

Council Meeting
Tuesday, May 6, 2014
City Council Chambers

7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–April 15, 2014
2. Consent Agenda
 - Minutes
 - Economic Development Commission – April 14, 2014
 - Tree Commission – April 16, 2014
 - Utility Commission – April 23 & 30, 2014
 - Community Center Commission – April 28, 2014
 - License
 - Windom Lions Club – Temporary On-Sale Liquor License
 - Windom Chamber – Amplification Equipment Permits - Riverfest
3. Department Heads
4. Public Hearing – Sixteenth Avenue Street Vacation
5. Windom Area Hospital Update
6. Street Committee Recommendations
 - Riverfest Street Closure
 - 2014 Seal Coat Project
 - Shelter Houses – Roofing Work in Parks
7. Water Department
 - Consumer Confidence Report
 - Water Week May 5th - 11th
 - Hydrant Flushing – May 5th - 16th
8. CMMPA Conservation Improvement Support Services
9. Airport Jet-A Fuel System Project
10. Donation from Paul Langland to Windom Fire Department
 - Bin Extraction Equipment
11. Personnel New Hire Recommendations
 - Street - Seasonal Temp Position Hire Recommendation
 - Community Center - Seasonal Temp Position Hire Recommendation
 - Electric Superintendent
 - City Council Interview – Brent Brown
 - Hire Recommendation
12. New Business
13. Old Business
14. Regular Bills
15. Council Concerns
16. Board of Review Reminder – May 13, 2014 – 4:30 p.m.

17. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
April 15, 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, Kelsey Fossing and Dominic Jones

Council Absent: Mayor Maricle and JoAnn Ray

City Staff Present: Steve Nasby, City Administrator; Marv Grunig, Electric Utility Manager; Jim Kartes, Building Official; Chelsie Carlson, Finance Director/Controller; Dawn Aamot, Library Director; and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Fossing second by Cooley to approve the City Council minutes from April 1, 2014. Motion carried 4 – 0 (Ray absent)

5. Consent Agenda:

Powers noted the minutes from the following Boards and Commissions.

- Utility Commission – April 2, 2014
- Airport Commission – April 7, 2014
- Library Board – April 8, 2014
- Parks & Recreation Commission – April 9, 2014

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

Powers said there was an application for an exempt gaming license from the Windom Chamber of Commerce for a raffle held in connection with Riverfest.

Motion by Fossing second by Cooley to approve the exempt gaming license for the Windom Chamber of Commerce. Motion carried 4 – 0 (Ray absent).

6. Department Heads:

Chelsie Carlson, Finance Director\Controllor, said that staff had been seeing more credit card uses and is proposing changing the City's credit card system to a master account with the departments each issued their own cards under the City's account. This new system would be through the State of Minnesota contract and operated by US Bank. Each department would then compile the invoices and match them to the monthly statement before it is turned into the finance department for payment. Currently there are numerous invoices submitted from the credit card purchases and those from charge accounts at local vendors that need to be sorted, matched to departments and then reconciled. Having these purchases separated into departments would streamline the process. Also, by having the credit card purchases the vendors would be paid more quickly than the existing system of submitting monthly statements. In the Council packet is a memorandum outlining the proposal, a credit card use policy and acknowledgement.

Cooley asked if local vendors would be able to accept these credit cards from this State system. Carlson replied that the vendors do accept credit card payments, but not have to compile monthly statements and submit invoices so this system may be easier for them too. Cooley said that he can see this would be a more efficient way of tracking the purchases.

Powers asked if there is a fee for the cards. Carlson said that the cards have no fee to the City for their use and do have a rebate possibility. The fees the vendors would have are the same as they would for use of VISA or MasterCard.

Jones asked about the current system. Carlson said the City currently has two cards that are "checked out" by the users and sometimes there is an issue with others needing the cards and much time is spent matching up invoices with the statements. Jones asked if the proposed credit card system would preclude the Council from approving the payments with the regular bills. Carlson said the purchases made must be within the approved budget per the policy and the payment approval process is the same as is used now.

Fossing clarified that this system would associate each purchase directly with the department using the card. Carlson said that is correct.

Powers asked if there are limits on the credit cards. Carlson replied that the City can set limits on the cards and can limit the number and type of transactions as well. She added there is fraud protection up to \$100,000 with this program.

Fossing asked if there were any downsides on using the proposed system. Carlson replied that she has not identified any.

**Motion by Cooley second by Fossing to approve the City staff to revise the credit card purchasing program through the State of Minnesota and US Bank as presented.
Motion carried 4 – 0 (Ray absent).**

7. CliftonLarsonAllen LLP – Auditor Engagement Letter:

Carlson said that the City Council had selected CliftonLarsonAllen LLP to do the City's audit and this letter is the annual formal engagement for those services showing the scope of work and the fee. She said that the audit process has started and the financial statement will be done in May.

Nasby noted that the EDA Board met on Monday and approved the engagement letter for the EDA's portion of the work to be completed.

Jones asked if the City was going to need a federal single audit. Carlson replied that the auditors are working on that calculation as the threshold is \$500,000 in federal funds. If the City needs a federal single audit the cost is an additional \$2,500.

Motion by Jones second by Fossing to approve the engagement letter between the City of Windom and CliftonLarsonAllen LLP. Motion carried 4 – 0 (Ray absent).

8. Renew Extended Warranty for Caterpillar Generators:

Marv Grunig, Electric Utility Superintendent, said that the cost to purchase the extended warranty for the Caterpillar Generators is \$3,463 per engine per year for 3 years. The generators were purchased in April 2001 and the warranty is a good insurance policy to have as long as it is reasonably priced. This proposal would warranty the units to 2016. Grunig recommended purchasing the extended warranty as does the Utility Commission.

Fossing asked what the cost is for a new generator. Grunig said it is \$1.5 million.

Motion by Jones second by Fossing to approve the agreement between the City of Windom and Caterpillar, Incorporated for an extended warranty on the electric generators as presented. Motion carried 4 – 0 (Ray absent).

9. Planning Commission Recommendation – Conditional Use Permit – 1113 Fifth Street:

Jim Kartes, Building Official, said that the owners of property at 1113 5th Street have requested a conditional use permit to construct a 28' x 52' garage on their property. This requires a conditional use permit because it exceeds the maximum floor area for an accessory building on a lot of this size. He said the property owners have three lots at this location and if they were all considered one lot then the conditional use permit would not have been needed. The Planning and Zoning Commission is recommending approval as the conditional use would not conflict with the comprehensive plan, is not in conflict with the uses in this zone, does not unreasonably harm the public health, safety or welfare and does not conflict with adjacent properties. There were no objections from the neighbors.

Jones asked if this conditional use permit would cause an issue with a non-conforming use if one or two of the other lots were sold. Kartes said the conditional use permit goes with

Preliminary

the property so no non-conforming use would be created. Jones asked if a garage and storage shed would be considered the same type of use. Kartes replied the use is the same.

Motion by Jones second by Cooley to approve the conditional use permit for 1113 5th Street as presented. Motion carried 4 – 0 (Ray absent).

10. Airport Commission Recommendation:

Nasby said that the MN DOT Aviation office has identified funding for the proposed runway justification study a year earlier than on the airport's capital plan. The Airport Commission is recommending moving ahead with the project as it was scheduled to be the next project and the process of lengthening the runway is several years long so starting sooner than later is advantageous. The project timeline would be the study this year and then an environmental review, land acquisition and then construction so it is a multi-year process. This is a state grant so the cost split is 70/30 of the \$37,500 study fee, with the City being responsible for \$11,250. Nasby said since this is a 2015 project the Council would need to decide if they wanted to forward fund the project or take the funds out of the reserves as there is not sufficient money in the 2014 Airport budget to pay for the study.

Motion by Jones second by Fossing to approve the engineering study agreement for the runway justification study between the City of Windom and TKDA as presented and to forward fund the project from the 2015 budget. Motion carried 4 – 0 (Ray absent).

Nasby said that the 2014 Jet A Fuel Project was bid on April 9th and one bid was received and it was higher than the engineer's estimate. The bid was for \$192,000 and the estimate was \$150,000 to \$160,000. One alternate on the bid is for a new pad by the fueling station and the cost is about \$24,000 for that item in addition to the fuel system cost so the alternate may need to be eliminated as well. The engineer is working with the vendor to find ways to reduce the cost on the fuel system. A recommendation will be coming to the City Council on May 6th regarding this project.

11. Donation from Atlas Outfitters Rescue Equipment and Training to the Windom Fire Dept:

Nasby said that the donation is valued at \$1,000 for five swift water vests. The City Council thanked Atlas Outfitters Rescue Equipment for the donation.

Council member Fossing introduced the Resolution No. 2014-17, entitled "AUTHORIZATION TO ACCEPT A DONATION OF FIVE SWIFT WATER RESCUE VESTS FROM ATLAS OUTFITTERS RESCUE EQUIPMENT AND TRAINING FOR THE WINDOM FIRE DEPARTMENT" and moved its adoption. The resolution was seconded by Cooley and on roll call vote: Aye: Fossing, Jones, Cooley and Powers. Nay: None. Absent: Ray. Abstain: None. Resolution passed 4 – 0.

Preliminary

12. Personnel – Library Assistant Hire Recommendation:

Dawn Aamot, Library Director, said there were 16 applications for the position and seven candidates were interviewed. The recommendation is to hire Nancy Sajban as the part time library assistant at Grade 6, Step 1. She would start training and then start about June 2nd.

Jones said the memorandum mentions part-time of at least 20 hours per week. Is this capped at a specific number of hours? Nasby said the cap is 29 hours per week on an average.

Motion by Cooley second by Fossing to approve the hiring of Nancy Sajban for the part-time Library Assistant position at Grade 6, Step 1. Motion carried 4 – 0 (Ray absent).

13. New Business:

None.

14. Old Business:

Nasby said that an electronics and appliance recycler vendor had been found for the City-wide Clean-up and the cost will be the same as last year which is \$10 for appliances and \$20 for electronics. These items will need to have special tags purchased at City Hall by May 8 and all of the items will be picked up on May 10 city-wide.

15. Regular Bills:

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

16. Contractor Payment:

Nasby said that the North Windom Industrial Park project has been completed and Dennis Johnson, Wenck Associates has submitted the paperwork for the final payment. He is recommending the final payment of \$105,946.02 be made to Holtmeier Construction, Inc. and that change order #4 be approved.

Jones asked if there were any outstanding items. Nasby replied that he had spoken to the EDA Director and there were no outstanding punch list items.

Motion by Jones second by Fossing to approve the contractor payment to Holtmeier Construction, Inc. in the amount of \$105,946.02 and approve change order #4 as presented. Motion carried 4 – 0 (Ray absent).

Preliminary

17. Council Concerns:

Jones said that it is important for the Council and department heads to be aware of the “substantial completion dates” on projects as this is typically when some of the warranty periods begin. Other paperwork such as notices to proceed is also key for these projects.

18. Adjourn:

Powers adjourned the meeting by unanimous consent at 8:05 p.m.

Bradley Powers, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
APRIL 14, 2014

1. Call to Order: The meeting was called to order by President Erickson at 12:02 p.m.

2. Roll Call & Guest Introductions:

EDAWN Commissioners: Juhl Erickson, Sally Larson, Justin Espenson, Dominic Jones, and Kelsey Fossing.

Also Present: EDA Staff – Aaron Backman, EDA Executive Director, and Mary Hensen, Admin. Asst.; City Administrator Steve Nasby, and WADC Liaison Tara Christensen.

3. Approval of Minutes:

Motion by Commissioner Larson, seconded by Commissioner Jones, to approve the Minutes of the EDA Meeting held on March 10, 2014. Motion carried 3-0. (Commissioners Espenson and Fossing arrived after this vote.)

4. North Windom Industrial Park

A. SWRDC/Federal EDA Grant Application – Update: In February the EDA Board authorized the EDA Executive Director to submit an application to the Southwest Regional Development Commission (SWRDC) requesting a grant from the Federal EDA to be used towards costs for Phase II of the NWIP. In early March the City Council authorized the submittal of the \$352,325 grant application and committed to the local match. The 130-page economic adjustment assistance application (including narrative, required forms, a preliminary engineering report and an environmental report) was submitted by the Windom EDA by the March 13th deadline. Windom's project was the only application submitted in the State of Minnesota. According to Betsy Herding from the SWRDC, the Chicago Regional EDA office has been reviewing the application and has not, as of yet, had any additional requests for information. The Federal EDA Review Committee is expected to do an initial review of all applications on April 16th and April 17th. It is possible that Pat Overall, the EDR, may meet with Betsy Herding in the Twin Cities on April 22nd or 23rd regarding the Windom project.

B. Shovel-Ready Certification: The EDA's second Strategic Goal for 2014 includes obtaining Shovel-Ready Site Certification from the State of Minnesota through DEED for the new North Windom Industrial Park. Shovel-ready sites certify to prospective businesses and site selectors that the most time-consuming technical and regulatory aspects of development are already complete. The EDA has begun collecting utility information for the application which is due by April 30, 2014, and requests EDA Board authorization to complete the filing of this application.

Motion by Commissioner Espenson, seconded by Commissioner Fossing, to authorize the EDA Executive Director and staff to submit an application to the Minnesota Department of Employment & Economic Development for Shovel-Ready Site Certification for the North Windom Industrial Park. Motion carried 5-0.

C. Fast Manufacturing – Update: Director Backman advised that over the past month construction has been progressing on Phase II. Structural steel is up and work has begun on the roof which should be completed by early May. Phase II walls will start the week of April 14th. On April 10th Nancy and Verlyn Fast attended a special awards event at the Hyatt Regency in downtown Minneapolis. Director Backman had nominated them for this year's "Progress Minnesota" award for their work in growing Fast Manufacturing, including their expansion to the North

Windom Industrial Park. Twenty-three companies and/or individuals were recipients of this annual award presented by the Finance and Commerce publication. Of the nine individuals recognized, only three award winners were from Greater Minnesota. Director Backman also attended the awards event.

5. Windom Housing Study – Update: Director Backman reported that Jay Thompson of Viewpoint Consulting Group started the information-gathering process with a visit to Windom on March 24, 2014. Director Backman provided a tour of the community and Mr. Thompson began interviewing major employers that day. He has called the eight largest employers in town with specific questions pertaining to employees, etc. The following week the consultant returned to Windom to meet with real estate individuals and for additional meetings. Mr. Thompson is currently analyzing the data and input that he has received so far. He is pleased with the responsiveness from all the Windom contacts. The initial draft of the Housing Study is expected to be completed by the week of April 28th.
6. Restaurant Update: Director Backman advised that on March 22, 2014, Rex Potter purchased the Eagles property and is leasing it to Gustavo and Maria Hidalgo. The Hidalgos operate Los Potros Mexican Restaurant in downtown St. James, Minnesota. They intend to open the former Eagles Club on May 1st as “Margaritas’ville”. Interior renovation of the building by Fredin Construction began on April 7th. A purchase agreement has been submitted and accepted on the former Happy Chef property and it is expected that a closing will be held on or about May 15th. An opening date has not been announced yet.
7. Ag Builders (Former Towlerton Site) – TIF 1-18: Director Backman related that Glen Francis, owner of Ag Builders of Southern Minnesota and GDF Enterprises, is seeking to redevelop the former Towlerton auto dealership site, an area encompassing roughly 6.3 acres of land, at the junction of Highways 60 and 71. On March 31, 2014, Mr. Francis acquired the site from R & L Investments and has re-activated building utilities. Mr. Francis intends to eventually relocate the Ag Builders and GDF Enterprises offices and showroom from their current facility east of the railroad tracks to the former Towlerton building. He intends to renovate the property and is seeking TIF assistance for reimbursement of a portion of the developer costs. Director Backman gave examples of eligible expenses and offered information concerning the next steps pertaining to potential TIF assistance.
8. Career Fair/Business Tour
 - A. Remick Application: Director Backman reported that the Windom EDA has been working with the Windom Area Schools, Chamber, and WECC regarding the idea of holding a Career Fair this Fall for students (10th through 12th graders). The Committee is proposing the Windom Community Center as the location for the event. In addition, the Committee is considering setting up public tours of larger local businesses (e.g. Toro, Fast Manufacturing, Big Game, Good Samaritan, Windom Hospital, etc.) The Committee would encourage students (5th through 11th graders) from Windom and area schools and their parents to attend. The idea is to encourage students to consider working in a variety of careers that are available at local employers. The Commissioners discussed the following suggestions for the Committee: (1) Providing a time for students to attend the Career Fair in the afternoon and then opening up the event to parents and adult job seekers from 4:00 to 7:00 p.m. in the evening; (2) inviting representatives from area colleges and technical schools to host booths at the Career Fair; (3) providing information to guidance counselors at area schools; and (4) the possibility of inviting smaller businesses, businesses from outside of Windom, and County representatives, etc. to host booths at the Career Fair. Director Backman reviewed a copy of the proposed budget for these activities with the

Board. To fund the listed activities, a Remick Foundation grant application for \$7,250 is proposed. As the application is due on May 1, 2014, the EDA is requesting that the Board authorize submitting the grant request.

Motion by Commissioner Fossing, seconded by Commissioner Espenson, to authorize the EDA Executive Director and staff to submit an application to the Remick Foundation for a grant of \$7,250 to supplement the budget for the Career Fair and Business Tour for area students to be held in the Fall of 2014. Motion carried 5-0.

9. Clifton Larson Allen – Auditors’ Engagement Letter: The City has changed auditors for 2014 and has retained CliftonLarsonAllen to complete the audit of the City’s financial records. Each year, the City of Windom’s Auditors also prepare a compilation financial statement for the EDA. The City will be entering into an “engagement agreement” with the new auditors setting forth the obligations of each party concerning the audit. It is necessary that the EDA also enter into an “engagement agreement” with CliftonLarsonAllen concerning the compilation financial statement they will be completing for the EDA. Their fees for preparation of this financial statement are set as \$1,000 barring any unexpected circumstances that require significant additional time. The Board had received a copy of the proposed engagement letter for review.

Motion by Commissioner Jones, seconded by Commissioner Larson, to approve the engagement agreement with CliftonLarsonAllen for services to prepare a compilation financial statement for the EDA and authorizing the EDA President to execute this agreement. Motion carried 5-0.

10. SCDP – Subordination Request: The City of Windom acted as the lead city for the joint Windom-Mountain Lake 2009-2013 Small Cities Development Program. As the lead city, whenever satisfactions or subordinations are required concerning any SCDP loans to Mt. Lake residents, the City of Windom is directed to prepare and execute those documents. The EDA has received a request for a subordination for a Mt. Lake resident who is obtaining financing to pay off the contract on her home. She is obtaining a purchase money loan from Fulda Area Credit Union and the Credit Union has requested a subordination of the City’s SCDP mortgage. It is the EDA’s policy to subordinate SCDP mortgages to allow homeowners to refinance their purchase money mortgages. The Board received a copy of the proposed Subordination Agreement for review.

Motion by Commissioner Larson, seconded by Commissioner Espenson, approving the subordination of the above-described Mt. Lake SCDP loan to a new purchase money mortgage by Fulda Area Credit Union and authorizing the Windom Mayor to execute this subordination. Motion carried 4-0, abstention: Commissioner Jones.

11. River Bluff Estates – Mowing Bids: Director Backman advised that it has been three years since the last advertisement for bids for the lawn mowing services at the townhomes and the EDA’s River Bluff lots. In March, 2014, an ad was published in both the Citizen and Shopper for two weeks. The Board had received a copy of the ad and also a recap of the nine bids received for the 2014 Mowing Season. After discussion, the following action was taken.

Motion by Commissioner Larson, seconded by Commissioner Espenson, approving the bid submitted by Allen Rahn in the amount of \$2,000 for lawn mowing and trimming services at the River Bluff Townhomes and the EDA’s lots in Riverbluff Estates Subdivision for the 2014 mowing season. Motion carried 5-0.

- 12. Unfinished Business: Director Backman updated the Board on the status of a potential new project in the North Windom Industrial Park.
- 13. Miscellaneous Information
 - A. EDA Monthly Financial Recap: The Board received a copy of the EDA's Account Activity through March 31, 2014.
 - B. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the financial reports provided by Van Binsbergen & Associates for the period ending February 28, 2014.
- 14. Adjourn: By consensus, President Erickson adjourned the meeting at 1:10 p.m.

Justin Espenson, EDA Secretary-Treasurer

Attest: _____
Aaron A. Backman, EDA Executive Director

**CITY OF WINDOM TREE COMMISSION MEETING
MINUTES April 16, 2014**

1. Call to Order: The meeting was called to order at 5:17 p.m. in the council chambers at city hall by Joanne Kaiser, Vice-Chair

2. Roll Call:
Commission Present: Joanne Kaiser, Deborah Polzin, Eldon Moon
Commission Absent: Vicki Tucci, Craig Zimmerman
City Staff Present: Bruce Caldwell, City of Windom Tree Inspector
Council Liaisons: JoAnn Ray (Absent)
Public Present: David Bucklin

3. Approve Minutes of January 15, 2014
Motion by Eldon Moon, seconded by Deborah Polzin
Motion Carried.

4. Treasurer Report: \$2,500

5. Old Business:
 - a. Sub-zero cold winter temps might have reduced the number of Emerald Ash Borer larva and adults but not enough to reduce the threat. Our ash trees are likely doomed.
 - b. A flyer was sent out with city utility bills resulting in flurry of tree sales. All trees have been sold. Tree planting will be city wide.
 - c.

6. New Business:
 - a. Trees will be delivered the week of May 5 – 8. Conservation Corp will be in Windom planting trees May 14-15.
 - b. Toro has purchased 100 trees to be planted at the Windom Recreation Center. 36 trees were sold for the regular boulevard tree project. 26 trees will be planted in the area of the 2013 street reconstruction project
 - c. Tree order for the Toro project included 15 Black Hills Spruce and the rest were tall shade trees.
 - d. Members with terms ending on 12-31-2014 are Eldon Moon and Vicky Tucci.

7. Open Mic: Once again it was stressed that all new trees and those planted in the past couple years need adequate water throughout the season.

8. Meeting adjourned at 5:47 pm.

Next Tree Commission Meeting September 3, 2014 at 5:15 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

Tree Commission Secretary _____

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
April 23, 2014

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. on January 22, 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: Steve Nasby, City Administrator; Marv Grunig, Electric Utility Manager; and Mike Haugen, Water / Wastewater Superintendent

APPROVE MINUTES

Motion by Riordan, seconded by Francis, to approve the April 2, 2014 Utility Commission minutes. Motion carried 3 - 0.

WATER/WASTEWATER ITEMS

Peterson Feed Mill - Haugen said that he had been working with Mr. Peterson on the frozen water service line for several months. The service line is an old, galvanized pipe about 400 feet long and runs underneath the City's electric utility pole storage lot. This is likely due to the fact that the property was formerly all one parcel and the service line was not moved when the parcel was divided. Whether or not there is an easement for this water line is unknown. Due to the service line crossing the City's property Mr. Peterson thinks the City should pay for at least some of the repair. The Commission discussed the policy is that the City is responsible from the main to the curb stop and the property owners are responsible for the service line. The Water Department has contacted a contractor to fix the service line. The Commission inquired if that is common to have the City make the arrangements for repair of service lines or if that should be done by the property owner. Haugen replied that it is up to the owners, but about 90% of the time the owners ask the City to handle the project as it can request locates and knows local contractors to do the work.

Jones thought that the property owner should have at least had the option to have the repair completed. If there is more than one line break or future breaks there could be on-going problems with this service. Jones asked what the costs have been to fix other lines. Haugen said they are about \$900-1,000 but this one may be less as it is in an open area and does not require any street repair.

Jones suggested that it may be beneficial to have an easement for the service line drawn up and that would help clarify the responsibilities of the parties. Nasby and Schwalbach noted that an easement could conflict with future uses such as construction of a building on the City lot.

Nasby suggested that one other option is to have the service line relocated off the City's property so there is not an issue in the future. To accomplish this there may be some cost to the City.

Riordan asked if there are similar situations in town. Haugen replied that there have been a few, mostly sewer lines, and the City makes them put in separate lines.

Consensus of the Utility Commission to invite Mr. Peterson to the next meeting to discuss the situation with him as the repair costs and condition of the service line will be known.

REGULAR BILLS

Motion by Riordan second by Francis to pay the regular bills. Motion carried 3 – 0.

Haugen said that the Wenck Associates bill for the well head protection plan may go a little over the quote due to some additional work.

OLD BUSINESS

Grunig said that the request for the elimination of the utility prepayment by the Windom HRA for Hillside Manor was heard at a prior meeting and he has a proposal for the Commission. He said the cost to remove the meters in the building and have only one master meter was cost prohibitive from the HRA's standpoint. In researching other multi-unit properties with the Finance Director\Controllor and billing person the City does allow the meters to remain in the property owner's name even if the property is rented. This is allowed since there is an opportunity to assess some utility costs via property taxes to the property owners and the City's ability to turn off the meter and not re-activate it unless any unpaid charges are made current.

The Utility Commission was in favor of offering this solution to the Windom HRA as it is currently being done for other multi-unit properties. As such, no action is needed.

ELECTRIC ITEMS

Electric Superintendent Hire - Grunig said that applications were received and he has reviewed them to verify the minimum qualifications have been met. He is recommending that the Utility Commission establish an interview schedule and decide how the interviews will be conducted. The Utility Commission felt the whole group should do the interview and invite the City Council members to attend as it is a public meeting. Also, since there are two members of the Personnel Committee participating in the Utility Commission interview it would probably not be necessary to have them conduct an interview as well since the recommended candidate(s) would be interviewed by the City Council as well. The Commission decided on April 30, 2014 as the interview date. Grunig would work on interview questions and be the primary person asking questions to follow-up on any technical items as needed since he has the most knowledge of the electric department operations.

WATER/WASTEWATER ITEMS

Main Interceptor Line Televising and Cleaning - Haugen said that a quote was received from Empire for \$12,126.40 and this is \$1.10 per foot for the 11,024 foot line. The last televising and cleaning was in the late 1990's or 2001.

Schwalbach asked about the higher price for the work as compared to the other jetting projects that firm has completed for the City. Haugen replied that the other work is for smaller lines and the company's fee increases for lines over eight inches.

Motion by Riordan second by Francis to approve the quote from Empire for the televising and cleaning of the main line as presented. Motion carried 3 – 0.

Well Head Protection Plan – Haugen said that first draft has been completed and has been sent to the State for its review.

ELECTRIC ITEMS

Tantalus Meters – Grunig said as a follow-up to the presentation at the last meeting he had obtained some budgetary numbers for upgrading the electric system. He reviewed the quote from Tantalus and the additional work that would need to be done in-house to get a new system up and operating. The preliminary cost estimate based on rough meter numbers is \$500,000. To add on the meters for water to use the system is an additional fee for their meters, but the same software and office hardware can be used for both. Grunig suggested that the next steps would be to visit a system that is in operation and there is one in Algona, IA. He also said the City could do a pilot project and try out a few of the meters on a trial basis.

Haugen handed out a price quote for Badger meters, which is what the majority of the City's meters are currently. The price to make the current meters operational with this system would be about \$85-90 each, which is only for the electronic part. He noted that most of the City's meters are quite old and no replacement meters or parts are available so the whole meter should be considered as being replaced. The price for all new meters would range from \$185 – 260 each. The cost to upgrade all 2025 meters to a new solid state plastic meter is about \$445,000 not including the installation costs and other miscellaneous costs.

Jones said that Red Rock Rural Water is also looking at a system for them and if there is a possibility of doing some joint purchasing the cost of the equipment would probably go down due to an economy of scale purchase.

Jones left the meeting 11:30 a.m.

Nasby noted the cost of the new systems would be off-set by additional revenue generated from improved accuracy and from the elimination of labor for meter reading.

Schwalbach said that the Commission will need to look at the data on the savings, do additional research and then use that data to determine if the costs of the new system are justified on the return on investment.

Haugen asked if the Commission would be open to another presentation on meters. The Commission agreed that additional education is beneficial, but not a sales pitch.

CMMPA Agreement for Conservation Improvement Program – Grunig said that CMMPA has been handling the administrative, program development and promotion portion of this CIP program. It is a State requirement to participate and report. A change at CMMPA has caused this function to be undertaken by a consultant. The consultant is Energy Insight out of Chanhassen, MN. The proposal is for Windom to join the CMMPA, as in the past, and become a party to the consultant agreement. This consultant will also help out with assessments and

calculations on energy savings and rebates. The estimated cost for Windom is \$25,672 and is based on a methodology from CMMPA on electric use, but this is less than Windom was previously paying. The agreement is for three years.

Motion by Francis second by Riordan to approve the agreement between CMMPA and the City of Windom as presented for CIP services. Motion carried 3 – 0.

NEW BUSINESS

None.

ADJOURN

Schwalbach adjourned the meeting at 12:04 p.m. Next meeting date is April 30, 2014.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
City Hall, Council Chamber
April 30, 2014

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. on April 30, 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: Steve Nasby, City Administrator, Chelsie Carlson, Finance Director, Marv Grunig, Electric Utility Manager; Mike Haugen, Water / Wastewater Superintendent
City Council: Kelsey Fossing

ELECTRIC ITEMS

Interview – Electric Superintendent – The Commission interviewed a candidate for the position of Electric Superintendent. Through a lengthy question and answer session, the candidate discussed previous experience, certifications, knowledge, skills, and management style. Throughout the interview Grunig provided information about Windom’s electrical system, current staff, and responsibilities of the position. The candidate was also given an outage situation and asked to assess the situation and recommend a course of action.

Upon completion of the interview, Grunig reported to the Commission that he feels this candidate has a wide base of knowledge and prior experience with most aspects of the open position. The candidate has knowledge and background to share with current staff and also the ability to learn any areas that may be specific to Windom’s system. Grunig recommended presenting this candidate to the City Council as a finalist for the Electric Superintendent position pending verification of certifications and acceptable reference checks.

Motion by Francis second by Riordan to forward Brent Brown to City Council as a finalist for the Electric Superintendent position, pending certification verification and reference checks. Motion carried 3-0.

NEW BUSINESS

None

OLD BUSINESS

Peterson Feed Mill – The Commission continued discussion from the last meeting regarding the repair of the water service line for Peterson Feed Mill. The service line is an old, galvanized pipe about 400 feet long and runs underneath the City’s electric utility pole storage lot. This is likely due

to the fact that the property was formerly all one parcel and the service line was not moved when the parcel was divided.

Haugen reported that the repair of one leak led to additional leaks in the line and he is recommending the line be replaced to avoid ongoing problems with use of the service line. This replacement would also be the time to relocate the line off the City property. Haugen obtained a quote to install a new main and hydrant located off the City's property to the curb box for Peterson Feed Mill. The investment by the City would be approximately \$8,000 to get water to the Right of Way so Peterson Feed Mill could hookup a service line at that point. Peterson Feed Mill would be responsible for the service line and costs from the building to the curb box. There also could be an assessment cost for adding a service line from the main to the curb box if one has not been previously paid. This assessment is the same as other property owners are charged when improvement projects are done.

The Commission directed Haugen to discuss this option, and all the associated costs, with Peterson Feed Mill. They requested written verification that Peterson Feed Mill would hookup to the new service line before the City makes the investment.

The Commission also asked Haugen to discuss cost sharing with Peterson Feed Mill the repair costs for the old line that have already been expended by the City.

ADJOURN

Schwalbach adjourned the meeting at 2:05 p.m. Next meeting May 28, 2014.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes
Monday April 28, 2014

1. Call to Order: The meeting was called to order by Vice President Mitch Voehl at 5:30 p.m.

2. Roll Call: President: Wayne Maras-Absent
CC Director: Brad Bussa
Commission Members: Linda Stuckenbroker
Kelly Woizeschke
Mitch Voehl
Lenny Thiner
Commission Liaisons: Brian Cooley-Absent
Bruce Caldwell-Absent
Jo Ann Ray-Absent
EDA Director: Aaron Backman-Absent
Public:

3. Approval of Minutes:

Motion by Kelly Woizeschke, seconded by Lenny Thiner to approve the March 24, 2014 Community Center Commission Minutes. Motion carried 4-0

4. Additions to the agenda:

Nothing to Report

5. Correspondence:

Windom Area Hospital Foundation- reviewed

6. President's Report:

Nothing to Report

7. Director's Report:

- a. June 2015-Talking to a group to join with Community Center to have an event on Riverfest Weekend.
- b. June 2014- Riverfest-Saturday Parking barricade , parking lot will be open for wedding party to park then will be open to public-wedding will be closed to the public, signage will be up and visitors monitored.

8. Resource Management:

Schedule of Events: Reviewed new bookings

Income & Expense: Commission looked over Income and Expense

9. Miscellaneous:

Roll Ups on Television-Checked with Lakefield, Jackson will not do out of town, and will check with Windom Roll Up.

10. Open Forum:

Kelly Woizeschke asked about Community Center KDOM ad wording-may need to change up wording or delivery, WCC Director Bussa to check it out.

11. Next Meeting:

Tuesday May 27, 2014 @ 5:30 pm

Adjourn:

Motion by Kelly Woizeschke, seconded by Lenny Thiner, to adjourn the meeting at 6:10pm. Motion carried 4-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 444 Cedar Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number	
Windom Lions Club		4-14-1971	E41-6175799	
Address		City	State	Zip Code
PO Box 72		Windom	Minnesota	56101
Name of person making application		Business phone	Home phone	
Dave Brockman		(507) 831-0336	(507) 831-5435	
Date(s) of event		Type of organization		
6/14/2014		<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name		City	State	Zip
<input checked="" type="checkbox"/>	Charles Dewanz	Windom	Minnesota	56101
<input checked="" type="checkbox"/>	Deloy King	Windom	Minnesota	56101
<input checked="" type="checkbox"/>	Dave Brockman	Windom	Minnesota	56101
<input type="button" value="Add New Officer"/>				

Location where permit will be used. If an outdoor area, describe.
 Tegels Park, Cottonwood Lake, Windom MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 No.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Christensen Group Insurance, 11100 Bren Road West, Minnetonka MN 55343 \$1M/\$2M

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

Denise Nichols

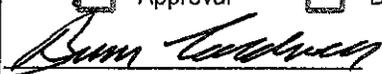
From: windomchamber@windomnet.com
Sent: Friday, May 02, 2014 11:23 AM
To: denise@windom-mn.com; wineda@windom-mn.com
Subject: Permit Application for use of Amplification Equipment in Public

Date of Event
06/13/2014
Location of Event
Windom Area High School Parking West Parking Lot
Start Time
05:00 pm
End Time
10:30 pm
Type of Event
Riverfest - Entertainment & Fireworks Evening Event - Outdoor stage & Live entertainment
Applicant Information
Applicant Name
John Lafferty
Address
303 9th st Windom, Minnesota 56101 United States Map It
Phone
(507)831-2752
Email
windomchamber@windomnet.com

License Fee - None \$0.00

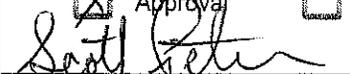
Street/Park Superintendent Recommends

Approval Denial


Street/Park Superintendent

Police Chief Recommends

Approval Denial


Police Chief

Application APPROVED this _____ day of _____, 20____.

Application DISAPPROVED this _____ day of _____, 20____.

City Council

Denise Nichols

From: windomchamber@windomnet.com
Sent: Friday, May 02, 2014 11:25 AM
To: denise@windom-mn.com; wineda@windom-mn.com
Subject: Permit Application for use of Amplification Equipment in Public

Date of Event
06/14/2014
Location of Event
Tegels Park
Start Time
07:30 am
End Time
10:30 pm
Type of Event
Riverfest - beginning with Fun Run (DJ beginning & during run), Live bands begin at 1pm and end at 10pm)
Applicant Information
Applicant Name
John Lafferty
Address
303 9th st Windom, Minnesota 56101 United States Map It
Phone
(507)831-2752
Email
windomchamber@windomnet.com

License Fee - None \$0.00

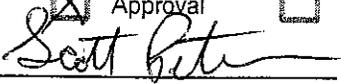
Street/Park Superintendent Recommends

Approval Denial


Street/Park Superintendent

Police Chief Recommends

Approval Denial


Police Chief

Application APPROVED this _____ day of _____, 20_____.

Application DISAPPROVED this _____ day of _____, 20_____.

City Council

Denise Nichols

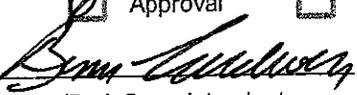
From: windomchamber@windomnet.com
Sent: Friday, May 02, 2014 11:27 AM
To: denise@windom-mn.com; wineda@windom-mn.com
Subject: Permit Application for use of Amplification Equipment in Public

Date of Event
06/15/2014
Location of Event
Tegels Park
Start Time
09:00 am
End Time
06:00 pm
Type of Event
Riverfest - Not expecting major noise during the entire day. However, potential radios/DJ during car show in the park & audio for announcer for the Ski Show 2pm - 5pm
Applicant Information
Applicant Name
John Lafferty
Address
303 9th st Windom, Minnesota 56101 United States Map It
Phone
(507)831-2752
Email
windomchamber@windomnet.com

License Fee - None \$0.00

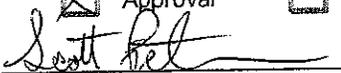
Street/Park Superintendent Recommends

Approval Denial


Street/Park Superintendent

Police Chief Recommends

Approval Denial


Police Chief

Application APPROVED this _____ day of _____, 20_____.

Application DISAPPROVED this _____ day of _____, 20_____.

City Council

Appendix B: Forms for completing a vacation by city council resolution

PETITION FOR VACATION OF (A PORTION OF) 16th Avenue STREET IN THE CITY OF Windom, County of Cottonwood, Minnesota.¹

TO: The City Council of Windom, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on _____ street,² respectfully petition the city council to vacation the aforesaid (portion of) _____ street.³

Print Name	Signature	Address or Description of Property
Mary E. Meyer	<i>Mary E. Meyer</i>	1610 River Road
Fred Meyer	<i>Fred Meyer</i>	1610 River Road
Devera Wanner	<i>Devera Wanner</i>	
Greg Wanner	<i>Greg Wanner</i>	1595 17th St.
Robb	<i>Robb</i>	1574 River Rd
Kent Welles	<i>Kent Welles</i>	1590 River Rd
Kristi Haugum	<i>Kristi Haugum</i>	1805 17th St.
Muriel Goup	<i>Muriel Goup</i>	1630 River Rd.
Jackie Weinberg	<i>Jackie Weinberg</i>	1590 River Rd.

¹ The abutting landowners' petition is not required to commence a vacation. The City Council may commence a vacation procedure on its own initiative. However, a vacation commenced without a valid petition must be passed by a 4/5 favorable resolution of City Council. When a petition needing multiple sheets of paper is used, each sheet should bear the full heading at the top, so that all signers and the city have a clear understanding of the nature of the petition being signed.

² Please see "Procedure for Vacation of Streets" memo Section II-A-1 for a discussion of the legal requirements relating to abutting landowners signatures.

³ The description of the street to be vacated should be complete enough to prevent any possible uncertainty or ambiguity. In some cases, particularly where only a portion of a public street or grounds will be vacated, a legal description may be necessary.

Memo

To: City Council
Re: Request for Vacation of 16th Avenue
Date: April 29, 2014
From: Bruce Caldwell Street Dept. Superintendent

In response to the street vacation request I consulted with several of the City department heads and the Street Committee about the possibility of vacating 16th Avenue. For your consideration, the following is information from those departments.

Telecom Department:

Dan Olsen, Telecom Manager states that the City of Windom Telecom has existing fiber optic facilities located in the street to be vacated. We cross the street at a right angle and do have a Passive Optical Network cabinet located to the edge of the street. In order for the street to be vacated we would need to have a utility easement secured for all facilities.

Windom Electric Utility:

Electric Utility Manager Marv Grunig indicates that he would not be in favor of vacating that proposed street. While understanding there might be some increased value to the adjacent property owners if the proposed street was vacated, it simply would not serve the city's future interest to do so. Logistically, a normal city block is 350' to 400' in length. Distance from 15th Avenue to 17th Avenue on 17th Street is in excess of 2000'. Any future residential development to the north of 17th Street and west of the Windom Area High School (albeit 10 to 20 years from now) would put all the traffic flow and access on 15th and 17th Avenues. While this does not seem to be an issue today, but who knows what the future brings.

Currently, there are buried electric lines and also other public and private utilities in the southern half of the proposed 16th Avenue serving customers on River Road. Very possibly, with future growth to the north, the northern half of the proposed 16th Avenue would provide the utility service corridor for those customers. A vacation of the propose 16th Avenue would then require establishing easements for those existing utilities and future pathways. In my judgment, vacating the proposed 16th Avenue serves no benefit to the City of Windom and only limits access for traffic flow and utilities serving growth to the north in the future.

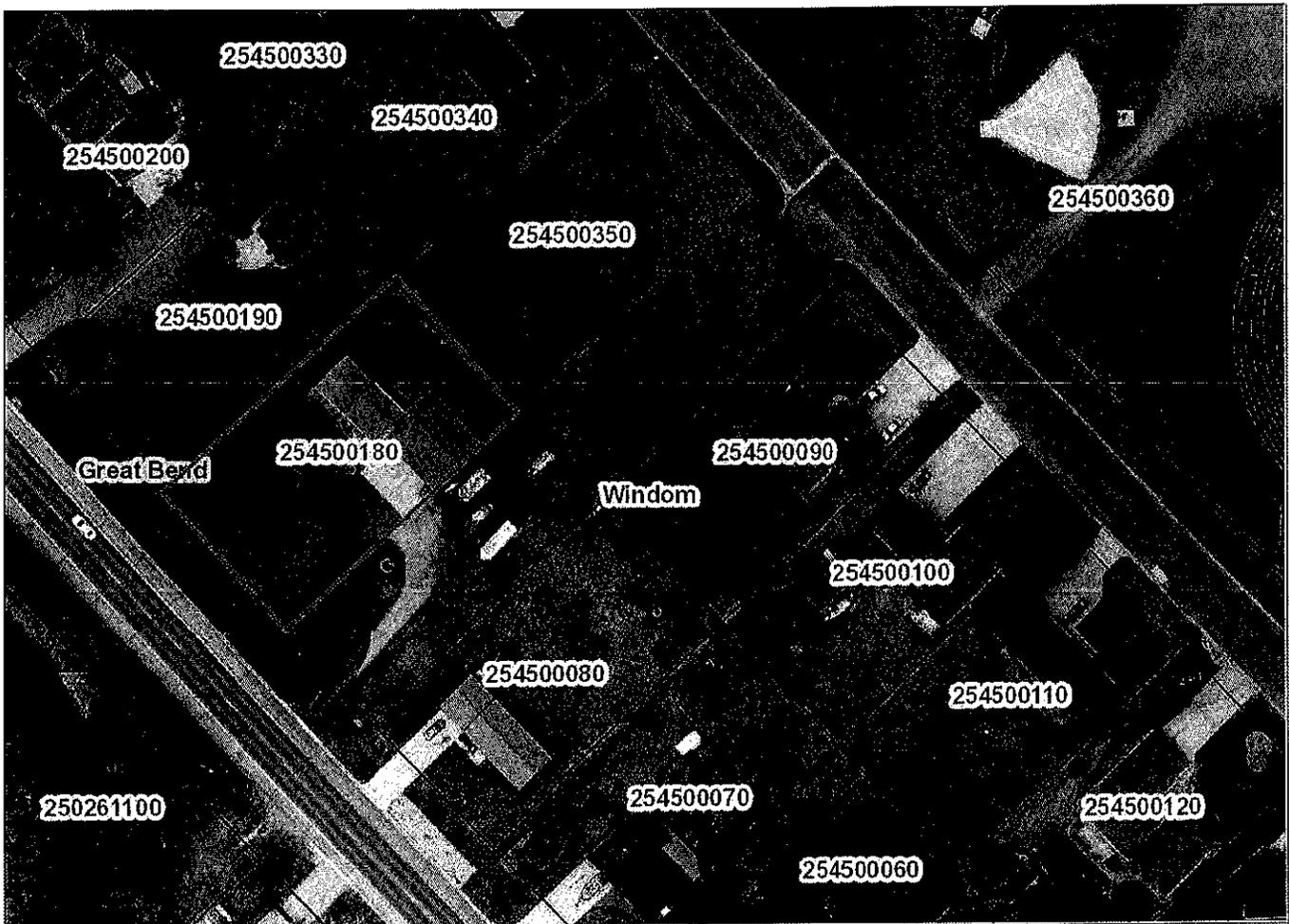
Street Superintendent Bruce Caldwell & Council Street Committee:

During the discussion with the Street Committee on March 25, 2014 Street Superintendent Bruce Caldwell stated he had discussed this request with some of the other city department heads. Most of them did not feel this would be in the best interest to the city in the long term. This discussion with staff also identified that there are several underground utilities located in this area.

Also, 16th Avenue could be a future link from River Road to 17th Street and to the school property just to the north of 17th Street if there would be future development in that area. Caldwell states that he has had considerable problems with standing water at the 17th Street & 16th Avenue intersection. The only way to be rid of that water is to construct a new storm water main and catch basins going down this plotted street to River Road. The staff is also concerned about the additional costs to new create a new utility easement and/or relocating utilities versus leaving the situation as it is.

The City also needs to be proactive concerning future development on the property north of 17th Street. If 16th Avenue were to be improved it would create a needed access point for residences to get to River Road reducing traffic issues at 15th Avenue & 17th Street and also at 17th Street & 17th Avenue. Due to the traffic generated by the school the 16th Avenue access point would be highly beneficial to any future development.

Based on the information from the City's departments, and allowing for future development, the Street Committee's recommendation to the Council is to deny the request for vacation of 16th Avenue.



Parcel ID	254500180	Alternate ID	n/a	Owner Address	MEYER/FRED & MARY
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL/SINGLE UNIT		1610 RIVER RD
Property Address	1610 RIVER RD	Acreage	n/a		WINDOM MN 56101
	56101				
District	n/a				
Brief Tax Description	n/a				
	(Note: Not to be used on legal documents)				

Last Data Upload: 5/1/2014 3:42:53 AM



NOTICE OF PUBLIC HEARING

Notice is hereby given that on Tuesday, May 6, 2014, during the regularly-scheduled City Council Meeting beginning at 7:30 p.m. in the Council Chambers at City Hall, 444 9th Street, Windom, Minnesota, the City Council of the City of Windom will conduct a hearing regarding a petition for the vacation of the street right-of-way, known as 16th Avenue between River Road and 17th Street and described as follows:

DESCRIPTION (FOR VACATING SIXTEENTH AVENUE)

Sixteenth Avenue street right-of-way runs between four lots within the Kalash Addition. Sixteenth Avenue is platted on the northwest side of Lots 8 & 9 in Block 2 and the southeast side of Lots 1 & 19 in Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

Those persons wishing to be heard on the proposed vacation of the street right-of-way are requested to attend this meeting.

By order of the Windom City Council:

Dated : April 8, 2014

Steven Nasby
City Administrator



RESOLUTION # 2014-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

A RESOLUTION APPROVING THE VACATING OF SIXTEENTH AVENUE AS DESCRIBED HEREIN

WHEREAS, a petition signed by the majority of property owners abutting Sixteenth Avenue was received by the City Administrator on the 27th day of March 2014; and

WHEREAS, the petition requested that pursuant, to Minnesota Statute §412.851 the City Council vacate Sixteenth Avenue legally described as:

Sixteenth Avenue street right-of-way runs between four lots within the Kalash Addition. Sixteenth Avenue is platted on the northwest side of Lots 8 & 9 in Block 2 and the southeast side of Lots 1 & 19 in Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

WHEREAS, the City Council adopted a resolution setting a public hearing on said vacation to be held on May 6, 2014, at approximately 7:30 p.m.; and

WHEREAS, the City Clerk caused said written notice of the hearing to be published and posted at least 10 days before said hearing; and

WHEREAS, the City Clerk of the City of Windom caused written notice of said hearing to be mailed to each of the property owners affected by the proposed vacation at least 10 days before the hearing; and

WHEREAS, a public hearing on the proposed vacation was held on May 6, 2014, at approximately 7:30 p.m. in the Council Chambers in City Hall, Windom, Minnesota and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the City Council for the City of Windom believes it to be in the best interest of the City of Windom to vacate the aforementioned Street.

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

1. That it is in the best interest of the City of Windom to vacate the platted Sixteenth Avenue Street right-of-way, and therefore the vacation of the aforementioned street right-of-way is hereby approved.
2. The City of Windom hereby reserves a utility easement within the boundaries of the aforementioned vacated street right-of-way.
3. The City Clerk for the City of Windom shall prepare a Notice of Completion of the proceedings which shall contain the name of the city, identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected. Further, the City Clerk shall present the same to the Cottonwood County Auditor for the purpose of entering the same into the transfer records for the County of Cottonwood.

Adopted this 6th day of May, 2014.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

RESOLUTION # 2014-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION DENYING THE VACATING OF SIXTEENTH AVENUE AS DESCRIBED HEREIN

WHEREAS, a petition signed by the majority of property owners abutting Sixteenth Avenue was received by the City Administrator on the 27th day of March 2014; and

WHEREAS, the petition requested that, pursuant to Minnesota Statute §412.851, the City Council vacate Sixteenth Avenue legally described as:

Sixteenth Avenue street right-of-way runs between four lots within the Kalash Addition. Sixteenth Avenue is platted on the northwest side of Lots 8 & 9 in Block 2 and the southeast side of Lots 1 & 19 in Block 3 of Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

WHEREAS, the City Council adopted a resolution setting a public hearing on said vacation to be held on May 6, 2014, at approximately 7:30 p.m.; and

WHEREAS, the City Clerk caused said written notice of the hearing to be published and posted at least 10 days before said hearing; and

WHEREAS, the City Clerk of the City of Windom caused written notice of said hearing to be mailed to each of the property owners affected by the proposed vacation at least 10 days before the hearing; and

WHEREAS, a public hearing on the proposed vacation was held on May 6, 2014, at approximately 7:30 p.m. in the Council Chambers in City Hall, Windom, Minnesota and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the City Council for the City of Windom believes it not to be in the best interest of the City of Windom to vacate the aforementioned Street.

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

1. There are abundant underground public and private utilities located throughout the platted street.
2. The need to control storm water runoff in the area requires the use of the existing platted street to construct a storm water main and catch basins.
3. Due to potential growth, development and usage of the property to the north of the street, it was determined that the vacation of Sixteenth Avenue would create future access and traffic flow issues.
4. That it would not be in the best interest of the City of Windom to vacate the Sixteenth Avenue Street right-of-way, and therefore the vacation of the aforementioned street right-of-way is hereby denied.

Adopted this 6th day of May, 2014.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

Memo

To: City Council
Re: Riverfest Street Closure & 2014 Seal Coat Project
Date: 4/18/14
From: Bruce Caldwell Street/Parks Dept. Superintendent

The Street Committee reviewed the following via email and made the following recommendations;

Riverfest Event Street Closure for Saturday June 14, 2014 & Sunday June 15, 2014

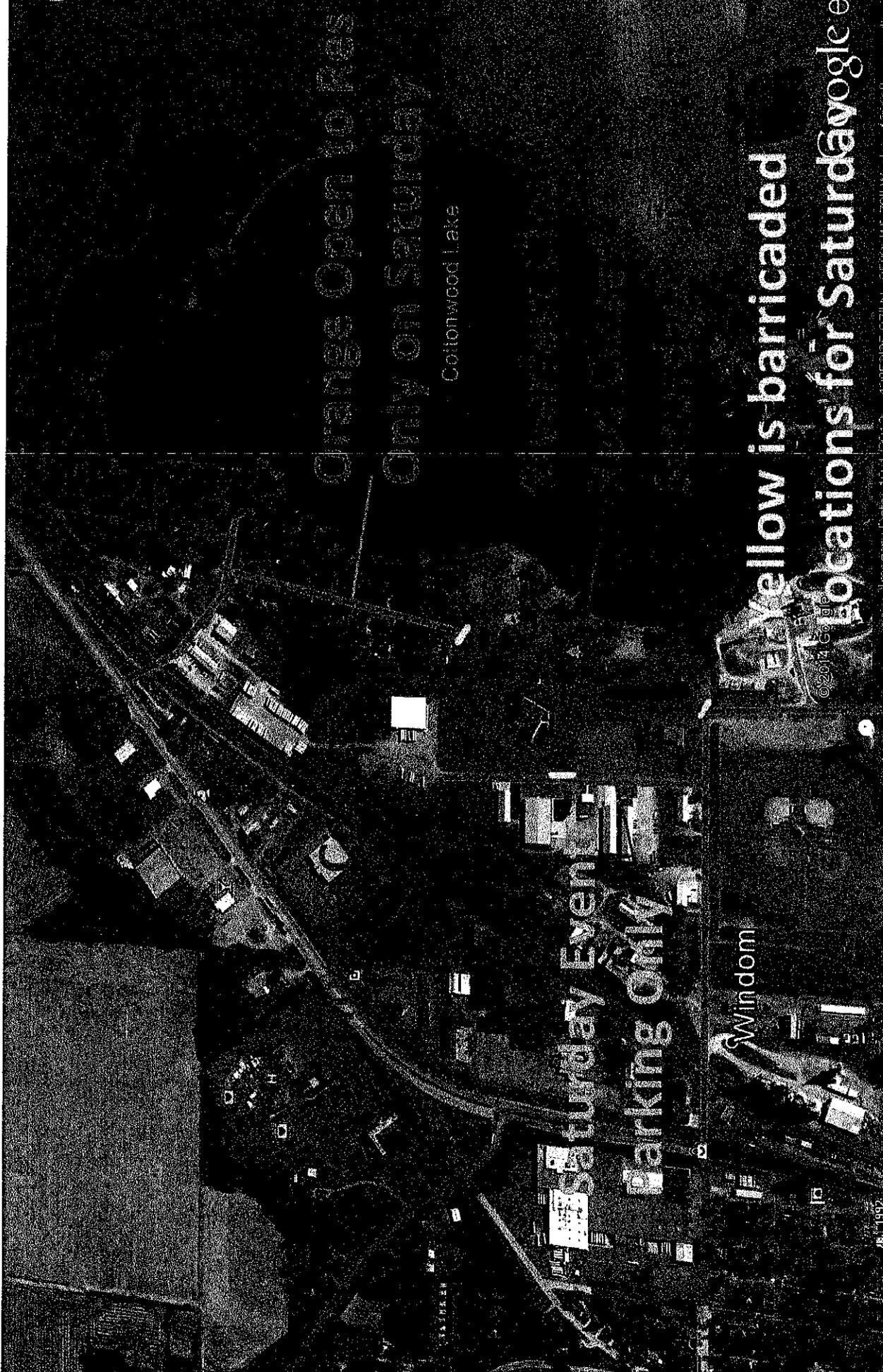
Closure of Cottonwood Lake Drive for both days “note photo attachments”.

2014 Street Seal Coat Project recommendation to call for plans and bids.

Streets to be seal coated

<u>Street Name</u>	<u>From</u>	<u>To</u>
Lakeview Avenue	6 th Street	10 th Street
3 rd Avenue	6 th Street	½ Block north of 16 th Street
9 th Avenue	13 th Street	Arena
7 th Street	Hwy 60/71	3 rd Avenue
2 nd Avenue	South Dead End	16 th Street

Totaling estimated 30258 Square Yards of surface to be sealed using “FA2” Red Rock and Emulation Oil Materials.
Engineers estimate is within budget guidelines.



Orange Open to Ras
Only on Saturday

Cottonwood Lake

Saturday Even
Parking Only

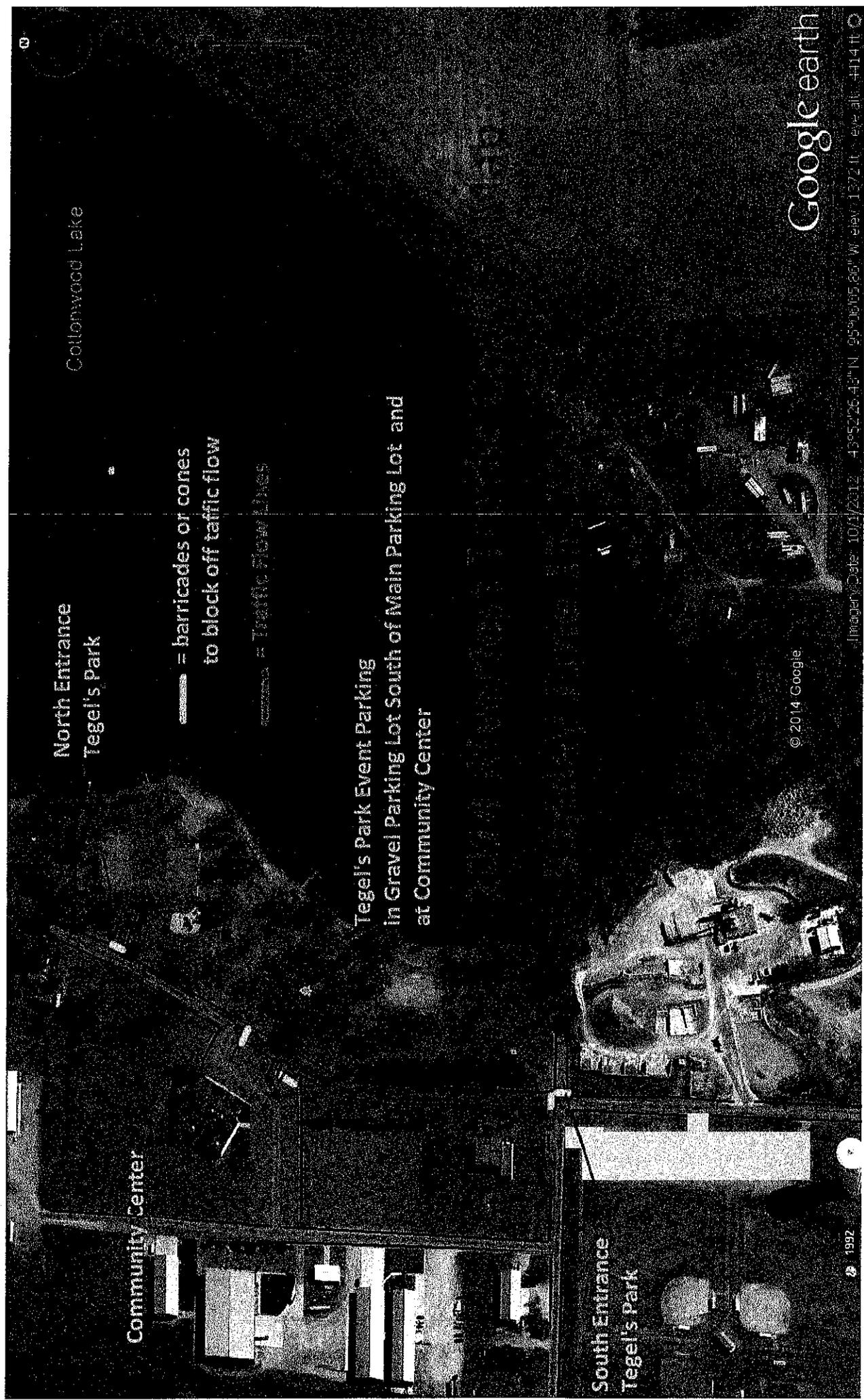
Windom

Yellow is barricaded

Locations for Saturday

©2014 Google

Imagery Date: 10/1/2012 43°52'35.67" N 95°06'15.70" W elev: 1255 ft 7424 ft 0



0

North Entrance
Tegel's Park

Cottonwood Lake

Community Center

— = barricades or cones
to block off traffic flow

— = Traffic Flow Lines

Tegel's Park Event Parking
in Gravel Parking Lot South of Main Parking Lot and
at Community Center

South Entrance
Tegel's Park

© 2014 Google

Google earth

© 1997

Imagery Date: 10/12/12 43°52'26.43"N 105°16'05.25"W elev: 1272 ft eye alt: 4414 ft

Memo

To: City Council
**Re: Park Department Tegel's & Mayflower Park Shelter
Roof Repairs**
Date: 5/1/14
From: Bruce Caldwell Street/Parks Dept. Superintendent

I am requesting forward funding 2015 Park Department Capital Improvement moneys.

The Tegel's Park Large Shelter House next to the playground & the Mayflower Park Shelter both need emergency roof material replacement. This expenditure was scheduled for 2015. Due to the age of the shingles many of them blew off or were damaged by vandalism the last couple years therefore it is necessary to make the repairs this early summer. The roofs currently have shingles and to help eliminate long term maintenance and possible vandalism, I'm proposing using steel roof material; it is possible some of the plywood roofing may also need replacement.

I received two estimates from area contractors and the lowest estimate would run around \$8,000 for both shelters. The contractor would remove the old shingles and replace any bad boards or plywood then install the steel roofing materials and edging.

Note; the Mayflower Park is being used heavily due to the new Disc Golf League.

CONSUMER CONFIDENCE REPORT

PWSID: 1170006

City of Windom 2013 Drinking Water Report

The City of Windom is issuing the results of monitoring done on its drinking water for the period from January 1 to December 31, 2013. The purpose of this report is to advance consumers' understanding of drinking water and heighten awareness of the need to protect precious water resources.

Source of Water

The City of Windom provides drinking water to its residents from a groundwater source: eight wells ranging from 87 to 142 feet deep, that draw water from the Quaternary Buried Artesian, Quaternary Buried Unconfined, and Quaternary Water Table aquifers.

The water provided to customers may meet drinking water standards, but the Minnesota Department of Health has also made a determination as to how vulnerable the source of water may be to future contamination incidents. If you wish to obtain the entire source water assessment regarding your drinking water, please call 651-201-4700 or 1-800-818-9318 (and press 5) during normal business hours. Also, you can view it on line at www.health.state.mn.us/divs/eh/water/swp/swa.

Call 507-831-6138 if you have questions about the City of Windom drinking water or would like information about opportunities for public participation in decisions that may affect the quality of the water.

Results of Monitoring

No contaminants were detected at levels that violated federal drinking water standards. However, some contaminants were detected in trace amounts that were below legal limits. The table that follows shows the contaminants that were detected in trace amounts last year. (Some contaminants are sampled less frequently than once a year; as a result, not all contaminants were sampled for in 2013. If any of these contaminants were detected the last time they were sampled for, they are included in the table along with the date that the detection occurred.)

Key to abbreviations:

MCLG—Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

MCL—Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

MRDL—Maximum Residual Disinfectant Level.

MRDLG—Maximum Residual Disinfectant Level Goal.

AL—Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirement which a water system must follow.

90th Percentile Level—This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th percentile level.

CONSUMER CONFIDENCE REPORT

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ppm—Parts per million, which can also be expressed as milligrams per liter (mg/l).

ppb—Parts per billion, which can also be expressed as micrograms per liter (µg/l).

N/A—Not Applicable (does not apply).

Contaminant (units)	MCLG	MCL	Level Found		Typical Source of Contaminant
			Range (2013)	Average /Result*	
Barium (ppm) (07/14/2009)	2	2	N/A	.22	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.
Fluoride (ppm)	4	4	1.2-1.4	1.27	State of Minnesota requires all municipal water systems to add fluoride to the drinking water to promote strong teeth; Erosion of natural deposits; Discharge from fertilizer and aluminum factories.
Haloacetic Acids (HAA5) (ppb)	0	60	8.8-9.1	9.1	By-product of drinking water disinfection.
Nitrate (as Nitrogen) (ppm)	10.4	10.4	N/A	1.9	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
TTHM (Total trihalomethanes) (ppb)	0	80	18.3-18.4	18.4	By-product of drinking water disinfection.

*This is the value used to determine compliance with federal standards. It sometimes is the highest value detected and sometimes is an average of all the detected values. If it is an average, it may contain sampling results from the previous year.

Contaminant (units)	MRDLG	MRDL	****	*****	Typical Source of Contaminant
Chlorine (ppm)	4	4	.1-2.2	1.34	Water additive used to control microbes.

****Highest and Lowest Monthly Average.

*****Highest Quarterly Average.

Contaminant (units)	MCLG	AL	90% Level	# sites over AL	Typical Source of Contaminant
Copper (ppm) (06/13/2012)	1.3	1.3	1.21	1 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.
Lead (ppb) (06/13/2012)	0	15	2	0 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of Windom is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to

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have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Monitoring may have been done for additional contaminants that do not have MCLs established for them and are not required to be monitored under the Safe Drinking Water Act. Results may be available by calling 651-201-4700 or 1-800-818-9318 during normal business hours.

Compliance with National Primary Drinking Water Regulations

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.

Radioactive contaminants, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U. S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

CONSUMER CONFIDENCE REPORT

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Conservation

Conservation is important, even in the land of 10,000 lakes.

Despite our seeming abundance of water, conservation is still essential in Minnesota. For example, it is anticipated that in parts of the metropolitan area groundwater levels are dropping much faster than the water can be replenished. In addition, some agricultural regions in Minnesota are especially vulnerable to drought which can affect crop yields and municipal supplies. It's important we use our water wisely. Below are some tips to help you and your family conserve.

The U.S. Environmental Protection Agency's website has great tips about how you can conserve, and save money in the process! Visit it here: <http://www.epa.gov/WaterSense/pubs/fixleak.html>

Some examples of easy things you can do to help conserve water:

- Fix running toilets—they can waste around 200 gallons a day or more.
- Turn the faucet off while brushing your teeth.
- Shower instead of bathe. Taking a bath uses (on average) more water than showering.
- Only run full loads of laundry, and set the washing machine to the correct water level.
- Only run a dishwasher when it's full.
- Use water-efficient appliances (look for the WaterSense label).

Cross Connection Control

Do your part to help prevent the problems caused by backflow and cross connections.

Backflow, or backsiphonage, occurs when the pressure of a polluted source exceeds that of the drinking water supply, which can pull contaminants back into the drinking water supply. It can result in contaminants, including hazardous chemicals and bacteria, mixing with drinking water. Cross connections—an actual or potential connection between a drinking water and non-drinking water supply—are sources of backflow problems.

Residential and commercial property owners should be concerned and diligent about backflow and cross connections. A garden hose can often be a cross connection. Someone spraying an herbicide with a cross connection could have some of the herbicide pulled back into the home plumbing, especially if there is a drop in the water pressure while the garden hose with the herbicide is attached.

The Minnesota Department of Health and American Water Works Association recommend the following precautions:

- Do not submerge hoses in buckets, pools, tubs, or sinks.
- Keep the end of the hose clear of possible contaminants.
- Do not use spray attachments without a backflow prevention device, and attach these devices to threaded faucets. Such devices are inexpensive and available at hardware stores.
- If a plumber is used to install backflow prevention devices, make sure the plumber is licensed to ensure that local codes and manufacturer's recommendations are met.
- Commercial property owners should develop a cross connection plan to minimize the risk of drawing contaminants into uncontaminated areas.
- Maintain air gaps (vertical separations between an outlet and the flood-level rim of a vessel of at least twice the diameter of the water supply outlet, and at least one inch) between hose outlets and any liquids.

Thanks for doing your part!

AGREEMENT FOR ADDITIONAL SERVICES

SERVICE SCHEDULE CIP PARTICIPATION IN CONSERVATION IMPROVEMENT SUPPORT SERVICES

Service Schedule CIP shall be effective under, and part of, the Agreement for Additional Services between CMMPA and Participant (the "Agreement"). Service Schedule CIP authorizes CMMPA to provide Conservation Improvement Support Services (hereinafter "CIP") services to Participant. CIP Support Services are offered to CMMPA members that are Participants and may be available to other entities, subject to CMMPA Board approval. Terms used herein and not otherwise defined shall have the meaning given to them in the Agreement.

Section C.1. Term.

The initial term of this Service Schedule CIP shall commence on the date of execution of this Service Schedule CIP between CMMPA and Participant and shall continue in effect for the remainder of the Current Year plus two (2) additional years. This Service Schedule shall automatically continue from year to year, after the initial term, until either party gives the other party three (3) years written notice of its intent to terminate this Service Schedule. Provided however, that if either Party provides such written notice to terminate this Service Schedule, then such termination shall not relieve: (i) the Party of any of its obligations pursuant to this Service Schedule for all services that have been provided between the Parties as of the date written notice of termination is provided; and (ii) Participant of any of its payment obligations in accordance with Section 5.1.

Section C.2. Identification of CIP Services.

- (a) The CIP energy savings obligations set forth under the Minnesota Next Generation Energy Act of 2007 are CMMPA member obligations and not the obligation of the CMMPA agency. While the MN statute makes the CIP obligation an individual obligation of CMMPA's member cities, in an effort to better achieve goals and improve efficiencies, the participants in these CIP Services have elected to collaboratively work together and share the cost of certain program development and administrative costs. Local implementation costs such as rebates, incentives and local administrative staff will continue to be the responsibility of the individual participants. In providing these CIP Support Services, the Agency is not taking on any of the participants CIP obligations under the 2007 Next Generation Energy Act.
- (b) Attachment 4 serves as a Description of the Scope of Services anticipated under this service contract

- (c) CMMPA shall file all necessary reports for all Participants, including those required by the Minnesota Department of Energy Reliability and as required under the Renewable Energy Rate Impact Report to the Minnesota Public Utilities Commission. CMMPA will file an aggregate report for all CIP Service Participants.
- (d) In addition, CMMPA will track, and report to each participant, its CIP savings requirements and actual savings. CMMPA will maintain a history of each participant's performance in meeting its required goals.

Section C.3. Allocation to Participants of Project Costs.

- (a) For services provided pursuant to this Service Schedule, the participants will annually approve the CIP budget and agree to the methodology for equitably allocating the costs between the participants.

IN WITNESS WHEREOF, the Parties hereto have executed this Service Schedule CIP to the Agreement for Additional Services this _____ day of _____, 20_____.

CENTRAL MINNESOTA MUNICIPAL POWER AGENCY

By: _____

Title: President

By: _____

Title: Secretary

_____, **MINNESOTA**

By: _____

Title:

By: _____

Title:

_____, **MINNESOTA**

By: _____

Title:

And

By: _____

Title:

Attachment 4a
Description of Scope of CIP Services

Beginning in March 2014, CMMPA will contract with Energy Insight (EI) to provide the following CIP Support Services:

- Assistance where needed for CMMPA's current CIP program, including the following: developing marketing materials, providing customer and staff training, processing rebate incentives, coordinating with Minnesota's Division of Energy Resources (DER), and responding to other CMMPA requests.
- Work directly with CMMPA representatives, member utilities and retail customers: be available by telephone, through email correspondence and site visitation for all commercial and industrial customers regarding questions on energy conservation and efficiency.
- Support and train CMMPA staff and work closely to divide up and assign duties as appropriate.
- Perform on-site energy assessments for CMMPA Member commercial and industrial customers, identifying and recommending energy efficiency and conservation measures.
- Provide custom engineering calculations as needed for commercial and industrial (C&I) customers.
- Process custom and prescriptive rebate applications, which provide CMMPA Member commercial and industrial customers with incentives for implementing energy efficiency measures.
- Collaborate with local contractors and distributors (electrical, mechanical, HVAC, architects, engineers, etc.) and develop relationships to promote the commercial/industrial portion of the CMMPA CIP program.
- Maintain a list (in Excel spreadsheet format) for tracking savings, potential projects, incentives, contacts and other information requested by CMMPA.

- Work with CMMPA staff and utility managers/administrators to compile and enter 2013 CIP results and 2015 CIP plans into the Energy Savings Platform (ESP).
- Develop a process flow diagram for city administrators and utility general managers to outline the flow of activities between EI, individual utilities, and CMMPA support staff.
- Work with each utility to quantify electric savings and equitably distribute rebates to retail customers based on the size of kWh savings goals and other pertinent factors.
- Generate a monthly summary, reporting customer contacts made, projects in progress, and sites visited for each utility's retail customers. Provide updates at board/council meetings, as requested.
- Analyze cost-effectiveness of existing prescriptive and custom programs, and develop additional energy conservation programs and goals in consultation with CMMPA members.
- Perform other duties as assigned and designated by CMMPA, such as special engineering services or measurement and verification (M&V).



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com



April 25, 2014

Mr. Steve Nasby
City Administrator
City of Windom
444 9th Street, P.O. Box 38
Windom, Minnesota 56101

Re: Windom Municipal Airport
Jet-A Fueling System
Contract Award
TKDA Project No. 15375.001

Dear Mr. Nasby:

Bids on the above-referenced project were received and opened at the Windom City Hall at 10:00 AM on April 9, 2014. One bid was received as follows (Base Bid and Bid Alternate):

O'Day Equipment	\$216,280.00
-----------------	--------------

The Engineer's Estimate for this construction was \$172,522.00 (Base Bid and Bid Alternate).

We have reviewed the bid and found minor improprieties and rounding errors on the extensions. The bid is 25.4% above the Engineer's Estimate. All bid items, including the bid alternates, were reviewed and substitutions were approved in an effort to reduce the constructions costs. The total construction cost deduction for the substitutions is \$10,861.46. A copy of the Bid Tabulation including the corrections and substitutions is enclosed for your review. The approved substitutions are listed below.

- Substitute the Jet Fuel Cabinet as specified to a 25 GPM system equal to Westmore DWG: 9200-21864-200. Does not off-load or have recirculation plumbing. Increase hose from 50' to 75'
- Eliminate 2 - polyethylene shallow burry sump and substitute 1 - fiberglass sump system by tank manufacture with 24" manway.
- Move remote fill shown to over tank top and substitute the 3" for a 4" fill with overfill valve and 5 gallon fill/spill containment.
- Substitute concrete ballast slab and use concrete dead man anchor system per the tank manufacture recommendations.
- Delete all non-essential painting of bollards and vent pipe supports.

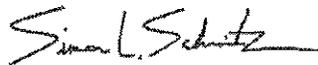
Mr. Steve Nasby
City of Windom
Recommendation of Contract Award
April 25, 2014
Page 2

The City may elect to award only the base bid or include the bid alternate at its discretion. If the bid alternate is awarded, the total construction contract amount will be \$205,418.54. This total amount is within your available federal entitlements. At 90% federal funding rate, the resulting local share will total \$20,542.00 for construction. If only the base bid is awarded, the total construction contract amount will be \$181,915.40 and the resulting local share will total 18,192.00 for construction. Federal grants from the FAA must be applied for prior to July 3rd of this year.

We have reviewed the references and portfolio of similar projects from O'Day Equipment. They have many years of similar construction experience with good performance. We therefore recommend that a contract be awarded to O'Day Equipment of Blaine, Minnesota. Any resolution for award should be subject to state and federal concurrence and availability of funding.

Please contact us at your convenience with any related questions or comments.

Sincerely,



Simon L. Schmitz, PE
Project Manager

Enclosures

cc: Harris Baker, MnDOT Aeronautics, elec. w/encl.
Sandy DePottay, FAA, elec. w/encl.



BIDS OPENED: APRIL 9, 2014
 TABULATION BY: SLS

TABULATION OF BIDS
JETE-A FUEL SYSTEM
WINDOM MUNICIPAL AIRPORT

FAA AIP NO. 3-27-0113-10-14
 STATE PROJECT NO. A1701-35
 TKDA PROJECT NO. 15375

ITEM NO.	DESCRIPTION	ENGINEER'S ESTIMATE			BID TAB (4/9/14) O'DAY			REVISED TABULATION (4/24/14) O'DAY		
		QUANTITY	UNIT PRICE	EXTENSION	QUANTITY	UNIT PRICE	EXTENSION	REVISD QUANTITY	REVISD UNIT PRICE	REVISD EXTENSION
BASE BID										
40-1	MOBILIZATION	1	5,000.00	5,000.00	1	1,500.00	1,500.00	1	1,500.00	1,500.00
224-1	TRAFFIC PROVISIONS	1	1,500.00	1,500.00	1	1,200.00	1,200.00	1	1,200.00	1,200.00
225-1	HAUL ROUTES	1	1,000.00	1,000.00	1	2,500.00	2,500.00	1	2,500.00	2,500.00
226-1	CONTRACTORS SITE	1	1,500.00	1,500.00	1	1,500.00	1,500.00	1	1,500.00	1,500.00
43-1	REMOVE 4" BITUMINOUS PAVEMENT	89	22.00	623.00	22.00	2,000.00	44,000.00	89	22.48	2,000.72
72-1	AGGREGATE BASE PREPARATION	13	7.00	26.00	77.00	1,000.00	77,000.00	37	27.03	1,000.11
91-1	6" CONCRETE PAVEMENT	13	45.00	585.00	307.00	4,000.00	1,228,000.00	37	108.11	4,000.07
111-1	SEEDING, CLASS 1	1	1,500.00	1,500.00	1	1,000.00	1,000.00	1	1,000.00	1,000.00
112-1	SILT FENCE	100	3.00	300.00	10.00	100.00	1,000.00	100	1.00	100.00
118-1	STEEL GUIDE POST	7	500.00	3,500.00	850.00	5,950.00	42,050.00	7	850.00	5,950.00
150-1	MECHANICAL CONSTRUCTION	1	100,000.00	100,000.00	147,062.00	147,062.00	1,337,124.00	1	136,196.50	136,196.50
200-1	ELECTRICAL CONSTRUCTION	1	45,000.00	45,000.00	24,968.00	24,968.00	24,968.00	1	24,968.00	24,968.00
		BASE BID TOTAL		\$160,534.00	\$192,780.00		\$181,915.40			
BID ALTERNATE NO. 1										
43-1	REMOVE 4" BITUMINOUS PAVEMENT	222	7.00	1,554.00	15.70	3,500.00	72,900.00	222	15.77	3,500.94
72-1	AGGREGATE BASE PREPARATION	222	2.00	444.00	9.00	2,000.00	4,440.00	222	9.01	2,000.22
91-2	7" CONCRETE PAVEMENT	222	45.00	9,990.00	81.00	18,000.00	39,972.00	222	81.09	18,001.98
		BID ALTERNATE NO. 1 TOTAL		\$11,988.00	\$23,500.00		\$23,503.14			
		TOTAL OF BASE BID AND BID ALTERNATE NO. 1		\$172,522.00	\$216,280.00		\$205,418.54			

DENOTES ERROR ON THIS LINE ON EXECUTED BID PROPOSAL.

NOTES:

- 1) THE TOTAL EXTENSION GOVERNED THE BID TABULATION AND A UNIT PRICE WAS CALCULATED FOR EACH BID ITEM.
- 2) AN INCREASE IN QUANTITY FOR BID ITEM 72-1 AGGREGATE BASE PREPARATION WAS ANTICIPATED BY THE CONTRACTOR DURING THE BID PROCESS. THEREFORE, THE TOTAL EXTENSION GOVERNED AND A UNIT PRICE WAS CALCULATED FOR THE BID ITEM AND THE ANTICIPATED QUANTITY INCREASE WAS INCLUDED.
- 2) AN INCREASE IN QUANTITY FOR BID ITEM 91-1 6" CONCRETE PAVEMENT WAS ANTICIPATED BY THE CONTRACTOR DURING THE BID PROCESS. THEREFORE, THE TOTAL EXTENSION GOVERNED AND A UNIT PRICE WAS CALCULATED FOR THE BID ITEM AND THE ANTICIPATED QUANTITY INCREASE WAS INCLUDED.

CERTIFICATION OF ACCEPTANCE FOR BID TABULATION REVISIONS

I HAVE EXAMINED THE REVISIONS TO THE BID TABULATION AND AGREE TO THE QUANTITIES AND UNIT PRICES SET FORTH ON APRIL 24, 2014.

DATED: 4/25/14 TITLE: PROJECT MANAGER SIGNED: [Signature] ENGINEER - TKDA

I HAVE EXAMINED THE REVISIONS TO THE BID TABULATION AND AGREE TO THE QUANTITIES AND UNIT PRICES SET FORTH ON APRIL 24, 2014.

DATED: _____ TITLE: _____ SIGNED: _____ CONTRACTOR

CONSTRUCTION CONTRACT

THIS AGREEMENT made this _____ day of _____, 20_____, between the City of Windom, a public corporation of the State of Minnesota, herein called "Owner" and _____ O'Day Equipment _____, herein called the "Contractor".

WITNESSETH:

That the Contractor in consideration of the payment of the contract price therefor amounting to _____ Two Hundred Five Thousand Four Hundred Eighteen Dollars and 54 Cents (\$205,418.54) _____, agrees to furnish all materials (except such as are specified to be furnished by the Owner, if any), all necessary machinery, equipment, tools, labor and other means of construction and do and perform all the necessary work and labor for the full completion of the following work:

JET-A FUELING SYSTEM

at the Windom Municipal Airport in Windom, Minnesota, a public airport under the operation, direction and control of the Owner, the work to be performed in accordance with approved drawings and specifications and for the price and compensation set forth above and as specified in the Bid Proposal of the Contractor which is hereto attached and hereby made a part of this agreement. All of said work and payments therefor will be pursuant to and in accordance with drawings and specifications and general and special conditions therein set forth and addenda thereto, all being incorporated by reference and being a part of this agreement.

Contractor agrees that the work shall be done and performed in a good and workmanlike manner, that all materials and labor shall be in strict conformity in every respect with the drawings and specifications for the improvement, and shall be subject to inspection and approval of the Owner through its duly authorized Engineer and, in case any material or labor supplied shall be rejected by the Owner as defective or unusable, then such rejected material shall be removed and replaced with approved material, and the rejected labor shall be done anew to the satisfaction and approval of the Owner through its Engineer, at no additional cost or expense to the Owner.

Contractor further agrees that he will commence the work hereunder upon receipt of the executed copy hereof and will complete the work to the satisfaction and approval of the Owner within the time limits specified in Article 2.4 TIME OF COMPLETION of the SPECIAL CONDITIONS subject to the provisions of Article 2.5 LIQUIDATED DAMAGES.

It is further agreed that delays resulting from causes over which Contractor has no control or strikes or other combined action of workmen employed in the construction or in the transportation of the materials, in no part caused or resulting from default or collusion on the part of the Contractor, shall be excused and the time for completion extended to the extent that the Owner may find and determine such condition to have delayed completion within the time limit through no fault of the Contractor, but the judgment of the Owner in respect thereto shall be final and conclusive upon the parties.

It is further understood and agreed that no claim for extra work done or materials furnished by the Contractor will be allowed except as provided by the specifications, nor shall the Contractor do any work or furnish any materials not covered by the drawings and specifications and by this contract unless such work is first ordered in writing as provided in the specifications. Any extra work done or materials furnished by the Contractor without written order first being given therefor as in the specifications provided shall be at Contractor's risk, cost and expense, and Contractor agrees in such event that he/she will make no claim for compensation for such extra work or materials.

It is further agreed that in no event shall the contracting officers of the Owner be personally liable or responsible in any manner to the Contractor, subcontractors, materialmen, laborers or to any other person or persons whomsoever for any claim, demand, damages, actions or causes of action of any kind or character arising out of or by reason of the execution of this agreement or the performance and completion of the work and improvement provided herein.

Contractor certifies he/she is not disqualified or debarred from entering into or receiving a Minnesota Department of Transportation contract, or a Municipal State-aid or County State-aid contract administered by the Department of Transportation as agent of a municipality or county pursuant to Minnesota Statute 161.36. Further Contractor agrees he/she shall not utilize either directly or indirectly any contractor, corporation, partnership, or business however organized, which is disqualified or debarred from entering into or receiving contract as stated above. This restriction applies regardless of whether the disqualified or disbarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier.

It is further agreed that the Contractor will abide by the provisions of Title IV of the Civil Rights Act of 1964 and Federal Regulations of the Department of Transportation as set forth in Attachment 1, will afford opportunity for Disadvantaged Business Enterprises as set forth in Attachment 2, will require assurances from covered sub-organizations as set forth in Attachment 3, will comply with restrictions on Federal Public Works projects as set forth in Attachment 4, will comply with the General Civil Rights Provisions as set forth in Attachment 5, will comply with the Buy American Products requirements as set forth in Attachment 6, will comply with the requirements for Inspection of Records, Rights to Inventions, Breach of Contract Terms, and EEO Notices of Attachment 7, accepts the provisions for Termination of Contract as set forth in Attachment 8, and will comply with the requirement for veterans preference as set forth in Attachment 9 of this contract.

THE CITY OF WINDOM, MINNESOTA

By _____
Title

By _____
Title

STATE OF MINNESOTA

County of _____) ss
_____)

On this _____ day of _____, 2013, before me, a Notary Public within and for said County, personally appeared _____ to me personally known, who, being by me duly sworn did say that they are the _____ respectively, of the City of _____ named in the foregoing instrument, and that said instrument was signed and sealed in behalf of the Owner by authority of the Owner and said _____ acknowledged said instruments to be the free act of the Owner.

Notary Public

ATTACHMENT 1

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the sponsor or the Federal Aviation Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to-
 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.
6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT 2

- (1) "Policy. It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently the DBE requirements of 49 CFR Part 26 apply to this agreement."
- (2) "DBE Obligation. The recipient or its contractor agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of DOT-assisted contracts."
- (3) "Failure to carry out the requirements set forth in this section shall constitute a breach of contract and after notification from the Department of Transportation may result in termination of the contract or such other remedy as the Owner deems appropriate."

ATTACHMENT 3

AFFIRMATIVE ACTION ASSURANCES

The CONTRACTOR assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The CONTRACTOR assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The CONTRACTOR assures that it will require that its covered sub-organizations provide assurances to the Owner that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR Part 152, Subpart E, to the same effect.

ATTACHMENT 4

RESTRICTIONS ON FEDERAL PUBLIC WORKS PROJECTS

The CONTRACTOR or SUBCONTRACTOR, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens or nationals of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a CONTRACTOR that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list.
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a CONTRACTOR or SUBCONTRACTOR who is unable to certify to the above. If the CONTRACTOR knowingly procures or subcontracts for the supply of any product or service of a foreign country on the said list for use on the project, the Federal Aviation Administration may direct, through the sponsor, cancellation of the contract at no cost to the Government.

Further, the CONTRACTOR agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The CONTRACTOR may rely upon the certification of a prospective SUBCONTRACTOR unless it has knowledge that the certification is erroneous.

The CONTRACTOR shall provide immediate written notice to the sponsor if the CONTRACTOR learns that his certification or that of a SUBCONTRACTOR was erroneous when submitted or has become erroneous by reason of changed circumstances. The SUBCONTRACTOR agrees to provide immediate written notice to the CONTRACTOR, if at any time it learns that his certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the CONTRACTOR or SUBCONTRACTOR knowingly rendered an erroneous certification, the Federal Aviation Administration may direct, through the sponsor, cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONTRACTOR is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

ATTACHMENT 5

GENERAL CIVIL RIGHTS PROVISIONS

The contractor/tenant/concessionaire/lessee assures that it will comply with pertinent statutes, Executive orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport program, except where Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases the provision obligates the party or any transferee for the longer of the following periods: (a) the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits or (b) the period during which the airport sponsor or any transferee retains ownership or possession of the property. In the case of contractors, this provision binds the contractors from the bid solicitation period through the completion of the contract.

ATTACHMENT 6

**BUY AMERICAN PREFERENCE
AIP FEDERAL CONTRACT PROVISIONS**

Buy America Certificate. The contractor agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product, the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

ATTACHMENT 7

INSPECTION OF RECORDS - 49 CFR PART 18

The contractor shall maintain an acceptable cost accounting system. The Sponsor (Owner), the FAA, and the Comptroller General of the United States shall have access to any books, documents, paper, and records of the contractor which are directly pertinent to the specific contract for the purposes of making an audit, examination, excerpts, and transcriptions. The contractor shall maintain all required records for three years after the Sponsor makes final payment and all other pending matters are closed.

RIGHTS TO INVENTIONS - 49 CFR PART 18

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed. Information regarding these rights is available from the FAA and the Sponsor.

BREACH OF CONTRACT TERMS SANCTIONS - 49 CFR PART 18

Any violation or breach of the terms of this contract on the part of the contractor or subcontractor may result in the suspension or termination of this contract or such other action which may be necessary to enforce the rights of this agreement.

EEO NOTICES TO BE POSTED

Equal Employment Opportunity is the Law - Discrimination is Prohibited by the Civil Rights Act of 1964 and by Executive Order No. 11246.

Title VII of the Civil Rights Act of 1964 - Administered by:

The Equal Employment Opportunity Owner

Prohibits discrimination because of Race, Color, Religion, Sex, or National Origin by Employers with 25 or more employees, by Labor Organizations with a hiring of 25 or more members, by Employment Agencies, and by Joint Labor-Management Committees for Apprenticeship or Training.

Any person who believes he or she has been discriminated against should contact:

The Office of Federal Contract Compliance Programs
U.S. Department of Labor
Washington, D.C. 20210

ATTACHMENT 8

TERMINATION OF CONTRACT (All contracts in excess of \$10,000)

1. The Owner may, by written notice, terminate this contract in whole or in part at any time, either for the Owner's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in process, delivered to the Owner.
2. If the termination is for the convenience of the Owner, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
3. If the termination is due to failure to fulfill the contractor's obligations, the Owner may take over the work and prosecute the same to completion by contract or otherwise. In such case, the contractor shall be liable to the Owner for any additional cost occasioned to the Owner thereby.
4. If, after notice of termination for failure to fulfill contract obligations, it is determined that the contractor had not so failed, the termination shall be deemed to have been effected for the convenience of the Owner. In such event, adjustment in the contract price shall be made as provided in paragraph 2 of this clause.
5. The rights and remedies of the Owner provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

ATTACHMENT 9

AIRPORT AND AIRWAY IMPROVEMENT ACT OF 1982, SECTION 515

VETERAN'S PREFERENCE

In the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to veterans of the Vietnam era and disabled veterans. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

END OF DOCUMENT

RESOLUTION #2014-

INTRODUCED:

SECONDED:

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

**AUTHORIZATION TO ACCEPT A DONATION FROM
PAUL LANGLAND FOR THE
WINDOM FIRE DEPARTMENT**

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

WHEREAS, in April, 2014 the City of Windom received a donation from Paul Langland in the amount of \$250.00 for the Windom Fire Department; and

WHEREAS, the donation requires that the funds be used by the Windom Fire Department for bin extraction equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$250.00 offered by Paul Langland for use by the Windom Fire Department upon the terms set forth herein.

Adopted by the Council this 6th day of May, 2014.

Corey J. Maricle, Mayor

Attest: _____
Steven Nasby, City Administrator

Memo

To: City Council
Re: Street & Park Department Seasonal Staffing Hire
Date: 4/18/14
From: Bruce Caldwell Street/Parks Dept. Superintendent

Following reviewing the applications for the Street/Parks Department seasonal staffing my recommendations is to hire;

Travis Janssen; hourly rate \$9.00

(This would be his first year of employment with us)

Note; He is currently enrolled in college and plans on returning in the fall of 2014.

He can begin his duties with us on or around May 12, 2014.

MEMO

To: City Council

RE: Community Center Seasonal Part-Time Staffing Hire

Date: 4/30/14

From: Brad Bussa Community Center Director

Following reviewing the applications for the Windom Community Center seasonal staffing my recommendations is to hire;

Gene Flatebo; hourly rate \$9.00 for part-time seasonal employment. He would begin his duties effective immediately after Council approval

MEMORANDUM



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

TO: City Council

FROM: City Administrator *[Signature]*

DATE: May 1, 2014

RE: Electric Superintendent Interview and Hiring Decision Option

On April 30, 2014 the Windom Utility Commission conducted an interview with Brent Brown for the position of Electric Superintendent. Also participating in this interview were Council member Dominic Jones (liaison to Utility Commission), Council member Kelsey Fossing (representing the Personnel Committee) and City staff consisting of Marv Grunig, Chelsie Carlson and myself.

The Utility Commission unanimously recommended Mr. Brown to the City Council for a "finalist" interview and job candidate. The City Council interview is included as a part of the regular May 6th meeting. Upon conclusion of this interview the City Council has the option to make a hiring decision.

If the position were to be offered, the salary range for the position is Grade 21 (\$58,905.60 to \$76,606.60). As such, the starting salary and other terms of employment could be negotiated by the City Administrator and confirmed by the City Council at a subsequent meeting if that is acceptable.

If you have any questions about the April 30th interview, the members of the Utility Commission and City Council that participated will be able to assist you along with any of the staff that was present. There will also be an opportunity to ask questions of Mr. Brown on May 6th.

Electric Superintendent City of Windom

Job Title: Electric Superintendent
Department: Electric
Supervisor: Public Utilities Manager

Hours Worked: 40 Hrs. (Additional hours may be necessary to fulfill requirements of the job.)

DESCRIPTION OF WORK:

General Purpose-of Duties:

Performs day to day on-site supervisory and administrative and professional work for the operation of the Electric Department in planning, organizing and directing of related duties and work within the electric department on projects, including in the field or on-call, as required.

SUPERVISION RECEIVED:

Work under the immediate direction of the Public Utility Manager, policy guidance and direction of the Utility Commission\City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists with the operation, maintenance, and compliance of the electric department facilities.

Helps supervise the Department support staff, assists in determining work procedures, preparation of work schedules and participates in the work of employees engaged in service, operation and maintenance of the public utility facilities, distribution, the generation, contract administration and delivery of services.

Daily oversight of the operation of plant equipment, maintains detailed operating, monitoring or use records, prepares summary of activities\projects and reports to the Public Utility Manager and\or Utility Commission.

Works with Public Utility Manager to assign, train, supervise, examine work for exactness, neatness and conformance to policies and evaluate the work of each department employee.

Assists the Public Utility Manager in the preparation of budgets and capital improvement plans as needed or directed.

May help evaluate public works needs and formulates short and long range plans to meet needs in all areas of responsibility, and the review of private project development plans for compliance with code, regulations and standard, adequacy of application for permits and compliance with approved plans.

Responds to requests and complaints, provides information concerning department operations and determines action to be taken and schedule repairs that have to be made.

In association with Public Utility Manager maintains regular contact with consulting engineers, construction projects engineer and with County, State and Federal Agencies.

Responds to public or the engineers relative to department policies and procedures, evaluates issues and options regarding municipal public work and makes recommendations.

Performs all other duties as directed by City Council, Utility Commission, City Administrator or Public Utility Manager.

SPECIAL REQUIREMENTS:

- A. Must possess a valid Minnesota Class B Drivers' License.
- B. Minimum of 6 (six) years with public works experience in the operation and maintenance of electric equipment and operation.
- C. High School Diploma or equivalent plus a 2 or 4 year degree in a field of study complimentary to the requirements of this position.

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of the principles, practices, methods, techniques, tool and equipment used in electric generation, distribution systems and facility operations.

Thorough knowledge of the testing performed for electric equipment, distribution, generation and overall performance.

Considerable knowledge of occupational hazards and safe working practices, supervision of training, the ability to keep accurate records and prepares reports.

Knowledge to read and operate a computer, computer screens and keyboards, including word processing, spreadsheets and database. The working ability to communicate effectively in oral and written form with employees, consultants, city officials and the general public.

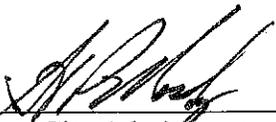
The employee must occasionally lift and move up to 40 pounds.

While performing the duties of this job, the employee will work in outside weather conditions. The employee will work near moving mechanical parts in high precarious places and is exposed to wet and/or humid conditions, fumes, airborne particles, toxic and caustic chemical.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the portion if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employed agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Mayor

Approval: 
City Administrator



Windom, MN

Expense Approval Report By Fund

Payment Dates 4/10/2014 - 5/2/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	100-41110-350	5.00
ELAN	20140421	04/21/2014	ELAN CARD-WEB HOSTING	100-41110-350	299.88
Activity 41110 - Mayor & Council Total:					304.88
Activity: 41310 - Administration					
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	100-41310-133	80.00
CULLIGAN	20140404	04/04/2014	SERVICE	100-41310-200	15.50
INDOFF, INC	2439072	04/14/2014	SUPPLIES	100-41310-200	13.19
KEMSKKE	261122	04/15/2014	SUPPLIES	100-41310-200	290.22
KEMSKKE	261355	04/15/2014	CREDIT - SUPPLIES	100-41310-200	-48.48
SHOPKO STORES OPERATING	90000046130010MAR	04/08/2014	SUPPLIES #90000046130010	100-41310-200	28.72
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	100-41310-212	61.00
SELECTACCOUNT	20140415	04/15/2014	PARTICIPANT FEE - APRIL	100-41310-217	146.16
ELAN	20140421	04/21/2014	ELAN CARD-PROGRESS MN RE	100-41310-308	85.00
ELAN	20140421	04/21/2014	ELAN CARD-CRASH PLAN BAC	100-41310-326	9.99
Activity 41310 - Administration Total:					681.30
Activity: 41910 - Building & Zoning					
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	100-41910-133	24.00
CENTURY BUSINESS PRODUCT	219853	04/11/2014	SUPPLIES	100-41910-200	35.47
SHOPKO STORES OPERATING	90000046130010MAR	04/08/2014	SUPPLIES #90000046130010 -	100-41910-200	22.86
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057	100-41910-212	97.36
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	100-41910-350	144.20
MN DEPT OF LABOR & INDUS	19620033125	04/15/2014	QUARTERLY BLDG PERMIT SU	100-41910-443	1,124.20
Activity 41910 - Building & Zoning Total:					1,448.09
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	4069619-7APR	04/21/2014	HEATING #4069619-7	100-41940-383	965.03
HOMETOWN SANITATION SE	0000077062	04/04/2014	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
KEMNA-ASA AUTO PLAZA	152475	04/15/2014	MAINTENANCE	100-41940-405	42.75
JOE HARVEY	JB987	04/25/2014	SNOW REMOVAL- CITY & LIB	100-41940-406	50.00
Activity 41940 - City Hall Total:					1,142.82
Activity: 42120 - Crime Control					
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	100-42120-133	160.00
INDOFF, INC	2435171	04/14/2014	SUPPLIES	100-42120-200	30.13
INDOFF, INC	2439032	04/17/2014	SUPPLIES	100-42120-200	38.50
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	100-42120-212	-39.26
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	100-42120-212	2,054.87
STREICHER'S	11085727	04/28/2014	SUPPLIES	100-42120-218	144.96
ELAN	20140421	04/21/2014	ELAN CARD- ALEX TECH TRAIN	100-42120-308	125.00
LEASE FINANCE PARTNERS	3250APR	04/25/2014	SERVICE #3250	100-42120-326	433.00
VERIZON WIRELESS	9723126493	04/17/2014	SERVICE FOR LAP TOPS 98670	100-42120-326	81.40
RAY O'HERRON CO., INC	1415220-IN	04/01/2014	EQUIPMENT	100-42120-404	379.00
O'REILLY AUTOMOTIVE, INC	1476416MAR	04/04/2014	MAINTENANCE - POLICE	100-42120-404	21.53
TACTICAL SOLUTIONS	4264	04/17/2014	CERTIFICATION OF RADAR UN	100-42120-404	105.00
WINDOM TOWING CO	813916	04/17/2014	TOWING	100-42120-404	101.53
WINDOM TOWING CO	813923	04/17/2014	WRECKER	100-42120-404	251.16
WINDOM TOWING CO	813967	04/17/2014	RECOVER VEHICLE FROM SNO	100-42120-404	165.00
STREICHER'S	11085350	04/23/2014	SUPPLIES	100-42120-404	93.39
ELECTRIC FUND	20140417	04/17/2014	MAINTENANCE	100-42120-405	18.00
WINDOM TOWING CO	814134	04/17/2014	TIRE MAINTENANCE	100-42120-405	134.64
FLEET SERVICES DIVISION	2014090003	04/23/2014	SERVICE	100-42120-419	1,756.77
VERIZON WIRELESS	1722736	04/14/2014	SERVICE #SMS 1722736	100-42120-480	50.00
Activity 42120 - Crime Control Total:					6,104.62

Expense Approval Report

Payment Dates: 4/10/2014 - 5/2/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 42220 - Fire Fighting					
MUNICIPAL EMERGENCY SER	00509027_SNV	04/07/2014	SUPPLIES	100-42220-211	51.97
HEIMAN FIRE EQUIP. CO	0677483	04/29/2014	EQUIPMENT	100-42220-215	1,298.95
STREICHER'S	11084036	04/15/2014	SUPPLIES	100-42220-218	112.97
VERIZON WIRELESS	9723126493	04/17/2014	SERVICE FOR LAP TOPS 98670	100-42220-321	81.39
WINDOM FIRE SAFETY	5426	03/21/2014	SERVICE	100-42220-404	171.80
WINDOM FIRE SAFETY	5454	04/17/2014	SERVICE	100-42220-404	35.95
VERIZON WIRELESS	9723126493	04/17/2014	SERVICE FOR LAP TOPS 98670	100-42220-404	10.02
HEIMAN FIRE EQUIP. CO	0821455-IN	04/15/2014	MAINTENANCE	100-42220-405	31.63
O'REILLY AUTOMOTIVE, INC	1510318MAR	04/04/2014	MAINTENANCE - POLICE	100-42220-405	11.99
LUCAN COMMUNITY TV INC	2148	04/25/2014	SERVICE - MAINTENANCE	100-42220-405	350.00
ALPHA WIRELESS - MANKATO	669491	04/15/2014	SERVICE	100-42220-405	475.00
Activity 42220 - Fire Fighting Total:					2,631.67
Activity: 43100 - Streets					
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	100-43100-133	80.00
CITIZEN PUBLISHING CO	20140407	04/07/2014	COMPUTER SUPPORT	100-43100-200	39.99
INDOFF, INC	2432241	03/31/2014	SUPPLIES - BRUCE	100-43100-200	43.98
SHOPKO STORES OPERATING	90000046130010MAR	04/08/2014	SUPPLIES #90000046130010-	100-43100-200	20.31
NORTHLAND CHEMICAL CORP	5053746	04/17/2014	SUPPLIES	100-43100-211	134.61
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057	100-43100-212	3,045.27
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	100-43100-212	-39.26
AMUNDSON DIG	04051401	04/14/2014	SERVICE	100-43100-224	170.00
GDF ENTERPRISES, INC	A6321	04/25/2014	MAINTENANCE	100-43100-224	127.72
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	100-43100-350	103.00
MN ENERGY RESOURCES	4090846-9APR	04/15/2014	HEATING #4090846-9	100-43100-383	966.81
HOMETOWN SANITATION SE	0000077063	04/04/2014	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SE	0000077064	04/04/2014	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
O'REILLY AUTOMOTIVE, INC	1476416MAR	04/04/2014	MAINTENANCE - STREET	100-43100-404	34.01
MACQUEEN EQUIP. CO.	2142165	04/07/2014	EQUIPMENT	100-43100-404	4,030.00
MACQUEEN EQUIP. CO.	2142741	04/07/2014	EQUIPMENT	100-43100-404	803.33
JERRY'S REPAIR	8087	04/07/2014	MAINTENANCE	100-43100-404	1,944.31
FRANKS SHOE REPAIR	9415	04/21/2014	SERVICE	100-43100-404	12.00
MN DEPT OF EMPLOY & ECON	20140414	04/14/2014	#07973084	100-43100-480	335.42
Activity 43100 - Streets Total:					11,982.35
Activity: 45202 - Park Areas					
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	100-45202-133	16.00
NORTHLAND CHEMICAL CORP	5053746	04/17/2014	SUPPLIES	100-45202-211	165.47
COLE PAPERS INC.	8964781	04/15/2014	SUPPLIES	100-45202-211	112.50
WEX BANK	36329782	04/08/2014	MAR - GAS - PARK	100-45202-212	1,044.33
RYAN TREE SERVICE	197757	04/17/2014	SERVICE	100-45202-406	400.00
ELAN	20140421	04/21/2014	ELAN CARD-PET WASTE ELIMI	100-45202-406	524.99
Activity 45202 - Park Areas Total:					2,263.29
Fund 100 - GENERAL Total:					26,559.02
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	211-45501-133	16.00
INDOFF, INC	2432266	04/02/2014	SUPPLIES -	211-45501-200	151.12
INDOFF, INC	2438849	04/21/2014	SUPPLIES	211-45501-200	15.70
INDOFF, INC	2439035	04/21/2014	SUPPLIES	211-45501-200	9.65
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	211-45501-350	309.00
WINDOM AREA SCHOOLS	20140422	04/22/2014	PRINTING - WINDOM LIBRARY	211-45501-350	35.00
MN ENERGY RESOURCES	4081276-OAPR	04/22/2014	HEATING #4081276-0	211-45501-383	905.53
JOE HARVEY	JB982	04/25/2014	BOILER - LIBRARY 3-28-14	211-45501-406	160.00
JOE HARVEY	JB987	04/25/2014	SNOW REMOVAL- CITY & LIB	211-45501-406	50.00
JOE HARVEY	JB998	04/25/2014	BOILER INSPEC-LIBRARY 4-25-	211-45501-406	160.00
BOTTOM LINE / PERSONAL	20140421	04/21/2014	SUBSCRIPTION	211-45501-433	39.00
EARLY AMERICAN LIFE	20140421	04/21/2014	SUBSCRIPTION	211-45501-433	24.36
COUNTRY GARDENS MAGAZI	20140421	04/21/2014	SUBSCRIPTION	211-45501-433	19.97
MOTOR TREND	20140422	04/22/2014	SUBSCRIPTION	211-45501-433	24.00

Expense Approval Report

Payment Dates: 4/10/2014 - 5/2/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SPORTS ILLUSTRATED	20140422	04/22/2014	SUBSCRIPTION #046-364-029	211-45501-433	144.48
STAR TRIBUNE	9905542APR	04/22/2014	SUBSCRIPTION # 9905542	211-45501-433	74.75
NATIONAL GEOGRAPHIC TRA	NGBZ0901-00039007	04/22/2014	SUBSCRIPTION #7109442991	211-45501-433	39.00
CENTER POINT LARGE PRINT	1163743	04/21/2014	BOOKS	211-45501-435	44.34
INGRAM	2004243MAR	04/07/2014	BOOKS	211-45501-435	1,170.38
READERS SERVICE	20140422	04/22/2014	SUBSCRIPTION -SUPERROM L	211-45501-435	22.26
GALE	51898906	04/21/2014	BOOKS	211-45501-435	231.95
GALE	51899180	04/21/2014	BOOKS	211-45501-435	91.61
MICROMARKETING	522058	04/21/2014	BOOKS	211-45501-435	34.95

Activity 45501 - Library Total: 3,773.05

Fund 211 - LIBRARY Total: 3,773.05

Fund: 225 - AIRPORT

Activity: 45127 - Airport

SOUTHWEST MN BROADBAN	WIND-001-0018APR	04/21/2014	PHONE WIND-001-0018	225-45127-321	27.25
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	225-45127-480	462.80

Activity 45127 - Airport Total: 490.05

Fund 225 - AIRPORT Total: 490.05

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

WEX BANK	36329782	04/08/2014	MAR - GAS - AMBULANCE	235-42153-212	2,005.34
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	235-42153-212	-39.25
ZOLL MEDICAL CORPORATION	2109188	04/02/2014	SUPPLIES	235-42153-217	533.44
PRAXAIR DISTRIBUTION INC	48998446	04/07/2014	SUPPLIES	235-42153-217	260.61
BOUND TREE MEDICAL, LLC	81387479	04/07/2014	SUPPLIES	235-42153-217	44.59
BOUND TREE MEDICAL, LLC	81397849	04/17/2014	SUPPLIES	235-42153-217	216.16
BOUND TREE MEDICAL, LLC	81397850	04/17/2014	SUPPLIES	235-42153-217	30.29
JODI JOHNSON	20140414	04/14/2014	EXPENSE - CLOTHING	235-42153-218	50.99
STREICHER'S	11085341	04/17/2014	CLOTHING	235-42153-218	69.99
VERIZON WIRELESS	9723126493	04/17/2014	SERVICE FOR LAP TOPS 98670	235-42153-321	81.39
JOHN MEYER	20140414	04/14/2014	EXPENSE	235-42153-334	60.29
APRIL HARRINGTON	20140414	04/14/2014	EXPENSE	235-42153-334	18.01
APRIL HARRINGTON	20140428	04/28/2014	EXPENSE	235-42153-334	70.83
BUCKWHEAT JOHNSON	20140428	04/28/2014	EXPENSE	235-42153-334	10.32
JOHN MEYER	20140428	04/28/2014	EXPENSE	235-42153-334	42.58
POSITIVE PROMOTIONS, INC.	04950647	04/07/2014	ADVERTISING	235-42153-340	600.14
O'REILLY AUTOMOTIVE, INC	1510318MAR	04/04/2014	MAINTENANCE - AMBULANCE	235-42153-404	52.79
ARROW MANUFACTURING IN	2095	03/31/2014	UNIT #29 HEAVY DUTY FRONT	235-42153-405	1,430.00
HIGLEY FORD	63118	04/07/2014	SERVICE - UNIT #27	235-42153-405	96.96

Activity 42153 - Ambulance Total: 5,635.47

Fund 235 - AMBULANCE Total: 5,635.47

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	250-46520-133	24.00
MARY HENSEN	20140421	04/21/2014	SUPPLIES	250-46520-200	156.03
CENTURY BUSINESS PRODUCT	219853	04/11/2014	SUPPLIES	250-46520-200	70.95
SHOPKO STORES OPERATING	90000046130010MAR	04/08/2014	SUPPLIES #90000046130010-	250-46520-200	22.87
EHLERS & ASSOC., INC.	348116	04/16/2014	SERVICE - 2013 OSA INQUIRY	250-46520-301	700.00
ELAN	20140421	04/21/2014	ELAN CARD-EDAM - REG	250-46520-308	365.00
AARON BACKMAN	20140414	04/14/2014	EXPENSE -PROGRESS MN EVE	250-46520-331	52.01
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	250-46520-340	816.70
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	250-46520-350	79.50
RON'S ELECTRIC INC	128552	04/08/2014	MAINTENANCE	250-46520-402	63.92
SUBWAY	20140415	04/15/2014	EXPENSE - MTG	250-46520-438	43.61
HY-VEE, INC.	20140421	04/21/2014	MERCHANDISE #62863	250-46520-438	42.48

Activity 46520 - EDA Total: 2,437.07

Fund 250 - EDA GENERAL Total: 2,437.07

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Fund: 254 - NORTH IND PARK						
Activity: 46520 - EDA						
MN DEPT OF EMPLOY & ECON	20140430	04/30/2014	SHOVEL-READY SITE APPL FEE	254-46520-443	2,950.00	
CNA SURETY	71269473A	03/14/2014	BOND INSURANCE #71269473	254-46520-480	100.00	
					Activity 46520 - EDA Total:	3,050.00
Activity: 49950 - Capital Outlay						
HOLTMEIER CONSTRUCTION I	20140416	04/16/2014	NWIP DEVELOPMENT	254-49950-500	105,946.02	
					Activity 49950 - Capital Outlay Total:	105,946.02
					Fund 254 - NORTH IND PARK Total:	108,996.02
Fund: 401 - GENERAL CAPITAL PROJECTS						
Activity: 49950 - Capital Outlay						
RDO EQUIPMENT CO	E01455	04/15/2014	2014 STR CIP LOADER ATTAC	401-49950-503	4,680.00	
					Activity 49950 - Capital Outlay Total:	4,680.00
					Fund 401 - GENERAL CAPITAL PROJECTS Total:	4,680.00
Fund: 601 - WATER						
Activity: 49400 - Water						
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	601-49400-133	40.00	
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	601-49400-212	414.28	
ELAN	20140421	04/21/2014	ELAN CARD-PAY PAL	601-49400-217	7.50	
WENCK ASSOCIATES, INC.	11401549	04/28/2014	PHASE 3 & 4 - WELLHEAD PR	601-49400-303	1,112.50	
WENCK ASSOCIATES, INC.	11401549	04/28/2014	PHASE 3 & 4 - WELLHEAD PR	601-49400-303	522.00	
ELAN	20140421	04/21/2014	ELAN CARD-AWWA -HAUGEN	601-49400-308	90.00	
GOPHER STATE ONE CALL	99995	04/04/2014	LOCATES	601-49400-321	2.54	
ELAN	20140421	04/21/2014	ELAN CARD-GODFATHERS -CO	601-49400-334	9.61	
MN ENERGY RESOURCES	4095252-SAPR	04/21/2014	HEATING #4095252-5	601-49400-383	867.04	
MN DEPT OF HEALTH	20140414	04/14/2014	#462056 MAINT PERMIT	601-49400-386	50.00	
CARQUEST AUTO PARTS STOR	20140404	04/04/2014	MAINTENANCE - WATER MAI	601-49400-404	9.46	
LUCAN COMMUNITY TV INC	2142	04/17/2014	MAINTENANCE	601-49400-404	145.00	
SVOBODA EXCAVATING, INC	00006240	04/22/2014	SERVICE - MAINTENANCE	601-49400-408	925.00	
SVOBODA EXCAVATING, INC	00006243	04/22/2014	SERVICE - MAINTENANCE	601-49400-408	1,010.00	
					Activity 49400 - Water Total:	5,204.93
					Fund 601 - WATER Total:	5,204.93
Fund: 602 - SEWER						
Activity: 49450 - Sewer						
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	602-49450-133	56.00	
CENTER STOP	20140411	04/11/2014	GAS	602-49450-212	106.00	
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	602-49450-212	568.27	
ELAN	20140421	04/21/2014	ELAN CARD-PAY PAL	602-49450-217	7.50	
MN VALLEY TESTING	694108	03/17/2014	TESTING	602-49450-310	120.00	
MN VALLEY TESTING	694794	03/25/2014	TESTING	602-49450-310	223.60	
MN VALLEY TESTING	694856	03/25/2014	TESTING	602-49450-310	143.60	
MN VALLEY TESTING	695148	03/25/2014	TESTING	602-49450-310	133.00	
MN VALLEY TESTING	695149	03/25/2014	TESTING	602-49450-310	38.40	
MN VALLEY TESTING	695452	04/01/2014	TESTING	602-49450-310	118.60	
MN VALLEY TESTING	695784	04/01/2014	TESTING	602-49450-310	143.60	
MN VALLEY TESTING	695905	04/02/2014	TESTING	602-49450-310	223.60	
MN VALLEY TESTING	695906	04/02/2014	TESTING	602-49450-310	133.00	
MN VALLEY TESTING	696197	04/04/2014	TESTING	602-49450-310	118.60	
MN VALLEY TESTING	696605	04/07/2014	TESTING	602-49450-310	67.40	
MN VALLEY TESTING	696835	04/07/2014	TESTING	602-49450-310	223.60	
MN VALLEY TESTING	696836	04/07/2014	TESTING	602-49450-310	133.00	
MN VALLEY TESTING	696837	04/07/2014	TESTING	602-49450-310	113.00	
MN VALLEY TESTING	696857	04/07/2014	TESTING	602-49450-310	143.60	
MN VALLEY TESTING	697088	04/14/2014	TESTING	602-49450-310	118.60	
MN VALLEY TESTING	697341	04/14/2014	TESTING	602-49450-310	45.60	
GOPHER STATE ONE CALL	99995	04/04/2014	LOCATES	602-49450-321	2.54	
FEDERAL EXPRESS CORP	2-630-94022	04/30/2014	FREIGHT #1702-5771-5	602-49450-322	690.26	
ELAN	20140421	04/21/2014	ELAN CARD-MARRIOT-MPCA	602-49450-334	579.92	

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MN ENERGY RESOURCES	4222768-6APR	04/21/2014	HEATING #4222768-6	602-49450-383	101.05
MN ENERGY RESOURCES	4325313-7APR	04/15/2014	HEATING #4325313-7	602-49450-383	491.53
MN ENERGY RESOURCES	4335469-5APR	04/17/2014	HEATING #4335469-5	602-49450-383	16.36
HOMETOWN SANITATION SE	0000077066	04/04/2014	GARBAGE SERVICE	602-49450-384	85.04
RON'S ELECTRIC INC	128575	04/14/2014	MAINTENANCE	602-49450-404	493.65
JIFFY-JR. PRODUCTS	158155	04/07/2014	MAINTENANCE	602-49450-404	398.94
CENTER STOP	20140411	04/11/2014	GAS	602-49450-404	4.59
VESSCO INC.	59719	04/02/2014	MAINTENANCE	602-49450-404	4,042.23
ERA - ENVIRONMENTAL RESO	716196	04/01/2014	MAINTENANCE	602-49450-404	310.81
GREENHECK FAN CORP	92049349	04/02/2014	MAINTENANCE	602-49450-404	2,743.11
GREENHECK FAN CORP	92054573	04/14/2014	MAINTENANCE	602-49450-404	535.19
GREENHECK FAN CORP	92054754	04/04/2014	MAINTENANCE	602-49450-404	104.39
USA BLUE BOOK	299364	04/02/2014	EQUIPMENT	602-49450-408	1,234.10
Activity 49450 - Sewer Total:					14,812.28
Fund 602 - SEWER Total:					14,812.28

Fund: 604 - ELECTRIC

COTTONWOOD CO GAME AN	20140411	04/11/2014	REFUND - STATEMENT CREDI	604-11500	594.89
TELECOM FUND	20140414	04/14/2014	MONTHLY TRANSFERS - APRIL	604-11500	50.76
WESCO DISTRIBUTION, INC	627320	04/14/2014	ELECTRIC INVENTORY	604-14200	897.75
WESCO DISTRIBUTION, INC	627475	04/14/2014	CREDIT -ELECTRIC INVENTORY	604-14200	-416.81
WESCO DISTRIBUTION, INC	627639	04/14/2014	ELECTRIC INVENTORY	604-14200	705.38
BORDER STATES	907134681	04/04/2014	ELECTRIC INVENTORY	604-14200	377.33
BORDER STATES	907141948	04/07/2014	ELECTRIC INVENTORY	604-14200	177.06
J. H. LARSON	S100606160.001	03/11/2014	PARTS & SUPPLIES	604-14200	141.99
J. H. LARSON	S100613410.001	03/19/2014	INVENTORY	604-14200	250.58
J. H. LARSON	S100613410-002	03/19/2014	INVENTORY	604-14200	171.61
J. H. LARSON	S100616803.001	03/21/2014	INVENTORY	604-14200	173.38
J. H. LARSON	S100618725.001	04/04/2014	ELECTRIC INVENTORY	604-14200	-16.68
WERNER ELECTRIC	S7944690.001	04/08/2014	ELECTRIC INVENTORY	604-14200	308.88
MARISSA WESTMAN	20140428	04/28/2014	REFUND - UTILITY PREPAYME	604-22000	150.00
ELECTRIC FUND	20140430	04/30/2014	REFUND-UTIL PREPAY TO BILL	604-22000	294.85
THOMAS MABWOGA	20140430	04/30/2014	REFUND-BAL OF UTILITY PREP	604-22000	5.15
ELECTRIC FUND	20140430A	04/30/2014	REF UTIL PREPAY TO BILLING-	604-22000	300.00
UTILITIES PLUS ENERGY SERVI	8748	04/02/2014	SERVICE	604-37473	-6,920.52
					-2,754.40

Activity: 49550 - Electric

NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	604-49550-133	96.00
OFFICEMAX - HSBC BUS SOLU	878249	04/04/2014	SUPPLIES	604-49550-200	112.46
OFFICEMAX - HSBC BUS SOLU	878572	04/04/2014	SUPPLIES	604-49550-200	41.86
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	604-49550-212	655.80
ELAN	20140421	04/21/2014	ELAN CARD-PAY PAL	604-49550-217	7.50
CENTRAL MINNESOTA MUNIC	4409	04/11/2014	ENERGY - TRANSMISSION	604-49550-263	110,065.68
CENTRAL MINNESOTA MUNIC	4409	04/11/2014	ENERGY - TRANSMISSION	604-49550-263	110,104.94
DEPARTMENT OF ENERGY	BFPB000800314	04/07/2014	ENERGY	604-49550-263	82,145.52
SKARSHAUG TESTING LAB	186903	04/21/2014	SERVICE	604-49550-310	41.86
GOPHER STATE ONE CALL	99995	04/04/2014	LOCATES	604-49550-321	2.54
MARV GRUNIG	20140414	04/14/2014	EXPENSE-CMMPA MTG	604-49550-331	78.40
ELAN	20140421	04/21/2014	ELAN CARD-GODFATHERS-CO	604-49550-334	9.61
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	604-49550-340	169.95
KDOM RADIO	KDOM0060140332135	04/04/2014	ADVERTISING - ELECTRIC DEP	604-49550-340	144.00
HOMETOWN SANITATION SE	0000077067	04/04/2014	GARBAGE SERVICE	604-49550-384	84.75
O'REILLY AUTOMOTIVE, INC	1476416MAR	04/04/2014	MAINTENANCE - ELECTRIC	604-49550-404	29.80
CARQUEST AUTO PARTS STOR	20140404	04/04/2014	MAINTENANCE - ELEC VEH RE	604-49550-404	11.00
STONER INDUSTRIAL, INC.	20140414	04/14/2014	SERVICE	604-49550-406	69.26
BRAD BUSSA	20140430	04/30/2014	CLEANING - APRIL 2014	604-49550-406	184.60
BANK OF THE WEST	20140331	03/31/2014	MAINTENANCE	604-49550-408	267.63
ELAN	20140421	04/21/2014	ELAN CARD-SBS-GRAVITY TES	604-49550-408	1,720.00
WESCO DISTRIBUTION, INC	628315	04/14/2014	MAINTENANCE	604-49550-408	371.41
UTILITIES PLUS ENERGY SERVI	8748	04/02/2014	SERVICE	604-49550-408	8,080.82

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UTILITIES PLUS ENERGY SERVI	8781	04/14/2014	SERVICE-MAINTENANCE	604-49550-408	1,389.38
BORDER STATES	907170770	04/11/2014	MAINTENANCE	604-49550-408	638.24
ZIEGLER, INC.	R8383502	04/14/2014	SERVICE	604-49550-408	18,690.00
MN ENERGY RESOURCES	4355412-DAPR	04/21/2014	HEATING #4355412-0	604-49550-409	474.42
RETROFIT RECYCLING, INC	0071027-IN	04/14/2014	SUPPLIES-MAINTENANCE	604-49550-450	400.74
WINDOM QUICK PRINT	20140415	04/15/2014	2014 SPRING CONNECTORS	604-49550-450	290.65
SCOTT & KATHRYN RALSTON	20140430	04/30/2014	ENERGY REBATE	604-49550-450	150.00
AMY HENRY	20140430	04/30/2014	ENERGY REBATE -	604-49550-450	35.00
NORDIS OLSON	20140430	04/30/2014	ENERGY REBATE	604-49550-450	25.00
MN MUNICIPAL UTILITIES ASS	43240	04/14/2014	CONNECTOR LAYOUT SERVIC	604-49550-450	250.00
CENTRAL MINNESOTA MUNIC	4424	04/11/2014	CIP ASSESSMENT	604-49550-450	2,140.00
BANK MIDWEST	20140423	04/23/2014	NSF-JANET HERMAN-UTIL	604-49550-480	142.72
BANK MIDWEST	20140423A	04/23/2014	NSF-SONYA SARGENT-UTIL &	604-49550-480	138.56
Activity 49550 - Electric Total:					339,260.10
Fund 604 - ELECTRIC Total:					336,505.70

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	609-49751-133	16.00
TOTAL REGISTER SYSTEMS	1042626	04/28/2014	SUPPLIES	609-49751-217	25.90
CULLIGAN	15331MAR	04/07/2014	SERVICE	609-49751-217	10.05
AH HERMEL COMPANY	424743	04/04/2014	MERCHANDISE	609-49751-217	25.67
ENVIROMASTER, INC	511835	03/31/2014	SERVICE	609-49751-217	40.88
BEVERAGE WHOLESALERS	0498447	04/25/2014	MERCHANDISE	609-49751-251	5,102.65
WIRTZ BEVERAGE MN WINE	1080159126	04/02/2014	MERCHANDISE	609-49751-251	3,633.23
WIRTZ BEVERAGE MN WINE	1080162014	04/08/2014	MERCHANDISE	609-49751-251	711.54
SOUTHERN WINE & SPIRITS O	1142702	03/21/2014	MERCHANDISE	609-49751-251	1,704.21
SOUTHERN WINE & SPIRITS O	1145086	04/01/2014	MERCHANDISE	609-49751-251	2,330.90
SOUTHERN WINE & SPIRITS O	1147571	04/08/2014	MERCHANDISE	609-49751-251	1,206.25
SOUTHERN WINE & SPIRITS O	1147572	04/08/2014	MERCHANDISE	609-49751-251	89.91
JOHNSON BROS.	1811500	04/01/2014	MERCHANDISE	609-49751-251	2,635.53
JOHNSON BROS.	1817007	04/07/2014	MERCHANDISE	609-49751-251	1,460.59
JOHNSON BROS.	1822531	04/15/2014	MERCHANDISE	609-49751-251	664.34
PHILLIPS WINE & SPIRITS	2579009	04/02/2014	MERCHANDISE	609-49751-251	6,438.49
PHILLIPS WINE & SPIRITS	2582565	04/07/2014	MERCHANDISE	609-49751-251	358.75
PHILLIPS WINE & SPIRITS	2586065	04/15/2014	MERCHANDISE	609-49751-251	2,963.80
BEVERAGE WHOLESALERS	0496680	04/14/2014	MERCHANDISE	609-49751-252	3,162.90
BEVERAGE WHOLESALERS	0497560	04/21/2014	MERCHANDISE	609-49751-252	7,624.10
HAGEN BEVERAGE DIST. INC.	262202	04/14/2014	MERCHANDISE	609-49751-252	5,760.85
HAGEN BEVERAGE DIST. INC.	262519	04/21/2014	MERCHANDISE	609-49751-252	10,135.60
HAGEN BEVERAGE DIST. INC.	262520	04/21/2014	CREDIT - MERCHANDISE	609-49751-252	-25.50
HAGEN BEVERAGE DIST. INC.	262713	04/25/2014	MERCHANDISE	609-49751-252	-12.50
HAGEN BEVERAGE DIST. INC.	262722	04/25/2014	MERCHANDISE	609-49751-252	4,386.35
VINOPIA, INC	0094881-IN	03/21/2014	MERCHANDISE	609-49751-253	736.00
WIRTZ BEVERAGE MN WINE	1080159126	04/02/2014	MERCHANDISE	609-49751-253	440.00
SOUTHERN WINE & SPIRITS O	1142703	03/21/2014	MERCHANDISE	609-49751-253	392.00
SOUTHERN WINE & SPIRITS O	1147572	04/08/2014	MERCHANDISE	609-49751-253	208.00
JOHNSON BROS.	1811501	04/01/2014	MERCHANDISE	609-49751-253	1,334.95
JOHNSON BROS.	1817008	04/07/2014	MERCHANDISE	609-49751-253	2,417.19
JOHNSON BROS.	1817009	04/07/2014	MERCHANDISE	609-49751-253	26.00
JOHNSON BROS.	1822532	04/15/2014	MERCHANDISE	609-49751-253	222.30
PHILLIPS WINE & SPIRITS	2579010	04/02/2014	MERCHANDISE	609-49751-253	890.22
PHILLIPS WINE & SPIRITS	2586066	04/15/2014	MERCHANDISE	609-49751-253	581.40
WINE MERCHANTS	498345	04/15/2014	MERCHANDISE	609-49751-253	120.00
JOHNSON BROS.	613145	04/02/2014	CREDIT - MERCHANDISE	609-49751-253	-8.66
JOHNSON BROS.	614593	04/21/2014	MERCHANDISE	609-49751-253	-85.65
PAUSTIS & SONS	8442566-IN	04/04/2014	MERCHANDISE	609-49751-253	1,356.03
COCA-COLA BOTTLING COMP	0466544514	03/31/2014	MERCHANDISE	609-49751-254	291.36
WIRTZ BEVERAGE MN WINE	1080159126	04/02/2014	MERCHANDISE	609-49751-254	84.64
JOHNSON BROS.	1822532	04/15/2014	MERCHANDISE	609-49751-254	37.25
AMERICAN BOTTLING CO	2459320995	03/27/2014	MERCHANDISE	609-49751-254	196.17

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EXTREME BEVERAGE, LLC	267-844	04/17/2014	MERCHANDISE	609-49751-254	100.50
AH HERMEL COMPANY	424743	04/04/2014	MERCHANDISE	609-49751-254	27.40
AH HERMEL COMPANY	425059	04/04/2014	MERCHANDISE	609-49751-254	23.27
AH HERMEL COMPANY	424743	04/04/2014	MERCHANDISE	609-49751-256	74.82
BEVERAGE WHOLESALERS	0496680	04/14/2014	MERCHANDISE	609-49751-259	16.00
BEVERAGE WHOLESALERS	0497560	04/21/2014	MERCHANDISE	609-49751-259	23.50
BEVERAGE WHOLESALERS	0498447	04/25/2014	MERCHANDISE	609-49751-259	16.00
HAGEN BEVERAGE DIST. INC.	262519	04/21/2014	MERCHANDISE	609-49751-259	72.50
HAGEN BEVERAGE DIST. INC.	262722	04/25/2014	MERCHANDISE	609-49751-259	19.55
VINOCOPIA, INC	0094881-IN	03/21/2014	MERCHANDISE	609-49751-333	24.00
WIRTZ BEVERAGE MN WINE	1080159126	04/02/2014	MERCHANDISE	609-49751-333	85.26
WIRTZ BEVERAGE MN WINE	1080162014	04/08/2014	MERCHANDISE	609-49751-333	13.26
SOUTHERN WINE & SPIRITS O	1142702	03/21/2014	MERCHANDISE	609-49751-333	30.13
SOUTHERN WINE & SPIRITS O	1142703	03/21/2014	MERCHANDISE	609-49751-333	5.55
SOUTHERN WINE & SPIRITS O	1145086	04/01/2014	MERCHANDISE	609-49751-333	48.10
SOUTHERN WINE & SPIRITS O	1147571	04/08/2014	MERCHANDISE	609-49751-333	28.86
SOUTHERN WINE & SPIRITS O	1147572	04/08/2014	MERCHANDISE	609-49751-333	9.25
JOHNSON BROS.	1811500	04/01/2014	MERCHANDISE	609-49751-333	41.20
JOHNSON BROS.	1811501	04/01/2014	MERCHANDISE	609-49751-333	57.60
JOHNSON BROS.	1817007	04/07/2014	MERCHANDISE	609-49751-333	16.00
JOHNSON BROS.	1817008	04/07/2014	MERCHANDISE	609-49751-333	88.00
JOHNSON BROS.	1822531	04/15/2014	MERCHANDISE	609-49751-333	8.00
JOHNSON BROS.	1822532	04/15/2014	MERCHANDISE	609-49751-333	9.60
PHILLIPS WINE & SPIRITS	2579009	04/02/2014	MERCHANDISE	609-49751-333	104.26
PHILLIPS WINE & SPIRITS	2579010	04/02/2014	MERCHANDISE	609-49751-333	22.91
PHILLIPS WINE & SPIRITS	2582565	04/07/2014	MERCHANDISE	609-49751-333	3.47
PHILLIPS WINE & SPIRITS	2586065	04/15/2014	MERCHANDISE	609-49751-333	46.13
PHILLIPS WINE & SPIRITS	2586066	04/15/2014	MERCHANDISE	609-49751-333	20.80
AH HERMEL COMPANY	424743	04/04/2014	MERCHANDISE	609-49751-333	3.95
WINE MERCHANTS	498345	04/15/2014	MERCHANDISE	609-49751-333	1.60
JOHNSON BROS.	614593	04/21/2014	MERCHANDISE	609-49751-333	-3.20
PAUSTIS & SONS	8442566-IN	04/04/2014	MERCHANDISE	609-49751-333	16.25
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	609-49751-340	288.00
MN ENERGY RESOURCES	4290426-8APR	04/25/2014	HEATING #4290426-8	609-49751-383	157.52
Activity 49751 - Liquor Store Total:					71,189.73
Fund 609 - LIQUOR STORE Total:					71,189.73

Fund: 614 - TELECOM

DANNY SEELY	20140411	04/11/2014	REFUND - STATEMENT CREDI	614-11500	4.50
KEVIN JOHNSON	20140414	04/14/2014	REFUND - STATEMENT CREDI	614-11500	2.76
SARAH HINIKER	20140414	04/14/2014	REFUND - STATEMENT CREDI	614-11500	3.17
LAURIE LUND	20140414	04/14/2014	REFUND - STATEMENT CREDI	614-11500	5.86
ELECTRIC FUND	20140414A	04/14/2014	MONTHLY TRANSFERS-APR	614-11500	355.40
					371.69

Activity: 49870 - Telecom

NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	614-49870-133	96.00
HY-VEE, INC.	20140421	04/21/2014	MERCHANDISE #G2863	614-49870-200	34.62
INDOFF, INC	2432240	04/04/2014	SUPPLIES	614-49870-200	263.40
NEW STAR SALES & SERVICE	42007	04/25/2014	SERVICE	614-49870-200	37.41
STONER INDUSTRIAL, INC.	20140414	04/14/2014	SERVICE	614-49870-211	38.26
WEX BANK	36329782	04/08/2014	MAR - GAS #0496-00-204057-	614-49870-212	294.44
ELAN	20140421	04/21/2014	ELAN CARD-PAY PAL	614-49870-217	7.50
ELAN	20140421	04/21/2014	ELAN CARD-DREAM HOST	614-49870-217	139.00
JASON HANKE	386660	04/14/2014	SERVICE - MAINTENANCE	614-49870-227	1,348.20
POWER & TEL	5492738-00	04/17/2014	CREDIT - EQUIPMENT	614-49870-227	-64.13
POWER & TEL	5536783-00	04/04/2014	EQUIPMENT	614-49870-227	1,563.88
POWER & TEL	5536788-00	04/04/2014	EQUIPMENT	614-49870-227	151.46
NATIONAL CABLE TV COOP	SI-386875	04/14/2014	SERVICE	614-49870-227	2,367.97
NATIONAL CABLE TV COOP	SI-388956	04/25/2014	EQUIPMENT	614-49870-227	4,433.90
ELAN	20140421	04/21/2014	ELAN CARD-AMAZON -NORTO	614-49870-241	33.50

Expense Approval Report

Payment Dates: 4/10/2014 - 5/2/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OLSEN THIELEN & CO.,LTD	13196	04/02/2014	SERVICE	614-49870-304	305.00
OLSEN THIELEN & CO.,LTD	13532	04/04/2014	SERVICE	614-49870-304	690.95
INTERSTATE TRS FUND	82580704141	04/21/2014	ASSESSMENT FOR 499-A FILIN	614-49870-304	124.90
GOPHER STATE ONE CALL	99995	04/04/2014	LOCATES	614-49870-321	2.53
RUSHMORE INDUSTRIES, INC	20140414	04/14/2014	FREIGHT	614-49870-322	55.90
ELAN	20140421	04/21/2014	ELAN CARD-MICROSOFT OFFI	614-49870-326	630.55
WINDOM AREA SCHOOLS	20140428	04/28/2014	ADVERTISING - WINDOMNET	614-49870-340	200.00
KDOM RADIO	KDOM0073140332138	04/04/2014	ADVERTISING - WINDOM NET	614-49870-340	550.23
MN ENERGY RESOURCES	4098343-9APR	04/25/2014	HEATING #4098343-9	614-49870-383	185.58
HOMETOWN SANITATION SE	0000077068	04/04/2014	GARBAGE SERVICE	614-49870-384	73.92
META SWITCH NETWORKS	DCL20190	04/25/2014	SERVICE	614-49870-404	3,187.50
ONVOY VOICE SERVICES	140402008508	04/14/2014	SERVICE #001555600262	614-49870-441	1,283.31
BLUEHIGHWAYS	012-030514	04/21/2014	SUBSCRIBER	614-49870-442	253.70
BBC WORLDWIDE AMERICA I	072071	04/11/2014	SUBSCRIBER #03268 WINDO	614-49870-442	81.84
DISCOVERY DIGITAL NETWORK	20140408	04/08/2014	SUBSCRIBER	614-49870-442	143.93
ELAN	20140421	04/21/2014	ELAN CARD-DISH LATE FEES	614-49870-442	14.00
DISPLAY SYSTEMS INTERNATI	21347	04/11/2014	SERVICE	614-49870-442	163.88
KARE GANNETT CO., INC	275-1041	04/14/2014	SUBSCRIBER	614-49870-442	2,516.85
TOWER DISTRIBUTION COMP	356511	04/21/2014	SUBSCRIBER	614-49870-442	545.08
OWN LLC	4498724	04/08/2014	SUBSCRIBER	614-49870-442	78.05
HUB TELEVISION NETWORKS	4499207	04/08/2014	SUBSCRIBER	614-49870-442	37.02
DISH NETWORK	8255-2900-1001-1833APR	04/11/2014	SERVICE #8255-2900-1001-18	614-49870-442	3,400.00
E-911	100-0141APR	04/14/2014	SERVICE #0010143	614-49870-445	40.00
CENTURY LINK - LIS ACCTS	L040021021-14085	04/11/2014	LIS	614-49870-445	74.78
ZAYO BANDWIDTH	114184-002376APR	04/14/2014	SERVICE	614-49870-447	3,227.20
COGENT COMMUNICATIONS,	20140411	04/11/2014	SERVICE #CITYOFW100001	614-49870-447	1,750.00
COGENT COMMUNICATIONS,	20140425	04/25/2014	SERVICE #CITYOFW100001	614-49870-447	1,750.00
GOLDEN WEST TECH & INT SO	I10310458	04/04/2014	SUPPORT SERVICE	614-49870-448	122.78
SDN COMMUNICATIONS	0610-04-2014	04/14/2014	SERVICE	614-49870-451	2,839.79
ONVOY VOICE SERVICES	140402010568	04/14/2014	SERVICE #001553603305	614-49870-451	3,861.24
NEUSTAR, INC.	L-0000010677	04/25/2014	SERVICE	614-49870-451	19.00
BANK MIDWEST	20140423A	04/23/2014	NSF-SONYA SARGENT-UTIL &	614-49870-480	90.62
SOUTHWEST MN BROADBAN	20140430	04/30/2014	QVC COMMISSION-MAR 2014	614-49870-480	102.25
CENTURY LINK - LIS ACCTS	399856	04/21/2014	DIRECTORY LISTINGS	614-49870-480	183.90
ARIN-AMERICAN REGISTRY F	SI210510	04/01/2014	RENEWAL IPvR ALLOCATION	614-49870-480	2,000.00
NATIONAL CABLE TV COOP	SI-385655	04/02/2014	EQUIPMENT-SMBS	614-49870-480	265.13
Activity 49870 - Telecom Total:					41,596.82
Fund 614 - TELECOM Total:					41,968.51

Fund: 615 - ARENA

Activity: 49850 - Arena

NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	615-49850-133	32.00
CULLIGAN	15261MAR	04/07/2014	SERVICE	615-49850-200	441.16
STONER INDUSTRIAL, INC.	20140414	04/14/2014	SERVICE	615-49850-211	19.10
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	615-49850-340	948.00
KDOM RADIO	KDOM0113140332133	04/04/2014	ADVERTISING - ARENA	615-49850-340	82.00
MN ENERGY RESOURCES	4070858-8APR	04/21/2014	HEATING #4070858-8	615-49850-383	984.73
HOMETOWN SANITATION SE	0000077069	04/04/2014	GARBAGE SERVICE	615-49850-384	130.88
JERRY'S REPAIR	8090	04/07/2014	SERVICE	615-49850-404	448.88
Activity 49850 - Arena Total:					3,086.75
Fund 615 - ARENA Total:					3,086.75

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	617-49860-133	48.00
COLE PAPERS INC.	8964781	04/15/2014	SUPPLIES	617-49860-211	75.50
HAGEN BEVERAGE DIST. INC.	262817	04/30/2014	MERCHANDISE	617-49860-217	37.41
HY-VEE, INC.	20140421	04/21/2014	MERCHANDISE #62863	617-49860-254	133.52
AH HERMEL COMPANY	424742	04/07/2014	MERCHANDISE	617-49860-254	73.33
HY-VEE, INC.	20140421	04/21/2014	MERCHANDISE #62863	617-49860-261	17.31
ELAN	20140421	04/21/2014	ELAN CARD-BIG TRAY - BAR S	617-49860-261	64.29

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Payment Dates: 4/10/2014 - 5/2/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AH HERMEL COMPANY	424742	04/07/2014	MERCHANDISE	617-49860-261	3.95
AH HERMEL COMPANY	424742	04/07/2014	MERCHANDISE	617-49860-261	70.99
CITIZEN PUBLISHING CO	20140407	04/07/2014	ADVERTISING	617-49860-340	190.55
HY-VEE, INC.	20140421	04/21/2014	MERCHANDISE #62863	617-49860-340	246.85
WINDOM QUICK PRINT	20140430	04/30/2014	ADVERTISING - COMM CENTE	617-49860-340	199.00
KDOM RADIO	KDOM0563140332134	04/04/2014	ADVERTISING - COMM CENTE	617-49860-340	357.00
MN ENERGY RESOURCES	4271541-7APR	04/21/2014	HEATING #4271541-7	617-49860-383	1,672.34
HOMETOWN SANITATION SE	0000077070	04/04/2014	GARBAGE SERVICE - COMM C	617-49860-384	103.03
STONER INDUSTRIAL, INC.	20140414	04/14/2014	SERVICE	617-49860-406	119.50
Activity 49860 - M/P Center Total:					3,412.57
Fund 617 - M/P CENTER Total:					3,412.57

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000253	04/18/2014	Federal Tax Withholding	700-21701	9,837.63
Internal Revenue Service-Payr	INV0000262	05/02/2014	Federal Tax Withholding	700-21701	9,580.87
Minnesota Department of Re	INV0000252	04/18/2014	State Withholding	700-21702	4,212.28
Minnesota Department of Re	INV0000261	05/02/2014	State Withholding	700-21702	4,102.34
Internal Revenue Service-Payr	INV0000254	04/18/2014	Social Security	700-21703	11,040.12
Internal Revenue Service-Payr	INV0000263	05/02/2014	Social Security	700-21703	10,779.66
MN Pera	INV0000246	04/18/2014	PERA	700-21704	11,973.88
MN Pera	INV0000247	04/18/2014	PERA	700-21704	5,374.70
MN Pera	INV0000248	04/18/2014	PERA	700-21704	604.00
MN Pera	INV0000255	05/02/2014	PERA	700-21704	11,738.42
MN Pera	INV0000256	05/02/2014	PERA	700-21704	5,064.23
MN Pera	INV0000257	05/02/2014	PERA	700-21704	565.44
Minnesota State Deferred	INV0000249	04/18/2014	Deferred Compensation	700-21705	4,900.00
Minnesota State Deferred	INV0000250	04/18/2014	Deferred Roth	700-21705	850.00
Minnesota State Deferred	INV0000258	05/02/2014	Deferred Compensation	700-21705	4,900.00
Minnesota State Deferred	INV0000259	05/02/2014	Deferred Roth	700-21705	850.00
LOCAL UNION #949	20140417	04/17/2014	UNION DUES	700-21707	1,626.44
LAW ENFORCMENT LABOR SE	20140417	04/17/2014	UNION DUES	700-21708	315.00
COLLECTION SERVICES CENTE	20140401	04/01/2014	CDDM013726	700-21709	930.23
Internal Revenue Service-Payr	INV0000251	04/18/2014	Medicare Withholding	700-21711	3,157.12
Internal Revenue Service-Payr	INV0000260	05/02/2014	Medicare Withholding	700-21711	3,062.48
SELECTACCOUNT	20140415A	04/15/2014	FLEX SPENDING	700-21712	615.29
SELECTACCOUNT	20140423	04/23/2014	FLEX SPENDING	700-21712	591.87
SELECTACCOUNT	20140430	04/30/2014	FLEX SPENDING	700-21712	2,030.09
AFLAC	524205	04/21/2014	INSURANCE # OEQP3	700-21715	98.22
AFLAC	524205	04/21/2014	INSURANCE # OEQP3	700-21716	389.97
MN BENEFIT ASSOCIATION	20140417	04/17/2014	10400	700-21717	159.65
NCPERS MINNESOTA	8446514	04/25/2014	INSURANCE 844600 MAY 201	700-21718	16.00
MN BENEFIT ASSOCIATION	20140417	04/17/2014	10400	700-21719	112.92
MII LIFE	20140415	04/15/2014	VEBA	700-21720	10,581.36
Fund 700 - PAYROLL Total:					120,060.21

Grand Total: 748,811.36

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	26,559.02
211 - LIBRARY	3,773.05
225 - AIRPORT	490.05
235 - AMBULANCE	5,635.47
250 - EDA GENERAL	2,437.07
254 - NORTH IND PARK	108,996.02
401 - GENERAL CAPITAL PROJECTS	4,680.00
601 - WATER	5,204.93
602 - SEWER	14,812.28
604 - ELECTRIC	336,505.70
609 - LIQUOR STORE	71,189.73
614 - TELECOM	41,968.51
615 - ARENA	3,086.75
617 - M/P CENTER	3,412.57
700 - PAYROLL	120,060.21
Grand Total:	748,811.36

Account Summary

Account Number	Account Name	Payment Amount
100-41110-350	Printing & Binding	304.88
100-41310-133	Employer Paid Insurance	80.00
100-41310-200	Office Supplies	299.15
100-41310-212	Motor Fuels	61.00
100-41310-217	Other Operating Supplie	146.16
100-41310-308	Training & Registrations	85.00
100-41310-326	Data Processing	9.99
100-41910-133	Employer Paid Insurance	24.00
100-41910-200	Office Supplies	58.33
100-41910-212	Motor Fuels	97.36
100-41910-350	Printing & Binding	144.20
100-41910-443	Intergovernmental Fees	1,124.20
100-41940-383	Gas Utility	965.03
100-41940-384	Refuse Disposal	85.04
100-41940-405	Repairs & Maint - Vehicl	42.75
100-41940-406	Repairs & Maint - Groun	50.00
100-42120-133	Employer Paid Insurance	160.00
100-42120-200	Office Supplies	68.63
100-42120-212	Motor Fuels	2,015.61
100-42120-218	Uniforms	144.96
100-42120-308	Training & Registrations	125.00
100-42120-326	Data Processing	514.40
100-42120-404	Repairs & Maint - M&E	1,116.61
100-42120-405	Repairs & Maint - Vehicl	152.64
100-42120-419	Vehicle Lease	1,756.77
100-42120-480	Other Miscellaneous	50.00
100-42220-211	Cleaning Supplies	51.97
100-42220-215	Materials & Equipment	1,298.95
100-42220-218	Uniforms	112.97
100-42220-321	Telephone	81.39
100-42220-404	Repairs & Maint - M&E	217.77
100-42220-405	Repairs & Maint - Vehicl	868.62
100-43100-133	Employer Paid Insurance	80.00
100-43100-200	Office Supplies	104.28
100-43100-211	Cleaning Supplies	134.61
100-43100-212	Motor Fuels	3,006.01
100-43100-224	Street Maint Materials	297.72
100-43100-350	Printing & Binding	103.00

Account Summary

Account Number	Account Name	Payment Amount
100-43100-383	Gas Utility	966.81
100-43100-384	Refuse Disposal	130.85
100-43100-404	Repairs & Maint - M&E	6,823.65
100-43100-480	Other Miscellaneous	335.42
100-45202-133	Employer Paid Insurance	16.00
100-45202-211	Cleaning Supplies	277.97
100-45202-212	Motor Fuels	1,044.33
100-45202-406	Repairs & Maint - Groun	924.99
211-45501-133	Employer Paid Insurance	16.00
211-45501-200	Office Supplies	176.47
211-45501-350	Printing & Binding	344.00
211-45501-383	Gas Utility	905.53
211-45501-406	Repairs & Maint - Groun	370.00
211-45501-433	Dues & Subscriptions	365.56
211-45501-435	Books and Pamphlets	1,595.49
225-45127-321	Telephone	27.25
225-45127-480	Other Miscellaneous	462.80
235-42153-212	Motor Fuels	1,966.09
235-42153-217	Other Operating Supplie	1,085.09
235-42153-218	Uniforms	120.98
235-42153-321	Telephone	81.39
235-42153-334	Meals/Lodging	202.03
235-42153-340	Advertising	600.14
235-42153-404	Repairs & Maint - M&E	52.79
235-42153-405	Repairs & Maint - Vehicl	1,526.96
250-46520-133	Employer Paid Insurance	24.00
250-46520-200	Office Supplies	249.85
250-46520-301	Auditing & Consulting Se	700.00
250-46520-308	Training & Registrations	365.00
250-46520-331	Travel Expense	52.01
250-46520-340	Advertising	816.70
250-46520-350	Printing & Binding	79.50
250-46520-402	Repairs & Maint - Struct	63.92
250-46520-438	Meeting Expense	86.09
254-46520-443	Intergovernmental Fees	2,950.00
254-46520-480	Other Miscellaneous	100.00
254-49950-500	Capital Outlay	105,946.02
401-49950-503	Capital Outlay - Streets	4,680.00
601-49400-133	Employer Paid Insurance	40.00
601-49400-212	Motor Fuels	414.28
601-49400-217	Other Operating Supplie	7.50
601-49400-303	Engineering and Surveyi	1,634.50
601-49400-308	Training & Registrations	90.00
601-49400-321	Telephone	2.54
601-49400-334	Meals/Lodging	9.61
601-49400-383	Gas Utility	867.04
601-49400-386	Landfill	50.00
601-49400-404	Repairs & Maint - M&E	154.46
601-49400-408	Repairs & Maint - Distrib	1,935.00
602-49450-133	Employer Paid Insurance	56.00
602-49450-212	Motor Fuels	674.27
602-49450-217	Other Operating Supplie	7.50
602-49450-310	Lab Testing	2,240.80
602-49450-321	Telephone	2.54
602-49450-322	Postage	690.26
602-49450-334	Meals/Lodging	579.92
602-49450-383	Gas Utility	608.94
602-49450-384	Refuse Disposal	85.04

Account Summary

Account Number	Account Name	Payment Amount
602-49450-404	Repairs & Maint - M&E	8,632.91
602-49450-408	Repairs & Maint - Distrib	1,234.10
604-11500	Accounts Receivable	645.65
604-14200	Inventory	2,770.47
604-22000	Prepayments	750.00
604-37473	Electric Utilities Plus	-6,920.52
604-49550-133	Employer Paid Insurance	96.00
604-49550-200	Office Supplies	154.32
604-49550-212	Motor Fuels	655.80
604-49550-217	Other Operating Supplie	7.50
604-49550-263	Merchandise for Resale	302,316.14
604-49550-310	Lab Testing	41.86
604-49550-321	Telephone	2.54
604-49550-331	Travel Expense	78.40
604-49550-334	Meals/Lodging	9.61
604-49550-340	Advertising	313.95
604-49550-384	Refuse Disposal	84.75
604-49550-404	Repairs & Maint - M&E	40.80
604-49550-406	Repairs & Maint - Groun	253.86
604-49550-408	Repairs & Maint - Distrib	31,157.48
604-49550-409	Repairs & Maint - Utilitie	474.42
604-49550-450	Conservation	3,291.39
604-49550-480	Other Miscellaneous	281.28
609-49751-133	Employer Paid Insurance	16.00
609-49751-217	Other Operating Supplie	102.50
609-49751-251	Liquor	29,300.19
609-49751-252	Beer	31,031.80
609-49751-253	Wine	8,629.78
609-49751-254	Soft Drinks & Mix	760.59
609-49751-256	Tobacco Products	74.82
609-49751-259	Non- Alcoholic	147.55
609-49751-333	Freight and Express	680.98
609-49751-340	Advertising	288.00
609-49751-383	Gas Utility	157.52
614-11500	Accounts Receivable	371.69
614-49870-133	Employer Paid Insurance	96.00
614-49870-200	Office Supplies	335.43
614-49870-211	Cleaning Supplies	38.26
614-49870-212	Motor Fuels	294.44
614-49870-217	Other Operating Supplie	146.50
614-49870-227	Utility System Maint Sup	9,801.28
614-49870-241	Small Tools	33.50
614-49870-304	Legal Fees	1,120.85
614-49870-321	Telephone	2.53
614-49870-322	Postage	55.90
614-49870-326	Data Processing	630.55
614-49870-340	Advertising	750.23
614-49870-383	Gas Utility	185.58
614-49870-384	Refuse Disposal	73.92
614-49870-404	Repairs & Maint - M&E	3,187.50
614-49870-441	Transmission Fees	1,283.31
614-49870-442	Subscriber Fees	7,234.35
614-49870-445	Switch Fees	114.78
614-49870-447	Internet Expense	6,727.20
614-49870-448	On-Call Support	122.78
614-49870-451	Call Completion	6,720.03
614-49870-480	Other Miscellaneous	2,641.90
615-49850-133	Employer Paid Insurance	32.00

Account Summary

Account Number	Account Name	Payment Amount
615-49850-200	Office Supplies	441.16
615-49850-211	Cleaning Supplies	19.10
615-49850-340	Advertising	1,030.00
615-49850-383	Gas Utility	984.73
615-49850-384	Refuse Disposal	130.88
615-49850-404	Repairs & Maint - M&E	448.88
617-49860-133	Employer Paid Insurance	48.00
617-49860-211	Cleaning Supplies	75.50
617-49860-217	Other Operating Supplie	37.41
617-49860-254	Soft Drinks & Mix	206.85
617-49860-261	Other Merchandise	156.54
617-49860-340	Advertising	993.40
617-49860-383	Gas Utility	1,672.34
617-49860-384	Refuse Disposal	103.03
617-49860-406	Repairs & Maint - Groun	119.50
700-21701	Federal Withholding	19,418.50
700-21702	State Withholding	8,314.62
700-21703	FICA Tax Withholding	21,819.78
700-21704	PERA Contributions	35,320.67
700-21705	Retirement	11,500.00
700-21707	Union Dues	1,626.44
700-21708	PD Union Dues	315.00
700-21709	Wage Levy	930.23
700-21711	Medicare Tax Withholdi	6,219.60
700-21712	Flex Account	3,237.25
700-21715	Individual Insurance-Afla	98.22
700-21716	Individual Insurance-Afla	389.97
700-21717	Individual Insurance-MB	159.65
700-21718	Individual Insurance-NC	16.00
700-21719	Individual Insurance-MB	112.92
700-21720	VEBA Contributions	10,581.36
	Grand Total:	748,811.36

Project Account Summary

Project Account Key	Payment Amount
None	748,811.36
Grand Total:	748,811.36

5/2/14
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