
Windom MN 56101

Report Year: 2013
Case: 1 - 2012 DATA (Private (Jur Only))

Contact: Steve Nasby Phone: (507) 831-6129 E-Mail: snasby@windom-mn.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	30	51	3	84
# Employees	39	107	13	159
Avg. Max Monthly Pay per employee	5,554.36	6,123.75		6,032.28

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 293.64 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	11	40
b. # Below Predicted Pay	19	11
c. TOTAL	30	51
d. % Below Predicted Pay (b divided by c = d)	63.33	21.57

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 144	Value of T = -6.468

a. Avg. diff. in pay from predicted pay for male jobs = ($47)

b. Avg. diff. in pay from predicted pay for female jobs = $1,365

III. SALARY RANGE TEST = 83.56 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 12.53

B. Avg. # of years to max salary for female jobs = 15.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP 6.67 *
B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Windom
LGID 1415

Job Class Data Entry Verification List

Case: 2012 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Arena Main. Worker	2	0	M	80	$1,932.00	$2,577.00	12.00	0.00	
2	Asst. Liquor Store Clerk	0	1	F	80	$1,932.00	$2,577.00	12.00	0.00	
84	Library Clerk	0	1	F	80	$1,560.00	$1,906.00	5.00	0.00	
3	Admin/Assis/Receptionist	0	1	F	102	$2,045.00	$2,657.00	12.00	0.00	
4	Fitness Specialist	1	0	M	113	$1,988.00	$4,166.00	16.00	0.00	
5	Housekeeping	1	3	F	116	$1,782.00	$4,047.00	16.00	0.00	
6	Insurance Clerk/Data Proc	1	5	F	117	$2,291.00	$4,767.00	16.00	0.00	
7	Ward Secretary/Schedulin	0	5	F	117	$2,152.00	$4,667.00	16.00	0.00	
8	Outreach Coordinator	0	1	F	117	$2,142.00	$4,558.00	16.00	0.00	
9	Secretary/Clerk	0	3	F	117	$2,158.00	$3,764.00	12.00	0.00	
10	Medical Records Clerk	0	1	F	117	$1,986.00	$4,336.00	16.00	0.00	
12	Administrative Assistant	0	1	F	117	$2,442.00	$4,981.00	16.00	0.00	
13	Medical Assistant	0	1	F	120	$2,253.00	$4,710.00	16.00	0.00	
14	Physical Therapy Aide	0	1	F	120	$2,152.00	$4,572.00	16.00	0.00	
15	Nursing Aide	0	1	F	120	$2,040.00	$4,412.00	16.00	0.00	
16	Admin. Assistant	0	2	F	123	$2,267.00	$3,910.00	12.00	0.00	
17	Purchasing/Stocking Assis	0	2	F	127	$2,149.00	$4,566.00	16.00	0.00	
18	Dietary Cook	2	5	F	129	$1,991.00	$4,341.00	16.00	0.00	
19	Head Housekeeper	0	1	F	134	$2,268.00	$4,733.00	16.00	0.00	
20	Maint/Custodian	1	0	M	137	$2,379.00	$4,052.00	12.00	0.00	
21	Coder	0	4	F	138	$2,620.00	$5,232.00	16.00	0.00	
22	Transcriptionist	0	2	F	138	$2,274.00	$4,755.00	16.00	0.00	
23	Operating Room Technicia	0	3	F	141	$2,877.00	$5,594.00	16.00	0.00	
24	Credit & Collections Clerk	0	1	F	141	$2,353.00	$4,553.00	16.00	0.00	
25	Payroll Clerk	0	1	F	141	$2,705.00	$5,353.00	16.00	0.00	
85	Central Scheduler	0	2	F	141	$2,248.00	$4,707.00	16.00	0.00	
81	Telecom Installer	1	0	M	143	$2,541.00	$4,192.00	12.00	0.00	
82	Central Scheduler Supervi	0	1	F	150	$2,475.00	$5,027.00	16.00	0.00	
26	Equipment Operator	3	0	M	156	$2,541.00	$4,192.00	12.00	0.00	
27	Children's Library Dir.	0	1	F	162	$2,541.00	$3,232.00	12.00	0.00	
28	Sr Equip. Operator	1	0	M	165	$2,598.00	$4,371.00	12.00	0.00	
29	Information Systems Coor	0	1	F	166	$4,804.00	$8,320.00	16.00	0.00	
30	Library Director	0	1	F	166	$2,634.00	$3,454.00	12.00	0.00	
31	Inventory Clerk	0	1	F	169	$2,598.00	$4,371.00	12.00	0.00	
32	Office & Admin Spec Sr	0	1	F	169	$2,598.00	$4,371.00	12.00	0.00	
33	Laboratory Tech-MT	0	5	F	169	$3,693.00	$6,748.00	16.00	0.00	
34	Water/Wastewater I	3	0	M	171	$2,598.00	$4,371.00	12.00	0.00	Performance
35	Physical Therapy Assistan	0	1	F	177	$3,230.00	$5,982.00	16.00	0.00	
36	Arena Coordinator	1	0	M	177	$2,598.00	$4,371.00	12.00	0.00	
37	Asst. Liquor Store Mgr	1	0	M	180	$2,709.00	$4,483.00	12.00	0.00	
38	Senior Water/Wastewater	2	0	M	180	$2,709.00	$4,483.00	12.00	0.00	Performance
39	Licensed Practical Nurse	0	2	F	204	$2,877.00	$5,596.00	16.00	0.00	
40	Maintenance	1	0	M	206	$2,768.00	$5,461.00	16.00	0.00	
41	Equipment Mechanic	1	0	M	208	$2,709.00	$4,483.00	12.00	0.00	
42	Registered Radiology Tech	2	2	B	209	$4,003.00	$7,414.00	16.00	0.00	
43	Radiology Manager	0	1	F	214	$5,313.00	$9,038.00	16.00	0.00	
44	Maintenance Manager	1	0	M	218	$3,660.00	$6,700.00	16.00	0.00	
45	Lineman	3	0	M	225	$3,374.00	$5,345.00	12.00	0.00	
46	Police Officer	4	2	B	236	$3,138.00	$5,102.00	15.00	0.00	
47	Registered Nurse	0	23	F	238	$5,078.00	$8,391.00	16.00	0.00	
48	Patient Accounts Manager	0	1	F	238	$3,866.00	$6,994.00	16.00	0.00	
49	Wellness Director	0	1	F	238	$4,508.00	$7,769.00	16.00	0.00	
50	Materials Manager	0	1	F	238	$3,528.00	$6,232.00	16.00	0.00	
51	Director of Social Services	0	1	F	238	$3,667.00	$6,996.00	16.00	0.00	
83	Materials Manager Assista	0	1	F	238	$2,859.00	$5,570.00	16.00	0.00	
52	Laboratory Director	0	1	F	240	$4,487.00	$7,870.00	16.00	0.00	
53	Outside Plant Tech	2	0	M	250	$3,374.00	$5,345.00	12.00	0.00	
54	Finance Assistant	0	1	F	250	$3,374.00	$5,345.00	12.00	0.00	

Job Class Data Entry Verification List

Case: 2012 DATA

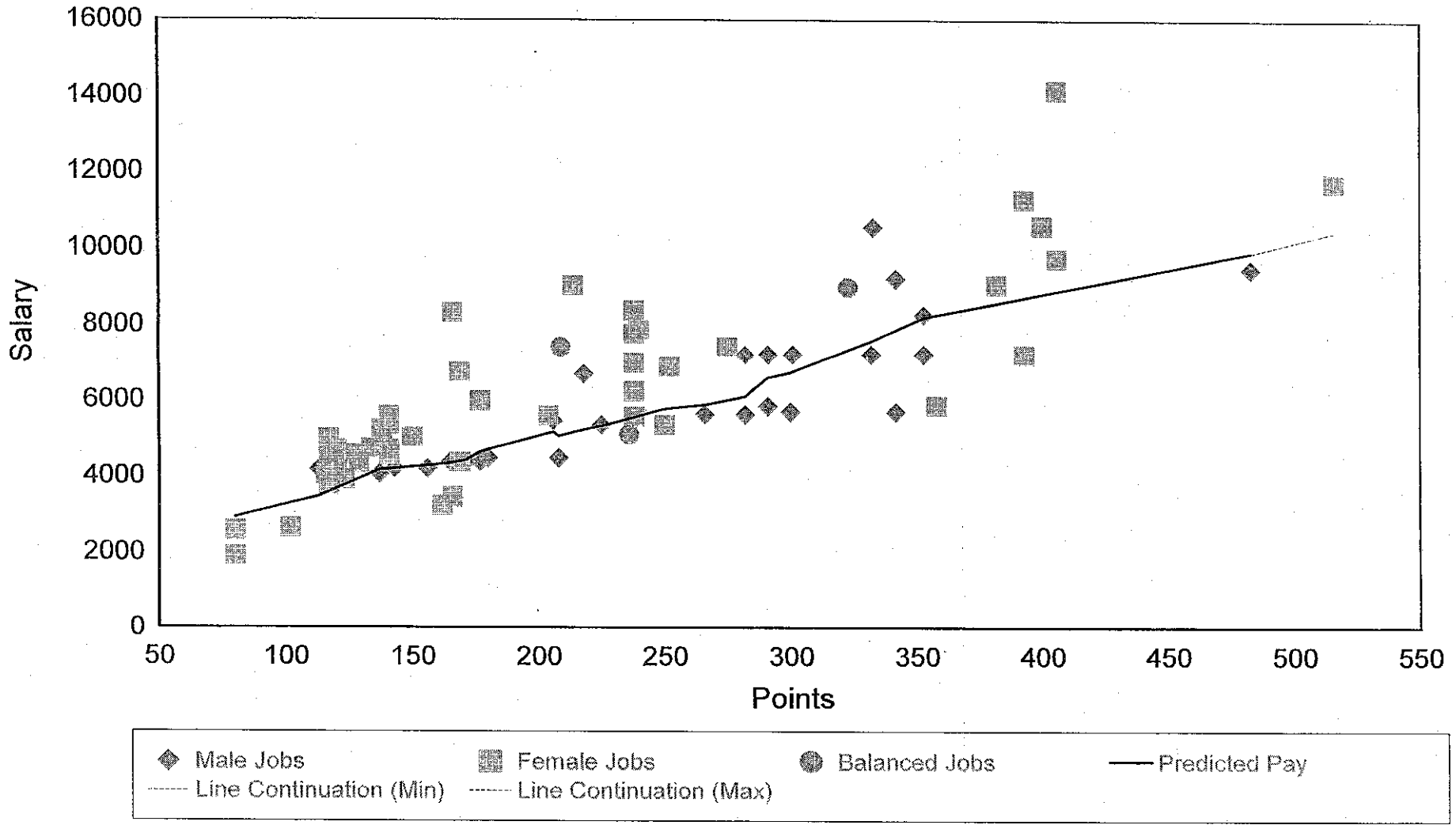
Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
55	HIM Director	0	1	F	252	$3,802.00	$6,903.00	16.00	0.00	
56	Line Crew Foreman	1	0	M	266	$3,594.00	$5,636.00	12.00	0.00	
57	Human Resources/Marketi	0	1	F	275	$4,263.00	$7,429.00	16.00	0.00	
58	Network Operations Cente	1	0	M	282	$3,594.00	$5,636.00	12.00	0.00	
59	Building Official	1	0	M	282	$4,811.00	$7,216.00	12.00	0.00	
60	Liquor Store Manager	1	0	M	291	$3,759.00	$5,847.00	12.00	0.00	
61	Water/Wastewater Sup.	1	0	M	291	$4,811.00	$7,216.00	12.00	0.00	
62	Park & Rec Director	1	0	M	300	$3,648.00	$5,700.00	12.00	0.00	
63	Comm. Ctr. Director	1	0	M	300	$3,648.00	$5,700.00	12.00	0.00	
64	Street/Park Supervisor	1	0	M	301	$4,811.00	$7,216.00	12.00	0.00	
65	Physical Therapist	1	2	B	323	$5,287.00	$9,001.00	16.00	0.00	
71	Economic Development Di	1	0	M	332	$4,811.00	$7,216.00	12.00	0.00	
66	Physical Therapy Manager	1	0	M	333	$6,695.00	$10,556.00	16.00	0.00	
67	Police Sergeant	1	0	M	342	$3,648.00	$5,700.00	12.00	0.00	
68	Telecom Operations Mana	1	0	M	342	$4,811.00	$9,216.00	12.00	0.00	
69	Chief of Police	1	0	M	353	$4,811.00	$7,216.00	12.00	0.00	
70	Electrical Supervisor	1	0	M	353	$5,605.00	$8,282.00	12.00	0.00	
72	Dietary Manager	0	1	F	358	$3,066.00	$5,861.00	16.00	0.00	
73	Safety/Infection/Risk Mana	0	1	F	382	$5,334.00	$9,065.00	16.00	0.00	
74	Chief Financial Officer	0	1	F	393	$6,705.00	$11,289.00	16.00	0.00	
75	Finance Director	0	1	F	393	$4,811.00	$7,216.00	12.00	0.00	
76	Performance Improvement	0	1	F	400	$6,428.00	$10,613.00	16.00	0.00	
77	Pharmacist	0	1	F	406	$8,941.00	$14,164.00	16.00	0.00	
78	Operating Room Nursing S	0	1	F	406	$5,816.00	$9,748.00	16.00	0.00	
79	City Clerk/Administrator	1	0	M	483	$6,502.00	$9,454.00	12.00	0.00	
80	Director of Patient Care	0	1	F	516	$7,214.00	$11,719.00	16.00	0.00	

Job Number Count: 84

Predicted Pay Report for Windom

Case : 2012 DATA

1/10/2013



Predicted Pay Report for Windom

1/10/2013

Case : 2012 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Arena Main. Worker	2	0	2	Male	80	$2,577.00	$2,918.56	($341.56)
2	Asst. Liquor Store Clerk	0	1	1	Female	80	$2,577.00	$2,918.56	($341.56)
84	Library Clerk	0	1	1	Female	80	$1,906.00	$2,918.56	($1,012.56)
3	Admin/Assis/Receptionist	0	1	1	Female	102	$2,657.00	$3,280.25	($623.25)
4	Fitness Specialist	1	0	1	Male	113	$4,166.00	$3,460.92	$705.08
5	Housekeeping	1	3	4	Female	116	$4,047.00	$3,510.39	$536.61
6	Insurance Clerk/Data Processor	1	5	6	Female	117	$4,767.00	$3,526.88	$1,240.12
7	Ward Secretary/Scheduling Secr	0	5	5	Female	117	$4,667.00	$3,526.88	$1,140.12
8	Outreach Coordinator	0	1	1	Female	117	$4,558.00	$3,526.88	$1,031.12
9	Secretary/Clerk	0	3	3	Female	117	$3,764.00	$3,526.88	$237.12
10	Medical Records Clerk	0	1	1	Female	117	$4,336.00	$3,526.88	$809.12
12	Administrative Assistant	0	1	1	Female	117	$4,981.00	$3,526.88	$1,454.12
13	Medical Assistant	0	1	1	Female	120	$4,710.00	$3,575.99	$1,134.01
14	Physical Therapy Aide	0	1	1	Female	120	$4,572.00	$3,575.99	$996.01
15	Nursing Aide	0	1	1	Female	120	$4,412.00	$3,575.99	$836.01
16	Admin. Assistant	0	2	2	Female	123	$3,910.00	$3,625.45	$284.55
17	Purchasing/Stocking Assistant	0	2	2	Female	127	$4,566.00	$3,691.05	$874.95
18	Dietary Cook	2	5	7	Female	129	$4,341.00	$3,724.03	$616.97
19	Head Housekeeper	0	1	1	Female	134	$4,733.00	$4,152.50	$580.50
20	Maint/Custodian	1	0	1	Male	137	$4,052.00	$4,160.02	($108.02)
21	Coder	0	4	4	Female	138	$5,232.00	$4,166.10	$1,065.90
22	Transcriptionist	0	2	2	Female	138	$4,755.00	$4,166.10	$588.90
23	Operating Room Technician	0	3	3	Female	141	$5,594.00	$4,184.34	$1,409.66
24	Credit & Collections Clerk	0	1	1	Female	141	$4,553.00	$4,184.34	$368.66
25	Payroll Clerk	0	1	1	Female	141	$5,353.00	$4,184.34	$1,168.66
85	Central Scheduler	0	2	2	Female	141	$4,707.00	$4,184.34	$522.66
81	Telecom Installer	1	0	1	Male	143	$4,192.00	$4,196.37	($4.37)
82	Central Scheduler Supervisor	0	1	1	Female	150	$5,027.00	$4,238.92	$788.08
26	Equipment Operator	3	0	3	Male	156	$4,192.00	$4,275.27	($83.27)
27	Children's Library Dir.	0	1	1	Female	162	$3,232.00	$4,290.78	($1,058.78)
28	Sr Equip. Operator	1	0	1	Male	165	$4,371.00	$4,335.79	$35.21
29	Information Systems Coordinato	0	1	1	Female	166	$8,320.00	$4,348.14	$3,971.86
30	Library Director	0	1	1	Female	166	$3,454.00	$4,348.14	($894.14)
31	Inventory Clerk	0	1	1	Female	169	$4,371.00	$4,386.02	($15.02)
32	Office & Admin Spec Sr	0	1	1	Female	169	$4,371.00	$4,386.02	($15.02)

Predicted Pay Report for Windom

Case : 2012 DATA

1/10/2013

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
33	Laboratory Tech-MT	0	5	5	Female	169	$6,748.00	$4,386.02	$2,361.98
34	Water/Wastewater I	3	0	3	Male	171	$4,371.00	$4,411.27	($40.27)
35	Physical Therapy Assistant	0	1	1	Female	177	$5,982.00	$4,628.04	$1,353.96
36	Arena Coordinator	1	0	1	Male	177	$4,371.00	$4,628.04	($257.04)
37	Asst. Liquor Store Mgr	1	0	1	Male	180	$4,483.00	$4,695.70	($212.70)
38	Senior Water/Wastewater	2	0	2	Male	180	$4,483.00	$4,695.70	($212.70)
39	Licensed Practical Nurse	0	2	2	Female	204	$5,596.00	$5,109.31	$486.69
40	Maintenance	1	0	1	Male	206	$5,461.00	$5,154.98	$306.02
41	Equipment Mechanic	1	0	1	Male	208	$4,483.00	$5,047.65	($564.65)
42	Registered Radiology Technicia	2	2	4	Balanced	209	$7,414.00	$5,062.63	$2,351.37
43	Radiology Manager	0	1	1	Female	214	$9,038.00	$5,146.06	$3,891.94
44	Maintenance Manager	1	0	1	Male	218	$6,700.00	$5,220.64	$1,479.36
45	Lineman	3	0	3	Male	225	$5,345.00	$5,326.31	$18.69
46	Police Officer	4	2	6	Balanced	236	$5,102.00	$5,463.99	($361.99)
47	Registered Nurse	0	23	23	Female	238	$8,391.00	$5,509.98	$2,881.02
48	Patient Accounts Manager	0	1	1	Female	238	$6,994.00	$5,509.98	$1,484.02
49	Wellness Director	0	1	1	Female	238	$7,769.00	$5,509.98	$2,259.02
50	Materials Manager	0	1	1	Female	238	$6,232.00	$5,509.98	$722.02
51	Director of Social Services	0	1	1	Female	238	$6,996.00	$5,509.98	$1,486.02
83	Materials Manager Assistant	0	1	1	Female	238	$5,570.00	$5,509.98	$60.02
52	Laboratory Director	0	1	1	Female	240	$7,870.00	$5,626.60	$2,243.40
53	Outside Plant Tech	2	0	2	Male	250	$5,345.00	$5,771.70	($426.70)
54	Finance Assistant	0	1	1	Female	250	$5,345.00	$5,771.70	($426.70)
55	HIM Director	0	1	1	Female	252	$6,903.00	$5,871.71	$1,031.29
56	Line Crew Foreman	1	0	1	Male	266	$5,636.00	$5,879.26	($243.26)
57	Human Resources/Marketing Coor	0	1	1	Female	275	$7,429.00	$5,957.95	$1,471.05
58	Network Operations Center Dire	1	0	1	Male	282	$5,636.00	$6,100.04	($464.04)
59	Building Official	1	0	1	Male	282	$7,216.00	$6,100.04	$1,115.96
60	Liquor Store Manager	1	0	1	Male	291	$5,847.00	$6,598.31	($751.31)
61	Water/Wastewater Sup.	1	0	1	Male	291	$7,216.00	$6,598.31	$617.69
62	Park & Rec Director	1	0	1	Male	300	$5,700.00	$6,731.16	($1,031.16)
63	Comm. Ctr. Director	1	0	1	Male	300	$5,700.00	$6,731.16	($1,031.16)
64	Street/Park Supervisor	1	0	1	Male	301	$7,216.00	$6,764.79	$451.21
65	Physical Therapist	1	2	3	Balanced	323	$9,001.00	$7,336.47	$1,664.53
71	Economic Development Dir.	1	0	1	Male	332	$7,216.00	$7,572.41	($356.41)

Predicted Pay Report for Windom

1/10/2013

Case : 2012 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
66	Physical Therapy Manager	1	0	1	Male	333	$10,556.00	$7,602.60	$2,953.40
67	Police Sergeant	1	0	1	Male	342	$5,700.00	$7,879.98	($2,179.98)
68	Telecom Operations Manager	1	0	1	Male	342	$9,216.00	$7,879.98	$1,336.02
69	Chief of Police	1	0	1	Male	353	$7,216.00	$8,204.26	($988.26)
70	Electrical Supervisor	1	0	1	Male	353	$8,282.00	$8,204.26	$77.74
72	Dietary Manager	0	1	1	Female	358	$5,861.00	$8,419.80	($2,558.80)
73	Safety/Infection/Risk Manager	0	1	1	Female	382	$9,065.00	$9,229.53	($164.53)
74	Chief Financial Officer	0	1	1	Female	393	$11,289.00	$8,429.38	$2,859.62
75	Finance Director	0	1	1	Female	393	$7,216.00	$8,429.38	($1,213.38)
76	Performance Improvement	0	1	1	Female	400	$10,613.00	$8,559.24	$2,053.76
77	Pharmacist	0	1	1	Female	406	$14,164.00	$8,611.49	$5,552.51
78	Operating Room Nursing Supervi	0	1	1	Female	406	$9,748.00	$8,611.49	$1,136.51
79	City Clerk/Administrator	1	0	1	Male	483	$9,454.00	$9,901.26	($447.26)
80	Director of Patient Care	0	1	1	Female	516	$11,719.00	$10,441.19	$1,277.81

Job Number Count: 84

Pay Equity Implementation Report

1/10/2013

Part A: Jurisdiction Identification

Jurisdiction: City of Windom
444 9th Street, PO Box 38
Windom, MN 56101

Jurisdiction Type: City

Contact: Steve Nasby

Phone: 507-831-6129

E-Mail: snasby@windom-mn.com

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

   The system used was:

   Description: State Job Match

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

   There is a difference and the maximum salaries reported include the monthly amount paid by the employer for health insurance.

3. An official notice has been posted at:

   Windom City Hall
   (prominent location)

   informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

   The report was approved by:

   Windom City Council
   (governing body)

   _____
   (chief elected official)

   Corey Maricle, Mayor
   (title)

Part C: Total Payroll

8,712,863

is the annual payroll for the calendar year just ended December 31.

[x] Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: _____

RESOLUTION #2013-

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

CITY OF WINDOM

RESOLUTION APPROVING AMENDMENTS TO THE FEES AND CHARGES SCHEDULE

WHEREAS, the City Council has the authority to establish fees and charges for municipal services, admissions and rentals; and

WHEREAS, the City Council periodically establishes fees and charges for municipal services; and

WHEREAS, a "Fees and Charges Schedule" has been created to consolidate the service fees and charges for all city departments into one document; and

WHEREAS, City Staff have reviewed current fees and charges for their departments and have, if applicable, included recommended adjustments of such fees and charges in the schedule; and

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

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

> The "Fees and Charges Schedule" dated January 1, 2013, is hereby adopted and all fees and charges are amended as set forth in said schedule.

Adopted this 15th day of January, 2013.

_____
Corey J. Maricle, Mayor

ATTEST:

_____
Steven Nasby, City Administrator

CITY OF WINDOM
FEES & CHARGES SCHEDULE

January 1, 2013

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
GENERAL GOVERNMENT			
	Liquor License		
	On Sale	2,000.00	
	Sunday	200.00	
	Wine License		
	On Sale	150.00	
	Beer License		
	On-Sale (3.2 Only)	100.00	
	Strong Beer Authorization	100.00	Resolution #2011-59
	Temporary On-Sale Liquor – Per Day	25.00	
	Set-Up License	250.00	
	Spring Cleanup	1.00/per month/all residential utility customers	
	Other Business Licenses/Permits		
	Dance Permit – Per Day	10.00	
	Police fee for Dance – Per Hour/Per Officer	40.00	
	Cigarette	20.00	
	Game of Skill	50.00 first game 15.00 each additional game	
	Peddler/Solicitor/Transient Merchant – Annual	40.00	
	Initial Investigation fee	20.00	
NEW FEE	Exempt Permit	25.00	
NEW FEE	Premise Permit	25.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Sales of Maps, etc.		
	8 1/2"x11"	.00	
	Map - 24"x24"	2.00	
	Photo Copies		
	Letter size – each page	.25	
	Legal size – each page	.25	
	11" x 17" size – each page	.35	
	Color copies – each page	1.00	
	Fax Charges		
	Sending: 1st page	1.00	
	Each additional page	.50	
	Receiving Each page	.50	
	Paper punch/binding - per page	.05	
	Set of address labels from utility customer listing (water/sewer only)	50.00	
	Utility customer detail (as allowed by law)	100.00	
	Assessment Certificates	20.00	
	Filing Fees:		
	City Council Seat	5.00	MN Statutes
	Annexation Petition Fee	25.00	
	Miscellaneous		
	City Code Updates	25.00	
	Information retrieve/records search	Hrly. pay rate of staff	
	City Charter	5.00	
	Overdue Book Fine	10¢ per day	
	Logo Caps & Cups	5.00 + tax	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
BUILDING & ZONING:			
	Building Permits:		
Total Valuation	**Fee**		Resolution #2001-34
$1-$500	$21.00		
$501-$2,000	$21.00 for the first $500, plus $2.75 for each additional $100 or fraction thereof, to and including $2,000.		
$2,001-$25,000	$62.25 for the first $2,000, plus $12.50 for each additional $1,000 or fraction thereof, to and including $25,000.		
$25,001-$50,000	$349.75 for the first $25,000, plus $9.00 for each additional $1,000 or fraction thereof, to and including $50,000.		
$50,001-$100,000	$574.75 for the first $50,000, plus $6.25 for each additional $1,000 or fraction thereof, to and including $100,000.		
$100,001-$500,000	$887.25 for the first $100,000, plus $5.00 for each additional $1,000 or fraction thereof, to and including $500,000.		
$500,001-$1,000,000	$2,887.25 for the first $500,000 plus $4.25 for each additional $1,000 or fraction thereof, to and including $1,000,000.		
$1,000,001+	$5012.25 for the first $1,000,000 plus $2.75 for each additional $1,000 or fraction thereof.		
State Surcharge Fee	.0005 x total value of construction		
Plan Review Fee	65% of City's building permit fee for Commercial 35% of City's building permit fee for Residential		
Connection Fees	Sewer Connection: $75.00 Water Connection: $75.00 + 5.16 sales tax = $80.16		
Refunds	Written request; refunds at discretion of Building Official. <u>If project not started</u>: Within 5 days of application date - City's permit fee, state surcharge and 80% of plan review fee; within thirty (30) days of application date –80% of City's permit fee, no refund of state surcharge or plan review fee.		
Manufactured Home Installation Fee	$150.00		
Inspection Fee	Outside City (Minimum Charge = 2hrs)	45.00/hour	
	Conditional Use Permits/Variances (Includes Recording Fee) Appeals	150.00 25.00	
	Zoning & Subdivision Fees		

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Subdivision (Chapter 12) – Platting (Developer responsible for recording fees)	120.00	
	P.U.D. (includes recording fees)	120.00	
	Minor Subdivisions (Developer responsible for recording fees)	50.00	
	Preliminary Staff Review	0.00	
	Amendment to Zoning Ordinance (Rezoning) (includes recording fee)	150.00	
	Zoning Amendment (Re: Text) (does not include recording fees)	70.00	
	Vacation of Public Way (includes recording fee)	70.00	
	Other Permits		
	Excavation in City black top or concrete street	300.00	
	Wall Signs	9.50	
	Ground and pedestal signs/billboard signs	(each) 9.50	
	Portable signs/temporary signs/misc.	(each/per period) .00	
	Demolition Permit	25.00	
	Moving Permit	50.00	
	Fireworks (sales & storage)	50.00	
	Reimbursements		
	Weed Control	Labor cost + $10 administration fee	
	Recording/Satisfaction Fees	Actual cost	
	Document Preparation & Attorney Review for Initial Loan, Assumptions, Subordinations and Refinancing	Actual cost	
PUBLIC SAFETY:			
	Animal License (Cat & Dog)		
	Unspayed Female	8.00 + tax	
	All others	5.00 + tax	
	Accident & investigation Report		
	First copy (if not directly involved party)	5.00 + .25 per page (after 2 pages)	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Each additional picture	.25	
	Mail	Actual cost	
	Parking Tickets		
	General Parking – No Parking (2:00 a.m- 6:00 a.m.)	34.00	Section 9.02
	No Parking in Alley	33.00	Section 9.20
	Parking over 36 hours	33.00	Section 9.20(1)
	Time Limit on Parking	33.00	Section 9.20(2)
	Truck Parking	33.00	Section 9.21
	Vehicle Repair on Street	30.00	Section 9.25
	Parking for Advertising or Selling	33.00	Section 9.26
	Parking Restrictions on Co. Rd. 13	33.00	Section 9.27
	Snow Emergency	30.00	Section 9.30
	Animal (Cat & Dog) Impound, Boarding		
	Impound		
	No License	40.00 + tax	
	With License	20.00 + tax	
	Boarding		
	No License	15.00 (per day) + tax	
	With License	10.00 (per day + tax)	
	Administrative Fees:		
	Vehicle Impound storage	15.00/day	
	Fire Department		
	Fire Call	500.00	
	Ambulance Department		
	Basic Life Support Rate	450.00	
	Advance Life Support Rate	650.00	
	Basic Life Support Mileage rate (1-17 miles)	10.50	
PUBLIC WORKS:			
	Street Use Permits (service cuts) - work performed by city staff		
	Cold mix bituminous	Actual cost	
	Hot mix bituminous	Actual cost	
	Main Street and all state-aid streets	Actual cost	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Street Equipment Labor & Rental Rates (Equipment rentals are 1-hour min.)		
	Labor rate	50.00/hour	
	Unit 50 - 2004 Bobcat Loader w/attach	80.00/per hr	
	- 2004 Bobcat & Asphalt Milling Attachment	100.00/per hr	
	- 2004 Bobcat & Sweeper Broom Attachment	100.00/per hr	
	Unit 42 - 2004 International Dump Truck	90.00/per hr	
	- Falls Snow Plow, Falls Sander & Dump Body	135.00/per hr	
	Unit 43 – 2004 International Dump Truck	90.00/per hr	
	- Falls Snow Plow, Falls Sander & Dump Body	135.00/per hr	
	Unit 44 – 2007 International Dump Truck	90.00/per hr	
	- Falls Reversible Snow Plow, Sander & Dump Body	135.00/per hr	
	Unit 45 – 1987 Case W-30 Front end Loader	125.00/per hr	
	Unit 81 – 2004 Sno-Go Snow Blower for Unit 45	185.00/per hr	
	Unit 46 – 1987 Fiat Grader	150.00/per hr	
	Unit 47 - 544G Front End Loader w/2.25 Yard 4 in 1 Bucket	125.00/per hr	
	- Snow Ranger plow for Unit 47	160.00/per hr	
	Unit 48 – Portable Air Compressor w/attachments	95.00/per hr	
	Unit 49 – 2005 Elgin Street Sweeper	125.00/per hr	
	328D Toro Grounds Master 72"mower	60.00/per hr	
	4000D Toro Grounds Master 11'Mower	85.00/per hr	
	3520 John Deere Utility Tractor	75.00/per hr	
	John Deere 3 Point Hitch 72" Mower w/Tractor	90.00/per hr	
	Homemade Barricade Trailer	50.00/daily	
	75 – 10-12' wood homemade barricades	10.00 each/daily	
	200 – 12" to 3' tall traffic cones	1.00 each/daily	
	300 lin feet orange construction plastic fencing	$10.00 per 50'/daily	
	Homemade 6x20 Trailer	35.00/per hr 280.00/dly	
	Road Boss 3-point grader	45.00/per hr 360.00/dy	
	Homemade portable welder/generator	35.00/per hr 250.00/dly	
	Jonsered 20" chainsaw	25.00/per hr 250.00/dly	
	Jonsered 14" chainsaw	25.00/per hr 150.00/dly	
	Street Materials Sold to Public		
	Recycled bituminous	10.00/ton	
	Recycled crushed concrete Material	12.00/ton	
	Gravel Class 5	20.00/ton	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Blacktop (cold mix/hot mix) Black Dirt Winter salt/sand mix	110.00/ton 25.00/ton 30.00/ton	
COMPOST & LEAF BURNING PERMIT FEES:			
	Commercial Compost Permit-Annual Resident Compost Permit-Annual	55.00 + tax 15.00 + tax	Res #2007-15 Res #2007-15
	Leaf Burning Permit	5.00	
CULTURE & RECREATION:			
	Commercial Tent Usage in Park	25.00/daily	
	Shelter House Rental Cottonwood Lake or Island Park	80.00/daily	
	Island Park Campgrounds Nightly Non Registered	 10.00 10.00	
	Picnic Table Rental – Within City Parks	10.00/per/table per day	
	Picnic Table Rental - Permit holder hauls Non-Profit Group Rental – Permit holder hauls Non-Profit Additional day usage rate	15.00/per/table per-day 5.00/per/table per-day 5.00/per/table per-day	
	Bleacher Rental – City hauls Bleacher Rental – Renter hauls	50.00/each/per day 35.00/each/per day	
	Labor Cost Sweeper Dump Truck Sidewalk snow removal	50.00/hour 100.00/hour 85.00/hour 100.00/hour	 1 hour minimum
	COMMUNITY CENTER RATES		

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Room 105 – Small Multi Use Room	20.00/hr weekday 30.00/hr/weekend	
	Room 117 – Senior Center/Kitchenette (1 to 4 hrs)	45.00/hr (1 to 4 hrs)	
	5 hrs	200.00	
	After 5 hrs	$40/hr for each hr after 5 hrs	
	Room 120 – Senior Dining Room	35.00/hr (1 to 4 hrs)	
	5 hrs	150.00	
	After 5 hrs	$30/hr for each hr after 5 hrs	
	Half Room Rates	20.00/hr (1 to 4 hrs)	
	5 hrs	75.00	
	After 5 hrs	$15/hr for each hr after 5 hrs	
	Room 127/128 - Large Multi-Purpose Room	60.00/hr (1 to 8 hrs)	
	9-10 hrs	500.00	
	After 10 hrs	50.00/hr for each hr after 10 hrs	
	Half Room Rates	40.00/hr (1 to 8 hrs)	
	9-10 hrs	350.00	
	After 10 hrs	35.00/hr for each hr after 10 hrs	
	Caterer Kitchen – Partial Kitchen Use	$100.00	
	EQUIPMENT FEE PER EVENT/PER DAY		
	Podium	N/C with room rental	
	Podium/Microphone (Room 127/128)	5.00	
	Portable Sound System (Room 120)	Sm 25.00 Large 125.00	
	Grease Board/Flip Chart (Dry Erase markers & Eraser included)	5.00	
	Overhead Projector (Screen included Rooms 105 & 120)	20.00	
	Portable Projector Screen	15.00	
	TV/VCR	25.00	
	Power Point Projector	St 100.00 or HD200.00	
	12x16 screen	50.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Portable Bar – 2 available	25.00/bar	
	Dance Floor	75.00	
	Stage	100.00	
	Piano	25.00	
	Wedding Back Drop	75.00	
	Lattice Arches	1-25.00	
		3-50.00	
	Bar Set-up Fee –		
	Small groups (up to 50)	50.00	
	Medium groups (51-200	150.00	
	Large groups (200 +)	250.00	
	Dumpster Fee (rooms 127 & 128)		
	Up to 300 people	25.00	
	301-600 people	50.00	
	601-1000 people	75.00	
	45 cup Coffee Pot (includes coffee, cups, napkins, cream & sugar)	15.00	
	100 cup Coffee Pot (includes coffee, cups, napkins, cream & sugar)	25.00	
	Set-up & Take Down Fees (Chairs & Tables)		
	Multi-Use Room (Half room)	75.00	
	Multi-Use Room Large – Less than 500 people	125.00	
	Multi-Use Room Large - More than 500 people	150.00	
	Fax fee	2.00/per page	
	Photocopies	25¢ per page	
	Lattice panels (4 available)	10.00 each	
	Bar Tables (set of 5)	40.00	
	8' pillar (set of 4)	40.00	
	4' pillar (set of 4)	20.00	
	Wooden Post (set of 6)	15.00	
	Potted sticks	10.00	
	Sm. children table w/benches	10.00	
	Ceiling swag		
	Full room	300.00	
	½ room	150.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	ARENA RATES		
	Season Skating Pass		
	Family	70.00	Resolution 2012-55
	Individual	40.00	Resolution 2012-55
	Old-Timers Hockey (Sundays)	60.00	
	Daily Admission		
	Individual	3.00	
	Old-Timers Hockey	6.00	
	Skate Rental		
	Daily	2.50	
	Seasonal	50.00	
	Hourly Ice Rate (over 100 hrs during ice season)		
	Frequent User –Seasonal hrly rate	105.00 per hr	
	Non Frequent/Out of Town User hrly rate	110.00 per hr	
	Non-Prime Time Ice Rental Rate	85.00 per hr	Resolution #2011-54
	STORAGE		
	Units under 20 ft	125.00	Resolution 2012-55
	Units between 20-30 feet	150.00	Resolution 2012-55
	Units over 30 feet	200.00	Resolution 2012-55
	BUILDING RENT		
	1st Day	350.00	
	2nd Day	325.00	
	3rd Day, Additional Days	200.00	
	STALL RENT		
	1st Day	16.00	
	2nd Day	12.50	
	3rd Day, Additional Days	10.00	
	RACQUETBALL/WALLY BALL/BASKETBALL COURT FEES		
	Non-Member Adult hrly racquetball	3.00 per person/per hr	
	Non-Member Youth hrly racquetball	1.50 per person/per hr	
	Wally ball	20.00 per hour/court	
	Basketball	12.50 per hour	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	POOL FEES		
	Pool Passes		
	Season Pass		
	Family	95.00	Resolution 2012-10
	after May 31	105.00	Resolution 2012-10
	Individual	55.00	Resolution 2012-10
	after May 31	65.00	Resolution 2012-10
	Wading Pool/Non-Swimmer Individual pass	25.00	Resolution 2012-10
	Individual (child/adult) Daily Admission	3.50	Resolution 2012-10
	Wading Pool Admission	1.00	Resolution 2012-10
	Punch Card All Users(10 Punch Card 1-punch per/day)	30.00	Resolution 2012-10
	Family Hour	7.00	Resolution 2012-10
	Swimming Lessons	30.00	Resolution 2012-10
	Private Pool Rental	75.00 minimum (up to party of 40, additional fee based on number in party/hour	
	RECREATION FEES		
	Tykes, Kindergarten T-Ball, Coach Pitch/T-Ball	45.00	Resolution 2012-10
	Softball K-6th Grade	45.00	Resolution 2012-10
	Pony League	60.00	Resolution 2012-10
	Flag Football & Soccer	45.00	Resolution 2012-10
	Hershey's Track & Field Games	50.00	Resolution 2012-10
	Sand Volleyball Team Entry Fee	150.00	
	Ball Field Usage Rates		
	Men's Softball League Annual Rate per/team	150.00	
	Co-Ed Softball League Annual Rate per/team	150.00	
	Sunday Church League Annual Rate per/team	50.00	
	Sand Volleyball Court – Non-League Special Events Rate for entire complex regardless of how many courts used. City will Prepare courts during week days only prior to event unless pre-arranged	150.00	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
PUBLIC UTILITIES - WATER/SEWER FUND:			
	Residential Charges		
	Water – Monthly minimum	$12.13	
	0-500	$1.10/100 cu. ft	
	500-1000	$2.48/100 cu. ft	
	Excess 1000	$3.28/100 cu. ft	
	Sewer – Monthly minimum	$23.64	Resolution 2012-62
	1st 1500 cu. ft	.93¢/100 cu. ft	Resolution 2012-62
	2nd 1500 cu. ft	.46¢/100 cu. ft	Resolution 2012-62
	Sewer Only –		
	Apartments	26.42	Resolution 2012-62
	Homes	19.19	Resolution 2012-62
	Commercial Charges		
	Water – Monthly minimum	$12.13	
	0-500	$1.10/100 cu. ft	
	500-1000	$2.48/100 cu. ft	
	Excess 1000	$3.28/100 cu. ft	
	Sewer – Monthly minimum (includes the first 800 cu. ft)	$25.20	Resolution 2012-62
	Over 100 Cu. Ft	$3.16/100 cu. ft	Resolution 2012-62
	Request for Utility Account Info		
	Picked up – (1 month)	5.00	
	12 months	30.00	
	Mailed	5.50	
	Faxed	6.00	
	Service Charges		
	Late Fee per unpaid water/sewer bill	5%	
	Meter Bottom Replacement		
	3/4"	75.00	
	1"	100.00	
	Labor Cost	50.00/hour	
	Retrieval of Information/Records Search	Hourly rate of staff	
	Reconnect Fee	40.00 each + tax	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Reconnect After Hrs Water at pump house Jetter & Operator Vac Unit	75.00 each + tax 4.00/1,000 gallons 150.00/hour 150.00/hour	$15.00 minimum
	Sales Tax (Commercial accounts only)	6.875%	
ELECTRIC FUND			
	Meter Pre-Payment- Required of all renters and contract for deed properties before utilities can be transferred into renter's name	300.00	Utility Comm – Jan. 27, 2010
	Residential: All Kwh's @.0699/kwh City Customer Charge Out of City Charge Security Light Charge - 100 watt HPS - 400 watt MH	 3.52/month 10.54/month 8.00/month 18.00/month	
	Commercial Charges: 2,000 KWH's @ .0807/kwh Next 6,000 KWH's @ .0753/kwh Excess KWH's @ .0699/kwh Customer charge	 11.74/month	
	Industrial: 30,000 KWH's @ .0591/kwh Excess KWH's @ .0559/kwh Demand charge @4.87/kw		
	Municipal: All KWH's @.0655/kwh		
	Green Power Rate: Per 100 kwh's (1 block)	3.50/tag	
	Service Charges Late Fee Reconnect Fee	 5% 25.00 + tax	

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Reconnect Fee After Hrs	75.00 + tax	
	Restocking Fee	20%	
	Electric Dept Labor and Rental Equipment Rates		
	Labor rate	47.23/per hr	
	Overtime labor rate	70.85/per hr	
	Unit 30 Pickup Truck	25.00/per hr	
	Unit 31 Line Truck	35.00/per hr	
	Unit 32 Bucket Truck	Minimum 125.00 per hr	
	Unit 33 Digger Truck	Minimum 100.00 per hr	
	Unit 34 Flatbed Truck	25.00/per hr	
	Unit 35 Small Bucket Truck	75.00/per hr	
	Unit 35A Case Trencher	50.00/per hr	
	Unit 36 Ditch Witch Trencher	50.00/per hr	
	Boring Tool	8.00 a foot	
	Lifting Units to roof top or light bulb replacement	50.00 plus ½ of labor rate charge $23.62	
AIRPORT FUND			
	Hangar Rental Fee	35.00-90.00/month	
TELECOM FUND			
	TELEPHONE *	**monthly rate**	
	Residential Basic Service	14.45	
	Business Basic Service	26.45	
	Non-published	2.50	
	Non-listed	1.25	
	SIMPLY BASIC DOUBLE – Telephone/Internet	36.55	
	SIMPLY BASIC TRIPLE – Telephone/Cable/Inernet	63.75	Resolution 2012-19
	BASIC – Telephone/Expanded Video	64.90	Resolution 2012-19
	EXPANDED BASIC– Telephone/Expand Video/Basic Internet	100.90	Resolution 2012-19
	ULTIMATE PKG– Telephone (with caller ID & voice mail)/ Video(Expanded Basic+Digital Basic+30 Music+Sports pkg)/Mega 10/2 Internet	146.90	Resolution 2012-19
	* additional items are included in the telephone tariff		

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	VACATION RATE – Absence exceeding 90 days		
	Telephone	10.00/month + taxes and US fee	
	Internet	5.00 per month + tax – No reconnection fee	
	TV	.00/mo–20.00 recon+tax	
	Non-Pay Reconnect fee (1 0r all 3)	35.00 + tax	
	ENHANCED CALLING FEATURES	**monthly rate**	
	Voice Mail	3.50	.
	Caller ID	3.00	
	Call Waiting	2.00	
	Call Forwarding	2.00	
	Speed Dialing	2.00	
	Selective Call Rejection	2.00	
	Busy Call Transfer	2.00	
	Sim Ring	4.00	
	Line Hunting	2.95	
	3-Way Calling/Call Transfer	2.95	
	LONG DISTANCE CALLING		
	Basic Long-Distance Calling Rate	10¢/min	
	1-800	12¢/min	
	Long Distance Pkg	$1.99/month + 6¢/min	
	1-800	$3.95/month 6¢/min	
	INTERNET SERVICES	**monthly rate**	
	Internet Lite	31.95	
	Internet Basic	37.95	
	Internet Super	67.95	
	CABLE TV SERVICES	**monthly rate**	
	Basic	28.50	Resolution 2012-15
	Expanded	52.90	Resolution 2012-15
	Silver	55.65	
	Gold	66.65	
	Digital Basic	75.60	Resolution 2012-19

FUND NO.	DESCRIPTION	FEE	AUTHORITY FOR FEE/CITY CODE REFERENCE/COMMENT
	Featured Plans		
	HD	12.95	
	Sports	6.95	
	HBO	14.99	
	Showtime/TMC/Flix	12.95	
	Starz/Encore	12.95	
	Additional Set-Top Box	2.99	
	HD Box	4.99	
	DVR	14.99	
	Remote	20.00	
	Commercial Multi-Unit Facilities with 10 or more units and a common connection as established December 29, 2008		
	Expanded Basic	8.00 per unit	
	HBO	4.50 per unit	
	First standard Set-top box free w/add-on package		
	MISC. SERVICES		
	Wire Maintenance Plan – Monthly rate	2.95 per service or 7.95 for all three services	
	New customer installation fee (Installation fee is waived for all competitor services that switch to WindomNet)	15.00 per service	
	Moving Telecom Service	15.00 per service	
	Additional Outlet	55.00	
	Service Call	55.00	

MEMORANDUM

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

TO: City Council
FROM: City Administrator
DATE: January 11, 2013
RE: Funding for Long-Range Capital Projects

Over the last six months there has been consideration by the City Council of many capital projects as part of the 2013 City Budget, 5-year Capital Improvement Plan and the Long-Range Plan. Prioritization and identifying funding for these projects is necessary to move forward. This memorandum outlines some of the possible funding options that have been raised and other possibilities that could be considered.

Debt Funded

A memorandum regarding the City's current debt levels and discussion on managing that debt was provided to the City Council in November 2012 prior to the public hearing on the proposed 2013 Street Project. This memorandum is attached for your information (Exhibit A).

Another option that exists is for a long-term loan from the U.S. Department of Agriculture for rural public facilities. These funds would need to be repaid, but the length of the loan term (up to 40 years) would make the payments more affordable than a GO bond. The interest rate on the USDA monies currently would be a minimum of 4.5% and would likely be higher as the rates charged are related to community income-eligibility. While the term is attractive for the USDA loan the interest rate charged may be nearly double that of a 15-20 year GO bond issue.

Grants and State Bonding

There are various opportunities that become available for the funding of capital projects. City staff works on these opportunities as they relate to the City's needs that have been identified related to City Council goals. Examples include the Blandin Foundation grants, Remick Foundation grants, State bonding, US Fish & Wildlife grant, FEMA, FAA and MN DNR funding as well as others.

To pursue these grants and other financial resources for large projects, such as the Fire Hall and Arena, the City Council will need to provide direction as the commitment of staff resources, planning monies, legislative efforts and ultimately an investment of substantial local funds will be necessary to leverage these resources.

State bonding funds is an option for the fire hall expansion. The City submitted a bonding proposal for this project previously (2008). The City was able to do this as nearly all of the preliminary planning work, site location and cost estimates have been completed. In 2008 we were informed that the legislative intent to fund fire halls was very low. This is because the State does not want to be the funding entity all the cities and fire districts go to asking for money for fire halls. Given the lack of State funding for fire halls over the last four years it appears this attitude has not changed. In 2013 the early signals show legislative intent for a small bonding bill, but the big bonding bills are done in even numbered years.

In the past the City has also pursued FEMA funding for the fire hall expansion, but the funding priority changes to the FEMA program also make this a very unlikely resource at this time. Staff will continue to monitor the FEMA program.

Both State bonding and\or other grant monies may be a resource that could be pursued for a renovated or new arena; however, prior to submitting any applications for these funds much work needs to be done relating to the planning for this facility. The public input meeting the City Council held with the user groups was a first step on this planning process. The planning and public input discussions could be completed prior to the 2014 bonding cycle, if this were a project the Council wanted to pursue.

Local Sales Tax

Local sales taxes are becoming more common in Minnesota and are used to fund a variety of projects, but public facilities such as arenas and community centers are the most common. Baxter and Brainerd did use local sales tax to fund shared wastewater facilities and a fire station in 2006.

An "Information Brief" on Local Sales Taxes in Minnesota (Exhibit B) is attached for your review. This document is very informative and outlines the procedure for cities wishing to implement a local sales tax. Under current law (see page 2 of the Information Brief) a City must have public approval of a local sales tax at a general election (which would be 2014 for Windom) prior to a legislative request. As the laws on local taxes have been amended over the last few years to make it more difficult for cities to enact local sales taxes there may be changes again this year to reverse these restrictions; also, specific enabling legislation could be requested that could allow for waving the statutory restrictions.

Exhibit C shows information from the State relating to taxable retail sales. The 2010 numbers show $27,396,465 in taxable retail sales for Cottonwood County in retail trade; however, specific numbers are not available for the City of Windom. An estimate from the Department of Revenue suggests that 75% of the sales are in Windom. As such, a one-percent local sales tax would generate about $205,000 annually. A summary of retail trades (NAICS codes 44 & 45) is also attached for your information. Should the State expand sales taxes to other goods and\or services that would also impact local option taxes, with the likelihood of increasing the amount of revenue generated.

Equipment Fee

One idea that was presented during the 2013 budget discussion was to begin an equipment fund to help off-set the costs of large capital items that are non-enterprise fund items such as fire trucks, dump trucks, graders, pay-loaders, etc. The concept would be to collect fees from utility users similar to the $1\month Spring Clean-up fee. Currently the City of Luverne charges $2\month for a street lighting fee and $2\month for fire protection fee with proceeds going into the General Fund. Mt. Lake formerly charged an equipment fee, but suspended it in spring 2012. This fee could be approved by City Council resolution and implemented at any time.

We currently have 2,025 residential utility users and 320 commercial users for total of 2,345. A monthly fee would annually generate funds as follows:

$1\month\user = $28,140	$2\month\user = $56,280	$3\month\user = $84,420
$4\month\user = $112,560	$5\month\user = $140,700	$6\month\user = $168,840

The non-enterprise fund equipment\vehicles proposed in the 2013-2017 Capital Improvement Plan totals $1,217,107, of which $1,023,357 is to be funded through the General Fund. Please see Exhibit D.

If you need additional information or have questions on the items presented please let me know. A paper on revenue from the League of Minnesota Cities (2008) is attached as Exhibit E for your information.

EXHIBIT A

MEMORANDUM

CITY OF WINDOM
444 9th Street
Windom, MN 56101
Phone: 507-831-6129
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TO: City Council

FROM: City Administrator

DATE: November 2, 2012

RE: Managing Long-Term Debt

As you know, the Council will be having discussion regarding the proposed 2013 Street Project at the November 6th meeting. In addition, the City Council will be having the 2013 Capital Improvement Project (CIP) budget meeting on November 13th, which is a sub-set of the larger 5-year CIP.

The City of Windom has both long-term and short-term debt funding prior capital projects as shown on the 2011 Statement of Bonded Indebtedness ending December 31, 2011 (please see attached). These debt service payments are made by revenues from the general fund, enterprise funds and special assessments.

Carrying Charges Measurement

One measurement used by bond rating agencies compares the "carrying charges" (debt service) to general governmental expenditures (non-enterprise) less capital outlay. The rationale statement from Standard & Poors on the most recent bond rating for the City and Telecom Refunding Bond issue acknowledged that Windom's level of carrying charges was "elevated" for 2011. The ratio calculation used by rating agencies may vary but the basic premise on carrying charges holds.

The following is a table showing the City's debt service obligations for the next five years, the current carrying charge percentages (General Fund Debt payments only) and if there were issuance of $100,000 of new debt and $250,000 of new debt. Since the amount of general government spending is flat, for 2012-2013, and not projected to increase significantly in the next five years (or more); the percent of carrying charges will increase if additional debt is issued prior to the retirement of existing debt.

	2013	2014	2015	2016	2017
Debt Service (GO Bonds & Loans)	$306,292	$270,230	$258,059	$286,409	$207,309
Est. General Fund Expenditures (non-Capital and assuming 1% inflation)	$2,144,165	$2,166,607	$2,187,262	$2,209,135	$2,231,227
Current Carrying Charge of General Fund Debt Service Only	14.3%	12.5%	11.8%	13.0%	9.3%
Carrying Charge w\$100,000 of New Debt to the General Fund	18.9%	17.1%	16.4%	17.5%	13.8%
Carrying Charge w\$250,000 of New Debt to the General Fund	25.9%	24.0%	23.2%	24.3%	20.5%

Debt Service Related to Property Tax Levy Measurement

A second measurement for a City's long-term financial health is the comparison of general obligation bond debt, and\or other debt service, paid from the General Fund as it relates to the property tax levy. Generally accepted principles are that a City would be considered financially healthy with a 15-20% debt service level relative to the tax levy, a moderate level between 20-25% and possible concerns with excesses over 25%. These are not absolute categories as numerous other factors are considered by the bond rating agencies and financial advisors. The table below shows the current debt service from the General Fund and assumes a modest 2% annual increase in the property tax levy, which has been about the average annual increase over the last three years.

	2013	**2014**	**2015**	**2016**	**2017**
Debt Service (GO Bonds & Loans)	$306,292	$270,230	$258,059	$286,409	$207,309
Tax Levy (assuming 2% inflation)	$1,638,596	$1,671,368	$1,704,796	$1,738,892	1,773,670
Current Level of Debt Service Paid From the General Fund compared to the Property Tax Levy	18.7%	16.2%	15.1%	16.5%	11.7%
Level of D\S to Tax Levy with additional $100,000 of Debt	24.8%	22.2%	21.0%	22.2%	17.3%
Level of D\S to Tax Levy with additional $250,000 of Debt	33.9%	31.1%	29.8%	30.8%	25.8%

Debt Service as a Percentage of Market Value Measurement

This is a popular measurement tool and is used in State Statute. By law a City is limited to the amount of General Obligation Bonds it may issue to 3% of total Market Value. The measurement has its limitations due to many factors including:

- Positive and negative short-term economic factors related to property values
- GO debt issued with other enterprise revenues and\or special assessments do not count toward the 3% threshold (which is why Windom has no GO debt currently counting against the State's debt limit although we do have GO debt obligations)
- State law changes such as the recent Market Value Exclusion (this eliminated $30 million from Windom's taxable market value).

Five Year Debt Review

Using the data shown above, the City is nearing a threshold on issuance of new debt paid from the General Fund through 2016. There is capacity to consider new debt to be paid from the General Fund of up to $100,000 in the near term. Overall, the bond market interest rates are projected to remain stable over the next few years. In 2017 the City would have an increased capacity to pay debt service due to the retirements of the LMC Loan and the 2006A Refunding Bond. Even if the City is categorized by a bond agency as having an "elevated" level of debt, the City would still have the opportunity to issue additional debt; however, this new debt would likely carry some degree of higher interest rates due to the debt load.

Capital Improvement Plan

The 5-year Capital Plan includes a number of higher priced projects that include equipment purchases, (fire trucks, motor grader, sweeper and front-end loader) upgrades to facilities\infrastructure (Street projects) and the possibility of new buildings (e.g. Arena, Fire Hall and pool). These projects will need to be prioritized and considered within the parameters of the City's ability to carry and repay debt.

2013 Street Project Proposal

At the November 6, 2012 City Council meeting the proposed 2013 Street Project will be presented. This project includes a base project and two alternates. The cost of the project ranges between $2.75 million

and $4.1 million depending upon the work ultimately selected by the City Council. Costs of the proposed project would be split between the General Fund, Special Assessments, Water Fund and Sewer Fund.

Potential Debt Service for Proposed 2013 Street Project

Staff had the City's financial advisors (Ehlers and Associates) do an estimated debt service run on the proposed 2013 Street Project. This preliminary estimate shows that the cost to the General Fund (assuming current assessment policies are followed) would probably fall between $44,650 and $70,500 depending on the authorized scope of work. Please note that a debt issuance for a project such as this would be a 20-year commitment; thus reducing options for issuing new debt in future years.

Paying for Debt Service on Additional Capital Projects

City Council discussions regarding several of the capital projects have included ideas for the generation of additional revenue from new fees, transfers from City-owned enterprises and consideration of a local option sales tax. Other possibilities to cover additional debt service could include the elimination of the annual capital improvement spending and\or cutting operational costs through the reduction or elimination of City programs and activities.

If the City Council chooses to maintain existing operations and budgeting practices, new or additional revenue will be necessary if the community wishes to pursue the capital projects that have been identified.

Local Government Aid Assumption

Please note that Local Government Aid (LGA) comprises about 56% of the City's General Fund budget. In 2012 and 2013 the City is budgeting $1.2 million in LGA receipts. In future years should there be significant reductions or elimination of LGA the City will be forced to drastically cut spending or raise taxes. This State\City partnership needs to be part of the considerations when making long-term decisions on debt as operational costs can be adjusted to account for changes in revenue, but not debt service.

City of Windom
Current Debt Service Paid from General Funds

Project Name	2013	2014	2015	2016	2017
1994 Cottonwood Lake	$22,370	$8,393	0	0	0
2005 Street Project	$45,300	$43,300	$41,300	$34,000	$21,000
2006 June Court	$3,782	$3,320	$2,858	$3,445	$2,936
2009 Street Project	$53,587	$56,606	$53,771	$56,486	$58,194
2007 Street Project	$46,347	$43,809	$46,683	$43,953	$46,473
2006 Dump Truck\Plow	$15,841	$15,295	$14,749	$14,203	0
Street Shop – LMC Loan	$54,588	$54,588	$54,588	$54,588	0
2003 Street Project – Refunded 2011B	$41,650	$44,919	$44,110	$80,034	$78,706
2008 JD Loader Lease	$22,467	0	0	0	0
TOTAL	**$306,292**	**$270,230**	**$258,059**	**$286,409**	**$207,309**

INFORMATION BRIEF
Research Department
Minnesota House of Representatives
600 State Office Building
St. Paul, MN 55155

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Updated: January 2012

Local Sales Taxes in Minnesota

Local governments are generally prohibited by statute from imposing sales taxes. Nevertheless the legislature has authorized, through special legislation, a number of local sales taxes. These local taxes have differed significantly in their characteristics and administration. In 1997, the legislature adopted model statutory language regarding imposition and administration of new and existing local sales taxes. In 2008, counties were granted statutory authority to impose local sales taxes to fund transportation projects.

This information brief is divided into two sections—the first summarizes the codified rules for local sales taxes, and the second discusses the authorized local sales taxes and includes tables of local sales taxes authorized by special law. This brief only covers the issue of general local sales taxes; liquor, restaurant, lodging, and entertainment taxes are not included.

Codified Local Sales Tax Rules

History

In 1997, the sales tax advisory council—a group of legislators, administration staff, and representatives of the business community—recommended that the legislature adopt model statutory language for the imposition and administration of local sales taxes. The goal was to create consistency in the application of new and existing local taxes that would (1) ease the compliance costs for businesses located outside the taxing jurisdiction who were required to collect the local tax, and (2) simplify the Department of Revenue's administration of these taxes.

The legislature enacted the proposed local sales tax rules in the 1997 session. It added language in 1998 and 1999 to incorporate some standards that the House and Senate tax committees had started to use in evaluating proposals for new local sales tax authority and to clarify some additional administration issues. Further changes were made during the 2003 session to make

Copies of this publication may be obtained by calling 651-296-6753. This document can be made available in alternative formats for people with disabilities by calling 651-296-6753 or the Minnesota State Relay Service at 711 or 1-800-627-3529 (TTY). Many House Research Department publications are also available on the Internet at: www.house.mn/hrd/hrd.htm.

the law conform to the Streamlined Sales and Use Tax Agreement (SSUTA).[1] In 2008 and 2010 changes were made to make it more difficult for local governments to promote local sales taxes. The additions are explained in the summary below.

Local sales tax rules are codified in Minnesota Statutes, section 297A.99.

Summary of the Local Sales Tax Provisions

Local Taxes Subject to the Statutory Provisions

The statutory provisions apply to all local sales taxes authorized after June 2, 1997, unless the enabling legislation specifically exempts the local authority from these rules by reference. Starting January 1, 2000, the statutory provisions apply to and preempt any contrary provisions of all local sales taxes authorized before June 2, 1997. Minn. Stat. § 297A.99, subd. 1.

Steps That a Local Government Must Follow to Impose a Local Sales Tax

In order to impose a local sales tax, a political subdivision must obtain legislative enactment of a special law authorizing it to do so by taking the following steps (in the order listed):

1. The governing body of political subdivision must pass a resolution proposing the tax stating (at least) the:
    a. Proposed tax rate,
    b. Amount of revenue to be raised and its intended uses, and
    c. Anticipated date that the tax will expire.
2. The proposed tax, then, must be submitted to and passed by of the voters at a general election held at least 90 days after the resolution was passed. The political subdivision may not expend money to advertise or promote the tax.
3. The political subdivision must request and the legislature must enact a special law authorizing imposition of the tax.
4. The political subdivision must pass an ordinance imposing the tax and notify the Commissioner of Revenue at least 90 days before the first day of the calendar quarter on which the tax is to be imposed.

A political subdivision must get special legislation authorizing the imposition of the sales tax. The statute requires that the governing body of the political subdivision pass a resolution indicating its desire to impose the tax prior to requesting the enabling legislation. The resolution must include information on the proposed tax rate, the amount of revenue to be raised and its

[1] The Streamlined Sales and Use Tax Agreement (SSUTA) is a voluntary agreement in which participating states simplify and standardize sales tax administration and definitions between states. Minnesota is a member. Remaining in compliance allows the state to collect sales tax revenues from certain out-of-state businesses that it would otherwise not collect due to nexus requirements.

intended use, and the anticipated date when the tax will expire. This resolution requirement was added during the 1998 session.

Since 1999, political subdivisions have been required to hold a local referendum at a general election[2] before imposing an authorized local sales tax. The revenue may only be used to fund specific capital improvements, which must be identified at least 90 days before the referendum. This codified existing practice, since most special legislation authorizing local taxes passed in recent years already imposed this requirement. However the 1999 law was ambiguous on the timing of the referendum—whether it should be held before or after the enabling legislation had passed. In 2011 the law was clarified to require the local government to hold the referendum prior to coming to the legislature for authority to impose the tax. Minn. Stat. § 297A.99, subds. 2 and 3.

In 2008, a temporary prohibition was added to the law forbidding a local government to "advertise, promote, expend funds, or hold a referendum to support imposing a local option sales tax" unless it was to extend or change an already authorized tax. The prohibition was until May 31, 2010, and the practical intent was to eliminate new local sales tax proposals coming before the legislature during the 2009 and 2010 legislative sessions. In 2011 the expired provision was replaced with a new limitation allowing local governments to hold referenda to impose a local sales tax but still prohibiting them from advertising or spending funds to promote imposing the tax. Minn. Stat. § 297A.99, subd. 1, para. (d).

Determination of the Local Tax Rate

The local tax rate is set in the legislation authorizing the tax. The statute clarifies that the full local tax rate applies to all taxable sales. SSUTA allows lower rates to apply to certain items but all current local sales taxes have only one rate.[3] Minn. Stat. § 297A.99, subd. 5.

Definition of the Tax Base for the Local Tax

The statute provides that the local sales tax applies to the same tax base, with the same exemptions, as the state sales tax. A taxable service is subject to the local tax if more than one-half of the service, based on the cost, is performed within the local jurisdiction. Minn. Stat. § 297A.99, subds. 4 and 7. The following sales made within the local taxing jurisdiction are exempt from the local tax:

- Purchases shipped outside the taxing jurisdiction for use in a trade or business outside of the jurisdiction
- Purchases temporarily stored in the taxing jurisdiction before being shipped by common carrier for use outside of the jurisdiction

[2] A general election means either the state general election held on the first Tuesday after the first Monday in November of an even-numbered year, or a regularly scheduled election for local public officials for that political subdivision.

[3] The one-rate-per-taxing-jurisdiction requirement in SSUTA does not apply to the sale of the following items: electricity, gas, or other heating fuels delivered by the seller, or the transfer of motor vehicles, aircraft, watercraft, modular homes, manufactured homes, or mobile homes.

- Purchases that are subject to the direct pay provisions for interstate motor carriers under Minnesota Statutes, section 297A.90

Although the statute does not apply to or preempt a local sales tax on motor vehicles, a law passed in 2000 prohibits a local tax on motor vehicles greater than $20 per vehicle. Laws 2000, ch. 490, art. 8, § 21.

Requirements of a Complementary Use Tax

A complementary use tax[4] is required in all jurisdictions with a local sales tax. Four local taxes enacted before 1997 did not include a use tax; a local use tax was imposed in these political subdivisions beginning January 1, 2000.[5]

The statute also allows a credit against the use tax owed for a local sales or use tax paid to another political subdivision. This is similar to the credit against state sales and use tax for the amount of taxes paid to another state.

In 2005, the law began requiring political subdivisions with a local sales and use tax to notify their citizens about the local use tax and provide information or electronic links to allow persons to get information and forms needed to pay the tax. The local government must post the information on the main page of its website and provide an annual notice with the billing statement for any public utilities provided by the jurisdiction. Minn. Stat. § 297A.99, subds. 6, 8, and 12a.

Collection, Administration, and Enforcement of Local Taxes

The statute requires the Commissioner of Revenue to administer and collect local sales and use taxes. This merely codified preexisting practice. All local sales taxes, except for the tax imposed in the city of Duluth, have been administered and collected by the state. The city of Duluth, at its own request, was specifically exempted from the collection and administration provisions of the statute. However, the commissioner began collecting the Duluth tax January 1, 2006, because the SSUTA requires collection of all local and state sales taxes by one agency.

The local taxes are subject to the same penalties, interest, and enforcement provisions as the state sales tax. Refunds of excess state sales taxes paid must also include a refund of any excess local sales tax paid. The state deducts its collection and administration costs from the tax revenue returned to the local taxing jurisdiction. The net local tax revenue is paid to the local taxing jurisdiction on a quarterly basis. Minn. Stat. § 297A.99, subds. 9 and 11.

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[4] The use tax is imposed on the consumption or "use" of taxable items for which no sales tax was paid. The tax is imposed mainly on purchases by resident buyers from sellers located outside of the local taxing jurisdiction. The use tax removes the disadvantage to local businesses from competition with businesses located outside of the taxing area that are not required to collect the local sales tax.

[5] A complementary use tax was not originally authorized in Cook County and the cities of Hermantown, Mankato, and St. Paul.

Imposing and Repealing Local Sales Tax

To facilitate state administration of local taxes, the imposition of a tax may only begin on the first day of a calendar quarter. Repeal of a local tax is only effective at the end of a calendar quarter. A local taxing jurisdiction must give the Department of Revenue at least 90 days' notice before a tax is imposed or repealed. The notice provision was amended in 2003 to include SSUTA requirements. The tax will only be effective after the commissioner has given sellers located in the area at least 60 days' notice and will apply to catalog or remote sales only after the commissioner has given these sellers 120 days' notice. The practical effect is that local taxing jurisdictions will have to give the commissioner more than 90 days' notice.

The statute was amended in 1999 to require a break between the repeal of an existing sales tax and the reimposition of a sales tax for another purpose. A new local sales tax must now expire after completion of the specified project, and the local government must wait one year after the expiration before imposing a new tax for a different project. A number of local governments in the past have had their sales taxes extended and the allowed uses of the tax proceeds expanded before the tax expired. Despite this requirement, extensions were granted to three existing taxes in 2005 without the one-year wait. In 2008 and 2009 four existing taxes were extended to allow funding of additional projects, and Rochester was granted an additional extension in 2011.[6] Minn. Stat. § 297A.99, subds. 3, para. (d), and 12.

Determining the Site of a Delivery Sales for Local Tax Purposes

The 1999 Legislature added a provision dealing with the use of zip codes to determine whether a delivery sale is subject to a local sales and use tax. This was amended in 2003 to follow SSUTA requirements. Under the change, the lowest combined tax rate applies if a zip code area includes more than one tax rate. For example, if a zip code includes both a portion of Edina (with no local sales tax) and a portion of Minneapolis (with a half-cent local sales tax), the Minneapolis tax may not be collected. Nine-digit zip codes should be used, if available, to determine the tax rate. Minn. Stat. § 297A.99, subd. 10.

Transportation Local Sales Taxes Authorized by Statute

In 2008, the legislature enacted two new statutes to allow counties to impose local sales taxes to help fund transportation. In the Twin Cities seven-county metropolitan area, a county may join the Metropolitan Transportation Area, which imposes a tax in the area to fund transit projects. The remaining 80 counties in the state, plus any metropolitan area county not joining the Metropolitan Transit Area, may impose a tax singly or as part of a joint powers agreement to fund a specified transportation project.

[6] Mankato, Rochester, and the Central Minnesota cities were allowed to extend their taxes without a one-year wait; however, the extensions still required voter approval. In 2008, Mankato, Hermantown, and Proctor were allowed tax extensions to fund additional projects, and in 2009 Cook County was allowed to extend its tax to fund two additional projects.

Metropolitan Transportation Area Sales Tax

Anoka, Dakota, Hennepin, Ramsey, and Washington counties, by resolution of their county boards, joined the Metropolitan Transportation Area joint powers agreement. Carver and Scott counties, although eligible, did not join the agreement.

A 0.25 percent local sales tax is imposed in the counties that are part of the joint powers agreement. The tax does not expire unless the county withdraws from the joint powers agreement. The revenues raised must be used for studies, property acquisition, capital projects, and operating assistance for transit projects.[7] Minn. Stat. § 297A.992.

Greater Minnesota Transportation Sales and Use Tax

Any county that is not part of the Metropolitan Transportation Area may singly or through a joint powers agreement, impose a local sales and use tax of up to one-half of 1 percent and a $20 excise tax on commercial sales of motor vehicles to fund a transportation project. In order to impose the tax, the county or counties must specify a project to be funded by the proceeds and get voter approval in each of the included counties at a general election. The tax expires when the specific project is completed. Currently no county has imposed a local tax under this provision. Minn. Stat. § 297A.993.

Other Local Sales Taxes

The following four tables show the general local sales taxes that have been authorized by the legislature for individual jurisdictions. With the exception of Cook and Hennepin counties, only cities have been allowed to impose general sales taxes. Table 1 contains the local sales taxes that are currently imposed. Table 2 lists the local sales taxes that were imposed but have expired. Table 3 lists the general local sales taxes that were authorized but never imposed. Table 4 lists taxes currently not imposed but still authorized.

For more detail on the local sales tax in each jurisdiction, please look at the expanded version of this information brief on the sales tax area our website at www.house.mn/hrd/hrd.htm.

[7] For more detailed information on the structure and operation of the board and use of the sales tax revenues, please consult the House Research Information Brief *2008 Transportation Finance Legislation: Laws 2008, Chapter 152*, pp. 22-24.

Table 1
Currently Imposed Local Sales Taxes

Taxing Jurisdiction & Year Authorized	Rate	Approval required	Use of Revenues/Other Comments
Duluth – 1973	1.0%	City council approval	The tax may be used for any city purpose, as determined by the city council. No expiration date.
Rochester – 1983	0.5%	All but 1989 extension required voter approval at a general or special election	This tax has been renewed five times, in 1989, 1992, 1998, 2005, and 2011. Initially enacted at 1.0% to raise $16 million for a civic center and $16 million for flood control; the rate was lowered to 0.5% in 1992. The 1998 extension allows the city to raise another $76 million for various higher education, transportation, and sewer capital projects. The tax extension in the 2005 special legislative session allowed another $40 million to be raised for a joint road project with Olmsted County. In 2011 the tax was extended again to fund an additional $139.5 million in projects if approved by the voters at the 2012 general election. However, $5 million of the new $139.5 million must be shared with small cities surrounding Rochester for economic development purposes in those communities.
Minneapolis – 1986	0.5%	Approval of the city's board of estimate and taxation, and after imposition of the local restaurant and lodging taxes	Fund construction and maintenance of the convention center. In 1992 the city was authorized to use excess proceeds for neighborhood early learning centers but the city has not done so. The tax expires when all bonds are paid off. In 2009, the use of the revenue was modified to allow the city to use revenues collected in excess of the convention center bond payments for other city purposes. For CY 2009 and 2010, the excess revenues could be used for any purpose. Beginning in CY 2011, the excess revenues could only be used to fund capital projects to further economic development.
Mankato – 1991	0.5%	Reverse referendum for initial approval invoked by petition of 10% of voters in the most recent general election	To fund capital and operations of the Riverfront project, including a sports arena. In 1996 this was expanded to allow $4.5 million for an airport project. The tax was extended again in the 2005 special legislative session to allow up to $1.5 million annually to fund operating costs of the Riverfront facility based on approval by the voters at a general or special election. The tax was to expire no later than 2018. In 2008 the allowed uses of the tax were modified to exclude operating costs and include capital costs of an attached performing arts theatre and a women's hockey exposition center used by Minnesota State University, Mankato. The expiration date was moved to December 31, 2022. A reverse referendum for these changes could be invoked by a petition of 10% of the voters in the most recent general election. In 2009, the requirement that the performing arts center and hockey center be attached to the Riverfront facility was removed.
St. Paul – 1993	0.5%	A city resolution passed before July 1, 1993, stating the intent to impose the tax	40% must be used to fund capital costs of the civic center, which includes the hockey arena; the remainder may be used for other neighborhood projects. The allowed uses of the remaining 60% of the revenues have been modified over time, most recently in 2009. Expires December 31, 2030.
Hermantown – 1996	0.5%	Required voter approval at a general or special election	The projects included water and sewer projects and a police/fire station. The tax expires at the later of ten years or when sufficient funds have been raised for the three projects. A 2008 provision added water system improvements to the list of approved projects. In 2011 the city was given authority to increase the tax by an additional 0.5% if approved at the 2012 general election because the original authority had been to impose *up to* a 1.0% tax and the revenues from the 0.5% tax were insufficient to fund the authorized projects.

Table 1, cont.

Currently Imposed Local Sales Taxes

Taxing Jurisdiction & Year Authorized	Rate	Approval required	Use of Revenues/Other Comments
Two Harbors – 1998	0.5%	Required voter approval at the 1998 general election	The projects included sewer separation, wastewater treatment, and harbor development projects. The tax expires when sufficient funds have been raised for the three projects.
Proctor – 1999	0.5%	Required voter approval at a special election held November 2, 1999	Funded community center and transportation projects. Tax expires when sufficient funds to pay for up to $3.6 million in bonds for the center have been raised. A 2008 provision allowed up to another $7.2 million in capital projects in the areas of public utilities, sidewalks, bikeways and trails, and parks and recreation. In 2010 legislation was introduced to replace the two separate bond authorities of $3.6 million and $7.2 million with one authority for $20 million, but the final provision signed into law replaced it with a combined authority of $10 million.
New Ulm – 1999	0.5%	Required voter approval at the 1999 general election	Funded a civic and community center project. Tax expires when sufficient funds to pay for up to $9 million in bonds for the center have been raised.
Central Minnesota Cities – 2002 (includes St. Cloud, Sauk Rapids, Sartell, St. Augusta, St. Joseph, and Waite Park)	0.5%	Required voter approval at a general election in each city	Funded improvements of the St. Cloud airport and other capital projects in each city. The authorizing referenda in St. Joseph and Waite Park originally failed so the tax was not imposed in those cities, but in 2005, Waite Park was allowed to impose the tax based on a successful 2004 referendum. In 2005, the group of cities was allowed to replace this tax with an identical tax to fund a new regional library in St. Cloud and other capital projects in each city. Imposition required voter approval at a general election, which passed in all cities, including St. Joseph. The tax expires in 2018.
Albert Lea – 2005	0.5%	Required voter approval at the 2006 general election, or a special election on November 8, 2005	Fund a lake improvement project. Expires at the earlier of ten years or when $15 million is raised.
Bemidji – 2005	0.5%	Based on voter approval at the 2002 general election	Fund park and trail improvements. Expires when revenues are raised to pay $9.826 million in bonds.
Willmar – 2005	0.5%	Based on voter approval at the 2004 general election	Fund an airport, park and trails, and civic center improvement projects. Expires at the later of seven years or when revenues raised are sufficient to pay $8 million in bonds. Any excess revenue is deposited in the city general fund.
Worthington – 2005	0.5%	Voter approval by a general election held before December 31, 2009	Fund construction of a community center and renovations to the Memorial Auditorium. Expires at the earlier of ten years or when revenues raised are sufficient to pay $6 million in bonds. The original law required that the authorizing referendum to impose the tax be held at the 2006 general election but this was changed during the 2006 session to allow the referendum to be held at a later date.
Austin – 2006	0.5 %	Voter approval at a general or special election before January 1, 2007	Fund flood mitigation projects. Expires at the earlier of 20 years or when revenues are sufficient to pay $14 million in bonds. Any excess revenue is deposited in the city general fund.
Baxter – 2006	0.5 %	Voter approval at the 2004 general election	Fund joint water and wastewater facilities for the cities of Baxter and Brainerd and a fire substation for Baxter. Expires at the earlier of 12 years or when revenues are sufficient to pay $15 million in bonds. Any excess revenue is deposited in the city capital project fund.

Table 1, cont.

Currently Imposed Local Sales Taxes

Taxing Jurisdiction & Year Authorized	Rate	Approval required	Use of Revenues/Other Comments
Brainerd – 2006	0.5%		Fund joint water and wastewater facilities for the cities of Baxter and Brainerd and a fire substation for Baxter. Expires at the earlier of 12 years or when revenues are sufficient to pay $15 million in bonds. Any excess revenue is deposited in the city capital project fund.
Hennepin County – 2006	0.15%	No voter approval required	Fund up to $260 million in costs for a baseball stadium plus up to $4 million annually (adjusted for inflation) to fund youth, youth sports, and county libraries. Expires when the stadium bonds are paid off or when reserves from the tax are sufficient to pay the bonds. In 2010 the law was modified to include a definition of "sufficient reserves."
Clearwater – 2008	0.5%	Based on voter approval at the 2006 general election	Fund the acquisition, construction, and improvement of a pedestrian bridge and land and buildings for a community recreation center. In 2011 the allowed uses were expanded to include park and recreation projects contained in the city's 2006 improvement plan. Expires at the later of 20 years after imposition or when revenues are sufficient to fund $12 million in bonds. Any excess revenue is deposited in the city general fund.
Cook County – 2008	1.0%	Voter approval at a general or special election before December 31, 2009	Fund the construction and improvements to a county community center and recreation area, including a skateboard park, hockey rink, ball fields, tennis courts, and associated improvements and the Grand Marais public library. Expires at the later of 20 years after imposition or when revenues are sufficient to fund $14 million in bonds. Any excess revenue is deposited in the county general fund. In 2009 the authority to use revenues for a skateboard park, hockey rink, ball fields, and tennis courts was eliminated, and the use was expanded to include construction and improvement of a high-speed communication infrastructure network and a district energy plant for public facilities in Grand Marais. The bonding authority was increased from $14 million to $20 million.
North Mankato – 2008	0.5%	Based on voter approval at the 2006 general election	Fund up to $6 million in capital costs for the local share of the Trunk Highway 14/County State-Aid Highway 41 interchange project, the Taylor library, regional parks and trails, riverfront development, and lake improvement projects. Expires when revenues are sufficient to fund the $6 million in bonds plus associated bond costs. Any excess revenue is deposited in the city capital project fund.
Fergus Falls – 2011	0.5%	Approved by the voters at the 2010 general election	Fund up to $6 million in costs related to a community ice arena facility. Expires when revenues raises are sufficient to finance the facility and pay associated bond costs. Any excess revenue is deposited in the city general fund.
Hutchinson – 2011	0.5%	Approved by the voters at the 2010 general election	Fund the costs of constructing the city's water treatment facility and renovating the city's wastewater treatment facility. Expires at the earlier of 18 years or when revenues are sufficient to pay for the projects and associated bond costs. Any excess revenue is deposited in the city general fund.
Lanesboro – 2011	0.5%	Approved by the voters at the 2010 general election	Fund up to $800,000 in improvements to the local dam, city streets and utilities, and municipal buildings. Expires when revenues are sufficient to fund the projects plus associated bond costs. Any excess revenue is deposited in the city general fund.

Table 2

Local Sales Taxes That Were Imposed But Have Expired

Taxing Jurisdiction & Year Authorized	Rate	Approval required	Use of Revenues/Other Comments
Cook County – 1993	1.0%	Required voter approval at a general or special election	Originally set to expire when $4 million was raised for the Cook County hospital. Extended in 1997 to allow an additional $2.2 million to be raised for the North Shore care center. Expired April 1, 2008.
Willmar – 1997	0.5%	Required voter approval at the 1996 general election	Funded library improvements. Expired December 31, 2001, after $4.5 million was raised.
Winona – 1998	0.5%	Required voter approval at the 1998 general election	Dredging Lake Winona. Expired December 31, 2001, after raising $4.0 million.
Owatonna – 2006	0.5 %	Required voter approval at the 2006 general election	Fund transportation projects, regional parks and trails, a fire hall, and library improvements. Expires at the earlier of ten years or when revenues are sufficient to pay $12.7 million in bonds. Expired June 30, 2011.

Table 3

Authorized Local Sales Taxes That Were Never Imposed

Taxing Jurisdiction & Year Authorized	Rate	Approval required	Use of Revenues/Other Comments
Bloomington – 1986	1.0%	City council approval	Mall of America site improvements. **This tax was only authorized for sales at the Mall of America site.** The city did not impose the tax before legislative authority was repealed in 1987.
Thief River Falls – 1992	0.5%	Voter approval at the 1992 general election	Tourism and convention facilities. Referendum not held and authority expired.
Ely – 1992	1.0%	Voter approval at the 1992 general election	Wilderness Gateway project. The imposition of the tax was defeated at the required referendum.
Garrison – 1993	0.5%	Voter approval at a general or special election	City sewer system project. The referendum was never held; **however, this authority has not expired.**
Detroit Lakes – 1998	0.5%	Voter approval at the 1998 general election	Community center. The imposition of the tax was defeated at the required referendum.
Fergus Falls – 1998	0.5%	Voter approval at the 1998 general election	Convention and recreational center. The imposition of the tax was defeated at the required referendum.
Owatonna – 1998	0.5%	Voter approval at the 1998 general election	Owatonna Economic Development 2000 project. The imposition of the tax was defeated at the required referendum. New authority was enacted in 2006 to fund a number of capital projects (see Table 1).
Hutchinson – 1998	0.5%	Voter approval at a 1998 general or special election	Civic center and recreational facilities. The imposition of the tax was defeated at the required referendum.
Bemidji – 1998	1.0%	Voter approval at the 1998 general election	Convention center. Referendum not held and the authority expired. In 2005 new authority was enacted to fund park and trail improvements (see Table 1).

Table 3, cont.

Authorized Local Sales Taxes That Were Never Imposed

Taxing Jurisdiction & Year Authorized	Rate	Approval required	Use of Revenues/Other Comments
Central Minnesota Cities – 1998 (includes St. Cloud, Sauk Rapids, Sartell, St. Joseph, and Waite Park)	1.0%	Each city had to get voter approval at the 1999 general election	Central Minnesota Events Center and other regional infrastructure projects. The imposition of the tax was defeated at the required referendum in all cities except Sartell. New authority for a local sales tax in these cities was enacted in 2002 to fund airport and other improvements (see Table 1).
Winona – 2005	0.5%	Voter approval at a general election	Fund transportation projects. The imposition of the tax was defeated at the required referendum.
Winona – 2008	0.5%	Voter approval at a general or special election held before December 31, 2009	Fund up to $8 million in street improvements. The referendum was never held.

Table 4

Local Sales Taxes Authorized But Not Yet Imposed

Taxing Jurisdiction & Year Authorized	Rate	Approval required	Use of Revenues/ Other Comments
Bloomington – 2008	0.5% – 1.0%	City council must charter a special taxing district	The city of Bloomington is allowed to charter a special taxing district in the Mall of America area and impose a sales tax in the district to fund parking facilities and other public improvements related to the Mall of America Phase II. In 2010 the requirement that the rate be between 0.5% and 1.0% was modified to allow a rate below 0.5%. The tax has not yet been imposed and the authority has no expiration date.
Cloquet – 2011	0.5 %	Voter approval at a general election	Fund up to $16.5 million in park and specified infrastructure improvements. If approved, the tax expires at the earlier of 30 years after imposition, or when revenues are sufficient to fund the authorized projects and associated bond costs.
Marshall – 2011	0.5%	Voter approval at a general election within two years	Fund up to $17.29 million in costs of an emergency response and industry training center and regional amateur sports center. The voters must vote on the two projects separately. If approved, the tax expires at the earlier of 15 years after imposition, or when revenues are sufficient to fund the authorized projects and associated bond costs.
Medford – 2011	0.5%	Voter approval at the next general election	To repay up to $4.2 million in loans from the Minnesota Public Facilities Authority to improve the city's water and wastewater treatment facilities. If approved, the tax expires at the earlier of 20 years after imposition, or when revenues are sufficient to repay the loans.

MINNESOTA SALES AND USE TAX STATISTICS
MN STATE BY COUNTY RETAIL ONLY (NAICS 44 AND 45) 2010.XLS

YEAR	COUNTY RETAIL (NAICS 44 & 45)	GROSS SALES	TAXABLE SALES	SALES TAX	USE TAX	TOTAL TAX	NUMBER
2010	AITKIN	$128,824,029	$42,667,125	$3,015,045	$32,999	$3,048,044	203
2010	ANOKA	$3,575,523,560	$1,404,162,896	$98,492,394	$1,590,825	$100,083,219	2,146
2010	BECKER	$398,259,538	$150,140,950	$10,547,278	$200,466	$10,747,744	332
2010	BELTRAMI	$585,085,554	$213,363,141	$14,963,616	$413,257	$15,376,873	449
2010	BENTON	$388,385,367	$124,098,711	$8,812,922	$93,578	$8,906,500	268
2010	BIG STONE	$26,069,047	$9,192,328	$650,172	$2,310	$652,482	70
2010	BLUE EARTH	$1,100,420,016	$484,137,303	$33,759,949	$433,647	$34,193,596	580
2010	BROWN	$393,360,022	$109,027,715	$7,695,539	$98,146	$7,793,685	247
2010	CARLTON	$315,334,716	$96,983,494	$6,796,784	$56,947	$6,853,731	294
2010	CARVER	$860,136,314	$251,071,802	$17,804,191	$596,562	$18,400,753	608
2010	CASS	$221,353,973	$76,573,419	$5,507,325	$67,184	$5,574,509	364
2010	CHIPPEWA	$181,708,144	$52,088,352	$3,662,909	$39,128	$3,702,037	147
2010	CHISAGO	$406,510,545	$107,108,286	$7,686,708	$83,972	$7,770,680	441
2010	CLAY	$595,483,687	$192,602,465	$13,557,805	$95,139	$13,652,944	361
2010	CLEARWATER	$41,398,801	$13,300,428	$946,485	$3,138	$949,623	90
2010	COOK	$59,553,106	$22,826,458	$1,619,787	$65,782	$1,685,569	129
2010	COTTONWOOD	$91,525,965	$27,396,465	$1,923,603	$61,082	$1,984,685	145
2010	CROW WING	$1,063,553,838	$418,084,169	$29,298,069	$445,678	$29,743,747	789
2010	DAKOTA	$6,142,427,122	$1,978,368,623	$138,835,821	$3,426,676	$142,262,497	2,634
2010	DODGE	$101,291,423	$25,029,472	$1,767,269	$26,571	$1,793,840	132
2010	DOUGLAS	$584,926,582	$250,122,916	$17,507,843	$241,933	$17,749,776	442
2010	FARIBAULT	$113,186,385	$36,364,218	$2,559,868	$32,169	$2,592,037	170
2010	FILLMORE	$159,035,552	$42,081,255	$2,969,924	$10,348	$2,980,272	256
2010	FREEBORN	$522,658,313	$130,107,065	$9,119,233	$137,370	$9,256,603	299
2010	GOODHUE	$587,723,300	$158,635,848	$11,155,154	$227,561	$11,382,715	500
2010	GRANT	$151,804,060	$15,543,630	$1,076,310	$12,197	$1,088,507	88
2010	HENNEPIN	$16,543,514,851	$5,937,978,229	$418,050,808	$20,943,233	$438,994,041	9,045
2010	HOUSTON	$134,132,758	$26,217,908	$1,856,012	$9,549	$1,865,561	162
2010	HUBBARD	$182,615,993	$72,283,613	$5,136,885	$33,602	$5,170,487	255
2010	ISANTI	$355,062,907	$146,341,714	$10,179,715	$156,057	$10,335,772	290
2010	ITASCA	$534,046,727	$206,007,539	$14,462,230	$122,163	$14,584,393	534
2010	JACKSON	$77,431,658	$19,788,042	$1,394,903	$78,879	$1,473,782	102
2010	KANABEC	$92,570,500	$32,180,340	$2,280,582	$12,901	$2,293,483	136
2010	KANDIYOHI	$677,743,504	$249,086,538	$17,438,049	$205,896	$17,643,945	389
2010	KITTSON	$45,482,210	$10,192,167	$715,639	$3,504	$719,143	44
2010	KOOCHICHING	$144,236,648	$57,932,768	$4,068,233	$17,635	$4,085,868	143
2010	LAC QUI PARLE	$95,134,847	$15,132,459	$1,070,481	$5,121	$1,075,602	80
2010	LAKE	$100,349,465	$22,787,103	$1,641,699	$7,179	$1,648,878	124
2010	LAKE OF THE WOODS	$55,116,791	$13,382,025	$959,913	$9,013	$968,926	66
2010	LE SEUER	$98,154,224	$31,535,945	$2,271,757	$21,994	$2,293,751	222
2010	LINCOLN	$43,645,169	$11,791,350	$819,537	$48,433	$867,970	69
2010	LYON	$361,127,373	$126,001,877	$8,825,090	$61,305	$8,886,395	239

NAICS Code Description

Sector 44-45 -- Retail Trade

The Sector as a Whole

The Retail Trade sector comprises establishments engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.

The retailing process is the final step in the distribution of merchandise; retailers are, therefore, organized to sell merchandise in small quantities to the general public. This sector comprises two main types of retailers: store and nonstore retailers.

1. Store retailers operate fixed point-of-sale locations, located and designed to attract a high volume of walk-in customers. In general, retail stores have extensive displays of merchandise and use mass-media advertising to attract customers. They typically sell merchandise to the general public for personal or household consumption, but some also serve business and institutional clients. These include establishments, such as office supply stores, computer and software stores, building materials dealers, plumbing supply stores, and electrical supply stores. Catalog showrooms, gasoline stations, automotive dealers, and mobile home dealers are treated as store retailers.

In addition to retailing merchandise, some types of store retailers are also engaged in the provision of after-sales services, such as repair and installation. For example, new automobile dealers, electronics and appliance stores, and musical instrument and supplies stores often provide repair services. As a general rule, establishments engaged in retailing merchandise and providing after-sales services are classified in this sector.

The first eleven subsectors of retail trade are store retailers. The establishments are grouped into industries and industry groups typically based on one or more of the following criteria:

(a) The merchandise line or lines carried by the store; for example, specialty stores are distinguished from general-line stores.

(b) The usual trade designation of the establishments. This criterion applies in cases where a store type is well recognized by the industry and the public, but difficult to define strictly in terms of merchandise lines carried; for example, pharmacies, hardware stores, and department stores.

(c) Capital requirements in terms of display equipment; for example, food stores have equipment requirements not found in other retail industries.

(d) Human resource requirements in terms of expertise; for example, the staff of an automobile dealer requires knowledge in financing, registering, and licensing issues that are not necessary in other retail industries.

2. Nonstore retailers, like store retailers, are organized to serve the general public, but their retailing methods differ. The establishments of this subsector reach customers and market merchandise with methods, such as the broadcasting of "infomercials," the broadcasting and publishing of direct-response advertising, the publishing of paper and electronic catalogs, door-to-door solicitation, in-home demonstration, selling from portable stalls (street vendors, except food), and distribution through vending machines. Establishments engaged in the direct sale (nonstore) of products, such as home heating oil dealers and home delivery newspaper routes are included here.

The buying of goods for resale is a characteristic of retail trade establishments that particularly distinguishes them from establishments in the agriculture, manufacturing, and construction industries. For example, farms that sell their products at or from the point of production are not classified in retail, but rather in agriculture. Similarly, establishments that both manufacture and sell their products to the general public are not classified in retail, but rather in manufacturing. However, establishments that engage in processing activities incidental to retailing are classified in retail. This includes establishments, such as optical goods stores that do in-store grinding of lenses, and meat and seafood markets.

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Wholesalers also engage in the buying of goods for resale, but they are not usually organized to serve the general public. They typically operate from a warehouse or office and neither the design nor the location of these premises is intended to solicit a high volume of walk-in traffic. Wholesalers supply institutional, industrial, wholesale, and retail clients; their operations are, therefore, generally organized to purchase, sell, and deliver merchandise in larger quantities. However, dealers of durable nonconsumer goods, such as farm machinery and heavy duty trucks, are included in wholesale trade even if they often sell these products in single units.

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Codes	Titles	Number of US Businesses
44-45	Retail Trade	2,206,681
441110	New Car Dealers	57,734
441120	Used Car Dealers	53,489
441210	Recreational Vehicle Dealers	4,091
441222	Boat Dealers	9,217
441228	Motorcycle, ATV, and All Other Motor Vehicle Dealers	30,522
441310	Automotive Parts and Accessories Stores	45,496
441320	Tire Dealers	29,771
442110	Furniture Stores	53,481
442210	Floor Covering Stores	45,922
442291	Window Treatment Stores	6,297
442299	All Other Home Furnishings Stores	23,265
443141	Household Appliance Stores	16,976
443142	Electronics Stores	103,295
444110	Home Centers	39,737
444120	Paint and Wallpaper Stores	11,676
444130	Hardware Stores	27,331
444190	Other Building Material Dealers	36,740
444210	Outdoor Power Equipment Stores	4,751
444220	Nursery, Garden Center, and Farm Supply Stores	18,216
445110	Supermarkets and Other Grocery (except Convenience) Stores	126,526
445120	Convenience Stores	62,767
445210	Meat Markets	9,108
445220	Fish and Seafood Markets	3,334
445230	Fruit and Vegetable Markets	8,747
445291	Baked Goods Stores	27,630
445292	Confectionery and Nut Stores	11,160
445299	All Other Specialty Food Stores	25,467
445310	Beer, Wine, and Liquor Stores	36,214
446110	Pharmacies and Drug Stores	59,997
446120	Cosmetics, Beauty Supplies, and Perfume Stores	27,881

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446130	Optical Goods Stores	23,342
446191	Food (Health) Supplement Stores	20,893
446199	All Other Health and Personal Care Stores	14,726
447110	Gasoline Stations with Convenience Stores	247
447190	Other Gasoline Stations	71,843
448110	Men's Clothing Stores	16,911
448120	Women's Clothing Stores	89,559
448130	Children's and Infants' Clothing Stores	9,683
448140	Family Clothing Stores	20,829
448150	Clothing Accessories Stores	23,182
448190	Other Clothing Stores	27,654
448210	Shoe Stores	30,795
448310	Jewelry Stores	53,575
448320	Luggage and Leather Goods Stores	2,023
451110	Sporting Goods Stores	61,332
451120	Hobby, Toy, and Game Stores	36,895
451130	Sewing, Needlework, and Piece Goods Stores	18,880
451140	Musical Instrument and Supplies Stores	11,690
451211	Book Stores	21,861
451212	News Dealers and Newsstands	2,161
452111	Department Stores (except Discount Department Stores)	11,698
452112	Discount Department Stores	13,102
452910	Warehouse Clubs and Supercenters	1,960
452990	All Other General Merchandise Stores	37,487
453110	Florists	37,684
453210	Office Supplies and Stationery Stores	11,021
453220	Gift, Novelty, and Souvenir Stores	103,225
453310	Used Merchandise Stores	60,652
453910	Pet and Pet Supplies Stores	25,758
453920	Art Dealers	6,214
453930	Manufactured (Mobile) Home Dealers	6,199
453991	Tobacco Stores	7,497
453998	All Other Miscellaneous Store Retailers (except Tobacco Stores)	199,290
454111	Electronic Shopping	521
454112	Electronic Auctions	47
454113	Mail-Order Houses	18,559
454210	Vending Machine Operators	24,264
454310	Fuel Dealers	13,832
454390	Other Direct Selling Establishments	52,752

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City of Windom, Minnesota

Capital Improvement Plan

2013 thru 2017

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2013	2014	2015	2016	2017	Total
Administration								
Computer Replacement	*ADMIN 002*	1					17,500	*17,500*
Copier Replacement	*ADMIN 003*	1			8,000			*8,000*
Administration Total					**8,000**		**17,500**	***25,500***
Airport								
Jet A Fuel System	*AIRPORT 001*	2	150,000					*150,000*
Instrument Landing Equipment	*AIRPORT 005*	1					250,000	*250,000*
Airport Total			**150,000**				**250,000**	***400,000***
Arena								
Zamboni	*ARENA 005*	2		5,000				*5,000*
Rink Panel Replacement	*ARENA 007*	2		70,000				*70,000*
Arena Total				**75,000**				***75,000***
City Hall								
Council Chamber - Presentation Equipment	*CH 006*	3		3,500				*3,500*
City Hall Total				**3,500**				***3,500***
Community Center								
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	6,500					*6,500*
Stage	*COMM 006*	3		8,500				*8,500*
Equipment Replacement\Upgrades	*COMM 007*	1	10,000	20,000	20,000	20,000	7,252	*77,252*
Drinking Fountain Replacement	*COMM 008*	3		4,800				*4,800*
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*
Community Center Total			**25,800**	**59,900**	**22,000**	**34,000**	**36,052**	***177,752***
Fire								
Turn Out Gear	*FIRE 008*	1	28,500	28,500			0	*57,000*
Fire Total			**28,500**	**28,500**			**0**	***57,000***
Library								
Computer Replacement	*LIB 007*	1	2,000	2,000	2,000	2,000		*8,000*

Department	Project#	Priority	2013	2014	2015	2016	2017	Total
Library Total			**2,000**	**2,000**	**2,000**	**2,000**		***8,000***
Parks								
Toro Workman	*PARK 008*	1			20,000			*20,000*
Toro Groundsmaster Mower (4000D)	*PARK 009*	1		55,000				*55,000*
Toro Groundsmaster Mower (328D)	*PARK 010*	1				25,000		*25,000*
Ballfield Groomer	*PARK 012*	1	28,000					*28,000*
Parks Total			**28,000**	**55,000**	**20,000**	**25,000**		***128,000***
Police								
Sidearms - Pistol Replacement	*POLICE 001*	2	1,500					*1,500*
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*
Police Total			**3,500**	**1,700**	**1,800**	**3,800**	**3,800**	***14,600***
Streets								
Shop Tools	*STR 008*	2	5,600					*5,600*
Street Sweeper Replacement	*STR 011*	1				185,000		*185,000*
Stump Grinder	*STR 014*	2	6,155					*6,155*
Loader Unit	*STR 015*	2		185,000				*185,000*
Streets Total			**11,755**	**185,000**		**185,000**		***381,755***
GRAND TOTAL			**249,555**	**410,600**	**53,800**	**249,800**	**307,352**	***1,271,107***

EXHIBIT E

ALTERNATIVE REVENUES

BEYOND BREAD AND BUTTER

By:
Tom Grundhoefer

Alternative Revenues—Beyond Bread and Butter

Introduction

With intergovernmental aid flat or declining and levy limits a resurrected blight on the municipal soul, what's a cash-strapped city to do? While reducing expenses and having efficient city operations are always important, this memorandum will focus on alternative ways for cities to increase the revenue side of the budget equation.

City revenues generally fall into one of three main categories:

- Taxes
- Assessments
- Fees and charges

This paper will look at ways that cities can enhance the revenue producing potential in each of these broad categories.

Taxes

General property tax levies

Political and legal considerations often place limits on the ability of cities to raise revenue through general property tax levies. Beginning with taxes payable in 2009, cities with populations of over 2500 are subject to three years of imposed levy limits. The levy limit allows for up to a 3.9% increase in local property tax levy. Each city's previous year levy plus local government aid, form the base for computing the 3.9% allowable increase. The limit also permits a .5% increase if a city experiences an increase in households and an additional .5% increase if a city experiences an increase in commercial/industrial property. A city may also exceed its levy limit by an amount approved by the majority of those voting on the question at a general or special election.

Special levies

State law allows a variety of special levies to meet specified city needs. Permitted special levies include:

- A levy to cover the costs incurred for securing, maintaining, or demolishing foreclosed or abandoned residential properties as allowed by the Department of Revenue. A city must have either a foreclosure rate of at least 1.4% of households in 2007 or a foreclosure rate in 2007 in the city or in a zip code area of the city that is at least 50% higher than the average foreclosure rate in the metropolitan area to use this special levy.

- A levy to pay costs attributable to wages and benefits for sheriff, police, and fire personnel. (If a city did not include this special levy in the previous year's levy limit

base, reduce that base number by the amount equal to the previous year's levy for these costs, thus allowing a slightly higher levy.) These payments include contributions to police and fire pensions that are not made through the Public Employees Retirement Association (PERA).

- Other special levies as identified in Minn. Stat. § 275.70.

Other levy authority

Local lodging tax

A city may pass an ordinance to impose up to a 3% tax on the gross receipts of lodging at a hotel, motel, rooming house, tourist court, resort, or city campground. The law requires that 95% of the gross proceeds from the tax be used to fund a local convention or tourism bureau for marketing and promoting the city. (Minn. Stat. § 469.190).

Gambling tax

Cities may impose up to a 3% local gambling tax on licensed gambling organizations in order to cover the cost of regulating lawful gambling. A city may not use these tax revenues for any other purpose. This tax may not be imposed if the city charges a local investigation fee.

In addition, a city may require organizations conducting lawful gambling to contribute 10% of their net profits derived from lawful gambling to a city-administered fund to be disbursed for lawful purposes. Such funds cannot be used for the benefit of a pension or retirement fund. (Minn. Stat. § 349.213)

Special district taxing authority

The legislature has authorized the establishment of several different special taxing districts, including:

- Storm sewer improvement districts – Minn. Stat. § 444.16
- Sidewalk improvement districts – Minn. Stat. § 435.44
- Urban and rural service districts – Minn. Stat. § 272.67
- Special service districts – Minn. Stat. § 428.02
- Housing improvement districts – Minn. Stat. § 428A.13
- Fire service districts – Minn. Stat. § 368.85 via Minn. Stat. § 415.01

Payments in lieu of taxes

Some of the heaviest users of city services are churches, colleges, Indian casinos and other tax-exempt entities. These entities will often have a strong interest in seeing that city services, facilities and finances remain strong and are willing to voluntarily pay something for the services they use. Many cities have successfully negotiated payments in lieu of taxes from these entities.

Assessments

In addition to authority to impose property taxes, state statute also permits cities to assess individual property owners for improvements or services that uniquely benefit them. Most of that authority is found in Minnesota Statute Chapter 429. The main advantage of using Chapter 429 is that it allows for the imposition of "tax like" charges only on benefited properties; and allows a charge on properties that might otherwise be exempt from general property taxes. The most challenging aspect of Chapter 429 charges is that a city will need to be able to show that the value to the property meets or exceeds the amount of the assessment. Chapter 429 provides two unique tools for cities to recoup the amount of services or improvement provided to property owners.

Local Improvements

First, Minn. Stat. § 429.021 provides a list of 20 or more "local improvements" for which cities may assess property. They include costs incurred:

(1) To acquire, open, and widen any street, and to improve the same by constructing, reconstructing, and maintaining sidewalks, pavement, gutters, curbs, and vehicle parking strips of any material, or by grading, graveling, oiling, or otherwise improving the same, including the beautification thereof and including storm sewers or other street drainage and connections from sewer, water, or similar mains to curb lines.
(2) To acquire, develop, construct, reconstruct, extend, and maintain storm and sanitary sewers and systems, including outlets, holding areas and ponds, treatment plants, pumps, lift stations, service connections, and other appurtenances of a sewer system, within and without the corporate limits.
(3) To construct, reconstruct, extend, and maintain steam heating mains.
(4) To install, replace, extend, and maintain street lights and street lighting systems and special lighting systems.
(5) To acquire, improve, construct, reconstruct, extend, and maintain water works systems, including mains, valves, hydrants, service connections, wells, pumps, reservoirs, tanks, treatment plants, and other appurtenances of a water works system, within and without the corporate limits.
(6) To acquire, improve and equip parks, open space areas, playgrounds, and recreational facilities within or without the corporate limits.
(7) To plant trees on streets and provide for their trimming, care, and removal.
(8) To abate nuisances and to drain swamps, marshes, and ponds on public or private property and to fill the same.
(9) To construct, reconstruct, extend, and maintain dikes and other flood control works.
(10) To construct, reconstruct, extend, and maintain retaining walls and area walls.
(11) To acquire, construct, reconstruct, improve, alter, extend, operate, maintain, and promote a pedestrian skyway system.
(12) To acquire, construct, reconstruct, extend, operate, maintain, and promote underground pedestrian concourses.
(13) To acquire, construct, improve, alter, extend, operate, maintain, and promote public malls, plazas or courtyards.
(14) To construct, reconstruct, extend, and maintain district heating systems.

(15) To construct, reconstruct, alter, extend, operate, maintain, and promote fire protection systems in existing buildings.
(16) To acquire, construct, reconstruct, improve, alter, extend, and maintain highway sound barriers.
(17) To improve, construct, reconstruct, extend, and maintain gas and electric distribution facilities owned by a municipal gas or electric utility.
(18) To purchase, install, and maintain signs, posts, and other markers for addressing, related to the operation of enhanced 911 telephone service.
(19) To improve, construct, extend, and maintain facilities for Internet access and other communications purposes, if the council finds that:
(i) the facilities are necessary to make available Internet access or other communications services that are not and will not be available through other providers or the private market in the reasonably foreseeable future; and
(ii) the service to be provided by the facilities will not compete with service provided by private entities.
(20) To assess affected property owners for all or a portion of the costs agreed to with an electric utility, telecommunications carrier, or cable system operator to bury or alter a new or existing distribution system within the public right-of-way that exceeds the utility's design and construction standards, or those set by law, tariff, or franchise.

The list of permissible improvements for which cities may levy special assessment goes well beyond the traditional items such as sewer, water, curb, gutter and street repaving. Take a close list and consider whether your city might be able to levy special assessments for some of these services and improvements.

Current Services

The second category or services for which cities may levy assessments includes:

(1) Snow, ice, or rubbish removal from sidewalks;
(2) Weed elimination from streets or private property;
(3) Removal or elimination of public health or safety hazards from private property;
(4) Installation or repair of water service lines, street sprinkling or other dust treatment of streets;
(5) The trimming and care of trees and the removal of unsound trees from any street;
(6) The treatment and removal of insect infested or diseased trees on private property, the repair of sidewalks and alleys;
(7) The operation of a street lighting system;
(8) The operation and maintenance of a fire protection or a pedestrian skyway system;
(9) Reinspections which find noncompliance after the due date for compliance with an order to correct a municipal housing maintenance code violation;
(10) The recovery of any disbursements under Minn. Stat. § 504B.445, subd. 4.

If a city incurs expenses with respect to any of the above, it is certainly appropriate for the city to assess those charges to the property benefited rather than have all tax-payers subsidize the services

provided to the single property owner. In these times when vacant properties and foreclosures are prevalent, consider charging and assessing for city costs associated with property inspection and maintenance.

Charges and fees

Charges

One of the easiest things a city can do to generate new revenue is to take full advantage of its assets and impose a reasonable charge for their use. Consider the assets that many cities have and think about whether your city is generating enough revenue from their use.

Asset	Charge
Money	Interest on checking account/maximizing return
Investments	Policy that responsibly balances returns and risk
Community room	Appropriate rental charges
Water tower	Renting to cellular operations
Golf course, swimming pool, etc.	Is charge sufficient to cover all operational costs?
Sewer and water	Do rates cover all costs?
Park shelters	Charging for use
Streets	Utility franchise fees
City signs and scoreboards	Selling advertising

Fees

Another underutilized opportunity to generate revenue requires a city to evaluate and study the true cost of city services and charge a fee that covers those costs. Often cities don't include all of their costs in arriving at fees. For example, many cities do not adequately calculate overhead charges in arriving at fees. For instance, are costs such as insurance, utility, the fair value of space, technology, employee benefits, supplies, fuel and other costs adequately captured when deciding how much to charge for city services? Similarly, often cities don't calculate police costs in calculating fees. In short, don't undervalue the true costs of city services when deciding how much direct users of those services should pay.

Some examples:

Service	Fee
Building inspections	Should cover all overhead costs
Liquor licenses	Include police oversight
Gambling licenses	Include costs to process
Zoning fees	Include city council costs
Business licenses	Inspection costs

A word about the expense side of the equation

Obviously tight budget times call for a close evaluation of both the revenue and expense side of the budget equation. This document focuses mostly on the revenue side, but it is absolutely true that governmental units everywhere need to study ways of reducing cost and improving efficiency. Examples of city efforts aimed at reducing expenses include:

- More shared services and facilities with other governmental units
- Reduced hours or days of operation – city hall hours, library hours, etc.
- Reduced energy consumption
- Car pooling
- Refinancing bonds
- Adopt a park or street programs
- Other ideas

Conclusion

Tough budget times call for strong, courageous and creative leadership.

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTIONS	CMRS - TMS #256704	POSTAGE 256704 MACHINE	30.89
	Total for Department 102		30.89*
CITY OFFICE	CMRS - TMS #256704	POSTAGE 256704 MACHINE	920.92
CITY OFFICE	LEAGUE OF MN CITIES	REGISTRATION - MCMA WORK	175.00
CITY OFFICE	NCPERS MINNESOTA	INSURANCE	80.00
CITY OFFICE	DENISE NICHOLS	1099 SUPPLIES	106.26
	Total for Department 103		1,282.18*
P & Z / BUILDING OFF	CMRS - TMS #256704	POSTAGE 256704 MACHINE	3.60
P & Z / BUILDING OFF	INDOFF, INC	SUPPLIES	7.20
P & Z / BUILDING OFF	WINDOM AUTO VALU	MAINTENANCE	154.94
P & Z / BUILDING OFF	NCPERS MINNESOTA	INSURANCE	24.00
P & Z / BUILDING OFF	WINDOM FIRE SAFETY	ANNUAL INSPECTION	2.00
P & Z / BUILDING OFF	CENTURY BUSINESS PRO	MAINTENANCE - COPIER	28.18
	Total for Department 106		219.92*
CITY HALL	SANDRA HERDER	CLEANING	334.25
CITY HALL	JOE'S LAWN CARE	BOILER	80.15
CITY HALL	JAY KUEHL	SNOW REMOVAL	195.00
CITY HALL	MELISSA PENAS	CLEANING	334.25
CITY HALL	WINDOM FIRE SAFETY	ANNUAL INSPECTION	16.00
	Total for Department 115		959.65*
POLICE	CMRS - TMS #256704	POSTAGE 256704 MACHINE	3.50
POLICE	INDOFF, INC	SUPPLIES	74.82
POLICE	WINDOM AUTO VALU	MAINTENANCE	4.52
POLICE	MANKATO MOBIL - ALPH	EQUIPMENT	32.66
POLICE	NCPERS MINNESOTA	INSURANCE	144.00
POLICE	SCHWALBACH HARDWARE	MAINTENANCE	167.56
POLICE	STREICHER'S	EQUIPMENT	3,164.00
POLICE	FLEET SERVICES DIVIS	LEASE RENT	1,915.50
POLICE	WINDOM FIRE SAFETY	ANNUAL INSPECTION	32.00
	Total for Department 120		5,538.56*
FIRE DEPARTMENT	AMOCO OIL COMPANY	GAS	71.10
FIRE DEPARTMENT	CMRS - TMS #256704	POSTAGE 256704 MACHINE	34.80
FIRE DEPARTMENT	WINDOM AUTO VALU	MAINTENANCE	215.96
FIRE DEPARTMENT	SCHWALBACH HARDWARE	MAINTENANCE	6.19
	Total for Department 125		328.05*
STREET	CMRS - TMS #256704	POSTAGE 256704 MACHINE	2.70
STREET	GRAHAM TIRE	TIRE MAINTENANCE	12,047.00
STREET	WINDOM AUTO VALU	MAINTENANCE	346.76
STREET	MILLER SELLNER EQUIP	MAINTENANCE	127.48
STREET	NCPERS MINNESOTA	INSURANCE	80.00
STREET	SCHWALBACH HARDWARE	MAINTENANCE	20.26
STREET	JOHN DEERE -TRI COUN	MAINTENANCE	172.09
	Total for Department 140		12,796.29*
PARKS	WINDOM AUTO VALU	MAINTENANCE	7.47

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
PARKS	LAMPERTS YARDS, INC.	MAINTENANCE	170.17
PARKS	NCPERS MINNESOTA	INSURANCE	16.00
	Total for Department 165		193.64*
	Total for Fund 01		21,349.18*
LIBRARY	AFTON HISTORICAL SOC	BOOKS	41.00
LIBRARY	SANDRA HERDER	CLEANING	315.15
LIBRARY	JOE'S LAWN CARE	BOILER	80.16
LIBRARY	JAY KUEHL	SNOW REMOVAL	195.00
LIBRARY	MELISSA PENAS	CLEANING	315.15
LIBRARY	READERS SERVICE	SUBSCRIPTION	20.46
LIBRARY	GLAMOUR	SUBSCRIPTION	15.00
	Total for Department 171		981.92*
	Total for Fund 03		981.92*
	LEAGUE OF MN CITIES	STREET SHOP LOAN PAYMENT	48,501.30
	Total for Department		48,501.30*
EQUIPMENT/F.A.	LEAGUE OF MN CITIES	STREET SHOP LOAN PAYMENT	6,087.34
	Total for Department 170		6,087.34*
	Total for Fund 04		54,588.64*
AIRPORT	CMRS - TMS #256704	POSTAGE 256704 MACHINE	15.25
AIRPORT	RED ROCK RURAL WATER	WATER	30.36
AIRPORT	SCHWALBACH HARDWARE	MAINTENANCE	34.17
AIRPORT	SO. CENTRAL ELECTRIC	POWER COST	646.44
	Total for Department 174		726.22*
	Total for Fund 11		726.22*
POOL	CMRS - TMS #256704	POSTAGE 256704 MACHINE	5.40
	Total for Department 175		5.40*
	Total for Fund 12		5.40*
AMBULANCE	CMRS - TMS #256704	POSTAGE 256704 MACHINE	47.15
AMBULANCE	CREATIVE DESIGN	EXPENSE - CLOTHING	372.37
AMBULANCE	WINDOM AUTO VALU	MAINTENANCE	80.33
AMBULANCE	MANKATO MOBIL - ALPH	EQUIPMENT	319.34
AMBULANCE	THE STAG CLOTHIERS	EXPENSE-CLOTHING	84.50
	Total for Department 176		903.69*
	Total for Fund 13		903.69*
MULTI-PURPOSE BUILDI	CMRS - TMS #256704	POSTAGE 256704 MACHINE	28.45
MULTI-PURPOSE BUILDI	HEARTLAND PAPER COMP	SUPPLIES	64.11
MULTI-PURPOSE BUILDI	NCPERS MINNESOTA	INSURANCE	48.00

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MULTI-PURPOSE BUILDI	RIVER BEND LIQUOR	MERCHANDISE	58.80
MULTI-PURPOSE BUILDI	SCHWALBACH HARDWARE	MAINTENANCE	145.27
	Total for Department 177		344.63*
	Total for Fund 14		344.63*
N IND PARK	SO. CENTRAL ELECTRIC	POWER COST	50.56
	Total for Department 147		50.56*
	Total for Fund 18		50.56*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	6,720.50
LIQUOR	CMRS - TMS #256704	POSTAGE 256704 MACHINE	4.95
LIQUOR	EXTREME BEVERAGE, LL	MERCHANDISE	315.00
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	8,398.50
LIQUOR	JOHNSON BROS.	MERCHANDISE	3,727.25
LIQUOR	NCPERS MINNESOTA	INSURANCE	32.00
LIQUOR	SCHWALBACH HARDWARE	MAINTENANCE	21.35
LIQUOR	SOUTHERN WINE & SPIR	MERCHANDISE	1,816.17
LIQUOR	AMERICAN BOTTLING CO	MERCHANDISE	113.68
	Total for Department 180		21,149.40*
	Total for Fund 60		21,149.40*
	BORDER STATES ELECTR	SCANTRONS	5,785.65
	Total for Department		5,785.65*
WATER	CMRS - TMS #256704	POSTAGE 256704 MACHINE	269.95
WATER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	129.17
WATER	WINDOM AUTO VALU	MAINTENANCE	41.86
WATER	NCPERS MINNESOTA	INSURANCE	40.00
WATER	SCHWALBACH HARDWARE	MAINTENANCE	72.65
WATER	SVOBODA EXCAVATING,	REPAIR	1,025.00
WATER	WINDOM FIRE SAFETY	ANNUAL INSPECTION	111.00
	Total for Department 181		1,689.63*
	Total for Fund 61		7,475.28*
	BORDER STATES ELECTR	SCANTRONS	5,785.65
	ELECTRIC FUND	UTIL PREPAY TOWARD BILLI	664.77
	ELECTRIC FUND	UTIL PREPAY TOWARDS BILL	196.44
	SCHWALBACH HARDWARE	MAINTENANCE	8.03
	ELEAZAR MARES JR	REF BAL OF UT PREPAY-RES	235.23
	LINDSEY WOLLE	REF-BAL OF UTIL PREPAY	103.56
	Total for Department		6,993.68*
ELECTRIC	AMOCO OIL COMPANY	GAS	496.58
ELECTRIC	CMRS - TMS #256704	POSTAGE 256704 MACHINE	281.44
ELECTRIC	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	129.17
ELECTRIC	WINDOM AUTO VALU	MAINTENANCE	83.10

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
ELECTRIC	LOCATORS & SUPPLIES,	SUPPLIES	42.75
ELECTRIC	NCPERS MINNESOTA	INSURANCE	96.00
ELECTRIC	SCHWALBACH HARDWARE	MAINTENANCE	187.33
ELECTRIC	BRAD BUSSA	CLEANING	184.60
ELECTRIC	SKARSHAUG TESTING LA	SUPPLIES	331.71
ELECTRIC	DAVID LIDTKE	ENERGY REBATE	50.00
ELECTRIC	DUANE KAISER	ENERGY REBATE	150.00
ELECTRIC	JERI SCHETTLER	ENERGY REBATE	150.00
ELECTRIC	KELLY WOIZESCHKE	ENERGY REBATE	150.00
ELECTRIC	MARK LILLEGAARD	ENERGY REBATE	35.00
ELECTRIC	MARY LOU PETERSON	ENERGY REBATE	50.00
ELECTRIC	MERLE WALL	ENERGY REBATE	150.00
ELECTRIC	NICK & JANA BUSSEY	ENERGY REBATE	25.00
ELECTRIC	TAYLOR KREMMIN	ENERGY REBATE	300.00
ELECTRIC	WAYLON & LEESA ARNDT	ENERGY REBATE	50.00
ELECTRIC	LEON STEEN	ENERGY REBATE	50.00
	Total for Department 182		2,992.68*
	Total for Fund 62		9,986.36*
	BORDER STATES ELECTR	SCANTRONS	5,785.65
	Total for Department		5,785.65*
SEWER	A & B BUSINESS EQUIP	MAINTENANCE CONTRACT	91.10
SEWER	AMOCO OIL COMPANY	GAS	299.85
SEWER	CMRS - TMS #256704	POSTAGE 256704 MACHINE	291.90
SEWER	INDOFF, INC	SUPPLIES	53.42
SEWER	EMPIRE PIPE SERVICES	MAINTENANCE	4,456.72
SEWER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	129.15
SEWER	WINDOM AUTO VALU	MAINTENANCE	152.86
SEWER	MN VALLEY TESTING	TESTING	838.20
SEWER	NCPERS MINNESOTA	INSURANCE	56.00
SEWER	SCHWALBACH HARDWARE	MAINTENANCE	274.57
SEWER	WINDOM FIRE SAFETY	ANNUAL INSPECTION	111.00
SEWER	WINDOM TOWING CO	MAINTENANCE	16.53
SEWER	WINDOM TOWING CO	SERVICE	27.20
	Total for Department 183		6,798.50*
	Total for Fund 63		12,584.15*
ARENA	AMERIPRIDE SERVICES,	SUPPLIES	93.56
ARENA	AMOCO OIL COMPANY	GAS	85.92
ARENA	CMRS - TMS #256704	POSTAGE 256704 MACHINE	24.85
ARENA	FRANKS SHOE REPAIR	BOOT HOOKS	5.40
ARENA	FRANKS SHOE REPAIR	NEW RIVET-HOOK ON SKATE	5.00
ARENA	LAMPERTS YARDS, INC.	MAINTENANCE	21.15
ARENA	NCPERS MINNESOTA	INSURANCE	32.00
ARENA	MN ENERGY RESOURCES	HEATING	782.69
ARENA	SCHWALBACH HARDWARE	MAINTENANCE	49.64
	Total for Department 184		1,100.21*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	Total for Fund 64		1,100.21*
ECONOMIC DEVELOPMENT	CMRS - TMS #256704	POSTAGE 256704 MACHINE	13.00
ECONOMIC DEVELOPMENT	INDOFF, INC	SUPPLIES	32.84
ECONOMIC DEVELOPMENT	NCPERS MINNESOTA	INSURANCE	24.00
ECONOMIC DEVELOPMENT	WINDOM FIRE SAFETY	ANNUAL INSPECTION	2.00
ECONOMIC DEVELOPMENT	CENTURY BUSINESS PRO	MAINTENANCE - COPIER	56.35
	Total for Department 187		128.19*
	Total for Fund 67		128.19*
	MN 9-1-1 PROGRAM	911 SERVICE	1,087.69
	Total for Department		1,087.69*
TELECOMMUNICATIONS	CMRS - TMS #256704	POSTAGE 256704 MACHINE	497.25
TELECOMMUNICATIONS	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	387.51
TELECOMMUNICATIONS	WINDOM AUTO VALU	MAINTENANCE	-.01
TELECOMMUNICATIONS	LIVEWIRE PRINTING	ADVERTISING	228.95
TELECOMMUNICATIONS	NCPERS MINNESOTA	INSURANCE	96.00
TELECOMMUNICATIONS	SCHWALBACH HARDWARE	MAINTENANCE	57.97
TELECOMMUNICATIONS	WINDOM FIRE SAFETY	ANNUAL INSPECTION	76.00
TELECOMMUNICATIONS	POWER & TEL	MAINTENANCE	211.73
TELECOMMUNICATIONS	POWER & TEL	SUPPLIES	3,624.00
	Total for Department 199		5,179.40*
	Total for Fund 69		6,267.09*
	NCPERS MINNESOTA	INSURANCE	32.00
	Total for Department		32.00*
	Total for Fund 70		32.00*
	Grand Total		137,672.92*

CITY OF WINDOM

FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	INDOFF, INC	SUPPLIES	33.45
MAYOR & COUNCIL	SCHRAMEL LAW OFFICE	LEGAL FEES	420.00
	Total for Department 101		453.45*
CITY OFFICE	INDOFF, INC	CHAIRMAT	115.43
CITY OFFICE	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	21.21
CITY OFFICE	VOYAGER FLEET SERVIC	GAS	93.96
	Total for Department 103		230.60*
P & Z / BUILDING OFF	Verizon Wireless	TELEPHONE	17.69
P & Z / BUILDING OFF	SA FLEET - FLEET ONE	GAS	56.48
	Total for Department 106		74.17*
CITY HALL	JAY KUEHL	SNOW REMOVAL	60.00
CITY HALL	DENISE NICHOLS	HUMIDIFIER	159.99
	Total for Department 115		219.99*
POLICE	COTTONWOOD CO TREASU	DISPATCHING	275.00
POLICE	COTTONWOOD CO TREASU	RENT	1,500.00
POLICE	HIGLEY FORD SALES	REPAIR	1,046.77
POLICE	SCHRAMEL LAW OFFICE	LEGAL FEES	2,948.00
POLICE	Verizon Wireless	TELEPHONE	202.21
POLICE	RUNNING'S SUPPLY	MAINTENANCE	38.43
POLICE	SA FLEET - FLEET ONE	GAS	326.14
POLICE	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	10.60
POLICE	VOYAGER FLEET SERVIC	GAS	714.45
POLICE	NAT'L EVERY 15 MIN O	REGISTRATION -DANA WALLA	275.00
	Total for Department 120		7,336.60*
FIRE DEPARTMENT	COTTONWOOD CO TREASU	DISPATCHING	212.50
FIRE DEPARTMENT	KDOM RADIO	ADVERTISING	40.00
FIRE DEPARTMENT	MUNICIPAL EMERGENCY	SUPPLIES	762.60
FIRE DEPARTMENT	SA FLEET - FLEET ONE	GAS	119.13
FIRE DEPARTMENT	COUNTRY PRIDE SERVIC	MAINTENANCE	80.00
FIRE DEPARTMENT	WINDOM FARM SERVICE	MAINTENANCE	826.98
	Total for Department 125		2,041.21*
EMERGENCY MANAGEMENT	COTTONWOOD CO TREASU	DISPATCHING	12.50
EMERGENCY MANAGEMENT	MANKATO MOBIL - ALPH	MAINTENANCE	150.00
	Total for Department 130		162.50*
ANIMALS	COTTONWOOD VET CLINI	CITY POUND	203.74
	Total for Department 135		203.74*
STREET	COTTONWOOD CO TREASU	DISPATCHING	125.00
STREET	Verizon Wireless	TELEPHONE	54.75
STREET	RUNNING'S SUPPLY	MAINTENANCE	240.84
STREET	SA FLEET - FLEET ONE	GAS	159.92
STREET	SANFORD LABORATORIES	TESTING	76.86
STREET	VOYAGER FLEET SERVIC	GAS	267.75
STREET	COUNTRY PRIDE SERVIC	MAINTENANCE	1,291.81

CITY OF WINDOM

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Department	Vendor Name	Description	Amount
STREET	WINDOM FARM SERVICE	MAINTENANCE	15.39
STREET	WILLIAMSON'S WELDING	MAINTENANCE	53.43
	Total for Department 140		2,285.75*
RECREATION	MN RECREATION & PARK	MEMBERSHIP DUES	88.00
RECREATION	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	10.60
	Total for Department 150		98.60*
PARKS	COTTONWOOD CO TREASU	DISPATCHING	37.50
	Total for Department 165		37.50*
	Total for Fund 01		13,144.11*
LIBRARY	GALE	BOOKS	115.65
LIBRARY	KDOM RADIO	ADVERTISING	99.00
LIBRARY	JAY KUEHL	SNOW REMOVAL	60.00
LIBRARY	MICROMARKETING	BOOKS & AUDIO	354.05
LIBRARY	PLUNKETT'S PEST CONT	ANNUAL BILL	435.18
LIBRARY	READERS SERVICE	SUBSCRIPTION	20.76
LIBRARY	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	5.30
LIBRARY	GARDEN GATE	SUBSCRIPTION	24.00
LIBRARY	SCOTT THOMA	BOOKS	14.95
	Total for Department 171		1,128.89*
	Total for Fund 03		1,128.89*
POOL	MN RECREATION & PARK	MEMBERSHIP DUES	88.00
POOL	HD SUPPLY WATERWORKD	MAINTENANCE	395.84
POOL	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	5.30
	Total for Department 175		489.14*
	Total for Fund 12		489.14*
AMBULANCE	ARROW MANUFACTURING	EQIPMENT	92.94
AMBULANCE	BOUND TREE MEDICAL,	MEDICAL SUPPLIES	341.44
AMBULANCE	COTTONWOOD CO TREASU	DISPATCHING	200.00
AMBULANCE	LEWIS FAMILY DRUG #5	SUPPLIES	3.12
AMBULANCE	APRIL HARRINGTON	EXPENSE	8.27
AMBULANCE	HIGLEY FORD SALES	MAINTENANCE	100.00
AMBULANCE	BUCKWHEAT JOHNSON	EXPENSE	85.65
AMBULANCE	KDOM RADIO	ADVERTISING	192.00
AMBULANCE	Verizon Wireless	TELEPHONE	69.04
AMBULANCE	KIM POWERS	EXPENSE	19.34
AMBULANCE	PRAXAIR DISTRIBUTION	RENT	308.88
AMBULANCE	ALLAN REMPEL	EXPENSE	89.48
AMBULANCE	SA FLEET - FLEET ONE	GAS	2,101.82
AMBULANCE	WINDOM AREA HOSPITAL	SERVICE	2,124.68
AMBULANCE	WINDOM FARM SERVICE	MAINTENANCE	114.78
AMBULANCE	CARQUEST AUTO PARTS	MAINTENANCE	8.00
	Total for Department 176		5,859.44*

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Department	Vendor Name	Description	Amount
AMBULANCE	MEDICA	REFUND-LYNDELL SCHMID 84	90.96
AMBULANCE	MEDICARE PART B	REF-BOUTHONG INTHAXAY	904.84
	Total for Department 276		995.80*
	Total for Fund 13		6,855.24*
MULTI-PURPOSE BUILDI	KDOM RADIO	ADVERTISING	164.50
MULTI-PURPOSE BUILDI	Verizon Wireless	TELEPHONE	30.19
MULTI-PURPOSE BUILDI	STONER INDUSTRIAL, I	SERVICE	126.33
MULTI-PURPOSE BUILDI	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	5.30
MULTI-PURPOSE BUILDI	VOYAGER FLEET SERVIC	GAS	5.85
	Total for Department 177		332.17*
	Total for Fund 14		332.17*
SCDP	SW MN HOUSING PARTNE	CDAP-10-0058-0-FY11	7,698.00
	Total for Department 163		7,698.00*
	Total for Fund 17		7,698.00*
N IND PARK	SCHRAMEL LAW OFFICE	LEGAL FEES	24.00
N IND PARK	WENCK ASSOCIATES, IN	NORTH INDUSTRIAL PARK	2,961.50
	Total for Department 147		2,985.50*
	Total for Fund 18		2,985.50*
'13 STREET PROJECT	WENCK ASSOCIATES, IN	2013 STREET IMPROVEMENTS	14,117.29
	Total for Department 121		14,117.29*
	Total for Fund 21		14,117.29*
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	1,470.70
LIQUOR	HAGEN DISTRIBUTING	MERCHANDISE	1,842.50
LIQUOR	AH HERMEL COMPANY	MERCHANDISE	234.02
LIQUOR	JOHNSON BROS.	MERCHANDISE	5,900.89
LIQUOR	KDOM RADIO	ADVERTISING	96.40
LIQUOR	PBC - PEPSI BEVERAGE	MERCHANDISE	205.80
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	4,828.42
LIQUOR	SOUTHERN WINE & SPIR	MERCHANDISE	213.63
LIQUOR	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	23.01
LIQUOR	CAMPUS CLEANERS	MERCHANDISE	20.05
LIQUOR	CAMPUS CLEANERS	SERVICE	20.05
	Total for Department 180		14,855.47*
	Total for Fund 60		14,855.47*
	AMERICAN ENGINEERING	TESTING	900.00
	HENRY'S WATERWORKS,	METER	785.92
	HD SUPPLY WATERWORKD	INVENTORY	307.04
	WENCK ASSOCIATES, IN	2013 STREET IMPROVEMENTS	6,545.29

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Department	Vendor Name	Description	Amount
	Total for Department		8,538.25*
WATER	AMUNDSON DIG	SERVICE	170.00
WATER	COTTONWOOD CO TREASU	DISPATCHING	100.00
WATER	HAWKINS, INC	CHEMICALS	3,465.76
WATER	GCC READY MIX	MATERIALS	84.86
WATER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	134.38
WATER	SOURCE ONE SOLUTIONS	POSTAGE	226.47
WATER	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	832.47
WATER	Verizon Wireless	TELEPHONE	61.57
WATER	RED ROCK RURAL WATER	JOHNSON AUTO	44.00
WATER	RUNNING'S SUPPLY	MAINTENANCE	187.57
WATER	SANFORD LABORATORIES	TESTING	38.43
WATER	HD SUPPLY WATERWORKD	PARTS	184.94
WATER	SVOBODA EXCAVATING,	REPAIR	1,240.00
WATER	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	23.01
WATER	VOYAGER FLEET SERVIC	GAS	276.92
	Total for Department 181		7,070.38*
	Total for Fund 61		15,608.63*
	IRBY ELECTRICAL DIST	PARTS & SUPPLIES	865.69
	ELECTRIC FUND	UTIL PP TO UTIL-GERBER/M	112.46
	WERNER ELECTRIC	PARTS & SUPPLIES	63.65
	AMBER MANSFIELD	REF-BAL OF UTIL PREPAYME	93.77
	JUHL JENSEN	REFUND - UTILITY PREPAYM	300.00
	RACHEL GERBER	REF-BAL OF UTIL PREPAYME	93.77
	Total for Department		1,529.34*
ELECTRIC	COTTONWOOD CO TREASU	DISPATCHING	187.50
ELECTRIC	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	134.38
ELECTRIC	SCHRAMEL LAW OFFICE	LEGAL FEES	48.00
ELECTRIC	MESSER MACHINE & MFG	MAINTENANCE	52.00
ELECTRIC	SOURCE ONE SOLUTIONS	POSTAGE	226.47
ELECTRIC	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	1,716.98
ELECTRIC	Verizon Wireless	TELEPHONE	38.22
ELECTRIC	NEW STAR SALES & SER	MAINTENANCE CONTRACT	225.00
ELECTRIC	RUNNING'S SUPPLY	MAINTENANCE	84.82
ELECTRIC	STONER INDUSTRIAL, I	SERVICE	102.30
ELECTRIC	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	23.01
ELECTRIC	VOYAGER FLEET SERVIC	GAS	213.14
ELECTRIC	WINDOM AREA DEVELOPM	INDUSTRIAL DEVELOPMENT	1,200.00
ELECTRIC	WINDOM FARM SERVICE	MAINTENANCE	30.57
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	80.41
	Total for Department 182		4,362.80*
	Total for Fund 62		5,892.14*
	WENCK ASSOCIATES, IN	2013 STREET IMPROVEMENTS	5,005.22
	Total for Department		5,005.22*

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Department	Vendor Name	Description	Amount
SEWER	COTTONWOOD CO TREASU	DISPATCHING	100.00
SEWER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	134.35
SEWER	SOURCE ONE SOLUTIONS	POSTAGE	226.47
SEWER	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	832.47
SEWER	Verizon Wireless	TELEPHONE	61.57
SEWER	MN VALLEY TESTING	TESTING	776.20
SEWER	RUNNING'S SUPPLY	MAINTENANCE	244.43
SEWER	SANFORD LABORATORIES	TESTING	38.43
SEWER	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	33.94
SEWER	VOYAGER FLEET SERVIC	GAS	214.99
	Total for Department 183		2,662.85*
	Total for Fund 63		7,668.07*
ARENA	AH HERMEL COMPANY	MERCHANDISE	159.06
ARENA	KDOM RADIO	ADVERTISING	78.00
ARENA	Verizon Wireless	TELEPHONE	50.87
ARENA	MN RECREATION & PARK	MEMBERSHIP DUES	88.00
ARENA	RUNNING'S SUPPLY	MAINTENANCE	19.62
ARENA	SA FLEET - FLEET ONE	GAS	63.92
ARENA	STONER INDUSTRIAL, I	SERVICE	9.55
ARENA	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	19.09
	Total for Department 184		488.11*
	Total for Fund 64		488.11*
	ELECTRIC FUND	LOAN -2008 SPEC BLDG	777.70
	Total for Department		777.70*
ECONOMIC DEVELOPMENT	COTTONWOOD CTY RECOR	RECORDING	46.00
ECONOMIC DEVELOPMENT	EDAM	MEMBERSHIP	250.00
ECONOMIC DEVELOPMENT	EDAM	REGISTRATION-EDAM WINTER	225.00
ECONOMIC DEVELOPMENT	ELECTRIC FUND	LOAN -2008 SPEC BLDG	171.79
ECONOMIC DEVELOPMENT	SCHRAMEL LAW OFFICE	LEGAL FEES	264.00
ECONOMIC DEVELOPMENT	Verizon Wireless	TELEPHONE	52.77
	Total for Department 187		1,009.56*
	Total for Fund 67		1,787.26*
TELECOMMUNICATIONS	COMCAST MEDIA CENTER	SUBSCRIBER	24.80
TELECOMMUNICATIONS	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	403.14
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	POSTAGE	226.45
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	UTILITY BILL SERVICES	1,821.04
TELECOMMUNICATIONS	Verizon Wireless	TELEPHONE	217.10
TELECOMMUNICATIONS	MLB NETWORK	SUBSCRIBER	693.97
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	265.76
TELECOMMUNICATIONS	CENTURY LINK	LEXIS BILLING SERVICE	628.55
TELECOMMUNICATIONS	OVERHEAD DOOR COMPAN	MAINTENANCE	121.00
TELECOMMUNICATIONS	RFD TV	SUBSCRIBER	385.27
TELECOMMUNICATIONS	RUNNING'S SUPPLY	MAINTENANCE	223.02

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Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	SHOWTIME NETWORKS IN	SUBSCRIBER	413.23
TELECOMMUNICATIONS	SOUTHWEST/WEST CENTR	SUPPORT SERVICE	833.33
TELECOMMUNICATIONS	STONER INDUSTRIAL, I	SERVICE	57.39
TELECOMMUNICATIONS	TOSHIBA FINANCIAL SE	LEASE/MAINTENANCE CONTRA	31.80
TELECOMMUNICATIONS	UNIVERSAL SERVICE AD	FEES	1,125.93
TELECOMMUNICATIONS	VOYAGER FLEET SERVIC	GAS	305.75
TELECOMMUNICATIONS	WOODSTOCK TELEPHONE	SPECIAL ACCESS CIRCUITS	205.10
TELECOMMUNICATIONS	POWER & TEL	SUPPLIES	104.73
	Total for Department 199		8,087.36*
	Total for Fund 69		8,087.36*
	COLONIAL LIFE INSURA	BCN E8182644 INSURANCE	8.82
	Total for Department		8.82*
	Total for Fund 70		8.82*
	Grand Total		101,146.20*

ELECTRONIC DISBURSEMENTS

Date	Vendor	Amount	Description
12/15/2012	Liquor Credit Card Fees	$ (140.90)	Credit Card Fees
12/17/2012	MN Dept of Revenue	$ (4,490.85)	State Tax Withholding
12/17/2012	MN PERA	$ (16,420.73)	PERA Payment
12/17/2012	USA Tax Payment	$ (23,965.88)	Federal Payroll Tax
12/18/2012	Citistreet MN	$ (5,125.00)	Deferred Compensation
12/20/2012	BCBS SWWC	$ (43,211.00)	BCBS Premium
12/20/2012	MII FSA	(2,419.29)	Flex Spending
12/26/2012	ACH to 4M Investment	$ (250,000.00)	Investment
12/27/2012	ACH to 4M Investment	$ (600,000.00)	Investment
12/28/2012	Citistreet MN	$ (5,125.00)	Deferred Compensation
12/28/2012	MII FSA	$ (435.67)	Flex Spending
12/28/2012	Payroll	$ (71,792.55)	Net Pay
12/28/2012	MN PERA	$ (16,462.88)	PERA Payment
12/28/2012	USA Tax Payment	$ (21,637.33)	Federal Payroll Tax
12/31/2012	MN Dept of Revenue	$ (4,134.17)	State Tax Withholding
		$ (1,065,361.25)	