

**Council Meeting**  
**Tuesday, April 15, 2014**  
**City Council Chambers**  
**7:30 p.m.**  
**AGENDA**



Call to Order

Pledge of Allegiance

1. Approval of Minutes
  - Council Minutes–April 1, 2014
2. Consent Agenda
  - Minutes
    - Utility Commission – April 2, 2014
    - Airport Commission – April 7, 2014
    - Library Board – April 8, 2014
    - Planning Commission – April 8, 2014
    - Park & Recreation Commission – April 9, 2014
  - License
    - Windom Chamber of Commerce – Exempt Gambling Permit
3. Department Heads
4. Clifton Larson Allen LLP - Auditor Letter of Engagement
5. Renew Extended Warranty for Caterpillar Generators
6. Planning Commission Recommendation – Conditional Use Permit - 1113 Fifth Avenue
7. Airport Commission Recommendation
  - Funding Request for Runway Justification Study
  - Jet-A Fuel System Update
8. Donation from Atlas Outfitters Rescue Equipment and Training to Windom Fire Department
  - Water Rescue Vests
9. Personnel - Library Assistant Hire Recommendation
10. New Business
11. Old Business
12. Regular Bills
13. Contractor Payment -- NWIP – Holtmeier Construction Inc. - Final Payment \$105,946.02
14. Council Concerns
15. Adjourn



**Regular Council Meeting  
Windom City Hall, Council Chamber  
April 1, 2014  
7:30 p.m.**

1. Call to Order:

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

2. Roll Call: Mayor Pro Tem: Bradley Powers

Council Present: Brian Cooley, Dominic Jones and JoAnn Ray

Council Absent: Mayor Maricle and Kelsey Fossing

City Staff Present: Steve Nasby, City Administrator; City Attorney, Ron Schramel; Bruce Caldwell, Streets & Parks Superintendent; Jim Kartes, Building Official; Al Baloun, Recreation Director; Dawn Aamot, Library Director; Mary Henson, EDA Administrative Assistant and Jeff Dahna, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

**Motion by Ray second by Jones to approve the City Council minutes from March 18, 2014. Motion carried 4 – 0 (Fossing absent)**

5. Consent Agenda:

Powers noted the minutes from the following Boards and Commissions. Jones asked that the Telecom Commission minutes from March 27, 2014 be pulled from the consent agenda as he had a couple of items and wanted to re-refer the minutes to staff.

- Community Center Commission – March 24, 2014
- Street Committee – March 25, 2014

**Motion by Jones second by Ray to approve the receipt of minutes from the Community Center Commission and Street Committee. Motion carried 4 – 0 (Fossing absent).**

Powers said there was an application for a liquor license from the Margaritas'Ville Mexican Bar and Grill. He asked if the Police Department had reviewed the request. Nasby replied that the Police had conducted a review and did not have any issues to note.

**Motion by Ray second by Cooley to approve the liquor license for the Margaritas'Ville Mexican Bar and Grill. Motion carried 4 – 0 (Fossing absent).**

6. Department Heads:

Nasby said that the Police Chief was out of town and Sergeant Patterson came down ill so he is presenting the Police Department's request to start the hiring process to replace Officer Hyatt. A memorandum from the Department is included in the Council packet. Re-filling the position has been recommended by the Civil Service Commission.

**Motion by Jones second by Ray to approve the Police Department to start the hiring process to re-fill the position created by Officer Hyatt's resignation. Motion carried 4 – 0 (Fossing absent).**

Al Baloun, Recreation Director, said that the Community Education Book is available and the City's recreation programming is shown on pages 17 -21. April 1<sup>st</sup> the on-line registration period started and the reviews have been predominately positive. Baloun reviewed the step-by-step process for registering on-line. He noted that May 1<sup>st</sup> is the deadline for registrations and any received after that date will be charged a \$15 late fee. Swimming passes are also available on-line and that price changes on June 1<sup>st</sup> so he encouraged people to get their swim passes before June 1. He said that to assist with registrations he is working with the library to host a registration night at the library so that there is an opportunity for people who may not have on-line access to complete the process.

Baloun said that the City has been approached by the Windom Baseball Association on a possible partnership for registrations using the City's new on-line program. Staff is recommending working with the Windom Baseball Association as a pilot project this year since the time frame for registrations is very tight and it is the first time the City's registration process is being conducted primarily on-line. Baloun noted that the registration program may be helpful to other organizations as well, however, given the short window for registration for spring events staff is recommending a pilot this year. The timing of the request was such that the Parks & Recreation Commission has not discussed it, but they have been emailed the information.

Jones asked if the Windom Baseball Association is willing to pay a small fee if this is approved. Baloun replied that the baseball association would be able to pay a fee if they have enough participants to operate the program.

Jones said that the City needs to continue working with partnerships and by assisting other groups with utilizing the new software the City purchased is a step in this direction and he is supportive in giving this a try.

Baloun said staff is asking for Council's direction on proceeding with the pilot program or working with multiple user groups to get them in to the registration programming for next year.

Nasby said that due to the very tight time frame on this proposal there was not an opportunity to go to the Park & Recreation Commission, but they have been informed of the proposal and item being on the Council's agenda.

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Jones asked what the fee may be for the baseball association. Baloun said about two hours of staff time is anticipated so may be a fee around \$50.

**Motion by Jones second by Ray to approve the City staff to work with the Windom Baseball Association on a pilot project for joint registration. Motion carried 4 – 0 (Fossing absent).**

7. Proclamation for National Library Week:

**Council member Cooley introduced the Resolution No. 2014-15, entitled “2014 NATIONAL LIBRARY WEEK PROCLAMATION” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Cooley, Powers, Ray and Jones Nay: None. Absent: Fossing. Abstain: None. Resolution passed 4 – 0.**

Dawn Aamot, Library Director, thanked the Council, Library Board and Friends of the Library for their support of the library.

8. Small Cities Development Program (SCDP) Close-out Report:

Mary Henson, Windom EDA Administrative Assistant, and Michelle Clark, SW Minnesota Housing Partnership introduced themselves. Clark noted that the SCDP grant was applied for in 2010 and funded in 2011. The goal was to complete 15 housing rehabilitation projects with the Department of Employment & Economic Development (DEED) funds of \$269,175. The project has completed 18 projects totaling \$483,958 in expenditures that include homeowner match, program income and other funding resources. Windom had 13 homes rehabilitated and 5 were in Mt. Lake. The average household income was \$24,264. The City’s future responsibilities will be program income reporting, and processing subordinations and lien releases. Clark asked the Council if there were any questions.

Henson thanked the SW Minnesota Housing Partnership for their help and the work on the SCDP projects.

Clark noted that there is about \$52,000 left in the account following the close-out for future projects.

9. Street Committee Recommendations:

Bruce Caldwell, Streets & Parks Superintendent, said that there had been a number of comments and complaints about cars parked on the curve of 10<sup>th</sup> Street by the Windom HRA building. The concerns are visibility and narrowing the width during icy conditions. The recent completion of the Windom HRA’s new parking lot should eliminate the need for any on-street parking at this location. The Street Committee and the Police Department are recommending that No Parking signs be placed approximately along 10<sup>th</sup> Street from the east side of the intersection with 6<sup>th</sup> Avenue to the west side of the driveway of the Windom HRA parking lot.

**Motion by Ray second by Cooley to approve the proposed No Parking on 10<sup>th</sup> Street as presented. Motion carried 4 – 0 (Fossing absent).**

10. Hiring Recommendations – Street & Parks Department:

Caldwell said that he has done extensive advertising for part-time summer help and a compost site manager. He is requesting the hiring of Nicholas Riordan for one of the summer part-time positions.

Powers asked if there was still an opening for another summer person in the Park Department. Caldwell said there is an opening, but he has an interview scheduled so he is hopeful that will be filled soon.

**Motion by Ray second by Jones to approve the hiring of Nicholas Riordan as a part-time, seasonal employee. Motion carried 4 – 0 (Fossing absent).**

Caldwell said that Wayne Erickson has agreed to be the Compost Manger on an independent contractor basis. The site will be open approximately April 15 and then have hours on Tuesdays and Saturdays. Compost passes may be purchased at City Hall and that card\pass sharing is not permitted.

Powers asked how the position was advertised. Caldwell said that he had posted a notice on the City website, sent out a Facebook post and previously brought it up on television at a City Council meeting.

**Motion by Cooley second by Ray to approve the hiring of Wayne Erickson as an independent contractor as Compost Manager. Motion carried 4 – 0 (Fossing absent).**

11. Resolution Setting A Public Hearing for Vacation of 16<sup>th</sup> Avenue:

Nasby said that a valid petition from property owners on 16<sup>th</sup> Avenue has been submitted requesting vacation of the City's platted street. State law requires that a notice be published twice, as such the public hearing is scheduled for the City Council's May 6<sup>th</sup> meeting.

Powers asked if this matter should be referred to the Planning & Zoning Commission. Jim Kartes, Building Official, said that it would not be necessary but the Commission could take it up if that were the Council's direction.

**Council member Jones introduced the Resolution No. 2014-16, entitled "A RESOLUTION SETTING A PUBLIC HEARING ON VACATION OF THE STREET RIGHT-OF-WAY KNOWN AS 16<sup>TH</sup> AVENUE" and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Jones, Cooley, Powers and Ray. Nay: None. Absent: Fossing. Abstain: None. Resolution passed 4 – 0.**

12. Nuisance Correspondence:

Kartes said that the City's nuisance ordinance appears to be working although there has not been too much of a test of the new appeal's process. Time is an issue as he had over 600 building permits to process last year. Also early snow was an impediment to some of the nuisance inspections. A spread sheet showing the complaints received and the City's follow-up has been included in the Council information. Kartes said that he likes the complaint form as that has made organization of inspections more efficient. He noted that the enclosure in the Finding Windom letter was and MIS report from 1996 and much has changed since then and this was part of the original information that was used when the City wrote the current ordinance. He also noted that comparing what cities do in other states may not be exact examples since we have to abide by Minnesota law. The process the City has in place is based on the requirements of Minnesota law. He asked if Council had questions.

Jones asked if new MIS reports or data is available and realizes that Minnesota laws dictate our practices. He also realizes that time is somewhat limited as there are other duties for the Building Official as well. Jones said that he drove along all of the streets, not alleys, in town and that took about three hours. He saw 16 properties that may be violations of the nuisance ordinance. Of these 16 there were six that may not be habitable and those are ones that may need to be dealt with more in-depth than a nuisance violation.

Kartes said that the nuisance ordinance does not deal with maintenance items and this is a separate issue. Jones asked if the HRA could deal with some of these blighted properties. Kartes replied that the City has worked with them on several properties, but more can be done.

Jones felt the City should be more pro-active in identifying problem properties as the current process is all reactive. He noted that many issues could be resolved if the neighbors talked to each other if there is an issue and then if a problem persists then the City could be involved through the complaint process.

Kartes said that he encourages people to clean up and gives them adequate time as the landfill is not open every weekend. He thanked the Finding Windom group for assisting one party with a clean-up. The spread sheet shows that 24 complaints were received and 16 properties have cleaned up, but warned that some of the properties may re-appear on the nuisance list as the owners do not continue to keep the properties clean.

Cooley said that people are going to have their own behaviors and standards for what is either acceptable or non-acceptable and wants to make sure the City has appropriate standards for what is best for the whole community.

Cooley asked Kartes for the typical timeline on the process. Kartes replied that once a complaint is received he does an inspection and sends a notification letter. The property owner is then given two weeks to clean-up as the landfill is only open on the weekends twice a month. Cooley asked if most people are cooperative or if they are resistant. Kartes

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said that there is some of each. Cooley noted that since people have their own ideas of what is a nuisance or not how do the complaints received pan out. Kartes replied that 90% of the time the complaint is reflective of a nuisance violation.

Cooley said that he felt it was unfair to question community pride as the Council is working for the best interests of the City, which is being done as the Council must balance numerous functions, programs, activities, projects and considerations. He ran for the Council because he does have pride in the community and wants to do what is best. He recognizes this is an issue, but steps are being done to address the concerns.

Powers said that there are issues in the alleys more so than the front yards or what can be seen from the street. Kartes replied that spring clean-up week is coming and he expects that will help get junk removed. Powers said that clean-up week is coming but it is several weeks off yet and properties need to be cleaned-up sooner than later.

Jones said that while he did not drive all the alleys there are alleys that pose a problem. Jones asked if Kartes needed any help. Kartes said that he has most of the process in hand, but may need some administrative help as the Administrative Assistant's time is already stretched as the position is shared with the EDA. Jones reiterated that he thinks the City should be more proactive.

Cooley said that the new portion of the ordinance was recently adopted along with the complaint process so let us see how it works.

Jones said that there are other City departments out in the community such as Streets, Electric and water\sewer so they could be used to report problems.

Powers said the data shows that not many citizens and neighbors are submitting reports so maybe more help is needed to identify the problem properties.

Nasby said that if the Building Official needed administrative help there is a summer intern position budgeted and maybe some of that person's time could be used to work with Kartes on the paperwork tasks.

Jones noted that the City does send out a flyer several times a year reminding property owners of nuisance ordinances.

**Motion by Jones second by Cooley to suspend the Council rules to allow five minutes to the Finding Windom group to address the City Council on this matter. Motion carried 4 – 0 (Fossing absent).**

Mari Harries said she is representing the Finding Windom group and thanked the City Council for the opportunity to address this item. She said that she has presented the information previously and is passionate about the issue and there is frustration that this continues to be a problem. She said that community pride is one of the Council's goals in the long-range plan. This is not only aesthetics but also a health and safety concern. Junk

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in the alleys, broken windows and doors are crime related as well. The community needs to be inviting to tourists and attractive to people looking to move to town. One of the aspects in this is a clean and welcoming community.

Nasby asked if the Finding Windom group was still assisting with the clean-up as Kartes had noted earlier as there are many low income or elderly people that may need help. Harries replied that Finding Windom is a resource group and not necessarily a clean-up crew.

Cooley said that he cares about Windom and the Council is working on this issue and many others.

Jones asked Ron Schramel, City Attorney, if the City can engage property owners that may be in violation of the nuisance ordinance verbally prior to starting a complaint or official notification process. Schramel replied that the City can certainly make those contacts with property owners. Jones encouraged neighbors to speak to their neighbors if an issue exists prior to making a complaint as having that communication may resolve the problem more easily.

Powers agreed that neighbor to neighbor communication is important and would help the situation, but increased communication from the City would go a long way to help as well.

### 13. Spring Clean-Up Dates:

Nasby said the dates are set as the first two weekends of May (May 3 and May 10). Advertising will start two weeks prior to the first pick-up. Staff is still working on finding an appliance recycler, but the County is planning a "drop off" event in July, which is better than not having any options for people.

Jones asked if there were other options considered on the collection, possibility City staff. Caldwell replied that with the parks, ball field prep and street work his staff would not have time to do it at this time.

### 14. New Business:

None.

### 15. Old Business:

None.

### 16. Regular Bills:

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

Preliminary

17. Council Concerns:

Jones said that there has been a lot of discussion and concern on the cable television programming related to the Viacom channels. He said that the Telecom Commission is working on getting the best deal possible for the customers and everyone is hoping a deal can be reached prior having any loss of programming.

18. Adjourn:

**Maricle adjourned the meeting by unanimous consent at 9:05 p.m.**

\_\_\_\_\_  
Bradley Powers, Mayor Pro Tem

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

**UTILITY COMMISSION MINUTES**  
**City Hall, Council Chamber**  
**April 2, 2014**

**Call Meeting to Order:** The Utility Commission meeting was called to order at 10:00 a.m. on April 2, 2014 in the City Hall Council Chamber.

**Members Present:** Utility Commission Chairperson: Mike Schwalbach  
Members Present: Glen Francis and Tom Riordan  
Member Absent: None  
City Council Liaison: Dominic Jones, Present  
Staff Present: Chelsie Carlson, Finance Director, Marv Grunig, Electric Utility Manager; Mike Haugen, Water / Wastewater Superintendent, Dan Olsen, Telecom Director, Eric Ward, Water Department, Ryan Anderson, Water Department, and Denise Houston, Billing Specialist.

**APPROVE MINUTES**

**Motion by Riordan, seconded by Francis, to approve the February 19, 2014, Utility Commission minutes as presented. Motion carried 3 - 0.**

**NEW BUSINESS**

Hillside Manor Resident Prepayments – DeeAnna Bakken, HRA Director, was present to discuss with the Commission members options for resident utility Prepayments at Hillside Manor. Bakken explained to the Commission that the residents at Hillside Manor are low income and mostly elderly or disabled. The \$300 utility prepayment required by the City is a challenge for residents moving into Hillside Manor. The average utility bill for residents at Hillside Manor is \$16 per month so the \$300 prepayment required is over 18 months of expected expenses. The Commission recommended to Bakken to change Hillside Manor to a single electric meter in the name of the HRA. Under this scenario, the HRA would be responsible for the utility bill and the residents would not make a utility prepayment.

Tantalus Communications Meter Reading Technology – Chris Schrom, Border States, and Chris Christensen, Tantalus, gave a presentation on Advance Metering Infrastructure (AMI). Tantalus is a reputable company with a 25 year history. They have been providing metering solutions to municipal utilities for over 10 years. They currently service over 65 municipal utilities.

AMI is technology used to provide real time communication with electric and water meters to reduce man hours and provide increased meter monitoring, load control, and on demand meter readings. The solution presented would require approximately 20 collectors to be placed at various locations in the City to collect meter data. The existing Windomnet infrastructure would be used as the backhaul of the data to a server which can store 14 months of meter data. This system would also require replacement and or adjustments to current metering equipment. The software accompanying the infrastructure is a web based application that provides easy access to on demand meter information as well as diagnostic monitoring.

Following the presentation, the Commission reviewed the current costs associated with the existing meter reading process and agreed to request a proposal with cost information on the technology presented. Grunig will request the cost proposal to be reviewed at a future meeting.

### **WATER/WASTEWATER ITEMS**

January 2014 Landfill Sampling Event Results - Haugen presented a memo from Wenck summarizing the results of the January 2014 sampling events for the former Windom Municipal Dump. Vinyl chloride was not detected in MW-9B, MW-20, or CW-7. MW-5A concentration at 1.1 ug/L is below the 1.8 ug/L detected in October 2013 and below 1.4ug/L detected one year ago. The City of Windom will resume pumping operations as soon as practical in the spring of 2014.

Cis-1,2-dichloroethene was detected only detected at MW-9B. Concentrations at MW-9B are down from previous sampling events.

The entire system will be sampled in April and submitted to MPCA.

WWTP Compliance Evaluation Inspection – The MPCA inspected the Windom Wastewater Treatment Facility on February 19, 2014. The inspection included visual inspections, discussion with staff, as well as review of monthly monitoring reports for 24 month period of January 2012 through December 2013. No violations were noted.

MN Wastewater Treatment Facility Operational Award – The Windom Wastewater Treatment Facility received a Certificate of Commendation for outstanding operation, maintenance, and management of the wastewater treatment system. The award recognizes facilities that are overseen by a properly certified operator, did not exceed effluent limits contained in their permit, file monthly and annual reports timely and complete, and did not experience any bypasses, enforcement actions or inspections identifying significant compliance concerns.

Sewer Jetting Quotes – Haugen presented two quotes for sewer jetting to Commission members. He explained the main line has not been inspected or televised for over 10 years and is currently not included in the quotes received. He would like to get quotes that include the main line before proceeding with the current quotes for sewer jetting.

**Motion by Francis second by Riordan to obtain quotes for inspection and television of main line. Motion carried 3 – 0.**

Versa-Vac Vacuum/Hydro Excavation Unit – State Contract Bid – Included in the 2014 budget was \$80,000 to replace the current Versa Vac Excavation Unit. The current unit is over 16 years old. It is used in both Water and Wastewater departments. Haugen noted the bid received is over budget but the unit is needed. Haugen is requesting approval to purchase the new unit. The Commission discussed the possibility of an arranged sale of the existing unit to obtain a better price on the new unit. Haugen will work with both parties to get the best price for the new unit.

**Motion by Francis second by Riordan to move forward with the purchase of the Versa Vac Excavation Unit after negotiating the best price. Motion carried 3 – 0.**

Frozen Water Lines - Haugen presented a list of service lines that had frozen throughout the City during the winter. The Water Department has been able to thaw most lines and restore water service. Many other communities are experiencing the same issues due to the deep frost level.

#### OTHER WATER/WASTEWATER ITEMS

Haugen reported to the Commission the settlement that was reached between the League of MN Cities (City insurance company) and a resident regarding a sewer backup.

Haugen informed the Commission of further discussions regarding the recent property annexation. The Sewer hookup service cost is being disputed by the newly annexed resident.

#### ELECTRIC ITEMS

LED Street Lighting Discussion – Grunig updated the Commission on the possible Conservation Program project for 2014. He is looking at converting to LED lighting fixtures on Highway 60/71 thru the City of Windom. Grunig presented cost saving information and payback for this conversion project. He explained to the Commission that since the Public Works department pays for the street light energy consumption the project would fall within the requirement that the first 1% of Electric Utility's energy conservation program dollars go toward customers. Grunig also indicated Steve Nasby, City Administrator has submitted a grant application to Toro for this project to provide additional funds. The Commission approved moving forward with this project.

Renew Extended Warranty for Caterpillar Generators – The cost to purchase the extended warranty for the Caterpillar Generators is \$3,463 per engine per year for 3 years. Grunig recommended purchasing the extended warranty.

**Motion by Schwalbach second by Francis to move forward with the purchase of the Extended Warranty on the Caterpillar Generators. Motion carried 2 – 0, Riordan Absent.**

#### OTHER ELECTRIC ITEMS

None.

#### REGULAR BILLS

**Motion by Francis second by Schwalbach to pay the regular bills. Motion carried 2 – 0, Riordan Absent.**

#### NEW BUSINESS

None.

#### OLD BUSINESS

None.

**ADJOURN**

Schwalbach adjourned the meeting at 1:10 p.m. Next meeting April 23, 2014.

\_\_\_\_\_  
Mike Schwalbach, Chairperson

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

**Windom Airport Commission Minutes**  
**April 7, 2014**

The Windom Airport Commission met on April 7, 2014, at 9:30 a.m. at the Windom Airport. Members present were Marlyn Bartsch, Brian Underwood, Gerri Burmeister, and Kjell Turner. Members absent: Tod Quiring, Scott Fredin, John Holt and Liaison Mayor Corey Maricle. Others Present- City Staff: Steve Nasby, Denise Nichols, and Bruce Caldwell.

Chairman Underwood called the meeting to order.

1. **Approve Minutes:** Minutes from February 3, 2014, were reviewed. **Motion by Turner, seconded by Burmeister, to approve the minutes as written. Motion passed 4 ayes, 0 nays.**

2. **Manager Update:** Underwood reported that the sewer line from the A/D building to the tank had frozen. Due to the frozen line the A/D building did not have sewer for approximately one month. The line was thawed and the system is now operational. While working on the frozen sewer line it was discovered that the large hangar building was never connected to the sewer line or tank. The engineer and contractor have been notified and they are working on completing the connection of the line from the large hangar to the tank.

A NOTAM (Notice to Airman) has been issued notifying pilots that there is currently no self-service fuel available at the Windom airport. The NOTAM will be removed once the new Jet-A Fuel system is installed. Without the availability of fuel, aircraft landings at the airport have been reduced.

3. **Runway Justification Study:** City Administrator Steven Nasby informed the Commission that State funding was recently repaid to the State Airport Project fund and the City's Runway Justification Study project has been offered a state grant to complete the study. State funding for the project is available this year instead of waiting until next year. The State grant would fund 70% of the project. TKDA estimated the total cost for the project is \$37,500. The cost to the City would be 30% of the project which is \$11,250.

It was noted that since the City's share of the project costs were not included in the 2014 budget, if the Commission decides they want to proceed, the Commission will need to make a recommendation to the City Council to proceed with the study and request funding.

Turner suggested waiting to complete the study until the new fuel system is operational. It was noted that the system should be operational in June 2014. The Commission agreed that the engineer needs to include in the study the history of usage with the new Jet-A fuel system. With the system operational in June of 2014 this information should be available to include in the study.

**Motion by Turner, seconded by Bartsch, to recommend to the City Council to proceed with the Runway Justification Study and to allocate funding for the City's share of the cost of the study. Motion passed 4 ayes, 0 nays.**

4. **Jet-A Fuel System:** The Airport Engineer TKDA sent for review a draft of a Supplemental Authorization for Engineering Service for the Jet-A Fuel System Project and project fee estimate. The additional cost of the supplemental authorization is \$7,900 which would increase the local funding obligation by \$790. The supplemental authorization covers additional design/survey for the concrete pad in front of the fuel dispenser and unforeseen complications with the electrical system design. The addition of the concrete pad and complex electrical construction will also require three more site visits during construction. The costs for the additional site visits are also included in the draft supplemental authorization.

Nasby informed the Commission that prior to the meeting he had requested additional information from the Engineer regarding detail of unforeseen electrical issues. Nasby is still waiting for a response from the Engineer.

The Commission discussed the project including the bid opening and potential vendors and plan holders for the project.

**Motion by Bartsch, seconded by Burmeister, to approve the Supplemental Authorization No. 1 for the 2013 Jet-A Fueling System Project. Motion passed 4 ayes, 0 nays.**

5. **Other Business:** None
6. **Commission Concerns:** None
7. **Adjourn:** Chairman Underwood declared the meeting adjourned at 10:08 a.m.

\_\_\_\_\_  
Brian Underwood, Chairman

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

Windom Library Board Meeting  
Windom Library  
April 8, 2014  
5:05 p.m.

1. Call to order: The meeting was called to order by Beth Fleming at 5:05 p.m.
2. Roll Call: Members Present: Beth Fleming, Barb Henning, Kathy Hiley, Charles Reid, Anita Winkel and Terri Jones

Members Absent: John Duscher

Library Staff Present: Dawn Aamot

City Council Member Present: Brian Cooley

3. Agenda and Minutes:  
Motion by Anita Winkel and seconded by Charles Reid to approve the Agenda and the Minutes.

4. Financial Report:  
Dawn reviewed the Financial Report with the Board.  
Motion by Charles Reid and seconded by Barb Henning to approve the Financial Report.

5. Librarians Report:  
Dawn reported that the adult Winter Reading program had ended. Seventy readers participated, 15 men and 55 women. A total of 1,670 books were read by participants. Readers have until the end of April to turn in their logs. Then Dawn will forward the information to Plum Creek Library System. They will tabulate the results and prizes will be given to libraries.

National Library Week is April 13-19 and the City Council presented a declaration announcing this. Dawn will have a blurb in the Citizen advertising the week. Fines will be waived for overdue books returned at this time and door prizes will be given during the week. On May 14, the Straw Bale Gardner will present a program at the Community Center at 3pm. This is a joint program with the Mountain Lake Library and an application will be sent for the cost to be covered by the state's Legacy Fund.

Motion by Kathy Hiley and seconded by Terri Jones to accept the Librarian's Report.

6. Old Business:  
Kato Roofing has inspected the roof and put together a proposal for roof replacement at a cost of about \$27,000. There are no funds in the current budget to cover this so Dawn will look to adjust next year's budget to add the cost for roof replacement. Kato Roofing proposes the whole roof be replaced and then sealed with a Rubberguard cover. In the meantime, Dawn will request an estimate for a quick temporary fix. This quick fix would reroute the drainage that is causing many of the problems. Brian Cooley suggested that Aaron Bachman be contacted about possible grants that might be available. Dawn agreed to

do that.

Dawn is exploring the possibility of holding this year's Book Sale at BARC. She has contacted BARC and they are willing to host it. Details will be worked out in the future. There are a number of benefits of holding it away from the library including expanded hours of the sale, more room to display books for sale and the security in knowing only discarded books are being sold. Dawn feels that finding volunteers to assist with moving books and working the sale would not be a problem. The Board encouraged Dawn to proceed with holding the Book Sale at BARC.

Anita Winkel reported that Plum Creek would begin mediation with the Marshall Library on Friday. This mediation comes after 3 years of contention between the Marshall Library and the Plum Creek Library System.

7. New Business:

Dawn received 16 applications for the assistant librarian opening. Dawn, assisted by John Duscher and Anita Winkel interviewed 7 applicants. After much deliberation, Dawn recommended that Nancy Sajban be hired as assistant librarian. Nancy is currently teaching at a Lutheran school and has a bachelor's degree in math and a minor in elementary education. She is currently working and would not be able to start working 20 hours per week until after June 1. She is willing to come after 4pm and on Saturdays to train and learn the job before then. Dawn feels that she will bring new ideas and enthusiasm to the library. Charles Reid moved that the Board recommend the hiring of Nancy Sajban. Motion was seconded by Terri Jones. Motion passed.

Dawn asked the Board to view the Jackson Library website and look at the Library Policies that they have in place and then give Dawn feedback about these policies. Dawn feels it would be beneficial to the library and staff to have policies in place. The Board agreed to do this.

8. New Book Suggestions:

The board presented their suggestions.

9. Adjourn:

Motion by Charles Reid seconded by Anita Winkel to adjourn.

Meeting adjourned at 5:53 p.m.

Respectfully submitted,

Kathy Hiley, recording secretary

**CITY OF WINDOM  
PLANNING COMMISSION  
MINUTES  
APRIL 8, 2014**

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

2. Roll Call & Guest Introductions:

Planning Commission: Gary Hunter, Marilyn Wahl, Lorri Cole, Ben Derickson, Kevin Rose, and Brad Powers (Council Liaison).

Absent: Andy Harries and Greg Pfeffer.

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

Public Present: Don Kalash, Esther Kalash, and Lorraine Lohse.

3. Approval of Minutes:

**Motion by Commissioner Wahl, seconded by Commissioner Rose, to approve the Planning Commission Minutes for the meeting held on March 11, 2014. Motion carried 5-0.**

4. Public Hearing – 7:05 P.M.: Zoning Application – Conditional Use Permit – 1113 Fifth Avenue - (Applicants/Owners: Donald Kalash & Esther Kalash): Chairman Hunter opened the public hearing at 7:05 p.m. The Commissioners had received copies of the Application from Donald Kalash and Esther Kalash, site plan, copy of plat, and photos of the property showing the stakes outlining the area for the proposed garage. Zoning Administrator Kartes advised that Donald and Esther Kalash have filed a zoning application concerning property located at 1113 Fifth Avenue. They are requesting a conditional use permit (CUP) to allow the construction of a 28' X 52' detached garage on the property. The dimensions of their property are 52' frontage X 150' in depth for an area of 7,800 square feet. The property is located in a B-1 Zoning District. City Code Section 152.327 states that for lots under 12,000 square feet, the total floor area of any garage and accessory buildings may not exceed 900 square feet except by conditional use permit. Their proposed garage would be 28' X 52' for a total area of 1,456 square feet. City Code Section 152.327 also provides that the total floor area of any garage(s) and accessory buildings may not exceed the ground coverage of the dwelling, less any attached garage, except by conditional use permit. The floor area of the garage (1,456 square feet) would exceed the ground coverage of the dwelling (1,059 square feet). City Code Section 152.326 provides that no accessory building, structure and/or detached garage for a single-family dwelling shall occupy more than 30% of the area of the rear yard. The floor area of the proposed garage will cover more than 30% of the area of the rear yard. They are requesting a conditional use permit allowing them to have accessory space of 556 square feet more than that allowed in the City Code, allowing them to have accessory space with a greater floor space than the dwelling on the property, and allowing them to exceed the 30% limitation on ground coverage by an accessory building in the rear yard. Zoning Administrator Kartes advised that Mr. and Mrs. Kalash also own two lots north of this property (across the alley) and referred the Commission to the copy of the plat provided. He indicated that it is the owners' intent to construct a house on the 2 lots to the north of this lot. Applicant Donald Kalash submitted a list of reasons for their request for additional square footage as follows: 1) Vehicles today (SUVS, pickups, van, etc.) are physically larger; 2) Off-street parking is available and encouraged, especially during the winter months; 3) The extra square footage allows for additional space between vehicles to ease getting in and out of the vehicles; 4) Today many families have 2 vehicles and even more if additional family members drive; and 5) Additional space can help to prevent yard clutter and offer space for lawn mowers, bikes, recycling containers, etc. In response to questions from the Commissioners as to whether the garage would be a pole building or would it look like a garage, Mr. Kalash advised that he will be constructing a "stick-built" garage and is anticipating using 2X6's in the walls. He is considering 10' x 10' doors to allow additional room for rear-view mirrors on vehicles, etc. Lorraine Lohse was in attendance at the hearing and advised that she owns a house on the corner of 12<sup>th</sup> Street and 5<sup>th</sup> Avenue and was there to listen to the hearing. She made no further comments. Zoning Administrator Kartes advised that he had been contacted by a neighbor to the east of the property and a neighbor to the south of the property and neither had any objections to the proposed garage. He further advised that the placement of the garage will meet all the setback requirements.

All public testimony was completed and Chairman Hunter closed the public hearing and referred the matter to the Planning Commission for consideration at 7:08 p.m. After a brief discussion, the following action was taken.

**Motion by Commissioner Derickson, seconded by Commissioner Wahl, and carried to recommend to the City Council the approval of the application, submitted by Donald Kalash and Esther Kalash, for a conditional use permit to allow the construction of a 28' X 52' garage on property situated in a B-1 District which accessory building will have 556 square feet more than provided in City Code, greater floor space than the floor space of the dwelling on the property, and accessory floor space which exceeds the 30% limitation on ground coverage by accessory buildings in the rear yard. The property is located at 1113 Fifth Avenue and is described as: Lot 8, Block 16, Windom Original Townsite to the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-820-1370.)**

The motion includes that the jurisdictional documents and the findings of fact be made a part of the hearing record.

**Findings of Fact for Conditional Use Permit:**

1. As stated in the narrative herein.
2. That the proposed use is not in conflict with the Comprehensive Plan.
3. That the proposed use is not in conflict with the stated intent of the Zoning District in which it is to be located.
4. That the proposed use will not unreasonably harm the public health, safety, and welfare, create a nuisance, or create unreasonable congestion injurious to nearby properties.
5. That the proposed use does not interfere with the creation of a beneficial environment within its own property boundaries and on adjoining properties.
6. That the proposed use will not interfere with the provision of a reasonable economic benefit to the community.
7. That the provisions for interrelationship between the proposed development and contiguous and noncontiguous adjacent properties will not adversely affect pedestrian and vehicular movement and will not adversely affect the buffering of the service facilities and parking areas.

Motion was declared carried 5-0.

Zoning Administrator Kartes advised that these recommendations will now come before the Windom City Council at its meeting next Tuesday night, April 15, 2014; and the Council will make the final decision concerning this application.

5. Use of Bare Lots: Zoning Administrator Kartes advised that some interest has been expressed by residents who wish to construct garages on bare lots. Currently the City Code considers a garage as an accessory use to the principal building (house) on residential lots. The Code does not allow the construction of a garage on a lot on which there is no principal building. There was a discussion concerning the provisions of the current City Code and possible uses for bare lots in Windom. By consensus, the Commission requested that the Zoning Administrator contact other cities to determine whether they allow the construction of a garage on a lot on which there is no residence located.
6. Other Business/Reports, Unfinished Business, New Business: None.
7. Planning Commission Comments, Concerns, Suggestions: Liaison Brad Powers questioned whether there was a deadline on the completion of remodeling of the apartment building in the 300 Block of 11<sup>th</sup> Street.
8. Adjourn: By consensus, Chairman Hunter adjourned the meeting at 7:38 p.m.

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Gary Hunter, Chairman

Attest:

James Kartes, Zoning Administrator

**PARK AND RECREATION COMMISSION MEETING  
MINUTES APRIL 9, 2014**

1. Call to Order: The meeting was called to order by Vice Chair Jeff LaCanne 5:18 p.m. at City Hall.
2. Roll Call:

Commission Present:	Jason Kloss, Jeff LaCanne, Angie Blanshan & Jess Smith
Commission Absent:	Kay Clark
City Staff Present:	Recreation Director Al Baloun & Park Superintendent Bruce Caldwell
Council Liaisons:	Brian Cooley Attending & Kelsey Fossing Absent
Public:	Dirk Abraham KDOM Radio
4. Approve Agenda  
**Motion by Blanshan, seconded by Kloss to approve agenda with additions**  
**Motion Carried Unanimous**
5. Approve Minutes from March 12, 2014 Park & Recreation Commission Meeting  
**Motion by Kloss, seconded by Blanshan to approve minutes**  
**Motion Carried Unanimous**
6. Park Superintendent Bruce Caldwell Report
  - a. Mayflower Park: the park is temporarily closed due to wet conditions and also our staff needs to make repairs from the damage created by our equipment during tree and brush removal this early spring. One Disc Golf Course fairway received considerable damage which will require leveling and re-seeding. Caldwell is hopeful the repairs can be completed by the middle of May.
  - b. Park Maintenance: Caldwell said he has made recommendations for two new part time seasonal workers and they will start the second week of May. Currently staff is in the process of ballfield maintenance and opening the restrooms and shelters along with cleaning up the parks.
  - c. Security Cameras in Parks: due to the vandalism in the parks the last few years the city will be purchasing a new security camera system for the parks. Caldwell said already this spring people are not following park rules creating damage to grassy areas, littering and driving way over the 10 mph speed limit in the parks.
7. Recreation Director's Report- Al Baloun
  - a. On Line Registration: registration is now running and there hasn't been many problems. Baloun said if anyone has difficulty in the registration he will offer assistance. The Community Education Booklet states dates & fees for all recreation activities.
  - b. Summer Baseball – Windom Baseball Association: the minutes from the April 1, 2014 Council meeting was handed out which stated concerns from Councilmen Jones about the baseball program and fees. The Commission stated if our recreation department team's play in a tournament all the youths must have the opportunity to play in order to have their entry fees paid by the recreation program. So called select teams entry fees will not be paid. Moneys collected to play are used for this entry fee and if there is any left over those funds are used for equipment etc.
  - c. Arena - Horse Disease Notice from the local Veterinary Clinic: a memo from the clinic was reviewed & discussed. There has been an outbreak of Equine Herpesvirus-1 in the horse industry. The virus is contagious and it's spread by direct horse-horse contact, by contaminated hands, equipment and tack and for a short time via aerosol movement within the environment or the stall or stable. It is important that horses are current on their EHV-1 Vaccines for protection against the respiratory and abortogenic strains even though it may not protect against the neurologic strain.

Continued page 2 Park & Recreation Commission Meeting Minutes April 9, 2014

The commission instructed Baloun to consult with the local veterinary clinic and design a policy to help prevent any issues at our Arena before the horse show season begins. Currently there haven't been any problems at our facility.

8. Open Mike: Smith; had some questions on ballfields maintenance for Caldwell which he said he would discuss with staff. She also said we need to reexamine our recreation fees where we have volunteer help and coaching in order to set our fees for 2015. This discussion needs to happen prior to the budget hearings with the City Council in August.
9. Meeting adjourned 6:20 p.m.

**Next Park & Recreation Commission Meeting May14, 2014  
5:15 p.m. in the City Hall Council Chambers**

**LG220 Application for Exempt Permit**

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

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name  
Windom Chamber of Commerce

Previous gambling permit number  
x-05127-13-005

Minnesota tax ID number, if any  
410759873

Federal employer ID number (FEIN), if any

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address  
303 9th St

City  
Windom

State  
MN

Zip code  
56101

County  
Cottonwood

Name of chief executive officer [CEO]  
John Lafferty

Daytime phone number  
507-831-2752

E-mail address  
windomchamber@windomnet.com

**NONPROFIT STATUS**

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

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of both of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
 Windom Community Center

Address [do not use PO box]  
1750 Cottonwood Lake Drive

City or township  
Windom

Zip code  
56101

County  
Cottonwood

Date[s] of activity. For raffles, indicate the date of the drawing.  
 June 15th, 2014

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

Bingo\*  Raffle [total value of raffle prizes awarded for year \$ 1,000.00]  Paddlewheels\*  Pull-tabs\*  Tipboards\*

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

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



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

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

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature \_\_\_\_\_ Date 4/1/14

Print name John Lafferty

**REQUIREMENTS**

**Complete a separate application for:**

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

**Send application with:**

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

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

**Financial report and recordkeeping required**

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

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

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

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

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

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

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## MEMORANDUM

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**TO:** City Council Members & Department Heads  
**FROM:** Chelsie Carlson, Finance Director/Controller  
**SUBJECT:** US Bank Purchasing Card Program

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Advancements in technology have led to purchasing more goods and services online and requiring instant payment. The current credit card setup for City purchases is inefficient and has limited control, accountability, and monitoring capabilities. I would like to propose a purchasing card program that would replace our current credit card usage. This purchasing card program would increase efficiency with processing online payments as well as boost accountability by departments for credit card spending.

The Minnesota WSCA P-Card Program is a Minnesota State program administered through U.S. Bank. Under this program, each department would receive a purchasing card to use for immediate payment of transactions as well as travel expenses. Controls on the cards can be customized to cap transactions, spending limits, and also block purchases of specific commodities and services. The Department Head would control the use of their card. They will receive a monthly invoice showing activity on their card. The Department Head would be responsible for submitting itemized receipts as support and authorization of transactions.

There are no fees associated with this program. There is a rebate incentive based on spending volume and prompt payment. I would eventually like to see these purchasing cards being used at local retailers instead of house charge accounts such as Shopko, Hy-Vee, Lamperts, Windom Auto Value, Carquest, and O'Reilly Auto. This would provide immediate payment to local retailers and also streamline the payment process for the City.

I am requesting your support to implement this purchasing card program and revise the City Credit Card Policy accordingly.

**CITY OF WINDOM  
CREDIT CARD USE POLICY**

As per MN Statute 471.382, the Windom City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts.

MN Stat 412.271 subd 2

MN Stat 471.38 subd 1

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for council review and approval.

MN Stat Ch 475

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

City employees allowed to authorize transactions on City of Windom's purchasing/credit card(s) include the following positions:

City Administrator, Assistant City Administrator, Finance Director/Controller, EDA Director, Police Chief, Water/Sewer Superintendent, Street and Park Superintendent, Recreation Director, Electric Utility Manager, Electric Superintendent, Telecom Operations Manager, Community Center Director, Building and Zoning Official, Liquor Store Manager, Library Director, Ambulance Director, and Fire Chief. Purchases must be within the authorized/approved budget or prior Council approval is required.

City employees are authorized to use the City of Windom's fuel credit card(s) as well as members of the Fire Department and Ambulance Department. Purchases shall be for vehicle fuel, oil and other items related to the operation of the vehicle or that department. Each employee, fire department member or ambulance department member will sign the sales slip and indicate the vehicle and/or department that the purchase applies to.

No employee will intentionally use a City credit card for personal purchases.

Supporting documents must be submitted to the Finance Director/Controller to be reconciled with the credit card statement and attached to the claim for payment processing. Department Heads shall be responsible for authorizing and reviewing all activity made on behalf of their department.

The Finance Director/Controller shall keep a record of all persons issued a purchasing/credit card. Authorized persons will receive, sign and file an acknowledgment form regarding credit card use. See attached.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Corey Miracle, Mayor

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

**CITY OF WINDOM  
CREDIT CARD POLICY  
ACKNOWLEDGMENT**

The City of Windom is authorizing you to use one of its purchasing/credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed the City may hold you personally liable for any misuse and/or unauthorized charges.

- Credit cards may only be used for appropriate City business. Intentional personal use will be grounds for discipline including dismissal.
- The credit card shall not be used to obtain a cash advance.
- The credit card must be protected from theft or unauthorized use.
- The City Administrator's Office must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.
- The credit card must be returned to the City Administrator's Office immediately upon request.
- Department Heads must be sure there are budgeted funds available to pay for credit card purchases.
- Receipts or invoices for each credit card purchase must be signed and submitted to the Finance Director/Controller.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests. Any interest charges due to delayed submissions will be the personal responsibility of the Department Head.
- I have read the above statements and the attached Credit Card Use Policy and agree to abide by same.

Date \_\_\_\_\_

Signature \_\_\_\_\_



# CliftonLarsonAllen

CliftonLarsonAllen LLP  
109 North Main Street, PO Box 217  
Austin, MN 55912-0217  
507-434-7000 | fax 507-437-8997  
CLAcconnect.com

April 8, 2014

City Council and Management  
City of Windom  
P.O. Box 38  
444 9<sup>th</sup> Street  
Windom, MN 56101

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for City of Windom ("you," "your," or "the City") for the year ended December 31, 2013.

Craig Popenhagen is responsible for the performance of the audit engagement.

### **Audit Services**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Windom, Minnesota, as of and for the year ended December 31, 2013, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the City's basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. GASB-required supplementary pension and OPEB, if any.

We will also evaluate and report on the presentation of the following combining and individual fund statements (collectively, the supplementary information) accompanying the financial statements in relation to the financial statements as a whole.

### **Nonaudit Services**

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.
- Preparation of adjusting journal entries.
- Preparation of State Reporting Form for the City, if so chosen by the City



An independent member of Nexia International

**Audit Objectives**

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

**Auditor Responsibilities, Procedures, and Limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

#### **Management Responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the City complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the City's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the City's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and Limitations Related to Nonaudit Services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.
- If so engaged by the City, we will prepare State Reporting Form for the City. Since the preparation and fair presentation of the State Reporting Form is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the State Reporting Form and that you have reviewed and approved the State Reporting Form prior to its issuance and have accepted responsibility for the State Reporting Form. You have a responsibility to be in a position in fact and appearance to make an informed judgment on the State Reporting Form.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

#### **Use of Financial Statements**

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

**Engagement Administration and Other Matters**

We expect to complete audit fieldwork in April 2014 and issue financial statements in May 2014.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely matter to Oversight Agencies for Audit or a Pass-through Entity, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Oversight Agencies for Audit or a Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

**Mediation**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

**Time Limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

**Fees**

Our fees and expenses for these services will be as listed below. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

• Audit of financial statements	\$15,000
• Preparation of financial statements	5,000
• OMB Circular A-133 compliance audit	2,500
• Preparation of State Reporting Form for the City (optional)	500
• Expenses not-to-exceed	1,500

**Other Fees**

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to. You can control the costs of any discovery process or document request by informing us which requests you would like us to act on.

**Finance Charges and Collection Expenses**

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**Consent**

**Consent to Use Financial Information**

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by ET Section 301 of the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of City of Windom's information in these cost comparison, performance indicator, and/or benchmarking reports.

**Subcontractors**

CLA may, at times, and with the City's written consent, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and our respective responsibilities.

CliftonLarsonAllen LLP



Craig W. Popenhagen, CPA  
Principal  
Ph. 507-434-7041  
craig.popenhagen@CLAconnect.com  
094-082822

This letter correctly sets forth the understanding of City of Windom:

Authorized governance signature: \_\_\_\_\_

Title: City Council \_\_\_\_\_

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

Authorized management signature: \_\_\_\_\_

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

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

*Caterpillar Engine / Generator*

*warranty*

**XIV. COVERED COMPONENTS**

**GENERATOR SET OR ENGINE COMPONENT EXTENDED SERVICE COVERAGE MATRIX:**

Coverage Items	Silver	Gold	Coverage Items	Silver	Gold
<b>COOLING SYSTEM</b>			<b>AIR INDUCTION &amp; EXHAUST</b>		
Thermostat Housing	YES	YES	Exhaust Manifolds, Studs & Gaskets	YES	YES
Water Manifold Housing	YES	YES	Inlet Air Heater Relay	YES	YES
Jacket Water Precooler	YES	YES	Intake Manifold	YES	YES
Jacket Water Pump	NO	YES	Turbocharger (mounting hardware, lines, wastegate)	NO	YES
<b>FUEL SYSTEM</b>			<b>SHORT BLOCK</b>		
Steel Fuel Lines	YES	YES	Cylinder Block Casting	YES	YES
Fuel Shutoff Solenoid	YES	YES	Freeze Plugs	YES	YES
Fuel Injectors	NO	YES	Crankshaft	YES	YES
<b>LUBRICATION SYSTEM</b>			Crankshaft Rod, Main & Thrust Bearings		
Oil Pan	YES	YES	Connecting Rod Assembly	YES	YES
Engine Oil Pump	YES	YES	Piston, Wrist Pin, Retainer Clip & Piston Rings	YES	YES
Oil Cooler Housing & Core / Bonnet	YES	YES	Piston Cooling Jet Tubes	YES	YES
Oil Filter Base	YES	YES	Cylinder Liner, Seals & Filler Band	YES	YES
<b>ELECTRIC SYSTEM</b>			Main Bearing Cap Bolts		
Control Module (ECM)	YES	YES	<b>CYLINDER HEAD</b>		
Sensors: All Engine Sensors	YES	YES	Cylinder Head Casting, Sleeves, Bolts & Gaskets	YES	YES
<b>FRONT AND REAR COVERS</b>			Freeze Plug		
Front Covers / Plate / Housing / Gears (& Gaskets)	YES	YES	Spacer Plate & Spacer Plate Gasket	YES	YES
Vibration Damper	YES	YES	Intake & Exhaust Valve (all related components)	YES	YES
Flywheel Housing & Gasket	YES	YES	Roller Follower	YES	YES
<b>MISCELLANEOUS</b>			Valve Mechanism, Rocker Arm, Brackets, Push Tube		
Cat Bolts, Attaching Covered Components	YES	YES	Bridge Dowels, Adjusting Screws, Nuts & Shaft	YES	YES
<b>GENERATOR END</b>			Valve Cover & Base		
Entire Generator End	YES	YES	Camshaft, Camshaft Bearings, Key, Gear	YES	YES
Generator Controls - operator Interface	NO	YES	Camshaft Rear Cover / Seal	YES	YES

Note: any components not listed in this coverage matrix are not covered under Silver or Gold level coverage options.

**Platinum Level Coverage Components:** All as shipped consist from the factory with Cat part numbers excluding filters, fluids, vee-belts, hoses, power take-offs, paint, batteries and clutches. Also for power modules and rental power units, coverage EXCLUDES enclosures, containers, undercarriage, ladders, lights, wheels, axles, brakes, tires, sound attenuation, sound reduction material, insulation, stabilizing jacks and fire extinguishers. Also, major items that are serialized with unique model nomenclature such as switchgear, automatic transfer switches or uninterruptible power supplies, these require a separate contract

*Excellent Coverage*

**Platinum Plus Level Coverage Components:**  
All components covered by the Platinum Level Coverage described above, plus all additional Caterpillar components, having a Caterpillar part number, installed by the Caterpillar dealership and accepted by "us" through the Platinum Plus Additional Coverage Component list and Approval Verification form, LEYH0001.

It is the responsibility of the registering dealership to attach the necessary approval and list to the SIMS history for the genset being registered. The process for attaching in the Service Information Management System (SIMSI) history is described in the Global Dealer Administration Manual. The attachment shall include:  
 - a copy Cat Extended Service Coverage form, and  
 - list of Caterpillar components complete with the Caterpillar part numbers.

Refer to Section XV for Additional Coverage for Platinum and Platinum Plus level Extended Service Coverage.

This contract is not valid until registered

Reset Form Print Form



# NEW AND ADVANTAGE EP EXTENDED SERVICE COVERAGE

## Cat Electric Power Gensets Extended Service Coverage (ESC) Registration Certificate

CUSTOMER NAME: City of Windom PHONE: 507-831-6151

ADDRESS: 444 9th Street CITY: Windom, MN 56101-0038

STATE / PROVINCE: MN POSTAL CODE: 56101 COUNTRY: USA

CATERPILLAR DEALER (non-U.S. Provider): ZIEGLER POWER SYSTEMS DEALER CODE: E500

ADDRESS: 8050 County Road 101 East CITY: Shakopee

STATE / PROVINCE: MN POSTAL CODE: 55379 COUNTRY: USA

U.S. Provider: Caterpillar Inc., 2120 West End Avenue, Nashville, TN. Telephone number: 1-800-248-4228. All other countries: See Section XVII for details.

### REGISTRATION DETAIL

Application: Prime:  Standby:

New ESC with Known Delivery Date:  Fuel Type: Diesel:  Natural Gas:  Landfill Gas:

New ESC without Delivery Date:  Genset Model: D3516B "NO 2" generator

Advantage ESC for Used Gensets:  Serial Number: 7RN01283

Upgrade Existing New ESC:  Delivery Date: 03/16/01

Upgrade Advantage ESC:  Current Hours: 335

For Advantage Registrations (only if required -see Advantage eligibility requirements explained in Section XVI of contract):

Advantage Inspection Date: \_\_\_\_\_ Advantage Inspection Hours: \_\_\_\_\_

Be sure to upload Advantage Inspection requirements to SIMSI, including fluid sample results and digital pictures of unit.

### EXTENDED SERVICE COVERAGE OPTIONS AND TERMS

Coverage Type:  Silver  Platinum  Gold  Platinum Plus

Coverage Terms: Caterpillar warranty

Special Quote Number (attach if applicable): \_\_\_\_\_

Coverage Months: 36 - warranty start date 5-1-14

Coverage Hours: 1,500 Quote Creation Date: \_\_\_\_\_

Deductible: \$0

### EXTENDED SERVICE COVERAGE FEES

ESC Fee: U.S.\$ \$10,390

Applicable Taxes: U.S.\$ \_\_\_\_\_

Other Charges: U.S.\$ \_\_\_\_\_

ESC Credit (Upgrades only): U.S.\$ \_\_\_\_\_

**Total ESC Price: U.S.\$ \$10,390**

### COVERAGE SUMMARY:

@ one time up front cost

### LIMIT OF LIABILITY:

The maximum amount we will pay for any single claim will be the reasonable cost to repair or replace the covered equipment, not to exceed Caterpillar's list price for equivalent covered equipment.

I hereby certify that I have read and understand the terms and conditions checked above, and as specified within the additional number of pages indicated on the bottom of this Registration Certificate.

I hereby certify that the engine serial number indicated above is eligible for the Extended Service Coverage as specified on this Registration Certificate and have read and understand the Dealer's responsibilities as specified in the Extended Service Coverage Program Administration Manual.

X Customer Signature \_\_\_\_\_ Date \_\_\_\_\_ Authorized Dealer Representative Charles A. Roebuck Date 3/31/14

This contract is not valid until registered

Distribution: Original - Customer Copy  Copy - Cat Dealer

LEEE6228-16  
Supersedes LEE6228-15

This contract is not valid until registered

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Print Form



# NEW AND ADVANTAGE EP EXTENDED SERVICE COVERAGE

## Cat Electric Power Gensets Extended Service Coverage (ESC) Registration Certificate

CUSTOMER NAME: City of Windom PHONE: 507-831-6151

ADDRESS: 444 9th Street CITY: Windom, MN 56101-0038

STATE / PROVINCE: MN POSTAL CODE: 56101 COUNTRY: USA

CATERPILLAR DEALER (non-U.S. Provider): ZIEGLER POWER SYSTEMS DEALER CODE: E500

ADDRESS: 8050 County Road 101 East CITY: Shakopee

STATE / PROVINCE: MN POSTAL CODE: 55379 COUNTRY: USA

U.S. Provider: Caterpillar Inc., 2120 West End Avenue, Nashville, TN. Telephone number: 1-800-248-4228. All other countries: See Section XVII for details.

### REGISTRATION DETAIL

Application: Prime:  Standby:

New ESC with Known Delivery Date:  Fuel Type: Diesel:  Natural Gas:  Landfill Gas:

New ESC without Delivery Date:  Genset Model: D3516B "NO 3" generator

Advantage ESC for Used Gensets:  Serial Number: 7RN01276

Upgrade Existing New ESC:  Delivery Date: 03/16/01

Upgrade Advantage ESC:  Current Hours: 345

For Advantage Registrations (only if required -see Advantage eligibility requirements explained in Section XVI of contract):

Advantage Inspection Date: \_\_\_\_\_ Advantage Inspection Hours: \_\_\_\_\_

Be sure to upload Advantage Inspection requirements to SIMSI, including fluid sample results and digital pictures of unit.

### EXTENDED SERVICE COVERAGE OPTIONS AND TERMS

Coverage Type: \_\_\_\_\_ Coverage Terms: \_\_\_\_\_ Special Quote Number (attach if applicable): \_\_\_\_\_

Silver  Platinum Coverage Months: 36 *→ warranty start date 5-1-14*

Gold  Platinum Plus Coverage Hours: 1,500 Quote Creation Date: \_\_\_\_\_

Deductible: → \$0

### EXTENDED SERVICE COVERAGE FEES

ESC Fee: U.S.\$ \$10,390

Applicable Taxes: U.S.\$ \_\_\_\_\_

Other Charges: U.S.\$ \_\_\_\_\_

ESC Credit (Upgrades only): U.S.\$ \_\_\_\_\_

**Total ESC Price: U.S.\$ \$10,390**

### COVERAGE SUMMARY:

*@ one time up front cost*

### LIMIT OF LIABILITY:

The maximum amount we will pay for any single claim will be the reasonable cost to repair or replace the covered equipment, not to exceed Caterpillar's list price for equivalent covered equipment.

I hereby certify that I have read and understand the terms and conditions checked above, and as specified within the additional number of pages indicated on the bottom of this Registration Certificate.

I hereby certify that the engine serial number indicated above is eligible for the Extended Service Coverage as specified on this Registration Certificate and have read and understand the Dealer's responsibilities as specified in the Extended Service Coverage Program Administration Manual.

X \_\_\_\_\_ X Chuck A. Roehrich 3/31/14

Customer Signature Date Authorized Dealer Representative Date

This contract is not valid until registered

Distribution: Original - Customer Copy  Copy - Cat Dealer

LEEE6228-16  
Supersedes LEEE6228-15

This contract is not valid until registered

Reset Form

Print Form



# NEW AND ADVANTAGE EP EXTENDED SERVICE COVERAGE

## Cat Electric Power Gensets Extended Service Coverage (ESC) Registration Certificate

CUSTOMER NAME: City of Windom PHONE: 507-831-6151

ADDRESS: 444 9th Street CITY: Windom, MN 56101-0038

STATE / PROVINCE: MN POSTAL CODE: 56101 COUNTRY: USA

CATERPILLAR DEALER (non-U.S. Provider): ZIEGLER POWER SYSTEMS DEALER CODE: E500

ADDRESS: 8050 County Road 101 East CITY: Shakopee

STATE / PROVINCE: MN POSTAL CODE: 55379 COUNTRY: USA

U.S. Provider: Caterpillar Inc., 2120 West End Avenue, Nashville, TN. Telephone number: 1-800-248-4228. All other countries: See Section XVII for details.

### REGISTRATION DETAIL

Application: Prime:  Standby:

New ESC with Known Delivery Date:  Fuel Type: Diesel:  Natural Gas:  Landfill Gas:

New ESC without Delivery Date:  Genset Model: D3516B "500 A" generator

Advantage ESC for Used Gensets:  Serial Number: 7RN01277

Upgrade Existing New ESC:  Delivery Date: 03/16/01

Upgrade Advantage ESC:  Current Hours: 336

For Advantage Registrations (only if required -see Advantage eligibility requirements explained in Section XVI of contract):

Advantage Inspection Date: \_\_\_\_\_ Advantage Inspection Hours: \_\_\_\_\_

Be sure to upload Advantage Inspection requirements to SIMSI, including fluid sample results and digital pictures of unit.

### EXTENDED SERVICE COVERAGE OPTIONS AND TERMS → Caterpillar warranty ←

Coverage Type: \_\_\_\_\_ Coverage Terms: \_\_\_\_\_ Special Quote Number (attach if applicable): \_\_\_\_\_

Silver  Platinum Coverage Months: 36 - warranty start date → 5-1-14

Gold  Platinum Plus Coverage Hours: 1,500 Quote Creation Date: \_\_\_\_\_

Deductible: → \$0 ←

### EXTENDED SERVICE COVERAGE FEES

ESC Fee: U.S.\$ \$10,390

Applicable Taxes: U.S.\$ \_\_\_\_\_

Other Charges: U.S.\$ \_\_\_\_\_

ESC Credit (Upgrades only): U.S.\$ \_\_\_\_\_

**Total ESC Price: U.S.\$ \$10,390**

### COVERAGE SUMMARY:

@ one time up front cost

### LIMIT OF LIABILITY:

The maximum amount we will pay for any single claim will be the reasonable cost to repair or replace the covered equipment, not to exceed Caterpillar's list price for equivalent covered equipment.

I hereby certify that I have read and understand the terms and conditions checked above, and as specified within the additional number of pages indicated on the bottom of this Registration Certificate.

I hereby certify that the engine serial number indicated above is eligible for the Extended Service Coverage as specified on this Registration Certificate and have read and understand the Dealer's responsibilities as specified in the Extended Service Coverage Program Administration Manual.

X \_\_\_\_\_ X \_\_\_\_\_ Chuck A Roebich 3/31/14 \_\_\_\_\_  
 Customer Signature Date Authorized Dealer Representative Date

**This contract is not valid until registered**

Distribution: Original - Customer Copy  Copy - Cat Dealer

LEEE6228-16  
Supersedes LEEE6228-15



**MEMO**

To: Mayor and City Council  
From: James Kartes, Zoning Administrator  
Council Meeting Date: April 15, 2014  
Re: Planning Commission Meeting – April 8, 2014

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At its regular meeting on April 8, 2014, the Planning Commission held a public hearing and made the following recommendations concerning the application which came before the meeting:

**1. CONDITIONAL USE PERMIT APPLICATION:**

Applicants & Owners: **Donald Kalash & Esther Kalash**  
Address of Property: **1113 Fifth Avenue, Windom, MN**  
Legal Description: Lot 8, Block 16, Windom Original Townsite to the City of Windom, Cottonwood County, Minnesota.  
Parcel ID#: 25-820-1370.

The Applicants propose to construct a 28' X 52' garage on property in a B-1 District which requires a conditional use permit to exceed maximum floor area for an accessory building on this size lot, to exceed the ground coverage of the dwelling, and to exceed the rear yard ground coverage by an accessory building.

**THE PLANNING COMMISSION RECOMMENDS TO THE CITY COUNCIL:**

**Approval of the application, submitted by Donald Kalash and Esther Kalash, requesting a conditional use permit to exceed maximum floor area for an accessory building (on this size lot), to exceed the ground coverage of the dwelling, and to exceed the rear yard ground coverage by an accessory building to allow construction of a 28' X 52' garage on their property at 1113 Fifth Avenue.**

The motion includes that the jurisdictional documents and findings of fact be made a part of the hearing record.

(Please refer to the Planning Commission Minutes for further details and discussion on these matters.)

I will be present at the City Council Meeting on April 15th to address any questions the Council may have at that time.

Prior to that time if there are any questions, please contact the Planning and Zoning Office at 832-8660.

JK:mah

**Building & Zoning Office  
City Hall, 444 9<sup>th</sup> Street, P.O. Box 38  
Windom, MN 56101  
Phone: 507-831-6125**

**CITY OF WINDOM PLANNING COMMISSION  
PUBLIC HEARING NOTICE  
CONDITIONAL USE PERMIT  
(TOTAL FLOOR AREA & GROUND COVERAGE)**

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545-152.551, notice is hereby given that the Applicants and Owners, DONALD KALASH and ESTHER KALASH, husband and wife, of 45426 County Road 13, Windom, Minnesota, have submitted a zoning application for a conditional use permit concerning property located at 1113 Fifth Avenue. This property is located in a B-1 District. The Applicants request a conditional use permit to allow construction of a detached garage with a total floor area that would exceed the maximum floor area for accessory buildings and also exceed the ground coverage of the dwelling as set forth in City Code Section 152.327. The existing structure, setbacks, lot area, and proposed placement of the detached garage are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

A public hearing to consider this application will be held before the Planning Commission in the City Council Chambers at City Hall, 444 9<sup>th</sup> Street, Windom, MN 56101 on Tuesday, April 8, 2014, at 7:05 p.m.

Those persons wishing to be heard on this application for consideration of a conditional use permit are requested to be at this meeting. The setbacks and lot coverage are shown on the plot plan and the application which may be reviewed in the Building & Zoning Office at City Hall prior to the Public Hearing.

Legally described as follows: Lot 8, Block 16, Windom Original Townsite to the City of Windom, Cottonwood County, Minnesota.

Parcel ID #: 25-820-1370

Address of the Property is: 1113 Fifth Avenue, Windom, MN 56101

By Order of the City of Windom  
James Kartes, Zoning Administrator

Published: Cottonwood County Citizen (March 26, 2014)

**CITY OF WINDOM, MINNESOTA**

**444 9<sup>th</sup> Street  
Windom, MN 56101  
507-831-6125**

**APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST**

**Applicant(s):** Name(s) DONALD & ESTHER KALASH  
Address 45426 COUNTY RD 13  
City WINDOM State MINNESOTA Zip 56101-3205 (Phone: 507-831-4931)

**Owner(s):** (If other than Applicant)  
Name(s) SAME AS ABOVE  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (Phone: \_\_\_\_\_)

**Property Address:** 1113-5TH AVENUE, WINDOM, MINNESOTA 56101

**Legal Description of Property:** Lot(s) 08 Block(s) 16 Addition ORIGINAL TOWNSITE

Parcel No. 25-820-1370  
(If metes and bounds, attach description.) B-1

**Existing Use of Property:** SINGLE FAMILY RESIDENCE Present Zoning: B-1

**Action Requested:** Conditional Use Permit XXX Variance \_\_\_\_\_  
Subdivision (Sketch Plat) \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Final Plat \_\_\_\_\_  
Planned Unit Development (PUD) \_\_\_\_\_  
Amendment (Text, Rezoning, Comprehensive Plan) -- SPECIFY: \_\_\_\_\_  
Other (Specify): \_\_\_\_\_

**Description and Reason for Request** (Attach Additional Information if necessary and/or required)  
CONSTRUCT AN UNATTACHED GARAGE (28 FT. x 52 FT./1456 SQ.FT.)  
WHICH IS 556 SQ.FT. LARGER THAN THE ALLOWED 900 SQ.FT.

SEE ADDITIONAL NOTES ON PAGE TWO (2)

In signing this Application, I/we hereby acknowledge that I/we have been advised concerning the applicable provisions of the Windom Zoning and Subdivision Ordinances, current administrative procedures, and the required filing fee. I/we hereby acknowledge that the information provided in this Application is true and correct to the best of my/our knowledge.

X [Signature] X [Signature]  
DONALD KALASH [SIGNATURES OF APPLICANT(S)] ESTHER KALASH  
Date: 14 MARCH 2014

Fee: \$150.00 Paid: Ck. 3430 Date: 17 MAR 14

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 17 day of March, 2014.

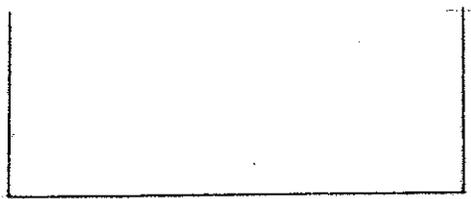
WINDOM BUILDING & ZONING OFFICIAL: [Signature]  
JAMES KARTES PAGE 1 OF 4

**REASONS FOR ADDITIONAL SQUARE FOOTAGE REQUESTED:**

- 01) VEHICLES TODAY (SUVS, PICK-UPS, VANS & ETC) ARE PHYSICALLY LARGER.
- 02) OFF-STREET PARKING IS AVAILABLE AND ENCOURAGED, ESPECIALLY DURING THE WINTER MONTHS.
- 03) THE EXTRA SQUARE FOOTAGE ALLOWS FOR ADDITIONAL SPACE BETWEEN VEHICLES TO EASE GETTING IN AND OUT OF THE VEHICLES.
- 04) TODAY MANY FAMILIES HAVE TWO (2) VEHICLES AND EVEN MORE IF ADDITIONAL FAMILY MEMBERS DRIVE.
- 05) ADDITIONAL SPACE CAN HELP TO PREVENT YARD CLUTTER AND OFFER SPACE FOR LAWN MOWERS, BIKES, RECYCLING CONTAINERS, ETC.



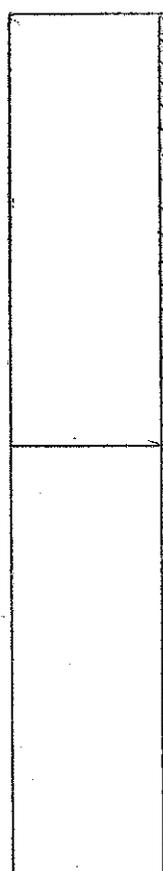
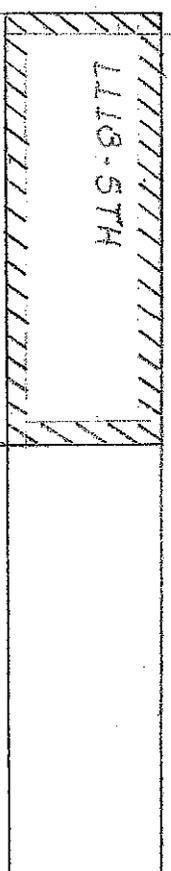
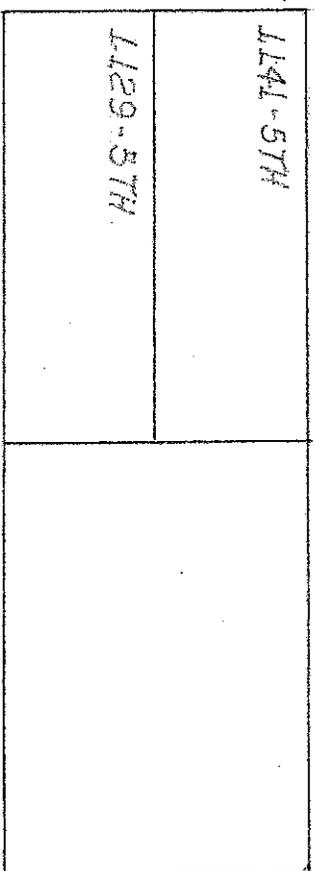
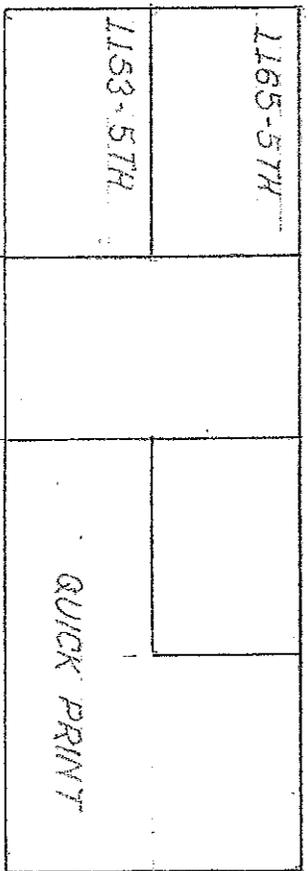
12 TH STREET



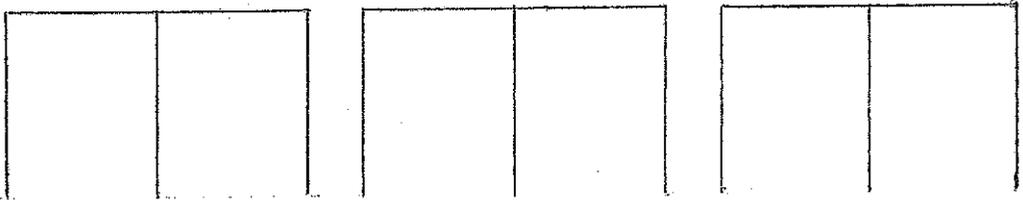
ALLEY



5 TH AVENUE



4 TH AVENUE



BARC STR.

OLD ARMORY

11 TH STREET

SCALE: 1/64 IN. = 1 FT.  
 DLK: 14 MARCH 2014  
 PAGE: 3 OF 4





THE CITY OF WINDOM, MINNESOTA  
AUTHORIZATION FOR PROFESSIONAL SERVICES

TO: Toltz, King, Duvall, Anderson  
and Associates, Incorporated  
444 Cedar Street, Suite 1500  
St. Paul, Minnesota 55101

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Pursuant to our Professional Services Agreement approved by the City Council on November 16, 2010, you are hereby authorized to proceed with the services described as follows:

RUNWAY LENGTH JUSTIFICATION STUDY

I. PROJECT DESCRIPTION

This Project includes a Runway Length Justification Study for the extension of existing Runway 17/35 (currently 3,599-feet) to identify the criteria for runway extensions to an interim 4,200-foot and an ultimate 5000-foot as shown on the current Airport Layout Plan.

II. SERVICES TO BE PROVIDED

TKDA is requested to provide the following services for the Project:

A. PART A - PROJECT FORMULATION SERVICES

1. Assist with CIP preparation and submittal.
2. Coordinate with FAA and MnDOT regarding Project elements and funding.
3. Develop Project scope and schedule for consideration by the CITY.

B. PART B - RUNWAY LENGTH JUSTIFICATION STUDY

1. Perform coordination with FAA, MnDOT, Airport Users, and Airport Management.
2. Identify purpose and need for runway lengths.
3. Descriptions of airport background, based aircraft and destinations served.
4. Obtain performance data and operations history for critical aircraft.
5. Conduct an airport user survey.
6. Perform Runway Protection Zone analysis for existing and future runway lengths.
7. Analyze data obtained to determine current critical aircraft and runway reference code.
8. Forecast operational activity based on performance data and operational history.





## Project Fee Estimate

<b>Client:</b> City of Windom		<b>Date:</b> 4/1/2014					
<b>Project:</b> Planning Services - Runway Justification Study		<b>Prepared By:</b> SLS					
Task	Task Description	Estimated Person Hours Required					Totals
		Sr Planner	Reg Engr	Reg Engr	Spec I	Tech	
<b>A</b>	<b>PROJECT FORMULATION SERVICES - Basic</b>						
1	Assist w/CIP Preparation and Submittal		12	4		2	18
2	MnDOT, FAA Funding Coordination	2	8	4			14
3	Project Scope and Schedule		4	6			10
<b>Total Person Hours</b>		<b>2</b>	<b>24</b>	<b>14</b>	<b>-</b>	<b>2</b>	<b>42</b>
Direct Labor Rate, \$/Hr.		\$ 46	\$ 42	\$ 31	\$ 39	\$ 21	
Total Direct Labor Cost, \$		\$ 93	\$ 1,008	\$ 435	\$ -	\$ 42	\$ 1,578
Indirect Labor Cost @ 1.565*, \$		\$ 146	\$ 1,578	\$ 681	\$ -	\$ 66	\$ 2,471
<b>Subtotal Labor Cost</b>							<b>\$ 4,049</b>
<b>Expenses:</b>							
Travel & Subsistence (TS)							\$ 300
<b>Subtotal Expenses</b>							<b>\$ 300</b>
<b>Subtotal Part A</b>							<b>\$ 4,349</b>
Fixed Fee - 15.0% x Total Labor Cost							\$ 607
<b>Total Part A</b>							<b>\$ 4,956</b>
<b>Total Part A LUMP SUM</b>							<b>\$ 5,000</b>
<b>B</b>	<b>RUNWAY JUSTIFICATION STUDY - Basic Services</b>						
1	User and Agency Coordination	16	4	8		2	30
2	Identify Purpose and Need	8	2	2			12
3	Identify Based Aircraft and Desitnations	8	2	2			12
4	Obtain Data and Operations History	8	2	2		2	14
5	Conduct Airport User Survey	4	2	4			10
6	Perform Runway Protection Analysis	4	2	4	4		14
7	Analyze Runway Length Data	12	2	4			18
8	Operational Activity Forcast	12	2	4			18
9	Runway Length Evaluation	20	2	4	8		34
10	Review Justification with FAA	16	4	4			24
11	Prepare/Present Final Report to City	12	4	4	4	8	32
<b>Total Person Hours</b>		<b>120</b>	<b>28</b>	<b>42</b>	<b>16</b>	<b>12</b>	<b>218</b>
Direct Labor Rate, \$/Hr.		\$ 46	\$ 42	\$ 31	\$ 39	\$ 21	
Total Direct Labor Cost, \$		\$ 5,556	\$ 1,176	\$ 1,306	\$ 621	\$ 249	\$ 8,908
Indirect Labor Cost @ 1.565*, \$		\$ 8,695	\$ 1,840	\$ 2,044	\$ 972	\$ 390	\$ 13,941
<b>Total Labor Cost</b>							<b>\$ 22,849</b>
<b>Expenses:</b>							
Travel & Subsistence (TS)							\$ 300
Miscellaneous (MI)							\$ 250
Data and Operations History							\$ 2,000
Reproduction & Reprographics (RR)							\$ 200
<b>Subtotal Expenses</b>							<b>\$ 2,750</b>
<b>Subtotal Part B</b>							<b>\$ 25,599</b>
Fixed Fee - 15.0% x Total Labor Cost							\$ 3,427
<b>Total Part B</b>							<b>\$ 29,026</b>
<b>Total Part B NTE (ROUNDED)</b>							<b>\$ 29,000</b>



## Project Fee Estimate

<b>Client:</b> City of Windom		<b>Date:</b> 4/1/2014					
<b>Project:</b> Planning Services - Runway Justification Study		<b>Prepared By:</b> SLS					
Task	Task Description	Estimated Person Hours Required					Totals
		Sr Planner	Reg Engr	Reg Engr	Spec I	Tech	
C	PROJECT CLOSEOUT - Basic						
1	FAA Grant Closeout	8	2	24		4	38
<b>Total Person Hours</b>		<b>8</b>	<b>2</b>	<b>20</b>	<b>-</b>	<b>4</b>	<b>38</b>
Direct Labor Rate, \$/Hr.		\$ 46	\$ 42	\$ 31	\$ 39	\$ 21	
Total Direct Labor Cost, \$		\$ 370	\$ 84	\$ 622	\$ -	\$ 83	\$ 1,159
Indirect Labor Cost @ 1.565*, \$		\$ 579	\$ 131	\$ 973	\$ -	\$ 130	\$ 1,813
<b>Subtotal Labor Cost</b>							<b>\$ 2,972</b>
<b>Expenses:</b>							
Reproduction & Reprographics (RR)							\$ 100
<b>Subtotal Expenses</b>							<b>\$ 100</b>
<b>Subtotal Part C</b>							<b>\$ 3,072</b>
Fixed Fee - 15.0% x Total Labor Cost							\$ 446
<b>Total Part D</b>							<b>\$ 3,518</b>
<b>Total Part D LUMP SUM</b>							<b>\$ 3,500</b>
<b>TOTAL CEILING AMOUNT</b>							<b>\$ 37,500</b>
<b>TOTAL PROJECT ROUNDED</b>							<b>\$ 37,500</b>

## RESOLUTION #2014-

**INTRODUCED:**

**SECONDED:**

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

**AUTHORIZATION TO ACCEPT A DONATION OF  
FIVE SWIFT WATER RESCUE VESTS FROM  
ATLAS OUTFITTERS RESCUE EQUIPMENT AND TRAINING  
FOR THE WINDOM FIRE DEPARTMENT**

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

**WHEREAS**, Atlas Outfitters Rescue Equipment and Training is a supporter of the City of Windom and the Windom Fire Department; and

**WHEREAS**, the City of Windom has recently received a donation from Atlas Outfitters Rescue Equipment and Training of five swift water rescue vests with a retail value of \$1,000.00 for the Windom Fire Department.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA**, that the City Council hereby accepts the donation of five swift water rescue vests valued at \$1,000.00 given by Atlas Outfitters Rescue Equipment and Training for use by the Windom Fire Department.

Adopted by the Council this 15th day of April, 2014.

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

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

The library received 16 applications for the assistant librarian position. John Duscher, library board chair, Anita Winkel, board member & I interviewed 7 applicants. After much deliberation, the Library Board & I decided that Nancy Sajban is hired as assistant librarian. Nancy has all of the qualifications we are looking for. She has years of experience working with children with a degree in mathematics and a minor in secondary education. She is currently teaching at the St. Paul's Lutheran School in Fulda. We feel she will do a wonderful job planning & implementing programs and story times for children and families. Nancy is coming to us with enthusiasm, new ideas and has the love of the library and the future of the library in her best interest. Nancy will be an asset to the library and our community. We recommend that Nancy is hired at a grade 6 and step 1 level. She will be working a minimum of 20 hours a week. Nancy will begin training as soon as possible and be at preferred hours starting June 2.

Yours truly,

Dawn Aamot

Library Director

Windom Public Library



Windom, MN

# Expense Approval Report By Fund

Payment Dates 3/27/2014 - 4/9/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL</b>					
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - GENE	100-20202	37.88
					37.88
<b>Activity: 41110 - Mayor &amp; Council</b>					
SCHRAMMEL LAW OFFICE	20140408	04/08/2014	MARCH 2014 BILLINGS	100-41110-304	1,440.00
RIVER VALLEY FITNESS	0799	04/08/2014	EXPENSE - WELLNESS	100-41110-480	713.60
RIVER VALLEY FITNESS	0808	04/08/2014	WELLNESS - EXPENSE	100-41110-480	46.00
CONVENT. & VISTOR BUREAU	20140414	04/04/2014	LODGING TAX - GUARDIAN IN	100-41110-491	2,163.72
					4,363.32
<b>Activity 41110 - Mayor &amp; Council Total:</b>					
<b>Activity: 41310 - Administration</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	100-41310-133	80.00
WINDOM QUICK PRINT	20140327	03/27/2014	SUPPLIES	100-41310-200	1,076.70
STEVE NASBY	20140402	04/02/2014	REIMBURSE - SUPPLIES	100-41310-200	32.38
STAPLES ADVANTAGE	8029068369	03/17/2014	SUPPLIES	100-41310-200	139.99
RITA HACKER	393	03/31/2014	CLOTHING	100-41310-218	238.00
GOVERNMENT FINANCE OFFI	2756325	04/01/2014	REGISTRATION - CHELSIE CAR	100-41310-308	250.00
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-41310-321	185.86
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-41310-326	37.95
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	100-41310-401	21.70
CENTER STOP	20140402	04/02/2014	GAS -	100-41310-480	1,393.52
BLUE CROSS/BLUE SHIELD	20140407	04/07/2014	MAY 2014 PREMIUM-B. OLSO	100-41310-480	390.50
					3,846.60
<b>Activity 41310 - Administration Total:</b>					
<b>Activity: 41910 - Building &amp; Zoning</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	215294	03/11/2014	COPIER MAINTENANCE	100-41910-200	37.75
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-41910-321	50.92
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	100-41910-321	16.64
					129.31
<b>Activity 41910 - Building &amp; Zoning Total:</b>					
<b>Activity: 41940 - City Hall</b>					
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-41940-381	407.92
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-41940-382	49.48
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-41940-385	77.88
WINDOM AUTO VALU	3400540MAR	04/08/2014	MAINTENANCE #3400540	100-41940-405	45.97
MELISSA PENAS	20140402	04/02/2014	CLEANING	100-41940-406	380.00
SANDRA HERDER	20140402	04/02/2014	CLEANING	100-41940-406	380.00
HOLT ELECTRIC LLC	20140401	04/01/2014	BOILER ELECTRIC	100-41940-409	628.38
ELECTRIC FUND	20140401A	04/01/2014	MAINTENANCE	100-41940-409	176.18
					2,145.81
<b>Activity 41940 - City Hall Total:</b>					
<b>Activity: 42120 - Crime Control</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	100-42120-133	160.00
INDOFF, INC	2428083	04/01/2014	SUPPLIES	100-42120-200	21.50
INDOFF, INC	2428872	04/01/2014	SUPPLIES	100-42120-200	38.50
SCHRAMMEL LAW OFFICE	20140408	04/08/2014	MARCH 2014 BILLINGS	100-42120-304	2,430.00
SCOTT PETERSON	20140408	04/08/2014	EXPENSE- MN CHIEF'S CONF	100-42120-308	325.00
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-42120-321	65.01
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	100-42120-321	206.52
ALPHA WIRELESS - MANKATO	669582	04/07/2014	SUPPLIES	100-42120-323	153.00
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	100-42120-325	275.00
LEASE FINANCE PARTNERS	20140401	04/01/2014	LEASE	100-42120-326	433.00
SCOTT PETERSON	20140408	04/08/2014	EXPENSE- MN CHIEF'S CONF	100-42120-334	302.61
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	100-42120-404	10.85
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	RENT	100-42120-412	1,650.00
FLEET SERVICES DIVISION	2014080003	04/01/2014	SERVICE	100-42120-419	1,586.76

## Expense Approval Report

Payment Dates: 3/27/2014 - 4/9/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	20140407	04/07/2014	MAY 2014 PREMIUM - J.SHIR	100-42120-480	390.50
<b>Activity 42120 - Crime Control Total:</b>					<b>8,048.25</b>
<b>Activity: 42220 - Fire Fighting</b>					
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-42220-321	29.05
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	100-42220-325	212.50
RITA HACKER	20140407	04/07/2014	SERVICE	100-42220-404	60.00
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-42220-404	113.97
WINDOM FARM SERVICE	151270	04/08/2014	MAINTENANCE	100-42220-405	467.80
<b>Activity 42220 - Fire Fighting Total:</b>					<b>883.32</b>
<b>Activity: 42500 - Civil Defense</b>					
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	100-42500-325	12.50
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-42500-381	17.80
<b>Activity 42500 - Civil Defense Total:</b>					<b>30.30</b>
<b>Activity: 42700 - Animal Control</b>					
COTTONWOOD VET CLINIC	127232	04/01/2014	CITY POUND	100-42700-300	10.30
<b>Activity 42700 - Animal Control Total:</b>					<b>10.30</b>
<b>Activity: 43100 - Streets</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	100-43100-133	80.00
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - STREET	100-43100-200	111.27
LAMPERTS YARDS, INC.	3902020MAR	04/04/2014	MAINTENANCE-	100-43100-215	109.56
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-43100-215	29.40
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-43100-217	37.95
MN MUNICIPAL UTILITIES ASS	42943	03/11/2014	RANDOM TESTING	100-43100-217	124.00
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-43100-217	24.98
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - STREET	100-43100-217	121.98
AMUNDSON DIG	03061401	03/25/2014	LABOR	100-43100-224	191.25
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-43100-224	146.65
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-43100-225	16.74
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-43100-241	256.55
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-43100-241	3.19
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-43100-321	57.06
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	100-43100-321	51.66
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	100-43100-325	125.00
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-43100-381	2,536.76
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-43100-381	267.02
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-43100-382	20.31
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-43100-385	25.96
JERRY'S REPAIR	17017	03/25/2014	LABOR & PARTS	100-43100-404	2,004.78
COUNTRY PRIDE SERVICE	20140414	04/04/2014	MAINTENANCE	100-43100-404	2.14
MACQUEEN EQUIP. CO.	2142253	03/17/2014	MAINTENANCE	100-43100-404	715.80
WINDOM AUTO VALU	3400540MAR	04/08/2014	MAINTENANCE #3400540	100-43100-404	419.48
NORTH CENTRAL INT'L INC (F	406464	04/02/2014	MAINTENANCE #87000	100-43100-404	186.38
DICKS WELDING INC	58616	04/08/2014	MAINTENANCE	100-43100-404	63.84
DICKS WELDING INC	58617	04/08/2014	MAINTENANCE	100-43100-404	22.16
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	100-43100-404	202.99
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - STREET	100-43100-404	7.92
STAPLES OIL CO	80138	04/08/2014	MAINTENANCE	100-43100-404	382.72
WINDOM AUTO VALU	3400540MAR	04/08/2014	MAINTENANCE #3400540	100-43100-405	85.15
BLUE CROSS/BLUE SHIELD	20140407	04/07/2014	MAY 2014 PREMIUM- B.MAR	100-43100-480	1,042.50
<b>Activity 43100 - Streets Total:</b>					<b>9,473.15</b>
<b>Activity: 45120 - Recreation</b>					
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	100-45120-217	10.85
<b>Activity 45120 - Recreation Total:</b>					<b>10.85</b>
<b>Activity: 45202 - Park Areas</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	100-45202-133	16.00
MN MUNICIPAL UTILITIES ASS	42943	03/11/2014	RANDOM TESTING	100-45202-217	31.00
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	100-45202-325	37.50
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	100-45202-381	356.90

## Expense Approval Report

Payment Dates: 3/27/2014 - 4/9/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20140401	04/01/2014	MAINTENANCE	100-45202-402	0.56
GOPHER	8742746	03/19/2014	EQUIPMENT	100-45202-404	372.62
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - MISC	100-45202-460	111.96
<b>Activity 45202 - Park Areas Total:</b>					<b>926.54</b>
<b>Fund 100 - GENERAL Total:</b>					<b>29,905.63</b>

**Fund: 211 - LIBRARY****Activity: 45501 - Library**

NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	211-45501-133	16.00
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - LIBRARY	211-45501-211	9.49
COLE PAPERS INC.	8954780	03/19/2014	SUPPLIES	211-45501-211	207.03
ELECTRIC FUND	20140404A	04/04/2014	MAINTENANCE	211-45501-217	4.41
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	211-45501-217	5.42
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	211-45501-321	29.26
SECR REV FUND/CITY OF WD	20140401	04/01/2014	PETTY CASH - LIBRARY POSTA	211-45501-322	33.01
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	211-45501-326	42.95
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	211-45501-381	178.69
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	211-45501-382	16.02
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	211-45501-385	25.96
MELISSA PENAS	20140402	04/02/2014	CLEANING	211-45501-402	380.00
SANDRA HERDER	20140402	04/02/2014	CLEANING	211-45501-402	380.00
J & K WINDOWS	3183-16	04/04/2014	CLEANING	211-45501-402	20.00
BIRDS & BLOOMS	20140402	04/02/2014	SUBSCRIPTION #003-062-440	211-45501-435	14.98
EVERY DAY WITH RACHAEL R	20140402	04/02/2014	SUBSCRIPTION - #3522-A WIN	211-45501-435	20.00
DO IT YOURSELF MAGAZINE	20140402	04/02/2014	SUBSCRIPTION - WINDOM PU	211-45501-435	19.97
MN GARDENER	20140402	04/02/2014	SUBSCRIPTION -	211-45501-435	17.95
READERS SERVICE	20140402	04/02/2014	SUBSCRIPTION- SPEC ED/RO	211-45501-435	21.46
ROMANTIC HOMES	20140402	04/02/2014	SUBSCRIPTION - #117058883	211-45501-435	32.95
THE NEW YORK TIMES	20140402	04/02/2014	SUBSCRIPTION -WINDOM PU	211-45501-435	34.40
READER'S DIGEST	20140402	04/02/2014	SUBSCRIPTION #0182940155	211-45501-435	29.96
GALE	51717704	03/25/2014	REGISTRATION-AARON BACK	211-45501-435	116.30
MICROMARKETING	519739	04/02/2014	BOOKS	211-45501-435	95.95
MICROMARKETING	520999	04/07/2014	BOOKS	211-45501-435	233.95
<b>Activity 45501 - Library Total:</b>					<b>1,986.11</b>
<b>Fund 211 - LIBRARY Total:</b>					<b>1,986.11</b>

**Fund: 225 - AIRPORT****Activity: 45127 - Airport**

RED ROCK RURAL WATER	20140402	04/02/2014	SERVICE	225-45127-200	26.00
SOUTH CENTRAL ELECTRIC	26-12-112-04MAR	04/02/2014	POWER COST #26-12-112-04	225-45127-381	1,030.76
SOUTH CENTRAL ELECTRIC	26-12-116-04MAR	04/02/2014	POWER COST #26-12-116-04	225-45127-381	416.54
ELECTRIC FUND	20140401B	04/01/2014	MAINTENANCE	225-45127-409	10.90
LOHRENZ EXCAVATING, INC.	6045	04/07/2014	SERVICE	225-45127-409	307.50
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - MISC	225-45127-460	1.48
<b>Activity 45127 - Airport Total:</b>					<b>1,793.18</b>

**Activity: 49950 - Capital Outlay**

TKDA ENGINEERS	002014000757	04/08/2014	WINDOM 2013 JET-A FUELIN	225-49950-500	17,112.63
<b>Activity 49950 - Capital Outlay Total:</b>					<b>17,112.63</b>
<b>Fund 225 - AIRPORT Total:</b>					<b>18,905.81</b>

**Fund: 230 - POOL****Activity: 45124 - Pool**

TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	230-45124-217	5.42
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014	230-45124-460	19.00
<b>Activity 45124 - Pool Total:</b>					<b>24.42</b>
<b>Fund 230 - POOL Total:</b>					<b>24.42</b>

**Fund: 235 - AMBULANCE****Activity: 42153 - Ambulance**

WDR - DEPUTY REGISTRAR #5	20140407	04/07/2014	LICENSE TABS - 2014 CHEVY	235-42153-217	22.75
BOUND TREE MEDICAL, LLC	81372512	03/21/2014	SUPPLIES	235-42153-217	569.52

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BOUND TREE MEDICAL, LLC	81372513	03/21/2014	SUPPLIES	235-42153-217	27.96
STREICHER'S	11083109	04/08/2014	CLOTHING	235-42153-218	87.98
WINDOM AREA HOSPITAL	734-0024-03-2014	04/08/2014	NURSING SERVICE	235-42153-312	1,186.29
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	235-42153-321	25.81
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	235-42153-321	65.30
ALPHA WIRELESS - MANKATO	194890	03/31/2014	SUPPLIES - RADIOS	235-42153-323	449.00
ALPHA WIRELESS - MANKATO	669583	04/04/2014	RADIO MAINTENANCE	235-42153-323	1,089.00
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	235-42153-325	200.00
EXPERT T BILLING	1315	04/08/2014	BILLING SERVICE	235-42153-326	1,887.00
REAL TIME TRANSLATION, INC	RTT104220	04/08/2014	SERVICE	235-42153-327	34.00
BUCKWHEAT JOHNSON	20140331	03/31/2014	EXPENSE	235-42153-334	48.80
KATE AXFORD	20140331	03/31/2014	EXPENSE	235-42153-334	31.15
TIM HACKER	20140401	04/01/2014	EXPENSE	235-42153-334	65.91
KIM POWERS	20140401	04/01/2014	EXPENSE	235-42153-334	15.60
COUNTRY PRIDE SERVICE	20140414	04/04/2014	MAINTENANCE	235-42153-405	30.00
WINDOM AUTO VALU	3400540MAR	04/08/2014	MAINTENANCE #3400540	235-42153-405	10.49
DEFRIES COLLISION CENTER	6634	04/04/2014	MAINTENANCE	235-42153-405	305.00
<b>Activity 42153 - Ambulance Total:</b>					<b>6,151.56</b>
<b>Fund 235 - AMBULANCE Total:</b>					<b>6,151.56</b>
<b>Fund: 250 - EDA GENERAL</b>					
ELECTRIC FUND	20140401C	04/01/2014	EDA LOAN TO ELEC FUND	250-23900	824.32
FULDA CREDIT UNION	20140401	04/01/2014	SPEC BLDG LOAN	250-23903	1,947.35
					<b>2,771.67</b>
<b>Activity: 46520 - EDA</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	250-46520-133	24.00
CENTURY BUSINESS PRODUCT	215294	03/11/2014	COPIER MAINTENANCE	250-46520-200	75.50
BRADLEY & DEIKE, P.A.	33509	04/08/2014	SERVICE	250-46520-304	51.00
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	250-46520-321	50.92
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	250-46520-321	50.42
SECR REV FUND/CITY OF WD	20140401	04/01/2014	PETTY CASH - EDA POSTAGE	250-46520-322	6.85
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	250-46520-381	45.42
SECR REV FUND/CITY OF WD	20140401	04/01/2014	PETTY CASH -EDA POP	250-46520-438	4.00
WINDOM AUTO VALU	3400540MAR	04/08/2014	MAINTENANCE #3400540	250-46520-480	55.98
<b>Activity 46520 - EDA Total:</b>					<b>364.09</b>
<b>Activity: 49980 - Debt Service</b>					
FULDA CREDIT UNION	20140401	04/01/2014	SPEC BLDG LOAN	250-49980-612	1,412.65
ELECTRIC FUND	20140401C	04/01/2014	EDA LOAN TO ELEC FUND	250-49980-612	125.17
<b>Activity 49980 - Debt Service Total:</b>					<b>1,537.82</b>
<b>Fund 250 - EDA GENERAL Total:</b>					<b>4,673.58</b>
<b>Fund: 254 - NORTH IND PARK</b>					
<b>Activity: 46520 - EDA</b>					
WENCK ASSOCIATES, INC.	11401189	04/08/2014	NORTH INDUSTRIAL PARK	254-46520-303	336.00
WENCK ASSOCIATES, INC.	11401190	04/08/2014	NORTH WINDOM IND PARK-P	254-46520-303	826.00
SOUTH CENTRAL ELECTRIC	26-24-123-04MAR	04/02/2014	POWER COST #26-24-123-04	254-46520-381	120.55
<b>Activity 46520 - EDA Total:</b>					<b>1,282.55</b>
<b>Fund 254 - NORTH IND PARK Total:</b>					<b>1,282.55</b>
<b>Fund: 601 - WATER</b>					
RANGER	9994718	04/02/2014	2014 GMC	601-16440	12,133.45
					<b>12,133.45</b>
<b>Activity: 49400 - Water</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	601-49400-133	40.00
INDOFF, INC	2425618	03/17/2014	SUPPLIES	601-49400-200	233.58
HAWKINS, INC	3572107	03/17/2014	CHEMICALS	601-49400-216	5,073.51
MN MUNICIPAL UTILITIES ASS	42943	03/11/2014	RANDOM TESTING	601-49400-217	62.00
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - WATER	601-49400-241	20.99
WENCK ASSOCIATES, INC.	11400930	04/08/2014	WELLHEAD PROTECTION PLA	601-49400-303	3,327.40
MN VALLEY TESTING	694454	03/21/2014	TESTING	601-49400-310	56.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	601-49400-321	49.27
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	601-49400-321	51.22
SECR REV FUND/CITY OF WD	20140401	04/01/2014	PETTY CASH - WATER POSTAG	601-49400-322	7.35
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MAR	601-49400-322	245.53
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	601-49400-325	100.00
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MARC	601-49400-326	851.92
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	601-49400-381	4,180.08
FEDERATED RURAL ELECTRIC	28-35-18MAR	04/02/2014	WATER PUMP	601-49400-381	62.80
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	601-49400-382	15.11
MN ENERGY RESOURCES	4095252-5MAR	03/21/2014	HEATING #4095252-5	601-49400-383	1,236.69
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	601-49400-385	25.96
WENCK ASSOCIATES, INC.	11400693	04/08/2014	WINDOM LANDFILL	601-49400-386	2,084.47
RIVERSIDE LAUNDRY	20140401	04/01/2014	SERVICE	601-49400-404	55.00
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	601-49400-404	21.70
HAWKINS, INC	3572919	03/21/2014	MAINTENANCE	601-49400-404	224.22
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	601-49400-404	48.00
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - WATER	601-49400-404	411.37
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	601-49400-408	140.15
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - WATER	601-49400-408	553.55
MN DEPT OF HEALTH	1170006	04/01/2014	SERVICE CONNECTIONS	601-49400-443	3,183.00
<b>Activity 49400 - Water Total:</b>					<b>22,361.12</b>
<b>Fund 601 - WATER Total:</b>					<b>34,494.57</b>

## Fund: 602 - SEWER

RANGER	9994718	04/02/2014	2014 GMC	602-16440	12,133.45
					<b>12,133.45</b>

## Activity: 49450 - Sewer

NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	602-49450-133	56.00
INDOFF, INC	2425618	03/17/2014	SUPPLIES	602-49450-200	233.59
HAWKINS, INC	3574416	03/25/2014	CHEMICALS	602-49450-216	520.00
HP SUDS CLUB, LLC	20140331	03/31/2014	BILLING CONTRACT SERVICE	602-49450-217	1,170.00
MN MUNICIPAL UTILITIES ASS	42943	03/11/2014	RANDOM TESTING	602-49450-217	93.00
MN VALLEY TESTING	693114	03/11/2014	TESTING	602-49450-310	223.60
MN VALLEY TESTING	693302	03/11/2014	TESTING	602-49450-310	143.60
MN VALLEY TESTING	693303	03/11/2014	TESTING	602-49450-310	118.60
MN VALLEY TESTING	693422	03/14/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	693509	03/17/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	693982	03/17/2014	TESTING	602-49450-310	223.60
MN VALLEY TESTING	694107	03/17/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	694205	03/21/2014	TESTING	602-49450-310	143.60
MN VALLEY TESTING	694235	03/21/2014	TESTING	602-49450-310	347.80
MN VALLEY TESTING	694505	03/21/2014	TESTING	602-49450-310	118.60
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	602-49450-321	154.44
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	602-49450-321	51.22
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MAR	602-49450-322	245.53
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	602-49450-325	100.00
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	602-49450-326	37.95
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MARC	602-49450-326	851.92
MIKE HAUGEN	20140402	04/02/2014	EXPENSE- MPCA CONFERENC	602-49450-331	165.76
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	602-49450-381	14,633.93
SOUTH CENTRAL ELECTRIC	26-24-125-04MAR	04/02/2014	POWER COST #26-24-125-04	602-49450-381	159.90
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	602-49450-382	641.34
MN ENERGY RESOURCES	4222768-6MAR	03/21/2014	HEATING #4222768-6	602-49450-383	166.48
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	602-49450-404	17.36
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	602-49450-404	17.37
AUTOMATIC SYSTEMS CO	271495	03/25/2014	SERVICE	602-49450-404	615.05
CONTINENTAL RESEACH COR	400638-CRC-1	03/17/2014	MAINTENANCE	602-49450-404	91.39
DICKS WELDING INC	58589	04/08/2014	MAINTENANCE	602-49450-404	167.70
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	602-49450-404	84.92
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	602-49450-408	29.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - SEWER	602-49450-408	274.99
BLUE CROSS/BLUE SHIELD	20140407	04/07/2014	MAY 2014 PREMIUM - J ROGE	602-49450-480	390.50
				<b>Activity 49450 - Sewer Total:</b>	<b>22,688.73</b>
				<b>Fund 602 - SEWER Total:</b>	<b>34,822.18</b>
<b>Fund: 604 - ELECTRIC</b>					
WHITE PROPERTIES	20140408	04/08/2014	REFUND- AUTO PAY TO 661 5	604-11500	66.66
INTERSTATE ALL BATTERY CE	1907201008785	03/21/2014	INVENTORY	604-14200	44.89
B & B TRANSFORMER	21045	04/07/2014	ELECTRIC INVENTORY	604-14200	1,330.59
RESCO	570690-00	04/08/2014	ELECTRIC INVENTORY	604-14200	3,004.91
WESCO DISTRIBUTION, INC	623034	03/21/2014	INVENTORY	604-14200	1,097.18
WESCO DISTRIBUTION, INC	623542	03/21/2014	INVENTORY	604-14200	496.97
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014	604-20202	16,140.00
					<b>22,181.20</b>
<b>Activity: 49550 - Electric</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	604-49550-133	96.00
OFFICEMAX - HSBC BUS SOLU	438525	03/19/2014	SUPPLIES	604-49550-200	64.08
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	604-49550-211	4.99
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - ELEC	604-49550-211	9.49
HP SUDS CLUB, LLC	20140331	03/31/2014	BILLING CONTRACT SERVICE	604-49550-217	1,170.00
HP SUDS CLUB, LLC	20140331	03/31/2014	BILLING CONTRACT SERVICE	604-49550-217	1,170.00
MN MUNICIPAL UTILITIES ASS	42943	03/11/2014	RANDOM TESTING	604-49550-217	124.00
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - ELEC	604-49550-241	5.99
SKARSHAUG TESTING LAB	186326	03/14/2014	SUPPLIES	604-49550-310	41.56
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	604-49550-310	19.56
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	604-49550-321	193.23
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	604-49550-321	28.33
SECR REV FUND/CITY OF WD	20140401	04/01/2014	PETTY CASH - ELECTRIC POST	604-49550-322	1.14
SECR REV FUND/CITY OF WD	20140401	04/01/2014	PETTY CASH -ELECTRIC POSTA	604-49550-322	0.57
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MAR	604-49550-322	245.53
COTTONWOOD CO AUD/TRE	20140414	04/04/2014	DISPTACHING	604-49550-325	187.50
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	604-49550-326	37.95
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MARC	604-49550-326	1,757.08
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	604-49550-333	22.78
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	604-49550-381	189.67
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	604-49550-382	18.05
MN ENERGY RESOURCES	4355412-OMAR	03/21/2014	HEATING #4355412-0	604-49550-383	1,323.45
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	604-49550-385	25.96
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - ELEC	604-49550-402	79.99
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	604-49550-404	21.70
LAMPERTS YARDS, INC.	3902020MAR	04/04/2014	MAINTENANCE - ELECTRIC	604-49550-404	247.28
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	604-49550-404	15.29
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - ELEC	604-49550-404	25.13
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	604-49550-405	9.78
BRAD BUSSA	20140401	04/01/2014	CLEANING - MAR 2014	604-49550-406	184.60
LAMPERTS YARDS, INC.	3902020MAR	04/04/2014	MAINTENANCE - ELECTRIC	604-49550-406	16.29
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	604-49550-406	34.47
INTERSTATE ALL BATTERY CE	1907201008785	03/21/2014	INVENTORY	604-49550-408	72.56
B & B TRANSFORMER	21051	04/07/2014	MAINTENANCE	604-49550-408	152.80
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - ELEC	604-49550-408	11.99
AMERICAN PUBLIC POWER AS	248130	03/26/2014	APPA DUES FOR CITY OF WIN	604-49550-433	3,122.41
AMERICAN PUBLIC POWER AS	248374	03/26/2014	DEED PROGRAM ANNUAL DU	604-49550-433	624.48
GORDY OLSON	20140331	03/31/2014	ENERGY REBATE	604-49550-450	35.00
GORDY SCARSET	20140331	03/31/2014	ENERGY REBATE	604-49550-450	35.00
BILL BAUMAN	20140331	03/31/2014	ENERGY REBATE	604-49550-450	35.00
GARY SCHONS	20140331	03/31/2014	ENERGY REBATE	604-49550-450	35.00
MIKE & RHONDA MILLER	20140401	04/01/2014	REBATE-LED LIGHTS	604-49550-450	70.00
KURT CARLSON	20140401	04/01/2014	ENERGY REBATE	604-49550-450	25.00
SHAWN LICHT	20140401	04/01/2014	ENERGY REBATE	604-49550-450	35.00
LANA TIBODEAU	20140401	04/01/2014	REBATE - LED LIGHT	604-49550-450	28.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NESTOR & PATTI PALM	20140401	04/01/2014	ENERGY REBATE	604-49550-450	25.00
PAUL JOHNSON	20140401	04/01/2014	ENERGY REBATE	604-49550-450	35.00
WESCO DISTRIBUTION, INC	626534	04/08/2014	SUPPLIES	604-49550-450	47.03
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - MISC	604-49550-460	61.06
WINDOM AREA DEVELOPME	20140402	04/02/2014	INDUSTRIAL DEVELOPMENT -	604-49550-491	1,200.00
				<b>Activity 49550 - Electric Total:</b>	<b>13,021.77</b>
				<b>Fund 604 - ELECTRIC Total:</b>	<b>35,202.97</b>

## Fund: 609 - LIQUOR STORE

MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014	609-20202	11,621.00
					<b>11,621.00</b>

## Activity: 49751 - Liquor Store

NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	609-49751-133	16.00
CAMPUS CLEANERS	02-011839	04/02/2014	SERVICE	609-49751-217	21.17
CAMPUS CLEANERS	03-010771	04/02/2014	SERVICE	609-49751-217	21.17
ELECTRIC FUND	20140414	04/04/2014	MAINTENANCE	609-49751-217	15.30
AH HERMEL COMPANY	422120	03/21/2014	MERCHANDISE	609-49751-217	72.13
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - LIQUOR	609-49751-217	18.95
WIRTZ BEVERAGE MN WINE	1080153878	03/17/2014	MERCHANDISE	609-49751-251	2,348.78
SOUTHERN WINE & SPIRITS O	1138041	03/14/2014	MERCHANDISE	609-49751-251	796.84
JOHNSON BROS.	1801208	03/17/2014	MERCHANDISE	609-49751-251	2,654.30
JOHNSON BROS.	1806477	03/21/2014	MERCHANDISE	609-49751-251	1,669.00
PHILLIPS WINE & SPIRITS	2572089	03/17/2014	MERCHANDISE	609-49751-251	2,527.24
PHILLIPS WINE & SPIRITS	3522405	03/14/2014	CREDIT - MERCHANDISE	609-49751-251	-75.25
JOHNSON BROS.	612811	04/01/2014	CREDIT - MERCHANDISE	609-49751-251	-125.36
BEVERAGE WHOLESALERS	0494912	03/27/2014	MERCHANDISE	609-49751-252	6,145.65
BEVERAGE WHOLESALERS	0495737	04/04/2014	MERCHANDISE	609-49751-252	4,388.74
WIRTZ BEVERAGE MN WINE	1080153879	03/17/2014	MERCHANDISE	609-49751-252	177.70
HAGEN BEVERAGE DIST. INC.	20140331	03/31/2014	MERCHANDISE	609-49751-252	1,405.45
HAGEN BEVERAGE DIST. INC.	261727	03/27/2014	MERCHANDISE	609-49751-252	1,039.50
HAGEN BEVERAGE DIST. INC.	262061	04/04/2014	MERCHANDISE	609-49751-252	4,376.55
BEVERAGE WHOLESALERS	0495737	04/04/2014	MERCHANDISE	609-49751-253	230.40
WIRTZ BEVERAGE MN WINE	1080153878	03/17/2014	MERCHANDISE	609-49751-253	692.35
SOUTHERN WINE & SPIRITS O	1110476 2013-12	04/01/2014	CREDIT - MERCHANDISE	609-49751-253	-112.00
SOUTHERN WINE & SPIRITS O	1115627 2014-01	04/01/2014	CREDIT - MERCHANDISE	609-49751-253	-54.00
SOUTHERN WINE & SPIRITS O	1138042	03/14/2014	MERCHANDISE	609-49751-253	664.00
CROW RIVER WINERY	14037	03/21/2014	MERCHANDISE	609-49751-253	570.80
JOHNSON BROS.	1801209	03/17/2014	MERCHANDISE	609-49751-253	1,332.95
JOHNSON BROS.	1801210	03/17/2014	MERCHANDISE	609-49751-253	46.99
JOHNSON BROS.	1806478	03/21/2014	MERCHANDISE	609-49751-253	1,824.10
JOHNSON BROS.	1806479	03/21/2014	MERCHANDISE	609-49751-253	26.00
PHILLIPS WINE & SPIRITS	2572090	03/17/2014	MERCHANDISE	609-49751-253	265.65
AH HERMEL COMPANY	422120	03/21/2014	MERCHANDISE	609-49751-254	72.67
PBC - PEPSI BEVERAGES COM	83974612	03/14/2014	MERCHANDISE	609-49751-254	178.90
AH HERMEL COMPANY	422120	03/21/2014	MERCHANDISE	609-49751-256	263.46
BEVERAGE WHOLESALERS	0494912	03/27/2014	MERCHANDISE	609-49751-259	16.00
AH HERMEL COMPANY	422120	03/21/2014	MERCHANDISE	609-49751-261	26.79
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	609-49751-321	62.79
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	609-49751-326	90.62
WIRTZ BEVERAGE MN WINE	1080153878	03/17/2014	MERCHANDISE	609-49751-333	58.74
SOUTHERN WINE & SPIRITS O	1110476 2013-12A	04/01/2014	CREDIT - MERCHANDISE	609-49751-333	-3.70
SOUTHERN WINE & SPIRITS O	1138041	03/14/2014	MERCHANDISE	609-49751-333	9.56
SOUTHERN WINE & SPIRITS O	1138042	03/14/2014	MERCHANDISE	609-49751-333	12.95
JOHNSON BROS.	1801208	03/17/2014	MERCHANDISE	609-49751-333	43.20
JOHNSON BROS.	1801209	03/17/2014	MERCHANDISE	609-49751-333	56.00
JOHNSON BROS.	1806477	03/21/2014	MERCHANDISE	609-49751-333	22.27
JOHNSON BROS.	1806478	03/21/2014	MERCHANDISE	609-49751-333	69.60
PHILLIPS WINE & SPIRITS	2572089	03/17/2014	MERCHANDISE	609-49751-333	41.07
PHILLIPS WINE & SPIRITS	2572090	03/17/2014	MERCHANDISE	609-49751-333	6.67
PHILLIPS WINE & SPIRITS	3522405	03/14/2014	CREDIT - MERCHANDISE	609-49751-333	-1.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AH HERMEL COMPANY	422120	03/21/2014	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	612811	04/01/2014	CREDIT - MERCHANDISE	609-49751-333	-1.60
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	609-49751-381	624.64
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	609-49751-382	18.05
MN ENERGY RESOURCES	4290426-8MAR	03/27/2014	HEATING #4290426-8	609-49751-383	257.75
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	609-49751-385	25.96
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	609-49751-404	21.70
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - MISC	609-49751-460	1.65
BANK MIDWEST	20140408	04/08/2014	NSF-D.GOEMAN & E.ANDERS	609-49751-480	60.00
BANK MIDWEST	20140408	04/08/2014	NSF-D.GOEMAN & E.ANDERS	609-49751-480	54.11
<b>Activity 49751 - Liquor Store Total:</b>					<b>35,073.30</b>
<b>Fund 609 - LIQUOR STORE Total:</b>					<b>46,694.30</b>

## Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20140331	03/31/2014	EXCISE TAX POSTING-MAR 20	614-20201	738.95
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014	614-20202	6,690.00
MN 9-1-1 PROGRAM	20140407	04/07/2014	911 SERVICE	614-20206	1,003.05
MN 9-1-1 PROGRAM	20140407	04/07/2014	911 SERVICE	614-20206	103.23
					<b>8,535.23</b>

## Activity: 49870 - Telecom

NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	614-49870-133	96.00
CALIX	1057577	04/01/2014	RENEWAL-ADVANTAGE PROG	614-49870-217	3,500.00
HP SUDS CLUB, LLC	20140331	03/31/2014	BILLING CONTRACT SERVICE	614-49870-217	1,170.00
MN MUNICIPAL UTILITIES ASS	42943	03/11/2014	RANDOM TESTING	614-49870-217	124.00
CALIX	1057651	04/01/2014	GENERAL SUPPLIES/EQUIP CT	614-49870-227	17,364.42
META SWITCH NETWORKS	DCL19798	04/02/2014	ANNUAL SUPPORT -	614-49870-227	17,264.00
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	614-49870-241	36.88
UNIVERSAL SERVICE ADMIN C	UBDI0000683466	04/02/2014	499A CONTRIBUTION	614-49870-304	1,102.61
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	614-49870-321	367.14
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	614-49870-321	297.17
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MAR	614-49870-322	245.51
SOURCE ONE SOLUTIONS, LLC	4003	04/08/2014	UTILITY BILL SERVICES - MARC	614-49870-326	1,863.56
DAN OLSEN	20140401	04/01/2014	EXPENSE - MTA	614-49870-334	508.40
SUBWAY	20140402	04/02/2014	EXPENSE- MEETING LUNCH	614-49870-334	55.68
RWB ADVERTISING	20140408	04/08/2014	ADVERTISING - WINDOMNET	614-49870-340	208.00
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	614-49870-381	1,606.02
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	614-49870-382	16.96
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	614-49870-385	25.96
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	614-49870-404	32.55
WOODSTOCK TELEPHONE CO	10029388	04/08/2014	SPEC ACCESS CIRCUITS	614-49870-441	205.10
BLUEHIGHWAYS	012-020514	03/17/2014	SUBSCRIBER	614-49870-442	254.08
MLB NETWORK	037495	03/25/2014	SUBSCRIBER	614-49870-442	1,038.16
NATIONAL CABLE TV COOP	14031040	04/02/2014	SUBSCRIBER	614-49870-442	74,172.08
RFD TV	1968-1653	03/17/2014	SUBSCRIBER	614-49870-442	450.78
HUBBARD BROADCASTING IN	20140404	04/04/2014	SUBSCRIBER	614-49870-442	1,362.06
YOUNG BROADCASTING LLC	20140408	04/08/2014	SUBSCRIBER	614-49870-442	2,993.44
SHOWTIME NETWORKS INC	9002731-0214	03/12/2014	SUBSCRIBER	614-49870-442	542.16
FOX SPORTS	G74617	04/04/2014	SUBSCRIBER	614-49870-442	17,486.48
BTN - BIG TEN NETWORK	G76323	04/04/2014	SUBSCRIBER	614-49870-442	3,982.88
FOX TELEVISION STATIONS, IN	MAR-14	04/04/2014	SUBSCRIBER	614-49870-442	5,063.31
CENTURY LINK	507-831-1075APR	04/01/2014	SERVICE	614-49870-445	71.81
NEUSTAR, INC.	L-0000010466	04/02/2014	SERVICE	614-49870-445	13.75
JASON HANKE	386655	04/04/2014	SERVICE	614-49870-447	1,325.00
HURRICANE ELECTRIC LLC	9767791-IN	04/04/2014	TRANSIT SERVICE	614-49870-447	1,000.00
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - MISC	614-49870-460	27.75
SOUTHWEST MN BROADBAN	20140401	04/01/2014	QVC COMMISSION-FEB 2014	614-49870-480	46.67
CENTURY LINK - LIS ACCTS	398599	03/21/2014	DIRECTORY LISTINGS	614-49870-480	183.90
<b>Activity 49870 - Telecom Total:</b>					<b>156,104.27</b>
<b>Fund 614 - TELECOM Total:</b>					<b>164,639.50</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 615 - ARENA</b>					
<b>Activity: 49850 - Arena</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	615-49850-133	32.00
COUNTRY PRIDE SERVICE	20140414	04/04/2014	MAINTENANCE	615-49850-212	239.40
COUNTRY PRIDE SERVICE	970744APR	04/08/2014	LP	615-49850-212	173.14
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	615-49850-217	19.53
AH HERMEL COMPANY	418067	04/04/2014	MERCHANDISE - ARENA	615-49850-260	187.19
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	615-49850-321	130.03
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	615-49850-321	47.67
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	615-49850-326	96.62
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	615-49850-381	5,387.54
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	615-49850-382	15.63
MN ENERGY RESOURCES	4070858-8MAR	03/25/2014	HEATING #4070858-8	615-49850-383	2,593.35
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	615-49850-385	25.96
OVERHEAD DOOR COMPANY	39877	04/04/2014	MAINTENANCE	615-49850-402	113.75
WINDOM AUTO VALU	3400540MAR	04/08/2014	MAINTENANCE #3400540	615-49850-404	36.28
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	615-49850-404	17.98
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - ARENA	615-49850-404	13.99
LAMPERTS YARDS, INC.	3902020MAR	04/04/2014	MAINTENANCE - ARENA	615-49850-406	64.35
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014	615-49850-460	84.00
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - MISC	615-49850-460	77.69
<b>Activity 49850 - Arena Total:</b>					<b>9,356.10</b>
<b>Fund 615 - ARENA Total:</b>					<b>9,356.10</b>
<b>Fund: 617 - M/P CENTER</b>					
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014	617-20202	202.72
					<b>202.72</b>
<b>Activity: 49860 - M/P Center</b>					
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	617-49860-133	48.00
INDOFF, INC	2428861	03/25/2014	SUPPLIES	617-49860-200	16.79
FIRST FLORAL HALLMARK	22121	04/01/2014	HOUSE BLKING EVENT	617-49860-217	15.98
WINDOM AUTO VALU	3400540MAR	04/08/2014	MAINTENANCE #3400540	617-49860-217	15.99
RUNNING'S SUPPLY	71920MAR	04/08/2014	MAINTENANCE -	617-49860-217	4.82
RIVER BEND LIQUOR	20140408	04/08/2014	MERCHANDISE	617-49860-252	160.95
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - MP	617-49860-261	3.98
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	617-49860-321	119.60
VERIZON WIRELESS	9722111929	04/01/2014	TELEPHONE #486357723-000	617-49860-321	28.33
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	617-49860-326	37.95
RADIO MANKATO	114132-1	04/07/2014	ADVERTISING - WINDOM CO	617-49860-340	128.00
RADIO MANKATO	114133-1	04/07/2014	ADVERTISING - WINDOM CO	617-49860-340	128.00
KKOJ - KLEVEN BROADCASTIN	20140401	04/01/2014	ADVERTISING	617-49860-340	250.00
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	617-49860-381	928.69
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	617-49860-382	60.74
MN ENERGY RESOURCES	4271541-7MAR	03/21/2014	HEATING #4271541-7	617-49860-383	2,567.31
ELECTRIC FUND	20140408	04/08/2014	MONTHLY UTILITY & TELECO	617-49860-385	67.52
TOSHIBA FINANCIAL SERVICES	249626722	03/21/2014	LEASE/MAINTENANCE CONTR	617-49860-404	10.85
SCHWALBACH HARDWARE	72861MAR	04/08/2014	MAINTENANCE - MP	617-49860-409	4.49
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014 - MISC	617-49860-460	40.53
MN REVENUE	20140407	04/07/2014	SALES TAX - APR 2014	617-49860-460	304.28
COLE PAPERS INC.	8954780	03/19/2014	SUPPLIES	617-49860-480	47.73
<b>Activity 49860 - M/P Center Total:</b>					<b>4,990.53</b>
<b>Fund 617 - M/P CENTER Total:</b>					<b>5,193.25</b>
<b>Fund: 700 - PAYROLL</b>					
Internal Revenue Service-Payr	INV0000243	04/04/2014	Federal Tax Withholding	700-21701	9,413.16
Minnesota Department of Re	INV0000242	04/04/2014	State Withholding	700-21702	4,052.59
Internal Revenue Service-Payr	INV0000244	04/04/2014	Social Security	700-21703	10,766.50
MN Pera	INV0000236	04/04/2014	PERA	700-21704	11,695.48
MN Pera	INV0000237	04/04/2014	PERA	700-21704	4,878.33
MN Pera	INV0000238	04/04/2014	PERA	700-21704	604.22
Minnesota State Deferred	INV0000239	04/04/2014	Deferred Compensation	700-21705	5,050.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Minnesota State Deferred	INV0000240	04/04/2014	Deferred Roth	700-21705	650.00
BLUE CROSS/BLUE SHIELD	20140407	04/07/2014	MAY 2014 PREMIUM	700-21706	42,216.00
Internal Revenue Service-Payr	INV0000241	04/04/2014	Medicare Withholding	700-21711	3,041.64
SELECTACCOUNT	20140402	04/02/2014	FLEX SPENDING	700-21712	852.95
SELECTACCOUNT	20140408	04/08/2014	FLEX SPENDING	700-21712	2,120.89
COLONIAL LIFE INSURANCE	8182644-0412515	04/04/2014	BCN E8182644 INSURANCE	700-21714	8.82
NCPERS MINNESOTA	8446414	04/01/2014	INSURANCE 844600 4-2014	700-21718	16.00
					<b>95,366.58</b>
<b>Fund 700 - PAYROLL Total:</b>					<b>95,366.58</b>
<b>Grand Total:</b>					<b>488,699.11</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	29,905.63
211 - LIBRARY	1,986.11
225 - AIRPORT	18,905.81
230 - POOL	24.42
235 - AMBULANCE	6,151.56
250 - EDA GENERAL	4,673.58
254 - NORTH IND PARK	1,282.55
601 - WATER	34,494.57
602 - SEWER	34,822.18
604 - ELECTRIC	35,202.97
609 - LIQUOR STORE	46,694.30
614 - TELECOM	164,639.50
615 - ARENA	9,356.10
617 - M/P CENTER	5,193.25
700 - PAYROLL	95,366.58
<b>Grand Total:</b>	<b>488,699.11</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-20202	Sales Tax Payable	37.88
100-41110-304	Legal Fees	1,440.00
100-41110-480	Other Miscellaneous	759.60
100-41110-491	Payments to Other Orga	2,163.72
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	1,249.07
100-41310-218	Uniforms	238.00
100-41310-308	Training & Registrations	250.00
100-41310-321	Telephone	185.86
100-41310-326	Data Processing	37.95
100-41310-401	Repairs & Maint - Buildi	21.70
100-41310-480	Other Miscellaneous	1,784.02
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	37.75
100-41910-321	Telephone	67.56
100-41940-381	Electric Utility	407.92
100-41940-382	Water Utility	49.48
100-41940-385	Sewer Utility	77.88
100-41940-405	Repairs & Maint - Vehicl	45.97
100-41940-406	Repairs & Maint - Groun	760.00
100-41940-409	Repairs & Maint - Utilitie	804.56
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	60.00
100-42120-304	Legal Fees	2,430.00
100-42120-308	Training & Registrations	325.00
100-42120-321	Telephone	271.53
100-42120-323	Radio Units	153.00
100-42120-325	Dispatching	275.00
100-42120-326	Data Processing	433.00
100-42120-334	Meals/Lodging	302.61
100-42120-404	Repairs & Maint - M&E	10.85
100-42120-412	Rentals - Building	1,650.00
100-42120-419	Vehicle Lease	1,586.76
100-42120-480	Other Miscellaneous	390.50
100-42220-321	Telephone	29.05
100-42220-325	Dispatching	212.50
100-42220-404	Repairs & Maint - M&E	173.97
100-42220-405	Repairs & Maint - Vehicl	467.80

## Account Summary

Account Number	Account Name	Payment Amount
100-42500-325	Dispatching	12.50
100-42500-381	Electric Utility	17.80
100-42700-300	Charges for Services	10.30
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	111.27
100-43100-215	Materials & Equipment	138.96
100-43100-217	Other Operating Supplie	308.91
100-43100-224	Street Maint Materials	337.90
100-43100-225	Landscaping Materials	16.74
100-43100-241	Small Tools	259.74
100-43100-321	Telephone	108.72
100-43100-325	Dispatching	125.00
100-43100-381	Electric Utility	2,803.78
100-43100-382	Water Utility	20.31
100-43100-385	Sewer Utility	25.96
100-43100-404	Repairs & Maint - M&E	4,008.21
100-43100-405	Repairs & Maint - Vehicl	85.15
100-43100-480	Other Miscellaneous	1,042.50
100-45120-217	Other Operating Supplie	10.85
100-45202-133	Employer Paid Insurance	16.00
100-45202-217	Other Operating Supplie	31.00
100-45202-325	Dispatching	37.50
100-45202-381	Electric Utility	356.90
100-45202-402	Repairs & Maint - Struct	0.56
100-45202-404	Repairs & Maint - M&E	372.62
100-45202-460	Miscellaneous Taxes	111.96
211-45501-133	Employer Paid Insurance	16.00
211-45501-211	Cleaning Supplies	216.52
211-45501-217	Other Operating Supplie	9.83
211-45501-321	Telephone	29.26
211-45501-322	Postage	33.01
211-45501-326	Data Processing	42.95
211-45501-381	Electric Utility	178.69
211-45501-382	Water Utility	16.02
211-45501-385	Sewer Utility	25.96
211-45501-402	Repairs & Maint - Struct	780.00
211-45501-435	Books and Pamphlets	637.87
225-45127-200	Office Supplies	26.00
225-45127-381	Electric Utility	1,447.30
225-45127-409	Repairs & Maint - Utilitie	318.40
225-45127-460	Miscellaneous Taxes	1.48
225-49950-500	Capital Outlay	17,112.63
230-45124-217	Other Operating Supplie	5.42
230-45124-460	Miscellaneous Taxes	19.00
235-42153-217	Other Operating Supplie	620.23
235-42153-218	Uniforms	87.98
235-42153-312	Nursing	1,186.29
235-42153-321	Telephone	91.11
235-42153-323	Radio Units	1,538.00
235-42153-325	Dispatching	200.00
235-42153-326	Data Processing	1,887.00
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	161.46
235-42153-405	Repairs & Maint - Vehicl	345.49
250-23900	Notes Payable - Noncurr	824.32
250-23903	Note Payable - Fulda Are	1,947.35
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	75.50

## Account Summary

Account Number	Account Name	Payment Amount
250-46520-304	Legal Fees	51.00
250-46520-321	Telephone	101.34
250-46520-322	Postage	6.85
250-46520-381	Electric Utility	45.42
250-46520-438	Meeting Expense	4.00
250-46520-480	Other Miscellaneous	55.98
250-49980-612	Other Interest	1,537.82
254-46520-303	Engineering and Surveyi	1,162.00
254-46520-381	Electric Utility	120.55
601-16440	Motor Vehicles	12,133.45
601-49400-133	Employer Paid Insurance	40.00
601-49400-200	Office Supplies	233.58
601-49400-216	Chemicals and Chemical	5,073.51
601-49400-217	Other Operating Supplie	62.00
601-49400-241	Small Tools	20.99
601-49400-303	Engineering and Surveyi	3,327.40
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	100.49
601-49400-322	Postage	252.88
601-49400-325	Dispatching	100.00
601-49400-326	Data Processing	851.92
601-49400-381	Electric Utility	4,242.88
601-49400-382	Water Utility	15.11
601-49400-383	Gas Utility	1,236.69
601-49400-385	Sewer Utility	25.96
601-49400-386	Landfill	2,084.47
601-49400-404	Repairs & Maint - M&E	760.29
601-49400-408	Repairs & Maint - Distrib	693.70
601-49400-443	Intergovernmental Fees	3,183.00
602-16440	Motor Vehicles	12,133.45
602-49450-133	Employer Paid Insurance	56.00
602-49450-200	Office Supplies	233.59
602-49450-216	Chemicals and Chemical	520.00
602-49450-217	Other Operating Supplie	1,263.00
602-49450-310	Lab Testing	1,718.40
602-49450-321	Telephone	205.66
602-49450-322	Postage	245.53
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	889.87
602-49450-331	Travel Expense	165.76
602-49450-381	Electric Utility	14,793.83
602-49450-382	Water Utility	641.34
602-49450-383	Gas Utility	166.48
602-49450-404	Repairs & Maint - M&E	993.79
602-49450-408	Repairs & Maint - Distrib	304.98
602-49450-480	Other Miscellaneous	390.50
604-11500	Accounts Receivable	66.66
604-14200	Inventory	5,974.54
604-20202	Sales Tax Payable	16,140.00
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	64.08
604-49550-211	Cleaning Supplies	14.48
604-49550-217	Other Operating Supplie	2,464.00
604-49550-241	Small Tools	5.99
604-49550-310	Lab Testing	61.12
604-49550-321	Telephone	221.56
604-49550-322	Postage	247.24
604-49550-325	Dispatching	187.50

## Account Summary

Account Number	Account Name	Payment Amount
604-49550-326	Data Processing	1,795.03
604-49550-333	Freight and Express	22.78
604-49550-381	Electric Utility	189.67
604-49550-382	Water Utility	18.05
604-49550-383	Gas Utility	1,323.45
604-49550-385	Sewer Utility	25.96
604-49550-402	Repairs & Maint - Struct	79.99
604-49550-404	Repairs & Maint - M&E	309.40
604-49550-405	Repairs & Maint - Vehicl	9.78
604-49550-406	Repairs & Maint - Groun	235.36
604-49550-408	Repairs & Maint - Distrib	237.35
604-49550-433	Dues & Subscriptions	3,746.89
604-49550-450	Conservation	405.03
604-49550-460	Miscellaneous Taxes	61.06
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	11,621.00
609-49751-133	Employer Paid Insurance	16.00
609-49751-217	Other Operating Supplie	148.72
609-49751-251	Liquor	9,795.55
609-49751-252	Beer	17,533.59
609-49751-253	Wine	5,487.24
609-49751-254	Soft Drinks & Mix	251.57
609-49751-256	Tobacco Products	263.46
609-49751-259	Non- Alcoholic	16.00
609-49751-261	Other Merchandise	26.79
609-49751-321	Telephone	62.79
609-49751-326	Data Processing	90.62
609-49751-333	Freight and Express	317.11
609-49751-381	Electric Utility	624.64
609-49751-382	Water Utility	18.05
609-49751-383	Gas Utility	257.75
609-49751-385	Sewer Utility	25.96
609-49751-404	Repairs & Maint - M&E	21.70
609-49751-460	Miscellaneous Taxes	1.65
609-49751-480	Other Miscellaneous	114.11
614-20201	Excise Tax Payable	738.95
614-20202	Sales Tax Payable	6,690.00
614-20206	911 TAP & TACIP Fees CI	1,106.28
614-49870-133	Employer Paid Insurance	96.00
614-49870-217	Other Operating Supplie	4,794.00
614-49870-227	Utility System Maint Sup	34,628.42
614-49870-241	Small Tools	36.88
614-49870-304	Legal Fees	1,102.61
614-49870-321	Telephone	664.31
614-49870-322	Postage	245.51
614-49870-326	Data Processing	1,863.56
614-49870-334	Meals/Lodging	564.08
614-49870-340	Advertising	208.00
614-49870-381	Electric Utility	1,606.02
614-49870-382	Water Utility	16.96
614-49870-385	Sewer Utility	25.96
614-49870-404	Repairs & Maint - M&E	32.55
614-49870-441	Transmission Fees	205.10
614-49870-442	Subscriber Fees	107,345.43
614-49870-445	Switch Fees	85.56
614-49870-447	Internet Expense	2,325.00
614-49870-460	Miscellaneous Taxes	27.75
614-49870-480	Other Miscellaneous	230.57

**Account Summary**

Account Number	Account Name	Payment Amount
615-49850-133	Employer Paid Insurance	32.00
615-49850-212	Motor Fuels	412.54
615-49850-217	Other Operating Supplie	19.53
615-49850-260	Concessions	187.19
615-49850-321	Telephone	177.70
615-49850-326	Data Processing	96.62
615-49850-381	Electric Utility	5,387.54
615-49850-382	Water Utility	15.63
615-49850-383	Gas Utility	2,593.35
615-49850-385	Sewer Utility	25.96
615-49850-402	Repairs & Maint - Struct	113.75
615-49850-404	Repairs & Maint - M&E	68.25
615-49850-406	Repairs & Maint - Groun	64.35
615-49850-460	Miscellaneous Taxes	161.69
617-20202	Sales Tax Payable	202.72
617-49860-133	Employer Paid Insurance	48.00
617-49860-200	Office Supplies	16.79
617-49860-217	Other Operating Supplie	36.79
617-49860-252	Beer	160.95
617-49860-261	Other Merchandise	3.98
617-49860-321	Telephone	147.93
617-49860-326	Data Processing	37.95
617-49860-340	Advertising	506.00
617-49860-381	Electric Utility	928.69
617-49860-382	Water Utility	60.74
617-49860-383	Gas Utility	2,567.31
617-49860-385	Sewer Utility	67.52
617-49860-404	Repairs & Maint - M&E	10.85
617-49860-409	Repairs & Maint - Utilitie	4.49
617-49860-460	Miscellaneous Taxes	344.81
617-49860-480	Other Miscellaneous	47.73
700-21701	Federal Withholding	9,413.16
700-21702	State Withholding	4,052.59
700-21703	FICA Tax Withholding	10,766.50
700-21704	PERA Contributions	17,178.03
700-21705	Retirement	5,700.00
700-21706	Medical Insurance	42,216.00
700-21711	Medicare Tax Withholdi	3,041.64
700-21712	Flex Account	2,973.84
700-21714	Individual Insurance-Col	8.82
700-21718	Individual Insurance-NC	16.00
	<b>Grand Total:</b>	<b>488,699.11</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	487,939.51
Exp	759.60
<b>Grand Total:</b>	<b>488,699.11</b>

4/9/14  


USDA-FmHA Form FmHA 1924-18 <b>PARTIAL PAYMENT ESTIMATE</b>		CONTRACT NO. 0045-38 PARTIAL PAYMENT ESTIMATE FINAL PAGE 1 OF 5	
OWNER: CITY OF WINDOM 2013 NORTH INDUSTRIAL PARK		CONTRACTOR: HOLTMEIER CONSTRUCTION, INC. MANKATO, MN 56001	
		PERIOD OF ESTIMATE FROM 10/31/2013 TO 2/4/2014	

CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
NO	FmHA Approval Date	Amount			
		Additions	Deductions		
1	5/21/13	\$7,039.10		1. Original Contract.....	\$1,307,482.47
2	6/11/13	\$4,640.00		2. Change Orders.....	\$14,679.10
3	3/25/14	\$3,000.00		3. Revised Contract (1+2).....	\$1,322,161.57
4				4. Work Completed*.....	\$1,413,621.32
5				5. Stored Materials*.....	\$0.00
6				6. Subtotal (4+5).....	\$1,413,621.32
7				7. Retainage*.....	\$0.00
8				8. Previous Payments.....	\$1,307,675.30
9				9. Amount Due (6-7-8).....	\$105,946.02
10					
TOTALS		\$14,679.10	\$0.00		
NET CHANGE		\$14,679.10		* Detailed breakdown attachment	

Original (days) October 25, 2013 Revised Remaining		On Schedule: <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Date: 5/13/2013 Projected Completion: 12/1/2014
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**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 estimator was issued and payments received from the owner, and that current payment shown herein is now due.

HOLTMEIER CONSTRUCTION, INC.  
 MANKATO MN  
 By: [Signature]  
 Date: 4-11-14

**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: 4/11/14

**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 NORTH INDUSTRIAL PARK IMPROVEMENTS  
 WINDOM, MINNESOTA 56101  
 PAY REQUEST FINAL

ITEM	CONTRACT			THIS PERIOD			PREVIOUS TOTAL			TOTAL TO DATE		
	APPROX QUANTITY	UNIT	UNIT COST	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
Watermain (Bituminous Option)												
12" WATERMAIN	3490	L.F.	\$31.60	\$ 110,284.00	0	\$ -	3826	\$ 120,901.60	3826	\$ 120,901.60		
10" WATERMAIN	1025	L.F.	\$24.80	\$ 25,420.00	0	\$ -	1026	\$ 25,420.00	1025	\$ 25,420.00		
8" WATERMAIN	462	L.F.	\$21.50	\$ 9,933.00	0	\$ -	460	\$ 9,890.00	460	\$ 9,890.00		
6" WATERMAIN	150	L.F.	\$18.10	\$ 2,715.00	0	\$ -	58	\$ 1,049.80	58	\$ 1,049.80		
12" VALVE AND BOX	6	Each	\$2,860.20	\$ 15,961.20	0	\$ -	7	\$ 19,821.40	7	\$ 19,821.40		
10" VALVE AND BOX	2	Each	\$2,213.00	\$ 4,426.00	0	\$ -	2	\$ 4,426.00	2	\$ 4,426.00		
8" VALVE AND BOX	3	Each	\$1,578.50	\$ 4,735.50	0	\$ -	4	\$ 6,318.00	4	\$ 6,318.00		
6" VALVE AND BOX	9	Each	\$1,212.00	\$ 10,908.00	0	\$ -	9	\$ 10,908.00	9	\$ 10,908.00		
12" TEE	1	Each	\$985.20	\$ 985.20	0	\$ -	2	\$ 1,970.40	2	\$ 1,970.40		
8" TEE	1	Each	\$540.10	\$ 540.10	0	\$ -	1	\$ 540.10	1	\$ 540.10		
12" BEND 90 DEG.	1	Each	\$882.90	\$ 882.90	0	\$ -	3	\$ 2,048.70	3	\$ 2,048.70		
12" X 10" TEE	1	Each	\$951.10	\$ 951.10	0	\$ -	0	\$ -	0	\$ -		
12" X 6" TEE	5	Each	\$187.00	\$ 935.00	0	\$ -	6	\$ 1,102.00	6	\$ 1,102.00		
10" X 8" TEE	1	Each	\$746.50	\$ 746.50	0	\$ -	1	\$ 746.50	1	\$ 746.50		
10" X 6" TEE	1	Each	\$884.40	\$ 884.40	0	\$ -	2	\$ 1,368.80	2	\$ 1,368.80		
12" CROSS	4	Each	\$1,232.40	\$ 4,929.60	0	\$ -	2	\$ 2,464.80	2	\$ 2,464.80		
12" PLUG	3	Each	\$217.30	\$ 651.90	0	\$ -	3	\$ 651.90	3	\$ 651.90		
10" PLUG	1	Each	\$171.10	\$ 171.10	0	\$ -	1	\$ 171.10	1	\$ 171.10		
12" X 8" REDUCER	1	Each	\$295.80	\$ 295.80	0	\$ -	0	\$ -	0	\$ -		
12" X 6" REDUCER	1	Each	\$419.60	\$ 419.60	0	\$ -	1	\$ 419.60	1	\$ 419.60		
8" X 6" REDUCER	1	Each	\$281.70	\$ 281.70	0	\$ -	1	\$ 281.70	1	\$ 281.70		
HYDRANT	9	Each	\$3,131.90	\$ 28,187.10	0	\$ -	9	\$ 28,187.10	9	\$ 28,187.10		
ROCK SUBFOUNDATION (CV)	538	C.Y.	\$0.01	\$ 5.38	0	\$ -	538	\$ 5.38	538	\$ 5.38		
BORE 20" STEEL CASING	87	L.F.	\$205.00	\$ 17,835.00	0	\$ -	90	\$ 18,450.00	90	\$ 18,450.00		
F & I 18" STEEL CASING	100	L.F.	\$75.00	\$ 7,500.00	0	\$ -	0	\$ -	0	\$ -		
DIRECTIONAL BORE 12" WATERMAIN	440	L.F.	\$37.00	\$ 16,280.00	35	\$ 1,295.00	440	\$ 16,280.00	475	\$ 17,575.00		
DITCH RESTORATION	2400	L.F.	\$1.00	\$ 2,400.00	0	\$ -	2400	\$ 2,400.00	2400	\$ 2,400.00		
WATERMAIN SUBTOTAL (BITUMINOUS OPTION)			\$1,768.08	\$ 211,768.08		\$ 1,295.00		\$ 278,122.88		\$ 279,417.88		
Sanitary Sewer (Bituminous Option)												
12" SDR 35 SEWER 8-10' DEEP	500	L.F.	\$25.90	\$ 12,950.00	0	\$ -	500	\$ 12,950.00	500	\$ 12,950.00		
12" SDR 35 SEWER 10-12' DEEP	350	L.F.	\$25.90	\$ 9,065.00	0	\$ -	623	\$ 16,135.70	623	\$ 16,135.70		
12" SDR 35 SEWER 12-14' DEEP	300	L.F.	\$27.90	\$ 8,370.00	0	\$ -	300	\$ 8,370.00	300	\$ 8,370.00		
8" SDR 35 SEWER 10-12' DEEP	310	L.F.	\$21.40	\$ 6,634.00	0	\$ -	310	\$ 6,634.00	310	\$ 6,634.00		
6" FORCEMAIN 8-8' DEEP	5,230	L.F.	\$14.80	\$ 77,404.00	0	\$ -	5,230	\$ 77,404.00	5,230	\$ 77,404.00		
6" FORCEMAIN 8-12' DEEP	550	L.F.	\$14.80	\$ 8,140.00	0	\$ -	550	\$ 8,140.00	550	\$ 8,140.00		
MANHOLE	39	L.F.	\$243.70	\$ 9,504.30	6	\$ 1,462.20	42	\$ 10,235.40	48	\$ 11,697.60		
FORCEMAIN VALVE MANHOLE	1	Each	\$11,345.00	\$ 11,345.00	0.00	\$ -	1.00	\$ 11,345.00	1	\$ 11,345.00		
AIR RELIEF MANHOLE	8	L.F.	\$1,085.00	\$ 8,680.00	0.00	\$ -	8	\$ 8,680.00	8	\$ 8,680.00		
CONNECT TO MANHOLE	1	Each	\$500.00	\$ 500.00	0	\$ -	1	\$ 500.00	1	\$ 500.00		
MANHOLE CASTING	5	Each	\$610.00	\$ 3,050.00	0	\$ -	5	\$ 3,050.00	5	\$ 3,050.00		
12"X6" WYE	6	Each	\$277.50	\$ 1,665.00	0	\$ -	6	\$ 1,665.00	6	\$ 1,665.00		

8" CAP	3	Each	\$68.20	\$	204.60	0	\$	3	\$	204.60	3	\$	204.60
6" CAP	6	Each	\$55.30	\$	331.80	0	\$	7	\$	367.10	7	\$	367.10
6" SEWER SERVICE	325	L.F.	\$17.30	\$	5,622.50	0	\$	400	\$	6,920.00	400	\$	6,920.00
LIFT STATION - 96"	18	L.F.	\$4,672.40	\$	88,775.60	5	\$	14	\$	65,413.60	19	\$	88,775.60
DITCH RESTORATION	5,780	L.F.	\$1.00	\$	5,780.00	0	\$	5,780	\$	5,780.00	5,780	\$	5,780.00
ROCK SUBFOUNDATION	148	C.Y.	\$0.01	\$	1.48	0	\$	148	\$	1.48	148	\$	1.48
SANITARY SEWER SUBTOTAL (BITUMINOUS OPTION)			\$	\$	24,824.20		\$		\$	243,815.89		\$	268,640.09
<b>Storm Sewer (Bituminous Option)</b>													
12" HDPE CULVERT	75	L.F.	\$21.50	\$	1,612.50	0	\$	100	\$	2,150.00	100	\$	2,150.00
15" RCP CULVERT	300	L.F.	\$30.30	\$	9,090.00	0	\$	300	\$	9,090.00	300	\$	9,090.00
12" CMP APRON	2	EACH	\$191.10	\$	382.20	0	\$	2	\$	382.20	2	\$	382.20
24" CMP APRON	4	EACH	\$933.20	\$	3,732.80	0	\$	4	\$	3,732.80	4	\$	3,732.80
15" RCP APRON	10	EACH	\$573.00	\$	5,730.00	0	\$	10	\$	5,730.00	10	\$	5,730.00
6" TILE DRAIN	100	L.F.	\$8.20	\$	820.00	80	\$	100	\$	820.00	100	\$	820.00
8" TILE DRAIN	306	L.F.	\$9.30	\$	2,845.80	0	\$	306	\$	2,845.80	306	\$	2,845.80
10" TILE DRAIN	1,068	L.F.	\$10.20	\$	10,893.60	0	\$	1,286	\$	13,117.20	1,286	\$	13,117.20
FLAP GATE FOR 6" PVC	1	EACH	\$153.40	\$	153.40	0	\$	1	\$	153.40	1	\$	153.40
FLAP GATE FOR 12" PVC	1	EACH	\$217.40	\$	217.40	0	\$	1	\$	217.40	1	\$	217.40
6" PIPE SEWER	75	L.F.	\$12.60	\$	945.00	0	\$	100	\$	1,260.00	100	\$	1,260.00
12" PIPE SEWER, DESIGN HDPE DUAL WALL	170	L.F.	\$20.00	\$	3,400.00	0	\$	140	\$	2,800.00	140	\$	2,800.00
15" PIPE SEWER, DESIGN HDPE DUAL WALL	190	L.F.	\$21.10	\$	4,009.00	0	\$	221	\$	4,663.10	221	\$	4,663.10
18" PIPE SEWER, DESIGN HDPE DUAL WALL	945	L.F.	\$23.95	\$	22,632.75	0	\$	1,155	\$	27,662.25	1,155	\$	27,662.25
24" PIPE SEWER, DESIGN HDPE DUAL WALL	400	L.F.	\$30.80	\$	12,320.00	0	\$	288	\$	9,118.80	288	\$	9,118.80
30" PIPE SEWER, DESIGN HDPE DUAL WALL	440	L.F.	\$39.20	\$	17,248.00	0	\$	494	\$	19,364.80	494	\$	19,364.80
36" PIPE SEWER, DESIGN HDPE DUAL WALL	400	L.F.	\$44.95	\$	17,980.00	0	\$	440	\$	19,776.00	440	\$	19,776.00
CATCH BASIN (48")	23	L.F.	\$276.00	\$	6,348.00	0	\$	25	\$	6,900.00	25	\$	6,900.00
CATCH BASIN (72")	36	L.F.	\$496.00	\$	17,856.00	0	\$	39	\$	19,344.00	39	\$	19,344.00
CATCH BASIN CASTING (48")	7	EACH	\$594.60	\$	4,162.20	0	\$	7	\$	4,162.20	7	\$	4,162.20
CATCH BASIN CASTING (72")	7	EACH	\$594.60	\$	4,162.20	0	\$	2	\$	3,474.00	2	\$	3,474.00
SPECIAL MANHOLE	1	EACH	\$1,737.00	\$	1,737.00	0	\$	2	\$	3,474.00	2	\$	3,474.00
ROCK SUBFOUNDATION	189	C.Y.	\$0.01	\$	1.89	0	\$	189	\$	1.89	189	\$	1.89
RANDOM RIPRAP, CLASS 2	30	C.Y.	\$45.55	\$	1,366.50	0	\$	40	\$	1,822.00	40	\$	1,822.00
SPILL WAY	35	L.F.	\$115.00	\$	4,025.00	0	\$	15	\$	1,725.00	15	\$	1,725.00
GEOTEXTILE FILTER, TYPE	20	S.Y.	\$2.50	\$	50.00	0	\$	40	\$	100.00	40	\$	100.00
STORM SEWER SUBTOTAL (BITUMINOUS OPTION)			\$	\$	151,210.64		\$		\$	152,177.04		\$	162,833.04
<b>Street (Bituminous Option)</b>													
COMMON EXCAVATION (CV)	24,500	C.Y.	\$3.00	\$	73,500.00	1,803	\$	26,000	\$	78,000.00	27,803	\$	83,409.00
PLACE SALVAGE FROM TH71 (CV)	2,900	C.Y.	\$5.75	\$	16,675.00	0	\$	3,500	\$	20,125.00	3,500	\$	20,125.00
SALVAGE TOP SOIL (CV)	9,715	C.Y.	\$2.45	\$	23,801.75	0	\$	9,715	\$	23,801.75	9,715	\$	23,801.75
AGGREGATE BASE, CLASS 5	1,800	TON	\$13.45	\$	24,210.00	144	\$	4,400	\$	59,180.00	4,544	\$	61,116.80
AGGREGATE BASE, CLASS 3	1,800	TON	\$12.00	\$	21,600.00	0	\$	0	\$	0	0	\$	0
TYPE MV B NON WEARING COURSE MIXTURE (C)	967	TON	\$82.80	\$	80,067.60	0	\$	0	\$	0	0	\$	0
TYPE MV A WEARING COURSE MIXTURE (C)	725	TON	\$64.50	\$	46,582.50	0	\$	1,692	\$	142,974.00	1,692	\$	142,974.00
BITUMINOUS MATERIAL FOR TACK COAT	1,758	GAL	\$84.50	\$	148,166.50	0	\$	900	\$	76,050.00	900	\$	76,050.00
CONCRETE CURB AND GUTTER BB18	4,391	L.F.	\$2.95	\$	12,952.45	0	\$	900	\$	2,653.00	900	\$	2,653.00
SILT FENCE	600	L.F.	\$11.20	\$	6,720.00	0	\$	4,391	\$	49,179.20	4,391	\$	49,179.20
STORM DRAIN INLET PROTECTION	12	EACH	\$150.00	\$	1,800.00	0	\$	600	\$	1,080.00	600	\$	1,080.00
SEEDING	30	ACRE	\$1,235.00	\$	37,050.00	0	\$	12	\$	1,800.00	12	\$	1,800.00
						0	\$	17	\$	20,995.00	17	\$	20,995.00





SECTION 00540

CHANGE ORDER

Change Order No. 3

Date March 24, 2014

Agreement Date March 19, 2013

Name of Project: North Windom Industrial Park

Owner: City of Windom

Contractor: Holtmeier Construction Inc.

The following changes are hereby made to the Contract Documents:

Increase due to utilities - \$3,000.00

Justification: Utilities near watermain

Original Contract Price: \$ 1,307,482.47

Current Contract Price adjusted to previous Change Order: \$ 1,319,161.57

The Contract Price due to this Change Order will be (increased) (decreased) by \$3,000.00

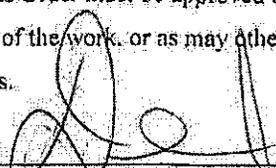
The new Contract Price including this Change Order will be \$1,322,161.57

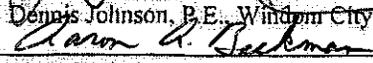
The Contract Time will be (increased) (decreased) by 0 calendar days.

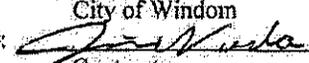
The revised contract completion date for completion of all work will be October 25, 2013

Approvals Required:

To be effective, this Order must be approved by the Owner and the Contractor if it changes the scope of objective of the work, or as may otherwise be required by the OWNER'S Supplemental General Conditions.

Requested by:   
Dennis Johnson, P.E., Windom City Engineer

Ordered by:   
Aaron A. Beckman  
City of Windom

Accepted by:   
Contractor

Original Contract - Required Completion Date October 25, 2013

Current Contract Completion Date adjusted to previous change order \_\_\_\_\_

\*\*\*END OF SECTION\*\*\*