

**Council Meeting**  
**Tuesday, November 19, 2013**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order  
Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes–November 5, 2013
2. Consent Agenda
  - Minutes
    - HRA Minutes – January – September 2013
    - Revised Street Committee – August 14, 2013
    - Library Board – November 12, 2013
    - EDA Commission – November 13, 2013
3. Department Heads
4. Public Hearings
  - 2013 Miscellaneous Special Assessments
  - 2013 Street Improvement Project Assessments
5. License Applications
  - Liquor License Renewals
    - Eagles Club (includes contiguous outdoor area)
    - Sunbowl
    - Phat Pheasant Pub (includes contiguous outdoor area)
    - River City Eatery
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization
    - China Restaurant
      - Wine On-Sale
      - Beer On-Sale
      - Strong Beer Authorization
6. Economic Development Authority
  - Resolution Opening Platted Streets – North Windom Industrial Park
  - TIF 1-16 Inter-Fund Loan
  - TIF 1-6 Decertification
  - TIF 1-13 Transfer of Tax Increment Proceeds
7. Second Reading - Ordinance Amending Section 93.27 Animals
8. Expert T Billing Agreement
9. New Business
10. Old Business
11. Regular Bills

12. Contractor Payments

- Airport Large Hangar - Empire Building - \$35,435.73
- 2013 Street Project – Sidewalks – BKC Construction, Inc. - \$27,445.50

13. Council Concerns

14. Adjourn

**Regular Council Meeting  
Windom City Hall, Council Chamber  
November 5, 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 and Jordan Bussa,  
Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Fossing second by Cooley to approve the City Council minutes from  
October 15, 2013. Motion carried 4 – 0 (Ray absent).**

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Economic Development Authority – October 14, 2013
- Arena Building Committee – October 15, 2013 & October 29, 2013
- Telecommunications Commission – October 15, 2013
- Community Center Commission – October 28, 2013
- Street Committee – October 30, 2013
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**Motion by Cooley second by Powers to approve the receipt of minutes from Boards  
and Commissions. Motion carried 4 – 0 (Ray absent).**

6. Department Heads:

None.

7. Arena Building Committee Recommendation:

Nasby said there is a memorandum in the packet with the Arena Building Committee's recommendation as they have completed the tasks they were charged with for this phase of the project. The Committee is not planning on additional meetings at this time, unless there are issues the City Council needs clarified. The recommendation is for a new 1.5 ice sheet facility to be constructed next to the Windom Community Center.

Jones asked if action was needed. Nasby replied that the committee was formed by the Council and that group was simply reporting their findings back to the City Council so no formal action is needed on the recommendation and future action would be the prerogative of the City Council.

Jones said that he would like a discussion of capital projects and priorities. Fossing agreed. Maricle replied that a discussion on these capital projects could be done during the upcoming budget workshop.

8. Resolutions Supporting the Submission of Grant Applications – Assistance to Firefighters Grant:

Nasby said that this is the federal FEMA Assistance to Firefighters grant and that the City is planning two applications for the next funding round. One is for replacement of the Fire Department's pumper truck which is scheduled for 2014 and the second application is for defibrillators and a power lift unit for the Ambulance Department. Both applications would require a five percent match. The match would come from the City's general fund for the Fire Department and from the Ambulance reserve funds for the other application.

Fossing asked if the pumper was the rescue/pumper unit the Fire Department had discussed at the last meeting. Nasby replied that this is a different truck and the rescue/pumper unit is still being looked at being replaced with the funds coming from equipment bonds.

**Council member Fossing introduced the Resolution No. 2013-69, entitled "RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE "ASSISTANCE TO FIREFIGHTERS" GRANT PROGRAM ON BEHALF OF THE WINDOM FIRE DEPARTMENT" and moved its adoption. The resolution was seconded by Powers and on roll call vote: Aye: Cooley, Powers, Jones and Fossing. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

**Council member Powers introduced the Resolution No. 2013-70, entitled "RESOLUTION SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE "ASSISTANCE TO FIREFIGHTERS" GRANT PROGRAM ON BEHALF OF THE WINDOM AMBULANCE SERVICE" and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Powers, Fossing, Jones and Cooley. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

9. HGACBuy Cooperative Purchasing Agreement:

Nasby said that the Fire Department had been working on specifications and the purchase of the rescue\pumper truck. Several of the vendors noted that the purchase could be made from a joint purchasing contract. The Minnesota State administrative joint purchasing contract does not have fire trucks on the contract, however; the HGACBuy cooperative purchasing agreement would be an option. Nasby noted that HGACBuy is based out of Texas and he had questions about the ability to use that type of joint purchasing in Minnesota. The League of Minnesota Cities (LMC) was contacted about the matter and the response was positive and HGACBuy is eligible to be used in Minnesota. Nasby said the information from the LMC attorney was included in the Council packet for background. Nasby said the Fire Department has not made their recommendation on this yet, but wanted Council approval of the HGACBuy cooperative purchasing agreement as an option if it could save money.

**Motion by Cooley second by Jones to approve the City of Windom becoming a member of the HGACBuy Cooperative Purchasing Agreement. Motion carried 4 – 0 (Ray absent)**

10. Resolution Calling for A Public Hearing for the 2013 Miscellaneous Special Assessments:

Nasby said this hearing is for special assessments to be charged for city provided services such as grass mowing that remains unpaid by property owners. He noted that the City has to go through the same process as other assessment projects and the maximum to be assessed here is about \$700, which includes publication costs.

**Council member Jones introduced the Resolution No. 2013-71, entitled “RESOLUTION DECLARING THE COSTS TO BE ASSESSED, ORDERING THE CITY ADMINISTRATOR TO PREPARE AN ASSESSMENT ROLL, AND CALLING FOR A PUBLIC HEARING FOR THE “2013 MISCELLANEOUS SPECIAL ASSESSMENTS”” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Powers, Fossing, Jones and Cooley. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

11. First Reading – Ordinance Amending Section 93.27 Animals:

Nasby said that there is a new group in the community that is organizing similar to a humane society and they would like the opportunity to adopt out unclaimed pets from the City impound. Currently the 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 Fossing 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).**

## Preliminary

Nasby noted that an ordinance requires two readings and is then effective upon publication in the newspaper. Due to the newspaper's deadlines ordinances are typically effective a week after they are approved by the City Council. To speed up this process he said the ordinance publication could be done the day following the City Council meeting, but this would mean the information would have to already be at the publisher prior to passage. As there is an urgency to enable this animal adoption language he asked if the Council would agree to have this ordinance published as soon as possible. Consensus of the Council that the ordinance could be provided to the newspaper prior to the second reading.

### 12. Windom Area Hospital – Legal Matter:

Maricle noted that there is a closed session for Attorney-Client privilege and after that there may be action on a settlement.

**Motion by Jones second by Powers to close the session. Motion carried 4 – 0 (Ray absent).**

Session was closed at 8:25 p.m.

Session was reconvened at 8:43 p.m.

**Motion by Powers second by Jones to approve a settlement between the City of Windom and a former employee as presented. Motion carried 4 – 0 (Ray absent).**

### 13. New Business:

None.

### 14. Old Business:

Maricle suggested setting November 12<sup>th</sup> for the City Council capital budget meeting. Consensus of the City Council to set November 12, 2013 for the capital budget meeting at 6:00 p.m.

Jones said that the City\County\School District joint meeting would be coming up. Nasby said the preliminary date is November 18<sup>th</sup>.

### 15. Regular Bills:

Maricle noted that the regular bills were sent out in a second packet and asked if there were any questions.

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

16. Resolution Receiving Feasibility Report and Calling for a Public Hearing – 7<sup>th</sup> Avenue Extension:

Bruce Caldwell, Streets& Parks Superintendent and Dennis Johnson, Wenck Associates introduced themselves.

Caldwell said the Street Committee met to discuss this project and is recommending the acceptance of the report and setting the public hearing.

Jones said that he sees both a concrete and bituminous option. Why are both options presented, if the decision of the Council is to go with concrete streets. He also thinks the charge for the assessments should reflect the concrete prices if that is the City's preference.

Powers said the Street Committee recommended bituminous for this as it is a small extension to an existing bituminous street. Caldwell said the report simply states the costs for both options.

Jones asked if the storm sewer should be assessed. Johnson said that in past projects he recalls that the City has paid for storm sewer, but this needs to be checked. Jones asked if this would be included in the street section. Johnson said that it would be part of the street work. Jones asked what portion of storm sewer was typically included in assessments. Johnson said it varies by project.

Caldwell said that extra storm sewer work or capacity may be needed as this street could access land for additional development and then the City would have a cost to assume for this oversizing.

Jones asked if the water and sanitary sewer were in place. Johnson replied that was completed in 2003.

**Council member Powers introduced the Resolution No. 2013-72, entitled “RESOLUTION RECEIVING THE FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING FOR HOFFMAN-LACANNE SUBDIVISION STREET IMPROVEMENT PROJECT” and moved its adoption. The resolution was seconded by Fossing and on roll call vote: Aye: Fossing, Jones, Cooley and Powers. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.**

17. 2013 Street Project Update:

Johnson said that the project is nearly completed and the last of the driveways were poured. The contract terms were for 100 working days and not the 80 days he previously reported. There was a discrepancy in the contract language.

Jones said he saw in the Street Committee minutes that the crews were pulled off to make some water main repairs and asked if that counted towards the working days. Johnson said it should not as the contractor could have declined to do the water main work. The notice

## Preliminary

to proceed for the project was dated May 15<sup>th</sup> and with 100 working days the contract end would be October 30.

Jones asked if the project scale was too large. Johnson said it was twice the size of a typical street project. Caldwell noted that the contractors left town for a number of days and if they would have stayed the project would have been completed on time.

Cooley said that 6<sup>th</sup> Avenue was left in a gravel state too long.

Jones asked about the number of non-working days or “rain days”. Johnson said there were eight rain days. Fossing asked who makes the decision if it is a non-working “rain day”. Johnson said that they go according to MN DOT working days. Jones noted that the decision of a rainy day would be up to the engineer. Johnson said that is a gray area on who decides and what work, if any can still be done on a rainy day. Cooley said that there should be a definition of rain day as the contractors probably did some work on these days.

Jones said that he is in favor of having a completion date specified versus a set number of working days and felt this would be clearer. If the contractors did leave town for a number of days he thinks the Council should impose penalties for the work not done on time.

Johnson said that a settlement on penalties would be decided in an arbitration hearing if the contractor fights the City’s imposition of penalties. Fossing said that he sees at least 5-6 days at the \$2,000 per day penalty. Jones noted that if the contract were correct to have stated the 80 working days rather than the 100 working days then the penalty would be \$40,000 higher.

### 18. Contractor Payments:

Maricle said that there was a request from Holtmeier Construction for the North Windom Industrial Park in the amount of \$29,626.22. Johnson said this project was close to completion and all the seeding had been done.

**Motion by Jones second by Fossing to approve the payment to Holtmeier Construction for the North Windom Industrial Park in the amount of \$29,626.22. Motion carried 4 – 0 (Ray absent).**

Maricle noted there was a revised pay request for Kuechle Underground, Inc. for the 2013 Street project and the revised amount is \$806,276.57.

Maricle asked about the amount of retainage on this project. Nasby replied that the current retainage amount is about \$192,000.

Jones asked if the City Council can withhold monies for liquidated damages on this payment or retainage. Schramel and Johnson said that it could be withheld from either payment.

**Motion by Powers second by Jones to approve the payment for Kuechle Underground, Inc. for the 2013 Street project for \$806,276.57. Motion carried 4 – 0 (Ray absent).**

19. Council Concerns:

Cooley said that he agreed with the comments on the Street Project and more details need to be specified in future agreements.

Nasby reminded the City Council that the State House Bonding hearing for the Arena project is scheduled for November 7<sup>th</sup> at 5:30 p.m. at the Worthington MN West Campus and encouraged the Council to attend.

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

20. Adjourn:

**Maricle adjourned the meeting by unanimous consent at 9:17 p.m.**

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Corey Maricle, Mayor

Attest: \_\_\_\_\_  
Steve Nasby, City Administrator

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

January 9, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, January 9, 2013, in the Riverview Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola, Jens Hansen; Liaisons, none assigned (RV). Others Present: DeeAnna Bakken (Executive Director), Emily Cenzano (Windom HRA Staff), Donna Diekmann, Marilyn Sudenga, and James Bartlow.

The consent agenda was approved (Hansen/McDonald) which included the minutes of the previous meetings, the utility report, the bills report and the balance report with updates of all accounts.

The meeting then proceeded with the discussion of old business:

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1. Minnesota Prairie Housing Consortium update: This is still on hold until the State HUD "approval" is complete. We must continue to work under the management contract.
2. Windom HRA update: No major change from previous meeting- Additional billing under the management contract will need to be completed for October, November, December, January and February.
3. The PILOT payment reduction request: No major change from previous meeting- Steve Nasby provided the original agreement with the city dated from 1969. Our current rate is 10% and State statute is 5%. The HRA will speak with Gail Bondhus from the County Assessor's Office in the future regarding this topic.
4. HUD Litigation Update: No major change from previous meeting- 382 HRA's in 48 states are participating in the lawsuit and the lawsuit has now been officially filed.
5. Parking lot update: The 2010 CFP funds (\$9,600) were moved to operating and the 2010 grant was closed out.
6. Billing from Wenck and Associates: We continue to contact them and request the necessary contracts in order to provide payment on the bills received. No contracts have been provided.
7. Fire Extinguishers: 5 new fire extinguishers were installed at Hillside Manor, as requested by the City.
8. Staffing: An ad is currently running in the Cottonwood County Citizen through 1-14-2013 for a temporary employee who will work for 10 weeks. Jackson and Mountain Lake staff will come once a week to help with certain key functions.
9. Board Member: Mr. Hartman's term expired 12/31/2012 and he declined to renew. The Board requested that DeeAnna draft a letter to the Mayor regarding a new appointee being needed.
10. Riverview Tenant Board Liaison: The previous liaison resigned in December. A notice was posted in the December Newsletter and in the elevators at Riverview and two volunteers stepped forward (James Bartlow and Debra Jones). The board approved (McDonald/Jaakola) the appointment of James Bartlow as the new Riverview Tenant Liaison for the Board.
11. Resigning Board Member: In the past the Board has thanked outgoing board members (that gave advanced notice) with a cake and coffee reception one hour prior to their final board meeting. It was suggested that a card of thanks and/or letter of appreciation could also be an option.

New business consisted of:

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1. New Monthly Report Format: A new Excel workbook has been created for easier tracking of: re-certifications, applications, vacancy, warning letters, balances due, 14 day evictions, tenant complaints, 30 day evictions, zero income, housekeeping, utility report, animals, EID, and community service. The Executive Director will track all the information and the Board will not see the actual document because of data privacy regulations.
2. Maintenance Wage Report: This report is due by 1-30-2013 and will be brought to the Board during the February meeting.
3. Upcoming Reports: The ED will be working on the following in the coming month(s)—EPIC (Energy Performance) reports, Section 3 reports, CFP 2010 close out report, retirement paperwork, work with staff to complete all CFP's, work with payroll to get all W-2's out. Three additional reports were turned in to HUD in the last 30 days as well.
4. Capital Fund Planning:
  - a. CFP 11: the majority of the funds remaining will be used on the parking lot project.
  - b. CFP 12: there is an option to move a portion of 2013 funds to 2012 to cover the cost of a new water heater.

- c. CFP 13: there will be approximately \$70,000 of unobligated funds because of reallocating monies in 2011 and 2012 for necessary projects.
  - d. It was requested that the Board review Years 1-5 prior to the February meeting and bring back suggestions for changes/updates.
5. Other project updates:
- a. Wi-Fi: waiting for iCitizen to set an appointment to fix the router, e-mails and phone calls have not been returned.
  - b. Mailboxes: this project will likely be on hold until the new office remodel.
  - c. Ceiling Fans: we currently have one bid and will continue to try and obtain one more. Due to the wiring concern this will be a project that needs to be completed sooner than later.
  - d. Snow Removal: Only one bid was received (Scott's Snow Removal), one contractor declined when a bid was requested (Ag Builders) and the other never returned phone calls (Split Rock Landscaping). Scott's Snow Removal was used once in December and was informed that he would be our contractor again for the year.
  - e. AT&T Antenna: a site visit was made by the contractors and the ED accompanied them on the roof. The fiber optics drilling is underway and the project is moving forward.
  - f. Rental Rehab:
    - i. An ad was placed in the Citizen accepting applications for the loan program. At this time the ad will run for one week and interest will be gaged to see if the ad should be ran again.
    - ii. The application process is not clear and responsibility of tasks needs to be reviewed with the City. Windom Staff will contact the Windom EDA (Mary Hensen) to discuss prior practice.
6. Windom Electrical Rates: A letter was received for both Riverview and Hillside. The meters that are used for our general purpose areas will now be billed at the commercial rate. The meters that are used for each apartment will remain at the residential rate. This will increase our electric bill for 2013.
7. Tenant Meetings—January 16<sup>th</sup> with Riverview, February-Hillside.
8. The upcoming board meetings are scheduled for: Wednesday, February 13, 2013 at 4:00 pm and March 13, 2013.
9. Other Business:
- a. Johnson Control Visit: Johnson Control out of Sioux Falls was asked to come and review our boiler heat system. They did a thorough inspection of the equipment and pipes at both buildings and in numerous apartments. They recommended utilizing the local company Elite Mechanical for cost efficiency purposes.
  - b. Stove/Refrigerator Concerns: tenants at Riverview were concerned with the lack of a refrigerator and second stove in the community kitchen. The items were removed and placed into an apartment for a new move-in when it was discovered that the items ordered were on back order and it was vital to complete the new move-in.
  - c. Community Room Camera: it was requested to add a camera in the Riverview Community Room. This could possibly be added to the Capital Plan.

With no further business, the meeting was adjourned at 5:18 p.m. (Hansen/McDonald).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

February 13, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, February 13<sup>th</sup>, 2013, in the River View Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola and Jens Hansen. Liaisons, Jim Bartlow (RV), Audrey Knuth (HS) and Brad Powers (City).

The consent agenda was approved (Jaakola/Hansen) which included the minutes of the previous meetings, the asset management report, the utility report, the bills report and the balance report with updates of all accounts.

The meeting then proceeded with the discussion of old business:

1. Minnesota Prairie Housing Consortium update: Still on hold until the DC HUD office "approves" us to move forward.
2. Windom HRA update: Will have additional billing for O,N,D,J,F as per management contract.
3. The PILOT payment: City Administrator Steve Nasby gave us a copy of the original agreement showing the 10%. Still plan to start the conversation with Gail Bondhus from the County Assessor's office before bringing it to the Mayor and Council. Lower priority items is on hold for now.
4. HUD litigation: Suit has been officially filed with 382 agencies representing 48 states participating.
5. The director has spoken with City Administrator to be included in the bidding for the City street project understanding that we will need a separate bid/contract.
6. The board approved (McDonald/Jaakola) to authorize the Chairman to sign the contract with Wenck and Associates in the amount of \$6,000 for the services connected with the parking lot addition.
7. Our new temporary office staff started on 1/24/13 and is working from 8-2:30 M-F until the 5<sup>th</sup> of April.
8. The director delivered a letter to the Mayor requesting a new board member for the HRA.
9. The administrative staff are finding the new workbook tool to be very useful and it helps the director stay in touch with what's taking place on new level.

New business consisted of:

1. CFP 2010/2011/2012 – the board approved (McDonald/Hansen) to accept the bid for the new water heater from Adrian's plumbing and also approved (McDonald/Jaakola) to pay for the item with the 2012 CFP money. The board and director reviewed some priorities for the 2013 projects and also were brought up to date on the three above open grants statuses.
2. The board approved (Hansen/McDonald) the Maintenance Wage Rates as approved by the HUD office for the coming year.
3. The director shared the update from the DOC (Department of Corrections) regarding restitution owed by the juvenile that broke into the office last year.
4. Updates included: Wi-Fi is in and should be working in both buildings in the common areas. Both liaisons said they would check the status and let the office know if there were any problems that they became aware of. Mail boxes are on hold to determine when/if the office move would still take place and where it would end up on the priority list. The office is still trying to find additional bids for the ceiling fans and will then bring them all to the board for the next action. The office is not attempting to find additional

bids for the snow removal and is continuing to use the only one that turned in a bid. The AT&T antenna work has been complete except for the asphalt patching that will be completed after the spring thaw.

5. The board approved (Jaakola/McDonald – Hansen voted opposed but the motion carried) the two applications received for the residential rental rehab program. The director reviewed the process for the applications and appreciates the EDA's partnership in the processing of the paperwork. Each board member received a copy of the process. The board requested that the advertisement be run again.
6. The next resident meetings are: Riverview 3/26 and Hillside 2/19.
7. The upcoming board meetings are scheduled for: Wednesday, March 13<sup>th</sup> and April 10<sup>th</sup>.

With no further business, the meeting was adjourned at 5:14 p.m. (McDonald/Hansen).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

March 13, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, March 13<sup>th</sup>, 2013, in the River View Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola and Jens Hansen. Liaisons, Jim Bartlow (RV), Audrey Knuth (HS) and Brad Powers (City).

The consent agenda was approved (Hansen/McDonald) which included the minutes of the previous meetings, the utility report, the bills report and the balance report with updates of all accounts.

The meeting then proceeded with the discussion of old business:

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1. Minnesota Prairie Housing Consortium update: Still on hold until we're approved to move forward. No change.
  2. Windom HRA update: Will have additional billing for O,N,D,J,F,M as per management contract. No change.
  3. The PILOT payment: City Administrator Steve Nasby gave us a copy of the original agreement showing the 10%. Still plan to start the conversation with Gail Bondhus from the County Assessor's office before bringing it to the Mayor and Council. No change.
  4. Parking lot update – the director spoke with the City Administrator to be certain we would be included in the bidding that takes place this month. She also spoke with Wenck and asked for our own contract with a "by or before August 1<sup>st</sup>" clause in it.
  5. Wenck billing update – the Chairman has signed the needed contract and the director has asked them to clarify their invoices to identify project and amount per project and then will make payments.
  6. Erin has been working 30 hours per week and will continue to do so until 4/5/13. Emily will return 4/1/13 and will be back at 40 hours upon her return.
  7. The director delivered a letter to the Mayor requesting a new board member for the HRA. No change.
- New business consisted of:
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1. The director and the Mountain Lake director has proposed a new pet policy that the board approved to be distributed to the tenants. The office will be soliciting comments for the next 30 days and the board will review comments submitted at the next board meeting. At that point, the board will approve or modify the policy and then it will become effective 6/1/13.
2. As members of National and Regional NAHRO, the WHRA has 6 spots it can fill. The director included both staff and a few board members so they should be aware that they will be receiving possible emails and ballots for all upcoming elections.
3. The director reported the proposed funding levels (73% of needs for public housing and 69% for Section 8) if the sequestration goes through. The outlook from HUD is bleak.
4. Maintenance staff Flock will be attending the Working Together Conference in April and the office staff will be attending the NAHRO conference in May.
5. The board approved (Hansen/Jaakola) to leave the kitchen unlocked 24/7 from here forward. The wi-fi is working in the community room for the tenants and the director was asked to lock up the wi-fi in a cupboard so that will not be tampered with.
6. The board approved (McDonald/Hansen) for the City Attorney to begin the foreclosure process on the Richardson's account.

7. CFP 2010/2011/2012 – the director submitted the 2010 close out however we have a new CFP rep and they want modifications done to it. The director will resubmit within the next month. The modifications for the 2012 CFP has been submitted and upon completion of the water heater, the close out will be sent for that one as well.
8. The 2 residential rehab loan have requested funds and are beginning projects.
9. The last Hillside tenant meeting had 14 follow up items and two tenants came to the director with 2 items they wanted discussed with the board. Some time back it was (apparently) agreed to provide a locked suggestion box with the board members being the only one with access. The board voted NOT to allow for such lock box to be in either building as they agreed that complaints are to come to the office staff first and they are to be allowed to handle issues before the board is included. The second issue was the process of the board liaisons for each building and how to have them replaced. It was agreed that each December, the staff would put notice out to all tenants in both buildings that the board will be looking for volunteers and they would be appointed at each January meeting. Another item that came up during discussions was that we don't have a process for new carpet or paint in units of long term tenants. During the discussion it was acknowledged that when the staff are looking at new options for our turnover units (flooring options) they will be addressing a policy for unit changes. The board asked the director to identify how many tenants have been in their units for 10 years or more for the next board meeting.
10. The next resident meetings are: Riverview 3/26 and Hillside 2/19.
11. The upcoming board meetings are scheduled for: Wednesday, April 10<sup>th</sup> and May 8<sup>th</sup>.

The meeting was closed at 5:14 for employee negotiations and reopened at 5:51 with adjournment following.

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

April 16, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Tuesday, April 16, 2013, in the Riverview Apartments Community Room; rescheduled from Wednesday, April 10, 2013 due to weather conditions.

Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola, Jens Hansen, Darris Snelling; Liaisons, Jim Bartlow (RV), Audrey Knuth (HS). Others Present: DeeAnna Bakken (Executive Director), Emily Cenzano (Windom HRA Staff), Leanna Lundquist, Marilyn Sudenga, Nelda Anderson, Mardel Jonson, Ronda Koch, and Pandora Stolen.

The consent agenda was approved (Snelling/McDonald) which included the minutes of the previous meetings, the utility report, the bills report and the balance report with updates of all accounts.

The meeting then proceeded with the discussion of old business:

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1. Minnesota Prairie Housing Consortium update:
  - a. The HUD office has sent a letter to Jackson, Mountain Lake and Windom with eight areas of concern that need to be addressed by each HRA.
  - b. Prior to the receipt of the letter, the Mountain Lake HRA decided to withdraw from the Consortia until their director retires.
  - c. Three main options were discussed in moving forward: discontinue the formulation of the consortia, continue under the management contract, or begin the process of hiring an individual ED for the Windom HRA.
  - d. The Jackson HRA board will be meeting on Monday, April 22, 2013 in a special meeting to discuss the HUD letter.
  - e. ED Bakken will draft a response to the HUD letter and present it to the Windom HRA board in the coming month(s).
2. Windom HRA update: The updated billing for the months of O,N,D,J,F,M should be completed within the next week.
3. The PILOT payment reduction request: No major change from previous meeting- Steve Nasby provided the original agreement with the city dated from 1969. Our current rate is 10% and State statute is 5%. The HRA will speak with Gail Bondhus from the City/County Assessor's Office in the future regarding this topic.
  - a. Because of 0% funding in 2012 and 77% funding for 2013 this gives good reason to make the request for the reduction.
  - b. A request should also be made to the City for a reduction or exemption for the utility deposit that is required for renters for our Hillside tenants.
4. Parking lot update: Wenck and Associates confirmed that we are included in the City contract for paving through an addenda; however, we have not seen a copy of the approved contract or addenda.
5. Billing from Wenck and Associates update: the contract has been taken care of and we are now requesting clarification on the invoices and statements before we make payment. A request for an email address for the company has been made but nothing has been provided.

New business consisted of:

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1. Welcome to new board member Darris Snelling. He met with the ED for orientation prior to his first board meeting.
2. Pet Policy:
  - a. The 30 day comment period is now complete.
  - b. Copies of the comments and a copy of the new proposed policy with four major changes from the initial proposal was provided to all board members.
  - c. The pet policy was approved with changes (McDonald/Hansen) to go into effect June 1, 2013.
3. CFP 2010/2011/2012: The close out paperwork has been sent in for 2010 and 2012.
4. Power Outage Review: Jim Kartes from the City of Windom and Fire Chief Ortmann have scheduled an inspection on April 25, 2013 to assist in coming up with both short-term and long-term solutions to lighting concerns for hallways and stairwells due to the outage issues that came up recently.

5. EPIC and 4710 reports have been completed and submitted in the last month. Many hours and numerous tries have been attempted in registering SAM and there are still problems with Windom in completing this even though Windom does have an existing DUNS #.
6. Employee performance evaluations have been completed with Don and Steve in March and Emily in April. This was Don's first evaluation during his tenure with the HRA. New goals with all three employees have been set for the next year.
7. HUD approved Riverview 113 to go offline and be used as an employee unit.
8. A rental rehab loan application was approved (McDonald/Jaakola).
9. The two prior approved rental rehab loans have requested funds (Rocker: \$7,514.54; Klassen: \$5,010.97). We are still waiting on additional requests.
10. Tenant Meetings— April 16<sup>th</sup> Hillside, May 21<sup>st</sup> Riverview, June Hillside
  - a. Hillside Tenants requested hot dogs and brats be purchased for picnics on May 29<sup>th</sup> and July 4<sup>th</sup>. They also requested a caterer from Lakefield (Jean Leopold) to be used for the Christmas Party on December 9<sup>th</sup>. The tenants requested the attendance all staff and board members at the Christmas Party. They have established a committee to organize activities for the event.
  - b. A list has been compiled of tenants that have lived in their apartments for 10 years or more. There are currently four tenants in each building that meet the criteria. There is no current procedure in place for updating of paint or flooring in apartments of long-term tenants.
11. The upcoming board meetings are scheduled for: Wednesday, May 8, 2013 at 4:00 pm and June 12, 2013.
12. Other Business:
  - a. Darris Snelling addressed a concern with the quality of the lighting at Riverview, particularly in the new parking lot area. He stated that he would take it upon himself to speak with the City about the possibility of placement of a light pole near the new parking lot.
  - b. Tenant Report from Ronda Koch: The tenant is concerned about the ventilation at Riverview. She lives on the top floor and reports that smoke and other vapors rise up the pipes and vents and into her apartment causing discomfort. She asked if the venting, electrical outlets, and/or kitchen pipes could be sealed.
    - i. Venting options will be researched as long as they do not create additional hazards.
    - ii. During the inspection on April 25<sup>th</sup> Jim Kartes will be asked if it is allowable to caulk outlets and/or kitchen pipes.
  - c. Tenant Report from Marilyn Sudenga: The tenant voiced a concern that their rights are being violated and they should be allowed to distribute tenant information amongst themselves. She also stated that she would continue to distribute the information. The board informed the tenant that this is a major liability issue and she is not to proceed further, that no tenant is to proceed with the dissemination of tenant lists. The office has attempted to assist with the process and that is the route that should be followed.

With no further business, the meeting was adjourned at 5:45 p.m. (Hansen/McDonald).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

May 8, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, May 8, 2013, in the Riverview Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola, Jens Hansen, Darris Snelling; Liaisons, Jim Bartlow (RV), Audrey Knuth (HS). Others Present: DeeAnna Bakken (Executive Director), Emily Cenzano (Windom HRA Staff), Guests Ron Schramel, Donna and Nelda Anderson.

The consent agenda was approved (McDonald/Snelling) which included the minutes of the previous meetings, the utility report, the bills report and the balance report.

The meeting began with a discussion regarding action options for the Richardson loan and the board agreed (Hansen/McDonald) that they would not foreclose on the loan and allow them to continue making payments. The board requested a copy of the loan guidelines for the next meeting.

The meeting then proceeded with the discussion of old business:

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1. Minnesota Prairie Housing Consortium update:
  - a. The HUD office has sent a letter to Jackson, Mountain Lake and Windom with eight areas of concern that need to be addressed by each HRA.
  - b. Prior to the receipt of the letter, the Mountain Lake HRA decided to withdraw from the Consortia until their director retires.
  - c. The Jackson HRA offered multiple options to the Windom HRA regarding the management contract. The board agreed (McDonald/Jaakola) to sign for another year with the intention to continue at the current fee structure and continue to work towards the consortia but not in a rushed manner.
2. Windom HRA update: The updated billing was completed and the board reviewed the details and comparisons.
3. The PILOT payment reduction request: The director spoke with Gail Bondhus from the City/County Assessor's Office and is receiving a letter to take to City Council.
4. Parking lot update: Wenck and Associates confirmed that we are included in the City contract for paving through an addenda; however, we have not seen a copy of the approved contract or addenda.
5. Billing from Wenck and Associates update: we are still waiting for invoice clarification before payment will be made.
6. CFP 2010/2011/2012 – close out paperwork has been sent in for 2010 and 2012.
7. The director shared an article of data privacy violations and the expectation that it will cost the State of MN millions in damages. It was not in public housing and was for informational purposes only.

New business consisted of:

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1. Jim Kartes from the City of Windom and Fire Chief Ortmann and 4 of the fire crew came out to walk thru the riverview building and gave us some great input and reviewed ideas for short term suggestions as well as long term options.
2. The director spoke with Mr. Nasby about how to get an opportunity to visit with the utility commission about options for the deposit issues for the hillside tenants. The board agreed they would like the director to meet forward to ask the questions and see what we have for options.
3. Another rental rehab loan application was approved (Hansen/McDonald).
4. The board approved (McDonald/Snelling) the end of year budget to be submitted into REAC by our auditor.

5. The board approved (McDonald/Hansen) the 2013/2014 budget completed by the fee accountant. The director also shared that all budgets are being requested by the HUD office this year.
6. The audit was completed and the report has been finalized for submission into REAC by the auditor.
7. Commissioner Snelling did the legwork and got options regarding lighting for the new parking lot. The director will follow up with the City and sign a contract for one to be installed.
8. The upcoming board meetings are scheduled for: Wednesday, June 12, 2013 at 4:00 pm and July 10, 2013.

The meeting was closed at 5:06 and reopened at 5:43.

With no further business, the meeting was adjourned at 5:43 p.m. (Hansen/McDonald).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN

June 12, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, June 12, 2013, in the Riverview Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola, Jens Hansen, Darris Snelling; Liaisons, Jim Bartlow (RV). Others Present: DeeAnna Bakken (Executive Director), Emily Cenzano (Windom HRA Staff).

The consent agenda was approved (Hansen/McDonald) which included the minutes of the previous meetings, the utility report, the bills report and the balance report.

The meeting then proceeded with the discussion of old business:

1. Minnesota Prairie Housing Consortium update: The HUD office contacted the Executive Director requesting an update and our response was that all the options were still being discussed.
2. PILOT payment reduction request: Gail Bondhus from the City/County Assessor's Office prepared a letter based on her research and a packet of information is being submitted to the City Council to be included on the June 18<sup>th</sup> Agenda.
3. Parking lot update:
  - a. Wenck and Associates provided a copy of the approved contract with a completion date no later than August 12, 2013 for the amount of \$9,505. The contract was approved (Jaakola/McDonald)
  - b. The light pole was installed by the City. It is in a good location and has been providing adequate lighting.
  - c. The fence portion of the project has been discussed with HUD. A bid request was sent out to 5 local contractors.
4. Billing from Wenck and Associates update: The contracts could not be found and Dennis Johnson confirmed that the company would write off the \$1,400.
5. CFP 2010/2011/2012
  - a. The close out paperwork has been sent in for 2010 (third time) and 2012.
  - b. HUD has approved the changes for 2011- \$30,600 left to obligate by August 2, 2013: \$9,505 (asphalt), \$11,570 (a/c units), \$9,525 (balance). Approved moving the remaining balance of \$9,525 to operations (McDonald/Jaakola).
  - c. 2013 funds are anticipated to be released at the end of July. The CFP report for these funds will be compiled and presented in the next month or two.
6. The director shared the Rehab Loan Guidelines that were requested during the last meeting. It was agreed to continue using the guidelines.

New business consisted of:

1. A HUD REAC inspector is coming July 3, 2013.
  - a. The staff met and set up a plan of action to complete our annual inspections and work orders prior to the big inspection.
  - b. Staff hours are being adjusted to accommodate the increased work load. Jackson staff that is certified is being contracted with to complete all the inspections.
  - c. The last HUD inspection was reviewed to determine which items we lost most points on.
2. Hillside A/C Project: Three companies were contacted to submit bids for the installation of a/c units in the hallways on second and third floor of Hillside Manor. One bid was submitted. The board accepted option 3 on the bid (Snelling/McDonald).
  - a. Insurance Bids: Bids are being accepted until Friday at 10:00 a.m. A special meeting will need to be held early next week to discuss the bids and accept one of them. The meeting was scheduled

for 7 p.m. on Tuesday, June 18, 2013 just prior to the City Council meeting the director will be presenting at.

3. Hillside Utility Security Deposit: spoke with City Administrator Steve Nasby regarding the required \$300 deposit for renters to begin utility service with the city. The ED will try to attend the Utility Commission meeting in July to discuss this topic.
4. The ED's schedule has been set through September and the additional work days in Windom have been helpful. Monthly staff training days began in May with the Windom and Jackson staff meeting together. The training has been helpful and is going well.
5. A rental rehab loan application was reviewed and approved for up to \$8,000 for Randy Torkelson. (Jaakola/Hansen).
6. The upcoming board meetings are scheduled for: Wednesday, July 10, 2013 and August 14th.

With no further business, the meeting was adjourned at 4:48 p.m. (Jaakola/Hansen).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN  
July 10, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, July 10, 2013, in the Riverview Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola, Jens Hansen, Darris Snelling; Liaisons, Jim Bartlow (RV); Audrey Knuth (HS). Others Present: DeeAnna Bakken (Executive Director), Emily Cenzano (Windom HRA Staff).

The consent agenda was approved (McDonald/Jaakola) which included the minutes of the previous meetings, the utility report, the bills report and the balance report.

The meeting began with tenant concerns:

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1. Chairman Dorpinghaus and ED Bakken clarified specific rules and regulations that were recently reinforced for the HUD inspections. Tenants felt the rules were not fair. The Chairman and ED both apologized if any feelings were hurt but also stated that the rules must still be followed.
2. A request was made to remove the current RV Liaison. The board felt that it was not necessary and that a replacement could run for election in January.
3. A question was asked regarding the new window security. The charley bar was explained.
4. The RV tenants requested that the board and all staff attend the catered potluck on August 13, 2013 at 5:30 p.m. The board stated they were okay with receiving an invitation for themselves and their significant other and staff could provide the addresses to the tenant in charge of invitations. Invites will also be sent to the Mayor and City Council Liaison.

The meeting proceeded with old business:

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1. MPHC update: National NAHRO and the DC HUD office are working together to be better able to provide guidance and direction for local field offices in forming a consortia.
2. The PILOT payment reduction request: UPDATE- the ED and 3 board members attended a city council meeting to make the request, they will let us know in September.
3. Parking Lot Update:
  - a. Overall city project is behind but completion is expected before August 12, 2013.
  - b. Two requests for bids have gone out to six local contractors for the fence; only one contractor has responded but still not submitted a bid. The next step is to open the bid to out of town contractors.
4. Billing from Wenck: Director spoke with Denny Johnson to have the bill officially removed from the books.
5. CFP 2010/2011/2012:
  - a. 2010/2012- closed out and the paperwork has been received.
  - b. 2011- Funds are either obligated or drawn down; HS a/c project and RV parking lot are waiting on completion.
  - c. No update on when 2013 money will be coming.
6. Schwalbach installed the a/c units at HS on Tuesday and Wednesday this week.
7. The insurance has been updated with Bank Midwest and this year's rates came in at a very good level when comparing the other quotes.

New business consisted of:

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1. Checking Accounts: the board approved (Snelling/McDonald) to combine the checking accounts of "Hillside Manor" and "Washer Dryer"
2. HUD REAC inspector was here on July 3. The Jackson staff assisted with many hours helping get the properties ready for the inspections. The staff completed over 1,160 work orders over the last month. Windom will likely be helping Jackson next month prepare for their inspection.
3. PASS Score: The score two years ago was 81 of 100 and this year we received 90 of 100 (36 of 40 in PHAS).
- 3.5 Housekeeping Inspections: numerous units were identified during the annual inspection as needing housekeeping checks. The tenants received letters and will be inspected once a week for three weeks and then once a month for two months as long as they receive a "pass" each time. If at any time they "fail" a housekeeping check the process starts over.
4. Utility Commission: The ED would like to meet with the group to discuss the \$300 utility deposit. The commission meets once monthly. This item is on hold until after the August Board Meeting.
5. Staff Training: Emily and DeeAnna will be attending Section 3 training in Mankato on July 30<sup>th</sup>. This training is for procurement and the bid process.
6. Monthly Training: The monthly training sessions have been very helpful for staff and are becoming a much higher priority for everyone. The staff have been providing training topics and working very well together between Windom and Jackson.
7. Committee Activities: The board is okay with staff participation on MN NAHRO committees during work hours. The hours usually consist of approximately 3 hours of work twice a year right before conferences are held.
8. ED will be traveling out of state from July 16<sup>th</sup> to July 23<sup>rd</sup>.
9. Upcoming Board Meetings: August 14<sup>th</sup> and September 11<sup>th</sup>
10. Meeting closed to discuss personnel topics.
11. Door code system: The front entry system at Riverview has not been functioning properly for about 8 months. A service technician will be contacted to see about repair or replacement. Information on a contractor/company will be obtained for the Jackson HRA.

With no further business, the meeting was adjourned at 4:48 p.m. (Jaakola/Hansen).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN  
August 14, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, August, 2013, in the Riverview Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; At large members: Linda Jaakola, Jens Hansen, Darris Snelling; Liaisons, Jim Bartlow (RV). Others Present: DeeAnna Bakken (Executive Director), Emily Cenzano (Windom HRA Staff).

The consent agenda was approved (Snelling/Jaakola) which included the minutes of the previous meetings, the utility report, the bills report and the balance report.

The meeting began with old business:

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1. MPHC update: Will be closing the MHP grant in the next couple weeks. A review of NAHRO consortia training will be conducted and then a response letter compiled for HUD.
2. The PILOT payment reduction request: UPDATE- the City Council will let us know in September.
3. Parking Lot Update:
  - a. The parking lot was asphalted today.
  - b. One fenced bid was received and the contract has met with us to confirm details. The board approved the fence contract (Hansen/Jaakola).
  - c. The striping of the parking lot was not included in the original contract. Denny Johnson from Wenck is coordinating with the school's striping contractor to obtain a quote for the HRA.
4. Billing from Wenck: no further statements were received.
5. CFP 2010/2011/2012:
  - a. 2010/2012- closed out and the paperwork has been received.
  - b. 2011- The funds for the HS a/c project and RV parking lot will be drawn down and closed out as soon as the invoices are received.
6. Schwalbach installed the a/c units at HS. The invoice is being paid this month. Tenants have been giving us excellent feedback on the units.
7. PHAS (Public Housing Assessment System) Score: because the HRA received a very good score we are now on a three year rotation for HUD inspections instead of the current two year cycle.
8. The Riverview and Hillside Manor checking accounts are now combined and checks will be ordered next week.

New business consisted of:

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1. 2013 ACC: ready to be submitted. The board approved (Snelling/Hansen) the updates to the 2013 50075.1.
2. Numerous reports were completed this month: EPIC, CFP PIC certification, and eloccs updated. There is 3 months to register SAMS: HRA had two different DUNS (D&B number) that were stalling the process. The error has been corrected.
3. Jackson Inspections: Windom maintenance staff assisted the Jackson staff with numerous work orders to prepare for the Jackson HUD inspection.
4. Laptop Issues: DeeAnna's hard drive crashed this week. It has now been replaced.
5. Utility Commission: No update given. The ED would like to meet with the group to discuss the \$300 utility deposit. The commission meets once monthly.

6. Don's last day was 8/13/13. A close out discussion was done for health/cobra, vacation and sick payout, etc. Interviews are being done by the Director on 8/15/13.
7. Maintenance Wage Rate: This report is due to HUD but because of the current turnover it is on hold. (a discussion will take place in closed session)
8. Hy-Vee charge account: the tenants have requested an in-store charge account for Hy-Vee. The board approved (Jaakola/Hansen) the account to be designated for one tenant per building plus staff.
9. Upcoming Board Meetings: September 11<sup>th</sup> and October 9<sup>th</sup>
10. Meeting closed to discuss personnel topics.
11. Annual Audit: bid packets will be sent out soon for this.
12. Pet Variance Committee Volunteers: We have 2 volunteers from each building. We are trying to get a minimum of three from each building.

With no further business, the meeting was adjourned at 0:00 p.m. ( / ).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN  
September 11, 2013 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, September 11, 2013, in the Riverview Apartments Community Room. Members present: Chairman, Frank Dorpinghaus; Secretary, Margaret McDonald; At large members: Linda Jaakola, Jens Hansen, Darris Snelling; Liaisons, Jim Bartlow (RV), Audrey Knuth (HS). Others Present: DeeAnna Bakken (Executive Director), Emily Cenzano (Windom HRA Staff).

The consent agenda was approved (McDonald/Snelling) which included the minutes of the previous meetings, the utility report, the bills report and the balance report.

Tenant Request to speak- Marilyn Sudenga- regarding kitchen refrigerator. (tenant was not present).

The meeting began with old business:

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1. MPHC update: Have closed the MHP grant, reviewed NAHRO's consortia training, and a letter was received from Minneapolis HUD requiring a response by September 30, 2013 with signatures from the Windom and Jackson Board Chairs. The board approved (Snelling/McDonald) for Chairman Dorpinghaus to sign the response letter on their behalf before the end of the month.
2. The PILOT payment reduction request: still on hold, the Council "will let us know in September."
3. Utility Commission: still on hold, meets monthly and the director will be requesting an opportunity to address the group to discuss options regarding \$300 deposit for HS tenants.
4. Parking Lot Update:
  - a. Asphalt is complete
  - b. The fence began today.
  - c. Received a quote from Bargaen to do the striping while they are working on other contracts in Windom. The board approved (Hansen/Jaakola) the striping bid of \$585.00 which will be paid from operating funds.
5. CFP 2010/2011/2012:
  - a. 2010/2012- officially closed
  - b. 2011- the only funds left are for the final bill for the asphaltting of the new parking lot.
6. 2013 ACC's have been submitted for 2013 CFP along with 50075.1 and 50075.2.

New business consisted of:

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1. The mayor will be invited to attend the October 9<sup>th</sup> board meeting. Once confirmation is received, notice will be put out to tenants.
2. The director found verbiage on "open forum" from a council agenda that the board may choose to incorporate into their meeting agendas. The board agreed on the following:

*The open forum is a portion of the Board meeting where residents will be allowed to address the Board on a subject which is not on the agenda. Persons must register with Emily Cenzano, Director of Operations, 48 hours prior to the meeting. The Board may not take action but will give director to staff regarding investigation of concerns expressed.*
3. Steve Flock was moved to full-time maintenance and we have hired Kevin Johnson as our new part-time staff. He is starting at 25 hours per week and has a 90 day probation period. His first day was 9/10/13 for staff training day in Jackson.

4. We are researching the costs of eliminating the cell phone for staff and purchasing an "emergency/on-call" phone that will be shared between staff for after-hours calls. Also, staff will be receiving \$10/month for sharing their personal cell phone numbers with each other for calling/texting each other.
5. The Windom and Jackson staffs are working together on a major overhaul of the Hour Rules (aka Resident Handbook) hopefully to be available in October. The Board will receive a copy at the board meeting to make a motion for it to go out for the 30 day public comment period. We will review comments at the November meeting to make changes with an effective date of 1-1-2014.
6. Minnesota Housing hosted a community assessment event on 9/4/13. The director attended representing Windom and Jackson and was a presenter on Rental Rehab and Preservation. The director will be meeting with the EDA director to discuss the topics and outcomes.
7. The director agreed to allow AT&T to put additional safety barriers on the rooftop.
8. The board approved (McDonald/Jaakola) the following bids for annual contracts for services:
  - a. Snow Removal (1): Scott Veenker- \$8.50 per 1 ft blade width
  - b. Plumbing (3) and HVAC (2): Mosley, Inc- \$62.50 per hour
  - c. Electric (1): Ron's Electric- \$52.00 per hour
  - d. Carpentry (1): Fredin Construction- \$20.00 per hour for two people and \$35.00 per hour for three
9. Letter from Electric Utility Manager regarding 2010 action and minimum demand charges, no action needed.
10. Upcoming Board Meetings: October 9<sup>th</sup> and November 13<sup>th</sup>.

With no further business, the meeting was adjourned at 5:10 p.m. ( Hansen/McDonald).

DeeAnna Bakken, Executive Director

Frank Dorpinghaus, Chairman

**STREET COMMITTEE**  
**MINUTES AUGUST 14, 2013 Revised 11/7/13**

Call to Order: The meeting was called to order at 9:00 A.M. at City Hall

Members Attending: Committee Members Attending; JoAnn Ray, Brad Powers Absent

City Staff Present: Street Superintendent Bruce Caldwell & Wenck Engineering Dennis Johnson

Public: None

1. Request New Street Construction of 7<sup>th</sup> Avenue in the Hoffmann LaCanne Subdivision:

City Administrator Steve Nasby, Street Superintendent Bruce Caldwell, Dennis Johnson, Joel LaCanne & Ken & Deb Hoffmann met at City Hall on 8/13/13 to review the possibility of the new road construction in the Hoffman-LaCanne Subdivision. There are six lots in this area and all of them have had the water and sewer install previously. LaCanne stated at this meeting he has a pending purchase agreement on lot 2 if the new street is constructed.

Dennis Johnson submitted an estimate of the probable costs for the development of a new street using either bituminous or concrete surfacing. They also discussed how the assessments would be paid for the project. Johnson said if the Council approves this request construction would be yet this fall.

Street Committee member JoAnn Ray reviewed the request and information from the previous meeting with the property owners and city staff. Mrs. Ray's recommendation to City Council as follows;

**Approve the construction of the new street on 7<sup>th</sup> Avenue using bituminous surfacing. The cost of the project not to exceed \$76,000.00. The assessments are paid as stated below by the property owners.**

CITY OF WINDOM  
ESTIMATE OF PROBABLE COST  
STREET RECONSTRUCTION  
7TH AVENUE EXTENSION

STREET RECONSTRUCTION  
BITUMINOUS

ITEM	UNIT	UNIT COST	ESTIMATED QUANTITY	AMOUNT	Bituminous		Kuechle	
					Holtmeier Unit Cost	Amount	Unit Cost	Amount
EXCAVATION	C Y	\$5.00	2079	\$10,395.00	\$3.00	\$6,237.00	\$5.00	\$10,395.00
AGG. BASE	TON	\$9.50	624	\$5,928.00	\$13.45	\$8,352.80	\$12.00	\$7,488.00
WEAR	TON	\$54.50	115	\$7,417.50	\$64.50	\$8,717.50	\$68.00	\$10,120.00
BIT BASE	TON	\$53.50	115	\$7,302.50	\$84.50	\$8,717.50	\$84.00	\$9,580.00
TACK	GAL	\$2.75	132	\$363.00	\$2.95	\$329.40	\$3.00	\$396.00
CURB	L.F.	\$11.00	560	\$7,260.00	\$11.20	\$7,392.00	\$18.00	\$11,880.00
4" EDGE DRAIN	L.F.	\$6.50	660	\$4,290.00	\$3.00	\$1,980.00	\$3.00	\$1,980.00
ADJUST M.H.	EACH	\$250.00	1	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
ADJUST WATERVALVE	EACH	\$200.00	1	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
CATCH BASIN	EACH	\$1,360.00	2	\$2,720.00	\$1,698.00	\$3,396.00	\$2,200.00	\$4,400.00
STORM SEWER	L.F.	\$20.00	470	\$9,400.00	\$20.00	\$9,400.00	\$32.00	\$15,040.00
RIP RAP	TON	\$50.00	7	\$350.00	\$32.00	\$224.00	\$32.00	\$224.00
MOBILIZATION	EACH	\$3,500.00	1	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
TOTAL ESTIMATED CONSTRUCTION COST				\$59,376.00		\$60,796.20		\$75,533.00
ENGINEERING, CONTINGENCIES, ETC.				\$14,844.00		\$15,199.00		\$18,883.00
TOTAL ESTIMATED COST				\$74,220.00		\$75,995.20		\$94,416.00

STREET RECONSTRUCTION  
CONCRETE

ITEM	UNIT	UNIT COST	ESTIMATED QUANTITY	AMOUNT	Concrete	
					Kuechle Unit Cost	Amount
EXCAVATION	C.Y.	\$5.00	2079	\$10,395.00	\$3.50	\$7,464.40
AGG. BASE	TON	\$9.50	236	\$2,242.00	\$12.20	\$2,879.20
STRUCT CONCRETE	C.Y.	\$99.00	229	\$22,671.00	\$124.00	\$28,395.00
PAVEMENT	S.Y.	\$11.00	1388	\$15,246.00	\$9.00	\$12,474.00
REINFORCING BARS	LB	\$1.10	1056	\$1,161.60	\$0.78	\$623.68
CURB	L.F.	\$11.00	660	\$7,260.00	\$5.55	\$3,683.00
4" EDGE DRAIN	L.F.	\$6.50	660	\$4,290.00	\$3.00	\$1,980.00
ADJUST M.H.	EACH	\$250.00	1	\$250.00	\$250.00	\$250.00
ADJUST WATERVALVE	EACH	\$200.00	1	\$200.00	\$200.00	\$200.00
CATCH BASIN	EACH	\$1,360.00	2	\$2,720.00	\$2,200.00	\$4,400.00
STORM SEWER	L.F.	\$20.00	470	\$9,400.00	\$32.00	\$15,040.00
RIP RAP	TON	\$50.00	7	\$350.00	\$32.00	\$224.00
MOBILIZATION	EACH	\$3,500.00	1	\$3,500.00	\$3,500.00	\$3,500.00
TOTAL ESTIMATED CONSTRUCTION COST				\$79,685.60		\$81,314.28
ENGINEERING, CONTINGENCIES, ETC.				\$19,621.00		\$20,329.00
TOTAL ESTIMATED COST				\$99,606.60		\$101,643.28

2. Meeting adjourned at 9:30 a.m.

Windom Library Board Meeting  
Windom Library  
November 12, 2013  
5:05 p.m.

1. Call to order: The meeting was called to order by John Duscher at 5:05 p.m.
  
2. Roll Call: Members Present: John Duscher, Kathy Hiley,  
Beth Fleming, Anita Winkel and Charles Reid  
  
Members Absent: Barb Henning  
  
Library Staff Present: Joan Hunter  
  
City Council Member Present: None
  
3. Agenda and Minutes:  
Motion by Charles Reid and seconded by Beth Fleming to approve the Agenda and the Minutes.
  
4. Financial Report:  
Motion by Anita Winkel and seconded by Kathy Hiley to approve the Financial Report.
  
5. Librarians Report:  
Joan has met with the personnel committee regarding her request for a raise and the city council regarding next year's budget. The personnel committee has asked her additional questions and they have not gotten back to her. The Council is still budgeting.  
Senior Linkage out of Slayton used the library recently to meet with people and answer their questions about Medicare Part D.  
The Book Sale generated \$700 in sales during the one week. After expenses, Joan expects to net about \$500.  
  
Joan reported that Dawn visited the younger classes at Busy Bees and hosted the older Busy Bees at the library. She also hosted 2 sessions of Storytime for the Bridges Preschool.  
  
Motion by Beth Fleming and seconded by Charles Reid to accept the Librarian's Report.
  
6. Old Business:  
Anita updated us on the most recent Plum Creek Library meeting. The Marshall Library continues to cause disruptions to the system. The Marshall Library announced that they will not be participating in the summer reading program.
  
7. New Business:  
None
  
8. New Book Suggestions:  
The board presented their suggestions.

9. Adjourn:

Motion by Anita Winkel seconded by Charles Reid to adjourn.

Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM  
MINUTES  
NOVEMBER 13, 2013

1. **Call to Order:** The meeting was called to order by President Slette at 12:08 p.m.
2. **Roll Call & Guest Introductions:**  
EDAWN Commissioners: Trevor Slette, Juhl Erickson, Sally Larson, & Kelsey Fossing. Absent: Dominic Jones.  
Also Present: EDA Staff–Aaron Backman, EDA Executive Director, & Mary Hensen, Admin. Asst.; Mayor Corey Maricle, Joel LaCanne, & Rahn Larson (Citizen).
3. **Approval of Minutes: Motion by Commissioner Fossing, seconded by Commissioner Erickson, to approve the Minutes of the EDA Meeting held on October 14, 2013. Motion carried 3-0.**
4. **TIF District 1-2 - Pamida**
  - A. **Spec Building – Third Loading Dock Project**
    - (1) **Dock Indicator Lights:** Director Backman reported that Buhler Construction has largely completed the dock installation, including the structure and leveler, installed all new bumpers, added the concrete aprons for all three docks, and placed one concrete landing pad. The addition of red/green dock indicator lights on each of the loading docks is under consideration. These are safety features that indicate to truck drivers and forklift operators whether or not to proceed. Toro has provided three sets of indicator lights for the Spec Building docks and the EDA would be responsible for the estimated installation costs of \$1,035. Due to the timeline of the project, President Slette executed the authorization for Buhler Construction to proceed with this additional component.  
  
**Motion by Commissioner Fossing, seconded by Commissioner Erickson, authorizing the EDA to proceed with the installation of three sets of red/green dock indicator lights at the EDA’s Spec Building for an estimated cost of \$1,035, and ratifying the EDA President’s execution of this addendum to the contract with Buhler Construction. Motion carried 3-0.**
  - B. **Holt’s Cleaning Project:** Substantial site cleanup has taken place on the former Quality Glass site. It is John Holt’s intention to finish the parking area this fall and begin construction of an addition to the building. It is anticipated that Negen Construction will begin construction on the parking lot later this week. The current deadline for eligible demolition and site preparation activities is November 29, 2013. Due to the uncertainties of weather and contractor schedules, Mr. Holt is requesting that the EDA Commissioners extend the deadline to December 31, 2013.  
  
**Motion by Commissioner Erickson, seconded by Commissioner Fossing, to extend the deadline until December 31, 2013, for the completion of the eligible demolition and site preparation activities and submission of paid invoices to the EDA for the Holt’s Cleaning project at 195 13<sup>th</sup> Street. Motion carried 3-0.** (Commissioner Larson arrived after this vote.)
5. **Seventh Avenue Extension:** Director Backman advised that a petition has been filed with the City to extend Seventh Avenue approximately 330 feet to the north behind the LaCanne Funeral Home. If approved, this would enable five additional residential lots to be developed and served by a hard-surfaced road. The Hoffmann-LaCanne Subdivision is platted and is currently served by City water and sewer. On November 5, 2013, the Windom City Council formally accepted the feasibility study from Wenck Associates regarding this extension. A public hearing has been scheduled for the December 3<sup>rd</sup> City Council Meeting to determine whether to approve the project and call for plans and specs. Joel LaCanne was present at the meeting, updated the Board concerning the history of the subdivision, the proposed costs for the extension project, and asked if there would be any financial assistance to partially offset the cost of the extension of Seventh Avenue. At the request of the EDA, Mr. LaCanne then

excused himself from the meeting. There was a discussion concerning possible funding sources for such assistance, whether any such assistance for paying assessments for infrastructure expenses for housing subdivisions had been provided in the past, the proposed use of tax increment from pre-1990 TIF Districts 1-1 and 1-2 to assist in paying bond obligations for infrastructure installation in the EDA's TIF District 1-13 (Riverbluff Estates), and whether a TIF district could be created to assist with the Seventh Avenue extension. The EDA's TIF consultant has advised that due to the circumstances, it does not appear that the extension project would be eligible for the creation of a suitable TIF district.

**Motion by Commissioner Larson, seconded by Commissioner Fossing, authorizing the transfer of \$60,000 from tax increment proceeds in TIF Districts 1-1 and/or 1-2 to the EDA's TIF District 1-13 to assist in the repayment of the bond obligation which funded infrastructure improvements in TIF District 1-13. Motion carried 4-0.**

Mr. LaCanne returned to the Council Chambers and was advised that it was the consensus of the EDA Board not to provide assistance for the Seventh Avenue Extension for the following reasons: (1) The EDA has limited funding sources to assist with this project; and (2) the EDA has not provided similar assistance to other private developers in the past for the installation of infrastructure improvements.

6. Housing Study: The last housing studies for Windom were completed in 1994 and 1999. Director Backman discussed with the Board the need for a current housing study to enhance efforts in working with housing developers and to access various state and federal housing programs. DeeAnna Bakken, Executive Director of the Windom HRA, and the EDA Executive Director have prepared a Request for Proposal (RFP) for a comprehensive housing study. The Board received a copy of the RFP and Director Backman reviewed the questions that the housing study is to address. On November 4<sup>th</sup>, this RFP was forwarded to seven Minnesota companies that specialize in housing studies. Responses to the RFP are due on November 25<sup>th</sup>. Once the submittals are reviewed, recommendations will be provided to the EDA and HRA Boards at their December Meetings. To reduce the EDA's and HRA's costs for the study, the EDA proposes to submit a grant application to the Minnesota Housing Partnership in December. If the grant is awarded, it is estimated that 50% of the cost of the study would be paid by the grant, 25% paid by the HRA, and 25% paid by the EDA. The end goal would be to have the housing study completed by May of 2014.

**Motion by Commissioner Larson, seconded by Commissioner Fossing, approving the preparation of an RFP concerning a comprehensive housing study and authorizing the EDA to submit an application to the Minnesota Housing Partnership for a grant to cover a portion of the costs of a housing study. Motion carried 4-0.**

7. North Windom Industrial Park

A. Holtmeier Construction – Status of Project: On September 24, 2013, roadwork was completed on Opportunity Drive, Commerce Boulevard, and Trotter Court. As part of the NWIP project, one-third of a mile of Highway 71 was rebuilt and 3,100 feet of new City roads were constructed. The City's Street Department installed the necessary street signs on October 9<sup>th</sup>. The sides of the roads and portions of selected lots were seeded with grass by October 21<sup>st</sup>. During the latter part of October and early November, the City's Electrical Department trenched in cable for the street lights for the new industrial park. The street lights were energized and turned on at the park on November 12<sup>th</sup>. The remaining items to be completed in the NWIP center around the City's new lift station which should be fully operational by January 1, 2014.

B. Fast Sprayers – Project Update: Director Backman advised that the Fast's Phase I Building is mainly enclosed except for truck entrances. On October 15<sup>th</sup> the contractors finished pouring the concrete floor for the 72,000 sq. ft. building. That same day, Fast issued its press release announcing the company was moving ahead with Phase II which was publicized in three news articles and an evening news television segment on KEYC, Channel 12. At the present time various contractors are

working in the building and production equipment is being moved into Phase I. In terms of Phase II, grading was completed and trenches dug for the footings and concrete work is expected to begin shortly. USDA is proposing a ribbon-cutting event for the Fast project in the first or second week of December occurring after the closing on the USDA REDLG loan from South Central Electric to Fast Distributing. The EDA is proposing to hold a joint ribbon-cutting event for both Fast Sprayers and the NWIP as officials from USDA, DEED, and MnDOT could then be present for both events.

- C. Fiber Optic Extension: Director Backman reported that on the afternoon of November 1, 2013, Dan Olsen, the General Manager for Windomnet and Southwest MN Broadband Services, sent an e-mail to the EDA indicating that he had a meeting with Fast Sprayers regarding their telecommunications requirements, including the telecom connection between their Mountain Lake offices and the new manufacturing facility in Windom. Mr. Olsen indicates that there would be bandwidth, VOIP and quality of service issues between the two plants given the limited services supplied by Fast's current provider. Mr. Olsen has proposed that the SMBS fiber optic line be extended from Bingham Lake 4.8 miles to the Fast Sprayers offices near Mountain Lake. The line would follow County Road 44 and would provide fiber access to an additional 12 households on the route and farming operations, the ability to do interexchange traffic with Frontier, and a future buildout to Mountain Lake. The project cost for this fiber extension, including in-kind labor, is estimated to be \$105,000. Director Backman reviewed a preliminary budget with the Board which utilizes grants and in-kind funding for the project. A grant application would need to be submitted to the RDC by December 13<sup>th</sup>. Director Backman will provide additional information prior to a decision at the December EDA Meeting.

8. Points of Interest/Directional Signs

- A. Installation Report: Director Backman advised that during the past month MnDOT approved permits for three Directional Signs: #1 Staples, #2 Lommen Park, #4 Toro. Sign #3 on Higley's property will likely be installed next year. Snick's Signs fabricated the signs in late October and early November. On October 31<sup>st</sup> the City's Street Department installed the posts for the three directional signs and on November 7<sup>th</sup> Snick's installed the three signs. An article highlighting the installation of the signs appeared in the November 13<sup>th</sup> edition of the Citizen. The EDA thanked the Remick Foundation Board for their financial support for this project.

9. Tax Increment Financing Districts

- A. TIF 1-16 – Interfund Loan Resolution: Director Backman advised that the EDA has been informed of the need for the adoption of an Interfund Loan (IFL) Resolution by the EDA/City for each new tax increment financing district that is established to allow the EDA to recoup its expenses to establish the district and other eligible expenses. It is necessary to adopt an IFL Resolution to cover any future unknown eligible expenses in TIF District 1-16 that may require advances by the EDA or City. The resolution provides for a maximum amount that is based on projections including tax increment and other calculations.

**Resolution introduced and motion by Commissioner Erickson, seconded by Commissioner Fossing, to adopt EDA Resolution No. 2013-05, entitled "Resolution Authorizing an Interfund Loan for Advance of Certain Costs in Connection with Tax Increment Financing District No. 1-16". Upon roll call vote being taken, the following voted in favor thereof: Commissioners Slette, Fossing and Erickson; the following voted against the same: None; the following were absent: Commissioners Jones and Larson. (The Resolution was adopted.)**

- B. TIF 1-6 – Decertification Recommendation: Director Backman reported that TIF District 1-6, referred to as the "River Bend – Street Shop" TIF District, was established on March 4, 1996, and the first tax increment was received in July, 2009. As of the end of 2012, all obligations of this TIF District had been satisfied. Minnesota Statutes and the TIF Plan adopted for this district require that a TIF district be decertified upon satisfaction of the project's obligations. Any excess tax increment received in 2013 will be returned to the Cottonwood County Auditor.

**Resolution introduced and motion by Commissioner Fossing, seconded by Commissioner Erickson, to adopt EDA Resolution No. 2013-06, entitled “Resolution Approving the Decertification of Tax Increment Financing District No. 1-6 of the Economic Development Authority in and for the City of Windom, Minnesota”. Upon roll call vote being taken, the following voted in favor thereof: Commissioners Erickson, Fossing, and Slette; the following voted against the same: None; the following were absent: Commissioners Jones and Larson. (The Resolution was adopted.)**

C. TIF 1-14 – Decertification Recommendation: Director Backman reported that a determination is currently being made as to whether this district should be decertified this year or continue on into the future. If it is necessary that this district be decertified, a Resolution (similar to the resolution for TIF District 1-6) will be provided to the Board at the December EDA Meeting.

10. River Bluff Estates Subdivision

A. Lot 1, Block 1- Satisfaction: Steve and Melissa Mau purchased the EDA’s spec home at 427 Sixth Avenue and obtained an improvement loan from the EDA to finish the third level of the home. It is the EDA’s policy to subordinate its mortgages to allow the property owners to refinance the first mortgage on their home. However, due to the type of loan and the funding source, it was necessary to satisfy the existing mortgage. Upon approval by the City Attorney, the Maus entered into a commitment to re-execute the mortgage to the EDA following the filing of their new primary mortgage and a satisfaction of the original mortgage was executed by the EDA and recorded.

**Motion by Commissioner Erickson, seconded by Commissioner Fossing, to approve the satisfaction of the Maus’ home improvement mortgage and ratify the execution of this satisfaction by the EDA President; to authorize the EDA to prepare a new mortgage, similar to the prior home improvement mortgage, covering the loan in the amount of \$11,763.54 for signature and recording subsequent to the filing of the Maus’ new primary mortgage. Motion carried 3-0.**

11. New Business

A. 60/90 Corridor Initiative: Director Backman participates in the 60/90 Corridor Initiative meetings as Windom’s EDA representative. This committee was formed through a Blandin Foundation grant and consists of technology, economic development, and city representatives from the various communities receiving service from Windomnet or Southwest Minnesota Broadband Services (SMBS). The purpose of the grant is to assist area communities in branding, marketing regional assets, maintaining businesses, and attracting new businesses, their employees and families to our area. Director Backman provided an update on the “Ride the Wave” 60/90 Corridor Initiative and distributed copies of several Info-postcards that he has presented at the group’s meetings in Lakefield.

12. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports for September, 2013, provided by Van Binsbergen & Associates.

13. Adjourn: By consensus, President Slette adjourned the meeting at 1:20 p.m.

\_\_\_\_\_  
Sally Larson, EDA Secretary-Treasurer

Attest: \_\_\_\_\_  
Aaron A. Backman, EDA Executive Director

## RESOLUTION #2013-

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Absent:**

### **RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2013 MISCELLANEOUS SPECIAL ASSESSMENTS"**

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**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the "2013 Miscellaneous Special Assessments"; and

**WHEREAS**, the City Council finds that service, as set forth in Minnesota Statutes §429.101, were performed by the City and these special charges were billed to the affected property owners and remain unpaid; and

**WHEREAS**, the City Council finds the evidence supports findings that assessment calculations are correct and the assessment is valid; and

**WHEREAS**, the City Council finds that the services have benefited the properties.

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

1. Such proposed assessment, a copy of which is filed in the Office of the City Administrator and made a part hereof as if fully set forth herein, is hereby accepted and shall constitute the special assessments against the lands named therein; and each tract of land therein included is hereby found to have benefited by the services performed and special charges levied against it.

2. Such assessments shall be payable in equal annual installments extending over a period of one (1) year at five percent (5%) interest.

3. The owners of property so assessed may, at any time prior to December 31, 2013, pay the City Clerk's Office the entire amount of the assessment on their property without interest. Any amounts not paid by December 31, 2013, will be certified to the County Auditor for collection in the same manner as other municipal taxes. After said date, a property owner may at any time pay the remaining balance of the assessment to the City Clerk's Office, with interest accrued to December 31 of the year in which such payment is made.

4. The Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the property tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

**Adopted this 19th day of November, 2013.**

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Corey J. Maricle, Mayor

ATTEST:

\_\_\_\_\_  
Steven Nasby, City Clerk/City Administrator

## NOTICE OF PUBLIC HEARING

### 2013 Miscellaneous Special Assessments

Notice is hereby given that the City Council of Windom, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on November 19, 2013, to consider, and possibly adopt, the proposed assessments for 2013 Miscellaneous Special Assessments. The assessments are for city services, such as mowing, snow removal, or rubbish removal completed by the City to correct nuisance violations, and these services have not been paid by the property owners. The property is located within the corporate city limits legally described as follows:

Windom Second Addition  
Block 50, Lot 2

Windom Original Townsite  
Blk 25, Lot 1

The proposed assessment roll is on file for public inspection at the City Clerk's Office. The total amount of the proposed Miscellaneous Special Assessments is \$650. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection, signed by the affected property owners, is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. Such persons as desire to be heard with reference to the proposed miscellaneous special assessments will be heard at this meeting.

An owner may appeal an assessment to District Court, pursuant to Minnesota Statute § 429.081, by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk.

Steve Nasby  
City Administrator

Published November 6 & 13, 2013

Misc Special Assesments not certified/ prepare for 2013 special assessments

25-822-1000	Jamie Tindal	1353 2nd Avenue	\$ 375.00	Mowing	3467	7/29/2011		
Windom Second Addition Lot 2 Blk 50								
25-820-1910	Yasin Absiya	504 11th St	\$275.00	Mowing	20130140114	201308140284	6/14/2013	8/14/2013
Windom Original Townsite 580' Kit 1 Blk 25								

## RESOLUTION #2013-

**INTRODUCED:**

**SECONDED:**

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

### **RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR THE "2013 STREET IMPROVEMENT PROJECT"**

---

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the "2013 Street Improvement Project"; and

**WHEREAS**, the City Council finds the evidence supports findings that assessment calculations are correct and the assessment is valid; and

**WHEREAS**, the City Council finds that the improvement has benefited the property.

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

1. Such proposed assessment, a copy of which is filed in the Office of the City Administrator and made a part hereof as if fully set forth herein, is hereby accepted and shall constitute the special assessments against the lands named therein; and each tract of land therein included is hereby found to have benefited by the improvement levied against it.

2. Such assessments shall be payable in equal annual installments extending over a period of fifteen (15) years at four and one quarter percent (4.25%) interest.

3. The owners of property so assessed may, at any time prior to December 31, 2013, pay the City Clerk's Office the entire amount of the assessment on their property without interest. Any amounts not paid by December 31, 2013, will be certified to the County Auditor for collection in the same manner as other municipal taxes. After said date, a property owner may at any time pay the remaining balance of the assessment to the City Clerk's Office, with interest accrued to December 31 of the year in which such payment is made.

4. The Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the property tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

**Adopted this 19th day of November, 2013.**

---

Corey J. Maricle, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Clerk/City Administrator

## NOTICE OF PUBLIC HEARING

### 2013 Street Improvement Project

Notice is hereby given that the City Council of Windom, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on November 19, 2013, to consider, and possibly adopt, the proposed assessments for improvements to city streets included in the 2013 Street Improvement Project. The improvements are located within the corporate city limits adjacent to property legally described as follows:

#### **Bolin's Triplex**

Block 1, Lot 1

#### **Clark's Addition**

Block 1, East 189'  
Block 2, S 54.5' ex W 44'  
Block 3, Lots 1, 2, 10, 11, 12  
Block 4, Lots 1, 2

#### **County Auditor Subdivision 4**

Lot 12

#### **County Auditor Subdivision 5**

Lot 9

#### **County Auditor's Plat No. 14**

Lots 18 & 19

#### **First Extension to Knauss Dynamic View Addition**

Block 1, Lots 12, 13, 14  
Block 3, Lots 1, 2, 3, 4

#### **Geo. P Jeffers' Subdivision**

Lots 2, 3

#### **Horkey's Townhouse Subdivision**

Block 1, Lots 1, 2, 3, 4, 5, 6, 7

#### **Hutton & Collins' Addition**

Block 1, Lots 7, 8, 9, 10, 11, 12  
Block 6, Lots 1, 6, 7, 8, 9, 10  
Block 7, Lots 1, 10

**Kalash Addition**

Blocks 5 & 6

**Knauss Dynamic View Addition**

Block 1, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Block 2, Lots 1, 2, 3, 4

Block 3, Lots 1, 2, 3

**McGregor's Addition**

Block 1, Lots 1, 2

Block 6, Lots 1, 2, 3, 4, 5

**Pflughaupt Addition**

Block 1, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Block 2, Lots 1, 2, 3, 4, 5

Block 3, Lots 1, 2, 3

**Redding's First Addition**

Block 1, Lot 4

Block 2, Lot 1

**Riverside Subdivision**

Block 1, Lots 1, 2, 3, 4, 5

Block 2, Lots 1, 2, 3, 4, 5, 6

**Soleta's Subdivision**

Block 1, Lots 1, 2, 3, 4, 5, 6

Block 2, Lots 1, 2, 3, 4, 5

**Vold Addition**

Block 1, Lot 12

Block 2, Lots 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24

Block 3, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

Block 4, Lot 1

Block 5, Lots 1, 2, 3

Block 6, Lot 1

**Windom Second Addition**

Block 41 Lots 8, 9, 10, 11, 12, 13, 14

Block 42, Lots 8, 9, 10, 11, 12, 13, 14

## **Windom Third Addition**

Block 24

Block 25, Lots 5, 6, 7

### **Section 26 - 10 Acres in S ½ NE 1/4**

The improvements consist of base, bituminous, sanitary sewer, water main, curb, gutter, sidewalk and related appurtenances, pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvements is the property abutting and/or serviced by the improvements and part of the above-described boundaries.

The proposed assessment roll is on file for public inspection at the City Clerk's Office. The total amount of the proposed assessments for the entire project is \$1,213,161.55. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection, signed by the affected property owners, is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. Such persons as desire to be heard with reference to the proposed assessments on the improvements will be heard at this meeting.

An owner may appeal an assessment to District Court, pursuant to Minnesota Statute § 429.081, by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk.

Steve Nasby  
City Administrator

Published November 6 & 13, 2013

LEGAL DESCRIPTION	PARCEL NUM	OWNER	STREET ADDRESS	FRONT	SIDE	TOTAL FT	FRONT FOOT COST	SEWER COST	WATER COST	TOTAL COST
Section 26 Twp 105	25-026-0500	Independent School Dist 177	1454 6TH AVE	780		780.00	\$ 50,444.25	\$1,116.25	\$1,500.00	53,060.50
Lot 1 Blk 1	Bolin's Triplex	25-140-0010	Roger & Marlene Anderson	603 12TH ST	79.5	39.75	\$ 2,570.72	\$1,116.25	\$1,500.00	5,186.97
E 189' Blk 1	Clark's Add	25-160-0010	Kent & Nancy Kelly	1032 6TH AVE	112	112.00	\$ 7,243.28	\$1,116.25	\$1,500.00	9,859.53
S 54.5' Blk 2	Clark's Add	25-160-0070	Rachael Shields	1052 6TH AVE	54.5	54.50	\$ 3,524.63	\$1,116.25	\$1,500.00	6,140.88
Lot 2 Blk 3	Clark's Add	25-160-0080	Jan Alexander	1108 6TH AVE	79.5	79.50	\$ 5,141.43	\$1,116.25	\$1,500.00	7,757.68
Lot 12 Blk 3	Clark's Add	25-160-0170	Gary & Lynn Embree-Ortman	1116 6TH AVE	99	99.00	\$ 6,402.54	\$1,116.25	\$1,500.00	9,018.79
Lots 10, 11, 12	Clark's Add	25-160-0180	Barbara Voth	1140 6TH AVE	60	60.00	\$ 3,880.33	\$1,116.25	\$1,500.00	6,496.58
Lot 2 Blk 4	Clark's Add	25-160-0200	Wayne & Deborah Mau	1208 6TH AVE	87	87.00	\$ 5,626.47	\$1,116.25	\$1,500.00	8,242.72
Lots 1 & 2 Blk 4	Clark's Add	25-160-0210	Wayne & Deborah Mau	1212 6TH AVE	72	72.00	\$ 4,656.39	\$1,116.25	\$1,500.00	7,272.64
Lot 12	City Aud Sub 4	25-164-0400	Justin Augustin & John Krumheuer		33	33.00	\$ 2,134.18	\$1,116.25	\$1,500.00	4,750.43
Lot 12	City Aud Sub 4	25-164-0490	Church of St Francis Xavier	532 17TH ST	0	148.00	\$ 9,571.47	\$1,116.25	\$1,500.00	12,187.72
Lot 12	City Aud Sub 4	25-164-0550	Charles & Evangeline Severs	1605 6TH AVE	120	120.00	\$ 7,760.65	\$0.00	\$0.00	7,760.65
Lot 12	City Aud Sub 4	25-164-0570	William Gerhard	520 16TH ST	74	74.00	\$ 5,158.60	\$1,075.00	\$1,500.00	7,733.60
Lot 12	City Aud Sub 4	25-164-0580	Randall Johnson	436 16TH ST	50	50.00	\$ 3,485.54	\$1,075.00	\$1,500.00	6,060.54
Lot 12	City Aud Sub 4	25-164-0590	Nancy Wepplo	452 16TH ST	58	58.00	\$ 4,043.23	\$1,075.00	\$1,500.00	6,618.23
Lot 12	City Aud Sub 4	25-164-0600	Colleen & Scott Scholtz	548 16TH ST	50	150	\$ 8,335.95	\$1,116.25	\$1,500.00	10,952.20
Lot 12	City Aud Sub 4	25-164-0610	Harold & Clare Seberson	540 16TH ST	50	50.00	\$ 3,485.54	\$1,075.00	\$1,500.00	6,060.54
Lot 12	City Aud Sub 4	25-164-0620	Clark Lingbeek	506 16TH ST	60	60.00	\$ 4,182.65	\$1,075.00	\$1,500.00	6,757.65
Lot 12	City Aud Sub 4	25-164-0630	Paul Soleta	504 16TH ST	80	80.00	\$ 5,576.87	\$1,075.00	\$1,500.00	8,151.87
Lot 12	City Aud Sub 4	25-164-0640	Beth Lund	500 16TH ST	70	70.00	\$ 4,879.76	\$1,075.00	\$1,500.00	7,454.76
Lot 9	County Aud Subd 5	25-165-0140	Jerry Parker	1008 6th Ave	132	0	\$ 8,536.72	\$1,116.25	\$1,500.00	11,152.97
Lot 18	Cnty Aud Plat 14	25-177-0110	Todd & Kristine Giese	585 Drake	75	0.00	\$ 4,733.69	\$0.00	\$1,500.00	6,233.69
Lot 18	Cnty Aud Plat 14	25-177-0115	Brian Redding	581 Drake	85	0.00	\$ 5,364.85	\$0.00	\$1,500.00	6,864.85
Lot 19	Cnty Aud Plat 14	25-177-0120	Michael & Kera Haugen	Drake Ave	143.58	0.00	\$ 9,062.18	\$0.00	\$1,500.00	10,562.18
Lot 7 Blk 1	Hutton & Collin Add	25-351-0060	Gary & Margaret Kulseth	1409 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 8 Blk 1	Hutton & Collin Add	25-351-0070	Jonathan & Tamra Anderson	1417 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 9 Blk 1	Hutton & Collin Add	25-351-0080	Lorene Sutherland	1425 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 10 Blk 1	Hutton & Collin Add	25-351-0090	Willis Nichols	1435 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 11 Blk 1	Hutton & Collin Add	25-351-0100	Terrance Schwartz	1445 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 12 Blk 1	Hutton & Collin Add	25-351-0110	Harold & Edith Johnson	1453 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 1 Blk 6	Hutton & Collin	25-351-0550	Scott Huebert	1546 5TH AVE		102	\$ 51.00	\$0.00	\$0.00	3,555.25
Lot 1 Blk 6	Hutton & Collin	25-351-0560	Scott & Mary Huebert	521 16TH ST	40	0	\$ 2,788.43	\$1,075.00	\$1,500.00	5,363.43
Lot 7 Blk 6	Hutton & Collin Add	25-351-0620	Daniel Riordan	552 15TH ST	0	100	\$ 50.00	\$1,116.25	\$1,500.00	5,849.86
Lot 8 Blk 6	Hutton & Collin Add	25-351-0630	Patricia Grunewald	1517 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 9 Blk 6	Hutton & Collin Add	25-351-0640	Diane Johnson	1533 6TH AVE	50	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 10 Blk 6	Hutton & Collin	25-351-0650	Lyle Krueger	1545 6TH AVE	68.6	69	\$ 6,841.53	\$1,075.00	\$1,500.00	9,416.53
Lot 10 Blk 6	Hutton & Collin	25-351-0660	Tirsta Prins	537 16TH ST	73	73.00	\$ 5,088.89	\$1,075.00	\$1,500.00	7,663.89
Lot 1 Blk 7	Hutton & Collin	25-351-0670	Joseph Salzwedel	1552 4TH AVE		142	\$ 4,949.47	\$0.00	\$0.00	4,949.47
Lot 10 Blk 7	Hutton & Collin	25-351-0750	Thomas Griffin	1549 5TH AVE		142	\$ 4,949.47	\$0.00	\$0.00	4,949.47
Lot 1 Blk 1	Horkey's Townhouse	25-360-0010	Arlene Orloske	428 16TH ST	48.58	48.58	\$ 3,386.55	\$1,075.00	\$1,500.00	5,961.55
Lot 2 Blk 1	Horkey's Townhouse	25-360-0020	Chester & Lavonne Bennett	424 16TH ST	18.37	18.37	\$ 1,280.59	\$1,075.00	\$1,500.00	3,855.59
Lot 3 Blk 1	Horkey's Townhouse	25-360-0030	Gregory Rossow	420 16TH ST	18.37	18.37	\$ 1,280.59	\$1,075.00	\$1,500.00	3,855.59
Lot 4 Blk 1	Horkey's Townhouse	25-360-0040	Betty Mammen	416 16TH ST	18.3	18.30	\$ 1,275.71	\$1,075.00	\$1,500.00	3,850.71
Lot 5 Blk 1	Horkey's Townhouse	25-360-0050	Mervin & Mary Erickson	412 16TH ST	18.37	18.37	\$ 1,280.59	\$1,075.00	\$1,500.00	3,855.59
Lot 6 Blk 1	Horkey's Townhouse	25-360-0060	Theresa Black	408 16TH ST	17.61	17.61	\$ 1,227.61	\$1,075.00	\$1,500.00	3,802.61
Lot 7 Blk 1	Horkey's Townhouse	25-360-0070	Armando & Rocio Madrigal	404 16TH ST	53.4	53.40	\$ 9,722.56	\$1,075.00	\$1,500.00	6,297.56
Lot 2	Geo P Jeffers Subd	25-418-0020	Doris Curry	1080 6TH AVE	109	109.00	\$ 7,049.26	\$1,116.25	\$1,500.00	9,665.51
Lot 3	Geo P Jeffers Subd	25-418-0050	Eugene & Betty Bottin	1060 6TH AVE	54.5	54.50	\$ 3,524.63	\$1,116.25	\$1,500.00	6,140.88
Blk 5 & 6	Kalash Add	25-450-0360	Ind School Dist 177	PO Box C177		639.08	\$ 13,509.64	\$0.00	\$0.00	13,509.64
Lot 1 Blk 1	Knauss Dyn View Ad	25-452-0010	Daniel & Margaret McDonald	1980 9th Ave	125	90	\$ 7,184.41	\$0.00	\$1,500.00	8,684.41
Lot 2 Blk 1	Knauss Dyn View Ad	25-452-0020	Bruce Gentry	975 20th Street	90	90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 3 Blk 1	Knauss Dyn View Ad	25-452-0030	Seng & Kelly Thongvivong	1025 20th St	90	90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 4 Blk 1	Knauss Dyn View Ad	25-452-0040	Daniel Knigge	1045 20th St	90	90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 5 Blk 1	Knauss Dyn View Ad	25-452-0050	Jeff & Alison Dahna	1065 20th Street	59.09	59.09	\$ 2,494.39	\$0.00	\$1,500.00	3,994.39
Lot 6 Blk 1	Knauss Dyn View Ad	25-452-0060	Margaret Keffeler	1085 20th Street	90.56	90.56	\$ 3,822.85	\$0.00	\$1,500.00	5,322.85

Lot 7 Blk 1	Knauss Dyn View Ad	25-452-0070	Gordon & Brigitte Olson	1135 20th Street	45		45.00	\$ 1,899.61	\$0.00	\$1,500.00	3,399.61
Lot 7 Blk 1	Knauss Dyn View Ad	25-452-0080	Gordon & Brigitte Olson	1125 20th Street	45		45.00	\$ 1,899.61	\$0.00	\$1,500.00	3,399.61
Lot 8 Blk 1	Knauss Dyn View Ad	25-452-0090	William & Kathleen Bauman	1145 20th Street	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 9 Blk 1	Knauss Dyn View Ad	25-452-0100	Kenneth Knigge	1165 20th Street	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 10 Blk 1	Knauss Dyn View Ad	25-452-0110	Richard & Linda Bloomquist	1185 20th Street	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
lot 1 Blk 2	Knauss Dyn View Ad	25-452-0120	Rory & Barbara Johnson	930 20th St	90.61		90.61	\$ 3,824.96	\$0.00	\$1,500.00	5,324.96
Lot 2 Blk 2	Knauss Dyn View Ad	25-452-0130	Rollin Knigge	970 20th St	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 3 Blk 2	Knauss Dyn View Ad	25-452-0140	Ivan & Mary Schaufenbuel	1030 20th St	100		100.00	\$ 4,221.35	\$0.00	\$1,500.00	5,721.35
Lot 4 Blk 2	Knauss Dyn View Ad	25-452-0150	Curtis & Tami Mischke	1050 20th St	194.25		194.25	\$ 8,199.96	\$0.00	\$1,500.00	9,699.96
Lot 1 Blk 3	Knauss Dyn View Ad	25-452-0210	Nancy MacGregor	1110 20th St	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 2 Blk 3	Knauss Dyn View Ad	25-452-0220	Anna Johanssen	1132 20th St	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 3 Blk 3	Knauss Dyn View Ad	25-452-0230	Verlin-Janice Christians	1150 20th St	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 12 Blk 1	1st Ext Knauss Dyn	25-453-0040	Nick Bussey	1168 20th St	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 13 Blk 1	1st Ext Knauss Dyn	25-453-0050	Nate & Jillian Vortheims	1200 20th St	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 14 Blk 1	1st Ext Knauss Dyn	25-453-0051	Daryl & Elaine Tasler	1240 20th St	140		140.00	\$ 5,909.88	\$0.00	\$1,500.00	7,409.88
Lot 1 Blk 3	1st Ext Knauss Dyn	25-453-0070	Alan Wood	1195 20th Street	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 2 Blk 3	1st Ext Knauss Dyn	25-453-0071	Richard Buckentin	1225 20th Street	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 3 Blk 3	1st Ext Knauss Dyn	25-453-0072	Eugene & Shelly Lovell	1245 20th Street	90		90.00	\$ 3,799.21	\$0.00	\$1,500.00	5,299.21
Lot 4 Blk 3	1st Ext Knauss Dyn	25-453-0073	Todd & Gwen Rhubee	1265 20th Street	45		45.00	\$ 1,899.61	\$0.00	\$1,500.00	3,399.61
Lots 1 & 2 Bld 1	McGregor's Sub	25-521-0010	Margaret Juhnke	1244 6TH AVE	107.2		107.20	\$ 6,932.85	\$1,116.25	\$1,500.00	9,549.10
Lot 1 Blk 6	McGregor's Sub	25-521-0340	Dale Friesen	1304 6TH AVE	50		50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 2 Blk 6	McGregor's Sub	25-521-0350	Bryon & Rita Hoppe	1312 6TH AVE	82.5		82.50	\$ 5,335.45	\$1,116.25	\$1,500.00	7,951.70
Lot 3 Blk 6	McGregor's Sub	25-521-0360	Robert & Mary Lugo	1328 6TH AVE	50		50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86
Lot 4 Blk 6	McGregor's Sub	25-521-0370	Michael Cobb	1340 6TH AVE	93.5		93.50	\$ 6,046.84	\$1,116.25	\$1,500.00	8,663.09
Lot 5 Blk 6	McGregor's Sub	25-521-0380	Earl & Kathryn Steuber	1356 6TH AVE	59		59.00	\$ 3,815.65	\$1,116.25	\$1,500.00	6,431.90
Lot 1 Blk 1	Pflughaupt Add	25-617-0010	Daniel & Theresa Jones	875 20th St	100	125	162.50	\$ 6,863.75	\$1,075.00	\$1,500.00	9,438.75
Lot 2 Blk 1	Pflughaupt Add	25-617-0020	Cheryl Nelson	865 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 3 Blk 1	Pflughaupt Add	25-617-0030	Jeffrey Frodermann	845 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 4 Blk 1	Pflughaupt Add	25-617-0040	Monte & Beth Scrivens	815 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 5 Blk 1	Pflughaupt Add	25-617-0050	Corey & Kristi Maricle	775 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 6 Blk 1	Pflughaupt Add	25-617-0060	James & Doreen Jorgensen	765 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 7 Blk 1	Pflughaupt Add	25-617-0070	Merle & Bernice Wall	745 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 8 Blk 1	Pflughaupt Add	25-617-0080	Grant & Dorothy Johnson	735 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 9 Blk 1	Pflughaupt Add	25-617-0090	Kyle & Jessica Smith	715 20th St	100.39		100.39	\$ 4,237.81	\$1,075.00	\$1,500.00	6,812.81
Lot 10 Blk 1	Pflughaupt Add	25-617-0100	City of Windom	Park	243.9		243.90	\$ 10,295.86	\$1,075.00	\$1,500.00	12,870.86
Lot 1 Blk 2	Pflughaupt Add	25-617-0110	Barry & Vicki Ommen	760 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 2 Blk 2	Pflughaupt Add	25-617-0120	Herbert & Marlys Nagorske	750 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 3 Blk 2	Pflughaupt Add	25-617-0130	Robin Shaw	730 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 4 Blk 2	Pflughaupt Add	25-617-0140	Thomas & Sherri Zimmermar	720 20th St	100		100.00	\$ 4,221.35	\$1,075.00	\$1,500.00	6,796.35
Lot 5 Blk 2	Pflughaupt Add	25-617-0150	Wayne & Deborah Mau	710 20th St	225.06		225.06	\$ 9,500.56	\$1,075.00	\$1,500.00	12,075.56
Lot 1 Blk 3	Pflughaupt Add	25-617-0170	Darris & Sharon Snelling	870 20th St	120		120.00	\$ 5,065.62	\$1,075.00	\$1,500.00	7,640.62
Lot 2 Blk 3	Pflughaupt Add	25-617-0180	Ryan & Amy Mcnamara	850 20th St	120		120.00	\$ 5,065.62	\$1,075.00	\$1,500.00	7,640.62
Lot 3 Blk 3	Pflughaupt Add	25-617-0190	Mary Ann Anderson	810 20th St	120		120.00	\$ 5,065.62	\$1,075.00	\$1,500.00	7,640.62
Lot 4 Blk 1	Reddings 1st Add	25-670-0050	Matthew Curry	87 6th Street		160	80.00	\$ 5,049.27	\$0.00	\$0.00	5,049.27
Lot 1 Blk 2	Reddings 1st Add	25-670-0060	Daniel Benz & Anne Foley	595 Drake	160	0.00	160.00	\$ 10,098.54	\$0.00	\$0.00	10,098.54
Lot 1 Blk 1	River Side Sub	25-678-0010	Katia Figueroa	1125 RIVER RD		132.87	66.44	\$ 4,053.47	\$0.00	\$0.00	4,053.47
Lot 2 Blk 1	River Side Sub	25-678-0020	Nathan Verhoeven	25 RIVER AVE	65.61		65.61	\$ 4,003.13	\$1,137.50	\$1,500.00	6,640.63
Lot 3 Blk 1	River Side Sub	25-678-0030	Joseph & Michelle Rithl	45 RIVER AVE	60		60.00	\$ 3,660.85	\$1,137.50	\$1,500.00	6,298.35
Lot 4 & 5 Blk 1	River Side Sub	25-678-0040	Joni Good	61 RIVER AVE	114.58		114.58	\$ 6,990.99	\$1,137.50	\$1,500.00	9,628.49
Lot 1 Blk 2	River Side Sub	25-678-0050	Octavio & Claudia Lopez	1053 RIVER RD	0	158.42	79.21	\$ 4,832.93	\$0.00	\$0.00	4,832.93
Lot 3 Blk 2	River Side Sub	25-678-0070	James Hunter	40 RIVER AVE	60		60.00	\$ 3,660.85	\$1,137.50	\$1,500.00	6,298.35
Lot 4 Blk 2	River Side Sub	25-678-0080	Pauline Tewes	50 RIVER AVE	60		60.00	\$ 3,660.85	\$1,137.50	\$1,500.00	6,298.35
Lot 5 & 6 Blk 2	River Side Sub	25-678-0090	Joshua Schunk	60 RIVER AVE	99.12		99.12	\$ 6,047.72	\$1,137.50	\$1,500.00	8,685.22
Lot 1 Blk 1	Soleta's Subdivision	25-717-0010	Rebeca Benitez	98 5th St	120	36.61	169.12	\$ 8,272.99	\$0.00	\$1,500.00	9,772.99
Lot 2 Blk 1	Soleta's Subdivision	25-717-0020	Bonnie Meyer	580 Drake Ave	50		50.00	\$ 3,155.80	\$0.00	\$1,500.00	4,655.80
Lot 3 & 1/2 Alley	Soleta's Subdivision	25-717-0030	John & Ruth Smith	590 Drake Ave	65	0	65.00	\$ 4,102.53	\$0.00	\$1,500.00	5,602.53
Lot 4 Blk 1	Soleta's Subdivision	25-717-0040	Jose Olmedo	96 5th St	50	0	50.00	\$ 2,287.95	\$0.00	\$1,500.00	3,787.95

Lot 5 Blk 1	Soleta's Subdivision	25-717-0050	Jose Olmedo	92 5th St	50	0	50.00	\$ 2,287.95	\$0.00	\$1,500.00	3,787.95	
Lot 6 Blk 1	Soleta's Subdivision	25-717-0060	Marlyn Voehl	88 5th St	63.2	0	63.20	\$ 2,891.97	\$0.00	\$1,500.00	4,391.97	
Lot 1 & E5' Lot 2 Blk 2	Soleta's Subdivision	25-717-0070	Duwayne & Nancy Sell	97 5th Street	75.58	136.82	143.99	\$ 7,776.23	\$0.00	\$1,500.00	9,276.23	
Lot 2 Blk 2	Soleta's Subdivision	25-717-0080	Duwayne & Nancy Sell	95 5th Street	50	0	50.00	\$ 2,287.95	\$0.00	\$1,500.00	3,787.95	
Lot 3 Blk2	Soleta's Subdivision	25-717-0090	Todd & Jody Johnson	93 5th Street	55	0	55.00	\$ 2,516.75	\$0.00	\$1,500.00	4,016.75	
Lot 4 Blk2	Soleta's Subdivision	25-717-0100	Keyri Sanchez	89 5th Street	55	0	55.00	\$ 2,516.75	\$0.00	\$1,500.00	4,016.75	
Lot 5 Blk 2	Soleta's Subdivision	25-717-0110	Mary Myers	85 5th Street	65.12	0	65.12	\$ 2,979.83	\$0.00	\$1,500.00	4,479.83	
Lot 12 Blk 1	Void Add	25-791-0110	James Kartes	870 19th St		100	50.00	\$ 2,113.92	\$0.00	\$0.00	2,113.92	
Lot 12 Blk 2	Void Add	25-791-0230	Loreen Haugen	1875 9th Ave		100	100.00	\$ 4,227.84	\$0.00	\$0.00	4,227.84	
Lot 13 Blk 2	Void Add	25-791-0240	Richard & Doris Elness	880 18th St	116.2	100	166.20	\$ 8,010.48	\$1,075.00	\$1,500.00	10,585.48	
Lot 14 Blk 2	Void Add	25-791-0250	Timothy Hiley	870 18th St		115	115.00	\$ 5,835.67	\$1,075.00	\$1,500.00	8,410.67	
Lot 15 & 16 Blk 2	Void Add	25-791-0260	Clarence & Carol Hovdet	860 18th St		150	150.00	\$ 7,611.74	\$1,075.00	\$1,500.00	10,186.74	
Lot 17 Blk 2	Void Add	25-791-0270	Eugene Engler	760 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 18 Blk 2	Void Add	25-791-0280	Jerry Hochstein	732 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 19 Blk 2	Void Add	25-791-0290	Hollie Holmes	718 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 20 Blk 2	Void Add	25-791-0300	Michael Fisher	710 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 21 Blk 2	Void Add	25-791-0310	Allan & Sandra Bartosh	640 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 22 Blk 2	Void Add	25-791-0320	James & Marjo Hietbrink	636 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 23 Blk 2	Void Add	25-791-0330	Ronald & Nancy Meyer	628 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 24 Blk 2	Void Add	25-791-0340	Shirley Flaskegaard	616 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 1 Blk 3	Void Add	25-791-0350	Merlyn Johnson	613 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 2 Blk 3	Void Add	25-791-0360	Margaret Sotebeer	629 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 3 Blk 3	Void Add	25-791-0370	Philip & Mary Anderson	637 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 4 Blk 3	Void Add	25-791-0380	Ronald & Sharron Tibodeau	641 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 5 Blk 3	Void Add	25-791-0390	Clyde & Carla Moret	705 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 6 Blk 3	Void Add	25-791-0400	Raymond-Marjorie Sartorius	717 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 7 Blk 3	Void Add	25-791-0410	Patricia & John Salzwedel	733 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 8 Blk 3	Void Add	25-791-0420	Nancy Michalski	769 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 9 Blk 3	Void Add	25-791-0430	Denise Francis	817 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 10 Blk 3	Void Add	25-791-0440	Daniel & Vickie Steenhoek	825 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 11 Blk 3	Void Add	25-791-0450	Howard & Rosalee Davis	861 18th St		100	100.00	\$ 5,074.49	\$1,075.00	\$1,500.00	7,649.49	
Lot 12 Blk 3	Void Add	25-791-0460	Lane & Deann Steele	1775 9th Ave		100	77.34	138.67	\$ 6,190.15	\$1,075.00	\$1,500.00	8,765.15
Lot 13 Blk 3	Void Add	25-791-0470	Willis & Barbara Henning	1755 9th Ave		100	100.00	\$ 4,227.84	\$0.00	\$0.00	4,227.84	
Lot 1 Blk 4	Void Add	25-791-0570	State of Minnesota	CRN 17TH ST/6TH AVE		44	22.00	\$ 1,422.79	\$1,116.25	\$1,500.00	4,039.04	
Lot 1 Blk 5	Void Add	25-791-0690	Monica Amundson	1632 6TH AVE	156.09	0	156.09	\$ 10,094.67	\$1,116.25	\$1,500.00	12,710.92	
Lot 2 Blk 5	Void Add	25-791-0700	Orville & Virginia Cook	1620 6TH AVE	100	0	100.00	\$ 6,467.21	\$1,116.25	\$1,500.00	9,083.46	
Lot 3 Blk 5	Void Add	25-791-0710	Kimberly Olson	600 16TH ST		100	50.00	\$ 3,233.61	\$1,116.25	\$1,500.00	5,849.86	
Lot 1 Blk 6	Void Add	25-791-0790	Charlene Carlson	613 16TH ST		130	65.00	\$ 4,203.69	\$1,116.25	\$1,500.00	6,819.94	
Lot 9 Blk 41	Wdm Second Add	25-822-0070	Judith Clark	1205 6TH AVE	59.74		59.74	\$ 3,863.51	\$1,116.25	\$1,500.00	6,479.76	
Lot 10 Blk 41	Wdm Second Add	25-822-0071	Robert & Audry Byers	1215 6TH AVE	45.14		45.14	\$ 2,919.30	\$1,116.25	\$1,500.00	5,535.55	
Lot 11 Blk 41	Wdm Second Add	25-822-0081	Arnold & Delores Olson	1225 6TH AVE	45.14		45.14	\$ 2,919.30	\$1,116.25	\$1,500.00	5,535.55	
Lot 11 Blk 41	Wdm Second Add	25-822-0082	Gladys Polzin	1235 6TH AVE	49.76		49.76	\$ 3,218.08	\$1,116.25	\$1,500.00	5,834.33	
Lot 12 & 13 Blk 41	Wdm Second Add	25-822-0090	Daniel & April Myers	1245 6TH AVE	75		75.00	\$ 4,850.41	\$1,116.25	\$1,500.00	7,466.66	
Lot 14 Blk 41	Wdm Second Add	25-822-0100	Allan & Michele Karschnik	1265 6TH AVE	75		75.00	\$ 4,850.41	\$1,116.25	\$1,500.00	7,466.66	
Lot 8 & 9 Blk 42	Wdm Second Add	25-822-0180	Douglas & Trisha Grant	1307 6TH AVE	75		75.00	\$ 4,850.41	\$1,116.25	\$1,500.00	7,466.66	
Lot 10 & 11 Blk 42	Wdm Second Add	25-822-0190	Elizabeth Fredin	1325 6TH AVE	125		125.00	\$ 8,084.01	\$1,116.25	\$1,500.00	10,700.26	
Lot 12 & 13 Blk 42	Wdm Second Add	25-822-0200	Vernon & Ardoth Kraetsch	1345 6TH AVE	75		75.00	\$ 4,850.41	\$1,116.25	\$1,500.00	7,466.66	
Lot 14 Blk 42	Wdm Second Add	25-822-0210	Donald & Donna Schoenenb	1365 6TH AVE	75		75.00	\$ 4,850.41	\$1,116.25	\$1,500.00	7,466.66	
Blk 24	Wdm Third Add	25-823-1920	Business, Arts & Recreation	1012 5TH AVE	0	348	174.00	\$ 11,252.95	\$1,116.25	\$1,500.00	13,869.20	
Lot 5 Blk 25	Wdm Third Add	25-823-1980	Shirley & Hugh Lyons	1125 6TH AVE	70		70.00	\$ 4,527.05	\$1,116.25	\$1,500.00	7,143.30	
Lot 5 Blk 25	Wdm Third Add	25-823-1990	James & SImoine Bolin	552 11TH ST	0	89	44.50	\$ 2,877.91	\$1,116.25	\$1,500.00	5,494.16	
Lot 7 Blk 25	Wdm Third Add	25-823-2000	Gary & Marget Floyd	1157 6TH AVE	49.5		49.50	\$ 3,201.27	\$1,116.25	\$1,500.00	5,817.52	
Lot 7 Blk 25	Wdm Third Add	25-823-2010	Maria Garcia	1161 6TH AVE	30		30.00	\$ 1,940.16	\$1,116.25	\$1,500.00	4,556.41	
Lot 7 Blk 25	Wdm Third Add	25-823-2020	RTSM Enterprises LLC	1141 6TH AVE	79.5		79.50	\$ 5,141.43	\$1,116.25	\$1,500.00	7,757.68	
City West			City of Windom	Drake Ave	139	0.00	139.00	\$ 8,773.11	\$0.00	\$1,500.00	10,273.11	
City East			City of Windom	Drake Ave	125	0.00	143.58	\$ 9,062.18	\$0.00	\$1,500.00	10,562.18	

\$835,310.20 \$126,103.75 \$234,000.00 1,195,413.95



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222

St. Paul, MN 55101

651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



### RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control • (3.2% Licenses exempt)

**Licensee:** Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. **City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.**

License Code ONSL License Period Ending 12/31/2013 ID# 1517  
 City/County where license approved. Windom  
 Licensee Name FDE Aerie 3891  
 Trade Name Eagles Club  
 Licensed Location address 821 4th Ave  
 City, State, Zip Code Windom, MN 56101  
 Business Phone 507/831-3891

**LICENSE FEES:** Off Sale \$ 0.00 On Sale \$ 2000.00 Sunday \$ 200.00

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5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Tony Huber DOB 9-18-52 S S Date 11-4-13  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Peterson Date 11/12/13  
 (Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

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St. Paul, MN 55101

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RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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License Code ONSL License Period Ending 12/31/2013 ID# 6776
City/County where license approved. Window

Licensee Name Porath, Gordon

Trade Name Sunbowl

Licensed Location address 111 1st Ave S

City, State, Zip Code Window, MN 56101

Business Phone 507/831-4250

LICENSE FEES: Off Sale \$ 0.00 On Sale \$ 2000.00 Sunday \$ 0.00

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Licensee Signature [Signature] Date 11-5-13
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 11/12/13
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.



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License Code ONSS License Period Ending 12/31/2013 ID# 10046  
City/County where license approved. Windom

Licensee Name Phat Pheasant Pub Inc.

Trade Name Phat Pheasant Bar et al

Licensed Location address 2370 Hwy 60 East

City, State, Zip Code Windom, MN 56101

Business Phone 507/831-3977

**LICENSE FEES:** Off Sale \$ 0.00 On Sale \$ 2000.00 Sunday \$ 200.00

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Licensee Signature [Signature] Date 11-6-13  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 11/12/13  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

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RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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License Code MWNONSL License Period Ending 12/31/2013 ID# 32679
City/County where license approved. WINDOM

Licensee Name River City Eatery LLC

Trade Name River City Eatery

Licensed Location address 344 10th St

City, State, Zip Code Windom, MN 56101

Business Phone 507/832-8383

LICENSE FEES: Off Sale \$ 0.00 On Sale \$ 150.00 Sunday \$ 0.00

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Licensee Signature [Signature] Date 11/11/13
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 11/12/13
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.



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License Code 3.20NSS License Period Ending 12/31/2013 ID# 32964
City/County where license approved. Window

Licensee Name River City Eatery LLC

Trade Name River City Eatery

Licensed Location address 344 10th St

City, State, Zip Code Window, MN 56101

Business Phone 507/832-8383

LICENSE FEES: Off Sale \$ 0.00 On Sale \$ 100.00 Sunday \$ 0.00

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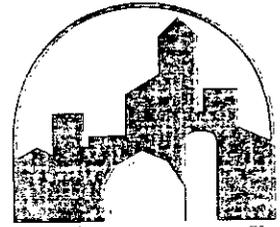
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Licensee Signature [Signature] Date 11/11/13
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City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 11/12/13
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WINDOM

### INTOXICATING MALT LIQUOR (STRONG BEER) LICENSE AUTHORIZATION

Name of Applicant: River City Eatery (Mari Harries)

Home Address: 1224 3rd Ave

Business in connection with which the proposed license will operate:

River City Eatery

Address of Business: 344 10th St.

Minnesota Tax ID #: 2136121

Applicant is  Owner,  Operator

Name and address of Manager (if applicable) \_\_\_\_\_

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I hereby verify gross receipts are at least 60 percent attributable to the sale of food and hereby grant the City of Windom access to information to verify annual intoxicating liquor (strong beer) sales. I further acknowledge that I am in receipt of section 118.048 ON-SALE WINE LICENSE REQUIRED of the Windom City Code detailing license requirements.

Signed: M Harries

Date: 11/12/13

Report of Investigation: \_\_\_\_\_

Approved by the City Council \_\_\_\_\_





Minnesota Department of Public Safety



Alcohol and Gambling Enforcement

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St. Paul, MN 55101

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License Code MWNDNSB License Period Ending 12/31/2013 ID# 8682
City/County where license approved. Windom

Licensee Name Zhou, Yi-Xiang

Trade Name China Restaurant

Licensed Location address 302 10th St

City, State, Zip Code Windom, MN 56101

Business Phone 507/831-5998

LICENSE FEES: Off Sale \$ 0.00 On Sale \$ 150.00 Sunday \$ 0.00

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Licensee Signature yi xiang zhou Date 11/12/13
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature Date
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Date 11/13/13
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222

St. Paul, MN 55101

651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



### RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control • (3.2% Licenses exempt)

**Licensee:** Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. **City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.**

License Code 3.20NSS License Period Ending 12/31/2013 ID# 34001  
City/County where license approved. Windom

Licensee Name Zhou, Yi-Xiang

Trade Name China Restaurant

Licensed Location address 302 10th St

City, State, Zip Code Windom, MN 56101

Business Phone 507/831-5998

**LICENSE FEES:** Off Sale \$ 0.00 On Sale \$ 100.00 Sunday \$ 0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale. or \$50,000 at off sale).

Licensee Signature Yi Xiang Zhou Date 11/12/13  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature Scott Peterson Date 11/13/13  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



**INTOXICATING MALT LIQUOR  
(STRONG BEER) LICENSE AUTHORIZATION**

Name of Applicant: yi xiang zhou

Home Address: 302 10th st

Business in connection with which the proposed license will operate:

China Restaurant

Address of Business: 302 10th st

Minnesota Tax ID #: 4867817

Applicant is (Owner), (Operator)

Name and address of Manager (if applicable) \_\_\_\_\_

License fee of \$100.00 must accompany this application.

I, the applicant, state that all statements in this application are true and correct. I hereby verify gross receipts are at least 60 percent attributable to the sale of food and hereby grant the City of Windom access to information to verify annual intoxicating liquor (strong beer) sales. I further acknowledge that I am in receipt of section **118.048 ON-SALE WINE LICENSE REQUIRED** of the Windom City Code detailing license requirements.

Signed: yi xiang zhou

Date: 11 / 12 / 13

Report of Investigation: \_\_\_\_\_

Approved by the City Council \_\_\_\_\_



## RESOLUTION #2013-

**INTRODUCED:**

**SECONDED:**

**VOTED: Aye:**

**Nay:**

**Abstained:**

**Absent:**

### CITY OF WINDOM

#### **RESOLUTION OPENING PLATTED STREETS KNOWN AS “COMMERCE BOULEVARD, OPPORTUNITY DRIVE AND TROTTER COURT” AND NOTICE OF PUBLIC NUISANCE**

**WHEREAS**, the final plat of the North Windom Industrial Park Subdivision was approved by the City Council on May 18, 2004, in Resolution #2004-17; and

**WHEREAS**, the plat includes streets, known as “Commerce Boulevard, Opportunity Drive and Trotter Court”. Opportunity Drive tracks east from Highway 71 along the south side of Lot 1, Block 1 & Lot 1, Block 2; Commerce Boulevard tracks north from Opportunity Drive between Blocks 1 and 2; Trotter Court tracks east from Commerce Boulevard as a cul-de-sac abutting Lots 2,3,4, and Outlot A in Block 2, in the North Windom Industrial Park Subdivision; and

**WHEREAS**, at the time that the property was platted, the streets were not opened by the City; and still have not been opened by the City; and

**WHEREAS**, the owners of Lots 3, 4 and 5, Block 1 of the North Windom Industrial Park Subdivision have submitted an application for a building permit for construction on their property and have requested access to their property. This request requires the City to take official action to open the street; and

**WHEREAS**, the City has the obligation to open a platted street to accommodate use of platted lots adjacent to a platted street; and

**WHEREAS**, it is in the public interest that these streets be opened.

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

1. The streets known as “Commerce Boulevard, Opportunity Drive and Trotter Court”, located in the North Windom Industrial Park Subdivision, are hereby declared opened.

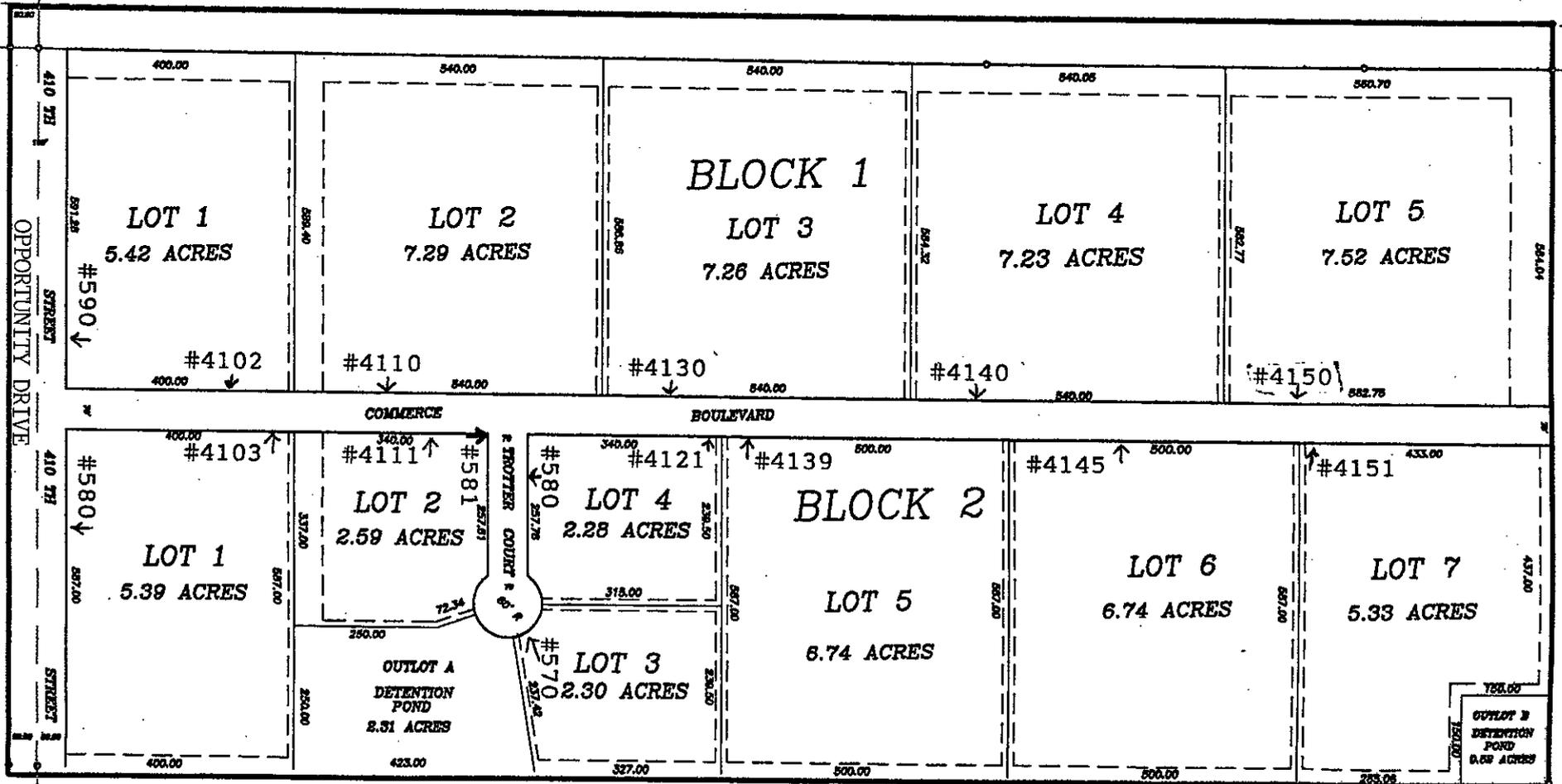
2. All property owners abutting the above stated streets shall be notified that they have sixty (60) days from the date of this resolution in which to remove fences, structures, and other improvements located within the street right-of-way and that failure to remove such improvements within the period of sixty (60) days will be deemed a public nuisance under the Windom City Code.

**Adopted this 19th day of November, 2013.**

\_\_\_\_\_  
Corey J. Maricle, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

# NORTH WINDOM INDUSTRIAL PARK SUBDIVISION





## City of Windom Staff Report

---

**To:** Mayor and Windom City Council  
**From:** Aaron Backman, EDA Executive Director  
**Council Meeting Date:** November 19, 2013

**Item Title/Subject:** RESOLUTION APPROVING ADOPTION OF AN INTERFUND LOAN RESOLUTION FOR TIF DISTRICT NO. 1-16 GDF

### Background:

The Windom EDA has been advised by the Office of the Minnesota State Auditor (OSA) that it must adopt an Interfund Loan Resolution (ILR) by the EDA and City for each new tax increment financing district that is established. This is true whether a loan is needed financially or not. Communities typically adopt an interfund loan for their TIF districts in order to finance startup costs such as financial advisory and legal fees associated with creating the TIF district, negotiating the terms of assistance and preparing a development agreement. Interfund loans can also be used to pay for hard costs such as land acquisition, utilities, construction of a project and loans to developers.

Interfund loans are useful to finance these costs if there is another internal source from the City that has the funds available. They can be useful because they just require a resolution and they are less expensive than a G.O. or TIF bond since the EDA/City does not incur costs of issuance. We must adopt the resolution prior to spending the funds or run the risk that OSA may not allow the EDA to reimburse ourselves through future TIF collections. There is no minimum amount that is allowed to be reimbursed to the EDA/City without an interfund loan.

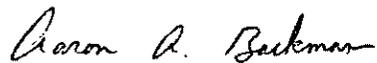
TIF authorities must adopt an ILR before costs are incurred, even if the costs are incurred before the TIF district is established. The interfund loan needs to include the principal amount, interest rate (the current maximum rate is 4.0%), source of funds being borrowed and the maximum term of the loan. Even if the costs are not expected to be reimbursed for years later in the life of the district the EDA needs to account for these obligations.

This resolution establishes an interfund loan from EDA/City funds for up to \$675,000 for the TIF District 1-16 GDF that was set up last year. The interest rate is 4% and is fixed. Interest payments would occur in August and February of each year. The EDA was reimbursed by the Developer for half of the expenses to create this TIF District and has not incurred other expenses to date. The Developer has agreed to pay the remaining costs for setting up the district when he moves ahead with the second phase of the project. The principal amount in the resolution is based upon the TIF Financing Plan that projected three phases of development over 25 years in this redevelopment district.

Attached for your review is a copy of the proposed resolution. The EDA Executive Director can respond to questions regarding the interfund loan resolution.

**Requested Action:** Approve the resolution authorizing an interfund loan for advance of certain costs in connection with the Tax Increment Financing District No. 1-16 GDF. Authorize the City Administrator and the Mayor to sign the resolution.

Respectfully submitted,



Aaron A. Backman  
EDA Executive Director

Attachment

## RESOLUTION #2013-

**INTRODUCED:**

**SECONDED:**

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

### CITY OF WINDOM

#### **RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 1-16 .**

---

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

Section 1.     Background.

1.01. The EDA and City have heretofore approved the establishment of Tax Increment Financing District No. 1-16 (the "TIF District") within Development District No. 1 (the "Project"), and have adopted a Tax Increment Financing Plan (the "TIF Plan") for the purpose of financing certain improvements within the Project.

1.02. The EDA and City have determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, site improvements/preparation, public utilities, other qualifying improvements, interest and administrative costs (collectively, the "Qualified Costs"), which costs may be financed on a temporary basis from EDA/City funds available for such purposes.

1.03. Under Minnesota Statutes, Section 469.178, Subd. 7, the EDA/City is authorized to advance or loan money from the EDA's/City's general fund or any other fund from which such advances may be legally authorized, in order to finance the Qualified Costs.

1.04. The EDA/City intends to reimburse itself for the Qualified Costs from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

Section 2.     Terms of Interfund Loan.

2.01. The EDA/City hereby authorizes the advance of up to \$675,000.00 from the EDA's/City's General Funds or any other fund from which such advances may be legally authorized or so much thereof as may be paid as Qualified Costs. The EDA/City shall reimburse itself for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 4% and will not fluctuate.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid semi-annually on each August 1 and February 1 (each a "Payment Date"), commencing on the first Payment Date on which

the Authority has Available Tax Increment (defined below), or on any other dates determined by the City Administrator, through the date of last receipt of tax increment from the TIF District.

2.03. Payments on this Interfund Loan are payable solely from "Available Tax Increment," which shall mean, on each Payment Date, tax increment available after other obligations have been paid, or as determined by the City Administrator, generated in the preceding six (6) months with respect to the property within the TIF District and remitted to the City by Cottonwood County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, all inclusive, as amended. Payments on this Interfund Loan may be subordinated to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

2.04. The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the EDA/City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

2.05. This Interfund Loan is evidence of an internal borrowing by the EDA/City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. This Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the EDA or City. Neither the State of Minnesota, nor any political subdivision thereof, shall be obligated to pay the principal of or interest on this Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Interfund Loan or other costs incident hereto. The EDA or City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The EDA/City may amend the terms of this Interfund Loan at any time by resolution of the EDA Board and City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon the date of its approval.

ADOPTED this 19th day of November, 2013.

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Corey Maricle, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator/City Clerk



## City of Windom Staff Report

---

**To:** Mayor and Windom City Council  
**From:** Aaron Backman, EDA Executive Director  
**Council Meeting Date:** November 19, 2013  
**Item Title/Subject:** Decertification of TIF District 1-6

### **Background:**

TIF District 1-6 was created in March, 1996, and covers property in Lots 5 and 6 of State Subdivision in the Northwest Quarter (NW¼) of 36-105-36 in the City of Windom. This district is locally known as the “River Bend – Street Shop” District and is located at the intersection of Highways 60/71 and Sixth Street.

Minnesota Statutes and the tax increment financing plan adopted for this redevelopment TIF district established an expiration date for the district of twenty-five years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July, 2009. It has been determined that the obligations of the District were satisfied in 2012 and all eligible costs of the project have been paid. Thus, the district needs to be decertified by the Cottonwood County Auditor as of December 31, 2013.

To begin the process, the EDA unanimously adopted a resolution on November 13, 2013, approving the decertification of TIF District 1-6. Any excess tax increment received for this district will be returned to the Cottonwood County Auditor before December 31, 2013. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this district. Attached is a resolution for this purpose for your review. I will be present at the November 19<sup>th</sup> City Council Meeting to answer any additional questions you may have concerning this decertification.

**REQUESTED ACTION:** Adopt the “Resolution Approving the Decertification of Tax Increment Financing District No. 1-6”.

Respectfully submitted,

*Aaron A. Backman*

Aaron A. Backman, EDA Executive Director

AAB:mah

Attachments

**RESOLUTION #2013-**

**INTRODUCED:**

**SECONDED:**

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

**CITY OF WINDOM**

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX  
INCREMENT FINANCING DISTRICT NO. 1-6**

---

WHEREAS, on March 4, 1996, the Economic Development Authority of Windom (the "EDA") and the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-6, County Number 28, (locally known as "River Bend – Street Shop" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, the property covered by this District is briefly described as Part of Lots 5 and 6 of State Subdivision in the Northwest Quarter (NW¼) of Section 36, Township 105, Range 36, in the City of Windom, Cottonwood County, Minnesota, (Parcel Nos. 25-710-0060, 25-710-0061, and 25-710-0175); and

WHEREAS, the Tax Increment Financing Plan adopted on March 4, 1996, for this TIF District requires, pursuant to Minnesota Statutes, that the duration of this District will be twenty-five years after date of receipt of first tax increment unless the obligations of the District are met prior to that time; and

WHEREAS, the receipt of first tax increment was July of 2009; and

WHEREAS, the plan provides for decertification of the District effective December 31, 2034, unless the obligations of the District are met prior to that time; and

WHEREAS, it has been determined that the obligations of the District were satisfied in 2012 and all costs of the Project have been paid; and

WHEREAS, there are no parcels located in this District which currently have delinquent taxes under the duration limits; and

WHEREAS, the City of Windom acknowledges the expiration of this District pursuant to the TIF Plan and statutory requirements; and

WHEREAS, any excess tax increment received for this TIF District will be returned to Cottonwood County Auditor/Treasurer before December 31, 2013; and

WHEREAS, the City of Windom desires by this resolution to acknowledge the expiration of this District effective December 31, 2013, after which all property taxes generated by

property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor/Treasurer.

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

1. All obligations of said District have been paid and Tax Increment Financing District No. 1-6 (County No. 28) (River Bend – Street Shop District) should be decertified pursuant to Minnesota Statutes and the tax increment financing plan adopted for said District.

2. City/EDA staff is directed to take all action necessary to return any excess tax increment from this District to the Cottonwood County Auditor/Treasurer before December 31, 2013.

3. City/EDA staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify TIF District No. 1-6 as a tax increment district.

ADOPTED this 19th day of November, 2013.

\_\_\_\_\_  
Corey Maricle, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator/City Clerk



## City of Windom Staff Report

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**To:** Mayor and Windom City Council  
**From:** Aaron Backman, EDA Executive Director  
**Council Meeting Date:** November 19, 2013  
**Item Title/Subject:** **RESOLUTION APPROVING A TRANSFER OF TAX INCREMENT PROCEEDS FROM TIF DISTRICT NO. 1-1 TO TIF DISTRICT 1-13 (“EDA SINGLE FAMILY HOUSING”)**

### **Background:**

TIF District 1-1 is a pre-1990 district that expired effective December 31, 2011, and has tax increment proceeds remaining. The laws allow tax increment proceeds from pre-1990 TIF districts to be used for redevelopment, renewal and/or renovation projects outside the geographic area of the district. TIF District 1-13, established in 2000, is the EDA’s Single Family Housing District for residential lots in Riverbluff Estates Subdivision.

At the time of the installation of the infrastructure in Riverbluff Estates Subdivision, a bond was used to pay for these costs and TIF District 1-13 was established. The original intent of River Bluff Estates was to construct a house on each lot and use the tax increment generated to pay for accrued interest and principal on the bond. Pursuant to requests from property owners in the subdivision and the EDA’s desire to sell parcels, the EDA modified the restrictive covenants to allow the sale of available lots to adjoining homeowners. The property owners have constructed garages or storage buildings on these lots which generate less tax increment per lot than the increment that would be generated if a house was located on each lot.

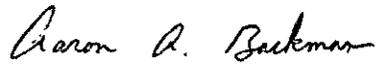
Each year the tax increment received from TIF 1-13 is less than the accrued interest (and any allowable principal payment) on the bond which requires that funds be transferred from other accounts to pay the difference.

The EDA has verified with its TIF consultants that the use of tax increment proceeds from TIF District 1-1 to assist in the payment of bond obligations in TIF District 1-13 is an eligible use of these proceeds. It is estimated that the sum of \$60,000 from TIF District 1-1, combined with tax increment received from TIF District 1-13, should pay the bond obligations for District 1-13 at the present time and through the end of the term of this bond.

On November 13, 2013, the EDA Board approved a recommendation to the City Council for the transfer of \$60,000 from tax increment proceeds in TIF District 1-1 to the EDA’s TIF District 1-13 to assist in the repayment of the bond obligation which funded infrastructure improvements in TIF District 1-13. At this time, it is necessary that the City Council approve a resolution authorizing this transfer. Attached for your review is a copy of the proposed resolution. I plan to be present at the November 19<sup>th</sup> City Council Meeting to answer any additional questions you may have concerning this proposed transfer.

**Requested Action:** Adopt the resolution approving the transfer of tax increment proceeds in the amount of \$60,000 from TIF District No. 1-1 to TIF District 1-13 to assist with payment of bond obligations in said district.

Respectfully submitted,

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

Aaron A. Backman  
EDA Executive Director

Attachments

## RESOLUTION # 2013-

**INTRODUCED:**  
**SECONDED:**  
**VOTED:     AYE:**  
              **NAY:**  
**ABSENT:**

### CITY OF WINDOM, MINNESOTA

#### RESOLUTION APPROVING TRANSFER OF TAX INCREMENT PROCEEDS FROM TIF DISTRICT NO. 1-1 TO TIF DISTRICT 1-13 (“EDA SINGLE FAMILY HOUSING”)

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**WHEREAS**, Tax Increment Financing (TIF) District 1-1 (locally known as “Harwin - Court Homes - Hardees”) was established on July 31, 1984, and the tax increment received from said district has been utilized for the purposes described in the program and plan for said district; and

**WHEREAS**, TIF District 1-1 is classified as a “pre-1990” TIF district and Minnesota Statutes allow use of proceeds from pre-1990 districts for redevelopment, renewal and/or renovation projects outside the geographic area of the district; and

**WHEREAS**, TIF District 1-1 expired effective December 31, 2011, and there is an accumulated balance of tax increment in said district that may be utilized for redevelopment, renewal and renovation pursuant to Minnesota Statutes; and

**WHEREAS**, the Economic Development Authority of Windom (“EDA”) owns real estate in Riverbluff Estates Subdivision in the City of Windom, Cottonwood County, Minnesota; and

**WHEREAS**, on May 2, 2000, a housing TIF district, known as TIF District 1-13 (“EDA Single Family Housing”) was established for the purpose of paying bond obligations for the infrastructure improvements in the Riverbluff Estates Subdivision; and

**WHEREAS**, the thirty parcels included in TIF District 1-13 are described as: Lots 1 through 18, Block 1, and Lots 1 through 12, Block 2 of the Riverbluff Estates Subdivision to the City of Windom, Cottonwood County, Minnesota; and

**WHEREAS**, homes have been constructed on fifteen of the thirty available lots; eight additional lots have been sold to adjacent homeowners and construction on these lots has been limited to additional garages or storage buildings; and seven available lots in the subdivision remain unsold at the present time; and

**WHEREAS**, the tax increment received from the lots that have been sold has not been sufficient to pay all of the outstanding bond obligations of TIF District 1-13; and

**WHEREAS**, use of tax increment proceeds from TIF District 1-1 to assist in the payment of bond obligations in TIF District 1-13 is an eligible use of said proceeds; and

**WHEREAS**, the Board of Commissioners of the Economic Development Authority of Windom has approved and recommends City Council approval of the transfer of Sixty Thousand Dollars (\$60,000) of the tax increment proceeds from TIF District 1-1 to TIF District 1-13 to assist in the payment of outstanding bond obligations of TIF District 1-13; and

**WHEREAS**, this expenditure is within the overall TIF budget for TIF District 1-1; and

**WHEREAS**, use of the TIF proceeds, as set forth herein, will assist in the payment for the redevelopment of real property and will preserve the tax base of the City; and

**WHEREAS**, it is in the best interests of the City/EDA to transfer these available funds from TIF District 1-1 for use by the EDA in the payment of outstanding bond obligations in TIF District 1-13.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windom that:

1. The transfer of Sixty Thousand Dollars (\$60,000) of TIF proceeds from TIF District 1-1 to TIF 1-13 (“EDA Single Family Housing”) is hereby authorized for use by the EDA to pay outstanding bond obligations of TIF District 1-13 for previous infrastructure improvements to Riverbluff Estates Subdivision.

Dated this 19<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Corey J. Maricle, Mayor

ATTEST: \_\_\_\_\_  
Steven Nasby, City Administrator

**ORDINANCE NO. 144, 2<sup>ND</sup> SERIES**

**AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, AMENDING CITY CODE  
TITLE IX: GENERAL REGULATIONS,  
CHAPTER 93: ANIMALS**

**THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, DOES ORDAIN: TO  
REPEAL AND REPLACE SECTION 93.27 AS FOLLOWS:**

**§ 93.27 NOTICE OF IMPOUNDMENT.**

(A) Upon the impoundment of any dog or cat, the officer to whom the dog or cat is delivered shall notify the owner personally, or by U.S. mail. If the owner of the dog or cat is unknown, written notice shall be posted in three public places within the city for five days, describing the dog or cat, and stating where the dog or cat is impounded, and the condition of release.

(B) If unclaimed, the dog or cat may be humanely destroyed and the carcass disposed of, unless it is requested by a humane society, or similar organization. Unclaimed animals may also be released to a licensed educational or scientific institution under M.S. § 35.71, as amended from time to time; provided, however, that, if a tag is affixed to the dog or cat, or a statement by its owner after seizure specifies that the animal should not be used for research, the animal shall not be made available to any institution. Disposition of unclaimed animals shall be at the sole discretion of the city according to the language herein. If an animal is unclaimed, not requested by a humane society nor released to a scientific institution, the animal will be destroyed after expiration of the five-day notice period.  
(Prior Code, § 10.11) (Ord. 83, 2nd Series, eff. 8-25-1994)

All other provisions of Chapter 93 shall remain unchanged.

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

Adopted by the City Council of the City of Windom, Minnesota, this 19th day of November, 2013.

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Corey J. Maricle, Mayor

ATTEST: \_\_\_\_\_  
Steve Nasby, City Administrator

1<sup>st</sup> Reading: November 5, 2013  
2<sup>nd</sup> Reading: November 19, 2013  
Adoption: November 19, 2013  
Published: November 20, 2013

**AMBULANCE SERVICE BILLING AGREEMENT**  
**BETWEEN EXPERT T BILLING, INC.**  
**AND**  
**THE CITY OF WINDOM**

This agreement for service made as of January 1, 2014 between the City of Windom, a Minnesota municipal corporation ("CITY) and Expert T Billing, Inc., a Minnesota corporation ("CONTRACTOR") shall specify the billing services the CONTRACTOR will provide the CITY.

**1. CONTRACTOR SERVICES AND OBLIGATIONS**

1.1 The CONTRACTOR agrees to provide and furnish ambulance billing service for the accounts receivable of the CITY as follows:

- 1.1.1 Preparation of initial and monthly statements for all accounts and mailing to responsible parties.
- 1.1.2 Processing insurance on accounts which are subject to Medicare, Minnesota Care and Medicaid coverage.
- 1.1.3 Processing and assisting individuals with accounts and with third party insurance payments (private insurance) in order to coordinate payment to the CITY.
- 1.1.4 Issue billing statements on each account.
- 1.1.5 Issue delinquent account letters on all accounts that have not had any payment activity for 120 days.
- 1.1.6 Perform telephone follow up calls on accounts to patients, medical providers, insurance carriers, or other facilitators to insure that reasonable collection efforts have been attempted. This would include the use of internet resources when applicable.
- 1.1.7 Per CITY authorization or directive, refer to a designated collection agency all delinquent accounts which have failed to have any payment activity after the delinquent account letter was mailed and telephone calls made.
- 1.1.8 All accounts authorized for collection agency handling and as permitted under MN State Statute 270 A, shall be submitted to the Minnesota Department of Revenue and certified for collection per the Minnesota Revenue Recapture Act.
- 1.1.9 Furnish to the CITY a monthly accounting of all charges and revenue statements handled during the month as well as other billing system reports.

- 1.1.10 Respond to inquiries from individuals that have received ambulance service that are related to their accounts and balances due.
- 1.1.11 Forward complaints and all written comments regarding the CITY to the CITY'S designee.
- 1.1.12 Retain possession of a back-up billing software program at a secure off sight location.
- 1.1.13 Create and maintain on a daily basis a computer back-up of accounts receivable records.
- 1.1.14 Upon termination of this agreement, return to the CITY all accounts receivable records and billing information as provided by the CITY over the course of the billing agreement(s).
- 1.1.15 Train and, where required, license CONTRACTOR personnel to provide services hereunder and to provide such services in accordance with all applicable laws, ordinances, regulations and rules of federal, state and local authority. CONTRACTOR will obtain all necessary certificates, permits and licenses at CONTRACTOR'S sole expense and, upon request, provide the CITY with evidence thereof.
- 1.1.16 Maintain a general liability insurance policy with a contract liability rider of \$2,000,000 annual aggregate and \$1,000,000 per occurrence. The CITY shall be named as an additional insured on the policy and provided documentation to verify the CITY is listed as an additional insured.

## **2. CITY OBLIGATIONS**

- 2.1 The CITY agrees to provide and furnish the CONTRACTOR the following:
  - 2.1.1 Information required by the CONTRACTOR to properly bill the accounts. Information to be in the form of legible EMS Patient Care Reports (PCRs) or typewritten information taken from the EMS - PCR. Legible information shall be required from electronic as well as paper information.
  - 2.1.2 THE CITY shall provide the CONTRACTOR with hospital admission face sheets and other information, if readily available and legally obtainable, for individuals receiving ambulance service when necessary for billing purposes.
  - 2.1.3 The CITY shall provide the CONTRACTOR with information that is necessary regarding collection for accounts that remain delinquent after the CONTRACTOR has provided billing services.

**3. PAYMENT FOR SERVICES**

3.1 The CITY agrees to pay for services performed by the CONTRACTOR as follows:

3.1.1 The charge of \$ 25.50 per each billable account. "Billable Account" is herein defined as each billable run\call, transport or Personal Care Record (PCR) as determined and submitted to Expert-T by the Windom Ambulance Service.

3.2 The CONTRACTOR shall invoice the CITY on a monthly basis for services rendered and payment of each invoice shall be due within 30 days of the date of the postmark or email time\date stamp for said invoice.

**4. TERM, DEFAULT, AND TERMINATION**

4.1 This agreement shall be effective January 1, 2014 and shall extend through and including December 31, 2015, unless terminated prior to that date pursuant to this Article Four.

4.2 If any one or more of the following occurs: (1) a payment due from CITY to CONTRACTOR shall be and remain unpaid in whole or in part for more than thirty (30) days after same is due and payable; (2) CITY shall violate or default on any of the other covenant agreements, stipulations or conditions herein and such violation or default shall continue for a period of ten (10) days after written notice from CONTRACTOR of such violation or default; then it shall be optional for CONTRACTOR, without further demand or notice, to declare this agreement forfeited and the said Term ended and CONTRACTOR shall not be liable for damages by reason of such termination; but notwithstanding termination by CONTRACTOR, the liability of CITY for the payments provided herein shall not be relinquished or extinguished for the services provided prior to termination. CITY shall be responsible for, in addition to the payments agreed to be paid hereunder, reasonable attorneys' fees and costs incurred by CONTRACTOR to enforce the provisions of this Agreement or to collect the payments due CONTRACTOR hereunder.

4.3 Each right or remedy of CONTRACTOR provided for in this agreement shall be cumulative and shall be in addition to every other right or remedy provided for in this agreement now or hereafter existing at law or in equity or by statute or otherwise.

4.4 CONTRACTOR shall not be deemed to be in default under this agreement until CITY has given CONTRACTOR written notice specifying the nature of the default and CONTRACTOR does not cure such default within (30) days after receipt of such notice or within such reasonable time thereafter as may be necessary to cure such default where such default is of such a character as to reasonably require more than thirty (30) days to cure.

- 4.5 No waiver of any default of CITY hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by CONTRACTOR shall not be construed as a waiver of a subsequent breach of the same covenant, term or conditions.
- 4.6 CITY may terminate agreement if CONTRACTOR does not cure any default within the time period defined in 4.4.

## **5. INDEMNIFICATION**

- 5.1 Each party agrees that it shall protect, indemnify and hold harmless from and against all liabilities, actions, damages, claims, demands, judgment, losses, costs, expenses, suits or actions and reasonable attorneys' fees, and shall defend the other in any suit, including appeals, for loss or damage to property caused by the negligent acts or omissions of the indemnifying party, its agents or employees, in connection with or as a result of this agreement, the performance of either party's obligations hereunder or the performance of services governed by this agreement. Neither party shall be required to reimburse, defend or indemnify the other party for loss or claim due to the negligence of such other party. In case of joint or concurrent negligence of the parties giving rise to a loss or claim against either one or both, each shall have full rights of contribution against the other.
- 5.2 Each party shall promptly notify the other party of the assertion of any claim against which the party is indemnified by the other party.

## **6. GENERAL PROVISIONS**

- 6.1 Nothing in this agreement is intended or shall be construed to create an employer - employee relationship, a partnership, a joint venture, or a lessor-lessee relationship between the parties. Expert -T is an independent contractor.
- 6.2 Each party understands and agrees that it is responsible for payment of the wages, salaries and benefits of its own employees and that the other party shall not pay or withhold any sums for income tax, unemployment insurance, workers compensation premiums, social security or any other withholding required by law or any other agreement.
- 6.3 This agreement shall be interpreted, construed and governed by the laws of the State of Minnesota.
- 6.4 This agreement may be amended or modified only in writing and signed by both parties.
- 6.5 This agreement constitutes the entire agreement between the parties and shall bind and inure to the benefit of the CITY and the CONTRACTOR and their respective successors and assigns.
- 6.6 This agreement may be executed in multiple counterparts, each of which shall be

deemed an original, but all of which, taken together, shall constitute only one agreement.

- 6.7 Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

**If to CONTRACTOR:**

Expert T. Billing,

400 Third Street

Farmington, Minnesota 55024

**If to CITY:**

City of Windom

Attn: Ambulance Director

444 9th Street, P.O. Box 38

Windom, MN 56101

CONTRACTOR and CITY shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

- 6.8 If any term or provision of this agreement shall to any extent be held invalid or unenforceable, the remainder shall not be affected thereby, and each other term and provision of this agreement shall be valid and be enforced to the fullest extent permitted by law. No receipts or acceptance by CONTRACTOR from CITY of less than the monthly payments herein stipulated shall be deemed to be other than a partial payment on account for any due and unpaid amounts; no endorsement or statement of any check or any letter or other writing accompanying any check or payment of rent to CONTRACTOR shall be deemed an accord and satisfaction, and CONTRACTOR may accept and negotiate such check or payment without prejudice to CONTRACTOR's rights to (i) recover the remaining balance of such unpaid amounts or (ii) pursue any other remedy provided in this agreement. Time is of the essence with respect to the due performance of the terms, covenants and conditions herein contained.

6.9 **HJPAA BUSINESS ASSOCIATE ADDENDUM**

The attached HIPAA Business Associate Addendum is incorporated herein in order to satisfy the requirements of the final and/or amended regulations in

compliance with the privacy regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996.

IN WITNESS WHEREOF, each of the parties hereto has caused this agreement to be executed on its behalf by its duly authorized officer or other representatives on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**CITY OF WINDOM**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**EXPERT T BILLING**

By: \_\_\_\_\_  
Bill Schommer

Its: President

**HIPAA BUSINESS ASSOCIATE ADDENDUM BETWEEN  
THE CITY OF WINDOM AMBULANCE  
AND  
EXPERT T BILLING**

This Business Associate Addendum ("ADDENDUM") is made part of the billing service agreement ("AGREEMENT") to which it is attached between the City of Windom, a Minnesota ("CITY") and Expert T Billing, a Minnesota company ("BUSINESS ASSOCIATE"), to ensure that the parties hereto satisfy the requirements of all final regulations and that the BUSINESS ASSOCIATE shall carry out its obligations under this AGREEMENT in compliance with the privacy regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F - Administrative Simplification, Sections 261, *et seq.*, as amended ("HIPAA"), to protect the privacy of any personally identifiable protected health information ("PHI") that is collected, processed or learned as a result of the Billing Services provided hereunder.

**ARTICLE I  
Permitted Uses**

- 1.1 The BUSINESS ASSOCIATE may use individually identifiable health information PHI received from, or created or received by the BUSINESS ASSOCIATE on behalf of the CITY in accordance with and for purposes of carrying out its obligations under the AGREEMENT or as required by law.
- 1.2 Except as otherwise provided in the AGREEMENT or this ADDENDUM, the BUSINESS ASSOCIATE may also:
- A. Use PHI for the preparation of invoices to patients, carriers, insurers and others responsible for payment or reimbursement of the services provided by the CITY to its patients;
  - B. Use PHI for the preparation of reminder notices and documents pertaining to collections of overdue accounts;
  - C. Submit supporting documentation to carriers, insurers and other payers to substantiate the health care services provided by the CITY to its patients or to appeal denials of payment for same;
  - D. Use PHI received by the BUSINESS ASSOCIATE for the proper management and administration of the BUSINESS ASSOCIATE, or to carry out the legal responsibilities of the BUSINESS ASSOCIATE, provided that such use is permitted by law; and
  - E. Use or disclose PHI as permitted by the HIPAA privacy rule.

**ARTICLE II**  
**Business Associate Covenants**

- 2.1 The BUSINESS ASSOCIATE covenants to:
- A. Not use or further disclose PHI except as permitted under the AGREEMENT, the Privacy Standards and Minnesota law, as may be amended from time to time;
  - B. Use appropriate safeguards to prevent the use or disclosure of PHI other than as provided for in this ADDENDUM;
  - C. To mitigate, to the extent practicable, any harmful effect that is known to the BUSINESS ASSOCIATE of a use or disclosure of PHI by the BUSINESS ASSOCIATE in violation of this agreement;
  - D. Report to the CITY any use or disclosure of PHI not provided for by this AGREEMENT of which the BUSINESS ASSOCIATE becomes aware;
  - E. Ensure that any agents or subcontractors to whom the BUSINESS ASSOCIATE provides PHI, or who have access to PHI, agree to the same restrictions and conditions that apply to the BUSINESS ASSOCIATE with respect to such PHI;
  - F. Make PHI available to the CITY and to the individual who has a right of access as required under HIPAA within 7 days of the request by the CITY on the individual;
  - G. Incorporate any amendments to PHI when notified to do so by the CITY;
  - H. Provide an accounting of all uses or disclosures of PHI made by the BUSINESS ASSOCIATE as required under the HIPAA privacy rule within 60 days;
  - I. Make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining the BUSINESS ASSOCIATE and CITY compliance with HIPAA;
  - J. At the termination or expiration of the AGREEMENT, if feasible, return or destroy all PHI received from, or created or received by the BUSINESS ASSOCIATE on behalf of, CITY which the BUSINESS ASSOCIATE and/or its subcontractors or agents still maintain in any form, and not retain any copies of such information, or if such return or destruction is not feasible, notify the CITY of such event in writing, and extend the protections of the AGREEMENT and this ADDENDUM to the PHI and limit further uses and disclosures to those purposes that make the return or destruction of the PHI infeasible; and
  - K. If the parties electronically exchange individually identifiable health information, maintain the integrity and confidentiality of the transmitted information and protect the information from improper access and otherwise comply with the security standards issued pursuant to HIPAA.

**ARTICLE III**  
**Termination**

- 3.1 This ADDENDUM will continue while any AGREEMENT remains in effect with the BUSINESS ASSOCIATE.
- 3.2 Notwithstanding anything to the contrary in this ADDENDUM or an AGREEMENT, the CITY may terminate an AGREEMENT immediately upon notice to the BUSINESS ASSOCIATE if the CITY determines that the BUSINESS ASSOCIATE has violated a material term of this ADDENDUM or a provision of the AGREEMENT relating to PHI. The CITY, in its sole discretion, may, but is not required to, provide the BUSINESS ASSOCIATE with an opportunity to cure the breach within a time acceptable to the CITY.
- 3.3 Notwithstanding anything to the contrary in this ADDENDUM or an agreement, the terms of this addendum shall survive termination of an AGREEMENT with respect to the PHI for which return or destruction is not feasible, as provided in Section 2.1, J, of this ADDENDUM.

**ARTICLE IV**  
**General**

- 4.1 Nothing in this ADDENDUM, including section 2.1, E, shall permit the BUSINESS ASSOCIATE to assign or subcontract any of its rights or responsibilities under this ADDENDUM or the AGREEMENT without the prior written consent of the CITY.
- 4.2 Nothing in this ADDENDUM shall be construed to create any third party beneficiary rights in any person.
- 4.3 This ADDENDUM may not be modified, nor shall any provision hereof be waived or amended, except by a writing signed by both parties.
- 4.4 The CITY is and shall continue to be the owner of all PHI received by the BUSINESS ASSOCIATE from, or created or received by the BUSINESS ASSOCIATE on behalf of, the CITY, including any de-identified information received or created by the BUSINESS ASSOCIATE.
- 4.5 The BUSINESS ASSOCIATE agrees to indemnify and hold the CITY and each of its affiliates, and their officers, directors and employees (the "Indemnified Parties") harmless from and against all claims, causes of action, damages, loss, costs and expenses suffered or incurred by any of the Indemnified Parties and arising out of or related to a breach of this ADDENDUM or the AGREEMENT as it relates to PHI, by the BUSINESS ASSOCIATE.
- 4.6 This ADDENDUM is intended to satisfy the CITY's obligations under the Privacy Standards. If there is a conflict between the terms of this ADDENDUM and any provision of the Privacy Standards, the Privacy Standard provision shall supersede this ADDENDUM, and the BUSINESS ASSOCIATE agrees to comply with such Privacy Standard provision.

4.7 This ADDENDUM applies to the AGREEMENT and to any agreement which is entered into hereafter which renews, extends, replaces or succeeds the AGREEMENT, and to any other agreement between the parties for which the Privacy Standards require such language, unless another agreement meeting the requirements of the Privacy Standards is entered into between the parties for such agreement.

4.8 The parties agree to take such action as is necessary to amend this ADDENDUM from time to time as is necessary for the CITY to comply with the Privacy Standards and HIPAA.

**IN WITNESS WHEREOF**, this ADDENDUM shall be incorporated as a part of the duly authorized AGREEMENT by and between the CITY and the BUSINESS ASSOCIATE as recognized by the signatures affixed below on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**CITY OF WINDOM**

**EXPERT T BILLING**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_



Windom, MN

# Expense Approval Report

## By Fund

Payment Dates 11/2/2013 - 11/15/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	100-20202	27.98
					27.98
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMEL LAW OFFICE	2013-OCT	11/06/2013	LEGAL FEES	100-41110-304	600.00
					600.00
<b>Activity: 41310 - Administration</b>					
CULLIGAN	20131105	11/05/2013	WATER	100-41310-200	21.64
INDOFF, INC	2357397	10/29/2013	SUPPLIES	100-41310-200	69.71
KEMSKE	256975	11/06/2013	TONER	100-41310-200	135.45
SA FLEET	4478380023	11/06/2013	GAS	100-41310-212	46.06
VOYAGER FLEET SYSTEMS INC	869233270343	11/06/2013	GAS #86923-3270	100-41310-212	166.15
SELECTACCOUNT	20131113	11/13/2013	15075	100-41310-217	130.48
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	100-41310-321	675.34
STEVE NASBY	20131112	11/12/2013	MEETING TRAVEL	100-41310-331	78.53
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	100-41310-401	22.16
BLUE CROSS/BLUE SHIELD	20131105	11/05/2013	C1916-VO 1 JULY 2013 PREMI	100-41310-480	390.50
					1,736.02
<b>Activity: 41910 - Building &amp; Zoning</b>					
SHOPKO	20131106	11/06/2013	SUPPLIES #90000046130010	100-41910-200	13.75
SA FLEET	4478380023	11/06/2013	GAS	100-41910-212	174.81
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	100-41910-321	112.56
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	100-41910-321	17.68
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	100-41910-405	4.99
COTTONWOOD CTY RECORDE	20131105	11/05/2013	DOC #271234 TRANS ID 4568	100-41910-480	46.00
					369.79
<b>Activity: 41940 - City Hall</b>					
HEARTLAND PAPER COMPAN	G347096-1	11/06/2013	SUPPLIES	100-41940-211	195.43
SANDRA HERDER	20131106	11/06/2013	CLEANING	100-41940-406	391.55
MELISSA PENAS	20131106	11/06/2013	CLEANING	100-41940-406	391.55
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	100-41940-406	47.40
WINDOM FIRE SAFETY	5257	11/06/2013	SERVICE	100-41940-406	58.00
JOE'S LAWN CARE	JB429	11/06/2013	CITY HALL BOILER	100-41940-406	21.38
JOE'S LAWN CARE	JB434	11/06/2013	CITY HALL BOILER	100-41940-406	21.38
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	100-41940-409	34.72
					1,161.41
<b>Activity: 42120 - Crime Control</b>					
INDOFF, INC	2354010	10/23/2013	SUPPLIES	100-42120-200	41.15
INDOFF, INC	2357404	10/29/2013	SUPPLIES	100-42120-200	55.89
SA FLEET	4478380023	11/06/2013	GAS	100-42120-212	166.32
VOYAGER FLEET SYSTEMS INC	869233270343	11/06/2013	GAS #86923-3270	100-42120-212	1,097.81
SCHRAMEL LAW OFFICE	2013-OCT	11/06/2013	LEGAL FEES	100-42120-304	5,456.25
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	100-42120-321	219.73
ALPHA WIRELESS - MANKATO	666351	11/06/2013	MAINTENANCE	100-42120-323	153.00
LEASE FINANCE PARTNERS	20131023	10/23/2013	IN CAR CAMERA #3250	100-42120-326	293.00
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	100-42120-404	11.08
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	100-42120-405	8.20
GRAHAM TIRE	20131113	11/13/2013	MAINTENANCE #8200463	100-42120-405	651.98
HIGLEY FORD	61102	11/06/2013	MAINTENANCE	100-42120-405	38.78
BLUE CROSS/BLUE SHIELD	20131105	11/05/2013	C1916-VO 1 JULY 2013 PREMI	100-42120-480	390.50
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	100-42120-480	40.38

## Expense Approval Report

Payment Dates: 11/2/2013 - 11/15/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STREICHER'S	I1053561	11/06/2013	SRO EQUIPMENT	100-42120-480	116.48
<b>Activity 42120 - Crime Control Total:</b>					<b>8,740.55</b>
<b>Activity: 42220 - Fire Fighting</b>					
SA FLEET	4478380023	11/06/2013	GAS	100-42220-212	115.94
MN STATE FIRE DEPT ASSOC	20131106	11/06/2013	DUES - 2014	100-42220-480	240.00
<b>Activity 42220 - Fire Fighting Total:</b>					<b>355.94</b>
<b>Activity: 42500 - Civil Defense</b>					
ALPHA WIRELESS - MANKATO	666350	11/05/2013	MAINTENANCE - NOV	100-42500-323	150.00
<b>Activity 42500 - Civil Defense Total:</b>					<b>150.00</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	122745	11/13/2013	CITY POUND	100-42700-300	62.83
COTTONWOOD VET CLINIC	123106	11/12/2013	CITY POUND	100-42700-300	65.92
COTTONWOOD VET CLINIC	123256	11/12/2013	CITY POUND	100-42700-300	62.83
COTTONWOOD VET CLINIC	123513	11/12/2013	CITY POUND	100-42700-300	51.50
<b>Activity 42700 - Animal Control Total:</b>					<b>243.08</b>
<b>Activity: 43100 - Streets</b>					
COUNTRY PRIDE SERVICE	20131106	11/06/2013	MAINTENANCE #970744	100-43100-212	1,187.50
COUNTRY PRIDE SERVICE	20131106	11/06/2013	MAINTENANCE #970744	100-43100-212	-48.56
ERICKSON OIL CO	20131113	11/13/2013	GAS #009628	100-43100-212	674.46
M-R SIGNS CO., INC	178923	10/23/2013	SUPPLIES	100-43100-215	72.27
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	100-43100-215	31.19
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	100-43100-217	38.07
PRAXAIR DISTRIBUTION INC	47653071	10/30/2013	SUPPLIES	100-43100-217	129.16
MCLAUGHLIN & SCHULZ, INC	008711	10/29/2013	ASPHALT	100-43100-224	3,784.26
CITY OF WORTHINGTON	10130014	10/29/2013	TREE CARE WORKSHOP	100-43100-225	90.00
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	100-43100-241	55.55
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	100-43100-321	75.04
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	100-43100-321	54.70
TOM VOTH	20131108	11/08/2013	EXPENSE - TRAINING	100-43100-334	4.67
STEVE WILLARD	20131108	11/08/2013	EXPENSE- TRAINING	100-43100-334	32.15
SOUTHERN MINN INSPECTIO	20131023	10/23/2013	MAINTENANCE	100-43100-402	366.40
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	100-43100-404	141.03
HIGLEY FORD	61201	11/06/2013	MAINTENANCE	100-43100-405	371.62
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	100-43100-409	8.54
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	100-43100-409	21.36
BLUE CROSS/BLUE SHIELD	20131105	11/05/2013	C1916-VO 1 JULY 2013 PREMI	100-43100-480	1,042.50
<b>Activity 43100 - Streets Total:</b>					<b>8,131.91</b>
<b>Activity: 43210 - Sanitation</b>					
NEAL GRUNEWALD	20131106	11/06/2013	COMPOST SITE MANAGER	100-43210-307	170.00
HOMETOWN SANITATION SE	0000062156	10/21/2013	FALL CLEAN UP	100-43210-384	7,629.82
<b>Activity 43210 - Sanitation Total:</b>					<b>7,799.82</b>
<b>Activity: 45120 - Recreation</b>					
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	100-45120-217	11.08
<b>Activity 45120 - Recreation Total:</b>					<b>11.08</b>
<b>Activity: 45202 - Park Areas</b>					
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	100-45202-402	3.20
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	100-45202-402	67.14
COUNTRY PRIDE SERVICE	20131106	11/06/2013	MAINTENANCE #970744	100-45202-406	1,400.86
ELECTRIC FUND	20131105C	11/05/2013	MAINTENANCE	100-45202-409	1.24
<b>Activity 45202 - Park Areas Total:</b>					<b>1,472.44</b>
<b>Fund 100 - GENERAL Total:</b>					<b>30,800.02</b>
<b>Fund: 211 - LIBRARY</b>					
<b>Activity: 45501 - Library</b>					
HEARTLAND PAPER COMPAN	G347096-1	11/06/2013	SUPPLIES	211-45501-211	17.07
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	211-45501-217	5.54
MELISSA PENAS	20131106	11/06/2013	CLEANING	211-45501-402	391.55
SANDRA HERDER	20131106	11/06/2013	CLEANING	211-45501-402	391.55

## Expense Approval Report

Payment Dates: 11/2/2013 - 11/15/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
J & K WINDOWS	20131106	11/06/2013	SERVICE	211-45501-402	20.00
JOE'S LAWN CARE	J8444	11/06/2013	LIBRARY -BOILER INSP	211-45501-406	85.50
COOK'S ILLUSTRATED	20131106	11/06/2013	SUBSCRIPTION	211-45501-433	28.95
THE ATLANTIC	20131106	11/06/2013	SUBSCRIPTION #23301370002	211-45501-433	29.95
READERS SERVICE	135 REGQ -	11/06/2013	SUBSCRIPTION #539165688	211-45501-435	22.26
READERS SERVICE	228 REGP -	11/06/2013	SUBSCRIPTION #539165688	211-45501-435	21.46
MICROMARKETING	497845	11/06/2013	BOOK	211-45501-435	232.89
MICROMARKETING	498759	11/06/2013	BOOKS	211-45501-435	70.00
MICROMARKETING	499656	11/06/2013	BOOKS	211-45501-435	35.00
MICROMARKETING	499932	11/06/2013	BOOK	211-45501-435	230.88
MICROMARKETING	500295	11/06/2013	BOOKS	211-45501-435	27.30
MICROMARKETING	500807	11/06/2013	BOOKS	211-45501-435	30.00
MICROMARKETING	501466	11/06/2013	BOOKS	211-45501-435	23.66
MICROMARKETING	502130	11/06/2013	BOOKS	211-45501-435	116.99
GALE	50511776	10/29/2013	BOOKS	211-45501-435	232.60
GALE	50512077	10/29/2013	BOOKS	211-45501-435	44.83
BLACKSTONE AUDIO INC.	678658	10/29/2013	BOOKS	211-45501-435	112.26
DISNEY MOVIE CLUB	A6210919-00001	11/06/2013	SUBSCRIPTION #756600	211-45501-435	21.95
DISNEY MOVIE CLUB	A6225750-00001	11/06/2013	SUBSCRIPTION #756600	211-45501-435	13.00
<b>Activity 45501 - Library Total:</b>					<b>2,205.19</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>2,205.19</b>

## Fund: 225 - AIRPORT

## Activity: 45127 - Airport

RED ROCK RURAL WATER	2013-NOV	11/06/2013	WATER	225-45127-200	28.90
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	225-45127-217	2.13
SO. CENTRAL ELECTRIC	20131106	11/06/2013	26-12-112-04 OCT	225-45127-381	250.80
SO. CENTRAL ELECTRIC	20131106A	11/06/2013	POWER 26-12-116-04 OCT	225-45127-381	179.07
TKDA ENGINEERS	002013003375	11/12/2013	ALP - HANGAR	225-45127-500	238.92
<b>Activity 45127 - Airport Total:</b>					<b>699.82</b>
<b>Fund 225 - AIRPORT Total:</b>					<b>699.82</b>

## Fund: 230 - POOL

## Activity: 45124 - Pool

TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	230-45124-217	5.54
AH HERMEL COMPANY	C33352	10/16/2013	CREDIT - MERCHANDISE	230-45124-260	-12.96
AVALANCHE WATERSLIDES	56	11/05/2013	STORM DAMAGE 2013 - SLIDE	230-45124-402	5,103.13
<b>Activity 45124 - Pool Total:</b>					<b>5,095.71</b>
<b>Fund 230 - POOL Total:</b>					<b>5,095.71</b>

## Fund: 235 - AMBULANCE

## Activity: 42153 - Ambulance

SA FLEET	4478380023	11/06/2013	GAS	235-42153-212	1,244.54
ZOLL MEDICAL CORPORATION	2062277	10/29/2013	SUPPLIES	235-42153-217	258.59
PRAXAIR DISTRIBUTION INC	47653073	10/30/2013	SUPPLIES	235-42153-217	435.48
BOUND TREE MEDICAL, LLC	81240024	10/29/2013	SUPPLIES	235-42153-217	208.34
EMSRB	20131107	11/07/2013	APPLICATION #3225 - WINDO	235-42153-308	150.00
EMSRB	20131107A	11/07/2013	APPLICATION #3217 WINDO	235-42153-308	438.00
WINDOM AREA HOSPITAL	20131108	11/08/2013	NURSING CHARGES	235-42153-312	1,095.41
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	235-42153-321	68.98
EXPERT T BILLING	20131107	11/07/2013	BILLING SERVICE	235-42153-326	1,113.75
REAL TIME TRANSLATION, INC	RRT103208	11/06/2013	SERVICE	235-42153-327	34.00
JOLYNN NERHUS	20131112	11/12/2013	EXPENSE	235-42153-334	106.00
BRAD POWERS	20131112	11/12/2013	EXPENSE	235-42153-334	34.04
APRIL HARRINGTON	20131112	11/12/2013	EXPENSE	235-42153-334	43.17
ALLAN REMPEL	20131112	11/12/2013	EXPENSE	235-42153-334	33.56
TIM HACKER	20131112	11/12/2013	EXPENSE	235-42153-334	5.41
WINDOM FIRE SAFETY	5256	11/06/2013	SERVICE	235-42153-404	75.00
<b>Activity 42153 - Ambulance Total:</b>					<b>5,344.27</b>
<b>Fund 235 - AMBULANCE Total:</b>					<b>5,344.27</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 250 - EDA GENERAL</b>					
ELECTRIC FUND	20131105B	11/05/2013	EDA LOAN - 2008 SPEC BLDG	250-23900	807.36
FULDA CREDIT UNION	20131105	11/05/2013	SPEC BLDG LOAN	250-23903	1,910.69
					<b>2,718.05</b>
<b>Activity: 46520 - EDA</b>					
SHOPKO	20131106	11/06/2013	SUPPLIES #90000046130010	250-46520-200	13.76
SCHRAMEL LAW OFFICE	2013-OCT	11/06/2013	LEGAL FEES	250-46520-304	225.00
BRADLEY & DEIKE, P.A.	33201	11/12/2013	LEGAL FEES	250-46520-304	51.00
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	250-46520-321	112.56
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	250-46520-321	52.72
AARON BACKMAN	20131105	11/05/2013	REGIONAL MEETING	250-46520-331	39.55
BUILDING SPRINKLER INC.	58578	10/16/2013	SERVICE	250-46520-402	318.78
					<b>Activity 46520 - EDA Total: 813.37</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20131105	11/05/2013	SPEC BLDG LOAN	250-49980-612	1,449.31
ELECTRIC FUND	20131105B	11/05/2013	EDA LOAN - 2008 SPEC BLDG	250-49980-612	142.13
					<b>Activity 49980 - Debt Service Total: 1,591.44</b>
					<b>Fund 250 - EDA GENERAL Total: 5,122.86</b>
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
WENCK ASSOCIATES, INC.	1305062	11/12/2013	NORTH INDUSTRIAL PARK	254-46520-303	210.00
SO. CENTRAL ELECTRIC	20131106B	11/06/2013	POWER #26-13-108-04 OCT	254-46520-381	8.52
J. H. LARSON	S100508512.001	10/29/2013	MAINTENANCE	254-46520-402	152.72
J. H. LARSON	S100511955.001	10/29/2013	MAINTENANCE	254-46520-402	156.55
HOLTMEIER CONSTRUCTION	20131106	11/06/2013	NWIP DEVELOPMENT	254-46520-500	29,626.22
					<b>Activity 46520 - EDA Total: 30,154.01</b>
					<b>Fund 254 - NORTH IND PARK Total: 30,154.01</b>
<b>Fund: 262 - TIF 1-2 PAMIDA</b>					
<b>Activity: 46530 - TIF Districts</b>					
BUHLER CONSTRUCTION CO	20131105	11/05/2013	DOCK IMPROVEMENTS (EDA	262-46530-491	33,406.56
					<b>Activity 46530 - TIF Districts Total: 33,406.56</b>
					<b>Fund 262 - TIF 1-2 PAMIDA Total: 33,406.56</b>
<b>Fund: 306 - 2013 STREET IMPROVEMENT</b>					
<b>Activity: 41000 - General Government</b>					
KUECHLE UNDERGROUND, IN	20131106	11/06/2013	2013 STREET PROJECT	306-41000-500	475,703.17
					<b>Activity 41000 - General Government Total: 475,703.17</b>
					<b>Fund 306 - 2013 STREET IMPROVEMENT Total: 475,703.17</b>
<b>Fund: 401 - GENERAL CAPITAL PROJECTS</b>					
<b>Activity: 41000 - General Government</b>					
SCHWALBACH HARDWARE	20131106	11/06/2013	BOILER - CITY HALL	401-41000-500	21,000.00
STREICHER'S	11053562	11/06/2013	GUN PROJECT	401-41000-501	335.58
FALCON POWER	20131105	11/05/2013	EQUIPMENT	401-41000-503	4,950.00
					<b>Activity 41000 - General Government Total: 26,285.58</b>
					<b>Fund 401 - GENERAL CAPITAL PROJECTS Total: 26,285.58</b>
<b>Fund: 601 - WATER</b>					
KUECHLE UNDERGROUND, IN	20131106	11/06/2013	2013 STREET PROJECT	601-16300	177,380.85
					<b>177,380.85</b>
<b>Activity: 49400 - Water</b>					
VOYAGER FLEET SYSTEMS INC	869233270343	11/06/2013	GAS #86923-3270	601-49400-212	392.23
HAWKINS, INC	3528074	10/29/2013	CHEMICALS	601-49400-216	2,134.42
HP SUDS CLUB, LLC	20131106	11/06/2013	BILLING CONTRACT SERVICE	601-49400-217	237.50
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	601-49400-217	109.09
HP SUDS CLUB, LLC	20131112	11/12/2013	BILLING CONTRACT SERVICE	601-49400-217	257.81
MN VALLEY TESTING	675400	10/18/2013	TESTING	601-49400-310	56.25
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	601-49400-321	187.59
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	601-49400-321	52.96

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SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	POSTAGE	601-49400-322	231.06
SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	UTILITY BILL - SERVICES	601-49400-326	853.46
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	601-49400-404	75.84
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	601-49400-404	29.88
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	601-49400-404	21.24
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	601-49400-404	22.16
ITRON INC.	306732	10/23/2013	ANNUAL SERVICE	601-49400-404	863.47
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	601-49400-408	37.46
WESTRUM LEAK DETECTION I	2575	10/16/2013	SERVICE	601-49400-408	1,300.00
TONY'S BACKHOE & GRADING	558062	11/13/2013	MAINTENANCE	601-49400-408	545.00
<b>Activity 49400 - Water Total:</b>					<b>7,407.42</b>
<b>Fund 601 - WATER Total:</b>					<b>184,788.27</b>

## Fund: 602 - SEWER

KUECHLE UNDERGROUND, IN	20131106	11/06/2013	2013 STREET PROJECT	602-16300	153,192.55
					<b>153,192.55</b>

## Activity: 49450 - Sewer

VOYAGER FLEET SYSTEMS INC	869233270343	11/06/2013	MISC MERCHANDISE	602-49450-200	13.77
ERICKSON OIL CO	20131113	11/13/2013	GAS #009628	602-49450-212	188.62
AMOCO OIL COMPANY	2013-OCT	10/30/2013	GAS #5910692325	602-49450-212	286.04
VOYAGER FLEET SYSTEMS INC	869233270343	11/06/2013	GAS #86923-3270	602-49450-212	102.00
HP SUDS CLUB, LLC	20131106	11/06/2013	BILLING CONTRACT SERVICE	602-49450-217	237.50
HP SUDS CLUB, LLC	20131112	11/12/2013	BILLING CONTRACT SERVICE	602-49450-217	257.81
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	602-49450-241	60.32
MN VALLEY TESTING	675229	10/16/2013	TESTING	602-49450-310	146.20
MN VALLEY TESTING	675278	10/16/2013	TESTING	602-49450-310	115.20
MN VALLEY TESTING	675430	10/18/2013	TESTING	602-49450-310	111.20
MN VALLEY TESTING	675544	10/18/2013	TESTING	602-49450-310	124.80
MN VALLEY TESTING	676082	10/23/2013	TESTING	602-49450-310	221.40
MN VALLEY TESTING	676104	10/23/2013	TESTING	602-49450-310	146.20
MN VALLEY TESTING	676240	10/23/2013	TESTING	602-49450-310	111.20
MN VALLEY TESTING	676434	10/23/2013	TESTING	602-49450-310	282.40
MN VALLEY TESTING	676495	10/23/2013	TESTING	602-49450-310	221.40
MN VALLEY TESTING	676690	10/29/2013	TESTING	602-49450-310	124.80
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	602-49450-321	187.59
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	602-49450-321	52.96
SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	POSTAGE	602-49450-322	231.06
SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	UTILITY BILL - SERVICES	602-49450-326	853.46
SOUTHERN MINN INSPECTIO	20131023	10/23/2013	MAINTENANCE	602-49450-404	183.19
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	602-49450-404	613.98
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	602-49450-404	0.25
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	602-49450-404	37.40
LUCAN COMMUNITY TV INC	2069	11/12/2013	MAINTENANCE	602-49450-404	215.66
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	602-49450-404	17.71
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	602-49450-404	17.73
ITRON INC.	306732	10/23/2013	ANNUAL SERVICE	602-49450-404	863.50
GDF ENTERPRISES, INC	A5494	11/05/2013	MAINTENANCE	602-49450-404	22.33
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	602-49450-405	14.80
AMUNDSON DIG	09131301	10/23/2013	MAINTENANCE	602-49450-408	325.00
DUKE'S ROOT CONTROL, INC	9584	10/29/2013	SUPPLIES	602-49450-408	2,916.06
SCHIEFFERT FARMS	626	11/08/2013	SERVICE - HAULING	602-49450-446	11,253.77
BLUE CROSS/BLUE SHIELD	20131105	11/05/2013	C1916-VO 1 JULY 2013 PREMI	602-49450-480	390.50
<b>Activity 49450 - Sewer Total:</b>					<b>20,947.81</b>
<b>Fund 602 - SEWER Total:</b>					<b>174,140.36</b>

## Fund: 604 - ELECTRIC

BORDER STATES	906370862	10/18/2013	PARTS & SUPPLIES	604-14200	252.72
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	604-20202	17,468.00
TREVOR CUPPY	20131113	11/13/2013	REFUND-UTIL PREPAY - 1/2	604-22000	150.00
GLORIA DIANA MONTALVO'	20131113	11/13/2013	REFUND-BAL OF UTILITY PREP	604-22000	154.65
ELECTRIC FUND	20131113	11/13/2013	JASMINE REHNELT-APPLY UTI	604-22000	300.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLE BUCHER	20131113	11/13/2013	REFUND-UTIL PREPAY-1/2 DE	604-22000	150.00
ELECTRIC FUND	20131113A	11/13/2013	REBECCA SHADE-UTIL PREPAY	604-22000	300.00
ELECTRIC FUND	20131113B	11/13/2013	GLORIA MONTALVO-UTIL PRE	604-22000	145.35
ELECTRIC FUND	20131113C	11/13/2013	NESTOR HERNANDEZ-UTIL PR	604-22000	300.00
					<b>19,220.72</b>

**Activity: 49550 - Electric**

ERICKSON OIL CO	20131113	11/13/2013	GAS #009628	604-49550-212	414.69
AMOCO OIL COMPANY	2013-OCT	10/30/2013	GAS #5910692325	604-49550-212	603.17
HP SUDS CLUB, LLC	20131106	11/06/2013	BILLING CONTRACT SERVICE	604-49550-217	237.50
HP SUDS CLUB, LLC	20131112	11/12/2013	BILLING CONTRACT SERVICE	604-49550-217	257.82
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	604-49550-321	375.19
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	604-49550-321	30.16
SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	POSTAGE	604-49550-322	231.06
SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	UTILITY BILL - SERVICES	604-49550-326	1,760.27
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	604-49550-404	32.48
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	604-49550-404	22.16
ITRON INC.	306732	10/23/2013	ANNUAL SERVICE	604-49550-404	863.49
HIGLEY FORD	121294	11/06/2013	MAINTENANCE	604-49550-405	42.48
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	604-49550-405	33.40
STONER INDUSTRIAL, INC.	20131106	11/06/2013	SERVICE	604-49550-406	68.20
WESCO DISTRIBUTION, INC	592628	10/21/2013	MAINTENANCE	604-49550-408	307.96
COTTONWOOD CO TREASURE	20131105	11/05/2013	COMMERCIAL LIGHTING REB	604-49550-450	4,032.00
COTTONWOOD CO TREASURE	20131105A	11/05/2013	COMMERCIAL LIGHTING REB	604-49550-450	2,150.00
WINDOM AREA DEVELOPME	20131106	11/06/2013	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
<b>Activity 49550 - Electric Total:</b>					<b>12,662.03</b>
<b>Fund 604 - ELECTRIC Total:</b>					<b>31,882.75</b>

**Fund: 609 - LIQUOR STORE**

MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	609-20202	11,988.00
					<b>11,988.00</b>

**Activity: 49751 - Liquor Store**

CAMPUS CLEANERS	20131105	11/05/2013	SERVICE	609-49751-217	63.51
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	609-49751-217	12.57
AH HERMEL COMPANY	394283	10/21/2013	MERCHANDISE	609-49751-217	51.34
VINOPIA, INC	0085467-IN	10/21/2013	MERCHANDISE	609-49751-251	270.00
WIRTZ BEVERAGE MN WINE	1080094631	10/15/2013	MERCHANDISE	609-49751-251	1,924.14
SOUTHERN WINE & SPIRITS O	1088489	10/21/2013	MERCHANDISE	609-49751-251	1,516.50
SOUTHERN WINE & SPIRITS O	1088490	10/21/2013	MERCHANDISE	609-49751-251	44.96
JOHNSON BROS.	1698861	10/29/2013	MERCHANDISE	609-49751-251	1,399.42
PHILLIPS WINE & SPIRITS	2501460	10/21/2013	MERCHANDISE	609-49751-251	203.00
PHILLIPS WINE & SPIRITS	2501461	10/21/2013	MERCHANDISE	609-49751-251	427.50
PHILLIPS WINE & SPIRITS	2504981	10/29/2013	MERCHANDISE	609-49751-251	3,394.08
BEVERAGE WHOLESALERS	0477376	11/05/2013	MERCHANDISE	609-49751-252	4,606.72
BEVERAGE WHOLESALERS	0478274	11/07/2013	MERCHANDISE	609-49751-252	8,716.50
HAGEN BEVERAGE DIST. INC.	257517	11/06/2013	MERCHANDISE	609-49751-252	9,455.05
HAGEN BEVERAGE DIST. INC.	257707	11/08/2013	MERCHANDISE	609-49751-252	6,195.50
WIRTZ BEVERAGE MN WINE	1080094631	10/15/2013	MERCHANDISE	609-49751-253	315.00
SOUTHERN WINE & SPIRITS O	1088490	10/21/2013	MERCHANDISE	609-49751-253	120.00
JOHNSON BROS.	1693623	10/21/2013	MERCHANDISE	609-49751-253	802.89
JOHNSON BROS.	1693624	10/21/2013	MERCHANDISE	609-49751-253	52.00
JOHNSON BROS.	1698862	10/29/2013	MERCHANDISE	609-49751-253	727.70
PHILLIPS WINE & SPIRITS	2504982	10/29/2013	MERCHANDISE	609-49751-253	1,281.05
PAUSTIS & SONS	8421187-IN	10/29/2013	MERCHANDISE	609-49751-253	891.00
COCA-COLA BOTTLING COMP	0446549018	10/15/2013	MERCHANDISE	609-49751-254	355.90
WIRTZ BEVERAGE MN WINE	1080094631	10/15/2013	MERCHANDISE	609-49751-254	69.62
AMERICAN BOTTLING CO	2459318563	10/21/2013	MERCHANDISE	609-49751-254	110.96
HAGEN BEVERAGE DIST. INC.	257707	11/08/2013	MERCHANDISE	609-49751-254	45.00
PBC - PEPSI BEVERAGES COM	26993016	10/21/2013	MERCHANDISE	609-49751-254	193.65
AH HERMEL COMPANY	394283	10/21/2013	MERCHANDISE	609-49751-254	140.23
AH HERMEL COMPANY	394283	10/21/2013	MERCHANDISE	609-49751-256	396.93

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEVERAGE WHOLESALERS	0477376	11/05/2013	MERCHANDISE	609-49751-259	34.50
BEVERAGE WHOLESALERS	0478274	11/07/2013	MERCHANDISE	609-49751-259	15.50
HAGEN BEVERAGE DIST. INC.	257707	11/08/2013	MERCHANDISE	609-49751-259	19.55
AH HERMEL COMPANY	394283	10/21/2013	MERCHANDISE	609-49751-261	10.11
VINOCOPIA, INC	0085467-IN	10/21/2013	MERCHANDISE	609-49751-333	10.50
WIRTZ BEVERAGE MN WINE	1080094631	10/15/2013	MERCHANDISE	609-49751-333	54.57
SOUTHERN WINE & SPIRITS O	1088489	10/21/2013	MERCHANDISE	609-49751-333	22.20
SOUTHERN WINE & SPIRITS O	1088490	10/21/2013	MERCHANDISE	609-49751-333	3.70
JOHNSON BROS.	1693623	10/21/2013	MERCHANDISE	609-49751-333	27.20
JOHNSON BROS.	1693625	10/21/2013	MERCHANDISE	609-49751-333	0.51
JOHNSON BROS.	1698861	10/29/2013	MERCHANDISE	609-49751-333	16.83
JOHNSON BROS.	1698862	10/29/2013	MERCHANDISE	609-49751-333	33.60
PHILLIPS WINE & SPIRITS	2501460	10/21/2013	MERCHANDISE	609-49751-333	1.60
PHILLIPS WINE & SPIRITS	2501461	10/21/2013	MERCHANDISE	609-49751-333	9.60
PHILLIPS WINE & SPIRITS	2504981	10/29/2013	MERCHANDISE	609-49751-333	36.11
PHILLIPS WINE & SPIRITS	2504982	10/29/2013	MERCHANDISE	609-49751-333	40.80
AH HERMEL COMPANY	394283	10/21/2013	MERCHANDISE	609-49751-333	3.95
PAUSTIS & SONS	8421187-IN	10/29/2013	MERCHANDISE	609-49751-333	12.50
WINDOM THEATER	20131113	11/13/2013	ADVERTISING - RIVER BEND LI	609-49751-340	45.00
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	609-49751-404	22.16
REDWOOD FALLS NURSERY, I	20131021	10/21/2013	MAINTENANCE	609-49751-406	250.00

Activity 49751 - Liquor Store Total: 44,453.21

Fund 609 - LIQUOR STORE Total: 56,441.21

## Fund: 614 - TELECOM

MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	614-16310	1,172.40
CALIX	1031783	11/05/2013	NORTH INDUSTRIAL PARK - C	614-16400	10.00
CALIX	104176	11/05/2013	NORTH INDUSTRIAL PARK	614-16400	168.37
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	614-20202	6,538.00
MN 9-1-1 PROGRAM	20131106	11/06/2013	911 SERVICE	614-20206	57.05
MN 9-1-1 PROGRAM	20131106	11/06/2013	911 SERVICE	614-20206	995.25
ANNETTE WRIGHT	20131105	11/05/2013	REFUND-OVER PAY ON PHON	614-38399	4.26

8,945.33

## Activity: 49870 - Telecom

SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	614-49870-200	219.73
VOYAGER FLEET SYSTEMS INC	869233270343	11/06/2013	GAS #86923-3270	614-49870-212	321.05
HP SUDS CLUB, LLC	20131106	11/06/2013	BILLING CONTRACT SERVICE	614-49870-217	237.50
HP SUDS CLUB, LLC	20131112	11/12/2013	BILLING CONTRACT SERVICE	614-49870-217	257.81
SOUTHWEST/WEST CENTRAL	41220	10/08/2013	SERVICE - WINDOMNET	614-49870-217	875.00
SHOPKO	20131106	11/06/2013	SUPPLIES #90000046130010	614-49870-223	21.36
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	614-49870-227	66.64
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	614-49870-241	37.91
POWER & TEL	5443434-00	10/23/2013	EQUIPMENT	614-49870-241	94.43
POWER & TEL	5444362-01	10/23/2013	EQUIPMENT	614-49870-241	96.44
BEMOBILE	WIND1IN5223	11/05/2013	PHONE ACCESSORIES	614-49870-241	80.13
OLSEN THIELEN & CO.,LTD	11217	11/06/2013	SERVICE	614-49870-304	804.50
DAN OLSEN	20131105	11/05/2013	CALIX	614-49870-308	67.59
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	614-49870-321	529.59
SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	POSTAGE	614-49870-322	231.06
SOURCE ONE SOLUTIONS, LLC	3615	11/06/2013	UTILITY BILL - SERVICES	614-49870-326	1,866.95
DAN OLSEN	20131105A	11/05/2013	CALIX CONFERENCE	614-49870-334	1,778.47
JEREMY ROLFES	20131106	11/06/2013	CALIX CONFERENCE	614-49870-334	14.94
STONER INDUSTRIAL, INC.	20131106	11/06/2013	SERVICE	614-49870-401	38.26
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	614-49870-404	33.24
POWER & TEL	5451709-00	11/08/2013	MAINTENANCE	614-49870-404	1,315.41
O'REILLY AUTOMOTIVE, INC	20131108	11/08/2013	MAINTENANCE #1476416	614-49870-405	35.23
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	614-49870-405	4.61
MLB NETWORK	032961	10/21/2013	SUBSCRIBER	614-49870-442	827.40
NATIONAL CABLE TV COOP	13101987	11/06/2013	SUBSCRIBER	614-49870-442	67,906.58
RFD TV	1950-1678	10/21/2013	SUBSCRIBER	614-49870-442	449.55

## Expense Approval Report

Payment Dates: 11/2/2013 - 11/15/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHOWTIME NETWORKS INC	9002731-0913	10/08/2013	SUBSCRIBER	614-49870-442	522.08
FOX SPORTS	F91066	11/05/2013	SUBSCRIBER	614-49870-442	16,273.25
BTN - BIG TEN NETWORK	F93252	11/05/2013	SUBSCRIBER #04069	614-49870-442	3,993.10
FOX TELEVISION STATIONS, IN	OCT-13	11/05/2013	SUBSCRIBER	614-49870-442	4,900.32
JASON HANKE	386520	11/06/2013	SERVICE -OCTOBER	614-49870-447	1,325.00
JASON HANKE	386533	11/06/2013	SERVICE	614-49870-447	1,325.00
HURRICANE ELECTRIC LLC	9758102-IN	11/06/2013	SERVICE	614-49870-447	1,000.00
WOODSTOCK TELEPHONE CO	10024297	11/06/2013	CIRCUIT CHARGES	614-49870-451	205.10
UNIVERSAL SERVICE ADMIN C	UBDI0000653514	11/06/2013	FEES	614-49870-451	1,060.65
TRANSCEND UNITED TECH	103953	10/29/2013	ANNUAL MAINTENANCE	614-49870-480	525.26
CENTURY LINK LEXIS LISTINGS	392290	10/21/2013	LISTINGS	614-49870-480	210.26
<b>Activity 49870 - Telecom Total:</b>					<b>109,551.40</b>
<b>Fund 614 - TELECOM Total:</b>					<b>118,496.73</b>

## Fund: 615 - ARENA

## Activity: 49850 - Arena

SHOPKO	20131106	11/06/2013	SUPPLIES #90000046130010	615-49850-200	51.27
STONER INDUSTRIAL, INC.	20131106	11/06/2013	SERVICE	615-49850-211	9.55
CONTINENTAL RESEACH COR	395026-CRC-1	10/29/2013	SUPPLIES	615-49850-211	506.48
HEARTLAND PAPER COMPAN	G346320-1	11/06/2013	SUPPLIES	615-49850-211	198.29
JERRY'S REPAIR	20131016	10/16/2013	RENTALS	615-49850-217	374.06
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	615-49850-217	19.94
AH HERMEL COMPANY	395604	10/25/2013	MERCHANDISE	615-49850-260	259.58
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	615-49850-321	50.70
R & R SPECIALTIES	0053166-IN	10/29/2013	MAINTENANCE	615-49850-404	125.41
CONNEY SAFETY	04544982	10/21/2013	MAINTENANCE #29212	615-49850-404	477.52
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	615-49850-404	59.39
RUNNING'S SUPPLY	20131106	11/06/2013	MAINTENANCE #71920	615-49850-404	14.46
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	615-49850-404	43.34
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	615-49850-404	144.77
WINDOM AUTO VALU	20131113	11/13/2013	MAINTENANCE #3400540	615-49850-405	17.08
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	615-49850-406	100.39
ELECTRIC FUND	20131105A	11/05/2013	MAINTENANCE	615-49850-409	63.12
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	615-49850-460	414.00
<b>Activity 49850 - Arena Total:</b>					<b>2,929.35</b>
<b>Fund 615 - ARENA Total:</b>					<b>2,929.35</b>

## Fund: 617 - M/P CENTER

## Activity: 49860 - M/P Center

HEARTLAND PAPER COMPAN	G347096-1	11/06/2013	SUPPLIES	617-49860-211	69.05
SHOPKO	20131106	11/06/2013	SUPPLIES #90000046130010	617-49860-217	51.03
SCHWALBACH HARDWARE	20131106	11/06/2013	MAINTENANCE #72861	617-49860-217	5.12
SHOPKO	20131106	11/06/2013	TV - COMM CENTER	617-49860-217	673.30
COLE PAPERS INC.	8907817	10/16/2013	SUPPLIES	617-49860-217	59.34
VERIZON WIRELESS	9713558712	11/06/2013	TELEPHONE	617-49860-321	30.16
TOSHIBA FINANCIAL SERVICES	239281066	10/29/2013	LEASE/MAINTENANCE CONTR	617-49860-404	11.08
TOWN 'N COUNTRY	5533	11/06/2013	MAINTENANCE	617-49860-404	112.50
STONER INDUSTRIAL, INC.	20131106	11/06/2013	SERVICE	617-49860-406	119.50
WINDOM FIRE SAFETY	5269	11/06/2013	SERVICE	617-49860-406	73.00
ELECTRIC FUND	20131105	11/05/2013	MAINTENANCE	617-49860-409	10.81
MN REVENUE	20131108	11/08/2013	SALES TAX - OCT 2013	617-49860-460	223.00
<b>Activity 49860 - M/P Center Total:</b>					<b>1,437.89</b>
<b>Fund 617 - M/P CENTER Total:</b>					<b>1,437.89</b>

## Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000139	11/15/2013	Federal Tax Withholding	700-21701	9,248.30
Minnesota Department of Re	INV0000138	11/15/2013	State Withholding	700-21702	4,004.39
Internal Revenue Service-Payr	INV0000140	11/15/2013	Social Security	700-21703	10,829.70
MN Pera	INV0000133	11/15/2013	PERA	700-21704	11,840.95
MN Pera	INV0000134	11/15/2013	PERA	700-21704	4,359.31
MN Pera	INV0000135	11/15/2013	PERA	700-21704	570.36

## Expense Approval Report

Payment Dates: 11/2/2013 - 11/15/2013

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Minnesota State Deferred	INV0000136	11/15/2013	Deferred Compensation	700-21705	5,550.00
BLUE CROSS/BLUE SHIELD	20131105	11/05/2013	C1916-VO 1 JULY 2013 PREMI	700-21706	41,173.50
LOCAL UNION #949	20131113	11/13/2013	UNION DUES	700-21707	1,461.00
LAW ENFORCMENT LABOR SE	20131113	11/13/2013	UNION DUES	700-21708	301.31
COLLECTION SERVICES CENTE	20131105	11/05/2013	#CDDM013726	700-21709	930.23
Internal Revenue Service-Payr	INV0000137	11/15/2013	Medicare Withholding	700-21711	3,039.00
SELECTACCOUNT	20131106	11/06/2013	FLEX SPENDING	700-21712	206.31
SELECTACCOUNT	20131112	11/12/2013	FLEX	700-21712	21.15
COLONIAL LIFE INSURANCE	20131105	11/05/2013	BCN E8182644 INSURANCE	700-21714	8.82
MII LIFE	20131112	11/12/2013	VEBA -NOVEMBER 2013	700-21720	10,581.36
					<b>104,125.69</b>
				<b>Fund 700 - PAYROLL Total:</b>	<b>104,125.69</b>
				<b>Grand Total:</b>	<b>1,289,059.44</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	30,800.02
211 - LIBRARY	2,205.19
225 - AIRPORT	699.82
230 - POOL	5,095.71
235 - AMBULANCE	5,344.27
250 - EDA GENERAL	5,122.86
254 - NORTH IND PARK	30,154.01
262 - TIF 1-2 PAMIDA	33,406.56
306 - 2013 STREET IMPROVEMENT	475,703.17
401 - GENERAL CAPITAL PROJECTS	26,285.58
601 - WATER	184,788.27
602 - SEWER	174,140.36
604 - ELECTRIC	31,882.75
609 - LIQUOR STORE	56,441.21
614 - TELECOM	118,496.73
615 - ARENA	2,929.35
617 - M/P CENTER	1,437.89
700 - PAYROLL	104,125.69
<b>Grand Total:</b>	<b>1,289,059.44</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	27.98
100-41110-304	Legal Fees	600.00
100-41310-200	Office Supplies	226.80
100-41310-212	Motor Fuels	212.21
100-41310-217	Other Operating Supplie	130.48
100-41310-321	Telephone	675.34
100-41310-331	Travel Expense	78.53
100-41310-401	Repairs & Maint - Buildi	22.16
100-41310-480	Other Miscellaneous	390.50
100-41910-200	Office Supplies	13.75
100-41910-212	Motor Fuels	174.81
100-41910-321	Telephone	130.24
100-41910-405	Repairs & Maint - Vehicl	4.99
100-41910-480	Other Miscellaneous	46.00
100-41940-211	Cleaning Supplies	195.43
100-41940-406	Repairs & Maint - Groun	931.26
100-41940-409	Repairs & Maint - Utilitie	34.72
100-42120-200	Office Supplies	97.04
100-42120-212	Motor Fuels	1,264.13
100-42120-304	Legal Fees	5,456.25
100-42120-321	Telephone	219.73
100-42120-323	Radio Units	153.00
100-42120-326	Data Processing	293.00
100-42120-404	Repairs & Maint - M&E	11.08
100-42120-405	Repairs & Maint - Vehicl	698.96
100-42120-480	Other Miscellaneous	547.36
100-42220-212	Motor Fuels	115.94
100-42220-480	Other Miscellaneous	240.00
100-42500-323	Radio Units	150.00
100-42700-300	Charges for Services	243.08
100-43100-212	Motor Fuels	1,813.40
100-43100-215	Materials & Equipment	103.46
100-43100-217	Other Operating Supplie	167.23
100-43100-224	Street Maint Materials	3,784.26
100-43100-225	Landscaping Materials	90.00

## Account Summary

Account Number	Account Name	Payment Amount
100-43100-241	Small Tools	55.55
100-43100-321	Telephone	129.74
100-43100-334	Meals/Lodging	36.82
100-43100-402	Repairs & Maint - Struct	366.40
100-43100-404	Repairs & Maint - M&E	141.03
100-43100-405	Repairs & Maint - Vehicl	371.62
100-43100-409	Repairs & Maint - Utilitie	29.90
100-43100-480	Other Miscellaneous	1,042.50
100-43210-307	Management Fees	170.00
100-43210-384	Refuse Disposal	7,629.82
100-45120-217	Other Operating Supplie	11.08
100-45202-402	Repairs & Maint - Struct	70.34
100-45202-406	Repairs & Maint - Groun	1,400.86
100-45202-409	Repairs & Maint - Utilitie	1.24
211-45501-211	Cleaning Supplies	17.07
211-45501-217	Other Operating Supplie	5.54
211-45501-402	Repairs & Maint - Struct	803.10
211-45501-406	Repairs & Maint - Groun	85.50
211-45501-433	Dues & Subscriptions	58.90
211-45501-435	Books and Pamphlets	1,235.08
225-45127-200	Office Supplies	28.90
225-45127-217	Other Operating Supplie	2.13
225-45127-381	Electric Utility	429.87
225-45127-500	Capital Outlay	238.92
230-45124-217	Other Operating Supplie	5.54
230-45124-260	Concessions	-12.96
230-45124-402	Repairs & Maint - Struct	5,103.13
235-42153-212	Motor Fuels	1,244.54
235-42153-217	Other Operating Supplie	902.41
235-42153-308	Training & Registrations	588.00
235-42153-312	Nursing	1,095.41
235-42153-321	Telephone	68.98
235-42153-326	Data Processing	1,113.75
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	222.18
235-42153-404	Repairs & Maint - M&E	75.00
250-23900	Notes Payable - Noncurr	807.36
250-23903	Note Payable - Fulda Are	1,910.69
250-46520-200	Office Supplies	13.76
250-46520-304	Legal Fees	276.00
250-46520-321	Telephone	165.28
250-46520-331	Travel Expense	39.55
250-46520-402	Repairs & Maint - Struct	318.78
250-49980-612	Other Interest	1,591.44
254-46520-303	Engineering and Surveyi	210.00
254-46520-381	Electric Utility	8.52
254-46520-402	Repairs & Maint - Struct	309.27
254-46520-500	Capital Outlay	29,626.22
262-46530-491	Payments to Other Orga	33,406.56
306-41000-500	Capital Outlay	475,703.17
401-41000-500	Capital Outlay - Office	21,000.00
401-41000-501	Capital Outlay - Police	335.58
401-41000-503	Capital Outlay - Streets	4,950.00
601-16300	Improvements Other Th	177,380.85
601-49400-212	Motor Fuels	392.23
601-49400-216	Chemicals and Chemical	2,134.42
601-49400-217	Other Operating Supplie	604.40
601-49400-310	Lab Testing	56.25

## Account Summary

Account Number	Account Name	Payment Amount
601-49400-321	Telephone	240.55
601-49400-322	Postage	231.06
601-49400-326	Data Processing	853.46
601-49400-404	Repairs & Maint - M&E	1,012.59
601-49400-408	Repairs & Maint - Distrib	1,882.46
602-16300	Improvements Other Th	153,192.55
602-49450-200	Office Supplies	13.77
602-49450-212	Motor Fuels	576.66
602-49450-217	Other Operating Supplie	495.31
602-49450-241	Small Tools	60.32
602-49450-310	Lab Testing	1,604.80
602-49450-321	Telephone	240.55
602-49450-322	Postage	231.06
602-49450-326	Data Processing	853.46
602-49450-404	Repairs & Maint - M&E	1,971.75
602-49450-405	Repairs & Maint - Vehicl	14.80
602-49450-408	Repairs & Maint - Distrib	3,241.06
602-49450-446	Sludge Hauling	11,253.77
602-49450-480	Other Miscellaneous	390.50
604-14200	Inventory	252.72
604-20202	Sales Tax Payable	17,468.00
604-22000	Prepayments	1,500.00
604-49550-212	Motor Fuels	1,017.86
604-49550-217	Other Operating Supplie	495.32
604-49550-321	Telephone	405.35
604-49550-322	Postage	231.06
604-49550-326	Data Processing	1,760.27
604-49550-404	Repairs & Maint - M&E	918.13
604-49550-405	Repairs & Maint - Vehicl	75.88
604-49550-406	Repairs & Maint - Groun	68.20
604-49550-408	Repairs & Maint - Distrib	307.96
604-49550-450	Conservation	6,182.00
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	11,988.00
609-49751-217	Other Operating Supplie	127.42
609-49751-251	Liquor	9,179.60
609-49751-252	Beer	28,973.77
609-49751-253	Wine	4,189.64
609-49751-254	Soft Drinks & Mix	915.36
609-49751-256	Tobacco Products	396.93
609-49751-259	Non- Alcoholic	69.55
609-49751-261	Other Merchandise	10.11
609-49751-333	Freight and Express	273.67
609-49751-340	Advertising	45.00
609-49751-404	Repairs & Maint - M&E	22.16
609-49751-406	Repairs & Maint - Groun	250.00
614-16310	A/D - Improvements Oth	1,172.40
614-16400	Machinery & Equipment	178.37
614-20202	Sales Tax Payable	6,538.00
614-20206	911 TAP & TACIP Fees CI	1,052.30
614-38399	Telephone Other Incom	4.26
614-49870-200	Office Supplies	219.73
614-49870-212	Motor Fuels	321.05
614-49870-217	Other Operating Supplie	1,370.31
614-49870-223	Buidling Repair Supplies	21.36
614-49870-227	Utility System Maint Sup	66.64
614-49870-241	Small Tools	308.91
614-49870-304	Legal Fees	804.50

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
614-49870-308	Training & Registrations	67.59
614-49870-321	Telephone	529.59
614-49870-322	Postage	231.06
614-49870-326	Data Processing	1,866.95
614-49870-334	Meals/Lodging	1,793.41
614-49870-401	Repairs & Maint - Buildi	38.26
614-49870-404	Repairs & Maint - M&E	1,348.65
614-49870-405	Repairs & Maint - Vehicl	39.84
614-49870-442	Subscriber Fees	94,872.28
614-49870-447	Internet Expense	3,650.00
614-49870-451	Call Completion	1,265.75
614-49870-480	Other Miscellaneous	735.52
615-49850-200	Office Supplies	51.27
615-49850-211	Cleaning Supplies	714.32
615-49850-217	Other Operating Supplie	394.00
615-49850-260	Concessions	259.58
615-49850-321	Telephone	50.70
615-49850-404	Repairs & Maint - M&E	864.89
615-49850-405	Repairs & Maint - Vehicl	17.08
615-49850-406	Repairs & Maint - Groun	100.39
615-49850-409	Repairs & Maint - Utilitie	63.12
615-49850-460	Miscellaneous Taxes	414.00
617-49860-211	Cleaning Supplies	69.05
617-49860-217	Other Operating Supplie	788.79
617-49860-321	Telephone	30.16
617-49860-404	Repairs & Maint - M&E	123.58
617-49860-406	Repairs & Maint - Groun	192.50
617-49860-409	Repairs & Maint - Utilitie	10.81
617-49860-460	Miscellaneous Taxes	223.00
700-21701	Federal Withholding	9,248.30
700-21702	State Withholding	4,004.39
700-21703	FICA Tax Withholding	10,829.70
700-21704	PERA Contributions	16,770.62
700-21705	Retirement	5,550.00
700-21706	Medical Insurance	41,173.50
700-21707	Union Dues	1,461.00
700-21708	PD Union Dues	301.31
700-21709	Wage Levy	930.23
700-21711	Medicare Tax Withholdi	3,039.00
700-21712	Flex Account	227.46
700-21714	Individual Insurance-Col	8.82
700-21720	VEBA Contributions	10,581.36
	<b>Grand Total:</b>	<b>1,289,059.44</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	1,288,704.04
Equipment	116.48
HangarExp	238.92
	<b>Grand Total:</b>
	<b>1,289,059.44</b>

State of Minnesota  
 Department of Transportation  
 Office of Aeronautics  
 Airport Development Section

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: 1701-34

Municipality: WINDOM

Project Description: Construct Hangar, Fuel Farm EA 09-12

Agreement: 02655

Region: S FAA Proj Number: 3-27-0113-09-12

FY: 2013 Estimate Number: 6

Construction Costs Through: **FINAL**

Item Number	Construction Item	Unit of Measure	Funding Rate FAA-ST -MUN	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
1	S Central Electric 11\29\12	dollars	090 000 010	1.00		0.00	16.030	0.000	16.030	16.03
2	S Central Electric 11\13\12	dollars	090 000 010	1.00		0.00	2,778.750	0.000	2,778.750	2,778.75
3	Knickrehm Electric 2355	dollars	090 000 010	1.00		0.00	1,169.560	0.000	1,169.560	1,169.56
4	JH Larson S100236457 001	dollars	090 000 010	1.00		0.00	526.440	0.000	526.440	526.44
5	**** EMPIRE CONSTRUCTION ****		*** **			0.00		0.000		0.00
6	MOBILIZATION	LS	090 000 010	12,000.00	1.000	12,000.00	1.000	0.000	1.000	12,000.00
7	ELECTRICAL UTILITY ENCASEMENT	LF	090 000 010	12.00	330.000	3,960.00		0.000		0.00
8	REMOVE BITUMINOUS PAVEMENT	SY	090 000 010	7.31	205.000	1,498.55	205.000	0.000	205.000	1,498.55
9	REMOVE SUBDRAIN	LF	090 000 010	5.35	100.000	535.00	100.000	0.000	100.000	535.00
10	REMOVE CONCRETE PAD	LS	090 000 010	400.00	1.000	400.00	1.000	0.000	1.000	400.00
11	REMOVE AIRCRAFT ANCHOR	EACH	090 000 010	150.00	9.000	1,350.00	9.000	0.000	9.000	1,350.00
12	COMMON EXCAVATION	CY	090 000 010	16.00	50.000	800.00	50.000	0.000	50.000	800.00
13	SUBGRADE EXCAVATION	CY	090 000 010	10.70	100.000	1,070.00	100.000	0.000	100.000	1,070.00
14	GRANULAR MATERIAL (CV)	CY	090 000 010	24.00	175.000	4,200.00	175.000	0.000	175.000	4,200.00
15	WATER	MGAL	090 000 010	100.00	25.000	2,500.00		0.000		0.00
16	TOPSOIL PLACEMENT	SY	090 000 010	4.50	712.000	3,204.00	712.000	0.000	712.000	3,204.00
17	6" AGGREGATE BASE	SY	090 000 010	17.80	550.000	9,790.00	550.000	0.000	550.000	9,790.00
18	WEARING COURSE MIXTURE	TON	090 000 010	84.07	70.000	5,884.90	70.000	0.000	70.000	5,884.90
19	BINDER COURSE MIXTURE	TON	090 000 010	75.36	70.000	5,275.20	70.000	0.000	70.000	5,275.20
20	BITUMINOUS MATERIAL FOR MIXTUR	TON	090 000 010	131.23	10.000	1,312.30	8.100	0.000	8.100	1,062.96
21	BITUMINOUS TACK COAT	GAL	090 000 010	5.66	55.000	311.30	5.000	0.000	5.000	28.30
22	AIRCRAFT ANCHOR IN BITUMINOUS	EACH	090 000 010	150.00	9.000	1,350.00	9.000	0.000	9.000	1,350.00
23	PAVEMENT MARKING	LS	090 000 010	1,000.00	1.000	1,000.00	1.000	0.000	1.000	1,000.00
24	MARKING OBLITERATION	LS	090 000 010	1,000.00	1.000	1,000.00	1.000	0.000	1.000	1,000.00
25	SODDING	SY	090 000 010	6.80	750.000	5,100.00	750.000	0.000	750.000	5,100.00
26	WATER	MGAL	090 000 010	100.00	45.000	4,500.00		0.000		0.00
27	SILT FENCE, HEAVY DUTY	LF	090 000 010	3.00	400.000	1,200.00	400.000	0.000	400.000	1,200.00

State of Minnesota  
 Department of Transportation  
 Office of Aeronautics  
 Airport Development Section

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: 1701-34

Municipality: WINDOM

Project Description: Construct Hangar, Fuel Farm EA 09-12

Agreement: 02655

Region: S FAA Proj Number: 3-27-0113-09-12

FY: 2013 Estimate Number: 6

Construction Costs Through: **FINAL**

Item Number	Construction Item	Unit of Measure	Funding Rate FAA-ST -MUN	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
28	HANGAR ELECTRICAL CONSTRUCTION	LS	090 000 010	40,000.00	1,000	40,000.00	1,000	0.000	1,000	40,000.00
29	HANGAR MECHANICAL CONSTRUCTION	LS	090 000 010	25,500.00	1,000	25,500.00	1,000	0.000	1,000	25,500.00
30	PREFABRICATED METAL HANGAR BUI	LS	090 000 010	236,159.00	1,000	236,159.00	1,000	0.000	1,000	236,159.00
31	LIGHTING UPGRADE	LS	090 000 010	5,000.00	1,000	5,000.00	1,000	0.000	1,000	5,000.00
32	IN-FLOOR HEATING UPGRADE	LS	090 000 010	11,300.00	1,000	11,300.00	1,000	0.000	1,000	11,300.00
33	BI-FOLD DOOR INSULATION	LS	090 000 010	1,200.00	1,000	1,200.00	1,000	0.000	1,000	1,200.00
34	LINER PANEL - FULL HEIGHT AND	LS	090 000 010	11,500.00	1,000	11,500.00	1,000	0.000	1,000	11,500.00
35	EPOXY FLOORING AND VAPOR BARRI	LS	090 000 010	29,013.00	1,000	29,013.00	0.500	0.500	1,000	29,013.00
36	OVERHEAD DOOR	LS	090 000 010	3,074.00	1,000	3,074.00	1,000	0.000	1,000	3,074.00
37	CO #1	LS	090 000 010	6,325.00	1,000	6,325.00	1,000	0.000	1,000	6,325.00
38	CO #2	LS	090 000 010	4,500.00	1,000	4,500.00	1,000	0.000	1,000	4,500.00
39	CO #3	LS	090 000 010	2,771.11	1,000	2,771.11	1,000	0.000	1,000	2,771.11
Contract Totals:						444,583.36	Completed to Date:			437,581.80

State of Minnesota  
 Department of Transportation  
 Office of Aeronautics  
 Airport Development Section

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: 1701-34

Municipality: WINDOM

Project Description: Construct Hangar, Fuel Farm EA 09-12

Agreement: 02655

Region: S FAA Proj Number: 3-27-0113-09-12

FY: 2013 Estimate Number: 6

Construction Costs Through: **FINAL**

Item Number	Construction Item	Unit of Measure	Funding Rate FAA-ST -MUN	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
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	TOTAL	FEDERAL	STATE	LOCAL
Construction Prorates: A		90.0000 %	0.0000 %	10.0000 %
Previously Completed:	423,075.30	380,767.31	0.00	42,307.99
Completed This Report:	14,506.50	13,055.69	0.00	1,450.81
Completed to Date:	437,581.80	393,823.00	0.00	43,758.80

Retainage Computation for Payment to

Total Completed to Date:	437,581.80	393,823.00	0.00	43,758.80
Less 0 % Retainage:	0.00	0.00	0.00	0.00
Sub Total Payment:	437,581.80	393,823.00	0.00	43,758.80
Less Previous Payments:	402,146.07	361,931.00	0.00	40,215.07
Contractors Payment This Estimate:	35,435.73	31,892.00	0.00	3,543.73

PLAN	BID	PARTIAL PAYMENT #1		PARTIAL PAYMENT #2		PARTIAL PAYMENT #3		PARTIAL PAYMENT #4		PARTIAL PAYMENT #5		PART	
		QUANTITY	UNIT PRICE	THRU 12/28/12	TOTAL	THRU 3/30/13	TOTAL	THRU 4/26/13	TOTAL	THRU 5/24/13	TOTAL		THRU 7/26/13
1 LS	12,000.00	12,000.00	0.30	3,600.00	0.30	3,600.00	0.40	4,800.00		0.00		0.00	
330 LF	12.00	3,960.00		0.00		0.00		0.00		0.00		0.00	
205 SY	7.31	1,498.55	205.0	1,498.55		0.00		0.00		0.00		0.00	
100 LF	5.35	535.00	100.0	535.00		0.00		0.00		0.00		0.00	
1 LS	400.00	400.00	1.0	400.00		0.00		0.00		0.00		0.00	
9 EA	150.00	1,350.00		0.00		0.00		0.00	9.0	1,350.00		0.00	
50 CY	16.00	800.00	50.0	800.00		0.00		0.00		0.00		0.00	
100 CY	10.70	1,070.00		0.00		0.00		0.00		0.00	100.0	1,070.00	
175 CY	24.00	4,200.00	84.0	2,016.00		0.00		0.00		0.00	91.0	2,184.00	
25 MGAL	100.00	2,500.00		0.00		0.00		0.00		0.00		0.00	
712 SY	4.50	3,204.00	712.0	3,204.00		0.00		0.00		0.00		0.00	
550 SY	17.80	9,790.00		0.00		0.00		0.00		0.00	550.0	9,790.00	
70 TN	84.07	5,884.90		0.00		0.00		0.00		0.00	70.0	5,884.90	
70 TN	75.36	5,275.20		0.00		0.00		0.00		0.00	70.0	5,275.20	
10 TN	131.23	1,312.30		0.00		0.00		0.00		0.00	8.1	1,062.96	
55 GAL	5.66	311.30		0.00		0.00		0.00		0.00	5.0	28.30	
9 EA	150.00	1,350.00		0.00		0.00		0.00	9.0	1,350.00		0.00	
1 LS	1,000.00	1,000.00		0.00		0.00		0.00		0.00	1.0	1,000.00	
1 LS	1,000.00	1,000.00		0.00		0.00		0.00		0.00	1.0	1,000.00	
750 SY	6.80	5,100.00		0.00		0.00		0.00		0.00	750.0	5,100.00	
45 MGAL	100.00	4,500.00		0.00		0.00		0.00		0.00		0.00	
400 LF	3.00	1,200.00	400.0	1,200.00		0.00		0.00		0.00		0.00	
1 LS	40,000.00	40,000.00		0.00		0.00	0.40	16,000.00	0.50	20,000.00	0.10	4,000.00	
1 LS	25,500.00	25,500.00		0.00		0.00		0.00	0.90	22,950.00	0.10	2,550.00	
1 LS	236,159.00	236,159.00	0.60	141,695.40	0.20	47,231.80	0.07	16,531.13	0.10	23,615.90	0.03	7,084.77	
1 LS	5,000.00	5,000.00		0.00		0.00		0.00	1.0	5,000.00		0.00	
1 LS	11,300.00	11,300.00		0.00		0.00		0.00	1.0	11,300.00		0.00	
1 LS	1,200.00	1,200.00		0.00	1.0	1,200.00		0.00		0.00		0.00	
1 LS	11,500.00	11,500.00		0.00	0.8	9,200.00		0.00	0.2	2,300.00		0.00	
1 LS	29,013.00	29,013.00		0.00		0.00		0.00		0.00	0.5	14,506.50	
1 LS	3,074.00	3,074.00		0.00		0.00		0.00	1.0	3,074.00		0.00	
1 LS	6,325.00	6,325.00		0.00		0.00		0.00		0.00	1.0	6,325.00	
1 LS	4,500.00	4,500.00		0.00		0.00		0.00		0.00	1.0	4,500.00	
1 LS	2,771.11	2,771.11		0.00		0.00		0.00		0.00	1.0	2,771.11	
<b>TOTAL</b>		<b>\$444,583.36</b>		<b>\$154,948.95</b>		<b>\$61,231.80</b>		<b>\$37,331.13</b>		<b>\$90,939.90</b>		<b>\$74,132.74</b>	
		<b>LESS 5% RETAINAGE</b>		<b>\$7,747.45</b>		<b>\$3,061.59</b>		<b>\$1,866.56</b>		<b>\$4,547.00</b>		<b>\$3,706.64</b>	<b>Release Retain</b>
		<b>TOTAL THIS ESTIMATE</b>		<b>\$147,201.50</b>		<b>\$58,170.21</b>		<b>\$35,464.57</b>		<b>\$86,392.90</b>		<b>\$70,426.10</b>	

State of Minnesota  
Department of Transportation  
Office of Aeronautics  
Airport Development Section

Construction Report and Cost Estimate

State Project Number: 1701-34

Municipality: WINDOM

Project Description: Construct Hangar, Fuel Farm EA 09-12

Contractor's Name: *Empire Building Constr.*

Agreement: 02655

Region: S FAA Proj Number: 3-27-0113-09-12

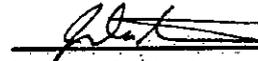
FY: 2013 Estimate Number: *6*

Construction Costs Through: *FINAL*

CERTIFICATION OF WORK PERFORMED

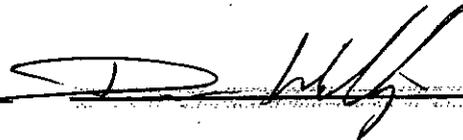
I have examined the materials furnished and work performed by the Contractor on the above project. To the best of my knowledge the quantities are correct and in accordance with the plans and specifications. I recommend this estimate for payment. If a Statement of Engineering Services is attached, I certify the engineering costs shown are correct.

Dated: *11/7/13* Title: *Project Manager - TKDA*

  
Engineer's Signature

This is to certify that the quantities as shown herein are a fair estimate for the period covered by this Report.

Dated: *11-8-13* Title: *Accountant*



CERTIFICATION BY AN OFFICIAL OF WINDOM

I hereby certify this report (and the attached Statement of Engineering Services) was approved for payment by the Municipal Council at the regular (special) meeting held on the \_\_\_\_\_ Day of \_\_\_\_\_.

Title: \_\_\_\_\_

WINDOM

Approval

November 05, 2013

**Billing Totals Report  
For:**

**City Of Windom**

11/07/2013 12:57:17 PM

**Bill Date: 11/1/2013**

1

Bill Type	Carrier	Bal Forward	Payments	Adj Inter	Adj Intra	Net Balance	Inter Revenue	Intra Revenue	Inter Occ	Intra Occ	Late Pay Fee	Total Current	Final Balance Due
FGD	0222 MCI A VERIZON COMPANY	\$840.78	\$0.00	\$0.00	\$0.00	\$840.78	\$700.75	\$100.77	\$0.00	\$0.00	\$0.00	\$801.52	\$1642.30
	0264 Onvoy	\$198.18	\$0.00	\$0.00	\$0.00	\$198.18	\$426.34	\$100.01	\$0.00	\$0.00	\$0.00	\$526.35	\$724.53
	0288 AT&T COMMUNICATIONS	\$9943.50	\$5510.84	\$0.00	\$0.00	\$4432.66	\$3410.97	\$1299.13	\$0.00	\$0.00	\$0.00	\$4710.10	\$9142.76
	0333 SPRINT	\$3113.57	\$1580.17	\$0.00	\$0.00	\$1533.40	\$603.99	\$52.10	\$0.00	\$0.00	\$0.00	\$656.09	\$2189.49
	0355 US Link/TDS Metrocom	\$4.98	\$4.98	\$0.00	\$0.00	\$0.00	\$5.03	\$0.00	\$0.00	\$0.00	\$0.00	\$5.03	\$5.03
	0432 QWEST COMMUNICATIONS	\$5020.77	\$0.00	\$0.00	\$0.00	\$5020.77	\$1603.28	\$320.55	\$0.00	\$0.00	\$0.00	\$1923.83	\$6944.60
	0444 GLOBAL CROSSINGS	\$734.36	\$0.00	\$0.00	\$0.00	\$734.36	\$114.12	\$18.65	\$0.00	\$0.00	\$0.00	\$132.77	\$867.13
	0457 COMTEL TELCOM ASSETS	\$129.95	\$0.00	\$0.00	\$0.00	\$129.95	\$27.80	\$0.00	\$0.00	\$0.00	\$0.00	\$27.80	\$157.75
	0555 MCI WORLDCOM-A VERIZON COMPANY	\$4098.23	\$0.00	\$0.00	\$0.00	\$4098.23	\$2323.95	\$1731.72	\$0.00	\$0.00	\$0.00	\$4055.67	\$8153.90
	0725 PAETEC	\$156.57	\$57.57	\$0.00	\$0.00	\$99.00	\$58.82	\$2.28	\$0.00	\$0.00	\$0.00	\$61.10	\$160.10
	5158 WILTEL COMMUNICATIONS	\$947.77	\$0.00	\$0.00	\$0.00	\$947.77	\$14.47	\$0.20	\$0.00	\$0.00	\$0.00	\$14.67	\$962.44
	5279 Southwest Minnesota Broadband	\$138.23	\$0.00	\$0.00	\$0.00	\$138.23	\$15.94	\$3.24	\$0.00	\$0.00	\$0.00	\$19.18	\$157.41
	Feature Group Subtotal	<b>\$25326.89</b>	<b>\$7153.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18173.33</b>	<b>\$9305.46</b>	<b>\$3628.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12934.11</b>	<b>\$31107.44</b>
	Grand Totals:	<b>\$25,326.89</b>	<b>\$7,153.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,173.33</b>	<b>\$9,305.46</b>	<b>\$3,628.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,934.11</b>	<b>\$31,107.44</b>

**PARTIAL PAYMENT ESTIMATE**

OWNER: CITY OF WINDOM  
2013 STREETS

CONTRACTOR:  
BKC Construction, Inc  
ST JAMES, MN 56081

PERIOD OF ESTIMATE  
FROM TO  
10/21/2013 11/14/2013

**CONTRACT CHANGE ORDER SUMMARY**

**ESTIMATE**

NO.	FmHA Approval Date	Amount			
		Additions	Deductions		
1				1. Original Contract.....	\$30,630.00
2				2. Change Orders.....	\$0.00
3				3. Revised Contract (1+2).....	\$30,630.00
4				4. Work Completed*.....	\$28,890.00
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$28,890.00
7				7. Retainage*.....	\$1,444.50
8				8. Previous Payments.....	\$0.00
9				9. Amount Due (6-7-8).....	\$27,445.50
10					
<b>TOTALS</b>		\$0.00	\$0.00		
<b>NET CHANGE</b>		\$0.00		* Detailed breakdown attachment	

**CONTRACT TIME**

Original (days)20	On Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Date	10/21/2013
Revised		Projected Completion	
Remaining			

**CONTRACTOR'S CERTIFICATION:**

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

BKC CONSTRUCTION, INC.  
ST JAMES MN  
By: Brett Corey Prescott  
Date: 10/15/13

**ARCHITECT OR ENGINEER'S CERTIFICATION:**

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

Architect or Engineer: WENCK ASSOCIATES  
By: [Signature]  
Date: 11/15/13

**APPROVED BY OWNER**

Owner: CITY OF WINDOM  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

**ACCEPTED BY FmHA:**

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

By: \_\_\_\_\_  
Date: \_\_\_\_\_

2013 STREET IMPROVEMENTS  
 WINDOM, MINNESOTA 56101  
 PAY REQUEST #1 BKC CONSTRUCTION

ITEM	CONTRACT				THIS PERIOD		PREVIOUS TOTAL		TOTAL TO DATE	
	APPROX. QUANTITY	UNIT	UNIT COST	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<i>Street</i>										
REMOVE CURB AND GUTTER	30	L.F.	\$16.50	\$ 495.00	40	\$ 660.00	0	\$ -	40	\$ 660.00
COMMON EXCAVATION (CV)	80	C.Y.	\$22.00	\$ 1,760.00	80	\$ 1,760.00	0	\$ -	80	\$ 1,760.00
REMOVE 5' MANHOLE AND FILL	2	EACH	\$715.00	\$ 1,430.00	2	\$ 1,430.00	0	\$ -	2	\$ 1,430.00
SALVAGE TOPSOIL	60	C.Y.	\$27.50	\$ 1,650.00	60	\$ 1,650.00	0	\$ -	60	\$ 1,650.00
AGGREGATE BASE, CLASS 5	140	TON	\$22.00	\$ 3,080.00	140	\$ 3,080.00	0	\$ -	140	\$ 3,080.00
ADJUST MANHOLE	1	EACH	\$220.00	\$ 220.00	1	\$ 220.00	0	\$ -	1	\$ 220.00
CONCRETE SIDEWALK	3,500	S.F.	\$4.25	\$ 14,875.00	3,000	\$ 12,750.00	0	\$ -	3,000	\$ 12,750.00
CONCRETE CURB AND GUTTER B618	30	L.F.	\$22.00	\$ 660.00	40	\$ 880.00	0	\$ -	40	\$ 880.00
TRUNCATED DOMES	40	S.F.	\$120.00	\$ 4,800.00	40	\$ 4,800.00	0	\$ -	40	\$ 4,800.00
SEEDING	2,000	S.F.	\$0.83	\$ 1,660.00	2,000	\$ 1,660.00	0	\$ -	2,000	\$ 1,660.00
SIDEWALK SUBTOTAL				\$ 30,630.00		\$ 28,590.00		\$ -		\$ 28,590.00