

Council Meeting
Tuesday, March 5, 2013
City Council Chambers

7:30 p.m.

AGENDA



Call to Order
Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes--February 19, 2013
2. Consent Agenda
 - Minutes
 - EDA Commission – February 25, 2013
 - License Application
 - Windom Fire Department – Dance License
3. Department Heads
4. North Windom Industrial Park
 - Call for a Public Hearing – North Windom Industrial Park TIF District 1-17
5. 2013 Electric Energy Rebate Program
6. NESHAP RICE – National Emissions Standards for Hazardous Air Pollutants for Stationary Reciprocating Internal Combustion Engines
7. Utilities Plus Energy Services Engineering Contract
8. Wastewater Treatment Plant Improvement Project – Change Order
9. Designation of Financial Institution – Multi-Bank Securities, Inc.
10. Advantage Collection Professionals Agreement
11. Second Reading Ordinance Revising City Code 90.4 Regarding Burning
12. Personnel Committee Recommendation
13. 2013 Board of Appeal and Equalization Meeting – Scheduled for Monday, May 13, 2013
14. 2012 Annual Report
15. New Business
16. Old Business
17. Regular Bills
18. Contractor Bill – Wastewater Treatment Plant - Robert L. Carr \$130,922.90
19. Council Concerns
20. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
February 19, 2013
7:30 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Maricle at 7:30 p.m.

2. Roll Call:
- | | |
|-------------------------|--|
| Mayor: | Corey Maricle |
| Council Members: | Brian Cooley, Kelsey Fossing, Dominic Jones and Bradley Powers |
| Council Members Absent: | JoAnn Ray |
| City Staff Present: | Steve Nasby, City Administrator; Aaron Backman, EDA Director; Mike Haugen, Water/Wastewater; Dan Ortman, Fire Chief; Mark Stevens Assistant Fire Chief; Mark Marcy, Assistant Fire Chief; Roger Winker, Assistant Fire Chief and Jeff Dahna, Telecom |

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Fossing second by Jones to approve the City Council minutes from February 5, 2013. Motion carried 4 – 0 (Ray absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions:

- Economic Development Authority – February 4, 2013
- Library Board – February 11, 2013
- Telecommunications Commission – February 12, 2013
- Park & Recreation Commission – February 13, 2013

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

6. Department Heads:

None.

7. Des Moines River Dam Project Rock Riffle Recognition Award – S.E.H. Rocky Keehn:

Rocky Keehn, S.E.H. Engineering, Inc. introduced himself and said he was started with this project in 2007 with the City and has been with it through the project completion. Their firm and the City had been recognized by the American Council of Engineering Companies for Excellence in Engineering for the Des Moines River Dam Removal and Rock Riffle project. Keehn presented a plaque and project information board to the Mayor and City Council.

Keehn said that their company had also commissioned a short video about the project and played the video featuring City staff, a representative from the MN DNR and himself.

The Council thanked Keehn for the information, plaque and promotion of the City's project.

8. North Windom Industrial Park (NWIP) – Commerce Boulevard Extension Project:

Aaron Backman, EDA Executive Director, said that the Windom EDA has a prospective buyer for some of the lots in the park and an extension of Commerce Boulevard was discussed at the last Council meeting and has been included as an alternate in the project specifications. The extension would assist the proposed development by Fast Distributors in Lots 3, 4 and 5 in Block 1 and open up more of the industrial park.

The cost of the proposed extension is estimated to be \$400,000. To pay for the additional work he is proposing that the EDA voluntarily assesses the properties \$80,000, which meets the minimum threshold of 20%, and the remaining balance of \$320,000 be added to the upcoming 2013 Street Project bond. The debt service for the \$320,000 bond would then be paid through a TIF district.

A petition for the improvements and special assessments has been included in the Council packet. Since this petition is presented with 100% of the property owners signing off the petition also requests a waiver of the public hearing according to the Minnesota Statutes 429.031.

Powers asked if the Commerce Boulevard extension would be short of the north property line. Backman said that the construction would be short of the north property line and about the southern 2/3 of the park would be accessible.

Nasby clarified that the proposed \$80,000 assessment would remain in place even if the bids for the extension came in under the \$400,000 estimate. Backman said that was correct.

Powers asked if the underground utilities stop where Commerce Boulevard construction stops. Dennis Johnson, Wenck Associates, said that the utilities do stop where the road construction stops, but they will be stubbed in for future extensions.

Council member Jones introduced the Resolution No. 2013-14, entitled “RESOLUTION RECEIVING AND DECLARING ADEQUACY OF PETITION AND ORDERING PREPERATION OF REPORT AND PLANS FOR THE “COMMERCE BOULEVARD EXTENSION PROJECT”” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Fossing, Jones, Cooley and Powers. Nay: None. Absent: Ray. Resolution passed 4 – 0 – 1.

Backman provided an overview on the alternate in the NWIP plans to extend Commerce Boulevard an additional 500 feet to the north, which would allow access to two additional lots. He said that Wenck Associates had prepared a feasibility report and plans for the project as the City Council had approved this extension as an alternate the current NWIP project.

Johnson referred to the maps and diagrams displaying the proposed routes for the water mains, sewer lines, streets and drainage for the project that were in the Council packet. His estimate is \$213,576.

Powers asked if the storm water retention pond was constructed in the early stages of the project. Johnson said that it is one of the first items done and is part of the storm water plan for the site. Backman added that it is likely that each individual project will also have on site storm water retention.

Council member Powers introduced the Resolution No. 2013-15, entitled “RESOLUTION RECEIVING FEASIBILITY REPORT, APPROVING PLANS AND SPECIFICATIONS AND AMENDING NORTH WINDOM INDUSTRIAL PARK PROJECT ADVERTISEMENT FOR BIDS TO INCLUDE THE “COMMERCE BOULEVARD EXTENSION PROJECT”” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Powers, Fossing, Jones and Cooley. Nay: None. Absent: Ray. Resolution passed 4 – 0 – 1.

9. Ratification of the Fire Department Elections:

Dan Ortman, Fire Chief, said that the 2013 officers consist of the following:

Dan Ortman, Fire Chief
Mark Stevens, 1st Assistant Fire Chief
Mark Marcy, 2nd Assistant Fire Chief
Roger Winker, 3rd Assistant Fire Chief

Maricle noted this is the same as the prior year and requested the City Council’s approval of the positions.

Powers said this is a good group of officers and they work well together for the interests of the community

Motion by Powers seconded by Fossing to ratify the 2013 Windom Fire Department officer elections. Motion carried 4 – 0 (Ray absent).

10. Resolution Approving Water Purchase Agreement with Red Rock Rural Water System:

Jones said that he has a conflict of interest with this item and would be stepping away from the Council table for the discussion on this item, but he is available to answer questions.

Mike Haugen, Water\Wastewater Superintendent, said that the City has partnered with Red Rock for many years with benefits to both systems. A formal agreement had been started in 1997 for water purchases, but this was not fully completed. At this time both parties want to formalize the agreement and the proposed agreement has been discussed with the Utility Commission. This is part of long-term planning to manage the City's water system.

Haugen said the proposed agreement runs from August 2013 to December 2018. At the end of the term both parties indicate they are planning to extend the agreement, and the 2018 end date is tied to the expiration of the City's previous commitment to POET Bio-refining. The maximum purchase is for up to 60 million gallons and the rate is escalating, so the more water that is used the higher the price. The agreement also contains elements showing the City's purchase of 2,640 feet of water line along Highway 71 between city limits and the new industrial park for \$160,000 and the purchase of a water line between River Bluff Estates and Highway 60 East consisting of about 1,320 feet for \$70,000. These purchases will be made over a 10-year period and paid for through a monthly credit issued on Red Rock's bill. Conversely, Red Rock will pay for the construction of a new meter station on the UHF Tower site amounting to about \$30,000. This will be paid for by Red Rock over a 10-year period through their monthly bill.

The City Attorney has drafted much of the document and reviewed the agreement for Council's consideration.

Fossing asked about concerns on water limits. Haugen said that the City currently sells Red Rock 30-60 million gallons a year and this will not be a big change.

Maricle noted that there is also language in the agreement about the City's ability to restrict water sales to Red Rock in the event that is necessary for residential and/or commercial users.

Council member Fossing introduced the Resolution No. 2013-16, entitled "RESOLUTION APPROVING WATER PURCHASE AGREEMENT WITH RED ROCK RURAL WATER SYSTEM (RRRWS)" and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Cooley, Powers and Fossing. Nay: None. Abstain: Jones. Absent: Ray. Resolution passed 3 – 0 – 1 – 1.

Haugen noted that the City had been providing about 300,000 to 400,000 gallons of water a day to PM Windom while they were running pump tests and doing well repair. This had only temporary impacts to the aquifers.

Maricle asked if PM Windom was back on their supply. Haugen said they were and not using much City water.

Powers asked why the agreement with Red Rock had a one-year termination notice. Nasby said that time period would be needed for Red Rock to find alternative water resources as they will be providing this water to their customers. Haugen noted that the Minnesota Department of Health requires a water restriction plan and that plan would be put into effect if the City starts experiencing problems.

11. First Reading Ordinance Revising City Code 90.4 Regarding Burning:

Nasby said that this item had been discussed at the last City Council meeting and the proposed change will bring the City Code in alignment with the State's regulations on burning.

Powers asked about the notification and approval as the proposed ordinance allows the Sheriff or Fire Chief to give permission. Nasby said that the purpose of this permission is so that dispatch knows when there will be a fire. If this is approved a procedure for notification of both parties would be put into place.

Motion by Powers second by Cooley to approve the first reading amending City Code 90.4. Motion carried 4 – 0 (Ray absent).

12. Discussion – Appointment of Arena Building Committee:

Maricle said he is proposing a group consisting of user groups, citizen boards, the Arena Boosters and City Council members. The proposed list would include the following:

Joel LaCanne and Justin Espenson – Windom Youth Hockey Association
Kelsey Fossing and JoAnn Ray – City Council
Sally Larson or Leland Theissen – Cottonwood Ag Society (TBD)
Melanie Patterson – Figure Skating
Donna Dunse – Horse Show Representative
Rick Fredrickson – Windom School Board
Terry Fredin – Windom Arena Booster Club

Non-voting liaisons – Al Baloun (City), Damon Weingart (Chamber of Commerce) and Denise Nichols (City).

Motion by Powers second by Jones to approve the appointments to the ad hoc Arena Building Committee. Motion carried 4 – 0 (Ray absent).

13. Refuse – Citywide Clean-up Dates and Refuse Service Bids:

Nasby said that the City Council had requested quotes for service on the City's refuse collection for its facilities and for the city-wide clean-up. In the Council packet were the quotes received. Hometown Sanitation bid the refuse collection for City facilities, but no quote was received from Waste Management. On the city-wide clean-up there was a bid from Waste Management, but not a quote from Hometown Sanitation as they were booked up for 2013. Both of the bids were reasonable and staff is recommending accepting both of the quotes for service.

The dates for the city-wide clean-up are problematic as Hometown was already booked and Waste Management could only do March, August or later in the year. He suggests taking a look at doing another fall clean-up because March is early and the weather may not be good for people to take advantage of the service.

Mike Johnson, Hometown Sanitation, said that they could possibly do a fall city-wide clean up, but had thought the City was looking only at Spring\Summer.

Nasby suggested requesting spring clean-up quotes for two or three future years so the City can get the dates it wants and the vendors know they will have the work.

Jones asked if 2013 should be skipped and plans made for 2014. Nasby said the City collects a fee for this and if the clean-up were cancelled then the Council should discuss the fee collection.

Powers said that the city-wide clean-up is needed to help keep the town clean and a fall date could work for 2013.

Fossing suggested looking at September – mid October for 2013.

Maricle said that getting quotes and dates set for 2014-16 would be a good way approaching the situation.

Motion by Jones second by Cooley to accept the quote from Hometown Sanitation for the City facility and park refuse collection. Motion carried 4 – 0 (Ray absent).

Motion by Fossing second by Cooley to reject the quote for the city-wide clean up from Waste Management. Motion carried 4 – 0 (Ray absent).

Maricle asked for Council consensus to have the City staff solicit bids for fall 2013 Clean-up and Spring Clean-up for 2014, 2015 and 2016.

14. New Business:

None.

Preliminary

15. Old Business:

None.

16. Regular Bills:

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

17. Contractor Bill – 2012 Street Project – Svoboda Excavating, Inc.:

Nasby said that there was a letter from the contractor that was handed out regarding this final payment and warranty of work. The project has been completed, but there is always a concern about seeding so staff discussed retainage with the contractor. The contractor's position is that the seeding was done and if the grass does not grow it is a warranty issue they will address.

Powers said the City had a good working relationship with the contractor and would be okay with approving the payment.

Fossing asked about the warranty period. Johnson noted that the warranty period would run through fall 2013.

Motion by Powers seconded by Jones, to approve the contractor bill from Svoboda Excavating, Inc. in the amount of \$35,073.52. Motion carried 4 – 0 (Ray absent).

18. Council Concerns:

Cooley said he is pleased and excited about the opportunity to work with Fast Distributing and their proposed development in the North Windom Industrial Park.

19. Adjourn:

Maricle adjourned the meeting by unanimous consent. Meeting adjourned at 8:24 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

**ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SPECIAL MEETING
FEBRUARY 25, 2013**

1. Call to Order: The meeting was called to order by President Slette at 12:04 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Trevor Slette, Juhl Erickson, Sally Larson, Dominic Jones, and Kelsey Fossing.

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; and Justin Espenson, WADC Liaison.

3. Approval of Minutes: January 14, 2013; February 4, 2013

Motion by Commissioner Erickson, seconded by Commissioner Jones, to approve the Minutes of the EDA Meeting held on January 14, 2013, and the EDA Special Meeting held on February 4, 2013. Motion carried 4-0. (Commissioner Larson arrived after this vote.)

4. North Windom Industrial Park

A. Update on Purchase Agreement & Public Hearing: Director Backman briefed the Board on the progress since the EDA Board's approval on February 4, 2013, of the Letter of Intent submitted by Fast Distributing Inc. After negotiations between Director Backman and officials from Fast Distributing Inc., a purchase agreement was prepared, reviewed by City Attorney Ron Schramel, and forwarded to the Company. On February 20, 2013, Verlyn and Nancy Fast, owners and officers of Fast Distributing Inc., executed the Purchase Agreement for Lots 3, 4 and 5 in Block 1 of the North Windom Industrial Park. The Board discussed the reasons for the Company's decision to purchase Lots 3, 4 and 5 in the North Windom Industrial Park Subdivision instead of Lots 2, 3, and 4. The next step is for the EDA to hold a public hearing on this sale which is scheduled for Monday, March 11, 2013, at 12:10 p.m.

B. Petition for Extension of Commerce Boulevard – Ratification: It is necessary to extend Commerce Boulevard approximately 500 feet north to accommodate the sale and development of the northerly three lots in Block 1 of the North Windom Industrial Park. This extension is known as the "Commerce Boulevard Extension Project" and was not part of the original plans for the development of Commerce Boulevard. However, this project can be added to the approved NWIP infrastructure project through a petition to the City Council. Minnesota Statutes allow a property owner to submit a petition to the City for improvements to the owner's property. In the petition, the owner can agree to an assessment of a portion or all of the costs of the improvement against the property and can also waive a public hearing on the petition. Because of the NWIP Infrastructure Project bid deadline, it was necessary for the EDA, as owner of the North Windom Industrial Park Subdivision, to submit a Petition and Waiver to the City Council for the "Commerce Boulevard Extension Project" on February 19, 2013. The EDA requested a waiver of the public hearing on the petition to expedite the project. The estimated costs for the Commerce Boulevard Extension Project are \$400,000. It is proposed that \$80,000 of the project costs be assessed against the lots in the North Windom Industrial Park Subdivision. This would equate to approximately \$1,000 per acre. The balance of the project costs would be included in the General Obligation bond for the 2013 Street Project. Fast Distributing is aware of these future special assessments and is agreeable to the payment of

the special assessments in addition to the purchase price for the three lots. On February 19, 2013, the Windom City Council received the Petition and Waiver submitted by the EDA and declared its adequacy pursuant to Minnesota Statutes, ordered and approved the feasibility report submitted by Wenck Associates, ordered and approved the plans and specs for the "Commerce Boulevard Extension Project" submitted by Wenck Associates, and included this project in the bid process. The deadline for submission of bids on the NWIP Infrastructure Project and Commerce Boulevard Extension Project coincides with the 2013 Street Project which is 2:00 p.m. on March 7, 2013. The bids for these projects are to be awarded by the City Council on March 19, 2013.

Motion by Commissioner Jones, seconded by Commissioner Erickson, ratifying the submission of the Petition and Waiver to the City Council for the Commerce Boulevard Extension Project, ratifying the proposed assessment of the lots in the North Windom Industrial Park for a portion of the costs of this project, and ratifying the signatures by the EDA President and Secretary on the Petition and Waiver. Motion carried 5-0.

C. TIF District 1-17

- (1) Overview: The EDA proposes to establish a new Economic Development Tax Increment Financing (TIF) District covering Lots 1 through 5 in Block 1 of the North Windom Industrial Park Subdivision. Tax increment from these lots would be used to pay interest and principal on the EDA's share of the bond payments for the Commerce Boulevard Extension Project. The Board received a copy of a proposed Schedule of Events (timeline) for the establishment of this new TIF district prepared by Ehlers & Associates. Director Backman reviewed the estimated tax and increment projections included in the financial analysis prepared by Ehlers & Associates.
- (2) Resolution – Recommending Call for Public Hearing: Director Backman advised that the City Council will be required to hold a public hearing prior to the establishment of this new TIF District; and the EDA needs to request (by resolution) that the Council call for this public hearing.

Resolution introduced and motion by Commissioner Erickson, seconded by Commissioner Larson, to adopt EDA Resolution No. 2013-02, entitled "Resolution Requesting the City Council of the City of Windom to Call for a Public Hearing on the Modification of Development District No. 1 and the Establishment of Tax Increment Financing District 1-17".

Upon roll call vote being taken, the following voted in favor thereof: Commissioners Larson, Fossing, Erickson, Slette and Jones; the following voted against the same: None; the following were absent: None. (The Resolution was adopted.)

5. USDA Rural Development – RBEG Application

A. Revolving Loan Fund – Small/Emerging Businesses – Criteria: Director Backman reported that as part of the RBEG application, the EDA needs to establish basic criteria for loans from the "SEB RLF". Sample criteria provided by the USDA and other organizations were reviewed and a draft of loan criteria was submitted for the Board's review. After further discussion, the following action was taken.

Motion by Commissioner Fossing, seconded by Commissioner Jones, to approve the Loan Criteria for the EDA's SEB Revolving Loan Fund. Motion carried 5-0.

6. 2013 EDA Strategic Goals - Review & Approval: The Board reviewed the EDA's 2013 Strategic Goals as revised following the January 14, 2013, meeting.

Motion by Commissioner Larson, seconded by Commissioner Jones, to approve the EDA's 2013 Strategic Goals. Motion carried 5-0.

7. Adjourn: The meeting was adjourned by unanimous consent at 1:14 p.m.

Sally Larson, EDA Secretary-Treasurer

Attest:

Aaron A. Backman, EDA Executive Director

RESOLUTION # 2013-

INTRODUCED:

SECONDED:

VOTED: AYE:

NAY:

ABSENT:

**CITY OF WINDOM
STATE OF MINNESOTA**

RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY OF WINDOM ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1, AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-17 THEREIN, AND THE PROPOSED ADOPTION OF THE TAX INCREMENT FINANCING PLAN THEREFOR.

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

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

1. Public Hearing. This Council shall meet on April 16, 2013, at approximately 7:30 p.m., to hold a public hearing on the proposed modification of the Development Program for Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-17, and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and accordance with Minnesota Statutes, Sections 469.090 through 469.1082, Sections 469.124 through 469.134, and Sections 469.174 through 469.1799, all inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

2. Notice of Public Hearing, Filing of Program and Plan. City staff is authorized and directed to work with Ehlers and Associates, Inc., to prepare the modification to the Development Program and the Tax Increment Financing Plan (the "Program and Plan") and to forward documents to the appropriate taxing jurisdictions including Cottonwood County and Independent School District No. 177. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to April 16, 2013, and to place a copy of the Program and Plan on file in the City Administrator's office at City Hall and to make such copy available for inspection by the public.

ADOPTED this 5th day of March, 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: March 5, 2013
Item Title/Subject: **TAX INCREMENT FINANCING (TIF) DISTRICT 1-17 –
CALL FOR PUBLIC HEARING**

Background: The EDA has received a Purchase Agreement for Lots 3, 4 and 5 in Block 1 of the North Windom Industrial Park. To accommodate this development, it is necessary to extend Commerce Boulevard approximately 500 feet north. This extension is known as the "Commerce Boulevard Extension Project" and the estimated cost for the project is \$400,000. It is proposed that \$80,000 of the project costs be assessed against the lots in the North Windom Industrial Park Subdivision. This would equate to approximately \$1,000 per acre. The balance of the project costs would be included in the General Obligation Bond for the 2013 Street Project. The EDA submitted a Petition and Waiver to the City Council for the "Commerce Boulevard Extension Project". On February 19, 2013, the Windom City Council received the Petition and Waiver submitted by the EDA and declared its adequacy pursuant to Minnesota Statutes, ordered and approved the feasibility report submitted by Wenck Associates, ordered and approved the plans and specs for the "Commerce Boulevard Extension Project" submitted by Wenck Associates, and included this project in the bid process. The deadline for submission of bids on the NWIP Infrastructure Project and Commerce Boulevard Extension Project coincides with the 2013 Street Project which is 2:00 p.m. on March 7, 2013.

The EDA proposes to establish a new Economic Development Tax Increment Financing (TIF) District covering Lots 1 through 5 in Block 1 of the North Windom Industrial Park Subdivision. Tax increment from these lots would be used to pay interest and principal on the EDA's share of the bond payments for the Commerce Boulevard Extension Project. Attached is a copy of the proposed Schedule of Events (timeline) prepared by Ehlers & Associates for the establishment of this new TIF district. It will be necessary for the City Council to hold a public hearing on the proposed modification to Development District No. 1 and the establishment of the new Tax Increment Financing District 1-17. On February 25, 2013, the EDA Board discussed this proposed new TIF District and unanimously adopted a resolution requesting that the Windom City Council call for a public hearing on the proposed modification of Development District No. 1 and the establishment of Tax Increment Financing District 1-17.

Attached for your review is a proposed Resolution setting the public hearing on these items for Tuesday, April 16, 2013, and providing for publication of the notice for the public hearing.

I will be present at the City Council Meeting on March 5, 2013, to answer any questions you may have concerning the setting of the public hearing. In the meantime, should you have any additional questions, please do not hesitate to contact me.

Requested Action: Adopt the Resolution setting the public hearing on the proposed modification to the Development Program for Development District No. 1, the proposed establishment of TIF District 1-17, and the proposed adoption of the tax increment financing plan for TIF District 1-17.

Respectfully submitted,



Aaron A. Backman
EDA Executive Director

Attachments

SCHEDULE OF EVENTS

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

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

AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-17 (an economic development district)

(draft as of February 12, 2013)

- February 18, 2013 Project information (property identification numbers and legal descriptions, detailed project description, maps, but/for statement, and list of sources and uses of funds) for drafting necessary documentation sent to Ehlers.
- February 18, 2013 Ehlers confirms with the City whether building permits have been issued on the property to be included in Tax Increment Financing District No. 1-17.
- Week of Feb. 18 EDA requests that the City Council call for a public hearing.
- March 1, 2013 County receives TIF Plan for review for County Road impacts (at least 45 days prior to public hearing).
- March 5, 2013 City Council calls for public hearing on the proposed Modification to the Development Program for Development District No. 1 and the proposed establishment of Tax Increment Financing District No. 1-17.
- March 15, 2013 Fiscal/economic implications received by School Board Clerk and County Auditor (at least 30 days prior to public hearing). *[Ehlers will fax & mail on or before March 15, 2013.]*
- March 27, 2013 Ehlers conducts internal review of Modified Program and TIF Plan.
- April 3, 2013 Date of publication of hearing notice and map (at least 10 days but not more than 30 days prior to hearing). *[Cottonwood County Citizen publication deadline, April 1, 2013 –City of Windom to submit notice and map to newspaper. (Ehlers will submit legal notice and map to the Cottonwood County Citizen on or before April 1, 2013 at citizen@windcomnews.com.)]*
- April 8, 2013 EDA considers the Modified Program and TIF Plan.



SCHEDULE OF EVENTS – PAGE 2

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

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

AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 1-17 (an economic development district)

- April 9, 2013 Planning Commission reviews Modified Program and TIF Plan to determine if they are in compliance with City's comprehensive plan.
- April 16, 2013 City Council holds public hearing at 7:30 P.M. on a Modification to the Development Program for Development District No. 1 and the establishment of Tax Increment Financing District No. 1-17 and passes resolution approving the Modified Program and TIF Plan. *[Ehlers will email final Council packet information to the City on or before April 9, 2013]*
- City Council passes resolution authorizing an interfund loan.
- _____, 2013 Ehlers files Modified Program and TIF Plan with the MN Department of Revenue, requests certification of the TIF District with Cottonwood County.





ENERGY STAR® PRODUCTS REBATES

Your Partner for Energy Savings

CLOTHES WASHER

REBATE: \$50.00

Manufacturer's Name _____ Model Number _____ Quantity of Units Installed _____

Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new-no previous unit

My water heating is: Gas Electric My dryer is: Gas Electric

DISHWASHER

REBATE: \$25.00

Manufacturer's Name _____ Model Number _____ Quantity of Units Installed _____

Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new-no previous unit

My water heating is: Gas Electric

DEHUMIDIFIER

REBATE: \$10.00

Manufacturer's Name _____ Model Number _____ Quantity _____ Date of Installation _____

Product was purchased: to replace working unit to replace failed unit as new-no previous unit

ROOM AIR CONDITIONER

REBATE: \$15.00

Manufacturer's Name _____ Model Number _____ Cooling Capacity in BTU _____ Quantity _____ Date of Installation _____

BTU: <6000 BTU 6,000-7,999 BTU 8,000-13,999 BTU 14,000-19,999 BTU >20,000 BTU

Does unit have louvered sides? yes no Product was purchased: to replace working unit to replace failed unit as new-no previous unit

LED LIGHT BULBS (Must be ENERGY STAR Rated)

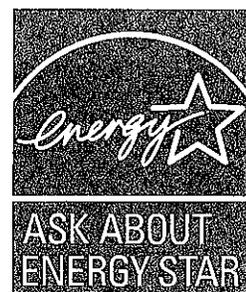
REBATE: \$10 (10W or less) - \$15 (Over 10W) (per bulb)

Manufacturer's Name _____ Model Number _____ Quantity _____ Date of Installation _____

Wattage: 10W or less Greater than 10W Product was purchased: to replace working unit to replace failed unit as new-no previous LED



Windom Municipal Utility
 444 9th St., PO Box 38
 Windom, MN 56101
 (507) 831-6151 • Fax: (507) 831-6143





ENERGY STAR® PRODUCTS REBATES



Your Partner for Energy Savings

Customer Information

Customer Name _____ Account Number _____

Service Address _____ Daytime Phone Number (including area code) _____

City _____ State _____ Zip Code _____ Email Address _____

How did you hear about Savings Plus?

Utility mailing and/or newsletter Web site Utility Representative

Newspaper advertisement Radio Contractor

Other _____

I am an electric customer who is:

An Owner/Occupant An Owner/Non-Occupant A Renter

Retailer / Contractor Information

Retailer / Contractor Name _____ Telephone Number (including area code) _____

Contact Person _____ Installer's Name (write "SELF" if self-installed) _____

Type of Appliance / Lighting Installed _____

Retailer / Contractor Name _____ Telephone Number (including area code) _____

Contact Person _____ Installer's Name (write "SELF" if self-installed) _____

Type of Appliance / Lighting Installed _____

I certify that I have read, understand and agree to the terms and conditions of this rebate application. I also certify that all appliances/CFLs/LEDs have been installed at the service address listed above.

Customer Signature _____ Date: _____

TERMS AND CONDITIONS

Rebates are offered for the purchase of energy efficient, ENERGY STAR products. Please review the Terms and Conditions below. Complete ALL information on this page and the corresponding rebate information on the following page.

- Only one service address per rebate application.
- Rebate applicant must be an electric customer of one of the following utilities (please check):
 - Blue Earth Light & Water
 - City of Fairfax
 - Glencoe Light and Power Commission
 - Granite Falls Municipal Utilities
 - Janesville Municipal Utilities
 - Kasson Public Utilities
 - Kenyon Municipal Utility
 - Mt. Lake Municipal Utilities
 - Sleepy Eye Public Utilities
 - Springfield Public Utilities
 - Windom Municipal Utility
- Appliance installed must meet **ENERGY STAR Requirements** to qualify for rebate.
- Funds are limited. Rebate offers may be withdrawn at any time without notice. Applications will be processed on a first-come, first-served basis.
- Appliance/CFL/LED rebate application must be received by the end of the calendar year in which the item was purchased.
- The following items MUST be included with application for each rebate request:**
 - A yellow ENERGY STAR Label.
 - A copy of the original sales receipt / invoice / packing slip, which must include the customer name, date of sale, manufacturer name, model number.
- Return the completed application and required documentation to your electric utility.

Allow approximately six to eight weeks for processing. Funds are limited. Rebates are not guaranteed. This program is subject to change or termination without prior notice.



Utilities Plus Energy Services, Inc.

18940 York St NW
Elk River, MN 55330
Phone: 763-441-1200
Fax: 763-441-7500

December 18, 2012

Windom Municipal Utility
444 9th Street
P.O. Box 38
Windom, MN 56101-0038
Attn: Mr. Marv Grunig

**Re: Windom Municipal Utilities
Diesel Engine Emissions Controls**

Dear Marv,

Thank you for the opportunity to provide a proposal for engineering the installation of emissions controls on 3 diesel engines located in the Windom Power Plant. This proposal is herewith submitted.

Utilities Plus Energy Services Inc. will provide engineering for construction of the improvements.

Utilities Plus Energy Services Inc. proposes to complete the following services for a lump sum fee of \$ 17,800.00

- 1) Travel to Windom to gather construction details, and discuss project with Owner, Electrical, Mechanical and Structural disciplines are to be represented.
- 2) Prepare plans and specifications for bidding.
 - a) Review equipment shop drawings to determine proper mechanical connections, electrical connections and structural supports.
- 3) Travel to Windom to review plans and specifications with Owner. Mechanical only.
- 4) Contact potential bidders, and prepare advertisement for bid. Owner to place add in local paper.
- 5) Travel to Windom for bid opening. Mechanical only.
- 6) Review bids, make recommendations to award contract, and prepare contract documents.
- 7) Travel to Windom for pre-construction meeting with successful contractor and Owner. Mechanical only, Electrical and Structural available by phone.
- 8) Travel to Windom for final inspection and system testing. Mechanical only.
- 9) Prepare a certificate of completion for construction and emissions testing.

The above work is for the 3-1825 kw caterpillar engines. This proposal includes electrical, mechanical, and structural specifications, mechanical one line schematic of exhaust system and structural support details. If the proposal is acceptable please sign 2 copies, retain 1 copy for your records and return 1 copy to us.

Please feel free to call me at any time with your comments, questions or other requests. We look forward to working for you.

Accepted: Windom Municipal Utility

By: _____

Title: _____

Date: _____

Sincerely,



Mike Thielen

Utilities Plus Energy Services

W: (763) 441-1200

SECTION 00991 – CHANGE ORDER

(Instructions on reverse side)

No. 2

PROJECT: Wastewater Treatment Facility Improvements

DATE OF ISSUANCE: January 23, 2013

EFFECTIVE DATE: January 23, 2013

OWNER: City of Windom, Minnesota

ENGINEER'S Project No.: M21.103066

CONTRACTOR: Robert L. Carr Co.

ENGINEER: Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description:

Project Allowance Balance Out

Reason for Change Order:

The project had a \$75,000.00 Construction Allowance which was not totally used.

Attachments: (List documents supporting change)

Project Change Summary date January 23, 2013

Note: The price for this change order is included with the Construction Allowance included with the Project Bid Price.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
\$2,260,000.00	Substantial Completion : <u>August 30, 2012</u> date
Net changes from previous Change Order No. <u>1</u>	Net changes from previous Change Order No. <u>1</u>
\$0.00	<u>62</u> days
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
\$2,260,000.00	Substantial Completion : <u>October 31, 2012</u> date
Net No Change (Increase/Decrease/No Change) of this Change Order	Net Increase (Increase/Decrease/No Change) of this Change Order
-\$16,086.00	<u>0</u> days
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$2,243,914.00	Substantial Completion : <u>October 31, 2012</u> date

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 1-23-13

APPROVED:

By: [Signature]
Owner (Authorized Signature)

Date: 1-30-13

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 2/13/12

EJCDC No. 1910c8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

Project Change Summary
Wastewater Treatment Improvements

Windom, Minnesota
M21.103066

December 14, 2012

BMJ Proposal	R.L. Carr CMR	Description of Change	Amount	Status	Notes
		Construction Allowance Included in Contract	\$75,000.00		
PR #1	#2	Change breaker 30A to accommodate 10 hp grit pump	(\$1,673.00)	Approved	The new grit pump was furnished with a 10 hp motor
PR #2	#1R	Provide interior coatings of manholes D, E and F	(\$7,206.00)	Approved	Staff requested that these manholes be coated with QUADDEX DYNASTONE coating to reduce deterioration of the concrete over time
-	#3	Raise manhole D 18-inches	(\$1,065.00)	Approved	Staff requested that the manhole be raised to match the height of the new lift station
-	#4R	Painted additional doors, frames and piping	(\$5,542.00)	Approved	Staff requested that all existing doors and frames along with additional piping be painted
PR #3	#5	Replaced windows in Pretreatment Control Room, Replace the existing roof and siding on Lift Station Control Building	(\$6,990.00)	Approved	Staff requested that the windows on the Pretreatment Control Room be replaced with more energy efficient windows and that the roof and siding on the Lift station Control Building be replaced
PR #4	#6	Installed air-vacuum release valve on new forcemain piping in lift station valve vault	(\$5,108.00)	Approved	Added air-vacuum release valve to forcemain due to depth of existing forcemain at connection point
PR #5	#7R	Relocate the 8" sanitary sewer from the Manhole located at the south end of Prospect to new Manhole C	(\$1,344.00)	Approved	Staff requested change
PR #6A	#9	Remove existing 4-inch mag-meter and replace with 6-inch mag-meter along with change to fiber-optic communications in the PM Beef monitoring manhole	(\$22,976.00)	Approved	Staff requested change due to planned increase in flow from PM Beef
-	-	Unit Price Bid Difference	(\$7,010.00)	Approved	Balance out unit quantities bid versus installed
		Total Owed R.L. Carr Co.	(\$58,914.00)		
		Remaining Allowance to Date	\$16,086.00		

Summary of Unit Price Work
Wastewater Treatment improvements
Windom, Minnesota
23-Jan-13

Item A: Interceptor Replacement		Unit Price	Bid Quantity	Bid Amount	Actual Quantity	Actual Amount	Difference
1	Remove Sanitary Manhole	\$500.00	4	\$2,000.00	4	\$2,000.00	\$0.00
2	8" PVC Sanitary Sewer Pipe	\$45.00	118	\$5,310.00	210	\$9,450.00	-\$4,140.00
3	21" PVC Sanitary Sewer Pipe	\$215.00	331	\$71,165.00	331	\$71,165.00	\$0.00
4	Sanitary Manhole, DES 4007-48"	\$510.00	65.5	\$33,405.00	65.5	\$33,405.00	\$0.00
5	Sanitary Sewer Manhole DES Special	\$1,100.00	23.9	\$26,290.00	23.9	\$26,290.00	\$0.00
6	Sanitary Sewer Outside Drop	\$200.00	10.6	\$2,120.00	10.6	\$2,120.00	\$0.00
7	Sanitary Sewer Inside Drop	\$1,750.00	2	\$3,500.00	2	\$3,500.00	\$0.00
8	Sanitary Sewer Manhole Casting Assembly	\$500.00	4	\$2,000.00	4	\$2,000.00	\$0.00
9	Chimney Seal, Sanitary Manhole	\$300.00	4	\$1,200.00	4	\$1,200.00	\$0.00
10	Cleanout	\$800.00	1	\$800.00	1	\$800.00	\$0.00
Subtotal Item A				\$147,790.00		\$151,930.00	-\$4,140.00
Item B: Inverted Siphon/ River Crossing Replacement							
1	Remove Sanitary Manhole	\$500.00	2	\$1,000.00	2	\$1,000.00	\$0.00
2	18" PVC Sanitary Sewer Pipe	\$48.00	56	\$2,688.00	56	\$2,688.00	\$0.00
3	6"HDPE DR 11 (DIPS) Trenchless Sanitary Sewer Pipe	\$75.00	206	\$15,450.00	220	\$16,500.00	-\$1,050.00
4	14"HDPE DR 11 (DIPS) Trenchless Sanitary Sewer Pipe	\$130.00	206	\$26,780.00	220	\$28,600.00	-\$1,820.00
5	Sanitary Manhole, DES 4007-48"	\$250.00	8.5	\$2,125.00	8.5	\$2,125.00	\$0.00
6	Sanitary Manhole, Siphon Inlet Structure	\$910.00	9.2	\$8,372.00	9.2	\$8,372.00	\$0.00
7	Sanitary Sewer Manhole Casting Assembly	\$500.00	2	\$1,000.00	2	\$1,000.00	\$0.00
8	Chimney Seal, Sanitary Manhole	\$300.00	2	\$600.00	2	\$600.00	\$0.00
Subtotal Item B				\$58,015.00		\$60,885.00	-\$2,870.00
TOTAL DIFFERENCE							-\$7,010.00

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 and Finance Director/Controller
DATE: February 26, 2013
RE: Designation of Financial Institution – Multi-Bank Securities, Inc.

The designation request for Multi-Bank Securities, Inc. is related to the City's investment portfolio. For many years the City has been investing its money from the Enterprise funds and General Fund in local banks. This has worked well for a number of years, but due to the low interest rate environment and the requirement that banks are required to carry additional collateral equal to 110% of the City's deposit for amounts over \$250,000, there had not been a desire by the local banks to hold the City's investments.

In November 2011 the City Council approved the City's use of the League of Minnesota Cities 4M Fund, which the City had been a member of since the late 1980's. These City investments have typically included Certificates of Deposit (CDs) for periods of time ranging from 30 days to 18 months and money markets, so that the City had liquidity when it was needed for operations or emergency purposes. The 4M Fund is working well for the City, but the rates of return have been modest.

Staff has been researching other investment strategies for ways to increase our investment income while maintaining safety and liquidity, which are the two most important factors for municipal investments. Multi-Bank Securities is a brokerage firm that offers placement services for investments in fully guaranteed CDs up to \$250,000 each. There would be no fees to the City as the brokerage firm is paid by the banks that place the CDs into the market. Staff has also attended two presentations from a local lender regarding a CDARS investment program, which is the same concept as the Multi-Bank Securities' brokered approach, except that CDARS is primarily a self-directed investment tool and would place additional duties on staff for reporting, records management and investment management.

Multi-Bank Securities, Inc. is based in Michigan, but has a number of local government clients in Minnesota including Cottonwood County and the City of Lakefield. Cottonwood County and the City of Lakefield have been contacted and both of them have had good experiences with Multi-Bank Securities. Multi-Bank Securities would assign us an adviser to help us structure a ladder portfolio ranging from 3 months to 2 years, which would enable us to improve our return on investment and enable us to have the necessary liquidity in our non-cash flow account (aka checking account). Attached are documents from Multi-Bank Securities highlighting the firm and their approvals to do business in the State of Minnesota.



Corporate Fact Sheet

WHO WE ARE AND WHAT WE DO

Multi-Bank Securities, Inc. is an independent, full-service investment firm that specializes in the sales, trading and underwriting of institutional fixed income securities.

As an independent broker-dealer, Multi-Bank Securities, Inc. has been serving institutional investors across the U.S. since 1988.

Multi-Bank Securities, Inc. is a veteran-owned business and an approved underwriter of Fannie Mae Securities through their ACCESS® program.

Multi-Bank Securities, Inc. underwrites wholesale deposits for institutions, operates its own bond-trading desk, and offers its customers an online platform called eConnectDirect® to access, navigate, and transact investment options with ease and convenience.

OUR PRODUCTS AND SERVICES

Products	US Treasury Securities US Agency Bonds Certificates of Deposit (CD) Mortgage Backed Securities (MBS) Collateralized Mortgage Obligations (CMO)	Corporate Notes and Bonds Commercial Paper Municipal Bonds Targeted Investments (CRA, SRA)
Services	Broker-Dealer Operations Underwriting Brokered CDs & Funding Alternatives	Bond Accounting Services Portfolio Analysis Prime Brokerage

OUR CUSTOMERS

Multi-Bank Securities, Inc. has helped in excess of 4,000 institutions. Customers include:

- Banks
- Corporations
- Credit Unions
- Foundations
- Insurance Companies
- Investment Advisors
- Money Managers
- Municipalities
- Non-Profits
- Pension Funds
- Savings Institutions
- School Districts
- Special Districts
- Trust Companies

ACCOLADES

- Multi-Bank Securities, Inc. was named to the Inc. 500|5000 fastest-growing, privately-held companies list three consecutive years.
- Multi-Bank Securities, Inc. ranked in Crain's Detroit Business 2012 Private 200 List.
- Multi-Bank Securities, Inc. is registered with the SEC and MSRB and Member of FINRA and SIPC. Visit www.finra.org, to review MBS's impeccable FINRA customer compliance record – CRD number 22098.

MANAGEMENT TEAM

- David T. Maccagnone, Chairman and Chief Executive Officer
- Michael Drews, Vice Chairman
- Jeffrey Maccagnone, President
- Dave Cooper, Chief Information Officer
- Merlin Elsner, Chief Compliance Officer
- Tim Peacock, Senior Vice President
- Darryl Maccagnone, Senior Vice President, Sales Manager
- John Coban, Senior Vice President, Trading
- Bradley Eadeh, Senior Vice President
- Dina Gustafson, Director of Marketing

OUR MISSION

MBS is a fixed income securities firm focused on delivering value to middle market institutions. We seek to earn and preserve the respect, confidence, and loyalty of our employees and customers through integrity, professionalism, investment expertise, progressive technology, and exceptional personal service.

LEARN MORE

For more information, visit www.mbssecurities.com, or call (800) 967-9045.

WHERE TO FIND US

Headquarters

1000 Town Center,
Suite 2300
Southfield, Michigan
48075

Additional Offices

Newport Beach,
California

Fort Lauderdale,
Florida

Tallahassee,
Florida

Columbus,
Ohio

FINANCIAL NAVIGATORS FOR INSTITUTIONAL CLIENTS



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MBS clients in your state

MBS has helped provide investment opportunities with over 6000 Institutional type accounts. Below is a sample of active accounts that MBS works with in your state:

Institution	City	State	Type of Institution
City of Cold Spring	Cold Spring	MN	Municipality
City of East Grand Forks	East Grand Forks	MN	Municipality
City of Hermantown	Hermantown	MN	Municipality
City of Kasson	Kasson	MN	Municipality
City of La Crescent	La Crescent	MN	Municipality
City of Lakefield	Lakefield	MN	Municipality ✱
City of Olivia	Olivia	MN	Municipality
City of Otsego	Otsego	MN	Municipality
City of Zimmerman	Zimmerman	MN	Municipality
County of Cottonwood	Windom	MN	Municipality ✱
County of Houston	Caledonia	MN	Municipality
County of Koochiching	International Falls	MN	Municipality
County of Redwood	Redwood Falls	MN	Municipality
County of Stevens	Morris	MN	Municipality
ISD# 709 - Duluth Public Schools District	Duluth	MN	Municipality

If you would like to contact any of our active accounts, your Account Executive will be able to supply and assist you with a contact person and phone number.



MULTI-BANK SECURITIES, INC.®

FINANCIAL NAVIGATOR FOR THE INSTITUTIONAL CLIENT

TEN COMPELLING REASONS

TO BUY YOUR SECURITIES FROM MULTI-BANK SECURITIES, INC. (MBS).

- 1 MBS believes our customers shouldn't pay extra for the services and information necessary to make informed decisions, so we offer you no wire fees (in or out), no custodial fees, and no advisory fees.
- 2 MBS clears through Pershing LLC (Pershing), a subsidiary of BNY Mellon and a member of the Securities Investor Protection Corporation (SIPC). As a result, securities in your account are protected up to \$500,000 (including \$100,000 for claims for uninvested cash awaiting reinvestment). In addition to SIPC protection, Pershing provides coverage in excess of SIPC from Lloyd's of London together with other insurers. This excess insurance provides an aggregate loss limit of \$1 billion for eligible securities - over all client accounts (the highest level of coverage available in the industry today) and a per-client loss limit of \$1.9 million for cash awaiting reinvestment—within the aggregate loss limit of \$1 billion.
- 3 Securities purchased through other financial institutions can be safe-kept and/or delivered to Pershing with no fees.
- 4 All securities are segregated from Pershing's holding company and are safe-kept at the Depository Trust Company (DTC).
- 5 Securities in your account are not priced by MBS, but by an independent pricing service. Because we are an independent broker/dealer, we can provide you with this unbiased perspective.
- 6 You always have transparent access to market information and your portfolio. Your online account includes access to past activities, positions, balances, statements, confirms, and making transactions without fees in a secure environment.
- 7 Monthly statements provide accrued interest calculations. Detailed monthly/quarterly statements provide information you can use for your financial reporting.
- 8 Our experienced fixed income analysts utilize the power of Interactive Data Fixed Income Analytics' BondEdge to provide in-depth portfolio analysis and monitoring as a free service to clients looking for a more comprehensive approach to managing their portfolios.
- 9 MBS Account Executives are available to address any questions that may arise.
- 10 We have an impeccable compliance and customer satisfaction record over our 25 year history. Check our record at www.finra.org. Our FINRA Broker-Dealer CRD number is 22098.

Please contact your MBS Account Executive today about opening an account, or transferring your current positions from another firm to MBS. For more information call (800) 967-9045, or visit <http://www.mbssecurities.com>.

(800) 967-9045 sales@mbssecurities.com

FINRA, SIPC, MSRB

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MULTI-BANK SECURITIES, INC.[®]
FINRA, SIPC, MSRB

DUE DILIGENCE FOR MUNICIPALITIES

At Multi-Bank Securities, Inc. (MBS), we are committed to providing you with the highest quality of service available. To demonstrate this, our staff has prepared documents that we believe exceed your regulatory requirements.

MBS MUNICIPAL DUE DILIGENCE PACKAGE INCLUDES:

- GASB 40 and GASB 3 Summary Statements
- APT US & C and GFOA Sample Investment Policies and Recommended Practices
- Evidence of SIPC Insurance
- Account Protection – MBS clears through Pershing LLC (Pershing), a subsidiary of BNY Mellon
- Financial Disclosure
 - Independent Auditor's Report
 - Statement of Financial Condition
 - Notes to Statement of Financial Condition
- Compliance Documents including the Statement regarding any SEC, FINRA or State Securities Sanctions, AML, Order Routing, Privacy Policy, and Business Continuity
- Broker-Dealer State Registrations
- SAS 70 Report
- Account Executive's Resume and References

To obtain your free Due Diligence package, and explore the possibilities of how we can best serve your particular investment needs, contact your Multi-Bank Securities Account Executive.

TIMOTHY HANNA (888) 536-1357 thanna@mbssecurities.com

FINANCIAL NAVIGATOR FOR THE INSTITUTIONAL CLIENT

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SERVICES



MULTI-BANK SECURITIES, INC.®
FINRA, SIPC, MSRB

MUNICIPAL DUE DILIGENCE PACKET

TIMOTHY HANNA
ACCOUNT EXECUTIVE
PHONE/FAX: (888) 536-1357
THANNA@MBSSECURITIES.COM

MULTI-BANK SECURITIES, INC.
1000 TOWN CENTER, SUITE 2300
SOUTHFIELD, MI 48075

WWW.MBSSECURITIES.COM

THE INFORMATION PROVIDED IN THE FOLLOWING PAGES
HAS BEEN PREPARED TO MEET OR EXCEED YOUR
REGULATORY REQUIREMENTS.

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SECURITIES INVESTOR PROTECTION CORPORATION
805 FIFTEENTH STREET, N.W., SUITE 800
WASHINGTON, D.C. 20005-2215
(202) 371-8300 FAX (202) 371-6728
WWW.SIPC.ORG

July 11, 2012

Attn: Merlin Elsner
MultiBank Securities Inc.
1000 Town Center, Ste. 2300
Southfield, MI 48075

Dear Mr. Elsner:

In response to your telephone request yesterday, please be advised that according to SIPC's records, the firm is registered with the United States Securities and Exchange Commission as a securities broker or dealer under Section 15(b) of the 1934 Act, (8-39547, 5/06/88). By operation of the Securities Investor Protection Act of 1970, the firm is a SIPC member unless (i) its principal business, in the determination of SIPC, taking into account business of affiliated entities, is conducted outside the United States and its territories and possessions; (ii) its business as a broker or dealer consists exclusively of (I) the distribution of shares of registered open end investment companies or unit investment trusts, (II) the sale of variable annuities, (III) the business of insurance, or (IV) the business of rendering investment advisory services to one or more registered investment companies or insurance company separate accounts, or (iii) it effects transactions in security futures products only.

Sincerely,

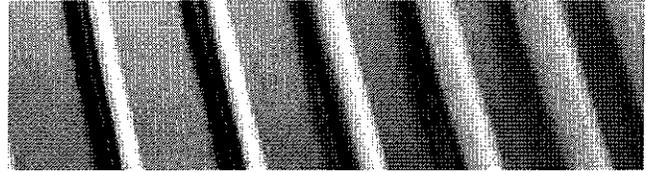
A handwritten signature in black ink that reads "Linda McKenzie Siemers". The signature is written in a cursive, flowing style.

Linda McKenzie Siemers
Manager, Member Assessments

LMcKS:kew

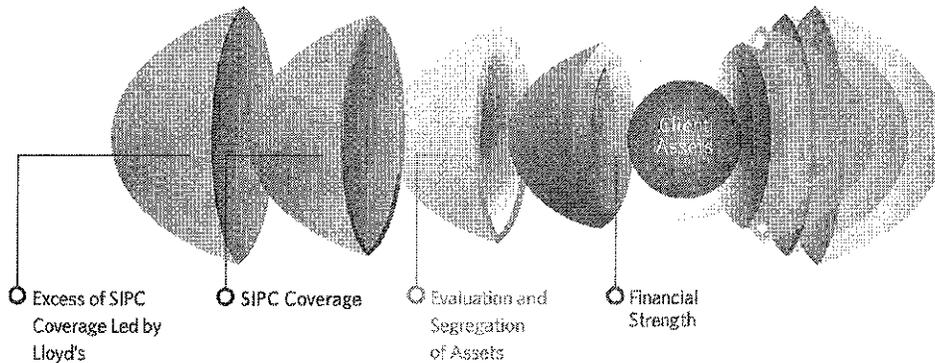
Understanding the Protection of Client Assets

Pershing's Strength, Stability and Focus



Pershing LLC has been a leading global provider of financial business solutions for over 70 years and serves many of the world's most respected financial organizations, remaining committed to the safekeeping, servicing, segregation and reporting of assets held in custody.

The Protection of Client Assets Remains at the Center of Our Focus



5

Financial Strength—September 30, 2011

Pershing's core financial strength provides the foremost measure of the protection of assets held in our custody. Our parent company, BNY Mellon, is a leading provider of financial services for institutions, corporations and high-net-worth individuals. Pershing's financial strength does not protect against loss due to market fluctuation.

Pershing

- > Approximately \$910.7 billion in assets held in custody
- > Net capital of \$1.1 billion—well above the minimum requirement

BNY Mellon

- > \$25.9 trillion in assets under custody and administration
- > \$1.2 trillion in assets under management
- > Total shareholders' equity U.S.: \$34.0 billion
- > Tier 1 capital ratio: 14.0%¹
- > Total capital ratio: 16.1%¹
- > Tangible common equity to assets ratio: 5.9%²
- > Market capitalization U.S.: \$22.5 billion

Evaluation and Segregation of Assets

As required, Pershing segregates investor assets, which are fully paid-for, from its own assets. Therefore, in the unlikely event of the financial failure of Pershing, investors' fully paid-for assets will remain separate from Pershing's own assets. In addition to this, Pershing takes the following measures to protect investors' assets:

- > Annual audit by a major independent audit firm and the audit team at our parent company, BNY Mellon
- > An annual SAS 70 Type II audit is performed (as required) by a major independent audit firm to provide additional evaluation of the design and operating effectiveness of Pershing's internal controls related to:
 - Account transfers
 - Clearance and settlement
 - Confirmations and cash management functions
 - Corporate actions
 - Customer billing
 - Foreign exchange and prime brokerage controls
 - Interest
 - Margin monitoring
 - Order and trade processing
 - Physical custody
 - Pricing
 - Statements

¹ Determined under Basel 1 regulatory guidelines. Tier 1 capital is the core measure of a bank's financial strength from a regulator's point of view. It is composed of core capital, which consists primarily of common stock and disclosed reserves (or retained earnings), but may also include non-redeemable non-cumulative preferred stock. The Basel Committee also observed that banks have used innovative instruments over the years to generate Tier 1 capital; these are subject to stringent conditions and are limited to a maximum of 15% of total Tier 1 capital.

² Common equity less goodwill and intangible assets adjusted for deferred tax liabilities associated with non-tax deductible identifiable intangible assets and deductible goodwill, divided by total assets less assets of consolidated investment management funds, goodwill, intangible assets and cash on deposit with the Federal Reserve and other central banks.

- > Pershing is required to maintain enough liquid assets, net of any liabilities, to ensure the return of investors' fully paid-for assets in the event of Pershing's failure and liquidation
- > Quarterly vault inspection and securities verification to confirm custody of fully paid-for investors assets

○ SIPC® Coverage

Pershing is a member of the Securities Investor Protection Corporation (SIPC®).

- > As a result, securities in your account are protected up to \$500,000 (of which \$250,000 can be for claims for cash awaiting reinvestment). For details, please see www.sipc.org
- > Please note that SIPC does not protect against loss due to market fluctuation

○ Excess of SIPC Coverage Led by Lloyd's

> In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits from certain underwriters at Lloyd's, in conjunction another commercial insurance company.³ The excess of SIPC insurance program is valid through December 10, 2012. It provides the following protection for assets held in custody by Pershing and its London-based affiliate, Pershing Securities Limited:

- > The excess of SIPC coverage provides the following protection for assets held in custody by Pershing and its London-based affiliate, Pershing Securities Limited:
 - An aggregate loss limit of \$1 billion for eligible securities—over all client accounts
 - A per-client loss limit of \$1.9 million for cash awaiting reinvestment—within the aggregate loss limit of \$1 billion
- > Neither SIPC protection nor the additional excess of SIPC insurance policy protects against loss due to market fluctuation of investments.

> An excess of SIPC claim would only arise when Pershing failed financially and client assets for covered accounts, as defined by SIPC (for Pershing LLC accounts) or the Financial Services Compensation Scheme (FSCS) (for Pershing Securities Limited accounts), cannot be located due to theft, misplacement, destruction, burglary, robbery, embezzlement, abstraction, failure to obtain or maintain possession or control of client securities, or to maintain the special reserve bank account required by applicable rules.

> The leader of the excess of SIPC coverage program is Lloyd's. Lloyd's currently holds A+ ratings from Fitch Ratings and Standard & Poor's (S&P), and an A rating from A.M. Best. These ratings are based on the financial strength of the company and are subject to change by the rating agencies at any time.⁴ For more information about Lloyd's, please see www.lloyds.com.

What Is Covered Under SIPC and Excess of SIPC Coverage?

COVERED

SIPC and excess of SIPC coverage is available for the following products held in custody by Pershing:

- Bonds
- Cash balances
 - Up to \$250,000 in cash awaiting reinvestment through SIPC
 - A per client loss limit of \$1.9 million for cash awaiting reinvestment—within the aggregate loss limit of \$1 billion—through the commercial insurance program led by Lloyd's
- CDs
- Mutual funds
- Notes
- Stocks

NOT COVERED

Among the investments that are ineligible for protection are:

- Antiques and collectibles
- Bank deposits
- Commodity futures contracts
- Fixed and variable annuity contracts
- Investment contracts (such as limited partnerships)
- Precious metals

Answers to frequently asked questions, as well as additional information about the financial strength of Pershing and the protection of assets held in our custody, are available within Resources via NetX360™, or visit www.pershing.com/strength_stability.html.

³ Pershing's excess of SIPC insurance coverage is provided by certain underwriters at Lloyd's insurance market (\$950M) and Axis Specialty Europe Ltd.(\$50M).

⁴ Ratings as of December 16, 2011.

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REGULATORY, STATE, & TERRITORY REGISTRATIONS

Jurisdiction/SRO	Category	Status	Status As Of Date
AK	Broker Dealer	Approved	03/27/1997
AL	Broker Dealer	Approved	11/07/1994
AR	Broker Dealer	Approved	05/02/1997
AZ	Broker Dealer	Approved	10/11/2001
CA	Broker Dealer	Approved	03/30/1994
CO	Broker Dealer	Approved	04/23/1991
CT	Broker Dealer	Approved	08/20/1998
DC	Broker Dealer	Approved	03/30/1994
DE	Broker Dealer	Approved	10/11/1994
FINRA	Broker Dealer	Approved	12/23/1988
FL	Broker Dealer	Approved	02/05/1991
GA	Broker Dealer	Approved	02/28/1994
HI	Broker Dealer	Approved	04/05/1995
IA	Broker Dealer	Approved	03/31/1994
ID	Broker Dealer	Approved	03/20/1997
IL	Broker Dealer	Approved	07/13/1989
IN	Broker Dealer	Approved	03/24/1997
KS	Broker Dealer	Approved	05/04/1994
KY	Broker Dealer	Approved	03/08/1994
LA	Broker Dealer	Approved	09/07/1994
MA	Broker Dealer	Approved	07/25/1994
MD	Broker Dealer	Approved	03/11/1994
ME	Broker Dealer	Approved	05/24/1994
MI	Broker Dealer	Approved	08/31/1988
★ MN	Broker Dealer	Approved	09/02/1994
MO	Broker Dealer	Approved	05/02/2002
MS	Broker Dealer	Approved	03/04/1994
MT	Broker Dealer	Approved	02/14/1994
NC	Broker Dealer	Approved	08/02/1994
ND	Broker Dealer	Approved	04/25/1997
NE	Broker Dealer	Approved	11/02/1994

7

DATA CURRENT AS OF: MARCH 1, 2012 (continued)

CRD#: 22098

REGULATORY, STATE, & TERRITORY REGISTRATIONS

Jurisdiction/SRO	Category	Status	Status As Of Date
NH	Broker Dealer	Approved	09/28/1995
NJ	Broker Dealer	Approved	11/09/1994
NM	Broker Dealer	Approved	08/02/1994
NV	Broker Dealer	Approved	05/23/1994
NY	Broker Dealer	Approved	06/05/1996
OH	Broker Dealer	Approved	11/21/1994
OK	Broker Dealer	Approved	06/04/1991
OR	Broker Dealer	Approved	04/04/1997
PA	Broker Dealer	Approved	03/07/1994
PR	Broker Dealer	Approved	02/10/2000
RI	Broker Dealer	Approved	03/02/1994
SC	Broker Dealer	Approved	08/04/1994
SD	Broker Dealer	Approved	03/04/1994
SEC	Broker Dealer	Approved	05/06/1988
TN	Broker Dealer	Approved	08/04/1994
TX	Broker Dealer	Approved	06/29/1990
UT	Broker Dealer	Approved	01/19/1994
VA	Broker Dealer	Approved	05/16/1994
VI	Broker Dealer	Approved	01/30/2012
VT	Broker Dealer	Approved	06/18/1997
WA	Broker Dealer	Approved	10/04/1989
WI	Broker Dealer	Approved	09/06/1991
WV	Broker Dealer	Approved	01/28/1994
WY	Broker Dealer	Approved	08/08/1994



IMPORTANT COMPLIANCE INFORMATION

USA PATRIOT ACT

Multi-Bank Securities, Inc. is committed to complying with U.S. statutory and regulatory requirements designed to combat money laundering and terrorist financing. The USA PATRIOT Act requires that all financial institutions obtain certain identification documents or other information in order to comply with their customer identification procedures (CIP).

What this means for you is when you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. Until you provide the required information or documents, we may not be able to open an account or effect any transactions for you. For additional information, contact Merlin Elsner, our Designated AML Officer, at (866) 330-0588.

ORDER ROUTING

Order routing information for your specific orders is available upon request by contacting your account executive. You can also see the most recent quarterly order routing information at our corporate website, www.mbssecurities.com, by clicking on Order Routing at the bottom of the home page.

FINRA BROKERCHECK INFORMATION

The FINRA BrokerCheck Program is available at www.finra.org by clicking on Protect Yourself, then clicking on BrokerCheck under Before You Invest. This site gives background information, registration/license status, and disciplinary history of brokers and firms.

SECURITIES INVESTOR PROTECTION CORPORATION (SIPC)

Information about SIPC, including the SIPC brochure, can be obtained by calling SIPC at (202) 371-8300 or at the SIPC website: www.sipc.org.

FIRM CONTACT INFORMATION

If you have any concerns with your account, please contact Merlin Elsner, our Chief Compliance Officer, at (800) 330-0588.

Updated March 2012



BrokerCheck Report
MULTI-BANK SECURITIES, INC.
CRD# 22098

Report #32996-97419, data current as of Monday, February 11, 2013.

<u>Section Title</u>	<u>Page(s)</u>
Report Summary	1
Firm Profile	2 - 7
Firm History	8
Firm Operations	9 - 15
Disclosure Events	16



Firm Operations

Registrations

This section provides information about the regulators (Securities and Exchange Commission (SEC), self-regulatory organizations(SROs), and U.S. states and territories) with which the brokerage firm is currently registered and licensed, the date the registration became effective, and certain information about the firm's SEC registration.

This firm is currently registered with the SEC, 1 SRO and 53 U.S. states and territories.

Federal Regulator	Status	Date Effective
SEC	Approved	05/06/1988

SEC Registration Questions

This firm is registered with the SEC as:

- A broker-dealer: Yes
- A broker-dealer and government securities broker or dealer: Yes
- A government securities broker or dealer only: No
- This firm has ceased activity as a government securities broker or dealer: No

Self-Regulatory Organization

FINRA	Status	Date Effective
FINRA	Approved	12/23/1988



Firm Operations

Registrations (continued)

U.S. States & Territories	Status	Date Effective	U.S. States & Territories	Status	Date Effective
Alabama	Approved	11/07/1994	North Carolina	Approved	08/02/1994
Alaska	Approved	03/27/1997	North Dakota	Approved	04/25/1997
Arizona	Approved	10/11/2001	Ohio	Approved	11/21/1994
Arkansas	Approved	05/02/1997	Oklahoma	Approved	06/04/1991
California	Approved	03/30/1994	Oregon	Approved	04/04/1997
Colorado	Approved	04/23/1991	Pennsylvania	Approved	03/07/1994
Connecticut	Approved	08/20/1998	Puerto Rico	Approved	02/10/2000
Delaware	Approved	10/11/1994	Rhode Island	Approved	03/02/1994
District of Columbia	Approved	03/30/1994	South Carolina	Approved	08/04/1994
Florida	Approved	02/05/1991	South Dakota	Approved	03/04/1994
Georgia	Approved	02/28/1994	Tennessee	Approved	08/04/1994
Hawaii	Approved	04/05/1995	Texas	Approved	06/29/1990
Idaho	Approved	03/20/1997	Utah	Approved	01/19/1994
Illinois	Approved	07/13/1989	Vermont	Approved	06/18/1997
Indiana	Approved	03/24/1997	Virgin Islands	Approved	01/30/2012
Iowa	Approved	03/31/1994	Virginia	Approved	05/16/1994
Kansas	Approved	05/04/1994	Washington	Approved	10/04/1989
Kentucky	Approved	03/08/1994	West Virginia	Approved	01/28/1994
Louisiana	Approved	09/07/1994	Wisconsin	Approved	09/06/1991
Maine	Approved	05/24/1994	Wyoming	Approved	08/08/1994
Maryland	Approved	03/11/1994			
Massachusetts	Approved	07/25/1994			
Michigan	Approved	08/31/1988			
Minnesota	Approved	09/02/1994			
Mississippi	Approved	03/04/1994			
Missouri	Approved	05/02/2002			
Montana	Approved	02/14/1994			
Nebraska	Approved	11/02/1994			
Nevada	Approved	05/23/1994			
New Hampshire	Approved	09/28/1995			
New Jersey	Approved	11/09/1994			
New Mexico	Approved	08/02/1994			
New York	Approved	06/05/1996			



Firm Operations

Types of Business

This section provides the types of business, including non-securities business, the brokerage firm is engaged in or expects to be engaged in.

This firm currently conducts 13 types of businesses.

Types of Business

Broker or dealer retailing corporate equity securities over-the-counter

Broker or dealer selling corporate debt securities

Underwriter or selling group participant (corporate securities other than mutual funds)

Mutual fund retailer

U.S. government securities dealer

U.S. government securities broker

Municipal securities dealer

Municipal securities broker

Solicitor of time deposits in a financial institution

Put and call broker or dealer or option writer

Trading securities for own account

Private placements of securities

Broker or dealer selling interests in mortgages or other receivables

Other Types of Business

This firm does affect transactions in commodities, commodity futures, or commodity options.

This firm does not engage in other non-securities business.

Non-Securities Business Description:

MEMORANDUM

TO: City Council Members
FROM: Chelsie Carlson, Finance Director/Controller
SUBJECT: Payment Collection

Credit Card Payments:

The Utility Commission and Telecom Commission recently approved accepting credit card payments for Utility and Telecommunication Services at City Hall and over the phone. The City currently accepts credit card payments for these services online through the city website using a PayPal business account. The City will utilize an additional feature through its existing PayPal account to accept Visa, Mastercard, and Discover credit cards at City Hall and over the phone. The current online payment option charges customers a 3% convenience fee for paying with a credit card. This fee is used to cover the expenses incurred by the City for accepting credit card transactions and will still apply to credit card payments made over the phone or at City Hall. The city will be able to accept Visa, Mastercard, and Discover credit card payments starting April 1st.

Uncollectible Accounts:

Over the last five years, the City has averaged \$14,000/year in uncollectible accounts. City staff would like to utilize a collection agency as an additional step in our current process to increase recovery of uncollectible accounts at no additional cost to the city. On past due Utility and Telecom service accounts, the City would maintain our current collection process but then turn unpaid accounts over to collection after our initial attempts at collection have failed. Liquor store NSF checks would immediately be turned over to collection to reduce the amount of internal resources spent on collections. The collection agency would report these accounts to the credit bureau after 45 days of trying to collect the balances owed.

City staff requests the approval of the contracts with Advantage Collection Agency to recover uncollectible Utility/Telecom accounts and Liquor Store NSF checks.



CLIENT NUMBER	BANK AUTHORIZATION		SPECIAL REQUIREMENTS		SALES NUMBER
	Yes	No	Yes	No	
Blanket Suit Authorization X	Check Control & RCK <input type="checkbox"/>	Commercial Recovery <input type="checkbox"/>	Revenue Recovery X	Collection Rates 30%/40%	Report to CBR X
<input type="checkbox"/> Addendum A applies (See attached Addendum) <i>Commercial Rate Schedule</i> <input type="checkbox"/> Addendum B applies (See attached Addendum) <i>Pre-collect / Free Demand</i> <input type="checkbox"/> Addendum C applies (See attached Addendum) <i>Bank Routing</i>					
<input type="checkbox"/> Addendum D applies (See attached Addendum) <i>Check Verification</i> <input type="checkbox"/> MN Attorney General Agreement <i>(Please provide ACPI with a copy of your Collection Agreement)</i> <input type="checkbox"/> Addendum F applies (See attached Addendum) <i>HIPAA / Business Associate Agreement</i>					
<input type="checkbox"/> Addendum G applies (See attached Addendum) <i>Check Guarantee Agreement</i> Special Requests or Comments: _____					
CLIENT NAME (Print Only) City of Windom			How will you report payments made to your office to ACPI? Method <input checked="" type="checkbox"/> Client Access <input type="checkbox"/> Phone In <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other How Often <input checked="" type="checkbox"/> Each Individual Payment <input type="checkbox"/> Weekly		
CONTACT PERSON (Print Only) Chelsie					
ADDRESS PO BOX 38					
CITY WINDOM	STATE MN	ZIP CODE 56101			
(AREA CODE) CLIENT PHONE No. 507-831-6129		(AREA CODE) CLIENT FAX No. 507-831-6127		E-MAIL ADDRESS (If Applicable) ccarlson@windomnet.com	
ACCOUNT REPRESENTATIVE (Please Print) Sheri Barnes			SALES No. SO2	TODAY'S DATE 2/27/13	

ASSIGNMENT AGREEMENT

THIS AGREEMENT is made and entered into by and between **ADVANTAGE COLLECTION PROFESSIONALS, INC.**, herein called "ACPI", a Minnesota Corporation, Corporate Office at 495 2nd Ave SE, Cambridge, Minnesota 55008, and the business or person listed on the reverse side of this Agreement, herein called "CLIENT".

Now, Therefore, in consideration of mutual covenants and agreements contained herein, the parties agree to as follows:

1. The Client hereby engages Advantage Collection Professionals, Inc. as an independent contractor to undertake the collection of its account receivables and or returned checks, and Advantage Collection Professionals, Inc. agrees to undertake the collection thereof subject to the following terms and conditions.
2. The Client shall select specific accounts for collection and the Client is not obligated to refer any specific number, percentage, or dollar amount of accounts at any time. The Client has certified that they have reviewed the accounts prior to placing them with ACPI for collection, and that the balances are correct, and that they are aware of no defense to the accounts placed. The Client must provide accurate and complete account information on all debtors placed with ACPI for collections (including but not limited to date(s) of service, delinquency date, & responsible party).
3. The Client agrees that any account placed for collections may not be pulled from collections without being subject to ACPI receiving the agreed upon commissions.
4. The Client authorizes that all accounts placed for collection with ACPI which have not been paid in full within thirty (30) days may be reported to the credit bureau. Furthermore, the Client authorizes ACPI to utilize all research and databases permitted by the laws in the State of Minnesota that would enable ACPI to locate and collect accounts referred by the Client.
5. The Client certifies that if interest has been added to the account balance referred to ACPI, that the Client has calculated the interest in a manner required by law, the interest rate utilized in calculating the interest does not exceed the interest rate permitted by Minnesota law, and the Client has complied with all relevant statutes, including Truth In-Lending.
6. The Client agrees to discontinue all attempts to collect on account debtors after they are placed with ACPI.
7. The Client understands the state worthless check laws and agrees to post the stickers provided by ACPI conspicuously at the point of sale. Furthermore, the Client understands the NACHA regulations and agrees to purchase a stamp from ACPI and get the consumers authorization on each check.
8. The Client agrees to repay ACPI for any monies paid to the Client by ACPI, which is then reversed because of an insufficient funds payment or a bankruptcy payment by the Client's debtor.
9. The Client shall report all payments made directly to Client by account debtors immediately upon receipt of payment. Payments made to the Client that are not reported within 10 days may be subject to an additional 10% charge in commissions over the current account rate at ACPI's discretion.
10. The Client shall account for and remit to ACPI monthly all commissions due to ACPI for payments made by account debtors directly to the Client through the end of the proceeding month.
11. Any monies owed to ACPI by Client must be paid immediately upon receipt of receiving Trust invoice from ACPI.
12. ACPI is not authorized to make any settlement in the name of the Client, without authorization of the Client.

ORDINANCE NO. 140, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE TITLE IX:

GENERAL REGULATIONS,

CHAPTER 90: NUISANCES; HEALTH AND SAFETY

SECTION 90.40 ENTITLED "UNAUTHORIZED, UNLAWFUL BURNING"

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO REVISE SECTION 90.40 UNAUTHORIZED, UNLAWFUL BURNING AS FOLLOWS:

(A) It is unlawful for any person to burn or permit burning of any grass, weeds, leaves, rubbish or other substance upon premises owned or occupied by him or her, except as otherwise provided by this code and as identified in M.S. §88.16 STARTING AND REPORTING FIRES, M.S. §88.17 PERMISSION TO START FIRES; PROSECUTION FOR UNLAWFULLY STARTING FIRES, and M.S. §88.171 OPEN BURNING PROHIBITIONS.

(1) Exceptions allowed for open burning of permitted materials include:

- (a) A fire started when the ground is snow-covered. "Snow-covered" means that the ground has a continuous unbroken cover of snow, to a depth of three (3) inches or more, surrounding the immediate area of the fire sufficient to keep the fire from spreading. Between 24 and 48 hours prior to starting a fire permitted pursuant to this Section 90.40 (A) (1) (a), the owner or occupant of the premises where the fire is going to occur shall notify the Cottonwood County Sheriff's Department or the Windom fire chief of the exact location where the fire will occur and the time the fire will start.
- (b) A campfire.
- (c) A fire contained in a charcoal grill, camp stove, or other device designed for the purpose of cooking or heating.
- (d) A fire to burn dried vegetative materials and other materials allowed by Minnesota Statutes or official state rules and regulations in a burner of a design which has been approved by the Commissioner of Natural Resources and with which there is no combustible material within five feet of the base of the burner and is in use only between the hours of 6:00 p.m. and 8:00 a.m. of the following day, when the ground is not snow-covered.

(2) Written permission required. Excluding the previous exceptions allowed for open burning, it shall be unlawful to start or have any open fire without written permission.

(3) Burning of the following materials is prohibited:

- (a) Rubber, plastics, chemically treated materials, or other materials which produce excessive or noxious smoke.
- (b) Hazardous wastes.
- (c) Industrial solid waste.
- (d) Demolition debris.
- (e) Salvage operations.
- (f) Motor vehicles
- (g) Garbage

All other provisions of Section 90.40 shall remain unchanged.

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

Adopted by the City Council of the City of Windom, Minnesota, this 5th day of March, 2013.

Corey J. Maricle, Mayor

Attest:

Steve Nasby, City Administrator

1st Reading: February 19, 2013
2nd Reading: March 5, 2013
Adoption: March 5, 2013
Published: March 6, 2013

MEMORANDUM



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

TO: City Council
FROM: Personnel Committee
DATE: March 1, 2013
RE: Amendment to IBEW Labor Agreement – License Premiums and Stand-by Pay

In the 2012-2014 labor agreement between the City and IBEW union a language change was negotiated regarding the payment of license premiums relating to cross-training. Upon implementation a dispute arose regarding the payment of the license premiums and a grievance was filed.

The Personnel Committee had discussed this matter over several months, including conversations with the IBEW union representative. An additional issue with Stand-by Pay language was also identified as needing revision to reflect current practice in the Water\Wastewater Department. Subsequently, a proposal was worked out between the parties to address these matters and resolve the grievance. The provisions regarding the payment for license premiums and Stand-by pay only affects the employees of the Water\Wastewater Department.

The Personnel Committee is recommending the following action be taken to amend the 2012-2014 IBEW labor agreement.

Revise the IBEW labor agreement on page 35 (Appendix E). The language would remain the same (no pyramiding of license premiums), but amend the license premium rates to a higher level. The rates would be as follows: \$0.25\hour for a Class D License; \$0.50\hour for Class C License and \$1.07\hour for Class B License. The change would be retro-active to January 1, 2013.

AND

On page 26 (Article XXII – Stand By) paragraph 22.2 to be amended as follows:

“Employees in the Water\Wastewater Department who are assigned by the EMPLOYER to perform duties to monitor the Water\Wastewater system shall receive an additional two (2) hours of pay at one and one-half (1-1/2) times the employee’s regular base pay rate and the following Friday off with pay for each week they are on standby status.”



RICK OAKES
BUSINESS MANAGER

LOCAL UNION 949

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

IBEW

12908 NICOLLET AVENUE SOUTH, BURNSVILLE, MINNESOTA 55337

TELEPHONE: 952/ 890-8484
FAX: 952/ 890-2241

February 21, 2013

Via E-mail
Hard Copy to Follow

Steve Nasby
City Administrator
City of Windom
444 Ninth Street
Post Office Box 38
Windom, MN 56101

Re: Grievance - License Premiums and Stand-By Compensation
Correspondence 1/29/2013 (Nasby to Kaufman)
Union File No. 2012-68

Dear Mr. Nasby:

This correspondence is in response to your January 29, 2013, letter to settle the above referenced grievance.

In follow up to our conversation on February 20, 2013, regarding a misunderstanding as to the status of the proposed settlement, I again informed you that Local 949 was in agreement with the proposed resolution. In addition, we discussed that Local 949 would not consider the grievance settled until the Windom City Council approves the proposed settlement offer.

Upon approval by the Council of the settlement offer, as written, Local 949 will send correspondence to the City that the grievance is considered resolved.

Please notify this Representative in writing of the Council's decision.

Sincerely,

MARK KAUFMAN
Business Representative

MK/ks
OPEIU 12, AFL-CIO

CC: R. Lyons



February 15, 2013

TO: Township Boards, City Councils, and Local Assessors
SUBJECT: 2013 Local Boards of Appeal and Equalization

Below is the schedule of the dates and times for the 2013 Local Boards of Appeal and Equalization Meetings. If the date assigned to your board of equalization will not work for your district, please let me know immediately and we can reschedule it. Please make sure your board members are aware of the district's meeting date and are able to attend.

You will need to post three (3) notices of the meeting in three conspicuous locations at least ten (10) days prior to the scheduled meeting date (enclosed). Each notice should contain the meeting date, time, and location. Please make note of the date that you post these notices for the Board of Equalization record.

As in the past, my office will be taking care of the newspaper advertising for all of the districts. If you have any questions, contact my office.

Gale Bondhus
Cottonwood County Assessor

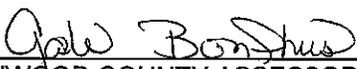
Cottonwood County 2013 Local Boards of Appeal and Equalization				
Day	Date	Township/City	Time	Location/Assessor
Monday	April 15, 2013	Amboy Township	9:00-9:30 a.m.	Amboy Town Hall
Friday	April 19, 2013	Armo Township	1:00-1:30 p.m.	Storden Community Center
Tuesday	April 16, 2013	Ann Township	9:00-9:30 a.m.	Storden Community Center
Wednesday	April 17, 2013	Carson Township	9:00-9:30 a.m.	JoAnn Nickel Home
Tuesday	April 16, 2013	Dale Township	6:30-7:00 p.m.	Charles Dewanz Home
Tuesday	April 16, 2013	Delton Township	5:00-5:30 p.m.	Delton Town Hall
Monday	April 15, 2013	Germantown Township	5:00-5:30 p.m.	Sanborn ADM Elevator
Thursday	April 18, 2013	Great Bend Township	9:00-9:30 a.m.	Cottonwood County LEC
Friday	April 19, 2013	Highwater Township	11:00-11:30 a.m.	Storden Community Center
Wednesday	April 17, 2013	Lakeside Township	3:00-3:30 p.m.	Lakeside Town Hall
Wednesday	April 17, 2013	Midway Township	11:00-11:30 a.m.	Mountain Lake Fire Department
Wednesday	April 17, 2013	Mountain Lake Township	1:00-1:30 p.m.	Mountain Lake Town Hall
Friday	April 19, 2013	Rosehill Township	9:00-9:30 a.m.	Storden Community Center
Monday	April 15, 2013	Selma Township	11:00-11:30 a.m.	Selma Town Hall
Thursday	April 18, 2013	Southbrook Township	1:00-1:30 p.m.	Ann Harms Home
Tuesday	April 16, 2013	Springfield Township	11:00-11:30 a.m.	Springfield Town Hall
Friday	April 19, 2013	Storden Township	3:00-3:30 p.m.	Storden Community Center
Friday	April 19, 2013	Westbrook Township	5:00-5:30 p.m.	Westbrook Town Hall
Monday	April 8, 2013	Bingham Lake City	6:30-7:00 p.m.	Bingham Lake City Hall
Monday	April 22, 2013	Comfrey	7:00-7:30 p.m.	Comfrey City Hall
Thursday	May 2, 2013	Jeffers	5:00-5:30 p.m.	Jeffers City Hall
Thursday	May 9, 2013	Mountain Lake City	5:30-6:00 p.m.	Mountain Lake City Hall
Wednesday	May 1, 2013	Storden City	5:00-5:30 p.m.	Storden Community Center
Monday	May 6, 2013	Westbrook City	5:30-6:00 p.m.	Westbrook City Hall
Monday	May 13, 2013	Windom	4:30-5:00 p.m.	Windom City Hall
Wednesday	June 19, 2013	County Equalization	6:00 p.m.	Cottonwood County Courthouse

ASSESSMENT NOTICE

NOTICE IS HEREBY GIVEN, THAT THE BOARD OF REVIEW OF THE CITY OF WINDOM, COTTONWOOD COUNTY, MINNESOTA, WILL MEET AT THE WINDOM CITY HALL IN SAID TOWNSHIP OR CITY, AT 4:30 TO 5:00 O'CLOCK PM ON MONDAY THE 13TH DAY OF MAY, 2013. THE PURPOSE OF REVIEWING AND CORRECTING THE ASSESSMENT OF SAID TOWNSHIP OR CITY FOR THE YEAR 2013.

NO COMPLAINT THAT ANOTHER PERSON IS ASSESSED TOO LOW WILL BE ACTED UPON UNTIL THE PERSON SO ASSESSED, OR HIS AGENT, HAS BEEN NOTIFIED OF SUCH COMPLAINT.

GIVEN UNDER MY HAND THIS _____ 15TH _____ DAY OF _____ FEBRUARY _____, 2013



COTTONWOOD COUNTY ASSESSOR

ELECTRONIC DISBURSEMENTS

Date	Vendor	Amount	Description
2/1/2013	USA Tax Payment	\$ (716.73)	Excise Tax
2/4/2013	Fulda Credit Union	\$ (3,360.00)	EDA Loan Payment
2/5/2013	Cardmember Services	\$ (537.45)	Credit Card Payment
2/5/2013	MN Department of Revenue	\$ (31,640.00)	Sales Tax
2/6/2013	Citistreet MN	\$ (5,275.00)	Deferred Compensation
2/6/2013	PERA	\$ (17,387.94)	PERA Payment
2/6/2013	USA Tax Payment	\$ (24,135.05)	Federal Payroll Tax
2/7/2013	MII FSA	\$ (3,018.02)	Flex Spending
2/7/2013	MN Department of Revenue	\$ (4,726.81)	State Tax Withholding
2/8/2013	Payroll	\$ (72,038.42)	Net Pay
2/14/2013	MII FSA	(1,836.30)	Flex Spending
2/15/2013	MII VEBA	\$ (9,951.35)	VEBA Contribution
2/15/2013	Liquor Credit Card Fees	\$ (1,141.63)	Credit Card Fees
		\$ (175,764.70)	

ELECTRONIC DISBURSEMENTS

Date	Vendor	Amount	Description
2/20/2013	BCBS Insurance	\$ (39,346.50)	Insurance Premium
2/21/2013	MII FSA	\$ (2,191.79)	Flex Spending
2/21/2013	MN Department of Revenue	\$ (4,468.86)	State Tax Withholding
2/22/2013	Citistreet MN	\$ (5,275.00)	Deferred Compensation
2/22/2013	Payroll	\$ (67,981.92)	Net Pay
2/22/2013	PERA	\$ (16,333.38)	PERA Payment
2/22/2013	USA Tax Payment	\$ (22,911.21)	Federal Payroll Tax
2/28/2013	MII FSA	\$ (1,306.54)	Flex Spending
2/15/2013	Liquor Credit Card Fees	\$ (21.95)	Credit Card Fees
		\$ (159,837.15)	

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	CITIZEN PUBLISHING C	ADVERTISING	81.90
		Total for Department 101	81.90*
CITY OFFICE	CITIZEN PUBLISHING C	ADVERTISING	257.98
CITY OFFICE	ELECTRIC FUND	UTILITY/TELECOM BILLING	310.39
CITY OFFICE	LEAGUE OF MN CITIES	REGISTRATION	95.00
		Total for Department 103	663.37*
P & Z / BUILDING OFF	INDOFF, INC	SUPPLIES	6.83
P & Z / BUILDING OFF	ELECTRIC FUND	UTILITY/TELECOM BILLING	51.17
		Total for Department 106	58.00*
CITY HALL	ELECTRIC FUND	UTILITY/TELECOM BILLING	528.72
CITY HALL	HOMETOWN SANITATION	GARBAGE SERVICE	85.04
		Total for Department 115	613.76*
POLICE	ELECTRIC FUND	UTILITY/TELECOM BILLING	69.24
POLICE	WINDOM AUTO VALU	MAINTENANCE	12.35
POLICE	Verizon Wireless	SERVICE FOR LAP TOPS	78.06
		Total for Department 120	159.65*
FIRE DEPARTMENT	ELECTRIC FUND	UTILITY/TELECOM BILLING	28.29
FIRE DEPARTMENT	WINDOM AUTO VALU	MAINTENANCE	226.84
FIRE DEPARTMENT	ALPHA WIRELESS - MAN	MAINTENANCE	190.49
FIRE DEPARTMENT	MARK MARCY	EXPENSE	193.58
FIRE DEPARTMENT	Verizon Wireless	SERVICE FOR LAP TOPS	927.92
FIRE DEPARTMENT	MUNICIPAL EMERGENCY	REPAIR	31.25
FIRE DEPARTMENT	DAN ORTMAN	EXPENSE	186.45
FIRE DEPARTMENT	SMOKE EATERS	DUES	217.00
FIRE DEPARTMENT	CARQUEST AUTO PARTS	MAINTENANCE	55.55
FIRE DEPARTMENT	ROGER WINKER	EXPENSE	186.44
		Total for Department 125	2,243.81*
EMERGENCY MANAGEMENT	ELECTRIC FUND	UTILITY/TELECOM BILLING	15.20
		Total for Department 130	15.20*
STREET	CITIZEN PUBLISHING C	COMPUTERS	170.99
STREET	ELECTRIC FUND	UTILITY/TELECOM BILLING	3,358.65
STREET	ERICKSON OIL CO	GAS	1,371.56
STREET	HOMETOWN SANITATION	GARBAGE SERVICE	130.85
STREET	WINDOM AUTO VALU	MAINTENANCE	920.61
STREET	CARQUEST AUTO PARTS	MAINTENANCE	9.25
		Total for Department 140	5,961.91*
PARKS	ELECTRIC FUND	UTILITY/TELECOM BILLING	30.74
PARKS	ERICKSON OIL CO	GAS	37.64
		Total for Department 165	68.38*
		Total for Fund 01	9,865.98*
LIBRARY	CENTER POINT LARGE P	BOOKS	43.74

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIBRARY	ELECTRIC FUND	UTILITY/TELECOM BILLING	282.24
LIBRARY	INGRAM	BOOKS	1,644.41
LIBRARY	TIME	SUBSCRIPTION	24.95
LIBRARY	BLOOMBERG BUSINESSWE	SUBSCRIPTION	75.00
	Total for Department 171		2,070.34*
	Total for Fund 03		2,070.34*
AMBULANCE	KATE AXFORD	EXPENSE	67.07
AMBULANCE	JIM AXFORD	EXPENSE	32.22
AMBULANCE	MN DEPT OF EMPLOY & E	UNEMPLOYMENT BENEFIT	4.86
AMBULANCE	DONNA MARCY	EXPENSE	11.22
AMBULANCE	ELECTRIC FUND	UTILITY/TELECOM BILLING	25.05
AMBULANCE	APRIL HARRINGTON	EXPENSE	89.61
AMBULANCE	WINDOM AUTO VALU	631834121	40.98
AMBULANCE	BUCKWHEAT JOHNSON	EXPENSE	12.35
AMBULANCE	Verizon Wireless	SERVICE FOR LAP TOPS	78.06
AMBULANCE	ZOLL MEDICAL CORPORA	MAINTENANCE	2,867.81
	Total for Department 176		3,229.23*
	Total for Fund 13		3,229.23*
MULTI-PURPOSE BUILDI	CITIZEN PUBLISHING C	ADVERTISING	155.00
MULTI-PURPOSE BUILDI	MN DEPT OF EMPLOY & E	UNEMPLOYMENT BENEFIT	4.73
MULTI-PURPOSE BUILDI	ELECTRIC FUND	UTILITY/TELECOM BILLING	1,082.27
MULTI-PURPOSE BUILDI	HOMETOWN SANITATION	GARBAGE SERVICE	103.04
MULTI-PURPOSE BUILDI	LIVEWIRE PRINTING	ADVERTISING	130.00
MULTI-PURPOSE BUILDI	WORTHINGTON DAILY GL	ADVERTISING	220.25
	Total for Department 177		1,695.29*
	Total for Fund 14		1,695.29*
SCDP	SW MN HOUSING PARTNE	CDAP-10-0058-0-FY11	9,334.00
	Total for Department 163		9,334.00*
	Total for Fund 17		9,334.00*
N IND PARK	WENCK ASSOCIATES, IN	SERVICE	1,640.00
	Total for Department 147		1,640.00*
	Total for Fund 18		1,640.00*
	WENCK ASSOCIATES, IN	SERVICE	40,657.34
	Total for Department		40,657.34*
	Total for Fund 21		40,657.34*
LIQUOR	ENVIROMASTER, INC.	CLEANING	39.54
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	4,137.23
LIQUOR	CITIZEN PUBLISHING C	ADVERTISING	60.00

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
LIQUOR	MN DEPT OF EMPLOY & UNEMPLOYMENT BENEFIT		300.51
LIQUOR	ELECTRIC FUND	UTILITY/TELECOM BILLING	1,092.17
LIQUOR	GOPHER ALARMS	JAN-MARCH ALARM MONITORI	51.30
LIQUOR	WIRTZ BEVERAGE MN WI	MERCHANDISE	7,255.90
LIQUOR	HAGEN BEVERAGE DIST.	MERCHANDISE	3,077.85
LIQUOR	HOMETOWN SANITATION	GARBAGE SERVICE	48.06
LIQUOR	JOHNSON BROS.	CREDIT-MERCHANDISE	-19.83
LIQUOR	JOHNSON BROS.	MERCHANDISE	11,492.63
LIQUOR	PHILLIPS WINE & SPIR	MERCHANDISE	6,051.35
LIQUOR	TOTAL REGISTER SYSTE	SUPPLIES	124.30
LIQUOR	WINE MERCHANTS	MERCHANDISE	105.60
	Total for Department 180		33,816.61*
	Total for Fund 60		33,816.61*
	SVOBODA EXCAVATING,	PARTIAL PAY 6TH STREET	1,390.00
	SVOBODA EXCAVATING,	PARTIAL PAY HWY 60/71	3,490.00
	SVOBODA EXCAVATING,	PARTIAL PAY RIVER ROAD	1,415.00
	SVOBODA EXCAVATING,	RETAINAGE	27,863.52
	WENCK ASSOCIATES, IN	SERVICE	18,850.22
	Total for Department		53,008.74*
WATER	CONTROLS & METERS, I	MAINTENANCE	445.63
WATER	ELECTRIC FUND	UTILITY/TELECOM BILLING	3,837.30
WATER	HAWKINS, INC	CHEMICALS	3,197.06
WATER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	164.58
	Total for Department 181		7,644.57*
	Total for Fund 61		60,653.31*
	BORDER STATES ELECTR	PARTS & SUPPLIES	2,148.42
	J. H. LARSON	SUPPLIES & PARTS	80.58
	TELECOM FUND	UTILITY APPLIED TO TELEC	12.78
	WESCO DISTRIBUTION,	CREDIT-MERCHANDISE	-2,650.50
	WESCO DISTRIBUTION,	PARTS & SUPPLIES	7,524.01
	NATASHA KRUSE	REFUND-STATEMENT CREDIT	1.77
	NATASHA KRUSE	REFUND-UTILITY PREPAYMEN	300.00
	Total for Department		7,417.06*
ELECTRIC	CENTRAL MINNESOTA MU	MONTHLY ASSESSMENT	3,184.00
ELECTRIC	CENTRAL MINNESOTA MU	POWER COST	247,910.30
ELECTRIC	ELECTRIC FUND	UTILITY/TELECOM BILLING	424.02
ELECTRIC	ERICKSON OIL CO	GAS	320.16
ELECTRIC	GOPHER STATE ONE CAL	FEEES	2.90
ELECTRIC	HOMETOWN SANITATION	GARBAGE SERVICE	98.42
ELECTRIC	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	164.58
ELECTRIC	CARQUEST AUTO PARTS	MAINTENANCE	12.54
	Total for Department 182		252,116.92*
	Total for Fund 62		259,533.98*

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	SVOBODA EXCAVATING,	PARTIAL PAY RIVER RD	915.00
	WENCK ASSOCIATES, IN SERVICE		14,414.88
	Total for Department		15,329.88*
SEWER	ATCO INTERNATIONAL	MAINTENANCE	143.10
SEWER	CITIZEN PUBLISHING C	COMPUTER SUPPORT	121.78
SEWER	ELECTRIC FUND	UTILITY/TELECOM BILLING	13,346.48
SEWER	HOLT'S CLEANING SERV	SERVICE	603.00
SEWER	HOMETOWN SANITATION	GARBAGE SERVICE	85.04
SEWER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	164.60
SEWER	WINDOM AUTO VALU	631834121	25.28
SEWER	MN VALLEY TESTING	TESTING	528.40
	Total for Department 183		15,017.68*
	Total for Fund 63		30,347.56*
ARENA	AMERIPRIDE SERVICES,	SUPPLIES	102.22
ARENA	BECKER ARENA PRODUCT	REPAIR	122.69
ARENA	ELECTRIC FUND	UTILITY/TELECOM BILLING	6,853.40
ARENA	FRANKS SHOE REPAIR	REPAIR	5.00
ARENA	HOMETOWN SANITATION	GARBAGE SERVICE	130.88
ARENA	WINDOM AUTO VALU	MAINTENANCE	36.45
ARENA	CHEM POINT.COM	SUPPLIES	2,168.10
	Total for Department 184		9,418.74*
	Total for Fund 64		9,418.74*
	HOLT ELECTRIC	ELECTRIC SERVICE	598.50
	Total for Department		598.50*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	194.93
ECONOMIC DEVELOPMENT	CITIZEN PUBLISHING C	ADVERTISING	274.15
ECONOMIC DEVELOPMENT	INDOFF, INC	SUPPLIES	6.84
ECONOMIC DEVELOPMENT	ELECTRIC FUND	UTILITY/TELECOM BILLING	72.36
	Total for Department 187		548.28*
	Total for Fund 67		1,146.78*
	ELECTRIC FUND	TELECOM APPLIED TO UTILI	889.58
	BREANNE POWERS	REFUND-STATEMENT CREDIT	49.63
	MATT RICHARDSON	REFUND-STATEMENT CREDIT	6.15
	SILHOUETTE DAY SPA	REFUND-STATEMENT CREDIT	48.00
	Total for Department		993.36*
TELECOMMUNICATIONS	DISH NETWORK	MONTHLY SERVICE	3,400.00
TELECOMMUNICATIONS	E-911	MONTHLY 911 SERVICE	43.95
TELECOMMUNICATIONS	ELECTRIC FUND	UTILITY/TELECOM BILLING	1,776.10
TELECOMMUNICATIONS	HOMETOWN SANITATION	GARBAGE SERVICE	73.92
TELECOMMUNICATIONS	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	493.74
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	EQUIPMENT	9,985.63

CITY OF WINDOM
PM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	NATIONAL CABLE TV CO	SMBS EQUIPMENT	596.60
TELECOMMUNICATIONS	NEW STAR SALES & SER	COPIER MAINTENANCE	35.00
TELECOMMUNICATIONS	ONVOY VOICE SERVICES	SS7 SERVICES	1,264.15
TELECOMMUNICATIONS	ONVOY VOICE SERVICES	SWITCH SERVICE	3,064.91
TELECOMMUNICATIONS	SDN COMMUNICATIONS	SERVICE	2,839.78
TELECOMMUNICATIONS	ZAYO BANDWIDTH	BANDWIDTH BILLING	1,998.13
TELECOMMUNICATIONS	COGENT COMMUNICATION	MONTHLY SERVICE	1,750.00
		Total for Department 199	27,321.91*
		Total for Fund 69	28,315.27*
AFLAC		INSURANCE	476.06
		Total for Department	476.06*
		Total for Fund 70	476.06*
		Grand Total	492,200.49*

Matches
 Check run
 Report 2/27/13
 [Signature]

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
MAYOR & COUNCIL	INDOFF, INC	SUPPLIES	212.34
MAYOR & COUNCIL	PETERSON JEWELRY	ENGRAVE MAYOR'S MEDAL	14.00
	Total for Department 101		226.34*
CITY OFFICE	COALITION OF GREATER	REGISTRATION	65.00
CITY OFFICE	INDOFF, INC	SUPPLIES	281.43
CITY OFFICE	SECR REV FUND/CITY O	PETTY CASH-POST OFFICE	.55
	Total for Department 103		346.98*
P & Z / BUILDING OFF	INDOFF, INC	SUPPLIES	16.67
	Total for Department 106		16.67*
CITY HALL	AMERIGAS PROPANE L.P	WATER TREATMENT	23.46
CITY HALL	MN ENERGY RESOURCES	HEATING	1,412.03
	Total for Department 115		1,435.49*
POLICE	INDOFF, INC	SUPPLIES	111.75
POLICE	WDR - DEPUTY REGISTR	LICENSE	12.00
POLICE	LEAGUE OF MN CITIES	REGISTRATION	20.00
POLICE	SECR REV FUND/CITY O	PETTY CASH-POST OFFICE	7.72
POLICE	STREICHER'S	EQUIPMENT	429.55
POLICE	FLEET SERVICES DIVIS	LEASE CAR	1,979.35
POLICE	LIFELINE TRAINING	REG ID:35-511a4e6f5385e	258.00
	Total for Department 120		2,818.37*
FIRE DEPARTMENT	INDOFF, INC	SUPPLIES	98.33
FIRE DEPARTMENT	STREICHER'S	EQUIPMENT	36.33
FIRE DEPARTMENT	STURDEVANT'S	MAINTENANCE	34.88
	Total for Department 125		169.54*
STREET	INDOFF, INC	SUPPLIES	158.23
STREET	LOCATORS & SUPPLIES,	SUPPLIES	375.51
STREET	MILLS & MILLER, INC	SUPPLIES	5,164.31
STREET	MN ENERGY RESOURCES	HEATING	951.29
	Total for Department 140		6,649.34*
	Total for Fund 01		11,662.73*
LIBRARY	AUDIO GO	BOOKS & AUDIO	112.26
LIBRARY	GALE	BOOKS	159.18
LIBRARY	GALE	CREDIT-BOOKS	-70.82
LIBRARY	MN ENERGY RESOURCES	HEATING	951.40
LIBRARY	WORTHINGTON DAILY GL	SUBSCRIPTION	176.15
LIBRARY	COUNTRY GARDESN	SUBSCRIPTION	19.97
	Total for Department 171		1,348.14*
	Total for Fund 03		1,348.14*
AIRPORT	MN POLLUTION CONTROL	STORM WATER PERMIT FEE	400.00
AIRPORT	SOUTHWEST MN BROADBA	TELECOM SERVICE	79.37
AIRPORT	WESTMORE INDUSTRIES,	SERVICE	418.48

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
		Total for Department 174	897.85*
		Total for Fund 11	897.85*
AMBULANCE	MN WEST COMMUNITY	TRAINING	4,528.32
		Total for Department 176	4,528.32*
		Total for Fund 13	4,528.32*
MULTI-PURPOSE BUILDI	COLE PAPERS INC.	SUPPLIES	139.41
MULTI-PURPOSE BUILDI	INDOFF, INC	SUPPLIES	22.62
MULTI-PURPOSE BUILDI	MN ENERGY RESOURCES	HEATING	1,664.51
MULTI-PURPOSE BUILDI	WINDOM FARM SERVICE	MAINTENANCE	19.22
		Total for Department 177	1,845.76*
		Total for Fund 14	1,845.76*
LIQUOR	BELLBOY CORP	MERCHANDISE	1,003.30
LIQUOR	BEVERAGE WHOLESALERS	CREDIT-MERCHANDISE	-184.00
LIQUOR	BEVERAGE WHOLESALERS	MERCHANDISE	2,476.70
LIQUOR	INDOFF, INC	SUPPLIES	25.19
LIQUOR	HAGEN BEVERAGE DIST.	MERCHANDISE	3,631.39
LIQUOR	AH HERMEL COMPANY	MERCHANDISE	579.45
LIQUOR	JOHNSON BROS.	MERCHANDISE	3,856.41
LIQUOR	GARY KULSETH	EXPENSE	315.81
LIQUOR	PAUSTIS & SONS	MERCHANDISE	979.53
LIQUOR	MN ENERGY RESOURCES	HEATING	193.27
LIQUOR	PBC - PEPSI BEVERAGE	MERCHANDISE	189.10
LIQUOR	SOUTHERN WINE & SPIR	MERCHANDISE	1,108.31
LIQUOR	WINDOM AREA CHAMBER	MEMBERSHIP	280.00
		Total for Department 180	14,454.46*
		Total for Fund 60	14,454.46*
	WENCK ASSOCIATES, IN	PROFESSIONAL SERVICES	664.80
		Total for Department	664.80*
WATER	INDOFF, INC	SUPPLIES	41.75
WATER	HOLT'S CLEANING SERV	SERVICE	196.20
WATER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	148.96
WATER	SOURCE ONE SOLUTIONS	POSTAGE	67.03
WATER	SOURCE ONE SOLUTIONS	UTILITY BILL - SERVICES	829.35
WATER	SECR REV FUND/CITY O	PETTY CASH-POP	4.00
WATER	SECR REV FUND/CITY O	PETTY CASH-POST OFFICE	14.60
		Total for Department 181	1,301.89*
		Total for Fund 61	1,966.69*
	RESCO	PARTS	50.65
	RESCO	PARTS & SUPPLIES	9,724.20

CITY OF WINDOM
FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
	HENRY NYAHDWAKI	REFUND-UTILTIY PREPAYMEN	300.00
		Total for Department	10,074.85*
ELECTRIC	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	148.96
ELECTRIC	SOURCE ONE SOLUTIONS	POSTAGE	67.03
ELECTRIC	SOURCE ONE SOLUTIONS	UTILITY BILL - SERVICES	1,710.53
ELECTRIC	MN POLLUTION CONTROL	ANNUAL AIR EMISSION FEE	25.00
ELECTRIC	MN ENERGY RESOURCES	HEATING	720.62
ELECTRIC	SECR REV FUND/CITY O	PETTY CASH-POST OFFICE	3.85
ELECTRIC	DEPARTMENT OF ENERGY	POWER COST	93,291.63
ELECTRIC	BANK MIDWEST	NSF UTILITY-LISA ANDERSON	114.79
		Total for Department 182	96,082.41*
		Total for Fund 62	106,157.26*
	WENCK ASSOCIATES, IN	PROFESSIONAL SERVICES	443.20
		Total for Department	443.20*
SEWER	INDOFF, INC	SUPPLIES	41.75
SEWER	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	148.95
SEWER	KEMNA-ASA AUTO PLAZA	MAINTENANCE	124.38
SEWER	SOURCE ONE SOLUTIONS	POSTAGE	67.03
SEWER	SOURCE ONE SOLUTIONS	UTILITY BILL - SERVICES	829.35
SEWER	MN POLLUTION CONTROL	REGISTRATION	300.00
SEWER	MN VALLEY TESTING	TESTING	626.00
SEWER	MN ENERGY RESOURCES	HEATING	1,893.35
		Total for Department 183	4,030.81*
		Total for Fund 63	4,474.01*
ARENA	FERRELLGAS	GAS	102.60
ARENA	RIEDEL SHOES, INC	RENTAL SKATES	413.00
		Total for Department 184	515.60*
		Total for Fund 64	515.60*
ECONOMIC DEVELOPMENT	AARON BACKMAN	EXPENSE	40.68
ECONOMIC DEVELOPMENT	INDOFF, INC	SUPPLIES	83.36
ECONOMIC DEVELOPMENT	SECR REV FUND/CITY O	PETTY CASH-POP	8.50
		Total for Department 187	132.54*
		Total for Fund 67	132.54*
TELECOMMUNICATIONS	BBC WORLDWIDE AMERIC	SUBSCRIBER	69.02
TELECOMMUNICATIONS	BLUEHIGHWAYS	SUBSCRIBER	240.58
TELECOMMUNICATIONS	INDOFF, INC	SUPPLIES	23.58
TELECOMMUNICATIONS	DISCOVERY DIGITAL NE	SUBSCRIBER	120.73
TELECOMMUNICATIONS	DISPLAY SYSTEMS INTE	MONTHLY SERVICE	163.88
TELECOMMUNICATIONS	FOX SPORTS	SUBSCRIBER	1,321.00
TELECOMMUNICATIONS	FOX TELEVISION STATI	SUBSCRIBER	198.38

CITY OF WINDOM
 FM Entry - Invoice Payment - Department Report

Department	Vendor Name	Description	Amount
TELECOMMUNICATIONS	HP SUDS CLUB, LLC.	BILLING CONTRACT SERVICE	446.88
TELECOMMUNICATIONS	HUB TELEVISION NETWO	SUBSCRIBER	31.26
TELECOMMUNICATIONS	HUBBARD BROADCASTING	SUBSCRIBER	226.72
TELECOMMUNICATIONS	KARE GANNETT CO., IN	SUBSCRIBER	2,267.20
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	POSTAGE	67.05
TELECOMMUNICATIONS	SOURCE ONE SOLUTIONS	UTILITY BILL - SERVICES	1,814.19
TELECOMMUNICATIONS	CENTURY LINK	TELEPHONE	100.32
TELECOMMUNICATIONS	OWN	SUBSCRIBER	64.96
TELECOMMUNICATIONS	MN ENERGY RESOURCES	HEATING	90.30
TELECOMMUNICATIONS	SECR REV FUND/CITY O	PETTY CASH-POST OFFICE	11.10
TELECOMMUNICATIONS	TOWER DISTRIBUTION C	SUBSCRIBER	502.42
TELECOMMUNICATIONS	BANK MIDWEST	NSF TELECOM RECONN FEE-L	37.41
TELECOMMUNICATIONS	BANK MIDWEST	NSF TELECOM-LISA ANDERSO	175.04
TELECOMMUNICATIONS	BANK MIDWEST	NSF TELECOM-LUCILLE ROES	25.09
TELECOMMUNICATIONS	POWER & TEL	EQUIPMENT	67.03
TELECOMMUNICATIONS	NECA	ANNUAL SUB	150.00
	Total for Department 199		8,214.14*
	Total for Fund 69		8,214.14*
	LAW ENFORCMENT LABOR UNION DUES		270.00
	LOCAL UNION #949 UNION DUES		1,589.70
	MN BENEFIT ASSOCIATI	INSURANCE	212.49
	Total for Department		2,072.19*
	Total for Fund 70		2,072.19*
	Grand Total		158,269.69*

*Matches
 Check Run
 Report 2/27/13*



AIA Document G702™ - 1992

Application and Certificate for Payment

Page 1 of 5

TO OWNER: City of Window
Window, Minnesota

PROJECT: Wastewater Treatment Imp.
Window, Minnesota

APPLICATION NO: 14
PERIOD TO: 2/12/13

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

FIELD

OTHER

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

CONTRACT FOR:

CONTRACT DATE:

PROJECT NOS:

CONTRACTOR: Robert L. Carr

By: *[Signature]*

State of: Minnesota

County of: Lyon

Subscribed and sworn to before me this 12th day of February

Notary Public: *[Signature]*
My commission expires: 1/31/15



Date: 2-12-13

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 2,260,000.00
2. NET CHANGE BY CHANGE ORDERS \$ (16,086.00)
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 2,243,914.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 2,243,914.00

5. RETAINAGE:

- a. 5 % of Completed Work (Columns D + E on G703) \$ 5,000.00
- b. % of Stored Material (Column F on G703) \$ -0-

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 5,000.00

6. TOTAL EARNED LESS RETAINAGE \$ 2,238,914.00
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 2,107,991.10
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 130,922.90

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 5,000.00
(Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$	\$ 16,086.00
TOTAL	\$ -0-	\$ 16,086.00
NET CHANGES by Change Order	(\$ 16,086.00)	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 130,922.90
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *[Signature]*
By: *[Signature]* Date: 2-18-13

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION NO. 14
 PERIOD TO: 2/12/13
 APPLICATION DATE: 2/12/13

Wastewater Treatment Improvements
 Windom, Minnesota

A	B	C	D	E	F	G	H
		WORK COMPLETED					
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	BALANCE TO FINISH
							%
	Mobilization	70,000	70,000			70,000	100%
	General Expenses	85,000	85,000			85,000	100%
	Allowance	75,000	28,928	46,072		75,000	100%
	Start-up/Testing	10,000	10,000			10,000	100%
	Demobilization	10,000	10,000			10,000	100%
	Item A - Intercept Sewer Replacement (Refer to the attached sheet)	147,790	149,930	(2,140)	0	147,790	100%
	Item B - River Crossing (Refer to the attached sheet)	58,015	60,885	(2,870)		58,015	100%
2060	Demolition of Wastewater Eq.	5,000	5,000			5,000	100%
2061	Structure Removal	12,000	12,000			12,000	100%
2220	Lift Station & Site Work	140,000	140,000			140,000	100%
	Subtotal	612,805	571,743	41,062	0	612,805	100%

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		WORK COMPLETED					
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	BALANCE TO FINISH
							%
2550	Site Utilities	21,000	21,000			21,000	100%
2600	Roads, Walks, and Curbs	10,000	10,000			10,000	100%
2920	Seeding and Turf Restoration	5,000	5,000			5,000	100%
2371	Erosion Control	18,000	18,000			18,000	100%
3200	Concrete Reinforcement						
	Material	30,000	30,000			30,000	100%
	Labor	15,000	15,000			15,000	100%
3300	Cast-in-Place Concrete						
	Lift Station 1st Lift	75,000	75,000			75,000	100%
	Lift Station 2nd Lift	75,000	75,000			75,000	100%
	Lift Station 3rd Lift	75,000	75,000			75,000	100%
	Vault	25,000	25,000			25,000	100%
	Miscellaneous Concrete	20,000	20,000			20,000	100%
	Subtotal	981,805	940,743	41,062	0	981,805	100%

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 Windom, Minnesota

A	B	C	D	E	F	G	H
WORK COMPLETED							
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	BALANCE TO FINISH
5500	Metals	10,725	10,725			10,725	0
9900	Painting	15,000	15,000			15,000	0
11280	Hydraulic Gates	25,000	25,000			25,000	0
11310	Submersible Centrifugal Pumps	215,000	215,000			215,000	0
11312	Vortex Pumps	50,000	50,000			50,000	0
11321	Grit Separation	50,000	50,000			50,000	0
11335	Mechanical Bar Screen	175,000	175,000			175,000	0
15060	Process Piping Lift Station	40,000	40,000			40,000	0
	Wastewater	20,000	20,000			20,000	0
16010	Electrical General Provisions	14,470	14,470			14,470	0
16100	Basic Material & Methods	45,000	45,000			45,000	0
	Subtotal	1,642,000	1,600,938	41,062	0	1,642,000	0

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 Windom, Minnesota

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 APPLICATION DATE: 2/12/13

A	B	C	D	E	F	G	H
		WORK COMPLETED					
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS.	THIS PERIOD	STORED MATERIALS	TOTAL COMPLETED & STORED	BALANCE TO FINISH
16150	Electric Motors	3,000	3,000			3,000	0
16200	Power Generation Systems	130,000	130,000			130,000	0
16400	Electric Distribution	20,000	20,000			20,000	0
16500	Lighting	5,000	5,000		0	5,000	0
16900	Starters and Motor Controls	10,000	10,000			10,000	0
16950	Instrumentation & Controls	450,000	450,000			450,000	0
*	Change Order No. 2	(16,086)		(16,086)		(16,086)	0
	Grand Total	2,243,914	2,218,938	24,976	0	2,243,914	0