

Council Meeting
Tuesday, September 16, 2014
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes
 - Council Minutes–September 2, 2014
2. Consent Agenda
 - Minutes
 - HRA – August 13, 2014
 - Tree Committee – September 3, 2014
 - Economic Development Authority – September 8, 2014
 - Library Board – September 9, 2014
 - Planning Commission – September 9, 2014
 - Park & Recreation Commission – September 10, 2014
3. Department Heads
4. Planning Commission Recommendation – Conditional Use Permit – 1627 17th Street
5. Economic Development Authority – TIF 1-4 Decertification
6. Library Lease – State Department of Human Services
7. Preliminary 2015 Budget Levy
8. Personnel Items
 - Police Department – Step Advancement
 - Water/Wastewater – Hiring Recommendation
 - Liquor Store – Step Advancement
 - Labor Negotiations – Closed Session
9. Airport Jet-A Fuel System
 - Change Order - \$4,747.86
 - Contractor Payment O'Day Equipment \$210,166.40
10. New Business
11. Old Business
12. Regular Bills
13. Council Concerns
14. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
September 2, 2014
7:30 p.m.**

1. Call to Order:

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

2. Roll Call: Mayor:

Corey Maricle

Council Present:

Brian Cooley, Dominic Jones and JoAnn Ray

Council Absent:

Kelsey Fossing and Bradley Powers

City Staff Present:

Steve Nasby, City Administrator; Bruce Caldwell, Streets & Parks Superintendent; Dan Olsen, Telecom Manager; Aaron Backman, EDA Director; Al Baloun, Recreation Director and Terry Glidden, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Cooley second by Jones to approve the City Council minutes from August 19, 2014. Motion carried 3 – 0 (Fossing and Powers absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Housing & Redevelopment Authority – July 9, 2014
- Fire Hall Building Committee – August 18, 2014
- Parks & Recreation Commission – August 19, 2014
- Economic Development Authority – August 25, 2014
- Community Center Commission – August 25, 2014
- Utility Commission – August 27, 2014

Motion by Ray second by Cooley to accept the receipt of minutes from the Boards and Commissions. Motion carried 3 – 0 (Fossing and Powers absent).

6. Department Heads:

None.

7. Southwest Minnesota Broadband Services (SMBS) – Shared Manager Agreement:

Dan Olsen, Telecom Manager, said that the agreement with SMBS had expired and the proposed shared manager agreement is for now until the end of the year. He said a committee would be formed to work on options for services and setting goals. Olsen said the proposed agreement was recommended for approval by the Personnel Committee.

Jones clarified that the intent is to have a committee set up to review the goals of the organizations and look at options between SMBS and Windomnet.

Cooley asked if this is going to be a joint committee from members of SMBS and the Windom Telecom Commission. Olsen said yes

Motion by Cooley second by Ray to approve the shared telecom manager agreement as proposed. Motion carried 3 – 0.

8. Dynamite Park – Cottonwood County Offer:

Jacqueline Zevenbergen, County Park and Trail Director, said that the County has offered Dynamite Park to the City of Windom with the stipulation that it remain as a park use.

Bruce Caldwell, Streets & Parks Superintendent, said that the Windom Parks and Recreation Commission had discussed the County's offer on Dynamite Park and had the following items and conditions. First, the fire place needed to be removed or made unusable as it is a hazard. This was reinforced by the insurance provider. Second, the out houses need to be removed and the holes filled. Third, the County takes care of the property transfer and any fees. Last, there are some bad poles in the parking lot that need attention but the City will take care of this item as the parking configuration may change.

Caldwell added that the City is planning on providing satellite restrooms for facilities and that the existing basketball court is old but in usable condition. He noted that there is a fence on a portion of the property and that there is vegetation growing into it where it abuts private property. The riverbank has had some rip rap done, but this will need to be monitored especially during high water.

Cooley said he recalls this park being used in the past for graduations, etc.

Zevenbergen said the County is not willing to do anything with the fireplace, but the County will do the restroom removal and handle the transfer fees.

Jones said he is in favor of retaining a public park. There are uses such as a fishing spot. Caldwell said the river bank is steep and is difficult to get to the river due to the rip rap.

Motion by Jones second by Cooley to accept Cottonwood County's offer of conveying Dynamite Park to the City of Windom. Motion carried 3 – 0 (Fossing and Powers absent).

9. EDA TIF 1-18 Development Agreement:

Aaron Backman, EDA Executive Director, said that the proposed development agreement is for redevelopment of the 6.3 acre site that was formerly Towlerton Motors. The site had been vacant for many years and the new owner will be moving GDF Enterprises to the site. Glen Francis is the owner and has been working on redeveloping the site. The TIF Redevelopment area was approved on June 17, 2014 and this document is the development agreement which specifies the amount of the TIF assistance and the responsibilities of the developer. The agreement is for a maximum \$100,000 as reimbursement for TIF eligible redevelopment costs. The estimate of private investment in addition to the purchase price is \$450,000, which should double the taxable market value of the property. The EDA Board has recommended approval of the proposed \$100,000 TIF over a 10-year period. Backman noted that the TIF payments are determined by the value added to the property and if the additional taxes are not enough to cover the \$100,000 maximum then the developer will get less and if the taxes are higher the developer will max out the \$100,000 but it could be in less than the anticipated 10 years.

Jones asked if the work done at the site so far this year is TIF eligible. Backman said that the interior building work is not eligible, but that TIF eligible work includes parking lots, demolition, lighting, utility work and loading docks.

Motion by Ray second by Cooley to approve TIF Development Agreement 1 – 18 between the City of Windom and GDF Properties LLC as presented. Motion carried 3 – 0 (Fossing and Powers absent).

Backman said that the Career Fair planned for October 29th is going well and there are 53 businesses that will have booths.

10. Establish 2015 Budget Hearing Dates:

Nasby said that the budget and tax levy dates need to be formerly set and the information provided to the County Auditor for inclusion on the tax statements. Normally the City Council uses their two regularly scheduled meetings in December. As such, the proposed dates are December 2nd for the public input session on the budget and tax levy with December 16th set for the formal budget and tax levy approval. The December 2nd meeting will start at 7:00 pm due to the time needed for the budget presentation and the December 16th meeting will be at the regular 7:30 pm time.

Motion by Jones second by Ray to set the 2015 Budget and Tax Levy meeting dates as December 2, 2014 and December 16, 2014. Motion carried 3 – 0 (Fossing and Powers absent).

Nasby said the September 9th budget work session was scheduled by the Council at the last meeting, but not a starting time. Consensus of the Council to schedule that meeting for 6:00 pm.

Preliminary

Jones said that he would like to have that meeting televised as it is an important meeting and the public would get a lot of background on the reasons for many decisions the Council needs to make. He realizes that this year there is a conflict with using the Council Chamber but future meetings could be televised.

11. SW Area Multi-county Multi-type Interlibrary Exchange (SAMMIE) Library Donation:

Maricle said the donation is for the Teen Read program and thanked SAMMIE for the \$100 donation to the Windom Library.

Council member Jones introduced the Resolution No. 2014-42, entitled “AUTHORIZATION TO ACCEPT A DONATION TO THE WINDOM LIBRARY FOR THE TEEN READ PROGRAM” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Ray, Jones and Cooley. Nay: None. Absent: Fossing and Powers. Abstain: None. Resolution passed 3 – 0.

12. New Business:

None.

13. Old Business:

Maricle said that he would like to send the nuisance ordinance to the Planning & Zoning Commission for review as there may be problems with the complaints being submitted. One person came in and turned in 25 complaint forms which are overwhelming staff. His view of the ordinance is to focus on health and safety items.

Cooley suggested that the definition of a nuisance could be discussed and refined, if needed.

Jones said that he is not sure the department is overwhelmed, but they did appreciate the intern this summer. He thinks the ordinance is doing good things in the community. He does get a few calls on it, but that is okay. Progress is being made and that we need to look at community goals. Maybe a discussion on the definition in the ordinance is something that is needed as there are always more ways to look at things. Jones added that he would also like to see some work on permitting for fences and possibly neighbor notifications. The permits could address such items as materials and right-of-way issues.

Cooley said there are easements behind many properties that are not marked by an alley so people may not know there are utilities present and that could be problematic.

Maricle asked if the Council was in agreement that these two items could be referred to the Planning and Zoning Commission. Unanimous consensus of the Council in agreement.

Preliminary

14. Regular Bills:

Motion by Ray seconded by Cooley to approve the regular bills. Motion carried 3 – 0 (Fossing and Ray absent).

15. Council Concerns:

Jones and Cooley congratulated Nasby on the Coalition of Greater Minnesota Cities award.

16. Adjourn:

Maricle adjourned the meeting by unanimous consent at 8:12 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF WINDOM, MN
August 13, 2014 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, August 13, 2014, in the Hillside Manor Community Room. Members present: Frank Dorpinghaus, Margaret McDonald, Jens Hansen, Linda Jaakola and Ronda Renee Koch. Also present were: Executive Director, DeeAnna Bakken and Director of Operations, Connie Clausen. Not present: Hillside Liaison, Audrey Knuth and City Liaison, Brad Powers.

The meeting was called to order at 4:05 with the consent agenda approved (McDonald/Hansen) which included the minutes of the previous meeting, the utility reports, the bills report and the balance report.

Open Forum: The open forum is a portion of the Board meeting where residents will be allowed to address the Board. Persons must register with Connie Clausen, Director of Operations, 48 hours prior to the meeting.

A. Scheduled Guests: None

Old business consisted of:

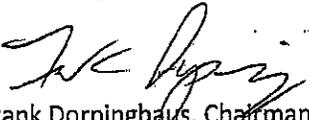
1. The director reported that a response to the HUD letter has not yet been sent. It is pending information that has been requested from the Fee Accountant.
2. An update for the 408Rehab Fire Unit was given. The demolition is done and the rebuild has started with a scheduled completion date of September 12th, 2014.
3. Projects Update:
 - A. The replacing of existing fire hoses at Riverview Apartments is complete.
 - B. The resurfacing of balconies at Riverview has been completed using existing materials.
 - C. Hillside Manor Parking lot – The Executive Director presented new information on “Replay”, a seal-coating product. After discussion, it was decided an RFP will be created for the Hillside Manor lot separately.
 - D. Hillside Roof Insulation – The process of how the insulating should be done was discussed. An RFP will be written up and sent out soon.
4. The director reported on the \$20M Bonding Grant. Applications are due November 5, 2014.
5. The PILOT change needs to be requested at the Windom City Council meeting. The director suggested board members attend one City Council meeting a month requesting this change. A letter was read by the director for further discussion on the request.

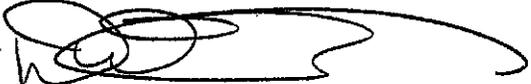
New Business consisted of:

1. GPNA Project – A proposal from Amaresco was received for accessing the Windom HRA GPNA needs at both the Riverview Apartments and Hillside Manor locations for a total of \$11,859.00. A motion was made to accept this proposal. (McDonald/Koch)
2. Architect & Engineer – Three RFQ’s were received from Finn-Daniels of St. Paul, Blumentals of Minneapolis and from Brunton of Mankato. After discussion on proposals and qualifications, a motion to accept the Brunton proposal was made. (Hansen/Jaakola)
3. The contract with Svoboda Excavating for the Water Main project was declined. We received a new proposal from Quad Brothers for \$19,850. A motion was made to accept the proposal from Quad Brothers. (Jaakola/McDonald)

4. Two bids were received and reviewed for the Rear Sidewalk project at Riverview Apartments. After discussion, a motion was made to accept the bid proposal from Tri-State Contracting. (Hansen/Koch)
5. An update to the current Transfer Policy was presented and discussed. A motion was made to approve the Updated Transfer Policy as presented. (McDonald/Jaakola) The new policy will be posted for 30 days allowing residents time to comment on the changes before it becomes effective.
6. A new Unit Renewal Policy was presented by the Executive Director for those residents who have lived at Riverview Apartments or Hillside Manor for 7 or more years giving them the opportunity to update their unit. A motion was made to accept the Unit Renewal Policy as presented. After more discussion, the conditions were added to the policy that if a resident declines the Unit Renewal, they are given another opportunity in two years. Residents will also be given the option to change out the flooring (carpet to tile). An amended motion to accept the Unit Renewal policy adding the two above conditions was made. (Jaakola/Hansen) This new policy will also be posted for 30 days allowing residents time to comment on the changes before it becomes effective.
7. A new contract with AT & T has been received. This contract will be signed and returned approving a lower monthly rent amount with a 5 year guarantee.
8. The director presented information on MN NAHRO Training for Commissioners. The Windom HRA would pay for the conference, lodging and meals. Any commissioner interested in the training needs to let the director know.
9. The new maintenance staff person, Jim Nelson, will pass probation mid-August. At that time, we will be ordering t-shirts for new staff.
10. The Annual Audit was completed August 6th.
11. The director provided her upcoming travel dates as August 29 – September 3, September 15 – 19 and October 14-19.
12. The upcoming Board Meetings are as follows: September 10 (Riverview) and October 8 (Hillside).

The meeting was adjourned at 5:25 pm. (Hansen/McDonald)


Frank Dorpinghaus, Chairman


DeeAnna Bakken, Executive Director

CITY OF WINDOM TREE COMMISSION MEETING
MINUTES September 3, 2014

1. Call to Order: The meeting was called to order at 5:15 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 April 16, 2014
Motion by Eldon Moon, seconded by Deborah Polzin
Motion Carried.

4. Treasurer Report: \$0 2015 budget will be set at \$2,000

5. Old Business:
 - a. At some point either this fall or in the spring, a flyer will again be sent out with city utility bills announcing the availability of trees for sale.
 - b. Eldon Moon will accept another 3 year term on the board. His term will run through December 31, 2017.
 - c. Water is essential to keep young trees going during the heat and drought of summer months. That cannot be stressed enough.

6. New Business:
 - a. Two people have already asked to purchase trees in 2015
 - b. The Street Department routinely trims all boulevard trees including those newly planted. Those trees that hang over the street will be trimmed after the leaves drop this fall.
 - c. Bruce Caldwell was nominated as Conservationist of the Year in Cottonwood SWCD for 2014 by David Bucklin.
 - d. David Bucklin pre-ordered 30 trees for the 2015 planting season. Pre-ordering assures a good assortment.

7. Open Mic: All of the newly planted trees and past years trees that received sufficient water are looking good after the summer heat. Tree bags on new saplings seem to be benefiting trees in need of a steady supply of water. Some maple trees are exhibiting signs of black tar fungus. Any tree purchased through the tree program that has died due to homeowner neglect will not be replaced by the Board. Bruce Caldwell will be attending Tree Inspector Recertification on September 19.

8. Meeting adjourned at 5:41 pm.

Next Tree Commission Meeting January 7, 2015 at 5:15 p.m. at Council Chambers.

ATTEST:

Tree Commission Chair _____

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
SEPTEMBER 8, 2014

1. Call to Order: The meeting was called to order by President Erickson at 12:00 p.m.

2. Roll Call & Guest Introductions:

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

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

3. Approval of Minutes:

Motion by Commissioner Larson, seconded by Commissioner Espenson, to approve the Minutes of the EDA Meeting held on August 25, 2014. Motion carried 3-0. (Commissioner Jones arrived after this vote.)

4. North Windom Industrial Park

A. Closed Session – Land Sale Negotiations - Lot 4, Block 2:

Director Backman announced that the purpose of this closed session was to discuss the terms of a potential sale of Lot 4 in Block 2 of the North Windom Industrial Park.

Motion by Commissioner Espenson, seconded by Commissioner Larson, authorizing the Board to go into closed session. Motion carried 3-0. (Commissioner Jones arrived after this vote.)

President Erickson closed the meeting to the public at 12:07 p.m.

Motion by Commissioner Espenson, seconded by Commissioner Larson, authorizing the EDA President to re-open the meeting to the public. Motion carried 4-0.

President Erickson re-opened the meeting to the public at 12:21 p.m.

Motion by Commissioner Jones, seconded by Commissioner Espenson, accepting the Letter of Intent submitted by Sioux City Inspection and Weighing Service Company (“SCI”) for the proposed purchase of Lot 4 in Block 2 of the North Windom Industrial Park; authorizing the EDA Executive Director Aaron Backman to proceed to negotiate the terms of the purchase agreement with SCI for the price of \$32,000 plus special assessments; and calling for a public hearing on the proposed sale for Monday, September 22, 2014, at 12:10 p.m. Motion carried 4-0.

5. TIF 1-18 – Development Agreement – Update: On June 17, 2014, TIF District 1-18 (GDF Properties, LLC/Ag Builders) was established. This TIF district covers the former “Towlerton Motors” property. On August 25, 2014, the EDA Board approved the proposed Development Agreement which sets forth the agreement between the City of Windom and GDF Properties, LLC concerning the property and tax increment payments. On September 2, 2014, the Windom City Council unanimously approved the Development Agreement as submitted. It is anticipated that the Mayor and City Administrator and officers for GDF Properties, LLC will execute the Development Agreement within the next two weeks.

6. Carl Schneider Business Park (CSBP)

A. North Redding Avenue Extension: In late July the EDA was contacted by Tod Quiring concerning his proposed construction of a new 12,000 sq. ft. building on the north side of Lot 5 in the CSBP. Mr. Quiring has requested that the EDA construct an asphalt extension of North Redding Avenue (approximately 130 feet) to the platted 19th Street. At the EDA's meeting on August 25th, the EDA Executive Director provided a site drawing of the proposed improvements and an estimated budget of \$67,650 for the project. The consensus was that funding would be allocated from pre-1990 TIF District 1-2 (\$32,500), an interfund loan from the City (\$19,000), and a contribution from Mr. Quiring for storm sewer improvements needed for Lot 5 (\$16,150). Following the meeting, Mr. Quiring indicated that he was open to the allocation as proposed. Upon further investigation and discussions with City staff, an existing stormwater line was identified that runs in or along the utility easement on the north side of Lot 5. On September 8th, Street Superintendent Bruce Caldwell, Water/Wastewater Superintendent Mike Haugen, and Scott Veenker (excavator for Mr. Quiring's project) verified the location and course of this stormwater line which could potentially reduce the cost for the project.

7. Lodging Study – Authorization: In mid-August the EDA was contacted by a representative of a nationally-recognized hotel chain that has expressed an interest in Windom as a possible site for a new hotel. On August 27th the EDA Executive Director met with the representative, provided a tour of the community, and showed him at least six sites for his consideration. Several sites were of interest. Completion of a hotel feasibility study would better position the EDA to work with potential lodging developers. Director Backman obtained two quotes for such a feasibility study from Hospitality Marketers International, Inc. of New Berlin, Wisconsin and Spurrier Consulting of Gautier (east of Biloxi), Mississippi. Director Backman reviewed the quotes with the Board.

Motion by Commissioner Larson, seconded by Commissioner Espenson, authorizing the EDA to contract with Spurrier Consulting of Gautier, Mississippi, to conduct a hotel feasibility study, pursuant to the terms of the proposed contract, for the fee of \$4,700.00. Motion carried 4-0.

8. Tax Increment Financing District

A. TIF 1-4 – Decertification Recommendation: Director Backman advised the Board that TIF District 1-4 is referred to as the "Toro" TIF District. This district was established on June 21, 1994, and the first tax increment was received in July, 1996. As of the end of 2013, all eligible obligations of this TIF District had been satisfied. Minnesota Statutes and the TIF Plan adopted for this district require that a TIF district be decertified upon satisfaction of the project's eligible obligations. Any excess tax increment received in 2014 is being returned to the Cottonwood County Auditor. After review of the information and proposed resolution, the following action was taken.

Resolution introduced and motion by Commissioner Jones, seconded by Commissioner Larson, to adopt EDA Resolution No. 2014-04, entitled "Resolution Approving the Decertification of Tax Increment Financing District No. 1-4 of the Economic Development Authority in and for the City of Windom, Minnesota". Upon roll call vote being taken, the following voted in favor thereof: Commissioners Erickson, Larson, Espenson, and Jones; the following voted against the same: None; the following were absent: Commissioner Fossing. (The Resolution was adopted.)

9. Career Fair/Business Tour – Update: Director Backman distributed copies of an exhibitors' list. He indicated that the Committee is pleased with the level of interest from Windom and other local

school districts and from the business community. Six school districts have already agreed to send their high school students to this event. Fifty-three businesses, including companies from outside of Windom, have registered and paid for booths at the Career Fair (including Toro, PM Beef, Fast Manufacturing, Good Samaritan, Fortune Transportation, etc.). The booths are basically filled for the October 29th event at the Windom Community Center. Marketing efforts are in full swing—radio ads on KDOM began on August 18 and posters have been placed around town. Radio ads will be expanded to other communities. Print ads will be placed in the Shopper/Peach, and social media promotions will be undertaken. Windom's Career Fair has also been referenced on the MN DEED's website.

10. Unfinished Business: Director Backman circulated recent pictures of the Fast Phase II building construction and the Commerce Boulevard extension.

11. Miscellaneous Information

A. EDA Monthly Financial Recap: The Board received a copy of the EDA's Account Activity through August 31, 2014.

12. Adjourn: By consensus, President Erickson adjourned the meeting at 1:02 p.m.

Justin Espenson, EDA Secretary-Treasurer

Attest: _____
Aaron A. Backman, EDA Executive Director

Windom Library Board Meeting
Windom Library
09-09-14
5:05 p.m.

1. Call to Order: Beth Fleming called the meeting to order at 5:05 p.m.
2. Roll Call: Members Present: Beth Fleming, Charles Reid, Barb Henning, Terri Jones
Members Absent: John Duscher, Anita Winkel, Kathy Hiley
Library Staff Present: Dawn Aamot; absent: Nancy Sajban
City Council Member absent: Brian Cooley
3. Agenda and Minutes: The minutes were amended to reflect the correct name of Adrian Lee from the International Paranormal Society. Motion by Beth Fleming and seconded by Barb Henning to approve the amended minutes.
4. Financial Report: Dawn reviewed the financial report with the Board. Motion by Barb Henning and seconded by Terri Jones to approve the Financial Report.
5. Librarian's Report:
Plum Creek Library System will be celebrating its 40th anniversary and there will be an event in Worthington at the Worthington Event Center on September 25th. The reception is at 6:00 and at 7:00 there is a program and book signing by Kevin Kline. This event is open to the general public and current/former PCLS Board Members, current/former Member Library Boards, Friends and staff and City and Country Board Members and staff are encouraged to attend. The information and poster is available on the plumcreeklibrary.net website. Dawn will attend the Budget Workshop meeting Tuesday Sept. 9th, at 8:05 to discuss the 2015 library budget with the City Council. Line items of Gas Utility and Grounds Maintenance are her main concerns. The board also stressed the roof repair to be added to the Capital Improvement Plan in the coming years.
Nancy will begin story times for HeadStart and ECFE classes in September.
Business at the library has continued to be busy this fall.
Joel Sasse from the Plum Creek Office will be training Dawn on the web design & maintenance for the library site on the Plum Creek website, September 16.
Motion by Charles Reid and seconded by Barb Henning to accept the librarian's report.
6. Old business: None
7. New business: A senior from WAHS approached Dawn and discussed options to include the Library in her Eagle Achievement program. Dawn encouraged this and hopes that there will be further discussion for this opportunity.
8. New Book Suggestion: The board presented their suggestions.
9. Motion by Barb Henning seconded by Terri Jones to adjourn.

Meeting adjourned at 5:29 p.m.

Respectfully submitted,

Terri Jones, for Kathy Hiley

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
SEPTEMBER 9, 2014**

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

2. Roll Call & Guest Introductions:

Planning Commission: Gary Hunter, Marilyn Wahl, Lorri Cole, Ben Derickson, Andy Harries, Greg Pfeffer, and Kevin Rose.

Absent: Brad Powers (Council Liaison - attending Budget Workshop).

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

Public Present: Bruce Gross (on behalf of Kay Clark), Howard Davis, Kim Nielsen, and Joanne Kaiser.

3. Approval of Minutes:

Motion by Commissioner Pfeffer, seconded by Commissioner Rose, to approve the Planning Commission Minutes for the meeting held on June 10, 2014. Motion carried 7-0.

4. Public Hearing – 7:05 P.M.: Zoning Application – Conditional Use Permit – 1627 17th Street - (Applicant/Owner: Kay D. Clark): Chairman Hunter opened the public hearing at 7:05 p.m. The Commissioners had received copies of the Application from Kay D. Clark, site plan, building plan, aerial photo of the property, and photos of the property showing the stakes outlining the area for the proposed second garage. Chairman Hunter acknowledged receipt of a Power of Attorney signed by Kay D. Clark authorizing Bruce F. Gross to act as her Attorney-in-Fact concerning the pending application for a conditional use permit. (Kay was out of state today taking her son to college.) Zoning Administrator Kartes advised that Kay D. Clark has filed a zoning application concerning property located at 1627 17th Street. The property is located in an R-1 Zoning District. The dimensions of Ms. Clark's property are 103 feet of frontage X 182.50 feet in depth for an area of 18,797.5 square feet. Ms. Clark is requesting a conditional use permit (CUP) to allow the construction of a 26' X 40' detached second garage on the property. City Code Section 152.328 provides that for lots with less than 20,000 square feet, a conditional use permit is required for a second garage. City Code Section 152.327 states that for lots between 12,000 and 20,000 square feet, the total floor area of any garage(s) and accessory buildings may not exceed 1,150 square feet except by conditional use permit. Her existing garage is 24' X 27' (648 square feet) and the proposed garage would be 26' X 40' (1,040 square feet) for a total area of 1,688 square feet. City Code Section 152.327 also provides that the total floor area of any garage(s) and accessory buildings may not exceed the ground coverage of the dwelling, less any attached garage, except by conditional use permit. The floor area of the garages (1,688 square feet) would exceed the ground coverage of the dwelling (1,152 square feet). Ms. Clark is requesting a conditional use permit allowing her to construct a second garage on the property, allowing her to have 538 square feet more accessory space than that allowed in the City Code, and allowing her to have accessory space with a greater floor space than the dwelling on the property. Zoning Administrator Kartes advised that a portion of the new garage (adjacent to the back deck) would be a covered patio area (10' X 11'). However, because there is a roof over the patio area, it is considered part of the structure and this area would be included in the 538 additional square feet of accessory space. Zoning Administrator Kartes advised that he had been contacted by neighbors adjoining the property regarding whether there would be a second driveway on the property.

In response to questions from the Commissioners, Bruce Gross advised that the garage would be a "stick-built" garage; the second garage will be situated off the side of the back deck; the existing storage shed on the property would be removed; there will probably be a 2 foot apron in front of the second garage, but there are no plans for any driveway from this second garage to the street as the building will be used primarily for storage and not for frequent entrances and exits from the garage; the garage is sited to retain most of the trees in the backyard; and the 10' X 11' area in the corner by the deck will be an open patio covered by a roof.

Chairman Hunter asked if anyone else from the audience wished to comment on the zoning application and no one made any additional comments. All public testimony was completed and Chairman Hunter closed the public hearing and referred the matter to the Planning Commission for consideration at 7:12 p.m. After a brief discussion, the following action was taken.

Motion by Commissioner Derickson, seconded by Commissioner Rose, and carried to recommend to the City Council the approval of the application, submitted by Kay D. Clark, for a conditional use permit to allow the construction of a 26' X 40' detached second garage on property situated in an R-1 District which accessory building will have 538 square feet more than provided in City Code and greater floor space than the floor space of the dwelling on the property. The property is located at 1627 17th Street and is described as: Lot 17, Block 3, Kalash Addition to the City of Windom, Cottonwood County, Minnesota. (Parcel No. 25-450-0330.)

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

Findings of Fact for Conditional Use Permit:

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

Motion was declared carried 7-0.

Zoning Administrator Kartes advised that these recommendations will now come before the Windom City Council at its meeting next Tuesday night, September 16, 2014; and the Council will make the final decision concerning this application.

5. Other Business/Reports, Unfinished Business, New Business: Zoning Administrator Kartes played a portion of the CD of the City Council Meeting from September 2, 2014, during which the City Council discussed the public nuisance ordinance and the fence ordinance (including discussion as to whether fence permits should be required), and referred these two ordinances to the Planning Commission for review. Copies of the current versions of these ordinances, as stated in the City Code, were distributed to the Planning Commission together with a copy of the fence handout. The current plan is to schedule monthly meetings for the Planning Commission to review these ordinances, then any proposed revisions will be submitted to the City Attorney for review and back to the Planning Commission with any suggested changes, and then to the City Council for its review and approval. There was further discussion by the Planning Commission. The next meeting is scheduled for October 14th to begin review of the fence ordinance.
6. Chairman Hunter offered time for public comment by the audience. Howard Davis, Kim Nielsen, and Joanne Kaiser made comments concerning the public nuisance ordinance and its enforcement. They expressed concerns regarding repeat offenders.
7. Planning Commission Comments, Concerns, Suggestions: Commissioner Cole expressed concerns regarding the need for the community to feel safe, issues regarding number of recreational vehicles and other vehicles on properties, and the effects on property values, etc.
8. Adjourn: By consensus, Chairman Hunter adjourned the meeting at 7:53 p.m.

Gary Hunter, Chairman

Attest: _____
James Kartes, Zoning Administrator

**PARK AND RECREATION COMMISSION MEETING
MINUTES SEPTEMBER 10, 2014**

1. Call to Order: The meeting was called to order by Vice Chair Jeff LaCanne 5:25 p.m. in the Council Chambers.

2. Roll Call:

Commission Present:	Jason Kloss, Jeff LaCanne, Angie Blanshan & Jess Smith
Commission Absent:	Kay Clark
City Staff Present:	Recreation Director Al Baloun & Park Superintendent Bruce Caldwell
Council Liaisons:	Brian Cooley Attending & Kelsey Fossing Absent
Public:	

4. Approve Agenda
Motion by Kloss, seconded by Blanshan to approve agenda with adjustment to line items
Motion Carried Unanimous

5. Approve Minutes from August 2014 Park & Recreation Commission Meeting
Location of the August meeting was incorrect, change to the Council Chambers
Motion by Blanshan, seconded by Kloss to approve minutes with corrections
Motion Carried Unanimous

6. Park Superintendents Report; Bruce Caldwell
 - a. Staff is currently working on building the new dugouts for Qwest Field. Due to the recent rains the park and street department staff have been mowing grass in the parks three days a week resulting in lack of doing other maintenance items in both departments.
 - b. Dynamite Park Update; the City Council agreed to take ownership of the park as long as the county takes care of the paper work and costs to change ownership. Also the county has to remove the outhouses. The city staff will disable the wood fireplace and cleanup the shelter house. Other items will be done next year.
 - c. Park Facilities Caldwell stated that the refuge containers in the parks will be removed on September 29th other than the ones by the Island Park Large base/football field due to school games yet to be played. The park restrooms will be winterized in middle to late October.

7. Recreation Director's Report- Al Baloun
 - a. Ice Season- The hockey association request additional usage of the main rink and rates were negotiated. The association asked if the studio rink could be up and running sooner than other years. Baloun said that may not be possible due to the making of main rink ice, age of the rink mats, and weather conditions. Staff will work to get the studio rink in as early as possible. He said the studio rink should be up and running around Thanksgiving. The main rink ice compressors are scheduled to be started around September 26th. If everything goes well the main rink will be open for skating around MEA vacation, the third week in October. Carlson-Stewart checked the ice compressors and all is ready to go.
 - b. Arena Building Item – The old carpet is now being removed in the spa/fitness area and the contractor will start installing the carpet later this week. The new west garage door will be installed prior to the start of the skating season.
 - c. Fall Programming – 34 youth are playing in the fall flag football recreation program, kids range from 1st grade to 3rd grade. 15 youth are playing in the fall soccer recreation program, kids range from kindergarten to 3rd grades.
 - d. Budgets – both Caldwell and Baloun stated they met with the City Council on Tuesday September 9th and reviewed the budgets. Baloun thanked Brian Cooley for his comments concerning the maintenance items for the swimming pool. Cooley and Baloun inspected the pool prior to the budget meeting so Brian could see what needs to be done.

Cooley stated that the pool is in bad shape and major repairs will be needed in the not too distant future. What Baloun budgeted for 2015 was just minor repairs to get us by a while longer.

8. Open Mike: none
9. Meeting adjourned at 5:41 p.m.

**Next Park & Recreation Commission Meeting October 8, 2014
5:15 p.m. in the City Hall Council Chambers**



MEMO

To: Mayor and City Council
From: James Kartes, Zoning Administrator
Council Meeting Date: September 16, 2014
Re: Planning Commission Meeting – September 9, 2014

At its regular meeting on September 9, 2014, the Planning Commission held a public hearing and made the following recommendations concerning the application which came before the meeting:

1. **CONDITIONAL USE PERMIT APPLICATION:**

Applicant & Owner: **Kay D. Clark**
Address of Property: **1627 17th Street, Windom, MN**
Legal Description: Lot 17, Block 3, Kalash Addition to the City of Windom, Cottonwood County, Minnesota.
Parcel ID#: 25-450-0330.

The Applicant proposes to construct a 26' X 40' second garage on property in an R-1 District which requires a conditional use permit for the second garage, to exceed maximum floor area for accessory buildings on this size lot, and to exceed the ground coverage of the dwelling.

THE PLANNING COMMISSION RECOMMENDS TO THE CITY COUNCIL:

Approval of the application, submitted by Kay D. Clark, requesting a conditional use permit for a second garage on a lot of less than 20,000 square feet in area; to exceed maximum floor area for accessory buildings (on this size lot); and to exceed the ground coverage of the dwelling to allow construction of a 26' X 40' second garage on her property at 1627 17th Street.

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

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

The sixty-day rule applies to conditional use permit applications. This zoning application for a conditional use permit was filed on August 18, 2014.

I will be present at the City Council Meeting on September 16th to address any questions the Council may have at that time.

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

JK:mah

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

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

Pursuant to City of Windom, City Code Sections 152.525-152.530 and 152.545-152.551, notice is hereby given that the Applicant and Owner, KAY D. CLARK, of 1627 17th Street, Windom, Minnesota, has submitted a zoning application for a conditional use permit concerning property located at 1627 17th Street. This property is located in an R-1 District. The Applicant requests a conditional use permit to allow construction of a second garage on the property. The second garage would be a detached garage with a total floor area that would exceed the maximum floor area for accessory buildings and would exceed the ground coverage of the dwelling which also require a conditional use permit as set forth in City Code Sections 152.327 and 152.328. The existing structure, setbacks, lot area, and proposed placement of the detached garage are shown on the plot plan which is on file in the Building & Zoning Office in City Hall.

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

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

Legally described as follows: Lot 17, Block 3, Kalash Addition to the City of Windom, Cottonwood County, Minnesota.

Parcel ID #: 25-450-0330

Address of the Property is: 1627 17th Street, Windom, MN 56101

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

Published: Cottonwood County Citizen (August 27, 2014)

CITY OF WINDOM, MINNESOTA

**444 9th Street
Windom, MN 56101
507-831-6125**

APPLICATION FOR CONSIDERATION OF ZONING/SUBDIVISION REQUEST

Applicant(s): Name(s) Kay D. Clark
Address 1627 17th Street
City Windom State MN. Zip 56101 (Phone: 507-822-4569)

Owner(s): (If other than Applicant)
Name(s) SAA
Address _____
City _____ State _____ Zip _____ (Phone: _____)

Property Address: 1627 17th Street Windom, MN, 56101

Legal Description of Property: Lot(s) 17 Block(s) 3 Addition Kalash Addition

Parcel No. 254500330
(If metes and bounds, attach description.)

Existing Use of Property: Residential Homestead Present Zoning: R-1

Action Requested: Conditional Use Permit Variance _____
Subdivision (Sketch Plat) _____ Preliminary Plat _____ Final Plat _____
Planned Unit Development (PUD) _____
Amendment (Text, Rezoning, Comprehensive Plan) – SPECIFY: _____
Other (Specify): _____

Description and Reason for Request (Attach Additional Information if necessary and/or required)

Construct detached garage to provide needed storage
Size is planned for 26ft X 40ft. Placement provides
for removal of one mature tree and moving of one younger tree.

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

X Kay Clark X _____
[SIGNATURES OF APPLICANT(S)]

Date: 7-30-14

Fee: \$150.00 Paid: Ck. 38054 Date: 7-30-14

Upon receipt of the Application, all required supporting documents, and the filing fee, this APPLICATION IS ACCEPTED FOR FILING on this 18 day of August, 2014.

WINDOM BUILDING & ZONING OFFICIAL: [Signature]

Lot 17 Block 3

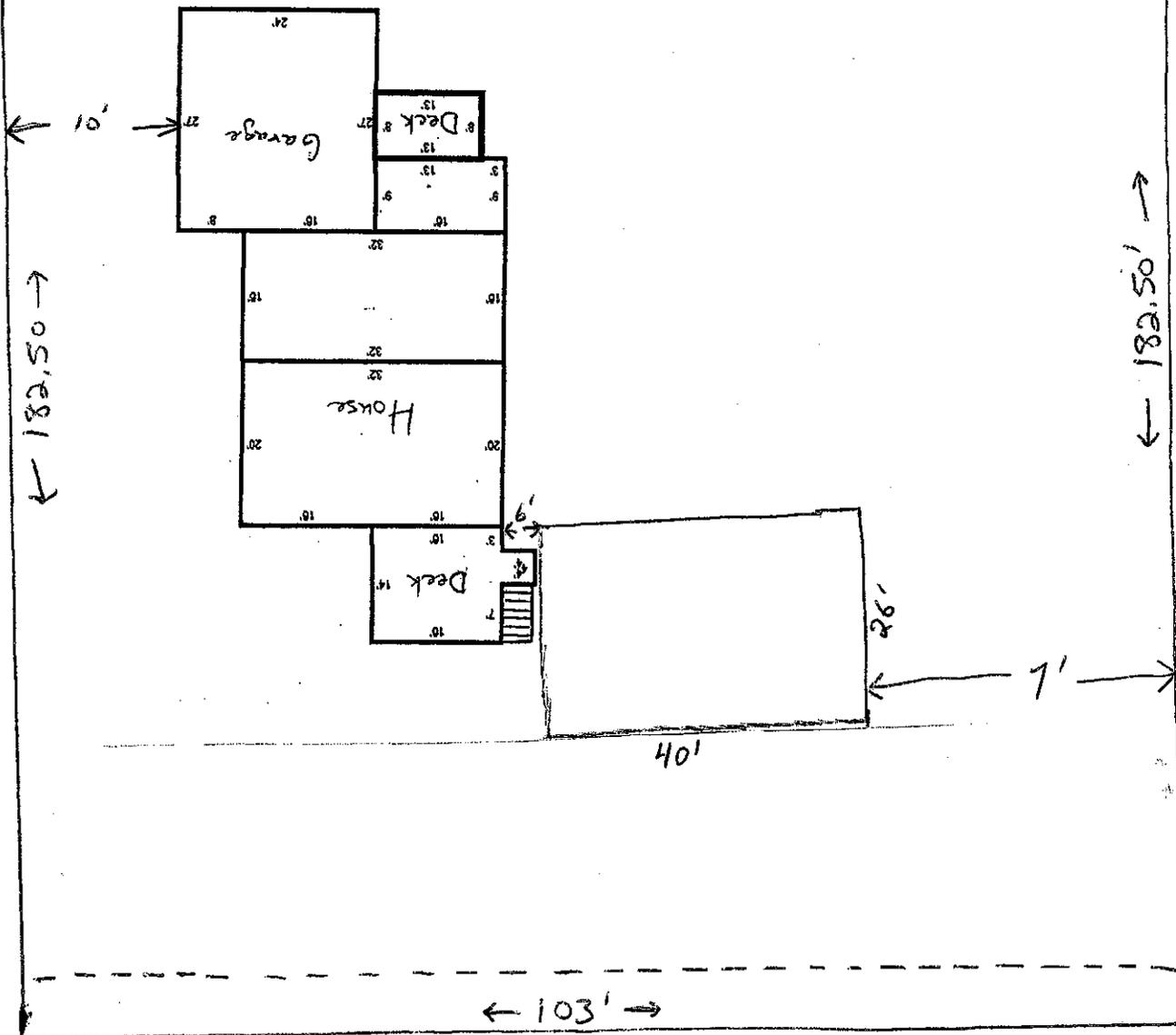
Kalash Addition

1627 17th St. City of Windom

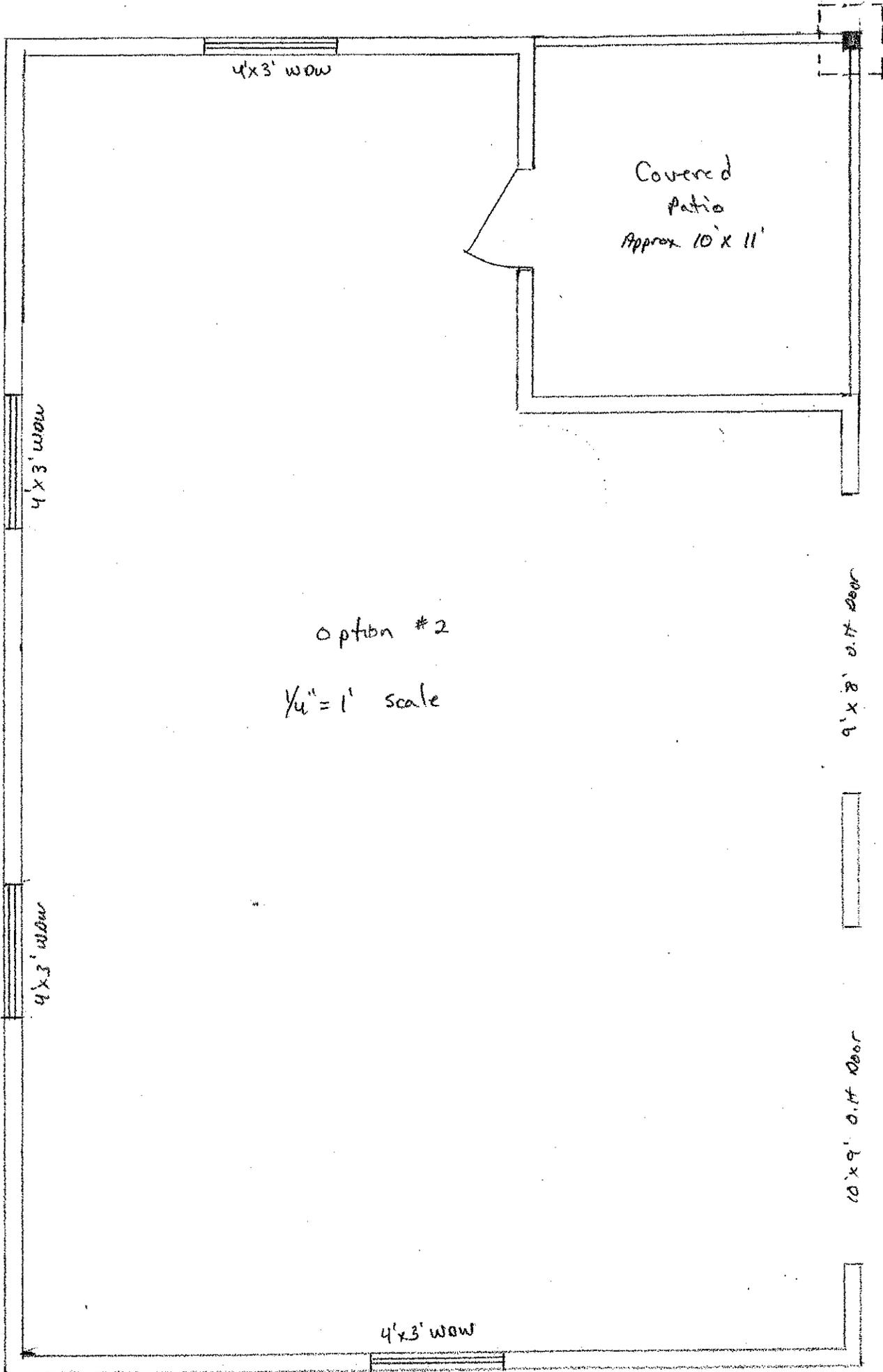
← 17th Street →

← 103' →

18,797.5 ft²



Not to scale



Option #2

1/4" = 1' scale

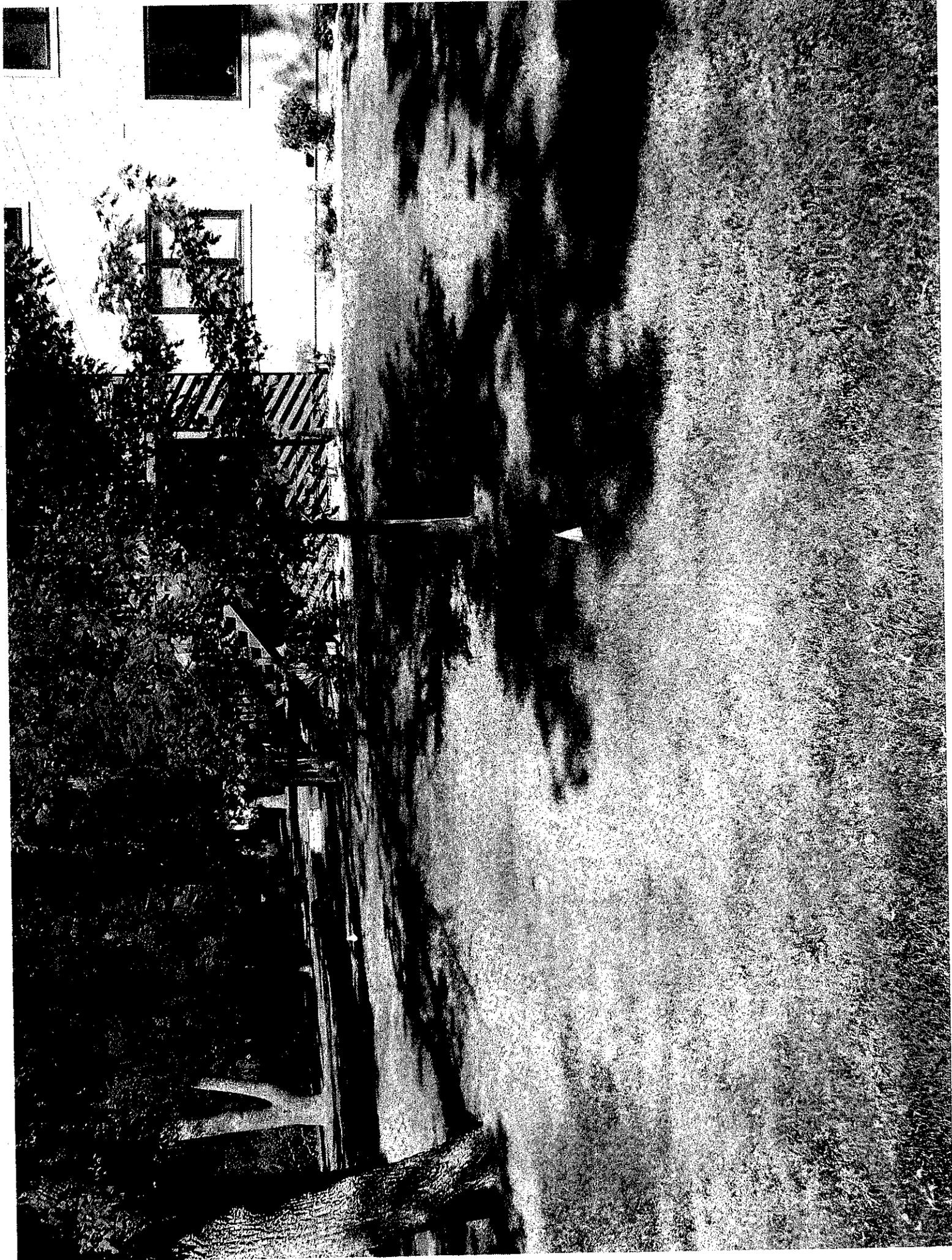
Facing 17th Street

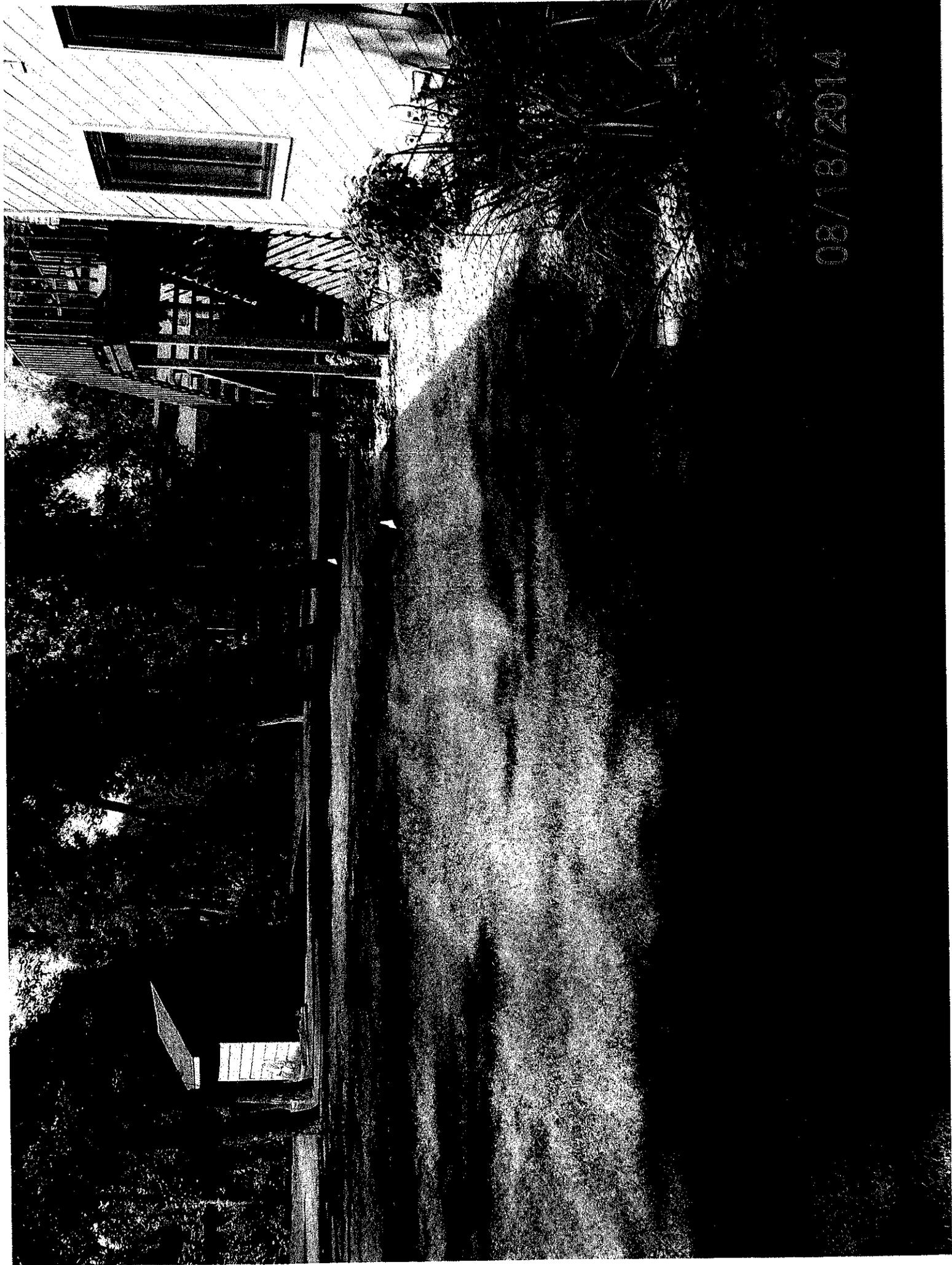


Parcel ID	254500330	Alternate ID	n/a	Owner Address	CLARK/KAY D
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL\ SINGLE UNIT		1627 17TH ST
Property Address	1627 17TH ST	Acreage	n/a		WINDOM MN 56101
	56101				

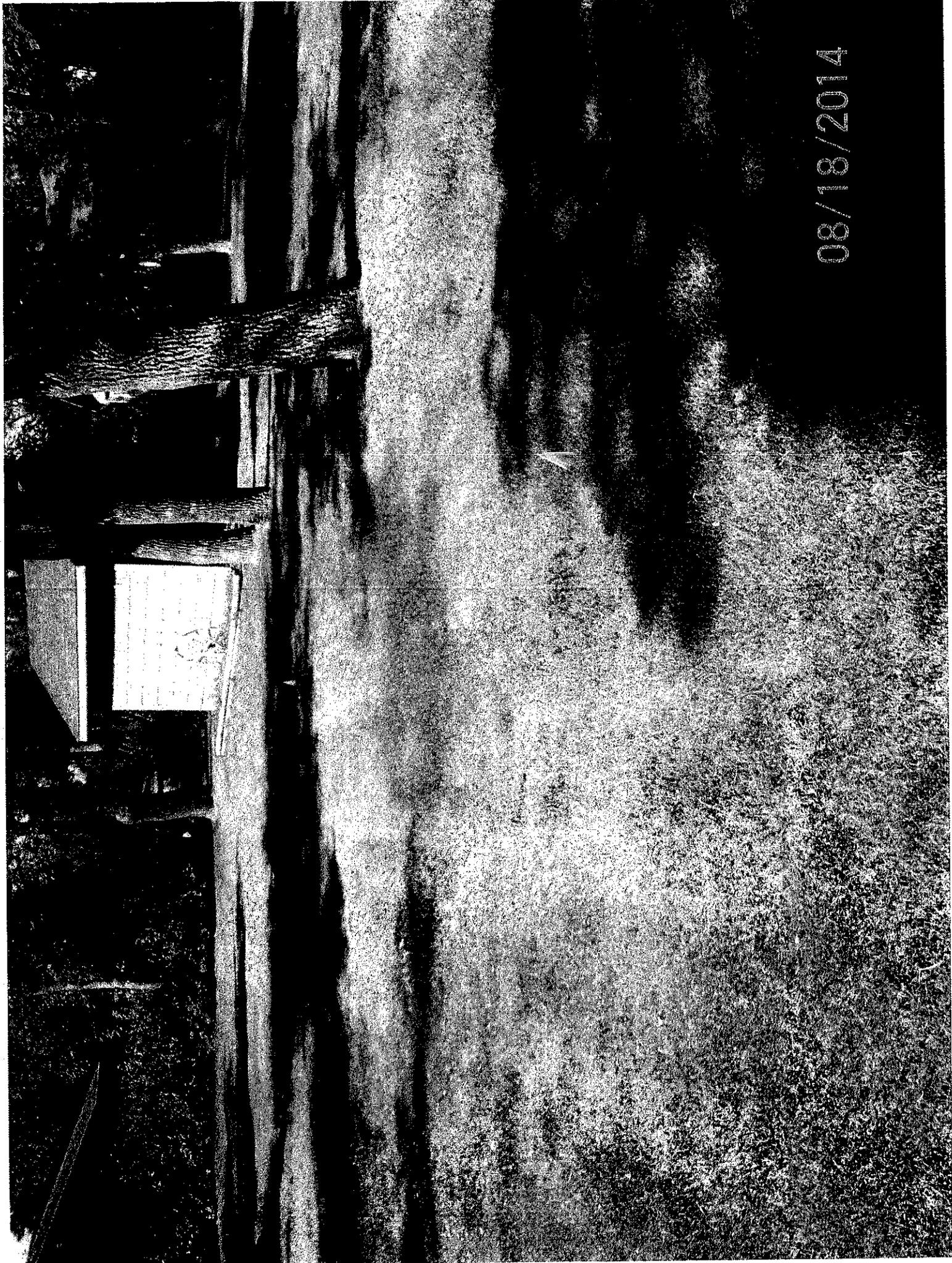
District n/a
Brief Tax Description n/a
(Note: Not to be used on legal documents)

Last Data Upload: 7/12/2014 11:08:14 PM





08/18/2014



08/18/2014



City of Windom Staff Report

To: Mayor and Windom City Council
From: Aaron Backman, EDA Executive Director
Council Meeting Date: September 16, 2014
Item Title/Subject: Decertification of TIF District 1-4

Background:

TIF District 1-4 was created on June 21, 1994. This district is locally known as the "Toro" District and covers the property where the Toro plant is situated at the intersection of Highways 60/71 and 16th Street.

Minnesota Statutes and the tax increment financing plan adopted for this redevelopment TIF district established an expiration date for the district of twenty-five years after receipt of the first tax increment unless the obligations of the District are met prior to that time. The first tax increment was received in July, 1996. It has been determined that the obligations of the District were satisfied in 2013 and all eligible costs of the project have been paid. Thus, the district needs to be decertified by the Cottonwood County Auditor as of December 31, 2013.

To begin the process, the EDA unanimously adopted a resolution on September 8, 2014, approving the decertification of TIF District 1-4. Any excess tax increment received in 2014 for this district will be returned to the Cottonwood County Auditor before December 31, 2014. To meet statutory requirements, the next step is for the City Council to adopt a resolution approving the decertification of this district. Attached is a resolution for this purpose for your review. I will be present at the September 16th City Council Meeting to answer any additional questions you may have concerning this decertification.

REQUESTED ACTION: Adopt the "Resolution Approving the Decertification of Tax Increment Financing District No. 1-4".

Respectfully submitted,

Aaron A. Backman

Aaron A. Backman, EDA Executive Director

AAB:mah

Attachments

RESOLUTION #2014-

INTRODUCED:

SECONDED:

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

CITY OF WINDOM

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX
INCREMENT FINANCING DISTRICT NO. 1-4**

WHEREAS, on June 21, 1994, the Economic Development Authority of Windom (the "EDA") and the City of Windom, Minnesota, (the "City") created Tax Increment Financing District No. 1-4, County Number 7, (locally known as "Toro" District) (the "District"), within Windom's Development District No. 1 (the "Project"); and

WHEREAS, the property covered by this District is briefly described as a Portion of Lot 4 of County Auditor's Subd. #4; Portions of Lots 1, 2, 3, 4, 5, 6, 7 and 8 of North 3rd Avenue Subdivision; and Lots 1 and 2, Block 1 of Toro Subdivision in the City of Windom, Cottonwood County, Minnesota, (Parcel Nos. 25-164-0120, 25-552-0010 thru 25-552-0090, 25-756-0010 and 25-756-0020); and

WHEREAS, the Tax Increment Financing Plan adopted on June 21, 1994, for this TIF District requires, pursuant to Minnesota Statutes, that the duration of this District will be twenty-five years after date of receipt of first tax increment unless the obligations of the District are met prior to that time; and

WHEREAS, the receipt of first tax increment was July of 1996; and

WHEREAS, the plan provides for decertification of the District effective December 31, 2021, unless the obligations of the District are met prior to that time; and

WHEREAS, it has been determined that the obligations of the District were satisfied in 2013 and all eligible costs of the Project have been paid; and

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

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

WHEREAS, any excess tax increment received for this TIF District will be returned to Cottonwood County Auditor/Treasurer before December 31, 2014; and

WHEREAS, the City of Windom desires by this resolution to acknowledge the expiration

of this District effective December 31, 2013, after which all property taxes generated by property within this TIF District will be distributed in the same manner as other property taxes collected by the Cottonwood County Auditor/Treasurer.

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

1. All obligations of said District have been paid and Tax Increment Financing District No. 1-4 (County No. 7) (Toro) should be decertified pursuant to Minnesota Statutes and the tax increment financing plan adopted for said District.

2. City/EDA staff is directed to take all action necessary to return any excess tax increment from this District to the Cottonwood County Auditor/Treasurer before December 31, 2014.

3. City/EDA staff is directed to take all action and provide all necessary documentation to the County Auditor of Cottonwood County for the County Auditor to discontinue collection and remittance to the City of any tax increment from this District and to decertify TIF District No. 1-4 as a tax increment district.

ADOPTED this 16th day of September, 2014.

Corey Maricle, Mayor

ATTEST: _____
Steven Nasby, City Administrator/City Clerk

STATE OF MINNESOTA

LEASE

LEASE NO. **12054**

THIS LEASE is made by and between the City of Windom, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Human Services, Continuing Care Administration, Home and Community Based Services, Adult Protection.

WHEREAS, the Commissioner of Administration is empowered by Minn. Stat. §16B.24, subd. 6, to lease non-state owned property;

NOW, THEREFORE, LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree each with the other as follows.

1. **LEASED PREMISES** LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Windom, County of Cottonwood, Minnesota 56101:

approximately sixty five (65) usable square feet of space, as shown on the floor plans attached hereto and incorporated herein as Exhibit A in the building known as the Windom Public Library ("Building") located at 904 4th Avenue South.
2. **USE** LESSEE shall use and occupy the Leased Premises only for office purposes and related activities.
3. **LEASE TERM** The term of this Lease is one (1) year, commencing October 1, 2014 and continuing through September 30, 2015 ("Lease Term").
4. **USABLE SPACE MEASUREMENTS**
 - 4.1 **Definition** The Leased Premises is defined as the total usable square feet exclusively occupied by LESSEE and is the basis for calculation of rent payable hereunder.
 - 4.2 **Measurement Method** Usable square feet is calculated by measurement from the inside finished surface of exterior walls to the inside finished surface of Building corridor and other permanent walls or to the center of walls demising the Leased Premises from adjacent tenant space. Measurement is taken from the exterior wall glass line only if more than fifty percent (50%) of the wall is glass.
 - 4.3 **Exclusions and Deductions** Excluded from the usable square feet measurement are:

- a. vertical shafts,
- b. elevators,
- c. stairwells,
- d. dock areas,
- e. mechanical, utility and janitor rooms,
- f. restrooms, corridors, lobbies and receiving areas accessible to the public or used in common with other tenants;
- g. each and every column and/or pilaster within the Leased Premises of four (4) square feet or more; and
- h. each and every column and/or pilaster attached to the exterior or demising wall within the Leased Premises.

5. **RENT**

5.1 **Rent Payment** In consideration for the covenants, representations and conditions of the Lease, LESSEE shall pay LESSOR rent for the Lease Term in the sum of one thousand five hundred and no/100 dollars (\$1,500.00) payable in equal monthly payments of one hundred twenty five and no/100 dollars (\$125.00), a gross annual rate of \$23.08 per usable square foot.

5.2 **Rent Billing Address** LESSOR shall mail or personally deliver original bills and rent statements to LESSEE at the following address:

Leasing Analyst
Department of Human Services
444Lafayette Rd
PO Box 64990
St Paul MN 55164-0990

5.3 **Rent Payment Address** LESSEE shall mail or deliver the monthly rent set forth above at the end of the applicable calendar month to LESSOR at the following address:

City of Windom
Attn: Finance Department
444 9th Street
P.O. Box 38
Windom, MN 56101

5.4 LESSOR represents and warrants that it is solely entitled to all rents payable under the terms of this Lease.

6. **PARKING** It is understood by LESSOR and LESSEE that there is no additional rent payable for parking provided in this Lease. Parking will be on the public street as allowed by City Code (no designated spaces will be made available for the LESSEE).

7. **TERMINATION**

- 7.1 **Funding** In the event that the Minnesota State Legislature does not appropriate to the Department of Human Services funds necessary for the continuation of this Lease, or in the event that Federal Funds necessary for the continuation of this Lease are withheld for any reason, this Lease may be terminated by LESSEE upon giving thirty (30) days prior written notice to LESSOR.
- 7.2 **Statute** Pursuant to Minn. Stat. §16B.24, subd. 6, this Lease is subject to cancellation upon thirty (30) days prior written notice by LESSEE to LESSOR, for any reason except lease of other non-state-owned land or premises for the same use.
- 7.3 Notwithstanding Clauses 7.1 and 7.2 above, this Lease may be terminated by LESSEE for any reason at any time upon providing thirty (30) days prior written notice to LESSOR.

8. **SURRENDER OF LEASED PREMISES** LESSOR and LESSEE hereby agree that at the expiration or earlier termination of this Lease or extension thereof:

- 8.1 **Personal Property** Any equipment and furniture, including, but not limited to, modular workstations, shelving units, projection screens, audio-video equipment and/or any program equipment (hereinafter referred to as "Personal Property"), whether attached to the Leased Premises by LESSOR or by LESSEE, shall remain the property of LESSEE. LESSEE shall remove its Personal Property, vacate and surrender possession of the Leased Premises to LESSOR in as good condition as when LESSEE took possession, ordinary wear, tear and damage by the elements excepted.
- 8.2 **Alterations, Additions and Improvements**
- a. All alterations, additions or improvements made to or installed upon the Leased Premises, whether paid for by LESSOR or LESSEE, including, but not limited to: walls, floor and wall coverings, supplemental heating, cooling and/or ventilation equipment, fire protection, and security systems, including key pads, cypher locks, which in any manner are attached to the Leased Premises, shall remain the property of LESSOR, and shall be surrendered with the Leased Premises as a part thereof with no further responsibility or obligation for removal by LESSEE.
- b. If requested by LESSEE and upon prior approval of LESSOR, LESSEE may remove any alteration, addition or improvement as set forth in Clause 8.2a. above.
- 8.3 **Low Voltage Cabling** All low voltage cabling, including but not limited to voice, data, security system cabling installed by LESSEE or by LESSOR on behalf of LESSEE shall remain a part of the Leased Premises unless LESSEE, in its sole discretion, elects to remove said cabling.

9. **OPTION TO RENEW**

- 9.1 LESSOR grants and LESSEE accepts the right to two (2) options to renew this Lease for a period of one (1) year each ("Option Period") at the same terms, conditions and rental rate in effect at the expiration of the Lease Term or Option Period.
- 9.2 To exercise the above noted Options to Renew, LESSEE must indicate in writing its intent to exercise said option(s) no later than May 30, 2015 for Option #1 and May 30, 2016 for Option #2.

10. **FURNITURE IN THE LEASED PREMISES** All furniture shall be removed from the Leased Premises prior to the beginning of the Lease Term, except for the desk with the hutch. LESSOR shall provide and allow the LESSEE to use the desk with the hutch in the Leased Premises at no additional cost to LESSEE.

11. **TELECOMMUNICATIONS**

- 11.1 **Building Access** The Building's telephone/cable size must be large enough to provide access for the telephone company's facilities. If the entrance size does not meet the requirements for access by the telephone company's facilities, LESSOR shall, at its expense, ensure that these requirements are met.
- 11.2 **Minimum Point of Presence (MPOP)/Intermediate Distribution Frame (IDF)**
- a. LESSOR shall establish and identify the location of the MPOP for service provided by the telephone company.
 - b. LESSOR shall provide all required cable from the MPOP to the telecommunications panel (IDF) on the floor of which the Leased Premises are a part for present and future requirements (2 pair from the MPOP to the IDF for one work station).
 - c. LESSOR shall provide LESSEE access to the Building-grounding electrode.
 - d. LESSOR shall remove all cable/wiring that does not meet applicable building code.
 - e. Adequate plywood (3/4 - 5/8 inch) on wall for wire and equipment termination and installation, painted with a light colored paint and meeting all applicable fire codes.

12. **LESSEE'S ALTERATIONS**

12.1 In the event LESSEE desires to remodel, make alterations, additions and/or changes (hereinafter, "Alterations") to the Leased Premises, and it is determined that such Alterations are at LESSEE'S expense, LESSEE shall not make such Alterations without the advance written consent of LESSOR, which LESSOR shall not unreasonably withhold. Alterations shall be approved by and arranged through LESSOR as follows:

- a. Upon LESSEE'S request, LESSOR shall provide LESSEE up to three (3) written cost estimates from LESSOR'S vendors for desired Alterations. LESSOR or LESSOR'S agent/management company shall not include supervision fees as a part of the cost of Alterations.
- b. Alterations shall be documented and authorized in advance according to the applicable cost level, as follows:
 - (i) Alterations totaling \$2,500.00 or less shall be set forth in and authorized by LESSEE in LESSEE'S signed Purchase Order which shall be submitted to LESSOR.
 - (ii) Alterations totaling \$2,500.01 through \$8,000.00 shall be set forth in and authorized by LESSEE in a signed Remodeling Request Memo, which shall be submitted to LESSOR.
 - (iii) Alterations of \$8,000.01 or more shall be set forth and authorized by LESSOR and LESSEE by way of an executed Amendment to the Lease.

12.2 Upon completion of said Alterations, LESSOR shall pay the appropriate vendor(s), and LESSEE shall reimburse LESSOR within thirty (30) days following receipt of a detailed invoice from LESSOR.

13. **DUTIES OF LESSOR** LESSOR shall, at its expense, provide the following:

13.1 **Management**

- a. LESSOR agrees that in exercising its management responsibilities of the property of which the Leased Premises is a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, including, but not limited to: building code, fire code, disabilities access, zoning, air quality, pollution control, recyclable materials and prevailing wage requirements, as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with said property.
- b. LESSOR shall use its best efforts to employ practices that protect occupants' health and ensure conservation of natural resources, including recycling of

recyclable materials, in the operation and maintenance of the Building and the Leased Premises.

- 13.2 Utilities LESSOR shall bear the cost of heat, electricity, air conditioning, gas, sewer and water.
- 13.3 Electrical Service LESSOR shall provide adequate electrical service to the Leased Premises to accommodate LESSEE'S needs and the Building of which the Leased Premises is a part.
- 13.4 Heating and Cooling The Leased Premises shall be served by heating and cooling facilities of a sufficient design capacity to maintain the Leased Premises within a customarily acceptable range of temperatures under all but the most extreme weather conditions, assuming optimal use by LESSEE of thermostats and other climate control devices such as the opening or closing of blinds, doors and vents within the Leased Premises. LESSOR shall provide LESSEE with written instructions defining said optimal use.
- 13.5 Ventilation and Environmental Quality
- a. LESSOR shall provide outdoor fresh air per minute per person to the Leased Premises as outlined in Table 2 of ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.) Standard 62.1-2007, or as amended. It is understood by LESSOR and LESSEE that no wall covering will be installed around pipe chases.
 - b. LESSOR shall, at its expense, remove and replace any building material with visible or detected evidence of water infiltration or mold growth.
- 13.6 Lighting LESSOR shall re-lamp light fixtures and replace light ballasts as needed.
- 13.7 Restrooms LESSOR shall provide the Leased Premises with a restroom facility. Such facilities shall be situated within the Leased Premises or be easily accessible therefrom. Ventilation for restrooms must be in accordance with applicable building codes.
- 13.8 Janitorial Service LESSOR shall provide janitorial services and supplies to the Leased Premises and common areas of the Building in accordance with the janitorial schedule attached and incorporated herein as Exhibit B.
- 13.9 Trash Removal LESSOR shall, at its expense, provide trash disposal services.
- 13.10 Fire Safety LESSOR shall, at its expense, provide and maintain all fire extinguishers, fire alarms and fire detection systems for the Leased Premises and Building as required by applicable codes/ordinances and /or the state fire marshal.

13.11 Common Areas LESSOR shall provide sufficient light, heat, maintenance and security measures to the common and public access areas of the Building, including stairways, elevators, lobbies and hallways so that such areas shall be safe and reasonably comfortable.

13.12 Snow Removal LESSOR shall keep the public sidewalks adjacent to the Building and any sidewalks or stairways leading from the public sidewalks to the Building free from snow and ice. LESSOR will make every effort to complete the snow removal as soon as possible.

13.13 General Maintenance and Repairs

a. LESSOR General Responsibility LESSOR, at its expense, shall provide repair and maintenance as needed to maintain the Leased Premises and the Building in good order and condition, including, but not limited to, prompt repair and maintenance of all plumbing, wiring, electrical, heating (and, if applicable, cooling) devices, ductwork, roof, foundations, concrete surfaces, walls, gutters, downspouts, sewer and other utilities, whether interior or exterior, above or below ground, including repair and maintenance of improvements or equipment added to the Leased Premises, whether or not the original cost of said improvement or equipment was borne by LESSEE.

b. Exceptions to LESSOR Responsibility LESSOR shall not be responsible for repairs upon implements or articles which are LESSEE'S personal property, nor shall LESSOR bear the expense of repairs to the Leased Premises necessitated by damage caused by LESSEE which is beyond normal wear and tear.

13.14 Heating, Ventilation and Air Conditioning (HVAC) Maintenance

a. LESSOR shall, at its expense, maintain and make such necessary repairs to HVAC equipment, whether or not the HVAC equipment was paid for by LESSEE.

b. LESSOR shall document maintenance on the heating, ventilating and air conditioning system (e.g., filter changes and cleaning methods and procedures).

13.15 Delivery of Leased Premises LESSOR covenants that it will deliver the Leased Premises to LESSEE in a clean and sanitary condition with all services and appurtenances included within the scope of this Lease in effect and in good running order.

13.16 Quiet Enjoyment LESSEE shall have the quiet enjoyment of the Leased Premises during the full Lease Term and any extension thereof. LESSEE acknowledges the Leased Premises are within a public library and normal activity from public visitors and library staff will not be a violation of quiet enjoyment.

- 13.17 Taxes and Assessments LESSOR shall be responsible for payment of all taxes and assessments upon the Building and land of which the Leased Premises is a part.
- 13.18 Exterior Lighting LESSOR shall provide adequate exterior lighting in the building entrance/exits.
- 13.19 Disability Access Guidelines LESSOR agrees to provide and maintain the Leased Premises and the Building of which the Leased Premises is a part with accessibility and facilities for persons with disabilities meeting code requirements, including but not limited to, Title II and III of the American with Disabilities Act (ADA), all applicable laws, rules, ordinances and regulations issued by any federal, state or local political subdivisions with jurisdiction and authority in connection with said property.
- 13.20 Energy Conservation In the event energy conservation measures are enacted by any State or Federal authority, it is hereby agreed that LESSOR shall reduce the quantity of utilities and services as may be specifically required by such governmental orders or regulations. Utilities, within the meaning of this article, include heat, cooling, electricity, water and all the sources of energy required to provide said service.
- 13.21 Pest Control LESSOR shall provide pest control for the Leased Premises and the Building of which the Leased Premises is a part.
- 13.22 Repainting and Carpet Replacement LESSOR shall, at its expense:
- a. Touch up paint from time to time as may be reasonably necessary to keep the walls in good order and condition.
 - b. Repair or replace vinyl wall covering at such time during occupancy that may be necessary.
 - c. Install carpet or carpet tiles and other required floor coverings in the Leased Premises on or before December 31, 2014. LESSOR shall make arrangements with LESSEE to coordinate a mutually convenient time to install the carpeting.
 - d. Paint the Leased Premises as reasonably required by LESSEE any time after the fifth year of the Lease Term or extension(s) thereof.
 - e. Pay all costs associated with tear down and reinstallation of modular workstations and/or moving of any furniture, fixtures and equipment as necessary to facilitate the carpet replacement and repainting set forth above.

14. **DUTIES OF LESSEE**

- 14.1 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the Lease Term for any purpose within the scope of this Lease.
- 14.2 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law.
- 14.3 Assignment/Sublease LESSEE shall not assign, sublet or otherwise transfer its interest in this Lease without the prior written consent of LESSOR.
- 14.4 LESSEE shall observe reasonable precautions to prevent waste of heat, electricity, water, air conditioning and any other utility or service, whether such is furnished by LESSOR or obtained and paid for by LESSEE.

15. **DESTRUCTION OF PREMISES** If the Leased Premises shall be destroyed or damaged by fire, tornado, flood, civil disorder or any cause whatsoever, so that the Leased Premises become untenable or LESSEE is unable to conduct its business, the rent payable hereunder shall be abated from the time of such damage and LESSEE shall have the option of terminating this Lease immediately or allowing LESSOR such amount of time as LESSEE deems reasonable to restore the damaged Leased Premises to tenantable condition. LESSOR will provide immediate verbal notice and thirty (30) days written notice to LESSEE from the date of the damage, of LESSOR'S intentions to restore, or not restore the Leased Premises.

16. **INSURANCE**

- 16.1 Property Damage It shall be the duty of LESSOR and LESSEE to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary in this Lease, LESSOR and LESSEE hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them, by way of subrogation or otherwise, for loss or damage, even if such loss or damage shall have been caused by the fault or negligence of the other party or by anyone for whom such party may be responsible.
- 16.2 Liability LESSOR and LESSEE agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. LESSEE'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.

17. **BUILDING ACCESS AND SERVICES** LESSOR shall provide access to the Leased Premises seven (7) days per week, twenty four (24) hours per day for authorized employees of LESSEE.
18. **NEW LESSOR** In the event the Leased Premises or the Building of which the Leased Premises is a part shall be sold, conveyed, transferred, assigned, leased or sublet, or if LESSOR shall sell, convey, transfer or assign this Lease or rents due under this Lease, or if for any reason there shall be a change in the manner in which the rent reserved hereunder shall be paid to LESSOR, proper written notice of such change must be delivered to LESSEE as promptly as possible. LESSEE'S "Transfer of Ownership of Lease" document shall be executed by the parties hereto in order that the State of Minnesota Management and Budget is provided with authorization to issue payments to a new party.
19. **DEFAULT BY LESSOR** If LESSOR shall default in the performance of any of the terms or provisions of this Lease, LESSEE shall promptly so notify LESSOR in writing. If LESSOR shall fail to cure such default within thirty (30) days after receipt of such notice, or if the default is of such character as to require more than thirty (30) days to cure and LESSOR shall fail to commence to do so within thirty (30) days after receipt of such notice and thereafter diligently proceed to cure such default, then in either event, LESSEE, at its sole option, may terminate this Lease upon thirty (30) days prior written notice, or may cure such default. In the event LESSEE cures the default, LESSOR shall pay all reasonable and actual expenses paid by LESSEE to cure said default, including attorney's fees, within ten (10) days of receipt of invoices therefore rendered, or LESSEE shall have a specific right to set off any such amounts due from LESSOR against any rent payments or other amounts due under this Lease. In the event LESSEE elects to terminate this Lease, said termination shall not limit LESSEE'S rights to damages caused by the breach and failure to cure. This provision in no way limits LESSEE'S other remedies for breach under common law or this Lease.
20. **AUDIT** Pursuant to Minn. Stat. §16C.05, subd. 5, the books, records, documents and accounting procedures and practices of LESSOR relevant to this Lease shall be subject to examination by the State and/or Legislative Auditor, as appropriate, for a minimum of six (6) years.
21. **SMOKING** Pursuant to Minn. Stat. §16B.24, subd. 9, LESSOR and LESSEE shall not permit smoking in the Leased Premises.
22. **HAZARDOUS SUBSTANCES**

22.1 **General**

- a. "Hazardous Substances" is defined to mean any and all substances or materials that are categorized or defined as hazardous or toxic under any present or future local, state or federal law, rule or regulation pertaining to environmental regulation, contamination, cleanup or disclosure including without limitation, the

Comprehensive Environmental Response, Compensation and Liability Act of 1980, as now or hereafter amended ("CERCLA"), the Resources Conservation and Recovery Act, as now or hereafter amended ("RCRA"), the Superfund Amendments and Reauthorization Act of 1980, as now or hereafter amended ("TSCA") the Minnesota Environmental Response and Liability Act ("MERLA"), or any similar statutes or regulations, and any wastes, pollutants and contaminants (including without limitation, materials containing asbestos, urea formaldehyde, the group of organic compounds known as polychlorinated biphenyls ("PCBs") and petroleum products including gasoline, fuel oil, crude oil and various constituents of such products).

- b. To LESSOR's actual knowledge, LESSOR represents that it did not, and will not in the future, install, use, generate, store, dispose of or release on or about the Building of which the Leased Premises is a part, except for immaterial quantities of any Hazardous Substances customarily used in the construction and maintenance of like properties or in other uses of the Leased Premises or the Building or land of which it is a part, which have been used in accordance with applicable laws, statutes, regulations and ordinances then in effect.
- c. To LESSOR's actual knowledge, LESSOR represents that there are no Hazardous Substances present within the Building or the land of which the Leased Premises is a part. In the event a qualified environmental testing company determines that Hazardous Substances do exist, in greater than immaterial quantities, in or about the Leased Premises or the Building or land of which the Leased Premises is a part, LESSEE, at its option, may terminate this Lease with sixty (60) days written notice to LESSOR.

22.2 Storage Tank To LESSOR's actual knowledge, LESSOR has not, and no prior owner or occupant installed in, on or about the Leased Premises or the Building or land of which the Leased Premises is a part, any storage tank containing Hazardous Substances, including, but not limited to: petroleum, crude oil or by-products of petroleum or crude oil.

22.3 Asbestos In addition to the above representations, LESSOR hereby represents that to its actual knowledge, no materials containing asbestos have been used or installed upon the Leased Premises or, if at any time asbestos containing materials were located on the Leased Premises, such materials have been removed prior to the date of this Lease.

23. SIGNAGE

23.1 LESSEE shall not post nor permit any signs to be placed in the Leased Premises that are visible from the exterior of the Building, through the windows or visible from the halls or other common areas of the Building, unless prior written approval for said signs has been secured from LESSOR.

23.2 LESSOR shall, at its expense, provide, install and maintain a nameplate sign on the outside of LESSEE's office door identifying LESSEE. LESSEE shall provide LESSOR with the name and title that shall appear on the sign.

24. **LAWS GOVERNING** This Lease shall be construed and enforced in accordance with the laws of the State of Minnesota.

25. **GOVERNMENT DATA PRACTICES ACT COMPLIANCE**

25.1 LESSOR must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by LESSEE in accordance with this Lease and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by LESSOR in accordance with this Lease. The civil remedies of Minnesota Statutes, section 13.08, apply to LESSOR and LESSEE.

25.2 Minnesota Statutes, Chapter 13, provides that all government data are public unless otherwise classified. If LESSOR receives a request to release the data referred to in this Clause, LESSOR must immediately notify LESSEE and consult with LESSEE as to how LESSOR should respond to the request. LESSOR'S response shall comply with applicable law, including that the response is timely and, if LESSOR denies access to the data, that LESSOR'S response references the statutory basis upon which LESSOR relied. LESSOR does not have a duty to provide public data to the public if the public data is available from LESSEE.

26. **CITY COUNCIL CHAMBER MEETING ROOM** LESSEE may use the city council chamber meeting room for up to 4 hours in a calendar month without charge, provided that either (i) the city council chamber meeting room is available or (ii) LESSEE pre-schedules the time it intends to use the city council chamber meeting room and provided the city council chamber meeting room has not been already reserved prior to that time. Use of the city council chamber meeting room for more than 4 hours in any given calendar month shall be billed to LESSEE at \$20 per hour.

27. **NOTICES**

27.1 All notices or communications between LESSOR and LESSEE shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Clause 27.2 below.

- a. when personally delivered to the addressee, or
- b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
- c. one (1) business day after deposited with an overnight courier service.

27.2 Mailing Addresses:

LESSOR:

City of Windom
Attn: Finance Department
444 9th Street
P.O. Box 38
Windom, MN 56101

LESSEE:

Real Estate and Construction Services
Department of Administration
50 Sherburne Ave # 309
St Paul MN 55155

ATTACHMENTS:

Exhibit A Floor Plan
Exhibit B Janitorial Schedule

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR:
CITY OF WINDOM

LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

LESSEE:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER

By _____
Real Estate and Construction Services

Date _____

APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF HUMAN SERVICES

By _____

Title _____

Date _____

RECOMMENDED:
DEPARTMENT OF HUMAN SERVICES
CONTINUING CARE ADMINISTRATION,
HOME AND COMMUNITY BASED
SERVICES, ADULT PROTECTION

By _____

Title _____

Date _____

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds are encumbered as required by Minn. Stat. §16A.15 and §16C.05.

By _____

Date _____

Contract No. _____

NOTE: Full Basement of 72500 sq. ft.

39.4%

Lot Dimension

126'

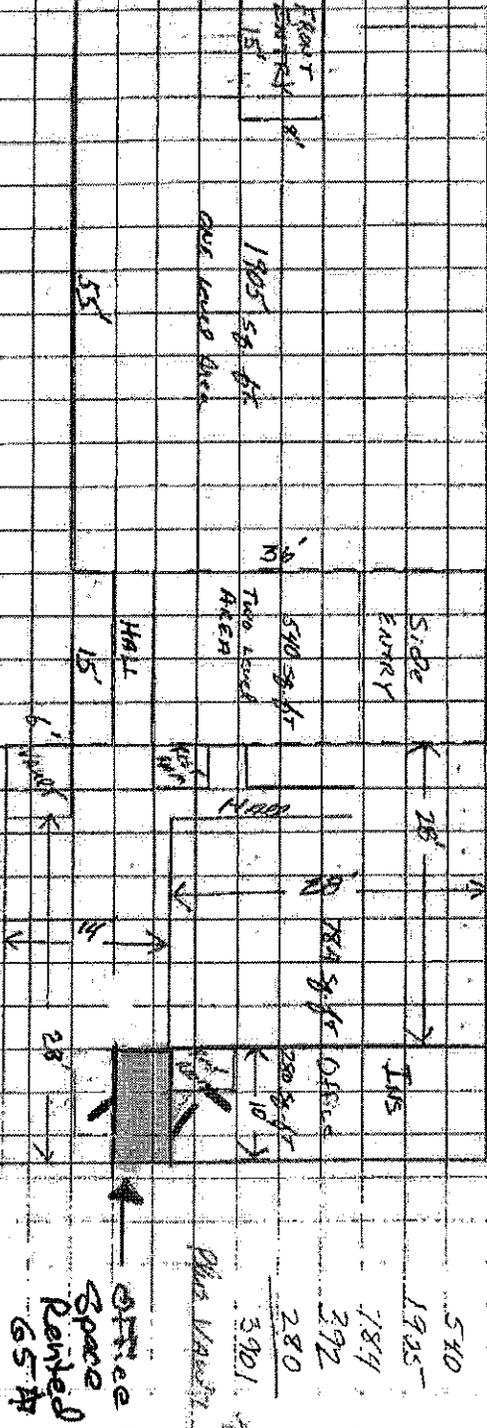
48.75'

43.4'

1110

WINDOW, MAIN LIBRARY

9th Street



540
1905
184
392
280
3901

JANITORIAL SCHEDULE

1. DAILY/AS NECESSARY SERVICE

- a. Empty all wastepaper baskets throughout the building and dispose of garbage.
 - (i) Use plastic liners in all waste baskets.
 - (ii) Wash all waste baskets as necessary.
- c. Clean/sanitize all bathrooms with a germicidal disinfectant (including the locker rooms and showers if provided) as follows:
 - (i) Clean all sinks, urinals, stools, and mirrors.
 - (ii) Wipe down walls, partitions, fixtures, and chrome fittings.
 - (iii) Mop the floors.
- d. Re-stock all toilet tissue, hand towel, and soap dispensers.
- e. Vacuum all carpeted floors. Spot clean as necessary.
- f. Sweep and wet mop the main entrance and all vinyl floors.
- g. Clean and disinfect the drinking fountains.
- h. Sweep outside entry steps and sidewalk.
- i. Pick up all refuse from the sidewalks, curb, front parking area, lawn, and shrubbery around the building perimeter.
- j. Sweep/dust mop all stairways and stairwells.

2. WEEKLY SERVICE

- a. Spray/buff all tile floors (or sooner when necessary).
- b. Vacuum along wall edges, corners, behind doors, and under desks and furniture.
- c. Dust all office furniture and dust all building ledges, moldings, and other exposed surfaces. It is not necessary for janitorial staff to move anything to accomplish dusting.

EXHIBIT B

3. MONTHLY

- a. Dust window blinds.
- b. High and low surface dust.

4. SEMI-ANNUAL SERVICE

- c. Wash all exterior windows.
- d. Wash all interior windows.
- e. Dust and wash office window sills/ledges.

5. ANNUALLY

- a. Vacuum all upholstered furniture.
- b. Clean carpeting (shampoo and extract).

RESOLUTION #2014-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION ADOPTING PROPOSED PROPERTY TAX LEVY

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDOM,
COTTONWOOD COUNTY, MINNESOTA, AS FOLLOWS:**

1. That the following sums of money are hereby proposed to be levied for the current year, collectible in 2015, upon the taxable property in said City of Windom for the following purposes:

Levy Purpose	Levy After all Aids and Reserves
General	
Special Revenue	
Capital Outlay	
Debt Service	
PERA Rate Increase	
LGA Recapture	
TOTALS	\$

BE IT FURTHER RESOLVED AS FOLLOWS:

1. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 16th day of September, 2014.

Corey J. Maricle, Mayor

Attest:

Steven Nasby, City Administrator

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: September 12, 2014
RE: Preliminary Tax Levy for 2015 Budget

The first draft of the 2015 budget has been completed by City staff and presented to the City Council on September 9, 2014. The City is required to set the maximum tax levy by September 30th and certify it to the County Auditor's Office.

Attached is a copy of the 2014 Final Budget Levy showing \$1,654,328. This was a 0.0% change from the prior year. The preliminary tax levy set in September 2014 for the 2015 year may go down, but may not be increased. Please note that the preliminary budget and tax levy, as proposed, assumes the City of Windom will receive \$1.442 million in Local Government Aid that is prescribed in the adopted State budget. There is not a State mandated property tax levy limit for 2015

Staff is submitting a preliminary 2015 tax levy for \$1,737,044, which represents a 5% increase. The City did issue new debt in 2013 for the 2013 Street Project and a Capital Equipment Certificate that will incur debt service payments in 2015. Also, this proposed levy increase does include the 1.6% levy adjustment needed for the existing tax abatements. The tax abated properties do pay property taxes, but those taxes are temporarily rebated according to our agreements with those property owners. Due to this tax abatement adjustment the property tax levy for city operations is proposed to increase 3.4%.

If you have questions or need additional information please call Chelsie Carlson or myself at 831-6129.

RESOLUTION #2013-81

INTRODUCED: Jones

SECONDED: Fossing

VOTED: Aye: Cooley, Ray, Powers, Jones and Fossing
Nay: None
Absent: None

A RESOLUTION APPROVING 2013 TAX LEVY, COLLECTABLE IN 2014

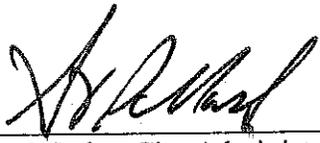
BE IT RESOLVED, by the Council of the City of Windom, County of Cottonwood, Minnesota, that the following sums of money be levied for the current year, collectable in 2014, upon the taxable property in the City of Windom for the following purposes:

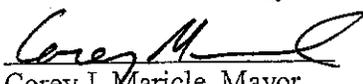
Total Levy	\$1,654,328
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The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Cottonwood County, Minnesota.

Adopted this 17th day of December, 2013.

Attest:


Steve Nasby, City Administrator


Corey J. Maricle, Mayor

MEMORANDUM



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

TO: City Council
FROM: Personnel Committee
DATE: September 12, 2014
RE: Recommendations for Police, Water\Wastewater, Liquor Store and Street\Park Departments

On September 10th the Personnel Committee met to discuss a number of items. These items are as follows along with the committee's recommendations to the City Council.

Police Department – Step Advancement

Chief Scott Peterson presented his recommendation for step advancement for Officer Louis Norell effective upon his employment anniversary from Step 9 to Step 12 within the Law Enforcement Labor Services agreement pay plan. Officer Norell has completed another year of service with the Windom Police Department and has received high marks on his evaluation. **The Personnel Committee is recommending that Officer Louis Norell receive advancement to Step 12 effective upon his employment anniversary.**

Water\Wastewater – Hiring Full-time Operator

Due to the impending retirement in the Department a position was open for a water\wastewater operator. Advertisements were placed and 12 applications were received. Following a review of the applications and interviews the Water\Wastewater Superintendent recommended that an internal transfer request from Steve Willard be approved. Mr. Willard currently works in the Windom Streets\Parks department. Both the Water\Wastewater Superintendent and Streets\Parks Superintendent have agreed to a start date of October 13, if approved by the City Council. The internal transfer would be at the same grade and step for the employee. **The Personnel Committee is recommending approval of an internal transfer request for Steve Willard at the current grade and step effective October 13, 2014.**

Streets\Parks – Hiring Maintenance Worker and Foreman Position

With the proposed internal transfer of Steve Willard, the Streets\Parks Department will be replacing his position. The schedule for that replacement will be to consider a hiring recommendation(s) in November as the internal transfer and trial working period will not be completed until November 13. **No action is needed at this time.**

Streets/Parks – Step Advancement

Bruce Caldwell, Streets & Parks Superintendent presented his recommendation for advancement for Justin Crowell effective upon his employment anniversary from Grade 6, Step 5 to Step 7 within the IBEW labor agreement pay plan. Mr. Crowell received high marks on his evaluation and was recommended for this two-step increase, rather than the standard one step advancement. **The Personnel Committee is recommending that Justin Crowell receive advancement to Grade 6, Step 7 effective upon his employment anniversary.**

Liquor Store Manager – Step Advancement

On February 4, 2014 the City Council approved step advancement for Gary Kulseth, Liquor Store Manager and discussed the possibility for an additional step advance upon successful and timely completion of the 2014 capital improvement projects. Steve Nasby, City Administrator verified that the capital projects have been completed and that the Liquor Store Manager has continued to perform at a high level. As such, he recommended that Mr. Kulseth be moved from Grade 17, Step 4 to Step 5 within the Supervisory Pay plan effective of September 1, 2014. **The Personnel Committee is recommending that Gary Kulseth receive advancement to Grade 17, Step 5 effective September 1, 2014 and maintain his eligibility for the annual step advancement upon his employment anniversary.**

Labor Negotiations – Closed Session

Staff will update the City Council on the start to labor negotiations.

CHANGE ORDER

Change Order No. 1 Airport TKDA AIP. 3-27-0113-10-14
Windom Municipal Project No. 15375.001 SAP. A1701-35

Sponsor Sponsor's Address Date Prepared Amount of Contract
City of Windom 444 9th Street, PO Box 38 08/13/2014 \$205,418.54 (original)
Windom, MN 56101 \$210,166.40 (revised)

Contractor Contractor's Address Completion Dates
O'Day Equipment 1790 Radisson Rd NE Contract Revised
Blaine, MN 55449 21 Days Same

CHANGES ORDERED

Changed Location of the Underground Jet-A Fuel

The underground Jet-A fuel tank was moved 6-feet to the east due to the type of soil encountered and soil conditions during construction. Excavation for the new fuel tank was starting to undermine the existing underground avgas fuel tank concrete slab and if excavation continued could have potentially undermined the avgas tank itself. The following additional items of work were required to change the location of the tank:

	<u>ITEM OF WORK</u>	<u>QUAN</u>		<u>UNIT \$</u>	<u>EXTENSION</u>
43-1	REMOVE 4" BITUMINOUS PAVEMENT	23	SY	22.48	517.04
72-1	AGGREGATE BASE PREPARATION	23	SY	27.03	621.69
91-1	6" CONCRETE PAVEMENT	23	SY	108.11	<u>2,486.53</u>
					\$ 3,625.26

Addition of a Smartcard encoder to the fuel point of sale system

The following additional items of work were required integrate a Smartcard encoder to the fuel point of sale system:

	<u>ITEM OF WORK</u>	<u>QUAN</u>		<u>UNIT \$</u>	<u>EXTENSION</u>
	SYN-941D0119 USB Smartcard Encoder	1	EA	550.00	550.00
	SYN-941D0105A Smartcards	3	EA	4.20	12.60
	Travel, Installation, Labor, Training	1	LS	560.00	<u>560.00</u>
					\$ 1,122.60

Total Cost of Change Order No. 1 **\$4,747.86**

The foregoing is in accordance with your contract dated May 6, 2014 and the aforementioned change, and the work affected thereby is subject to all contract stipulations and covenants.

APPROVED:
CITY OF WINDOM

ACCEPTED:
O'Day Equipment, LLC
Contractor

By _____ Date _____
Title: _____

By _____ Date _____
Title: _____

TKDA
ENGINEERS-ARCHITECTS-PLANNERS

By Sam L. Schatz 8/13/14
Project Manager Date

CERTIFICATE OF FINAL ACCEPTANCE

Municipality City of Windom
Airport Windom Municipal Airport
County Cottonwood
Agreement No. _____

State Project No. A1701-35
Federal Project No. 3-27-0113-10-14
TKDA Project No. 15375
Date _____

CONTRACTOR

The undersigned contractor does hereby certify that he/she has performed and completed all work in connection with and pursuant to the terms of the contract for the above referenced project, and does hereby certify the final payment request is true, correct, full and complete, and does make claim for final payment in accordance with the terms of the contract.

Contractor O'Day Equipment, LLC
By _____
Title _____

State of Minnesota, County of _____, on this _____ day of _____
20____, before me personally appeared _____, to me known to be the person who
executed the foregoing acceptance and acknowledged that _____ executed
the same as _____ free act and deed.

CORPORATE ACKNOWLEDGEMENT

_____ and _____
to me personally known, who, being each by me duly sworn, each did say that they are respectively the
_____ and _____
of the _____ corporation named in the foregoing instrument, and that the
seal affixed to said instrument is the corporate seal of said corporation by authority of its _____
and said _____ acknowledged said instrument to be the free act and deed of said corporation.

Signature _____

(NOTARIAL SEAL)

My Commission as Notary Public in _____

County expires _____, 20_____

OWNER AND CONSULTANT

It is hereby certified that a final examination has been made for the above referenced contract, the contract has been completed, the entire amount of work shown in the final payment request has been performed, and the total value of the work performed in accordance with, and pursuant to, the terms of the contract is as shown in the final payment request.

Municipality City of Windom
Date _____
Consulting Engineer/Architect TKDA
Date August 21, 2014

By _____
Title _____
By Simon L. Schulte
Title Project Manager

(It will be the responsibility of each Municipality in executing this form to determine that all provisions of their municipal charter or applicable state laws have been strictly followed.)

Construction Report and Cost Estimate

State Project Number: A1701-35
Municipality: CITY OF WINDOM
Project Description: JET-A FUEL SYSTEM
Contractors Name: O'DAY EQUIPMENT

Agreement:
Region: S FAA Proj Number: 3-27-0113-10-14
FY: 2014 Estimate Number: 1 (FINAL)
Construction Costs Through: AUGUST 20, 2014

CERTIFICATION OF WORK PERFORMED

I have examined the materials furnished and work performed by the Contractor on the above project. To the best of my knowledge the quantities are correct and in accordance with the plans and specifications. I recommend this estimate for payment.

Dated: 8/28/14 Title: Project Manager



Engineer - TKDA

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

Dated: _____ Title: _____

Contractor - O'DAY EQUIPMENT

CERTIFICATION BY AN OFFICIAL OF CITY OF WINDOM

I hereby certify this report was approved for payment by the Municipal Council at the regular (special) meeting held on the _____ Day of _____.

Title: _____

CITY OF WINDOM

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: A1701-35
 Municipality: CITY OF WINDOM
 Project Description: JET-A FUEL SYSTEM
 Contractors Name: O'DAY EQUIPMENT

Agreement:
 Region: S
 FAA Proj Number: 3-27-0113-10-14
 Estimate Number: 1 (FINAL)
 Construction Costs Through: AUGUST 20, 2014

Item Number	Spec Number	Construction Item	Unit of Measure	Funding Rate			Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed This Report STA	Completed This Report MUN	Completed to Date Amount		
				FAA	ST	MUN											
BASE BID																	
1	40-1	MOBILIZATION	LS	0.950	0.000	0.050	1,500.00	1.0	1,500.00	1.0	1.0	1.0	1425.00	75.00	1,500.00		
2	224-1	TRAFFIC PROVISIONS	LS	0.950	0.000	0.050	1,200.00	1.0	1,200.00	1.0	1.0	1.0	1140.00	60.00	1,200.00		
3	225-1	HAUL ROUTES	LS	0.950	0.000	0.050	2,500.00	1.0	2,500.00	1.0	1.0	1.0	2375.00	125.00	2,500.00		
4	226-1	CONTRACTORS SITE	LS	0.950	0.000	0.050	1,500.00	1.0	1,500.00	1.0	1.0	1.0	1425.00	75.00	1,500.00		
5	43-1	REMOVE 4" BITUMINOUS PAVEMENT	SY	0.950	0.000	0.050	22.48	89.0	2,000.72	89.0	89.0	89.0	1900.68	100.04	2,000.72		
6	72-1	AGGREGATE BASE PREPARATION	SY	0.950	0.000	0.050	27.03	37.0	1,000.11	37.0	37.0	37.0	950.10	50.01	1,000.11		
7	91-1	6" CONCRETE PAVEMENT	SY	0.950	0.000	0.050	108.11	37.0	4,000.07	37.0	37.0	37.0	3800.07	200.00	4,000.07		
8	111-1	SEEDING, CLASS. 1	AC	0.950	0.000	0.050	1,000.00	1.0	1,000.00	1.0	1.0	1.0	950.00	50.00	1,000.00		
9	112-1	SILT FENCE	LF	0.950	0.000	0.050	1.00	100.0	100.00	100.0	100.0	100.0	95.00	5.00	100.00		
10	118-1	STEEL GUIDE POST	EA	0.950	0.000	0.050	850.00	7.0	5,950.00	7.0	7.0	7.0	5652.50	297.50	5,950.00		
11	150-1	MECHANICAL CONSTRUCTION	LS	0.950	0.000	0.050	136,196.50	1.0	136,196.50	1.0	1.0	1.0	129386.68	6809.83	136,196.50		
12	200-1	ELECTRICAL CONSTRUCTION	LS	0.950	0.000	0.050	24,968.00	1.0	24,968.00	1.0	1.0	1.0	23719.60	1248.40	24,968.00		
BID ALTERNATE NO. 1																	
13	43-1	REMOVE 4" BITUMINOUS PAVEMENT	SY	0.950	0.000	0.050	15.77	222.0	3,500.94	222.0	222.0	222.0	3325.89	175.05	3,500.94		
14	72-1	AGGREGATE BASE PREPARATION	SY	0.950	0.000	0.050	9.01	222.0	2,000.22	222.0	222.0	222.0	1900.21	100.01	2,000.22		
15	91-2	7" CONCRETE PAVEMENT	SY	0.950	0.000	0.050	81.09	222.0	18,001.98	222.0	222.0	222.0	17101.88	900.10	18,001.98		
CHANGE ORDER NO. 1																	
16	43-1	REMOVE 4" BITUMINOUS PAVEMENT	SY	0.950	0.000	0.050	22.48	23.0	517.04	23.0	23.0	23.0	491.19	25.85	517.04		
17	72-1	AGGREGATE BASE PREPARATION	SY	0.950	0.000	0.050	27.03	23.0	621.69	23.0	23.0	23.0	590.61	31.08	621.69		
18	91-1	6" CONCRETE PAVEMENT	SY	0.950	0.000	0.050	108.11	23.0	2,486.53	23.0	23.0	23.0	2362.20	124.33	2,486.53		
19	200-1	ELECTRICAL (SMARTCARD SYSTEM)	LS	0.950	0.000	0.050	1,122.60	1.0	1,122.60	1.0	1.0	1.0	1066.47	56.13	1,122.60		
										Contract Totals:							
										FEDERAL		STATE		LOCAL		Completed to Date:	
										95.0000%		0.0000%		5.0000%		210,166.40	
										0.00		0.00		0.00		10,508.33	
										199,658.08		0.00		10,508.33		210,166.40	
										199,658.08		0.00		10,508.33		210,166.40	
										199,658.08		0.00		10,508.33		210,166.40	
										189,675.18		0.00		9,982.91		199,658.08	
										189,675.18		0.00		9,982.91		199,658.08	
										10,508.32		0.00		10,508.32		210,166.40	
										210,166.40		0.00		10,508.32		210,166.40	

Construction Prorates:
 Previously Completed: 0.00
 Completed This Report: 210,166.40
 Completed To Date: 210,166.40

Retainage Computation for Payment to: O'DAY EQUIPMENT
 Total Completed to Date: 210,166.40
 Less 5% Retainage: 10,508.32
 Sub Total Payment: 199,658.08
 Less Previous Payments: 0.00
 Payment This Estimate (minus Retainage): 199,658.08

Retainage Paid for Final Payment: 10,508.32
 Contractors Final Payment (including Retainage): 210,166.40



Windom, MN

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By Fund

Payment Dates 8/28/2014 - 9/11/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
US BANK	20140902	09/02/2014	CREDIT CARD-DAKTRONICS T	100-11500	27.50
US BANK	20140902	09/02/2014	CREDIT CARD-SCHWALBACHS	100-11500	2.20
US BANK	20140902	09/02/2014	CREDIT CARD-MPC TAX	100-11500	20.21
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	100-11500	-48.24
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	100-20202	9.35
					11.02
Activity: 41110 - Mayor & Council					
KDOM RADIO	KDOM0951140833323	09/05/2014	ADVERTISING-CITY OF WINDO	100-41110-350	144.00
MN MAYORS ASSOCIATION	20140828	08/28/2014	MEMBERSHIP DUES-WINDO	100-41110-433	30.00
LEAGUE OF MN CITIES	202521	08/28/2014	MEMBERSHIP DUES-#202521	100-41110-433	4,604.00
					4,778.00
Activity: 41310 - Administration					
US BANK	20140902	09/02/2014	CREDIT CARD-CITY ADMIN-N	100-41310-200	49.99
CULLIGAN	20140903	09/03/2014	SERVICE	100-41310-200	21.25
MANTRONICS MAILING SYSTE	32792	09/03/2014	SUPPLIES	100-41310-200	118.56
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	100-41310-200	22.67
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-41310-212	103.67
SELECTACCOUNT	20140831	08/31/2014	PARTICIPANT FEE -AUG 2014	100-41310-217	151.38
DANIEL FOSSING	20140905	09/05/2014	OFFICE CONSTRUCTION LABO	100-41310-217	320.00
CLIFTON-LARSON-ALLEN, LLP	897477	09/03/2014	AUDIT SERVICE	100-41310-301	300.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-41310-321	176.83
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	100-41310-322	585.61
RV-IMAGING SOLUTIONS	12612	08/28/2014	MAINTENANCE-SCANNER	100-41310-326	324.50
US BANK	20140902	09/02/2014	CREDIT CARD- CRASH PLAN B	100-41310-326	9.99
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-41310-326	37.95
STEVE NASBY	20140828	08/28/2014	EXPENSE- LMC FISCAL MTG	100-41310-331	172.48
LAMPERTS YARDS, INC.	20140903	09/03/2014	MAINTENANCE- OFFICE	100-41310-401	0.37
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	100-41310-401	21.70
BLUE CROSS/BLUE SHIELD	20140905	09/05/2014	PREMIUM-OCT. 2014	100-41310-480	390.50
					2,807.45
Activity: 41410 - Elections					
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	100-41410-480	61.91
					61.91
Activity: 41910 - Building & Zoning					
US BANK	20140902	09/02/2014	CREDIT CARD-PLANNING ZON	100-41910-200	11.10
CENTURY BUSINESS PRODUCT	237137	08/12/2014	SUPPLIES	100-41910-200	56.47
INDOFF, INC	2500426	08/26/2014	SUPPLIES	100-41910-200	7.62
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	100-41910-200	22.67
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-41910-212	97.29
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-41910-321	49.71
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	100-41910-321	16.62
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	100-41910-322	27.76
RV-IMAGING SOLUTIONS	12612	08/28/2014	MAINTENANCE-SCANNER	100-41910-326	324.50
					613.74
Activity: 41940 - City Hall					
HEARTLAND PAPER COMPAN	48639-0	09/08/2014	SUPPLIES	100-41940-211	223.28
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-41940-381	637.58
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-41940-382	56.23
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-41940-385	77.88
SANDRA HERDER	20140903	09/03/2014	CLEANING	100-41940-406	380.00
MELISSA PENAS	20140903	09/03/2014	CLEANING	100-41940-406	380.00
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE -CITY HALL	100-41940-406	4.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JOE HARVEY	JB1186	09/03/2014	MOWING	100-41940-406	10.00
JOE HARVEY	JB1187	09/03/2014	MOWING	100-41940-406	20.00
JOE HARVEY	JB1227	09/03/2014	MOWING	100-41940-406	20.00
JOE HARVEY	JB1228	09/03/2014	MOWING	100-41940-406	20.00
ELECTRIC FUND	20140903E	09/03/2014	MAINTENANCE	100-41940-409	23.87
Activity 41940 - City Hall Total:					1,853.83
Activity: 42120 - Crime Control					
INDOFF, INC	2495870	08/19/2014	SUPPLIES	100-42120-200	95.85
INDOFF, INC	2499063	08/22/2014	SUPPLIES	100-42120-200	9.78
INDOFF, INC	2501380	08/26/2014	SUPPLIES	100-42120-200	42.49
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	100-42120-200	22.67
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-42120-212	-31.24
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-42120-212	1,354.33
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-42120-321	66.71
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	100-42120-321	206.16
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	100-42120-322	4.48
ALPHA WIRELESS - MANKATO	672320	09/05/2014	SERVICE	100-42120-323	165.00
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	100-42120-325	275.00
CORY HILLESHEIM	20140903	09/03/2014	EXPENSE	100-42120-334	234.18
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - POLICE	100-42120-404	26.98
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	100-42120-404	10.85
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT -SEPT 2	100-42120-412	1,650.00
BLUE CROSS/BLUE SHIELD	20140905	09/05/2014	PREMIUM-OCT. 2014	100-42120-480	390.50
Activity 42120 - Crime Control Total:					4,523.74
Activity: 42220 - Fire Fighting					
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-42220-212	32.42
US BANK	20140902	09/02/2014	CREDIT CARD- SCHWALBACHS	100-42220-217	31.96
CARQUEST AUTO PARTS STOR	20140908	09/08/2014	MAINTENANCE- FIRE	100-42220-217	46.98
MN WEST COLLEGE - CANBY	00181765	09/03/2014	TRAINING	100-42220-308	775.00
RIDGEWATER COLLEGE	00185566	08/28/2014	09	100-42220-308	700.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-42220-321	28.96
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	100-42220-322	3.72
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	100-42220-325	212.50
WINDOM QUICK PRINT	7927	08/28/2014	MAPS	100-42220-350	17.28
Activity 42220 - Fire Fighting Total:					1,848.82
Activity: 42500 - Civil Defense					
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	100-42500-325	12.50
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-42500-381	20.76
Activity 42500 - Civil Defense Total:					33.26
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	133647	09/03/2014	VET SERVICE	100-42700-300	63.58
COTTONWOOD VET CLINIC	133891	09/03/2014	VET SERVICE	100-42700-300	70.00
COTTONWOOD VET CLINIC	133892	09/03/2014	VET SERVICE	100-42700-300	70.00
COTTONWOOD VET CLINIC	134381	09/03/2014	VET SERVICE	100-42700-300	11.00
Activity 42700 - Animal Control Total:					214.58
Activity: 43100 - Streets					
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	100-43100-200	22.67
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-43100-212	-31.24
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-43100-212	1,316.78
LAMPERTS YARDS, INC.	20140903	09/03/2014	MAINTENANCE- STREET	100-43100-217	29.80
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-43100-217	37.95
MCLAUGHLIN & SCHULZ, INC	009139	08/19/2014	MAINTENANCE-AIRPORT JET	100-43100-224	763.67
ELECTRIC FUND	20140903C	09/03/2014	MAINTENANCE	100-43100-224	81.45
COTTONWOOD CO LANDFILL	143370	09/05/2014	DISPOSAL	100-43100-225	5.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-43100-321	57.45
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	100-43100-321	51.58
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	100-43100-322	15.84
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	100-43100-325	125.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-43100-381	226.97

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-43100-381	2,173.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-43100-382	19.18
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-43100-385	25.96
HENNING RENTAL, INC.	076469	09/05/2014	SERVICE-MAINTENANCE	100-43100-404	218.10
WINDOM AUTO VALU	20140903	09/03/2014	#3400540 MAINTENANCE	100-43100-404	86.16
MACQUEEN EQUIP. CO.	2145419	08/19/2014	MAINTENANCE	100-43100-404	659.45
MACQUEEN EQUIP. CO.	2145422	08/22/2014	MAINTENANCE	100-43100-404	41.36
MACQUEEN EQUIP. CO.	2145443	08/19/2014	MAINTENANCE	100-43100-404	30.93
GDF ENTERPRISES, INC	A6308	09/03/2014	MAINTENANCE	100-43100-404	62.48
GDF ENTERPRISES, INC	A6978	09/03/2014	MAINTENANCE	100-43100-404	32.27
US BANK	20140902	09/02/2014	CREDIT CARD-COUNTRY PRID	100-43100-405	10.00
WENCK ASSOCIATES, INC.	11404430	09/10/2014	2014 SEALCOAT B0045-0044	100-43100-407	473.00
BLUE CROSS/BLUE SHIELD	20140905	09/05/2014	PREMIUM-OCT. 2014	100-43100-480	1,042.50
Activity 43100 - Streets Total:					7,577.31

Activity: 43210 - Sanitation

WAYNE ERICKSON	20140903	09/03/2014	COMPOST SITE MANAGER	100-43210-307	144.00
Activity 43210 - Sanitation Total:					144.00

Activity: 45120 - Recreation

MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	100-45120-200	22.67
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	100-45120-217	0.48
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	100-45120-217	10.85
US BANK	20140902	09/02/2014	CREDIT CARD-HYVEE MERCH	100-45120-260	451.61
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	100-45120-460	29.00
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	100-45120-460	-254.34
Activity 45120 - Recreation Total:					260.27

Activity: 45202 - Park Areas

US BANK	20140902	09/02/2014	CREDIT CARD-SHOPKP	100-45202-200	30.52
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	100-45202-200	22.67
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	100-45202-212	326.00
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	100-45202-325	37.50
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-45202-381	430.08
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-45202-382	6,552.76
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	100-45202-385	333.35
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - PARKS	100-45202-402	56.43
HOLT ELECTRIC LLC	20140908	09/08/2014	SERVICE-MAINTENANCE	100-45202-402	206.50
ST CROIX RECREATION	18175	08/19/2014	MAINTENANCE	100-45202-404	2,982.00
US BANK	20140902	09/02/2014	CREDIT CARD-ON DECK NETTI	100-45202-404	39.99
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - PARKS	100-45202-404	29.94
WINDOM AUTO VALU	20140903	09/03/2014	#3400540 MAINTENANCE	100-45202-405	22.27
WINDOM FARM SERVICE	25560	09/05/2014	MAINTENANCE	100-45202-405	681.24
MTI DISTRIBUTING, INC	976794-00	08/12/2014	MAINTENANCE	100-45202-405	396.25
MTI DISTRIBUTING, INC	978108-00	08/19/2014	MAINTENANCE	100-45202-405	237.65
US BANK	20140902	09/02/2014	CREDIT CARD-DAKTRONICS-C	100-45202-406	400.00
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - PARKS	100-45202-406	17.99
ELECTRIC FUND	20140903D	09/03/2014	MAINTENANCE	100-45202-409	35.11
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	100-45202-460	-254.34
Activity 45202 - Park Areas Total:					12,583.91
Fund 100 - GENERAL Total:					37,311.84

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

US BANK	20140902	09/02/2014	CREDIT CARD-AMAZON	211-45501-200	104.87
US BANK	20140902	09/02/2014	CREDIT CARD-AMAZON	211-45501-200	61.96
HEARTLAND PAPER COMPAN	48639-0	09/08/2014	SUPPLIES	211-45501-211	100.00
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	211-45501-217	5.42
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	211-45501-321	27.46
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	211-45501-326	42.95
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	211-45501-381	422.82
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	211-45501-382	17.03
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	211-45501-385	25.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SANDRA HERDER	20140903	09/03/2014	CLEANING	211-45501-402	380.00
MELISSA PENAS	20140903	09/03/2014	CLEANING	211-45501-402	380.00
JOE HARVEY	JB1186	09/03/2014	MOWING	211-45501-406	10.00
JOE HARVEY	JB1187	09/03/2014	MOWING	211-45501-406	20.00
US BANK	20140902	09/02/2014	CREDIT CARD-SUBSCRIPTION-	211-45501-433	38.00
US BANK	20140902	09/02/2014	CREDIT CARD-AMAZON	211-45501-435	167.34
Activity 45501 - Library Total:					1,803.81
Fund 211 - LIBRARY Total:					1,803.81

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

RED ROCK RURAL WATER	20140903	09/03/2014	SERVICE	225-45127-200	28.90
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	225-45127-217	43.47
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - AIRPORT	225-45127-217	27.99
CITY SERVICE VALCON	0016810	08/28/2014	AV GAS PURCHASE	225-45127-264	36,182.35
CITY SERVICE VALCON	W006790	09/03/2014	JET FUEL TAX ADJ	225-45127-264	500.10
SOUTH CENTRAL ELECTRIC	20140903A	09/03/2014	ELECTRIC #26-12-116-04	225-45127-381	157.08
SOUTH CENTRAL ELECTRIC	20140903B	09/03/2014	ELECTRIC #26-12-112-04	225-45127-381	181.44
Activity 45127 - Airport Total:					37,121.33

Activity: 49950 - Capital Outlay

TKDA ENGINEERS	002014002749	09/10/2014	WINDOM '13 JET-A FUEL SYS	225-49950-500	6,466.86
O'DAY EQUIPMENT, LLC	INV058417	08/26/2014	FUELMaster INSTALL	225-49950-500	314.93
Activity 49950 - Capital Outlay Total:					6,781.79
Fund 225 - AIRPORT Total:					43,903.12

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

US BANK	20140902	09/02/2014	CREDIT CARD-HYVEE MERCH	230-45124-217	40.85
US BANK	20140902	09/02/2014	CREDIT CARD-AMAZON GLO	230-45124-217	107.89
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	230-45124-217	5.42
MN DEPT OF LABOR & INDUS	ABI0012509I	09/03/2014	BOILER 111430	230-45124-217	55.00
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	230-45124-322	43.20
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	230-45124-381	134.07
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	230-45124-382	1,159.41
MN ENERGY RESOURCES	20140903A	09/03/2014	HEATING #4348184-5	230-45124-383	661.11
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	230-45124-385	25.95
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - POOL	230-45124-402	100.00
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	230-45124-460	165.00
Activity 45124 - Pool Total:					2,497.90
Fund 230 - POOL Total:					2,497.90

Fund: 235 - AMBULANCE

RURAL CARRIER BENEFIT PLA	20140902	09/02/2014	REFUND-WINDOM AMBULAN	235-34205	956.38
Activity: 42153 - Ambulance					956.38

KIM POWERS	20140903A	09/03/2014	EXPENSE-FAN	235-42153-200	26.71
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	235-42153-200	22.66
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	235-42153-212	2,398.41
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	235-42153-212	-31.24
RV-IMAGING SOLUTIONS	12612	08/28/2014	MAINTENANCE-SCANNER	235-42153-217	650.00
PRAXAIR DISTRIBUTION INC	50352357	09/05/2014	SUPPLIES	235-42153-217	403.14
BOUND TREE MEDICAL, LLC	81518617	09/02/2014	SUPPLIES	235-42153-217	61.78
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	235-42153-321	25.71
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	235-42153-321	65.18
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	235-42153-322	53.70
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPATCHING - RENT - SEPT 2	235-42153-325	200.00
EXPERT T BILLING	1548	08/19/2014	SERVICE	235-42153-326	1,249.50
REAL TIME TRANSLATION, INC	RTT105552	09/05/2014	SERVICE	235-42153-327	34.00
BUCKWHEAT JOHNSON	20140902	09/02/2014	EXPENSE	235-42153-334	28.60
BRAD POWERS	20140902	09/02/2014	EXPENSE	235-42153-334	39.61
JIM AXFORD	20140903	09/03/2014	EXPENSE	235-42153-334	60.53

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KIM POWERS	20140903	09/03/2014	EXPENSE	235-42153-334	108.05
JOLYNN NERHUS	20140903	09/03/2014	EXPENSE	235-42153-334	22.11
ROBIN SHAW	20140903	09/03/2014	EXPENSE	235-42153-334	30.44
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - AMBULANCE	235-42153-404	39.99
WINDOM FARM SERVICE	153249	09/05/2014	MAINTENANCE	235-42153-405	3.49
WINDOM FARM SERVICE	153425	09/05/2014	MAINTENANCE - UNIT 28	235-42153-405	314.90
WINDOM AUTO VALU	20140903	09/03/2014	#3400540 MAINTENANCE	235-42153-405	37.84
CARQUEST AUTO PARTS STOR	20140908	09/08/2014	MAINTENANCE- AMBULANCE	235-42153-405	67.92
CRYSTALL WINDSHIELD REPAI	ICW-0826-03725	09/03/2014	SERVICE #UNIT 29	235-42153-405	46.78
Activity 42153 - Ambulance Total:					5,959.81
Fund 235 - AMBULANCE Total:					6,916.19

Fund: 250 - EDA GENERAL

ELECTRIC FUND	20140903A	09/03/2014	EDA LOAN TO ELECTRIC FUND	250-23900	841.63
					841.63

Activity: 46520 - EDA

US BANK	20140902	09/02/2014	CREDIT CARD-PLANNING-ZON	250-46520-200	11.11
CENTURY BUSINESS PRODUCT	237137	08/12/2014	SUPPLIES	250-46520-200	112.93
INDOFF, INC	2500426	08/26/2014	SUPPLIES	250-46520-200	7.63
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	250-46520-200	22.66
CLIFTON-LARSON-ALLEN, LLP	897477	09/03/2014	AUDIT SERVICE	250-46520-301	200.00
BRADLEY & DEIKE, P.A.	33819	09/10/2014	SERVICE	250-46520-304	68.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	250-46520-321	49.71
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	250-46520-321	50.39
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	250-46520-322	13.34
AARON BACKMAN	20140902	09/02/2014	EXPENSE-SW MN PRIVATE IN	250-46520-331	35.84
US BANK	20140902	09/02/2014	CREDIT CARD-SUPER AMERIC	250-46520-331	34.75
WINDOM THEATER, INC.	20140905	09/05/2014	ADVERTISING-EDA	250-46520-340	50.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	250-46520-381	44.50
ELECTRIC FUND	20140905D	09/05/2014	MAINTENANCE	250-46520-402	14.57
CITIZEN PUBLISHING CO	20140905A	09/05/2014	SUBSCRIPTION - ECONOMIC D	250-46520-433	45.00
GODFATHER'S PIZZA	20140910	09/10/2014	EXPENSE-BOARD MTG	250-46520-438	32.04
Activity 46520 - EDA Total:					792.47

Activity: 49980 - Debt Service

FULDA CREDIT UNION	20140903	09/03/2014	SPEC BLDG LOAN	250-49980-602	1,984.35
FULDA CREDIT UNION	20140903	09/03/2014	SPEC BLDG LOAN	250-49980-612	1,375.65
ELECTRIC FUND	20140903A	09/03/2014	EDA LOAN TO ELECTRIC FUND	250-49980-612	107.86
Activity 49980 - Debt Service Total:					3,467.86
Fund 250 - EDA GENERAL Total:					5,101.96

Fund: 254 - NORTH IND PARK

Activity: 46520 - EDA

SOUTH CENTRAL ELECTRIC	20140903	09/03/2014	ELECTRIC	254-46520-381	77.02
Activity 46520 - EDA Total:					77.02
Fund 254 - NORTH IND PARK Total:					77.02

Fund: 306 - 2013 STREET IMPROVEMENT

Activity: 49950 - Capital Outlay

AMERICAN ARBITRATION ASS	02-14-0000-3303-2-GC	09/05/2014	2013 ST PROJECT LEGAL EXPE	306-49950-304	2,195.00
Activity 49950 - Capital Outlay Total:					2,195.00
Fund 306 - 2013 STREET IMPROVEMENT Total:					2,195.00

Fund: 401 - GENERAL CAPITAL PROJECTS

Activity: 49950 - Capital Outlay

US BANK	20140902	09/02/2014	CREDIT CARD- SELECT BLINDS	401-49950-500	191.76
FREDIN CONSTRUCTION/CABI	20140903	09/03/2014	OFFICE REMODEL LABOR & M	401-49950-500	6,744.59
Activity 49950 - Capital Outlay Total:					6,936.35
Fund 401 - GENERAL CAPITAL PROJECTS Total:					6,936.35

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Fund: 601 - WATER					
Activity: 49400 - Water					
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	601-49400-200	22.66
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	601-49400-212	284.94
US BANK	20140902	09/02/2014	CREDIT CARD-LUNCH COMMI	601-49400-217	8.54
US BANK	20140902	09/02/2014	CREDIT CARD- PAY PAL	601-49400-217	7.50
HP SUDS CLUB, LLC	20140903	09/03/2014	BILLING CONTRACT SERVICE	601-49400-217	1,170.00
CLIFTON-LARSON-ALLEN, LLP	897477	09/03/2014	AUDIT SERVICE	601-49400-301	300.00
MN VALLEY TESTING	716668	08/25/2014	TESTING	601-49400-310	56.25
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	601-49400-321	49.18
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	601-49400-321	48.79
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	601-49400-322	3.41
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	601-49400-322	212.17
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	601-49400-325	100.00
FEDERATED RURAL ELECTRIC	20140903	09/03/2014	SERVICE 28-35-18	601-49400-381	15.42
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	601-49400-381	6,572.07
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	601-49400-382	15.34
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	601-49400-385	25.96
WENCK ASSOCIATES, INC.	11403593	08/28/2014	0045-01 WINDOM LANDFILL	601-49400-386	2,183.68
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	601-49400-386	1,238.76
ELECTRIC PUMP INC	0053385-IN	08/12/2014	MAINTENANCE	601-49400-404	137.50
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - WATER	601-49400-404	42.47
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	601-49400-404	21.70
HD SUPPLY WATERWORKS LT	C899042	09/05/2014	MAINTENANCE	601-49400-408	151.89
Activity 49400 - Water Total:					12,668.23
Fund 601 - WATER Total:					12,668.23

Fund: 602 - SEWER**Activity: 49450 - Sewer**

MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	602-49450-200	22.66
LYNETTE YONKER	615401	09/03/2014	CLEANING	602-49450-211	97.00
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	602-49450-212	250.37
US BANK	20140902	09/02/2014	CREDIT CARD- LUNCH COMMI	602-49450-217	8.54
US BANK	20140902	09/02/2014	CREDIT CARD-PAY PAL	602-49450-217	7.50
HP SUDS CLUB, LLC	20140903	09/03/2014	BILLING CONTRACT SERVICE	602-49450-217	1,170.00
CLIFTON-LARSON-ALLEN, LLP	897477	09/03/2014	AUDIT SERVICE	602-49450-301	300.00
MN VALLEY TESTING	715029	08/12/2014	TESTING	602-49450-310	238.00
MN VALLEY TESTING	715374	08/19/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	715384	08/19/2014	TESTING	602-49450-310	158.00
MN VALLEY TESTING	715537	08/19/2014	TESTING	602-49450-310	118.60
MN VALLEY TESTING	716103	08/19/2014	TESTING	602-49450-310	238.00
MN VALLEY TESTING	716104	08/19/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	716495	08/20/2014	TESTING	602-49450-310	158.00
MN VALLEY TESTING	716496	08/20/2014	TESTING	602-49450-310	118.60
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	602-49450-321	151.45
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	602-49450-321	48.79
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	602-49450-322	2.63
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	602-49450-322	212.17
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	602-49450-325	100.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	602-49450-326	37.95
SOUTH CENTRAL ELECTRIC	20140903C	09/03/2014	ELECTRIC #26-24-125-04	602-49450-381	50.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	602-49450-381	16,154.50
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	602-49450-382	912.62
COTTONWOOD CO LANDFILL	143233	09/05/2014	DISPOSAL	602-49450-384	5.00
ATCO INTERNATIONAL	10412341	08/22/2014	MAINTENANCE	602-49450-404	135.00
US BANK	20140902	09/02/2014	CREDIT CARD-INTERSTATE PO	602-49450-404	1,736.00
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	602-49450-404	17.36
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	602-49450-404	17.37
HD SUPPLY WATERWORKS LT	C864649	09/03/2014	MAINTENANCE	602-49450-404	166.44
ELECTRIC PUMP INC	0052007-CM#2	09/05/2014	TOOK CREDIT TWICE #142666	602-49450-408	220.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BLUE CROSS/BLUE SHIELD	20140905	09/05/2014	PREMIUM-OCT. 2014	602-49450-480	390.50
				Activity 49450 - Sewer Total:	23,509.05
				Fund 602 - SEWER Total:	23,509.05
Fund: 604 - ELECTRIC					
WESCO DISTRIBUTION, INC	661908	08/28/2014	INVENTORY	604-14200	559.48
BORDER STATES	907892101	08/28/2014	INVENTORY	604-14200	810.58
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - ELECTRIC	604-16300	22.49
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	604-20202	20,664.00
ELECTRIC FUND	20140828	08/28/2014	UTIL PREPAY-RICK GOEMAN-T	604-22000	300.00
JORDAN HIGLEY	20140903	09/03/2014	REFUND - UTILITY PREPAYME	604-22000	300.00
HEATHER MARIE JOHNSON	20140905	09/05/2014	REFUND BAL OF UTILITY PREP	604-22000	124.74
BRADLEY HAGEN	20140905	09/05/2014	REFUND BAL OF UTILITY PREP	604-22000	84.49
ELIZABETH RIVERA	20140905	09/05/2014	REFUND-BAL OF UTILITY PREP	604-22000	144.59
NATHAN REMMERS	20140905	09/05/2014	REFUND UTILITY PREPAYMEN	604-22000	300.00
ELECTRIC FUND	20140905	09/05/2014	L.YOUPEE UTIL PREPAY TO BIL	604-22000	300.00
JONATHAN HOFFMAN	20140905	09/05/2014	REFUND BAL OF UTILITY PREP	604-22000	4.05
ELECTRIC FUND	20140905A	09/05/2014	E.RIVERA UTIL PREPAY TO BIL	604-22000	155.41
ELECTRIC FUND	20140905C	09/05/2014	DAMON FRAISER-UTIL PREPA	604-22000	300.00
ELECTRIC FUND	20140905E	09/05/2014	HEATHER JOHNSON-UTIL PRE	604-22000	175.26
ELECTRIC FUND	20140905F	09/05/2014	SHYANN LIDTKE-UTIL PREPAY	604-22000	300.00
ELECTRIC FUND	20140905G	09/05/2014	BRADLEY HAGEN-UTIL PREPA	604-22000	215.51
ELECTRIC FUND	20140905H	09/05/2014	JON HOFFMAN-UTIL PREPAY	604-22000	295.95
					25,056.55
Activity: 49550 - Electric					
OFFICEMAX - HSBC BUS SOLU	868809	09/03/2014	SUPPLIES	604-49550-200	179.50
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	604-49550-200	22.66
COLE PAPERS INC.	9004213	08/19/2014	SUPPLIES	604-49550-211	132.75
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4	604-49550-212	1,172.24
US BANK	20140902	09/02/2014	CREDIT CARD- PAY PAL	604-49550-217	7.50
US BANK	20140902	09/02/2014	CREDIT CARD- LUNCH COMM	604-49550-217	8.54
HP SUDS CLUB, LLC	20140903	09/03/2014	BILLING CONTRACT SERVICE	604-49550-217	1,170.00
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - ELECTRIC	604-49550-241	22.99
CLIFTON-LARSON-ALLEN, LLP	897477	09/03/2014	AUDIT SERVICE	604-49550-301	300.00
SKARSHAUG TESTING LAB	190828	08/28/2014	TESTING	604-49550-310	290.85
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	604-49550-321	193.33
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	604-49550-321	86.85
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	604-49550-322	212.17
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	604-49550-322	14.09
COTTONWOOD CO AUD/TRE	20140905	09/05/2014	DISPTACHING - RENT - SEPT 2	604-49550-325	187.50
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	604-49550-326	37.95
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	604-49550-381	108.30
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	604-49550-382	18.05
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	604-49550-385	25.96
US BANK	20140902	09/02/2014	CREDIT CARD-ELECTRIC	604-49550-404	5.35
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	604-49550-404	21.70
BANK OF THE WEST - DITCHW	P08073	09/05/2014	MAINTENANCE#7543	604-49550-404	51.59
GRAHAM TIRE	8435341	09/05/2014	SERVICE-MAINTENANCE	604-49550-405	507.52
BRAD BUSSA	20140828	08/28/2014	CLEANING	604-49550-406	184.60
AMUNDSON DIG	07291403	08/28/2014	MAINTENANCE	604-49550-408	498.88
TELECOM FUND	1232	09/05/2014	MAINTENANCE	604-49550-408	44.50
MELVIN DUERKSEN, CONTRA	20140828	08/28/2014	MAINTENANCE	604-49550-408	634.00
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - ELECTRIC	604-49550-408	30.96
WERNER ELECTRIC	S8150038.003	08/28/2014	MAINTENANCE	604-49550-408	30.03
MN DEPT OF COMMERCE	1000028562	09/10/2014	WINDOM MUNICIPAL UTILITI	604-49550-433	358.82
MN DEPT OF COMMERCE	1000028562	09/10/2014	WINDOM MUNICIPAL UTILITI	604-49550-450	847.87
TANLEY BUCKENTIN	20140903	09/03/2014	ENERGY REBATE	604-49550-450	25.00
HENRY MISCHKE	20140903	09/03/2014	ENERGY REBATE	604-49550-450	35.00
KEVIN ROSE	20140903	09/03/2014	ENERGY REBATE	604-49550-450	35.00
RANDY SYKORA	20140903	09/03/2014	ENERGY REBATE	604-49550-450	35.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAVIS NOVACK	20140905	09/05/2014	ENERGY REBATE	604-49550-450	150.00
DEFRIES COLLISION CENTER	20140905	09/05/2014	ENERGY REBATE	604-49550-450	156.00
ROBERT HEINITZ	20140905	09/05/2014	ENERGY REBATE	604-49550-450	500.00
RYAN MCNAMARA	20140905	09/05/2014	ENERGY REBATE	604-49550-450	862.50
SHAWN LICHT	20140905	09/05/2014	ENERGY REBATE	604-49550-450	800.00
DEAN & NENE SMESTAD	20140905	09/05/2014	ENERGY REBATE	604-49550-450	925.00
WESCO DISTRIBUTION, INC	660984	08/28/2014	CONSERVATION	604-49550-450	32,109.53
KDOM RADIO	KDOM0236130833518	09/10/2014	ADVERTISING-MUNICIPAL UTI	604-49550-450	649.40
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	604-49550-460	22.62
BANK MIDWEST	20140902	09/02/2014	NSF-D.ALYSSA PHOMMAJACK	604-49550-480	165.30
BANK MIDWEST	20140910	09/10/2014	NSF-NORBERTO MORALES	604-49550-480	804.13
WERNER ELECTRIC	S8165365.001	08/28/2014	MAINTENANCE	604-49550-480	62.92
WINDOM AREA DEVELOPME	20140903	09/03/2014	INDUSTRIAL DEVELOPMENT	604-49550-491	1,200.00
Activity 49550 - Electric Total:					45,944.45
Fund 604 - ELECTRIC Total:					71,001.00

Fund: 609 - LIQUOR STORE

MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	609-20202	13,798.00
					13,798.00

Activity: 49751 - Liquor Store

MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	609-49751-200	22.66
CAMPUS CLEANERS	08-012561	09/05/2014	SERVICE	609-49751-217	21.17
CAMPUS CLEANERS	20140903	09/03/2014	SERVICE	609-49751-217	42.34
AH HERMEL COMPANY	452981	08/28/2014	MERCHANDISE	609-49751-217	151.34
ENVIROMASTER, INC	515062	08/19/2014	SERVICE	609-49751-217	40.88
AH HERMEL COMPANY	C38718	08/19/2014	CREDIT - MERCHANDISE	609-49751-217	-65.30
WIRTZ BEVERAGE MN WINE	1080215514	08/19/2014	MERCHANDISE	609-49751-251	1,211.58
SOUTHERN WINE & SPIRITS O	1190504	08/11/2014	MERCHANDISE	609-49751-251	3,861.06
SOUTHERN WINE & SPIRITS O	1192855	08/19/2014	MERCHANDISE	609-49751-251	625.80
JOHNSON BROS.	1923180	08/19/2014	MERCHANDISE	609-49751-251	1,269.72
JOHNSON BROS.	1928596	08/22/2014	MERCHANDISE	609-49751-251	1,096.33
WIRTZ BEVERAGE MN WINE	2080051318	09/03/2014	CREDIT - MERCHANDISE	609-49751-251	-104.66
WIRTZ BEVERAGE MN WINE	2080051786	09/03/2014	CREDIT - MERCHANDISE	609-49751-251	-72.45
PHILLIPS WINE & SPIRITS	2650936	08/19/2014	MERCHANDISE	609-49751-251	5,119.07
PHILLIPS WINE & SPIRITS	2654471	08/26/2014	MERCHANDISE	609-49751-251	274.95
ARTISAN BEER COMPANY	19764	09/03/2014	MERCHANDISE	609-49751-252	-7.00
WIRTZ BEVERAGE MN WINE	2080051894	09/03/2014	CREDIT - MERCHANDISE	609-49751-252	-57.72
HAGEN BEVERAGE DIST. INC.	266874	09/03/2014	MERCHANDISE	609-49751-252	13,287.55
HAGEN BEVERAGE DIST. INC.	266933	09/03/2014	MERCHANDISE	609-49751-252	1,078.70
HAGEN BEVERAGE DIST. INC.	267055	09/05/2014	MERCHANDISE	609-49751-252	616.00
BEVERAGE WHOLESALERS	515722	09/02/2014	MERCHANDISE	609-49751-252	133.00
BEVERAGE WHOLESALERS	516113	09/02/2014	MERCHANDISE	609-49751-252	7,095.20
BEVERAGE WHOLESALERS	517048	09/05/2014	MERCHANDISE	609-49751-252	4,026.60
ARTISAN BEER COMPANY	61862	08/19/2014	MERCHANDISE	609-49751-252	84.00
ARTISAN BEER COMPANY	62712	08/22/2014	MERCHANDISE	609-49751-252	47.00
JOHNSON BROS.	1923181	08/19/2014	MERCHANDISE	609-49751-253	1,189.90
JOHNSON BROS.	1923182	08/19/2014	MERCHANDISE	609-49751-253	41.98
JOHNSON BROS.	1928597	08/22/2014	MERCHANDISE	609-49751-253	1,464.80
JOHNSON BROS.	1928598	08/22/2014	MERCHANDISE	609-49751-253	26.00
PHILLIPS WINE & SPIRITS	2650937	08/19/2014	MERCHANDISE	609-49751-253	544.90
JOHNSON BROS.	630678	09/03/2014	CREDIT - MERCHANDISE	609-49751-253	-32.00
AMERICAN BOTTLING CO	2459323324	08/19/2014	MERCHANDISE	609-49751-254	163.84
AH HERMEL COMPANY	452981	08/28/2014	MERCHANDISE	609-49751-254	33.62
BEVERAGE WHOLESALERS	517048	09/05/2014	MERCHANDISE	609-49751-254	16.00
AH HERMEL COMPANY	452981	08/28/2014	MERCHANDISE	609-49751-256	355.96
BEVERAGE WHOLESALERS	516113	09/02/2014	MERCHANDISE	609-49751-259	32.00
AH HERMEL COMPANY	452981	08/28/2014	MERCHANDISE	609-49751-261	81.26
AH HERMEL COMPANY	C38718	08/19/2014	CREDIT - MERCHANDISE	609-49751-261	-11.72
CLIFTON-LARSON-ALLEN, LLP	897477	09/03/2014	AUDIT SERVICE	609-49751-301	300.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	609-49751-321	62.82

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	609-49751-322	4.80
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	609-49751-326	90.62
WIRTZ BEVERAGE MN WINE	1080215514	08/19/2014	MERCHANDISE	609-49751-333	23.43
SOUTHERN WINE & SPIRITS O	1190504	08/11/2014	MERCHANDISE	609-49751-333	83.66
SOUTHERN WINE & SPIRITS O	1192855	08/19/2014	MERCHANDISE	609-49751-333	14.00
JOHNSON BROS.	1923180	08/19/2014	MERCHANDISE	609-49751-333	15.03
JOHNSON BROS.	1923181	08/19/2014	MERCHANDISE	609-49751-333	36.74
JOHNSON BROS.	1928596	08/22/2014	MERCHANDISE	609-49751-333	13.78
JOHNSON BROS.	1928597	08/22/2014	MERCHANDISE	609-49751-333	53.44
WIRTZ BEVERAGE MN WINE	2080051786	09/03/2014	CREDIT - MERCHANDISE	609-49751-333	-1.85
PHILLIPS WINE & SPIRITS	2650936	08/19/2014	MERCHANDISE	609-49751-333	63.91
PHILLIPS WINE & SPIRITS	2650937	08/19/2014	MERCHANDISE	609-49751-333	20.04
PHILLIPS WINE & SPIRITS	2654471	08/26/2014	MERCHANDISE	609-49751-333	1.67
AH HERMEL COMPANY	452981	08/28/2014	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	630678	09/03/2014	CREDIT - MERCHANDISE	609-49751-333	-1.67
KDOM RADIO	KDOM0229140833450	09/05/2014	ADVERTISING - RIVER BEND LI	609-49751-340	352.50
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	609-49751-381	1,097.90
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	609-49751-382	114.45
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	609-49751-385	105.85
CARLSON & STEWART REFRIG	26471	09/05/2014	SERVICE-MAINTENANCE	609-49751-402	218.25
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	609-49751-404	21.70
Activity 49751 - Liquor Store Total:					46,399.38
Fund 609 - LIQUOR STORE Total:					60,197.38

Fund: 614 - TELECOM

INTERNAL REVENUE SERVICE	20140903	09/03/2014	EXCISE TAX POSTING-AUG 20	614-20201	745.32
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	614-20202	6,722.00
MN 9-1-1 PROGRAM	20140903	09/03/2014	AUG 911 SERVICE	614-20206	996.57
					8,463.89

Activity: 49870 - Telecom

MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	614-49870-200	22.66
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4 -	614-49870-212	401.72
US BANK	20140902	09/02/2014	CREDIT CARD- PAY PAL	614-49870-217	7.50
HP SUDS CLUB, LLC	20140903	09/03/2014	BILLING CONTRACT SERVICE	614-49870-217	1,170.00
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - TELECOM	614-49870-223	190.00
ELITE MECHANICAL SYSTEMS,	1055	09/03/2014	MAINTENANCE	614-49870-227	94.05
ELECTRIC FUND	20140903B	09/03/2014	MAINTENANCE	614-49870-227	18.46
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - TELECOM	614-49870-227	293.32
JASON HANKE - MANKATO NE	386803	09/03/2014	MAINTENANCE	614-49870-227	6,178.22
POWER & TEL	5628711-00	09/03/2014	SERVICE-MAINTENANCE	614-49870-227	50.79
CLIFTON-LARSON-ALLEN, LLP	897477	09/03/2014	AUDIT SERVICE	614-49870-301	300.00
MN DEPT OF COMMERCE	1000028220	09/10/2014	CITY OF WINDOM #6412	614-49870-304	305.74
UNIVERSAL SERVICE ADMIN C	UBDI0000713503	09/03/2014	SERVICE	614-49870-304	2,186.49
CENTURY LINK	20140903	09/03/2014	SERVICE 507-831-1075	614-49870-321	72.13
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	614-49870-321	375.77
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	614-49870-321	297.66
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	614-49870-322	406.99
WINDOM BASEBALL ASSOCIA	20140903	09/03/2014	ADVERTISING - WINDOMNET	614-49870-340	65.00
CITY OF MONTICELLO	20140905	09/05/2014	SERVICE	614-49870-340	2,000.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	614-49870-381	2,261.57
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	614-49870-382	16.59
MN ENERGY RESOURCES	20140903	09/03/2014	HEATING #4098343-9	614-49870-383	11.43
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	614-49870-385	25.96
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	614-49870-404	32.55
WINDOM AUTO VALU	20140903	09/03/2014	#3400540 MAINTENANCE	614-49870-405	31.32
CENTURY LINK - LIS ACCTS	404606	08/22/2014	DIRECTORY LISTING	614-49870-441	178.96
BLUEHIGHWAYS	012-070514	08/19/2014	SUBSCRIBER	614-49870-442	251.01
MLB NETWORK	042222	08/19/2014	SUBSCRIBER	614-49870-442	1,025.62
NATIONAL CABLE TV COOP	14081004	09/10/2014	SUBSCRIBER	614-49870-442	80,395.43
HUBBARD BROADCASTING IN	20140908	09/08/2014	SUBSCRIBER	614-49870-442	1,339.98

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RFD TV	2043-1658	08/19/2014	SUBSCRIBER	614-49870-442	445.34
SHOWTIME NETWORKS INC	9002731-0714	08/19/2014	SUBSCRIBER	614-49870-442	545.48
FOX SPORTS	H55492	09/08/2014	SUBSCRIBER	614-49870-442	17,210.85
BTN - BIG TEN NETWORK	H57088	09/08/2014	SUBSCRIBER	614-49870-442	3,920.10
FOX TELEVISION STATIONS, IN	SIH-14	09/08/2014	SUBSCRIBER	614-49870-442	4,981.23
JASON HANKE - MANKATO NE	386791	09/03/2014	SERVICE	614-49870-447	1,650.00
HURRICANE ELECTRIC LLC	9778055-IN	09/03/2014	SERVICE	614-49870-447	1,000.00
NEUSTAR, INC.	L-0000011830	09/03/2014	SERVICE	614-49870-451	23.50
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	614-49870-460	24.56
SOUTHWEST MN BROADBAN	20140905	09/05/2014	QVC JULY COMMISSIONS-SM	614-49870-480	71.54
BANK MIDWEST	20140910	09/10/2014	NSF-NORBERTO MORALES	614-49870-480	164.36
Activity 49870 - Telecom Total:					130,043.88
Fund 614 - TELECOM Total:					138,507.77

Fund: 615 - ARENA

Activity: 49850 - Arena

US BANK	20140902	09/02/2014	CREDIT CARD-OFFICE MAX	615-49850-200	66.24
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	615-49850-200	22.66
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - ARENA	615-49850-211	95.92
WEX BANK	37998795	09/05/2014	AUGUST #0496-00-204057-4	615-49850-212	408.20
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	615-49850-217	19.53
US BANK	20140902	09/02/2014	CREDIT CARD-HYVEE MERCHA	615-49850-260	25.44
COTTONWOOD BEEF PRODUC	20140903	09/03/2014	SUPPLIES	615-49850-260	45.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	615-49850-321	122.88
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	615-49850-321	47.59
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	615-49850-322	0.48
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	615-49850-326	92.85
KDOM RADIO	KDOM0113140833512	09/05/2014	ADVERTISING-ARENA	615-49850-340	82.00
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	615-49850-381	1,465.74
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	615-49850-382	105.22
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	615-49850-385	25.96
LAMPERTS YARDS, INC.	20140903	09/03/2014	MAINTENANCE- ARENA	615-49850-402	44.48
WINDOM AUTO VALU	20140903	09/03/2014	#3400540 MAINTENANCE	615-49850-404	1.85
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE -ARENA	615-49850-404	13.99
GDF ENTERPRISES, INC	A7001	09/03/2014	MAINTENANCE	615-49850-404	38.40
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE -ARENA	615-49850-406	9.95
ELECTRIC FUND	20140903	09/03/2014	MAINTENANCE	615-49850-409	61.13
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - ARENA	615-49850-409	8.49
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	615-49850-460	14.39
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	615-49850-460	683.00
Activity 49850 - Arena Total:					3,501.39

Activity: 49950 - Capital Outlay

OVERHEAD DOOR COMPANY	41120	09/03/2014	ARENA DOOR-CAPITAL OUTLA	615-49950-500	4,827.00
Activity 49950 - Capital Outlay Total:					4,827.00

Fund 615 - ARENA Total: 8,328.39

Fund: 617 - M/P CENTER

MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	617-20202	341.91
					341.91

Activity: 49860 - M/P Center

INDOFF, INC	2501404	08/25/2014	SUPPLIES	617-49860-200	13.59
MAIL FINANCE	H4852772	08/25/2014	LEASE PAYMENT	617-49860-200	22.66
US BANK	20140902	09/02/2014	CREDIT CARD-HYVEE	617-49860-211	20.39
US BANK	20140902	09/02/2014	CREDIT CARD-RUNNINGS	617-49860-217	48.97
US BANK	20140902	09/02/2014	CREDIT CARD-SCHWALBACHS	617-49860-217	4.29
US BANK	20140902	09/02/2014	CREDIT CARD- BE MOBIL	617-49860-217	21.36
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE - MP	617-49860-217	13.99
RIVER BEND LIQUOR	20140910	09/10/2014	WINDOM COMM CENTER	617-49860-217	23.60
RIVER BEND LIQUOR	20140910	09/10/2014	WINDOM COMM CENTER	617-49860-251	187.66
RIVER BEND LIQUOR	20140910	09/10/2014	WINDOM COMM CENTER	617-49860-252	332.09

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	20140902	09/02/2014	CREDIT CARD- HYVEE	617-49860-254	236.92
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	617-49860-321	114.30
VERIZON WIRELESS	9730669946	09/03/2014	TELEPHONE	617-49860-321	28.29
CMRS - TMS #256704	20140902	09/02/2014	POSTAGE #256704	617-49860-322	30.58
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	617-49860-326	37.95
KDOM RADIO	KDOM0563140833513	09/10/2014	ADVERTISING - COMM CENTE	617-49860-340	477.90
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	617-49860-381	1,583.64
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	617-49860-382	442.96
ELECTRIC FUND	20140905B	09/05/2014	MONTHLY UTILITY & TELECO	617-49860-385	450.05
TOSHIBA FINANCIAL SERVICES	260074828	08/26/2014	LEASE/MAINTENANCE CONTR	617-49860-404	10.85
A & B BUSINESS	IN107354	08/28/2014	SUPPLIES	617-49860-404	174.84
SCHWALBACH HARDWARE	20140905	09/05/2014	MAINTENANCE -MP	617-49860-409	53.88
MN REVENUE	20140910	09/10/2014	SALES TAX - AUG 2014	617-49860-460	98.09

Activity 49860 - M/P Center Total: 4,428.85

Fund 617 - M/P CENTER Total: 4,770.76

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0000350	09/05/2014	Federal Tax Withholding	700-21701	10,088.24
Minnesota Department of Re	INV0000349	09/05/2014	State Withholding	700-21702	4,366.85
Internal Revenue Service-Payr	INV0000351	09/05/2014	Social Security	700-21703	11,609.52
MN Pera	INV0000342	09/05/2014	PERA	700-21704	12,438.43
MN Pera	INV0000343	09/05/2014	PERA	700-21704	4,769.66
MN Pera	INV0000344	09/05/2014	PERA	700-21704	666.46
Minnesota State Deferred	INV0000345	09/05/2014	Deferred Compensation	700-21705	4,525.00
Minnesota State Deferred	INV0000346	09/05/2014	Deferred Roth	700-21705	750.00
BLUE CROSS/BLUE SHIELD	20140905	09/05/2014	PREMIUM-OCT. 2014	700-21706	41,954.50
Minnesota Child Support Pay	INV0000347	09/05/2014	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000348	09/05/2014	Medicare Withholding	700-21711	3,226.30
SELECTACCOUNT	20140903	09/03/2014	FLEX SPENDING	700-21712	114.68
COLONIAL LIFE INSURANCE	20140905	09/05/2014	BCN E8182644 INSURANCE	700-21714	8.82
MN BENEFIT ASSOCIATION	20140903	09/03/2014	INSURANCE	700-21717	319.30
MN BENEFIT ASSOCIATION	20140903	09/03/2014	INSURANCE	700-21719	263.01

95,508.24

Fund 700 - PAYROLL Total: 95,508.24

Grand Total: 521,234.01

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	37,311.84
211 - LIBRARY	1,803.81
225 - AIRPORT	43,903.12
230 - POOL	2,497.90
235 - AMBULANCE	6,916.19
250 - EDA GENERAL	5,101.96
254 - NORTH IND PARK	77.02
306 - 2013 STREET IMPROVEMENT	2,195.00
401 - GENERAL CAPITAL PROJECTS	6,936.35
601 - WATER	12,668.23
602 - SEWER	23,509.05
604 - ELECTRIC	71,001.00
609 - LIQUOR STORE	60,197.38
614 - TELECOM	138,507.77
615 - ARENA	8,328.39
617 - M/P CENTER	4,770.76
700 - PAYROLL	95,508.24
Grand Total:	521,234.01

Account Summary

Account Number	Account Name	Payment Amount
100-11500	Accounts Receivable	1.67
100-20202	Sales Tax Payable	9.35
100-41110-350	Printing & Design	144.00
100-41110-433	Dues & Subscriptions	4,634.00
100-41310-200	Office Supplies	212.47
100-41310-212	Motor Fuels	103.67
100-41310-217	Other Operating Supplie	471.38
100-41310-301	Auditing & Consulting Se	300.00
100-41310-321	Telephone	176.83
100-41310-322	Postage	585.61
100-41310-326	Data Processing	372.44
100-41310-331	Travel Expense	172.48
100-41310-401	Repairs & Maint - Buildi	22.07
100-41310-480	Other Miscellaneous	390.50
100-41410-480	Other Miscellaneous	61.91
100-41910-200	Office Supplies	97.86
100-41910-212	Motor Fuels	97.29
100-41910-321	Telephone	66.33
100-41910-322	Postage	27.76
100-41910-326	Data Processing	324.50
100-41940-211	Cleaning Supplies	223.28
100-41940-381	Electric Utility	637.58
100-41940-382	Water Utility	56.23
100-41940-385	Sewer Utility	77.88
100-41940-406	Repairs & Maint - Groun	834.99
100-41940-409	Repairs & Maint - Utilitie	23.87
100-42120-200	Office Supplies	170.79
100-42120-212	Motor Fuels	1,323.09
100-42120-321	Telephone	272.87
100-42120-322	Postage	4.48
100-42120-323	Radio Units	165.00
100-42120-325	Dispatching	275.00
100-42120-334	Meals/Lodging	234.18
100-42120-404	Repairs & Maint - M&E	37.83
100-42120-412	Rentals - Building	1,650.00
100-42120-480	Other Miscellaneous	390.50

Account Summary

Account Number	Account Name	Payment Amount
100-42220-212	Motor Fuels	32.42
100-42220-217	Other Operating Supplie	78.94
100-42220-308	Training & Registrations	1,475.00
100-42220-321	Telephone	28.96
100-42220-322	Postage	3.72
100-42220-325	Dispatching	212.50
100-42220-350	Printing & Design	17.28
100-42500-325	Dispatching	12.50
100-42500-381	Electric Utility	20.76
100-42700-300	Charges for Services	214.58
100-43100-200	Office Supplies	22.67
100-43100-212	Motor Fuels	1,285.54
100-43100-217	Other Operating Supplie	67.75
100-43100-224	Street Maint Materials	845.12
100-43100-225	Landscaping Materials	5.00
100-43100-321	Telephone	109.03
100-43100-322	Postage	15.84
100-43100-325	Dispatching	125.00
100-43100-381	Electric Utility	2,399.97
100-43100-382	Water Utility	19.18
100-43100-385	Sewer Utility	25.96
100-43100-404	Repairs & Maint - M&E	1,130.75
100-43100-405	Repairs & Maint - Vehicl	10.00
100-43100-407	Repairs & Maint - Seal C	473.00
100-43100-480	Other Miscellaneous	1,042.50
100-43210-307	Management Fees	144.00
100-45120-200	Office Supplies	22.67
100-45120-217	Other Operating Supplie	11.33
100-45120-260	Concessions	451.61
100-45120-460	Miscellaneous Taxes	-225.34
100-45202-200	Office Supplies	53.19
100-45202-212	Motor Fuels	326.00
100-45202-325	Dispatching	37.50
100-45202-381	Electric Utility	430.08
100-45202-382	Water Utility	6,552.76
100-45202-385	Sewer Utility	333.35
100-45202-402	Repairs & Maint - Struct	262.93
100-45202-404	Repairs & Maint - M&E	3,051.93
100-45202-405	Repairs & Maint - Vehicl	1,337.41
100-45202-406	Repairs & Maint - Groun	417.99
100-45202-409	Repairs & Maint - Utilitie	35.11
100-45202-460	Miscellaneous Taxes	-254.34
211-45501-200	Office Supplies	166.83
211-45501-211	Cleaning Supplies	100.00
211-45501-217	Other Operating Supplie	5.42
211-45501-321	Telephone	27.46
211-45501-326	Data Processing	42.95
211-45501-381	Electric Utility	422.82
211-45501-382	Water Utility	17.03
211-45501-385	Sewer Utility	25.96
211-45501-402	Repairs & Maint - Struct	760.00
211-45501-406	Repairs & Maint - Groun	30.00
211-45501-433	Dues & Subscriptions	38.00
211-45501-435	Books and Pamphlets	167.34
225-45127-200	Office Supplies	28.90
225-45127-217	Other Operating Supplie	71.46
225-45127-264	Merchandise For Resale	36,682.45
225-45127-381	Electric Utility	338.52

Account Summary

Account Number	Account Name	Payment Amount
225-49950-500	Capital Outlay	6,781.79
230-45124-217	Other Operating Supplie	209.16
230-45124-322	Postage	43.20
230-45124-381	Electric Utility	134.07
230-45124-382	Water Utility	1,159.41
230-45124-383	Gas Utility	661.11
230-45124-385	Sewer Utility	25.95
230-45124-402	Repairs & Maint - Struct	100.00
230-45124-460	Miscellaneous Taxes	165.00
235-34205	Ambulance Revenues -	956.38
235-42153-200	Office Supplies	49.37
235-42153-212	Motor Fuels	2,367.17
235-42153-217	Other Operating Supplie	1,114.92
235-42153-321	Telephone	90.89
235-42153-322	Postage	53.70
235-42153-325	Dispatching	200.00
235-42153-326	Data Processing	1,249.50
235-42153-327	Interpretation Fees	34.00
235-42153-334	Meals/Lodging	289.34
235-42153-404	Repairs & Maint - M&E	39.99
235-42153-405	Repairs & Maint - Vehicl	470.93
250-23900	Notes Payable - Noncurr	841.63
250-46520-200	Office Supplies	154.33
250-46520-301	Auditing & Consulting Se	200.00
250-46520-304	Legal Fees	68.00
250-46520-321	Telephone	100.10
250-46520-322	Postage	13.34
250-46520-331	Travel Expense	70.59
250-46520-340	Advertising & Promotion	50.00
250-46520-381	Electric Utility	44.50
250-46520-402	Repairs & Maint - Struct	14.57
250-46520-433	Dues & Subscriptions	45.00
250-46520-438	Meeting Expense	32.04
250-49980-602	Other Long-Term Obliga	1,984.35
250-49980-612	Other Interest	1,483.51
254-46520-381	Electric Utility	77.02
306-49950-304	Legal Fees	2,195.00
401-49950-500	Capital Outlay - Office	6,936.35
601-49400-200	Office Supplies	22.66
601-49400-212	Motor Fuels	284.94
601-49400-217	Other Operating Supplie	1,186.04
601-49400-301	Auditing & Consulting Se	300.00
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	97.97
601-49400-322	Postage	215.58
601-49400-325	Dispatching	100.00
601-49400-381	Electric Utility	6,587.49
601-49400-382	Water Utility	15.34
601-49400-385	Sewer Utility	25.96
601-49400-386	Landfill	3,422.44
601-49400-404	Repairs & Maint - M&E	201.67
601-49400-408	Repairs & Maint - Distrib	151.89
602-49450-200	Office Supplies	22.66
602-49450-211	Cleaning Supplies	97.00
602-49450-212	Motor Fuels	250.37
602-49450-217	Other Operating Supplie	1,186.04
602-49450-301	Auditing & Consulting Se	300.00
602-49450-310	Lab Testing	1,295.20

Account Summary

Account Number	Account Name	Payment Amount
602-49450-321	Telephone	200.24
602-49450-322	Postage	214.80
602-49450-325	Dispatching	100.00
602-49450-326	Data Processing	37.95
602-49450-381	Electric Utility	16,204.50
602-49450-382	Water Utility	912.62
602-49450-384	Refuse Disposal	5.00
602-49450-404	Repairs & Maint - M&E	2,072.17
602-49450-408	Repairs & Maint - Distrib	220.00
602-49450-480	Other Miscellaneous	390.50
604-14200	Inventory	1,370.06
604-16300	Improvements Other Th	22.49
604-20202	Sales Tax Payable	20,664.00
604-22000	Prepayments	3,000.00
604-49550-200	Office Supplies	202.16
604-49550-211	Cleaning Supplies	132.75
604-49550-212	Motor Fuels	1,172.24
604-49550-217	Other Operating Supplie	1,186.04
604-49550-241	Small Tools	22.99
604-49550-301	Auditing & Consulting Se	300.00
604-49550-310	Lab Testing	290.85
604-49550-321	Telephone	280.18
604-49550-322	Postage	226.26
604-49550-325	Dispatching	187.50
604-49550-326	Data Processing	37.95
604-49550-381	Electric Utility	108.30
604-49550-382	Water Utility	18.05
604-49550-385	Sewer Utility	25.96
604-49550-404	Repairs & Maint - M&E	78.64
604-49550-405	Repairs & Maint - Vehicl	507.52
604-49550-406	Repairs & Maint - Groun	184.60
604-49550-408	Repairs & Maint - Distrib	1,238.37
604-49550-433	Dues & Subscriptions	358.82
604-49550-450	Conservation	37,130.30
604-49550-460	Miscellaneous Taxes	22.62
604-49550-480	Other Miscellaneous	1,032.35
604-49550-491	Payments to Other Orga	1,200.00
609-20202	Sales Tax Payable	13,798.00
609-49751-200	Office Supplies	22.66
609-49751-217	Other Operating Supplie	190.43
609-49751-251	Liquor	13,281.40
609-49751-252	Beer	26,303.33
609-49751-253	Wine	3,235.58
609-49751-254	Soft Drinks & Mix	213.46
609-49751-256	Tobacco Products	355.96
609-49751-259	Non- Alcoholic	32.00
609-49751-261	Other Merchandise	69.54
609-49751-301	Auditing & Consulting Se	300.00
609-49751-321	Telephone	62.82
609-49751-322	Postage	4.80
609-49751-326	Data Processing	90.62
609-49751-333	Freight and Express	326.13
609-49751-340	Advertising & Promotion	352.50
609-49751-381	Electric Utility	1,097.90
609-49751-382	Water Utility	114.45
609-49751-385	Sewer Utility	105.85
609-49751-402	Repairs & Maint - Struct	218.25
609-49751-404	Repairs & Maint - M&E	21.70

Account Summary

Account Number	Account Name	Payment Amount
614-20201	Excise Tax Payable	745.32
614-20202	Sales Tax Payable	6,722.00
614-20206	911 TAP & TACIP Fees CI	996.57
614-49870-200	Office Supplies	22.66
614-49870-212	Motor Fuels	401.72
614-49870-217	Other Operating Supplie	1,177.50
614-49870-223	Buidling Repair Supplies	190.00
614-49870-227	Utility System Maint Sup	6,634.84
614-49870-301	Auditing & Consulting Se	300.00
614-49870-304	Legal Fees	2,492.23
614-49870-321	Telephone	745.56
614-49870-322	Postage	406.99
614-49870-340	Advertising & Promotion	2,065.00
614-49870-381	Electric Utility	2,261.57
614-49870-382	Water Utility	16.59
614-49870-383	Gas Utility	11.43
614-49870-385	Sewer Utility	25.96
614-49870-404	Repairs & Maint - M&E	32.55
614-49870-405	Repairs & Maint - Vehicl	31.32
614-49870-441	Transmission Fees	178.96
614-49870-442	Subscriber Fees	110,115.04
614-49870-447	Internet Expense	2,650.00
614-49870-451	Call Completion	23.50
614-49870-460	Miscellaneous Taxes	24.56
614-49870-480	Other Miscellaneous	235.90
615-49850-200	Office Supplies	88.90
615-49850-211	Cleaning Supplies	95.92
615-49850-212	Motor Fuels	408.20
615-49850-217	Other Operating Supplie	19.53
615-49850-260	Concessions	70.44
615-49850-321	Telephone	170.47
615-49850-322	Postage	0.48
615-49850-326	Data Processing	92.85
615-49850-340	Advertising & Promotion	82.00
615-49850-381	Electric Utility	1,465.74
615-49850-382	Water Utility	105.22
615-49850-385	Sewer Utility	25.96
615-49850-402	Repairs & Maint - Struct	44.48
615-49850-404	Repairs & Maint - M&E	54.24
615-49850-406	Repairs & Maint - Groun	9.95
615-49850-409	Repairs & Maint - Utilitie	69.62
615-49850-460	Miscellaneous Taxes	697.39
615-49950-500	Capital Outlay	4,827.00
617-20202	Sales Tax Payable	341.91
617-49860-200	Office Supplies	36.25
617-49860-211	Cleaning Supplies	20.39
617-49860-217	Other Operating Supplie	112.21
617-49860-251	Liquor	187.66
617-49860-252	Beer	332.09
617-49860-254	Soft Drinks & Mix	236.92
617-49860-321	Telephone	142.59
617-49860-322	Postage	30.58
617-49860-326	Data Processing	37.95
617-49860-340	Advertising & Promotion	477.90
617-49860-381	Electric Utility	1,583.64
617-49860-382	Water Utility	442.96
617-49860-385	Sewer Utility	450.05
617-49860-404	Repairs & Maint - M&E	185.69

Account Summary

Account Number	Account Name	Payment Amount
617-49860-409	Repairs & Maint - Utilitie	53.88
617-49860-460	Miscellaneous Taxes	98.09
700-21701	Federal Withholding	10,088.24
700-21702	State Withholding	4,366.85
700-21703	FICA Tax Withholding	11,609.52
700-21704	PERA Contributions	17,874.55
700-21705	Retirement	5,275.00
700-21706	Medical Insurance	41,954.50
700-21709	Wage Levy	407.47
700-21711	Medicare Tax Withholdi	3,226.30
700-21712	Flex Account	114.68
700-21714	Individual Insurance-Col	8.82
700-21717	Individual Insurance-MB	319.30
700-21719	Individual Insurance-MB	263.01
	Grand Total:	521,234.01

Project Account Summary

Project Account Key	Payment Amount
None	521,234.01
Grand Total:	521,234.01

9-12-14
