PLEASE NOTE CHANGE IN TIME DUE TO BUDGET PRESENTATION

CITY OF WINDOM

Council Meeting
Tuesday, December 3, 2013
City Council Chambers
7:00 p.m.
AGENDA

Call to Order

Pledge of Allegiance

1. Approval of Minutes
   - Council Minutes–November 12 & 19, 2013
2. Consent Agenda
   - Minutes
     - Community Center Commission – November 25, 2013
3. Department Heads
4. 2014 City Budget
   - 2014 Budget Presentation
   - Public Comment
5. Public Hearing – 7Th Avenue Street Improvement Project
6. Resolution to Appoint Project Coordinating Committee Representative for CMMPA
7. HP Suds Inc. Contract – Utility Billing
8. City – School District Use Agreement
9. Lutheran Social Services Senior Nutrition Program – Site Use Agreement
10. New Business
    - Employee Recognition Event – December 7, 2013
11. Old Business
12. Regular Bills
13. Council Concerns
14. Adjourn

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

Preliminary

Special Council Meeting – Budget Workshop
Windom City Hall, Council Chamber
November 12, 2013
6:00 p.m.

1. Call to Order:

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

2. Roll Call:

Mayor:	Corey Maricle
Council Members:	Brian Cooley, Kelsey Fossing, Dominic Jones, Bradley Powers and JoAnn Ray
Council Members Absent:	None.
City Staff Present:	Steve Nasby, City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Brad Bussa, Community Center Director, Al Baloun, Recreation Director; Chelsie Carlson, Finance Director\Controller; Dan Ortman, Fire Chief and Aaron Backman, EDA Director

3. Pledge of Allegiance

4. 2014 Capital Request – Budget Discussion:

Maricle asked staff to provide a brief overview of the process and budget information. Nasby said that the non-enterprise fund capital requests were about $890,000 and the budget including equipment bonds of $407,000 was about $650,000 to keep a static tax levy. The equipment bonding had been completed earlier in the year with the intent to apply it to 2014 equipment purchases, with a preference for fire truck replacement.

Fire Department

Dan Ortman, Fire Chief, said that the Fire Department has three bids on the rescue\pumper truck ranging from $379,987 to $400,000.

Fossing asked about the lifespan of the vehicle. Ortman replied that the typical rotation is 20 years.

Powers asked if we were getting any trade-in value for the old truck or were going to keep it. Ortman said there is no trade value and the Department is not planning on keeping the old unit, so it will probably just be sold outright.

Ortman noted that the contracts offer price discounts if the chassis is pre-paid or if the City wants to pre-pay the entire cost of the fire truck. The discount is about $3,800 if the chassis is pre-paid and could be as high as $12,000 if the whole cost is pre-paid.

Ortman added that the Fire Department would also like to upgrade the lighting on the truck, but the cost was $7,100. Council discussed that the extra cost of the lighting would be off-set by savings on pre-payment.

Council consensus was for the Fire Department to provide the specifications and purchase options to the City Council and have action at the next City Council meeting. The 2014 budget would show the purchase of this equipment.

Parks

Bruce Caldwell, Streets & Parks Superintendent said that he has proposed lighting for two fields at the Windom Recreation Area. The cost is $160,000 for the baseball field and $86,000 for the softball field.

Fossing asked about the pricing difference. Caldwell said that there is more space that needs to be covered so there are more poles and higher poles.

Maricle asked about the use of the fields and demand for night time uses. Caldwell said that his recommendation is that the baseball field be done as there is heavy use and two softball fields are already lit.

Jones noted that a member of the Windom Baseball Association was present and asked if having another baseball field being lit was a need. Rahn Larsen said that having another field lit would be beneficial, not only to have more hours available for practices and games but as a hedge against flooding in Island Park. Jones said that the VFW and amateur baseball teams could benefit as well. He added that it may be a safety issue for the school and a possibility of partnering with some funding.

Al Baloun, Recreation Director, said that the school has been working on bringing in more games and tournaments. Windom is centrally located so may be more high school playoff games could be scheduled here if additional lighted fields were available.

Jones suggested working on private grants for some of the costs.

Consensus of Council to put $40,000 into this project as a down payment and as a possible match for grants.

Parks & Streets

Caldwell said one item new to the list was the guard rail replacement on 6th Street. He noted that it has been repaired and is in decent shape. He is recommending this item be moved to 2015 or beyond as it may become part of a future street project.

Caldwell said that the information on picnic table rentals has been sent to the Council, which shows about $1,000 a year in revenue. The cost of a table is approximately $1,000 so there is no way to build up a reserve fund to buy new tables.

Fossing suggested setting aside the rental income and then buy tables when the fund builds up. Caldwell said that the parks are in need of picnic table replacement too and there is a cost to that as well.

Jones and Maricle asked what other city items are available for rent and are loaned out to the public. Nasby said the facilities such as the Community Center and Arena are rented for use, but the only items or equipment that is generally rented for use to the public outside of the room rentals are ice skates.

Consensus of the Council was to get out of the picnic table rental business as there are other vendors in the area. Nasby suggested ending that practice on July 1 as graduations and Riverfest are in the planning stages and a longer notice to the public would be beneficial.

Caldwell noted that the existing 20 picnic tables that were used as rentals would be placed into the parks after July 1 and the tables in the parks that are in bad condition will be removed. No funds were put into the picnic table replacement project.

Caldwell said that his other requests for the Street Department included a pick-up replacement, forks for a front-end loader and connections for the V-plow that was gotten from the County. Consensus of the Council to fund these three projects in 2014.

Community Center

Brad Bussa, Community Center Director, said that his plan is to have funds built up for the replacement of equipment, facility rehab, grounds maintenance and systems replacement. He noted that a convection oven went down about a week ago and the cost was $4,500 to replace it. These funds for the oven would come from the equipment reserve fund the Council started last year for replacements. Bussa said that they are working on replacing some chairs\tables and are asking for $2,500 towards this project, but most of the cost would be covered through sales of the existing padded chairs.

Consensus of Council to put $20,000 in the equipment fund, $20,000 in the mechanical\building systems fund, $2,500 for chair\table replacement and $4,400 for grounds maintenance.

Pool

Al Baloun, Recreation Director, said that the 2005-06 Pool Feasibility Study was on the list of projects for updating the information. He said that the Council had asked about the cost, if any, to update the study. He contacted a firm familiar with the project for a cost to update the study and it was $9,000.

Jones asked if this was the same vendor that did the original study. Baloun said it was a different vendor and the reason was that the original vendor had some questionable information and the Commission was not necessarily happy with the work product.

Maricle suggested putting this study update on hold until the Council was closer to working on it.

Jones agreed and said he sees the current pool as usable. Baloun said that the trend in pools is to do water parks.

Fossing noted that it is important to keep the information from the 2006 study as some of it may be applicable to a future project.

Consensus of the Council not to fund the pool feasibility study update.

Recreation
Baloun said that the one capital request is for a new software package that can be used to facilitate on-line registrations and payments. He has worked with the Finance Director and the proposed software will work with the City's current PayPal system for collecting fees. He noted the additional benefit is that it will work with his existing scheduling software.

Consensus of the Council to fund $7,000 for recreation scheduling software.

Airport
Nasby said that the request is for $4,500 as a match on the runway extension study. This project is $15,000 and the State will pay $10,500.

Consensus of the Council to fund the $4,500 for the runway extension study.

Economic Development Authority
Aaron Backman, EDA Director, said that he is working with the EDA Board on Phase II of the North Windom Industrial Park. The project would include an application for grant funds and total about $1.4 million. The City\EDA share could be paid for through TIF proceeds. In addition to phase II he also has some funding included for the completion of NWIP phase I, such as the completion of Commerce Boulevard.

He would bring the project back to the Council for action as this project moves ahead.

Library
Nasby said the requests were $2,000 each for an ADA door and repair of the upstairs wall.

Jones asked about the wall. Nasby said it was damaged previously by a roof leak. The roof had been repaired but the wall plaster has not.

Consensus of the Council to fund both projects at a cost of $4,000.

City Hall
Nasby said that the City Council had previously approved $23,000 for the boiler replacement and the two other requests are for an ADA door into the billing office and new presentation equipment for the Council Chamber.

Fossing asked about the flooring from the 2013 capital projects. Chelsie Carlson, Finance Director\Controller said that the flooring has been purchased and the installation is still

being discussed as to when it may occur with the least disruption in service. Fossing noted that the office cube panels will need to be disassembled and removed for the flooring project and he sees new office panels in the 2015 budget and wondered if it would make logistic sense to do both the flooring and panels at the same time. Carlson said that would be beneficial and limit service disruption.

Consensus of the Council to fund the ADA door for $3,000, presentation equipment for $3,500 and $15,000 for office cube panel replacement for 2014.

Administration
Carlson said the request is for a component of the financial management software that will allow for the tracking and reporting of capital assets. The cost is $2,500.

Consensus of the Council to fund the $2,500 for asset management software.

Police
Nasby said the two requests were for the records management system that is being shared with the County and Mt. Lake and e-printers for the new State ticketing system. The cost of the records management system is now $25,000 instead of $27,500 and the e-ticket printers are $1,700.

Consensus of the Council to fund the records management system at $25,000 and e-ticket printers at $1,700.

Motion by Powers second by Ray to approve the 2014 CIP projects list. Motion carried 5 – 0.

5. Long-term Planning – Priorities:
Maricle noted that the primary projects included the fire hall, streets, arena and the pool.

Jones said that he held the fire hall and streets as the most important.

Fossing concurred, but noted that the economic impact from an arena would be positive for businesses.

The priorities of the four would be streets & fire hall, then arena and last pool. Consensus of Council on the priorities.

Maricle said that in looking at funding if there were not State bonding funds available then the arena would be less likely to move forward. The sales tax would be possible for the arena and fire hall, but if a long term loan were used for the $2 million on the fire hall the cost would be about $4\month if it were applied to all the utility bills.

Nasby said the bonding decision for 2014 will be known in June and then the Council would have a clearer picture of how to proceed on these projects and what may be proposed for the local option sales tax in November 2014. He added that funding for street projects is

currently based on doing new projects as debt from prior projects is retired. As such, the next project may be in 2017/18 when the debt from the 2003 project is paid off. This fits in with the current capital improvement plan.

Jones said that he likes the Council to have these discussions on long-range planning and funding so the City has a clear path.

6. New Business:

Fossing asked about the compost site being closed. Nasby said that the site is open during business hours and arrangements for access can be made by contacting the Street Department.

7. Old Business:

None.

8. Adjourn:

Maricle adjourned the meeting by unanimous consent at 9:18 p.m.

_____
Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

2014 Levy Limit	$ -

Operations	Requested	Funded
General Fund Operations	$ 265,427	$ 265,427
Special Revenue Fund Operations	$ 703,290	$ 703,290
Capital Items		
Administration - Financial Management Software	$ 2,500	$ 2,500
Arena - Door Replacement	$ 10,000	$ 10,000
Arena - Carpet Replacement	$ 5,000	$ 5,000
Airport - Runway Study (30% State match)	$ 4,500	$ 4,500
Building\Zoning - Vehicle Replacement	$ 23,000	$ 23,000
City Hall Building - Boiler	$ 23,000	$ 23,000
City Hall Building - Interior ADA Door	$ 3,000	$ 3,000
City Hall Building - Chamber Presentation Equipment	$ 3,500	$ 3,500
		$ -
Community Center - Chair Replacement	$ 2,500	$ 2,500
		$ -
Community Center - Equipment Replacement	$ 20,000	$ 20,000
	$ -	$ -
Community Center - Mechanical Systems	$ 30,490	$ 20,000
Community Center - Grounds & Equipment	$ 4,400	$ 4,400
Fire - Rescue\Pumper Truck	$ 365,000	$ 383,287
Fire - SCBA Gear	$ 27,500	$ 24,577
Library - Upstairs Wall Repair	$ 2,000	$ 2,000
Library - ADA Door	$ 2,000	$ 2,000
Parks - Windom Recreation Area Lighting	$ 245,300	$ 40,000
City Hall - office cubes		$ 15,000
Police - E-Ticket Printers	$ 1,700	$ 1,700
Police - Records Management Software	$ 25,000	$ 25,000
		$ -
Recreation - Software Upgrade	$ 7,000	$ 7,000
Street - Plow Hitch for V-Plow	$ 8,500	$ 8,500
Equipment Fund	$ -	$ 29,182
Street - Mechanic Pick-up Replacement	$ 27,000	$ 27,000
Street - Quick Coupler and Forks for Loader	$ 6,500	$ 6,500
Subtotal	$ 849,390	$ 693,146
Use of GO Equipment Bond Proceeds		$ 407,864
Tax Levy For Operations and New Capital Items		$ 1,253,999

Total Levy			
18th Street Stowmwater Payment #3 of 3	$	15,775	
Debt Service	$	381,054	
Capital - General Fund Account	$	622,746	
Capital - Special Revenue Fund Account	$	70,400	
PERA Reimbursement Levy	$	3,500	
Tax Levy Subject to Levy Limit	$	560,853	LEVY
	$	1,654,328	0.00% CHANGE

General Fund Operations	$	265,427
General Fund Capital	$	622,746
Special Revenue Fund Operations	$	703,290
Special Revenue Fund Capital	$	70,400
PERA Reimbursement Levy	$	3,500
18th Street Stowmwater Payment #3 of 3	$	15,775
Debt Service	$	381,054
Use of GO Equipment Bond Proceeds	$	(407,864)
Capital - General Fund Account	$	-
Capital - Special Revenue Fund Account	$	-
Proposed Tax Levy	**$**	**1,654,328**
Change in Tax Levy for 2013		**0.00%**

Preliminary

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

1. Call to Order:

   The meeting was called to order by Mayor Corey 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; Bruce Caldwell, Streets & Parks Superintendent; Mike Haugen, Water & Wastewater Superintendent; Aaron Backman, EDA Executive Director; Dan Ortman, Fire Chief and Jeremy Rolfes, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

   Motion by Powers second by Jones to approve the City Council minutes from October 15, 2013. Motion carried 3 – 0 (Fossing and Ray absent).

5. Consent Agenda:

   Fossing arrives 7:32 p.m.

   Maricle noted the minutes from the following Boards and Commissions.

   - Housing & Redevelopment Authority – January to September 2013
   - Revised Street Committee Minutes – August 14, 2013
   - Library Board – November 12,2013
   - EDA Commission – November 13, 2013

   Motion by Powers second by Jones to approve the receipt of minutes from Boards and Commissions. Motion carried 4 – 0 (Ray absent).

6. Department Heads:

   None.

Dan Ortman, Fire Chief, said that he has the contract and specifications for the fire rescue truck and those were emailed to the Council members. He is requesting a decision on the final purchase and payment options.

Jones asked about the pricing options. Ortman replied that there is a $3,800 savings if the chassis is pre-paid and an $11,000 savings if the whole truck is pre-paid. Jones asked about the additional lighting the Fire Department had requested. Ortman said the upgraded lighting had been added to the truck and the cost was about $7,100.

Jones asked if the contracts had been reviewed by the City Attorney. Nasby said that the agreement would go to the City Attorney after an option is selected, otherwise the cost to review multiple agreements would be higher.

Fossing asked about when the payments would be due. Ortman said that a chassis pre-payment for approximately half the unit cost would be up front and the balance upon delivery. The other options would be a full prepayment upon order placement or the City could only make a payment upon truck delivery, but the delivery option is $8,000 higher.

Powers said he is uneasy about fully paying for the unit before anything is delivered. Jones and Powers agreed that pre-payment for the chassis with a savings of $3,800 would be more reasonable.

Motion by Jones second by Cooley to approve the Fire Department's purchase of a new rescue truck for $382,316. Motion carried 4 – 0 (Ray absent).

Fossing asked when the townships would be billed for the truck. Ortman said that it would likely need to be after delivery of the truck, so next year.

7. Public Hearings:

2013 Miscellaneous Special Assessments

Nasby said that this hearing relates to properties that were being assessed for services like mowing yards and\or snow removal when the property owners failed to comply with the City's ordinances. He noted that there were only two parcels being assessed and that one of the owners has come in and paid the amount.

Maricle opened the public hearing for 2013 Miscellaneous Special Assessments. No one spoke. Maricle closed the public hearing.

Council member Powers introduced the Resolution No. 2013-72, entitled "RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE 2013 MISCELLANEOUS SPECIAL ASSESSMENTS" and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Fossing, Jones, Cooley and Powers. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

2013 Street Improvement Project Assessments

Dennis Johnson, Wenck Associates, said that the project was $4.4 million and the overall assessed amount was 26% with the City picking up the majority of the costs. The minimum threshold for assessments is 20% according to state statue otherwise an election must be held. He said that 27% of water costs are assessed, 18% of sewer is assessed and 33% of the street cost is assessed.

Jones asked about the amount of the penalty incurred for the project. Johnson said it was at eight days with the liquidated damages at $2,000\day.

Maricle opened the public hearing.

Dan McDonald, 1980 9th Avenue, said that he had several comments on the project.

- The contractor was still making concrete saw cuts on 20th Street today
- The project went on 4.5 months and this is a long inconvenience to citizens
- Equipment, materials and other supplies were stored on 9th Avenue and this caused problems for some residents
- He thanked City Hall and the engineer's office for timely replies to his inquiries, but communication with homeowners needed to be much better
- His residence did not have water for two days and when the water came back on it burst a pipe and damaged his water softener
- When heavy equipment was used it caused homes to shake items off walls
- He asked that the City retain enough money in the contract to make sure grass can be replanted in the spring if it does not grow
- The interest rate on the assessments of 4.25% was too high and should be lower
- The City's assessment policies for corner lots should be changed and he does not have a curb cut on 20th Street and seldom uses it so why the assessment

Jones asked if the water issues had been reported to the City and resolved. McDonald noted that he called about the pipe, but the water softener was very old so he had not mentioned damage to that unit.

Cooley said he lives on 17th Street and he could feel the ground shaking from equipment working on 18th Street.

Jones noted that if property owners have uncompleted items, damage or other issues they need to contact the City or the engineers and report it.

Fossing asked about the landscaping and grass coverage. Johnson said that it would be looked at again in the spring.

Maricle asked if anyone else wanted to speak. Seeing none Maricle closed the public hearing.

Jones said that the liquidated damages would be $16,000 so he would like to rebate $100 to every property being assessed, which is 166 of them, for their inconvenience with the project being delayed.

Powers asked where the liquidated damages would generally go. Nasby replied that they would stay in the project account. There was a cost overrun so the monies would be used to off-set that cost.

Fossing asked for the substantial completion date. Johnson said November 11.

Cooley noted that the contractor could protest the penalty and appeal the City's decision.

Jones said that rain days were calculated into the engineer's completion date even though the contractors probably did some work on those dates; as such he is in favor of the penalty.

Johnson said that liquidated damages are difficult to prove and generally go to arbitration. He noted a case in Worthington where the business district had a project delay and the City still lost a liquidated damage award.

Cooley said the contract language needs to be specified so there is less gray area.

Motion by Jones second by Cooley to amend the assessments for the 2013 Street Project by rebating $100 for each assessed property. Motion carried 4 – 0 (Ray absent).

Council member Jones introduced the Resolution No. 2013-73, entitled "RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE 2013 STREET IMPROVEMENT PROJECT" as revised and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Jones, Cooley, Powers and Fossing. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

8. License Applications:

Maricle said that there were a number of liquor license applications and they would be considered individually.

Motion by Fossing second by Powers to approve a liquor license for the Eagles' Club to include the contiguous outdoor area. Motion carried 4 – 0 (Ray absent).

Motion by Jones second by Cooley to approve a liquor license for the Sun bowl. Motion carried 4 – 0 (Ray absent).

Motion by Powers second by Jones to approve a liquor license for the Phat Pheasant Pub to include the contiguous outdoor area. Motion carried 4 – 0 (Ray absent).

Motion by Powers second by Cooley to approve a liquor license for the River City Eatery to include wine sales, beer sales and strong beer. Motion carried 4 – 0 (Ray absent).

Motion by Fossing second by Jones to approve a liquor license for the China Restaurant to include wine sales, beer sales and strong beer. Motion carried 4 – 0 (Ray absent).

9. Economic Development Authority:

Aaron Backman, EDA Executive Director, said that he has several items for consideration.

The North Windom Industrial Park (NWIP) streets need to be formally opened. These include Opportunity Drive, Commerce Boulevard and Trotter Court.

Council member Jones introduced the Resolution No. 2013-74, entitled "RESOLUTION OPENING PLATTED STREETS KNOWN AS COMMERCE BOULEVARD, OPPORTUNITY DRIVE AND TROTTER COURT AND NOTICE OF PUBLIC NUISANCE" as revised and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Cooley, Powers, Fossing and Jones. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Backman said that the other items include a TIF inter-fund loan agreement, decertification of a TIF district and transfer of funds between TIF districts. He said the EDA Commission had recommended approval of all three TIF related items.

The inter-fund loan agreement is a requirement of the State auditor so funds may be used for eligible purposes before they are collected. This agreement is necessary whether it is used or not. The proposed agreement includes a $675,000 maximum loan amount. The only development agreement in effect for this district is for $77,610 over a ten year period.

Council member Powers introduced the Resolution No. 2013-75, entitled "RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-16" as revised and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Jones, Cooley, Powers and Fossing. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Backman noted that TIF district 1-6 is due to be decertified as the district was established in 1996 for the Riverbend Development. The first increment was received in July 2009 and the decertification is necessary as all eligible costs have been recovered. Any excess TIF funds will be returned to the County.

Council member Jones introduced the Resolution No. 2013-76, entitled "RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-6" as revised and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Jones, Cooley, Powers and Fossing. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

The last TIF item is a transfer of funds resolution that will move excess funds from TIF District 1-1, which is a pre-1990 district, to TIF District 1-13. Backman said the excess funds in TIF District 1-1 will be used to cover a projected deficit in TIF District 1-13, which is the River Bluff project. This is needed as the original plan for TIF District 1-13 was to have homes built on all of the lots and that tax revenue would pay off the bonds that provided the upfront funding for the project. However, over the years some of the lots have been sold for use by the property owners, have had garages or storage buildings built or remain vacant and unsold. Due to these circumstances the bond payments are not being covered by the taxes generated in this TIF District. To cover the deficit funds from TIF District 1-1 may be used since this is a pre-1990 TIF District. Backman is proposing to transfer $60,000 from TIF District 1-1 to cover the anticipated deficit in TIF District 1-13.

Jones asked what the total amount of funds is left in TIF District 1-1. Backman said there were $77,400 remaining and that the balance will be used for other TIF eligible projects.

Council member Fossing introduced the Resolution No. 2013-77, entitled "RESOLUTION APPROVING THE TRANSFER OF TAX INCREMENT PROCEEDS FROM TIF DISTRICT NO. 1-1 TO TIF DISTRICT NO. 1-13 (EDA SINGLE FAMILY HOUSING)" as revised and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Fossing, Jones, Cooley and Powers. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

10. Second Reading – Ordinance Amending Section 93.27 Animals:

Nasby said the current ordinance only allows for the destruction of unclaimed animals or release to state approved scientific institutions. The proposed ordinance would add the option of the City releasing unclaimed animals to a humane society or similar organization.

Motion by Powers seconded by Cooley to approve amending Section 93.27 of the Windom City Code – Animals to allow for release to a humane society or similar organization. Motion carried 4 – 0 (Ray absent).

11. Expert T Billing Agreement:

Nasby said that this is an extension of a current agreement for Ambulance billing services.

Motion by Powers second by Fossing to approve the agreement between the City of Windom and Expert T Billing as proposed. Motion carried 4 – 0 (Ray absent).

12. New Business:

None.

13. Old Business:

None.

14. Regular Bills:

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

15. Contractor Payments:

Maricle said that there was a request from Empire Building for the Windom Airport in the amount of $35,435.73. Nasby noted this is the final pay request for the project and all work has been completed.

Maricle noted another pay request for BKC Construction for the sidewalk on 6th Avenue in the amount of $27,445.50. Nasby said that the project was completed and it was under budget due to lower quantities, but this is not the final payment as retainage is still held.

Motion by Fossing second by Powers to approve the payment to Empire Building for the Windom Municipal Airport in the amount of $35,435.73. Motion carried 4 – 0 (Ray absent).

Motion by Powers second by Jones to approve the payment for BKC Construction Inc. for the 6th Avenue Sidewalk project for $27,445.50. Motion carried 4 – 0 (Ray absent).

16. Council Concerns:

Jones asked that Department Heads make sure they have "as-built" plans for City projects.

Cooley said that some citizens are driving across the new 9th Avenue sidewalk and this should not happen. Bruce Caldwell, Streets & Parks Superintendent, said that he will post some barricades and make announcements that this detour is now closed as the street project is done.

Maricle reminded the public to submit nominations for the Mayor's Metal of Honor.

17. Adjourn:

Maricle adjourned the meeting by unanimous consent at 8:35 p.m.

_____
Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes
Monday November 25, 2013

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:30 p.m.

2. Roll Call:

President:	Wayne Maras
CC Director:	Brad Bussa
Commission Members:	Linda Stuckenbroker
	Kelly Woizeschke
	Mitch Voehl
	Tom Cowan-Absent
Commission Liaisons:	Brian Cooley-Absent
	Bruce Caldwell-Absent
	Jo Ann Ray-Absent
EDA Director:	Aaron Backman -Absent
Public:	

3. Approval of Minutes:

Motion by Kelly Woizeschke, seconded by Mitch Voehl to approve the October 28, 2013 Community Center Commission Minutes. Motion carried 4-0

4. Additions to the agenda:

Nothing to Report

5. Correspondence:

6. President's Report:

No Report available

7. Director's Report:

a. Capital Outlay- was reviewed by WCC Director Bussa,$46,900 to Community Center for Equipment Fund, table and chair replacement, microphone system replacement, outdoors grounds maintenance and equipment
b. New Convection Oven was delivered in November, but waiting to be installed
c. Social Gathering Ideas- R and R to target Chamber Members, other County Associations and Groups

8. Resource Management:

Schedule of Events: Commission looked over schedule of events.

Income & Expense: Commission reviewed Income and expense.

9. Miscellaneous:

Nothing to Report

10. Open Forum:

Nothing to Report

11. Next Meeting:

Monday Monday January 13, 2014 @ 5:30 pm

Adjourn:

Motion by Kelly Woizeschke, seconded by Mitch Voehl, to adjourn the meeting at 6:25pm. Motion carried 4-0.

_____
Wayne Maras, WCC President

_____
, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

RESOLUTION #2013-

INTRODUCED:

SECONDED:

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

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE "THE 7TH AVENUE EXTENSION IMPROVEMENT PROJECT"
(Super majority of 4/5 is necessary to pass resolution)

WHEREAS, a resolution of the City Council adopted the 5th day of November, 2013, fixed a date for a public hearing on the proposed street improvements for the unimproved portion of 7th Avenue located in the Hoffmann LaCanne Subdivision adjacent to Block 1, Lots 2, 3, and 4 and Block 2, Lots 1, 2, and 3; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing were given, and the hearing was held thereon on the 3rd day of December, 2013, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.

2. Such improvement is hereby ordered as proposed in the council resolution adopted the 5th day of November, 2013.

3. Wenck Associates, Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax-exempt bond.

Adopted by the Council this 3rd day of December, 2013.

_____
Corey J. Maricle, Mayor

Attest:_____
Steven Nasby, City Administrator

NOTICE OF PUBLIC HEARING

7th Avenue Extension Improvement Project

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Windom will meet in the Council Chambers of the City Hall at 7:30 p.m. during the regular City Council meeting on December 3, 2013, to consider the making of improvements to city streets within the corporate city limits adjacent to property legally described as follows:

Hoffmann LaCanne Subdivision
Block 1, Lots 2, 3, & 4
Block 2, Lots 1, 2 & 3

The proposed improvements consist of infrastructure improvements, specifically road base work, curb and gutter, storm sewer and bituminous paving or concrete surfacing for the unimproved portion of 7th Avenue located in the Hoffmann LaCanne Subdivision adjacent to Block 1, Lots 2, 3, and 4 and Block 2, Lots 1, 2, and 3, pursuant to Minnesota Statutes Sections 429.011 to 429.111.

The area proposed to be assessed for such improvements is the property abutting the improvements and part of the above-described boundaries. The estimated cost of the improvement is $121,716.00 A reasonable estimate of the impact of the assessment will be available at the hearing.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

By Order of the Windom City Council:

Steve Nasby
City Administrator

Published November 13 & 20, 2013

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
ASSESSMENTS
7th AVE FROM 22ND AVE TO NORTH END

TOTAL STREET COST	$103,266.00
STORM SEWER	$21,812.50
NINE TON EXTRA COST	$0.00
RESIDENTIAL EQUIVALENT	$81,453.50
ESTIMATED COST PER FOOT	$123.41
% FOR ASSESSMENT	100%
CHARGEABLE COST PER FOOT	$123.41

LEGAL DESCRIPTION		PARCEL NUMBER	OWNER	STREET ADDRESS	FRONT	SIDE	TOTAL FT	FRONT FOOT
Lot 2 Blk 1	Hoffman/LaCane Subdivision	25-362-0020	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110.00	$13,575.58
Lot 3 Blk 1	Hoffman/LaCane Subdivision	25-362-0030	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110.00	$13,575.58
Lot 4 Blk 1	Hoffman/LaCane Subdivision	25-362-0040	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110.00	$13,575.58
Lot 3 Blk 2	Hoffman/LaCane Subdivision	25-362-0050	Kenneth E & Debra R Hoffman	2250 7th Ave	330	0	330.00	$40,726.75
						0	0.00	$0.00
						0	0.00	$0.00
						0	0.00	$0.00
					660.00	0.00	660.00	$81,453.50

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
CONCRETE OPTION ASSESSMENTS
7th AVE FROM 22ND AVE TO NORTH END

TOTAL STREET COST	$121,716.00
STORM SEWER	$21,812.50
NINE TON EXTRA COST	$0.00
RESIDENTIAL EQUIVALENT	$99,903.50
ESTIMATED COST PER FOOT	$151.37
% FOR ASSESSMENT	100%
CHARGEABLE COST PER FOOT	$151.37

LEGAL DESCRIPTION		PARCEL NUMBER	OWNER	STREET ADDRESS	FRONT	SIDE	TOTAL FT	FRONT FOOT
Lot 2 Blk 1	Hoffman/LaCane Subdivision	25-362-0020	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110.00	$16,650.58
Lot 3 Blk 1	Hoffman/LaCane Subdivision	25-362-0030	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110.00	$16,650.58
Lot 4 Blk 1	Hoffman/LaCane Subdivision	25-362-0040	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110.00	$16,650.58
Lot 3 Blk 2	Hoffman/LaCane Subdivision	25-362-0050	Kenneth E & Debra R Hoffman	2250 7th Ave	330	0	330.00	$49,951.75
						0	0.00	$0.00
						0	0.00	$0.00
						0	0.00	$0.00
					660.00	0.00	660.00	$99,903.50

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
ASSESSMENTS
7th AVE FROM 22ND AVE TO NORTH END

TOTAL STREET COST	$103,266.00
STORM SEWER	$0 00
NINE TON EXTRA COST	$0 00
RESIDENTIAL EQUIVALENT	$103,266.00
ESTIMATED COST PER FOOT	$156.46
% FOR ASSESSMENT	100%
CHARGEABLE COST PER FOOT	$156.46

LEGAL DESCRIPTION		PARCEL NUMBER	OWNER	STREET ADDRESS	FRONT	SIDE	TOTAL FT	FRONT FOOT
Lot 2 Blk 1	Hoffman/LaCane Subdivision	25-362-0020	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110 00	$17,211 00
Lot 3 Blk 1	Hoffman/LaCane Subdivision	25-362-0030	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110 00	$17,211.00
Lot 4 Blk 1	Hoffman/LaCane Subdivision	25-362-0040	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110 00	$17,211.00
Lot 3 Blk 2	Hoffman/LaCane Subdivision	25-362-0050	Kenneth E & Debra R Hoffman	2250 7th Ave	330	0	330 00	$51,633.00
						0	0 00	$0 00
						0	0 00	$0.00
						0	0 00	$0 00
					660 00	0.00	660 00	$103,266 00

CITY OF WINDOM
ESTIMATE OF PROBABLE COST
CONCRETE OPTION ASSESSMENTS
7th AVE FROM 22ND AVE TO NORTH END

TOTAL STREET COST	$121,716.00
STORM SEWER	$0.00
NINE TON EXTRA COST	$0.00
RESIDENTIAL EQUIVALENT	$121,716.00
ESTIMATED COST PER FOOT	$184.42
% FOR ASSESSMENT	100%
CHARGEABLE COST PER FOOT	$184.42

LEGAL DESCRIPTION		PARCEL NUMBER	OWNER	STREET ADDRESS	FRONT	SIDE	TOTAL FT	FRONT FOOT
Lot 2 Blk 1	Hoffman/LaCane Subdivision	25-362-0020	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110.00	$20,286.00
Lot 3 Blk 1	Hoffman/LaCane Subdivision	25-362-0030	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110 00	$20,285 00
Lot 4 Blk 1	Hoffman/LaCane Subdivision	25-362-0040	LaCanne Funeral Home, LLC	2280 6th Avenue	110	0	110 00	$20,285 00
Lot 3 Blk 2	Hoffman/LaCane Subdivision	25-362-0050	Kenneth E & Debra R Hoffman	2250 7th Ave	330	0	330.00	$60,858 00
						0	0 00	$0.00
						0	0 00	$0 00
						0	0 00	$0 00
					660 00	0.00	660 00	$121,716 00

RESOLUTION #2013 –

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

CITY OF WINDOM

RESOLUTION DESIGNATING COMMITTEE REPRESENTATIVE AND ACKNOWLEDGING OBLIGATION

WHEREAS, the City of Windom, Minnesota, (hereinafter "City of Windom") is a member of the Central Minnesota Municipal Power Agency (hereinafter "CMMPA"); and

WHEREAS, the City of Windom previously entered into an agreement with CMMPA concerning the Brookings-Twin Cities Transmission Project Agreement (the "Brookings Project Agreement"); and

WHEREAS, it is necessary to appoint a representative to the Transmission Project Coordinating Committee for the Brookings Project and to further document responsibilities of the representative and obligations of the City of Windom pursuant to Committee actions; and

WHEREAS, the Utility Commission adopted a Resolution recommending that Marv Grunig be appointed as the City's representative to the Transmission Project Coordinating Committee.

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

Section 1. In accordance with Section 404 of the Brookings-Twin Cities Transmission Project Agreement (the "Brookings Project Agreement") between the City of Windom and CMMPA, the City of Windom hereby appoints Marv Grunig as its representative on the Transmission Project Coordinating Committee for the Transmission Project (as the foregoing terms are defined in the Brookings Project Agreement), with the power and authority to take action on behalf of the City of Windom within the scope of the powers granted to the Transmission Project Coordinating Committee by Section 404 of the Brookings Project Agreement.

Section 2. The appointment of the City of Windom's Transmission Project Coordinating Committee representative and the power and authority conferred on said representative by

Section 1 of this Resolution specifically includes the power to vote on behalf of the City of Windom with respect to a pending proposal whereby CMMPA may be authorized, by vote of the Transmission Project Coordinating Committee, to proceed with an Elective Increase to CMMPA Percentage Interest (as that term is defined in the Brookings Project Agreement) that would increase CMMPA's Percentage Interest in the Transmission Project from [3.6%] to [3.9%] (the "Proposed Increase").

Section 3. The City of Windom acknowledges and agrees that if the Transmission Project Coordinating Committee votes, in accordance with the requirements of Section 404(d) of the Brookings Project Agreement, to authorize the Proposed Increase, (a) this will authorize, but not obligate, CMMPA to undertake the actions necessary to contractually commit itself to the Proposed Increase, and (b) if CMMPA does contractually commit itself to the Proposed Increase, the City of Windom (without any further authorizing action by the City Council) will be obligated in accordance with the terms of the Brookings Project Agreement to pay its Participant Share of additional Monthly Transmission Project Costs (as the foregoing terms are defined in the Brookings Project Agreement) resulting from the Proposed Increase, even if the City of Windom's representative, appointed in Section 1 of this Resolution, has voted against the Proposed Increase.

Section 4. The appointment of the City of Windom's Transmission Project Coordinating Committee representative and the power and authority conferred on the said representative by Section 1 of this Resolution will remain in effect until the City Council delivers written notice to CMMPA that such appointment has been terminated or superseded.

ADOPTED this 3rd day of December, 2013.

_____
Corey Maricle, Mayor

ATTEST:

_____
Steven Nasby, City Administrator

Contract Agreement

Date: December 3, 2013

From: Denise Houston, HP Suds Club, LLC
1375 1st Ave
Windom, MN 56101

To: City of Windom
Steve Nasby, City Administrator
444 9th Street
Windom, MN 56101

Dear Mr. Nasby:

In the following Contract Agreement, I have included the items that we have discussed and agreed upon. They are as follows:

Purpose of Contract
The City of Windom has an existing contract with HP Suds Club, LLC for information technology, data processing and operation of utility billing systems. The City of Windom is herein extending this contractual arrangement for the provision of these services.

Independent Contractor
It is understood and agreed that HP Suds Club, LLC will provide the Services under this Agreement as an independent contractor and that during the performance of the Services under this Agreement, neither HP Suds Club, LLC nor any of it's employees, agents or representatives will be considered an employee of the City within the meaning or application of any federal, state or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor or taxes of any kind. Neither HP Suds Club, LLC nor any of its employees, agents or representatives shall be entitled to any benefits that may be afforded from time to time to the City's employees, including without limitation, vacation, holidays, sick leave, worker's compensation and unemployment insurance. Further, the City shall not be responsible for withholding or paying any taxes or social security for or on behalf of HP Suds Club, LLC or any of its's employees, agents or representatives. HP Suds Club, LLC shall be fully responsible for any such withholding or payment of taxes or social security for HP Suds Club, LLC and any of it's employees, agents or representatives.

Liability Insurance
HP Suds Club, LLC agrees to maintain one million dollars ($1,000,000.00) in general liability insurance and one million dollars ($1,000,000.00) in professional liability insurance throughout the term of this Agreement in such a form and manner as to provide coverage for any and all errors and omissions made during performance of the Services.

Due Diligence
The HP Suds Club, LLC agrees to proceed with performance of the Services with due diligence and complete the Services in a timely manner as provided herein unless completion is delayed by a cause set forth in the specifications and for which timely completion would be excused.

Contract Period
It has been agreed upon by both parties that this contract will be for a 3-year term with the opportunity to discuss further working arrangements at the end of the contract period. The start date for this contract is January 14, 2014 thru January 14, 2017.

Termination Agreement
It has been agreed upon by both parties that the contract can be terminated at any time with a 90 (ninety) day written notice. The party requesting an early termination will pay an early termination fee of $5,000 (Five thousand dollars).

Cost and Professional Fees
It has been agreed upon by both parties that the yearly rate will be $56,160, to be paid in 12 equal payments of $4,680.00 (four thousand six hundred and eighty dollars) due on the 15th of each month starting in February 2014.).

Office Space & Equipment
City will provide reasonable office space at City Hall (444 9th Street) and use of City equipment (including incidentals such as ink, paper, and office supplies) required for HP Suds Club, LLC to undertake the duties, tasks and responsibilities identified herein. City will be responsible for replacement, repair or upgrades to said equipment unless property has been damaged by HP Suds Club, LLC. HP Suds Club, LLC has the option to rent said office space and equipment for a sum of $265.00 (two hundred-sixty five dollars) per month. Rent for office space and equipment will be paid monthly by HP Suds Club, LLC to the City within ten (10) days after the end of each monthly rental period.

Duties, Tasks & Responsibilities
It has been agreed upon by both parties that HP Suds, LLC will perform the following list of duties, tasks and responsibilities on the behalf of the City of Windom. These duties will be primarily performed on daily basis as needed and will not be restricted to an 8:00 a.m. to 5:00 p.m., but will be performed and accomplished on a varied schedule, as determined by HP Suds Club, LLC for the purpose of optimum proficiency. HP Suds Club, LLC agrees that a minimum of 28 hours of this work will occur during regular City business hours (8:00 a.m. to 5:00 p.m. Monday – Friday) on location at the City Hall offices, unless HP Suds Club, LLC gives at least a week notice of fewer hours on location.
They are as follows:

- EM UTILITY BILLING SYSTEM (or Similar Equivalent System)
  - First point of contact for vendor issues
  - Customer Finalization
    - Administer closings of customer accounts and services
    - Manage all moves of customer accounts and services
    - Close and maintain all snowbird accounts and services
    - Responsible to update utility account information in the SOS System
    - Update the EM system with all meter change out information
  - New Customer Accounts
    - Create all new accounts
    - Add services
  - Meter Reader's Hand Helds
    - Create customer utility meter usage files
    - FTP, synchronize and download customer utility meter usage for meter reader's ITRON Systems
    - Receive, Synchronize and Upload all utility meter usages gathered from customer's premises

        - Import all data files into MVRS systems
        - Create and generate missing reads, zero usage, high and low reads reports
        - FTP all data into the EM System for the billing process
        - Research and correct all meter issues
            - Labels
            - Sequencing
            - Serial Numbers
        - Prepare and schedule Itrons for Repair and Maintenance
    - Maintain and back-up MVRS Systems
    - Prepare Customer Bills
        - Back-Up and maintain the EM system
        - Create and maintain billing messages
        - Run and balance the EM system
        - Run bills
        - Review billing file and all high bills
        - Generate billing file for SOS System
        - Post bills to customer accounts
        - Upload Billing files to SOS Servers
    - Post Billing and Penalty Processes
        - Generate and print all late notices
        - Generate shut off list
    - System Maintenance
        - Purge Final Customer Information
        - Run system Back-ups
    - Rate Maintenance
        - Update all rate structures and changes passed by the City Counsel
        - Maintain a rate history file
        - Update and maintain all rate descriptions of services and classifications
    - ACH Files
        - Generate and FTP ACH File and pass to appropriate city employee for transfer to the financial intuition
    - Reports
        - Responsible for writing all system queries that are needed for reporting
        - Generate Audit Reports for departments

- SOURCEONE (SOS)TELECOM BILLING SYSTEM(or Similar Equivalent System)
    - First point of contact for vendor issues
    - Rates and Service Codes
        - Update all rate structures and changes passed by the City Counsel
        - Maintain a rate history file
        - Update and maintain all rate descriptions of services
    - Create and maintain billing messages
    - Generate Work Orders as needed for changes and adjustments
    - Toll
        - Research unbillable toll report
        - Update customer billing errors
    - FTP ACH files
        - Generate and FTP ACH File and pass to appropriate city employee for transfer to the financial intuition
        - Correct ACH Account Changes

- Create reports
  - Responsible for writing all system queries that are needed for reporting
- Updating customer services

- CITY OF WINDOM
  - Maintain and balance the trial balance report
  - Responsible for reconciling and correcting all billing errors
  - Responsible to back-up city employees when answering the phones
  - Responsible to creating and maintain the methods and procedures of billing
  - Maintain and create cycle reports (Monthly, Quarterly, Annually)
  - Create and maintain miscellaneous Department Head reports
  - Other duties and task as reasonable and logically related to the City of Windom's Billing, Utility and Financial Systems.

Sincerely,

Denise Houston, Independent Contractor
HP Suds Club, LLC
1375 1st Ave
Windom, MN 56101
507.831.1050

Accepted by:

Steve Nasby, City Administrator City of Windom, Minnesota	Denise L. Houston, Owner HP Suds Club, LLC

City of Windom, Minnesota

This Agreement (the "Agreement") is made between the City of Windom, Minnesota (the "City") and Independent School District No. 177 (Windom Area Schools), Minnesota (the "School District).

1. The City hereby grants the School District permission to use the City Council Chamber located in the Windom City Hall (the "Property") for the purpose of holding School Board meetings. Meeting dates are generally the second and fourth Monday of each month; however, dates must be approved by the City prior to use.

2. The School District shall be entitled to use the City's video equipment (the "Equipment") to record and televise School Board meetings.

3. The City makes no warranties as to the condition of the Property or Equipment. The School District agrees to use the Property and Equipment "as is" and assumes all risks, both known and unknown, related to using the Property and Equipment.

4. The School District agrees to maintain municipal liability and property coverage at all times while using the Property and Equipment.

5. The School District assumes all liability for content of any programming and ownership of said programming.

6. The School District shall be responsible for any physical damage to the Property and Equipment caused by the School District or its officials, employees, agents, guests and invitees, normal wear and tear excepted.

7. In consideration of being allowed to use the Property and Equipment, the School District agrees to defend and indemnify the City for all claims arising against the City related to the School District's use of the Property or Equipment. The City shall be responsible for any claims resulting from gross negligence or the willful, wanton or intentional misconduct of the City or any person acting on behalf of the City.

8. That either party may terminate this agreement at any time for any reason upon 30 days' notice to the other party.

IN WITNESS WHEREOF, the Parties caused this Agreement to be approved on the dates below.

The City Council of Windom, Minnesota duly approved this Agreement on the _____ day of _____, 2013.

By: _____
Mayor

And: _____
Administrator

The School Board of Independent School District No. 177 (Windom Area Schools), Minnesota duly approved this Agreement on the _____ day of _____, 2013.

By: _____
School Board Chair

And: _____
Secretary

Lutheran Social Service
for changing lives

November 13, 2013

Dear Site Facility Owner/Operator,

I am enclosing the 2014 site use agreement for your review and signature. Please return the contract to our Moorhead Office in the self addressed envelope.

Keep a copy of the agreement for your files.

If you have any questions, I can be reached at 218.233.7521.

Thank you and we look forward to another very successful year as we partner with you to provide service to area seniors.

Sincerely,

Monica Douglas

Monica Douglas
Senior Program Director
LSS Senior Nutrition Program
715 North 11th Street, Suite #401C
Moorhead, MN 56560
218.233.7521
monica.douglas@lssmnorg

Windom
Region 8

LSS SENIOR NUTRITION PROGRAM
SITE USE AGREEMENT - 2014

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Nutrition Program in Windom.

This agreement made this ___ day of _____ 2013, by and between City of Windom, hereafter referred to as the Company and the LSS Senior Nutrition Program, 715 North 11th Street, Suite 401C, City of Moorhead and the State of Minnesota, hereafter called the Nutrition Program, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. All correspondence regarding this agreement will be between the Nutrition Program Director or Assistant Director and the City of Windom.

II. The Nutrition Program agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Windom, Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Windom, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured annually by the Nutrition Program. The Company agrees to arrange for an annual fire inspection and notify the Nutrition Program of results. Fire inspecting must be completed by professionally trained personnel.

III. The closing of sites on holidays will be determined by the Nutrition Program and the Company one month prior to the holiday. Nutrition sites usually observe ten holidays a year which include New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving holiday, Christmas Eve Day, and Christmas Day.

IV. The Nutrition Program agrees to restore community facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Notwithstanding this undertaking, basic custodial services such as floor maintenance, window washing, cleaning of rest rooms, washing and/or painting of walls, snow and ice removal and all other general maintenance, reasonable inspection and repairs to the interior and exterior of the facilities are the responsibility of the building owner.

V. The Nutrition Program shall procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars ($1,000,000.00) and Workers Compensation Insurance on all Nutrition Program staff relating to the site mentioned above. The Nutrition Program shall hold the building owner harmless for that portion of any damages or injury occurring on the rented premises for which the Nutrition Program may be found liable.

VI. The Company agrees to maintain, inspect and repair and to assume sole financial responsibility for the facility due to mechanical and electrical problems. The Company agrees to have all fire extinguishers inspected yearly by a licensed inspector at company expense. A dated and signed tag must be placed on each extinguisher.

VII. The Company agrees to furnish the Nutrition Program information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

VIII. In the event of a disaster, the Company agrees to allow the Nutrition Program to use facilities for the preparation, serving and distribution of meals/food and in an extreme disaster for housing of disaster victims.

IX. The Nutrition Program agrees to pay a yearly fee of $3,808, to help offset the costs of operation. Payment will be made on a quarterly basis.

X. In the event the Nutrition Program or the Company must cancel all or part of the terms of this agreement, the Company and the Nutrition Program will provide the other agency 30 days notice in writing. Upon written receipt by the Company from LSS, this agreement is subject to immediate termination by the Nutrition Program should federal, state, or local dollars be reduced or withdrawn.

XI. The Company agrees to allow the Nutrition Program use of the facility kitchen/dining areas for the term January 1, 2014 to December 31, 2014, to be used as a nutrition site for seniors on the following days/evenings: _____.

XII. Other: Addendum (per attached)

XIII. **For Housing Projects only:** Please provide your tenant ratio of under 60 years of age _____% and over 60 year of age _____%.

LSS SENIOR NUTRITION PROGRAM

_____

Senior Program Director Date
715 North 11th Street, Suite #401C
Moorhead, MN 56560
218.233.7521
monica.douglas@lssmn.org

FACILITY OWNER/OPERATOR

_____

Signature Date

_____

Print Name

_____

Address

_____

Phone

_____

Fax

_____

E-mail

LSS Senior Nutrition Program
Site Use Agreement Addendum

This addendum is hereby incorporated into the attached Site Use Agreement entered into by LSS and the City of Windom on the 3rd day of December, 2013.

Both parties hereby agree to the following:

1. Site – the site for the Senior Nutrition Program is the Windom Community Center, 1750 Cottonwood Lake Drive, Windom, MN 56101; hereafter "site". The primary areas to be utilized for the Senior Nutrition Program will be Room #120 (kitchen and dining area).

2. Access – LSS and\or their representatives, vendors, employees or patrons shall not have keys or unsupervised access to the site. City of Windom employees will provide access to the site generally between the hours of 7:00 a.m. and 1:00 p.m. Monday – Friday (unless the site is closed due to weather or holiday). LSS and Senior Nutrition Program representatives and staff acknowledge that parties renting space at the facility and maintenance\repair persons may need access to the kitchen or other areas on occasion.

3. Right of Use -- Should the Windom Community Center, from time to time, require the use of Room #120 LSS and the Senior Nutrition Program agree to relocate per the direction Windom Community Center staff to another area of the site which is reasonably sufficient to meet the needs of the Senior Nutrition Program or to allow for the pick-up of meals for home delivery. Notification to the Senior Nutrition Program's on site representative, or his\her designee, shall be provided by the Windom Community Center staff at least 24 hours in advance.

   LSS acknowledges that the Windom Community Center hosts other meetings and events, as such, the Windom Community Center reserves the right to ask Senior Dining to limit noise (e.g. piano playing and\or amplified sounds).

4. Insurance – LSS will provide the City of Windom with evidence that the site is covered under the umbrella issued by _____. Certificate Number _____.

5. Cleaning – The Senior Nutrition Program agrees to restore community facilities to ordinary cleanliness after use according to paragraph IV of this Agreement. Said ordinary restoration will include, but is not limited to, wiping down tables and chairs, wiping\cleaning up food or debris from the floor, wiping down kitchen equipment and walls after use, mopping the kitchen floor.

6. Snow Policy – The Windom Community Center and LSS Senior Nutrition Program agree that there will be no senior activities including the Senior Dining Program on "snow days" as determined by the Windom School District.

7. Supplies – LSS Senior Nutrition Program acknowledges that the Windom Community Center is not responsible for the purchase or provision of 'expendables' used by the Senior Nutrition Program such as hand towels, paper towels, dish washer soap or cleaning supplies. Windom Community Center agrees to work with LSS to provide a secure location for the storage of said supplies.

Windom, MN

Expense Approval Report
By Fund

Payment Dates 11/15/2013 - 11/29/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	20131105	11/05/2013	ADVERTISING	100-41110-350	218.40
CONVENT. & VISTOR BUREAU	20131120	11/20/2013	LODGING TAX	100-41110-491	2,168.36
				Activity 41110 - Mayor & Council Total:	**2,386.76**
Activity: 41310 - Administration					
HY-VEE, INC.	20131119	11/19/2013	MERCHANDISE #62863	100-41310-200	12.88
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	100-41310-200	44.11
COALITION OF GREATER MN	20131122	11/22/2013	FALL CONFERENCE - STEVE N	100-41310-308	220.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-41310-321	225.72
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-41310-326	37.95
STEVE NASBY	20131120	11/20/2013	CGMC CONFERENCE	100-41310-331	184.75
STEVE NASBY	20131120	11/20/2013	CGMC CONFERENCE	100-41310-334	5.75
				Activity 41310 - Administration Total:	**731.16**
Activity: 41910 - Building & Zoning					
CENTURY BUSINESS PRODUCT	198233	11/13/2013	COPIES-ARENA PLANS	100-41910-200	29.50
INDOFF, INC	2361018	11/08/2013	SUPPLIES-MARY	100-41910-200	40.11
INDOFF, INC	2364273	11/12/2013	SUPPLIES	100-41910-200	3.49
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-41910-321	50.94
				Activity 41910 - Building & Zoning Total:	**124.04**
Activity: 41940 - City Hall					
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-41940-381	444.15
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-41940-382	50.68
MN ENERGY RESOURCES	4069619-7NOV	11/19/2013	SERVICE 4069619-7	100-41940-383	431.32
HOMETOWN SANITATION SE	0000062303	11/08/2013	GARBAGE SERVICE	100-41940-384	85.04
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-41940-385	75.60
ELECTRIC FUND	20131122	11/22/2013	MAINTENANCE	100-41940-405	18.00
WERNER ELECTRIC	S7617226.003	11/19/2013	MAINTENANCE	100-41940-409	111.60
				Activity 41940 - City Hall Total:	**1,216.39**
Activity: 42120 - Crime Control					
INDOFF, INC	2360993	11/08/2013	SUPPLIES	100-42120-200	28.52
INDOFF, INC	2364260	11/19/2013	SUPPLIES	100-42120-200	37.28
WINDOM AREA HOSPITAL	196114242	11/19/2013	TESTING	100-42120-305	80.00
MN BUREAU OF CRIMINAL AP	2277	11/26/2013	REGISTRATION-DMT-G RECER	100-42120-308	75.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-42120-321	68.59
VERIZON WIRELESS	9714569706	11/19/2013	SERVICE FOR LAP TOPS	100-42120-326	81.40
KDOM RADIO	KDOM0787131030642	11/08/2013	ADVERTISING-POLICE DEPT	100-42120-340	111.00
COTTONWOOD CO TREASURE	20131118	11/18/2013	RENT	100-42120-412	1,650.00
FLEET SERVICES DIVISION	2014040003	11/25/2013	LEASE	100-42120-419	1,756.77
INTOXIMETERS	450187	11/19/2013	EQUIPMENT	100-42120-480	112.22
				Activity 42120 - Crime Control Total:	**4,000.78**
Activity: 42220 - Fire Fighting					
KDOM RADIO	KDOM0781131030649	11/08/2013	ADVERTISING - VOL FIRE DEPT	100-42220-215	258.00
WINDOM FIRE SAFETY	5348	11/22/2013	MAINTEANCE	100-42220-308	340.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-42220-321	29.01
VERIZON WIRELESS	9714569706	11/19/2013	SERVICE FOR LAP TOPS	100-42220-321	81.39
DAN ORTMAN	20131127	11/27/2013	EXPENSE	100-42220-322	19.70
CITIZEN PUBLISHING CO	20131105	11/05/2013	ADVERTISING	100-42220-350	218.40
VERIZON WIRELESS	9714569706	11/19/2013	SERVICE FOR LAP TOPS	100-42220-404	10.02
WINDOM AUTO VALU	20131106	11/06/2013	MAINTENANCE #3406129	100-42220-405	2.99
ALPHA WIRELESS - MANKATO	666590	11/18/2013	SUPPLIES	100-42220-480	48.09
				Activity 42220 - Fire Fighting Total:	**1,007.60**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amoun
Activity: 42500 - Civil Defense					
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-42500-381	20.1
				Activity 42500 - Civil Defense Total:	**20.1**
Activity: 42700 - Animal Control					
J. P. COOKE CO	258479	11/06/2013	PET TAGS	100-42700-217	67.1
				Activity 42700 - Animal Control Total:	**67.1**
Activity: 43100 - Streets					
CITIZEN PUBLISHING CO	20131105	11/05/2013	COMPUTER SUPPORT	100-43100-200	96.1
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-43100-217	37.9
WENCK ASSOCIATES, INC.	1305065	11/20/2013	7TH AVE EXTENSION -HOFFM	100-43100-303	864.0
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-43100-321	62.1
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-43100-381	3,048.0
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-43100-381	193.7
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-43100-382	14.6
HOMETOWN SANITATION SE	0000062304	11/08/2013	GARBAGE SERVICE	100-43100-384	84.7
HOMETOWN SANITATION SE	0000062305	11/08/2013	GARBAGE SERVICE	100-43100-384	46.1
MN ENERGY RESOURCES	4090846-9NOV	11/19/2013	SERVICE 4090846-9	100-43100-384	189.4
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-43100-385	25.2
LOCATORS & SUPPLIES, INC	0218583-IN	11/19/2013	MAINTENANCE	100-43100-404	394.8
CARQUEST AUTO PARTS STOR	20131106	11/06/2013	MAINTENANCE	100-43100-404	66.7
GDF ENTERPRISES, INC	A5487	11/19/2013	MAINTENANCE	100-43100-404	41.7
WINTER EQUIPMENT COMPA	IV19286	11/22/2013	PLOW BLADES	100-43100-404	1,631.2
PAUL MARSH	20131126	11/26/2013	MAINTENANCE	100-43100-405	50.2
PAUL MARSH	20131122	11/22/2013	SAFETY SHOES	100-43100-480	50.0
				Activity 43100 - Streets Total:	**6,897.0**
Activity: 45202 - Park Areas					
BROWN-NICOLLET COMMUNI	20131119	11/19/2013	LICENSE RENEWAL 2014-CAM	100-45202-308	150.2
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-45202-381	270.7
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-45202-382	1,178.2
HOMETOWN SANITATION SE	0000062312	11/08/2013	GARBAGE SERVICE	100-45202-384	1.5
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	100-45202-385	126.0
SANFORD LABORATORIES	195819303	11/06/2013	TESTING #70000675	100-45202-480	39.9
WINDOM AREA HOSPITAL	196114202	11/19/2013	TESTING - 30005293	100-45202-480	35.0
				Activity 45202 - Park Areas Total:	**1,801.7**
				Fund 100 - GENERAL Total:	**18,252.8**
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	211-45501-321	31.3
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	211-45501-326	37.9
CITIZEN PUBLISHING CO	20131105	11/05/2013	ADVERTISING	211-45501-350	21.0
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	211-45501-381	308.4
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	211-45501-382	14.5
MN ENERGY RESOURCES	4081276-0NOV	11/22/2013	SERVICE	211-45501-383	348.0
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	211-45501-385	25.2
CENTER POINT LARGE PRINT	1133581	11/22/2013	BOOKS	211-45501-435	44.3
INGRAM	20131106	11/06/2013	BOOKS #2004243	211-45501-435	1,829.2
AMAZON / GECRB	20131122	11/22/2013	BOOKS #6045-7820-0100-143	211-45501-435	7.4
READERS SERVICE	20131127	11/27/2013	SUBSCRIPTION #539165688 2	211-45501-435	21.4
GALE	50597380	11/25/2013	BOOKS	211-45501-435	79.4
GALE	50606721	11/25/2013	BOOKS	211-45501-435	46.4
GALE	50697172	11/25/2013	BOOKS	211-45501-435	254.6
DISNEY MOVIE CLUB	A6866666-00001	11/27/2013	MOVIES	211-45501-435	34.9
WINDOM FIRE SAFETY	5354	11/26/2013	SERVICE	211-45501-480	8.0
				Activity 45501 - Library Total:	**3,112.6**
				Fund 211 - LIBRARY Total:	**3,112.6**
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
WINDOM FIRE SAFETY	5352	11/20/2013	ANNUAL INSPECTION	225-45127-217	8.0

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHWEST MN BROADBAN	20131126	11/26/2013	PHONE SERVICE	225-45127-321	35.06
				Activity 45127 - Airport Total:	**43.06**
Activity: 49950 - Capital Outlay					
EMPIRE BUILDING CONSTRUC	20131120	11/20/2013	HANGAR CONSTRUCTION	225-49950-500	35,435.73
				Activity 49950 - Capital Outlay Total:	**35,435.73**
				Fund 225 - AIRPORT Total:	**35,478.79**
Fund: 230 - POOL					
Activity: 45124 - Pool					
BROWN-NICOLLET COMMUNI	20131119A	11/19/2013	LICENSE - RENEWAL -POOL	230-45124-217	378.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	230-45124-381	27.35
				Activity 45124 - Pool Total:	**405.35**
				Fund 230 - POOL Total:	**405.35**
Fund: 235 - AMBULANCE					
Activity: 42153 - Ambulance					
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	235-42153-200	44.11
CARQUEST AUTO PARTS STOR	20131106	11/06/2013	MAINTENANCE	235-42153-217	24.57
HY-VEE, INC.	20131119	11/19/2013	MERCHANDISE #62863	235-42153-217	3.40
EMSRB	20131119	11/19/2013	SUPPLIES	235-42153-217	85.78
BOUND TREE MEDICAL, LLC	81246263	11/05/2013	SUPPLIES	235-42153-217	14.43
BOUND TREE MEDICAL, LLC	81246264	11/05/2013	SUPPLIES	235-42153-217	286.92
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	235-42153-321	25.76
VERIZON WIRELESS	9714569706	11/19/2013	SERVICE FOR LAP TOPS	235-42153-321	81.39
DONNA MARCY	20131125	11/25/2013	EXPENSE	235-42153-334	41.67
ALLAN REMPEL	20131125	11/25/2013	EXPENSE	235-42153-334	51.42
BRAD POWERS	20131125	11/25/2013	EXPENSE	235-42153-334	41.99
KIM POWERS	20131126	11/26/2013	EXPENSE	235-42153-334	6.47
MARK MARCY	20131126	11/26/2013	EXPENSE	235-42153-334	33.74
TIM HACKER	20131126	11/26/2013	EXPENSE	235-42153-334	7.78
WINDOM AUTO VALU	20131106	11/06/2013	MAINTENANCE #3406129	235-42153-405	10.49
JIM AXFORD	20131119	11/19/2013	MAINTENANCE	235-42153-405	70.47
HIGLEY FORD	61464	11/06/2013	MAINTENANCE #29	235-42153-405	291.95
				Activity 42153 - Ambulance Total:	**1,122.34**
				Fund 235 - AMBULANCE Total:	**1,122.34**
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
CENTURY BUSINESS PRODUCT	198233	11/13/2013	COPIES-ARENA PLANS	250-46520-200	58.99
INDOFF, INC	2361018	11/08/2013	SUPPLIES-MARY	250-46520-200	19.40
INDOFF, INC	2364273	11/12/2013	SUPPLIES	250-46520-200	3.50
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	250-46520-200	44.11
EHLERS & ASSOC., INC.	347259	11/18/2013	TIF SERVICES	250-46520-301	5,900.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	250-46520-321	50.94
AARON BACKMAN	20131127	11/27/2013	EXPENSE	250-46520-331	22.60
CITIZEN PUBLISHING CO	20131105	11/05/2013	ADVERTISING	250-46520-350	79.50
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	250-46520-381	33.90
WORTHINGTON DAILY GLOBE	20131119	11/19/2013	SUBSCRIPTION - 1779222766	250-46520-433	184.20
EDAM	20131120	11/20/2013	MEMBERSHIP RENEWAL	250-46520-433	250.00
GODFATHER'S PIZZA	138706	11/19/2013	MEETING MEAL	250-46520-438	31.24
HY-VEE, INC.	20131119	11/19/2013	MERCHANDISE #62863	250-46520-438	37.41
				Activity 46520 - EDA Total:	**6,715.79**
Activity: 49950 - Capital Outlay					
LAMPERTS YARDS, INC.	39132223	11/06/2013	SIGN EXPENSE	250-49950-500	335.25
				Activity 49950 - Capital Outlay Total:	**335.25**
				Fund 250 - EDA GENERAL Total:	**7,051.04**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 252 - EDA SCDP					
Activity: 46520 - EDA					
SW MN HOUSING PARTNERS	20131126	11/26/2013	CDA[-10-0058-O-FY11	252-46520-491	10,795.00
				Activity 46520 - EDA Total:	**10,795.00**
				Fund 252 - EDA SCDP Total:	**10,795.00**
Fund: 306 - 2013 STREET IMPROVEMENT					
Activity: 49950 - Capital Outlay					
WENCK ASSOCIATES, INC.	1305063	11/19/2013	2013 STREET IMPROVEMENTS	306-49950-500	7,061.35
BKC CONSTRUCTION INC	20131120	11/20/2013	SIDEWALK	306-49950-500	27,445.50
				Activity 49950 - Capital Outlay Total:	**34,506.85**
				Fund 306 - 2013 STREET IMPROVEMENT Total:	**34,506.85**
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
HEIMAN INC	2344	11/27/2013	ROSENBAUER COMMANDER	401-49950-502	190,571.00
				Activity 49950 - Capital Outlay Total:	**190,571.00**
				Fund 401 - GENERAL CAPITAL PROJECTS Total:	**190,571.00**
Fund: 406 - PIR					
Activity: 41000 - General Government					
JAMES & MARJO HIETBRINK	20131122	11/22/2013	REFUND- OVERPAYMENT ON	406-41000-480	100.00
				Activity 41000 - General Government Total:	**100.00**
				Fund 406 - PIR Total:	**100.00**
Fund: 601 - WATER					
WENCK ASSOCIATES, INC.	1305063	11/19/2013	2013 STREET IMPROVEMENTS	601-16300	2,633.05
DICKS WELDING INC	57258	11/27/2013	EQUIPMENT	601-16400	3,400.00
					6,033.05
Activity: 49400 - Water					
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	601-49400-200	44.1
HAWKINS, INC	3530896	11/06/2013	CHEMICALS	601-49400-216	2,708.65
COTTONWOOD CO TREASURE	20131118	11/18/2013	DISPATCHING	601-49400-217	312.50
HP SUDS CLUB, LLC	20131119	11/19/2013	BILLING CONTRACT SERVICE	601-49400-217	231.25
HP SUDS CLUB, LLC	20131125	11/25/2013	BILLING CONTRACT SERVICE	601-49400-217	228.1
WENCK ASSOCIATES, INC.	1304921	11/27/2013	WELLHEAD PROTECTION PLA	601-49400-303	342.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	601-49400-321	51.65
GOPHER STATE ONE CALL	81697	11/05/2013	LOCATES	601-49400-321	18.45
CITIZEN PUBLISHING CO	20131105	11/05/2013	ADVERTISING	601-49400-340	163.80
KDOM RADIO	KDOM0791131030650	11/08/2013	ADVERTISING - WATER & WA	601-49400-340	200.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	601-49400-381	3,421.65
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	601-49400-382	14.0
MN ENERGY RESOURCES	4095252-5NOV	11/20/2013	SERVICE	601-49400-383	597.40
HOMETOWN SANITATION SE	0000062307	11/08/2013	GARBAGE SERVICE	601-49400-384	85.0
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	601-49400-385	25.2
WENCK ASSOCIATES, INC.	1305013	11/27/2013	WINDOM LANDFILL	601-49400-386	1,389.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	601-49400-386	1,141.1
SVOBODA EXCAVATING, INC	00006095	11/26/2013	MAINTENANCE	601-49400-408	1,957.50
M R PAVING & EXCAVATING I	21617	11/19/2013	MAINTENANCE	601-49400-408	982.1
				Activity 49400 - Water Total:	**13,913.8**
				Fund 601 - WATER Total:	**19,946.8**
Fund: 602 - SEWER					
WENCK ASSOCIATES, INC.	1305063	11/19/2013	2013 STREET IMPROVEMENTS	602-16300	2,274.00
DICKS WELDING INC	57258	11/27/2013	EQUIPMENT	602-16400	3,400.00
					5,674.00
Activity: 49450 - Sewer					
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	602-49450-200	44.1
COTTONWOOD CO TREASURE	20131118	11/18/2013	DISPATCHING	602-49450-217	312.50
HP SUDS CLUB, LLC	20131119	11/19/2013	BILLING CONTRACT SERVICE	602-49450-217	231.25
HP SUDS CLUB, LLC	20131125	11/25/2013	BILLING CONTRACT SERVICE	602-49450-217	228.1

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amoun
MIKE HAUGEN	20131119	11/19/2013	REGISTRATION	602-49450-308	60.0
MN VALLEY TESTING	677220	10/29/2013	TESTING	602-49450-310	146.2
MN VALLEY TESTING	677423	11/08/2013	TESTING	602-49450-310	111.2
MN VALLEY TESTING	677472	11/08/2013	TESTING	602-49450-310	221.4
MN VALLEY TESTING	677473	11/08/2013	TESTING	602-49450-310	124.8
MN VALLEY TESTING	677699	11/08/2013	TESTING	602-49450-310	194.2
MN VALLEY TESTING	678155	11/08/2013	TESTING	602-49450-310	111.2
MN VALLEY TESTING	678650	11/08/2013	TESTING	602-49450-310	221.4
MN VALLEY TESTING	678651	11/09/2013	TESTING	602-49450-310	124.8
MN VALLEY TESTING	679437	11/13/2013	TESTING	602-49450-310	146.2
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	602-49450-321	162.2
GOPHER STATE ONE CALL	81697	11/05/2013	LOCATES	602-49450-321	18.4
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	602-49450-326	37.9
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	602-49450-381	15,269.6
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	602-49450-382	353.4
MN ENERGY RESOURCES	4222768-6NOV	11/19/2013	SERVICE	602-49450-383	51.8
MN ENERGY RESOURCES	4335469-5NOV	11/19/2013	SERVICE	602-49450-383	16.3
MN ENERGY RESOURCES	4325313-7NOV	11/19/2013	SERVICE 4325313-7	602-49450-384	118.9
USA BLUE BOOK	186036	11/08/2013	MAINTENANCE	602-49450-404	441.1
ALDEN H. BACKMAN ESTATE	20131125	11/25/2013	MAINTENANCE	602-49450-404	90.0
EMPIRE BUILDING CONSTRUC	1708	11/18/2013	SERVICE -	602-49450-408	13,537.5
				Activity 49450 - Sewer Total:	**32,374.9**
				Fund 602 - SEWER Total:	**38,048.9**
Fund: 604 - ELECTRIC					
TELECOM FUND	20131119	11/19/2013	MONTHLY TRANSFERS-UTIL T	604-11500	86.8
SARAH BUTLER	20131119	11/19/2013	REFUND - STATEMENT CREDI	604-11500	49.4
RESCO	557387-00	11/22/2013	INVENTORY	604-14200	1,971.6
WESCO DISTRIBUTION, INC	598099	11/12/2013	PARTS & SUPPLIES	604-14200	310.3
BORDER STATES	906493331	11/12/2013	PARTS & SUPPLIES	604-14200	1,496.2
WERNER ELECTRIC	S7734275.001	11/08/2013	18248	604-14200	91.4
WERNER ELECTRIC	S7734275.002	11/08/2013	ELEC INVENTORY	604-14200	393.3
GRAYBAR ELECTRIC CO	969431670	11/05/2013	NEW CONSTR-NORTH INDUST	604-16300	47.1
WERNER ELECTRIC	S7729283.001	11/06/2013	NWIP PROJECT	604-16300	488.9
WERNER ELECTRIC	S7734275.002	11/08/2013	NESHAP RICE	604-16400	210.7
SUSAN SCHOPER & JEFF JURG	20131119	11/19/2013	REFUND UTILITY PREPAYMEN	604-22000	300.0
STACY MATHIS	20131126	11/26/2013	REFUND - UTILITY PREPAYME	604-22000	300.0
					5,746.0
Activity: 49550 - Electric					
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	604-49550-200	44.1
COTTONWOOD CO TREASURE	20131118	11/18/2013	DISPATCHING	604-49550-217	312.5
HP SUDS CLUB, LLC	20131119	11/19/2013	BILLING CONTRACT SERVICE	604-49550-217	231.2
HP SUDS CLUB, LLC	20131125	11/25/2013	BILLING CONTRACT SERVICE	604-49550-217	228.1
CENTRAL MINNESOTA MUNIC	4241	11/13/2013	POWER COST - TRANSMISSIO	604-49550-263	84,968.3
CENTRAL MINNESOTA MUNIC	4241	11/13/2013	POWER COST -ENERGY	604-49550-263	133,745.2
DEPARTMENT OF ENERGY	BFPB000801013	11/12/2013	ENERGY	604-49550-263	85,561.3
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	604-49550-321	192.9
GOPHER STATE ONE CALL	81697	11/05/2013	LOCATES	604-49550-321	18.4
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	604-49550-326	37.9
MARV GRUNIG	20131122	11/22/2013	CMMPA MEETINGS	604-49550-331	353.6
GRAYBAR ELECTRIC CO	969431670	11/05/2013	NEW CONSTR-NORTH INDUST	604-49550-333	12.7
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	604-49550-381	85.6
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	604-49550-382	17.0
HOMETOWN SANITATION SE	0000062308	11/08/2013	GARBAGE SERVICE	604-49550-384	84.7
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	604-49550-385	25.2
HY-VEE, INC.	20131119	11/19/2013	MERCHANDISE #62863	604-49550-404	3.5
CARQUEST AUTO PARTS STOR	20131106	11/06/2013	MAINTENANCE	604-49550-405	184.3
BRAD BUSSA	20131125	11/25/2013	CLEANING	604-49550-406	184.6
J. H. LARSON	S100527432.001	11/13/2013	MAINTENANCE	604-49550-408	9.0
WERNER ELECTRIC	S7671882.002	11/06/2013	SUPPLIES	604-49550-408	598.5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amoun
MN ENERGY RESOURCES	4355412-0NOV	11/19/2013	SERVICE 4355412-0	604-49550-409	68.2
GRAYBAR ELECTRIC CO	969431670	11/05/2013	NEW CONSTR-NORTH INDUST	604-49550-409	17.2
HOLT ELECTRIC	20131125	11/25/2013	LIGHTING REBATE	604-49550-450	551.0
CENTRAL MINNESOTA MUNIC	4258	11/13/2013	ASSESSMENT	604-49550-450	3,184.0
BANK MIDWEST	20131115	11/15/2013	NSF-EAGLES-UTIL & TEL	604-49550-480	1,117.7
BANK MIDWEST	20131122	11/22/2013	NSF-JOE SALZWEDEL UTIL & T	604-49550-480	196.0
BANK MIDWEST	2013RIGGERT	11/21/2013	NSF-CHELSIE RIGGERT UTIL, T	604-49550-480	110.5
WERNER ELECTRIC	S7624978.001	11/19/2013	LIGHTS FOR TORO	604-49550-480	232.4
				Activity 49550 - Electric Total:	**312,376.6**
				Fund 604 - ELECTRIC Total:	**318,122.7**
Fund: 609 - LIQUOR STORE					
Activity: 49751 - Liquor Store					
HAMCO DATA PRODUCTS	121519	11/19/2013	SUPPLIES	609-49751-200	135.7
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	609-49751-200	44.1
AH HERMEL COMPANY	396864	11/05/2013	MERCHANDISE	609-49751-217	68.9
ENVIROMASTER, INC	508358	11/07/2013	SERVICE	609-49751-217	40.8
WIRTZ BEVERAGE MN WINE	1080100297	11/08/2013	MERCHANDISE	609-49751-251	3,867.2
WIRTZ BEVERAGE MN WINE	1080105769	11/08/2013	MERCHANDISE	609-49751-251	2,814.6
SOUTHERN WINE & SPIRITS O	1093778	11/08/2013	MERCHANDISE	609-49751-251	1,648.2
JOHNSON BROS.	1704175	11/08/2013	MERCHANDISE	609-49751-251	1,626.3
JOHNSON BROS.	1710554	11/08/2013	MERCHANDISE	609-49751-251	1,147.5
PHILLIPS WINE & SPIRITS	2512531	11/08/2013	MERCHANDISE	609-49751-251	3,270.8
PHILLIPS WINE & SPIRITS	3516026	11/22/2013	CREDIT - MERCHANDISE	609-49751-251	-34.6
JOHNSON BROS.	598602	11/22/2013	CREDIT - MERCHANDISE	609-49751-251	-99.0
BEVERAGE WHOLESALERS	0479118	11/18/2013	MERCHANDISE	609-49751-252	7,604.9
WIRTZ BEVERAGE MN WINE	1080100298	10/29/2013	MERCHANDISE	609-49751-252	110.7
HAGEN BEVERAGE DIST. INC.	257912	11/19/2013	MERCHANDISE	609-49751-252	2,797.4
HAGEN BEVERAGE DIST. INC.	258128	11/22/2013	MERCHANDISE	609-49751-252	6,427.7
BEVERAGE WHOLESALERS	0479977	11/22/2013	MERCHANDISE	609-49751-253	3,304.5
WIRTZ BEVERAGE MN WINE	1080100297	11/08/2013	MERCHANDISE	609-49751-253	192.0
SOUTHERN WINE & SPIRITS O	1093779	11/08/2013	MERCHANDISE	609-49751-253	408.0
INDIAN ISLAND WINERY	1696	11/25/2013	MERCHANDISE	609-49751-253	232.3
JOHNSON BROS.	1704176	11/08/2013	MERCHANDISE	609-49751-253	860.1
JOHNSON BROS.	1704177	11/08/2013	MERCHANDISE	609-49751-253	26.0
JOHNSON BROS.	1710555	11/08/2013	MERCHANDISE	609-49751-253	1,614.6
PHILLIPS WINE & SPIRITS	2512532	11/08/2013	MERCHANDISE	609-49751-253	460.9
PHILLIPS WINE & SPIRITS	3515160	11/08/2013	MERCHANDISE	609-49751-253	-64.0
PHILLIPS WINE & SPIRITS	3515161	11/08/2013	MERCHANDISE	609-49751-253	-96.0
JOHNSON BROS.	598601	11/22/2013	CREDIT - MERCHANDISE	609-49751-253	-9.0
COCA-COLA BOTTLING COMP	0456541720	11/07/2013	MERCHANDISE	609-49751-254	457.4
WIRTZ BEVERAGE MN WINE	1080105769	11/08/2013	MERCHANDISE	609-49751-254	25.5
JOHNSON BROS.	1704176	11/08/2013	MERCHANDISE	609-49751-254	32.2
JOHNSON BROS.	1710555	11/08/2013	MERCHANDISE	609-49751-254	69.5
EXTREME BEVERAGE, LLC	221-1297	11/05/2013	MERCHANDISE	609-49751-254	67.0
AH HERMEL COMPANY	396864	11/05/2013	MERCHANDISE	609-49751-254	50.6
HAGEN BEVERAGE DIST. INC.	258128	11/22/2013	MERCHANDISE	609-49751-259	164.5
AH HERMEL COMPANY	396864	11/05/2013	MERCHANDISE	609-49751-261	84.5
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	609-49751-321	62.7
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	609-49751-326	90.6
WIRTZ BEVERAGE MN WINE	1080100297	11/08/2013	MERCHANDISE	609-49751-333	64.4
WIRTZ BEVERAGE MN WINE	1080105769	11/08/2013	MERCHANDISE	609-49751-333	72.7
SOUTHERN WINE & SPIRITS O	1093778	11/08/2013	MERCHANDISE	609-49751-333	25.9
SOUTHERN WINE & SPIRITS O	1093779	11/08/2013	MERCHANDISE	609-49751-333	14.8
JOHNSON BROS.	1704175	11/08/2013	MERCHANDISE	609-49751-333	21.0
JOHNSON BROS.	1704176	11/08/2013	MERCHANDISE	609-49751-333	28.8
JOHNSON BROS.	1710554	11/08/2013	MERCHANDISE	609-49751-333	16.5
JOHNSON BROS.	1710555	11/08/2013	MERCHANDISE	609-49751-333	65.6
PHILLIPS WINE & SPIRITS	2512531	11/08/2013	MERCHANDISE	609-49751-333	72.9
PHILLIPS WINE & SPIRITS	2512532	11/08/2013	MERCHANDISE	609-49751-333	11.2
PHILLIPS WINE & SPIRITS	3515160	11/08/2013	MERCHANDISE	609-49751-333	-1.6

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	3515161	11/08/2013	MERCHANDISE	609-49751-333	-1.60
AH HERMEL COMPANY	396864	11/05/2013	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	598602	11/22/2013	CREDIT - MERCHANDISE	609-49751-333	-1.60
CITIZEN PUBLISHING CO	20131105	11/05/2013	ADVERTISING	609-49751-340	133.00
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	609-49751-381	1,029.06
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	609-49751-382	17.02
MN ENERGY RESOURCES	4290426-8NOV	11/22/2013	SERVICE	609-49751-383	76.80
HOMETOWN SANITATION SE	0000062306	11/08/2013	GARBAGE SERVICE	609-49751-384	96.12
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	609-49751-385	25.20
GOPHER ALARMS	34175	11/05/2013	SERVICE	609-49751-404	51.30
				Activity 49751 - Liquor Store Total:	**41,327.74**
				Fund 609 - LIQUOR STORE Total:	**41,327.74**
Fund: 614 - TELECOM					
BERNECE SYKORA	20131119	11/19/2013	REFUND-STATEMENT CREDIT	614-11500	25.58
SHARLETT GLIDDEN	20131119	11/19/2013	REFUND - STATEMENT CREDI	614-11500	3.71
WILLIAM TOEWS	20131119	11/19/2013	REFUND - STATEMENT CREDI	614-11500	99.95
ELECTRIC FUND	20131119	11/19/2013	MONTHLY TRANSFERS-TEL TO	614-11500	615.02
JESSE DIAZ	20131119	11/19/2013	REFUND - STATEMENT CREDI	614-11500	20.68
CALIX	1044578	11/18/2013	NWIP - CAPITAL N-71	614-16300	1,506.84
					2,271.78
Activity: 49870 - Telecom					
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	614-49870-200	44.11
WINDOM TOWING CO	663580	11/19/2013	MAINTENANCE	614-49870-212	1,893.84
COTTONWOOD CO TREASURE	20131118	11/18/2013	DISPATCHING	614-49870-217	312.50
HP SUDS CLUB, LLC	20131119	11/19/2013	BILLING CONTRACT SERVICE	614-49870-217	231.25
JEREMY ROLFES	20131119	11/19/2013	INTERNET	614-49870-217	50.94
HP SUDS CLUB, LLC	20131125	11/25/2013	BILLING CONTRACT SERVICE	614-49870-217	228.12
POWER & TEL	5457090-00	11/19/2013	EQUIPMENT	614-49870-217	303.55
POWER & TEL	5465563-00	11/19/2013	EQUIPMENT	614-49870-217	115.87
INTERSTATE TRS FUND	82580711135	11/20/2013	ASSESSMENT FOR 499 -A FILI	614-49870-304	124.90
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	614-49870-321	348.96
GOPHER STATE ONE CALL	81697	11/05/2013	LOCATES	614-49870-321	18.48
HY-VEE, INC.	20131119	11/19/2013	MERCHANDISE #62863	614-49870-334	36.01
KDOM RADIO	KDOM0073131030641	11/19/2013	ADVERTISING-WINDOMNET	614-49870-340	299.03
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	614-49870-381	2,000.44
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	614-49870-382	14.55
HOMETOWN SANITATION SE	0000062309	11/08/2013	GARBAGE SERVICE	614-49870-384	73.92
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	614-49870-385	25.20
POWER & TEL	5457090-01	11/19/2013	EQUIPMENT	614-49870-402	291.45
BANK MIDWEST	2013RIGGERT	11/21/2013	NSF-CHELSIE RIGGERT UTIL, T	614-49870-408	37.41
SDN COMMUNICATIONS	120867	11/19/2013	SERVICE	614-49870-441	2,839.78
ONVOY VOICE SERVICES	131102008508	11/19/2013	SS7 SERVICE	614-49870-441	1,387.21
ONVOY VOICE SERVICES	131102010563	11/19/2013	SWITCH SERVICE	614-49870-441	4,525.96
AMERICAN FIBER SPLICING LL	1	11/06/2013	MAINTENANCE	614-49870-441	1,815.84
E-911	20131118	11/18/2013	911 SERVICE	614-49870-441	43.95
COGENT COMMUNICATIONS,	20131118	11/18/2013	SERVICE	614-49870-441	1,750.00
ZAYO BANDWIDTH	20131119	11/19/2013	SERVICE - 114184-002376	614-49870-441	3,244.40
CENTURY LINK	L040021021-13299	11/19/2013	CARRIER ACCESS BILLING	614-49870-441	93.66
BLUEHIGHWAYS	012-100313	11/12/2013	SUBSCRIBER	614-49870-442	252.45
BBC WORLDWIDE AMERICA I	060761	11/12/2013	SUBSCRIBER	614-49870-442	73.44
HUBBARD BROADCASTING IN	20131108	11/08/2013	SUBSCRIBER	614-49870-442	1,135.44
DISCOVERY DIGITAL NETWOR	20131118	11/18/2013	SUBSCRIBER	614-49870-442	129.04
DISH NETWORK	20131118	11/18/2013	SERVICE	614-49870-442	3,400.00
YOUNG BROADCASTING LLC	20131122	11/22/2013	SUBSCRIBER	614-49870-442	2,193.10
DISPLAY SYSTEMS INTERNATI	20407	11/18/2013	SERVICE	614-49870-442	163.88
KARE GANNETT CO., INC	242-1042	11/12/2013	SUBSCRIBER	614-49870-442	2,400.00
TOWER DISTRIBUTION COMP	338790	11/13/2013	SUBSCRIBER	614-49870-442	527.01
OWN	4341128	11/19/2013	SUBSCRIBER	614-49870-442	69.12
HUB TELEVISION NETWORKS	4341616	11/19/2013	SUBSCRIBER	614-49870-442	33.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amoun
GOLDEN WEST TECH & INT SO	131010442	11/19/2013	SUPPORT SERVICE	614-49870-448	194.4
NEW STAR SALES & SERVICE	41154	11/19/2013	COPIER MAINTENANCE	614-49870-451	37.4
NEUSTAR, INC.	L-0000009374	11/19/2013	SERVICE	614-49870-451	10.2
BANK MIDWEST	20131115	11/15/2013	NSF-EAGLES-UTIL & TEL	614-49870-480	138.3
BANK MIDWEST	20131122	11/22/2013	NSF-JOE SALZWEDEL UTIL & T	614-49870-480	37.9
BANK MIDWEST	2013RIGGERT	11/21/2013	NSF-CHELSIE RIGGERT UTIL, T	614-49870-480	41.7
NATIONAL CABLE TV COOP	SI-370203	11/19/2013	SMBS EQUIPMENT	614-49870-480	6,880.4
				Activity 49870 - Telecom Total:	**39,868.6**
Activity: 49980 - Debt Service					
BOND TRUST SERVICE CORP	20616	10/18/2013	2012B PRINCIPAL & INTEREST	614-49980-611	180,290.6
				Activity 49980 - Debt Service Total:	**180,290.6**
				Fund 614 - TELECOM Total:	**222,431.0**
Fund: 615 - ARENA					
Activity: 49850 - Arena					
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	615-49850-200	44.1
FERRELL GAS	1078771173	11/05/2013	FUEL	615-49850-212	161.3
CHEMPOINT.COM	NA00317220	11/18/2013	SUPPLIES-CHEMICALS	615-49850-216	2,179.3
JERRY'S REPAIR	7997	11/14/2013	SUPPLIES	615-49850-217	329.1
COCA-COLA BOTTLING COMP	0456541016	11/05/2013	MERCHANDISE	615-49850-254	123.0
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	615-49850-321	129.4
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	615-49850-326	96.6
KDOM RADIO	kdom0113131030637	11/08/2013	ADVERTISING-ARENA	615-49850-340	82.0
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	615-49850-381	6,842.2
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	615-49850-382	302.5
MN ENERGY RESOURCES	4070858-8NOV	11/22/2013	SERVICE	615-49850-383	1,371.7
HOMETOWN SANITATION SE	0000062310	11/08/2013	GARBAGE SERVICE	615-49850-384	130.8
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	615-49850-385	25.2
WINDOM PAINTING	20131120	11/20/2013	PAINT	615-49850-402	232.9
CARQUEST AUTO PARTS STOR	20131106	11/06/2013	MAINTENANCE	615-49850-404	8.0
CARQUEST AUTO PARTS STOR	20131106	11/06/2013	MAINTENANCE	615-49850-406	55.5
CENTURY BUSINESS PRODUCT	198233	11/13/2013	COPIES-ARENA PLANS	615-49850-439	9.8
I & S GROUP, INC.	22989	11/13/2013	ENGINEERING SERVICES	615-49850-439	2,310.0
				Activity 49850 - Arena Total:	**14,434.1**
				Fund 615 - ARENA Total:	**14,434.1**
Fund: 617 - M/P CENTER					
Activity: 49860 - M/P Center					
INDOFF, INC	2360992	11/08/2013	03550	617-49860-200	14.5
MANTRONICS MAILING SYSTE	31114	11/19/2013	SERVICE CONTRACT	617-49860-200	44.0
CONTROL TECHNOLOGY	1310438	11/05/2013	SUPPLIES	617-49860-217	138.3
HY-VEE, INC.	20131119	11/19/2013	MERCHANDISE #62863	617-49860-217	40.4
COCA-COLA BOTTLING COMP	0456541016	11/05/2013	MERCHANDISE	617-49860-254	143.9
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	617-49860-321	122.8
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	617-49860-326	37.9
CITIZEN PUBLISHING CO	20131105	11/05/2013	ADVERTISING	617-49860-340	318.8
KDOM RADIO	KDOM0563131030638	11/08/2013	ADVERTISING - COMMUNITY	617-49860-340	172.2
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	617-49860-381	1,020.8
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	617-49860-382	115.5
MN ENERGY RESOURCES	4271541-7NOV	11/19/2013	SERVICE 4271541-7	617-49860-383	620.3
ELECTRIC FUND	20131119A	11/19/2013	MONTHLY UTILITY & TELECO	617-49860-385	119.2
COLE PAPERS INC.	8917344	11/12/2013	MAINTENANCE	617-49860-406	148.4
				Activity 49860 - M/P Center Total:	**3,057.6**
				Fund 617 - M/P CENTER Total:	**3,057.6**
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0000143	11/15/2013	Federal Tax Withholding	700-21701	4,325.0
Internal Revenue Service-Payr	INV0000152	11/29/2013	Federal Tax Withholding	700-21701	9,388.7
Minnesota Department of Re	INV0000142	11/15/2013	State Withholding	700-21702	1,941.4
Minnesota Department of Re	INV0000151	11/29/2013	State Withholding	700-21702	4,043.8
Internal Revenue Service-Payr	INV0000144	11/15/2013	Social Security	700-21703	5,207.5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amoun
Internal Revenue Service-Payr	INV0000153	11/29/2013	Social Security	700-21703	10,778.36
MN Pera	INV0000146	11/29/2013	PERA	700-21704	11,798.19
MN Pera	INV0000147	11/29/2013	PERA	700-21704	4,509.72
MN Pera	INV0000148	11/29/2013	PERA	700-21704	576.48
Minnesota State Deferred	INV0000149	11/29/2013	Deferred Compensation	700-21705	5,550.00
Internal Revenue Service-Payr	INV0000141	11/15/2013	Medicare Withholding	700-21711	1,217.90
Internal Revenue Service-Payr	INV0000150	11/29/2013	Medicare Withholding	700-21711	3,043.88
SELECTACCOUNT	20131120	11/20/2013	FLEX SPENDING	700-21712	336.63
AFLAC	355621	11/18/2013	INSURANCE	700-21715	98.22
AFLAC	355621	11/18/2013	INSURANCE	700-21716	377.84
MN BENEFIT ASSOCIATION	20131120	11/20/2013	INSURANCE GROUP #351	700-21717	159.65
MN BENEFIT ASSOCIATION	20131120	11/20/2013	INSURANCE GROUP #351	700-21719	117.26
					63,470.71
				Fund 700 - PAYROLL Total:	**63,470.71**
				Grand Total:	**1,022,235.66**

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	18,252.80
211 - LIBRARY	3,112.65
225 - AIRPORT	35,478.79
230 - POOL	405.35
235 - AMBULANCE	1,122.34
250 - EDA GENERAL	7,051.04
252 - EDA SCDP	10,795.00
306 - 2013 STREET IMPROVEMENT	34,506.85
401 - GENERAL CAPITAL PROJECTS	190,571.00
406 - PIR	100.00
601 - WATER	19,946.87
602 - SEWER	38,048.94
604 - ELECTRIC	318,122.72
609 - LIQUOR STORE	41,327.74
614 - TELECOM	222,431.04
615 - ARENA	14,434.15
617 - M/P CENTER	3,057.61
700 - PAYROLL	63,470.71
Grand Total:	**1,022,235.60**

Account Summary

Account Number	Account Name	Payment Amount
100-41110-350	Printing & Binding	218.40
100-41110-491	Payments to Other Orga	2,168.36
100-41310-200	Office Supplies	56.99
100-41310-308	Training & Registrations	220.00
100-41310-321	Telephone	225.72
100-41310-326	Data Processing	37.95
100-41310-331	Travel Expense	184.75
100-41310-334	Meals/Lodging	5.75
100-41910-200	Office Supplies	73.10
100-41910-321	Telephone	50.94
100-41940-381	Electric Utility	444.15
100-41940-382	Water Utility	50.68
100-41940-383	Gas Utility	431.32
100-41940-384	Refuse Disposal	85.04
100-41940-385	Sewer Utility	75.60
100-41940-405	Repairs & Maint - Vehicl	18.00
100-41940-409	Repairs & Maint - Utilitie	111.60
100-42120-200	Office Supplies	65.80
100-42120-305	Medical & Dental Fees	80.00
100-42120-308	Training & Registrations	75.00
100-42120-321	Telephone	68.59
100-42120-326	Data Processing	81.40
100-42120-340	Advertising	111.00
100-42120-412	Rentals - Building	1,650.00
100-42120-419	Vehicle Lease	1,756.77
100-42120-480	Other Miscellaneous	112.22
100-42220-215	Materials & Equipment	258.00
100-42220-308	Training & Registrations	340.00
100-42220-321	Telephone	110.40
100-42220-322	Postage	19.70
100-42220-350	Printing & Binding	218.40
100-42220-404	Repairs & Maint - M&E	10.02
100-42220-405	Repairs & Maint - Vehicl	2.99
100-42220-480	Other Miscellaneous	48.09
100-42500-381	Electric Utility	20.19

Account Summary

Account Number	Account Name	Payment Amount
100-42700-217	Other Operating Supplie	67.14
100-43100-200	Office Supplies	96.16
100-43100-217	Other Operating Supplie	37.95
100-43100-303	Engineering and Surveyi	864.00
100-43100-321	Telephone	62.13
100-43100-381	Electric Utility	3,241.71
100-43100-382	Water Utility	14.67
100-43100-384	Refuse Disposal	320.33
100-43100-385	Sewer Utility	25.20
100-43100-404	Repairs & Maint - M&E	2,134.61
100-43100-405	Repairs & Maint - Vehicl	50.28
100-43100-480	Other Miscellaneous	50.00
100-45202-308	Training & Registrations	150.20
100-45202-381	Electric Utility	270.70
100-45202-382	Water Utility	1,178.27
100-45202-384	Refuse Disposal	1.56
100-45202-385	Sewer Utility	126.00
100-45202-480	Other Miscellaneous	74.97
211-45501-321	Telephone	31.34
211-45501-326	Data Processing	37.95
211-45501-350	Printing & Binding	21.00
211-45501-381	Electric Utility	308.46
211-45501-382	Water Utility	14.55
211-45501-383	Gas Utility	348.00
211-45501-385	Sewer Utility	25.20
211-45501-435	Books and Pamphlets	2,318.15
211-45501-480	Other Miscellaneous	8.00
225-45127-217	Other Operating Supplie	8.00
225-45127-321	Telephone	35.06
225-49950-500	Capital Outlay	35,435.73
230-45124-217	Other Operating Supplie	378.00
230-45124-381	Electric Utility	27.35
235-42153-200	Office Supplies	44.11
235-42153-217	Other Operating Supplie	415.10
235-42153-321	Telephone	107.15
235-42153-334	Meals/Lodging	183.07
235-42153-405	Repairs & Maint - Vehicl	372.91
250-46520-200	Office Supplies	126.00
250-46520-301	Auditing & Consulting Se	5,900.00
250-46520-321	Telephone	50.94
250-46520-331	Travel Expense	22.60
250-46520-350	Printing & Binding	79.50
250-46520-381	Electric Utility	33.90
250-46520-433	Dues & Subscriptions	434.20
250-46520-438	Meeting Expense	68.65
250-49950-500	Capital Outlay	335.25
252-46520-491	Payments to Other Orga	10,795.00
306-49950-500	Capital Outlay	34,506.85
401-49950-502	Capital Outlay - Fire	190,571.00
406-41000-480	Other Miscellaneous	100.00
601-16300	Improvements Other Th	2,633.05
601-16400	Machinery & Equipment	3,400.00
601-49400-200	Office Supplies	44.11
601-49400-216	Chemicals and Chemical	2,708.65
601-49400-217	Other Operating Supplie	771.87
601-49400-303	Engineering and Surveyi	342.00
601-49400-321	Telephone	70.18
601-49400-340	Advertising	363.80

Account Summary

Account Number	Account Name	Payment Amount
601-49400-381	Electric Utility	3,421.69
601-49400-382	Water Utility	14.08
601-49400-383	Gas Utility	597.40
601-49400-384	Refuse Disposal	85.04
601-49400-385	Sewer Utility	25.20
601-49400-386	Landfill	2,530.13
601-49400-408	Repairs & Maint - Distrib	2,939.67
602-16300	Improvements Other Th	2,274.00
602-16400	Machinery & Equipment	3,400.00
602-49450-200	Office Supplies	44.11
602-49450-217	Other Operating Supplie	771.87
602-49450-308	Training & Registrations	60.00
602-49450-310	Lab Testing	1,401.40
602-49450-321	Telephone	180.74
602-49450-326	Data Processing	37.95
602-49450-381	Electric Utility	15,269.66
602-49450-382	Water Utility	353.40
602-49450-383	Gas Utility	68.19
602-49450-384	Refuse Disposal	118.93
602-49450-404	Repairs & Maint - M&E	531.19
602-49450-408	Repairs & Maint - Distrib	13,537.50
604-11500	Accounts Receivable	136.31
604-14200	Inventory	4,262.96
604-16300	Improvements Other Th	536.03
604-16400	Machinery & Equipment	210.73
604-22000	Prepayments	600.00
604-49550-200	Office Supplies	44.11
604-49550-217	Other Operating Supplie	771.89
604-49550-263	Merchandise for Resale	304,274.98
604-49550-321	Telephone	211.44
604-49550-326	Data Processing	37.95
604-49550-331	Travel Expense	353.69
604-49550-333	Freight and Express	12.75
604-49550-381	Electric Utility	85.64
604-49550-382	Water Utility	17.02
604-49550-384	Refuse Disposal	84.75
604-49550-385	Sewer Utility	25.20
604-49550-404	Repairs & Maint - M&E	3.56
604-49550-405	Repairs & Maint - Vehicl	184.33
604-49550-406	Repairs & Maint - Groun	184.60
604-49550-408	Repairs & Maint - Distrib	607.56
604-49550-409	Repairs & Maint - Utilitie	85.52
604-49550-450	Conservation	3,735.00
604-49550-480	Other Miscellaneous	1,656.70
609-49751-200	Office Supplies	179.84
609-49751-217	Other Operating Supplie	109.79
609-49751-251	Liquor	14,241.15
609-49751-252	Beer	16,940.85
609-49751-253	Wine	6,929.57
609-49751-254	Soft Drinks & Mix	702.37
609-49751-259	Non- Alcholic	164.55
609-49751-261	Other Merchandise	84.54
609-49751-321	Telephone	62.76
609-49751-326	Data Processing	90.62
609-49751-333	Freight and Express	393.20
609-49751-340	Advertising	133.00
609-49751-381	Electric Utility	1,029.06
609-49751-382	Water Utility	17.02

Account Summary

Account Number	Account Name	Payment Amount
609-49751-383	Gas Utility	76.80
609-49751-384	Refuse Disposal	96.12
609-49751-385	Sewer Utility	25.20
609-49751-404	Repairs & Maint - M&E	51.30
614-11500	Accounts Receivable	764.94
614-16300	Improvements Other Th	1,506.84
614-49870-200	Office Supplies	44.11
614-49870-212	Motor Fuels	1,893.84
614-49870-217	Other Operating Supplie	1,242.23
614-49870-304	Legal Fees	124.90
614-49870-321	Telephone	367.44
614-49870-334	Meals/Lodging	36.01
614-49870-340	Advertising	299.03
614-49870-381	Electric Utility	2,000.44
614-49870-382	Water Utility	14.55
614-49870-384	Refuse Disposal	73.92
614-49870-385	Sewer Utility	25.20
614-49870-402	Repairs & Maint - Struct	291.45
614-49870-408	Repairs & Maint - Distrib	37.41
614-49870-441	Transmission Fees	15,700.80
614-49870-442	Subscriber Fees	10,376.74
614-49870-448	On-Call Support	194.44
614-49870-451	Call Completion	47.66
614-49870-480	Other Miscellaneous	7,098.46
614-49980-611	Bond Interest	180,290.63
615-49850-200	Office Supplies	44.11
615-49850-212	Motor Fuels	161.38
615-49850-216	Chemicals and Chemical	2,179.31
615-49850-217	Other Operating Supplie	329.18
615-49850-254	Soft Drinks & Mix	123.01
615-49850-321	Telephone	129.42
615-49850-326	Data Processing	96.62
615-49850-340	Advertising	82.00
615-49850-381	Electric Utility	6,842.26
615-49850-382	Water Utility	302.55
615-49850-383	Gas Utility	1,371.74
615-49850-384	Refuse Disposal	130.88
615-49850-385	Sewer Utility	25.20
615-49850-402	Repairs & Maint - Struct	232.99
615-49850-404	Repairs & Maint - M&E	8.08
615-49850-406	Repairs & Maint - Groun	55.58
615-49850-439	Special Projects	2,319.84
617-49860-200	Office Supplies	58.61
617-49860-217	Other Operating Supplie	178.77
617-49860-254	Soft Drinks & Mix	143.91
617-49860-321	Telephone	122.83
617-49860-326	Data Processing	37.95
617-49860-340	Advertising	491.09
617-49860-381	Electric Utility	1,020.87
617-49860-382	Water Utility	115.52
617-49860-383	Gas Utility	620.32
617-49860-385	Sewer Utility	119.29
617-49860-406	Repairs & Maint - Groun	148.45
700-21701	Federal Withholding	13,713.80
700-21702	State Withholding	5,985.26
700-21703	FICA Tax Withholding	15,985.88
700-21704	PERA Contributions	16,884.39
700-21705	Retirement	5,550.00

Account Summary

Account Number	Account Name	Payment Amount
700-21711	Medicare Tax Withholdi	4,261.78
700-21712	Flex Account	336.63
700-21715	Individual Insurance-Afla	98.22
700-21716	Individual Insurance-Afla	377.84
700-21717	Individual Insurance-MB	159.65
700-21719	Individual Insurance-MB	117.26
	Grand Total:	**1,022,235.60**

Project Account Summary

Project Account Key		Payment Amount
None		803,596.30
2012BInt		180,290.63
Construction		210.73
Distribution		47.12
Expense		2,319.84
HangarExp		35,435.73
SignExpense		335.25
	Grand Total:	**1,022,235.60**

11/27/13