

Council Meeting
Tuesday, January 6, 2015
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Oath of Office (Jones & Joyce)
2. Appointment of City Administrator
3. Appointment of Street Superintendent
4. Appointment of City Attorney and Assistant City Attorney
5. Designation of Financial Institution
6. Designation of Official Newspaper
7. 2015 Mayor Appointments, Reappointments and Council Assignments
8. Approval of Minutes
 - Council Minutes–December 16, 2014
9. Consent Agenda
 - Minutes
 - HRA – December 3, 2014
 - Utility Commission – December 17, 2014
 - Telecommunications Commission – December 16, 2014
 - License – Des Moines Valley Chapter of the MN Deer Hunters Assoc. – Exempt Permit
10. Department Heads
11. Utility Commission Recommendation – Water Utility Meter Replacement Project
12. Letters of Engagement
 - Clifton Larson Allen LLP
 - Kiesling Associates LLP - Telecom
13. Donations
 - Library – Dorothy Van Norman
14. Personnel Committee
 - IBEW Labor Agreement
 - Supervisory Pay Plan
 - Part-time, Temporary and Seasonal Pay Schedule
 - Police Department Hiring Recommendation
15. 2014 Long Range Goal Review



16. New Business
 - Closed Session – 2013 Street Project (Pending Litigation)
17. Old Business
18. Regular Bills
19. Contactor Payment – BKC Construction, Inc. 2013 Street Project \$1,444.50 Final Payment
20. Council Concerns
21. Adjourn

MEMORANDUM



CITY OF WINDOM
444 9th Street
P. O. Box 38
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127

TO: City Council
FROM: City Administrator
DATE: December 26, 2014
RE: **2015 Appointments and Designations**

The first City Council meeting of the year is primarily an organizational meeting. As such, there are numerous appointments to Boards, Commissions and Council committees. Additionally, appointments for City officers and designations are also made at this time.

To assist the City Council with these tasks the following is a listing of the current City officers and official designations of Financial Institutions and Newspaper.

City Administrator\Clerk and Assistant City Administrator\Clerk
City Administrator\Asst. City Administrator – Steve Nasby

Street & Parks Superintendent
Bruce Caldwell

City Attorney and Assistant City Attorney
City Attorney – Ron Schramel
Assistant City Attorney – Kristi Meyeraan

Financial Institutions
Bank of the West
Bank Midwest
United Prairie Bank
Fulda Credit Union
4M Fund
Multi-Bank Securities

Official Newspaper
Cottonwood County Citizen

**Regular Council Meeting
Windom Community Center
December 16, 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: Paul Johnson, Dominic Jones, Bradley Powers and JoAnn Ray

Council Absent: Brian Cooley

City Staff Present: Steve Nasby, City Administrator; Marv Grunig, Electric Utility Manager; Dan Olsen, Telecom Manager; Brent Brown, Electric Superintendent; Denise Nichols, Information\Finance; Mary Hensen, Administrative Assistant; Robin Shaw; Administrative Assistant and Jeremy Rolfes, Telecom

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Powers second by Johnson to approve the City Council minutes from December 2, 2014. Motion carried 4 – 0 (Cooley absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Economic Development Authority – December 8, 2014
- Library Board – December 9, 2014
- Planning and Zoning Commission – December 9, 2014

Motion by Jones second by Ray to approve the Consent agenda board and commission minutes. Motion carried 4 – 0 (Cooley absent).

Maricle said there is a request for a cigarette license from the Windom Country Club.

Motion by Cooley second by Jones to approve the cigarette license renewal for the Windom Country Club. Motion carried 4 – 0 (Cooley absent).

6. Department Heads:

None.

7. Utility Commission Recommendations:

Marv Grunig, Electric Utility Manager, said that the City's representatives to the CMMPA Board of Directors need to be amended to show the City Administrator as the designee and Electric Superintendent as the alternate.

Council member Johnson introduced the Resolution No. 2014-56, entitled "RESOLUTION APPROVING APPOINTMENT OF REPRESENTATIVES TO THE CENTRAL MINNESOTA MUNICIPAL POWER AGENCY (CMMPA) AND UTILITIES PLUS (UP) BOARD OF DIRECTORS" and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Ray, Johnson, Jones and Powers. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

Brent Brown, Electric Superintendent said that the utility has been working on a meter replacement project with the Utility Commission. Quotes for new electric meters have been obtained. The new meters would be automated reading. He is recommending that the bid for the electric meters be approved. The low bidder is Dakota Supply Group at \$125,752.

Council member Powers introduced the Resolution No. 2014-57, entitled "A RESOLUTION AWARDED THE CONTRACT FOR THE PROJECT ENTITLED ELECTRIC UTILITY METER REPLACEMENT PROJECT" and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Powers, Ray, Johnson and Jones. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

8. Hospital Bonds – 2014A Resolutions and Approval of Agreements:

Nasby said that the City Council and Hospital Board have been working on the bond funding portion of the hospital expansion project for the last few months. The City worked with Ehlers & Associates and Northland Securities on this bond issue. The project monies are revenue bonds repaid from hospital proceeds with a term of 20 years and a net interest rate of 3.88%. The bond approvals will include the other bond purchase agreement, indenture, negative pledge and authorization to sign other bond documents. The Hospital Board has recommended the bond sale through their approval last night.

Council member Jones introduced the Resolution No. 2014-58, entitled "RESOLUTION APPROVING THE ISSUANCE AND SALE OF GROSS REVENUE HOSPITAL BONDS, SERIES 2014A, AND AUTHORIZING THE EXECUTION OF DOCUMENTS RELATING THERETO" and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Aye: Jones, Powers, Ray and Johnson. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

9. 2014 Budget Amendments:

Nasby said there are four budget amendments that are housekeeping for the year end closing of the 2014 financials. The items are outlined in the Council packet.

Motion by Ray second by Powers to approve the 2014 budget amendments as presented. Motion carried 4 – 0 (Cooley absent).

10. 2015 City of Windom Property Tax Levy:

Nasby said the proposed tax levy of \$1,718,887 is an increase over last year of 3.9% to support the proposed 2015 budget. The impact to the tax rate is 2.27% due to the inclusion in the levy of some tax abatement funds.

Council member Powers introduced the Resolution No. 2014-59, entitled “A RESOLUTION APPROVING 2014 TAX LEVY, COLLECTABLE IN 2015” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Jones, Powers, Ray and Johnson. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

11. Approve 2015 City of Windom Budget:

Nasby said that the proposed City budget was presented at the December 2, 2014 City Council meeting after development by the City Council and staff through the budget workshops.

Motion by Johnson second by Powers to approve the 2015 City of Windom Budget as presented. Motion carried 4 – 0 (Cooley absent).

12. Fund Balance Policy:

Nasby said that the auditors had suggested the City update its fund balance policy to reflect the most recent GASB requirements.

Motion by Ray second by Johnson to approve the fund balance policy as presented. Motion carried 4 – 0 (Cooley absent).

13. Donations:

Maricle noted there were two donations. One from Country Pride Services Cooperative and one from the Wally Rohlfesen estate. He thanked the parties for their generosity.

Council member Powers introduced the Resolution No. 2014-60, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM COUNTRY PRIDE SERVICES COOPERATIVE FOR THE WINDOM FIRE DEPARTMENT” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Johnson, Jones, Powers and Ray. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

Council member Ray introduced the Resolution No. 2014-61, entitled “AUTHORIZATION TO ACCEPT A DONATION FROM THE WALLY ROHLFSEN ESTATE FOR THE WINDOM COMMUNITY CENTER” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Ray, Johnson, Jones and Powers. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

14. Personnel Committee Recommendations:

Nasby said that the Personnel Committee had met with the Law Enforcement Labor Services union to negotiate a new labor agreement. The terms of the new agreement included a general wage increase and adjustments, uniform allowances and a change to the compensatory time policy as well as a language change in health insurance in the event of any penalty, fine or fees imposed due to the Affordable Care Act.

Motion by Johnson second by Ray to approve the labor agreement between the City of Windom and LELS as presented. Motion carried 4 – 0 (Cooley absent).

Jones noted that with the loss of officers and the training schedule for new officers there will be an issue with accrued vacation time in the Windom Police Department. The Personnel Committee is recommending that the Police Chief, Sergeant and all sworn officers be allowed to exceed the maximum vacation accruals until July 1, 2015.

Motion by Jones second by Ray that the Police Chief, Sergeant and all sworn officers be allowed to exceed the maximum vacation accruals until July 1, 2015. Motion carried 4 – 0 (Cooley absent).

Scott Peterson, Police Chief said that he is recommending the hiring of Devin Kopperud as a Windom Police Officer to replace Officer Hyatt.

Motion by Ray second by Powers to hire Devin Kopperud as a Windom Police Officer. Motion carried 4 – 0 (Cooley absent).

Peterson also noted that another position is opening up due to Officer Partlow leaving and he would recommend approving the Windom Police Department to complete the pre-hiring process with another candidate.

Motion by Johnson second by Powers to proceed with completion of the pre-hiring process with another candidate. Motion carried 4 – 0 (Cooley absent).

15. Arena – Archery Rates:

Nasby said that the City Council had approved the rate change at the December 2, 2014 meeting and that the resolution in the packet is another housekeeping item to be completed.

Council member Jones introduced the Resolution No. 2014-62, entitled “RESOLUTION ESTABLISHING RATES, CHARGES AND FEES FOR PARK AND RECREATION FACILITIES” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Ray, Johnson, Jones and Powers. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

16. Proclamations for Years of Service:

Council member Powers introduced the Resolution No. 2014-63, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO MARVIN GRUNIG FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The resolution was seconded by Ray and on roll call vote: Aye: Powers, Ray, Johnson and Jones. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

Grunig thanked the City Council for his 12 years as Electric Department Manager and 38 years with the City of Windom. He thanked a great crew at the Electric Department as well as support he received from administration and the Utility Commission.

Council member Johnson introduced the Resolution No. 2014-64, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO KELSEY FOSSING FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The resolution was seconded by Jones and on roll call vote: Aye: Johnson, Jones, Cooley, Powers and Ray. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

Kelsey Fossing accepted the Certificate of Appreciation from Mayor Maricle and expressed his sincere thanks for the time he spent on the City Council and for the working relationships with the Council and staff.

Council member Ray introduced the Resolution No. 2014-65, entitled “A RESOLUTION EXPRESSING SINCERE APPRECIATION TO BRADLEY POWERS FOR HONORABLE AND DEVOTED PUBLIC SERVICE TO THE CITY OF WINDOM, MINNESOTA” and moved its adoption. The resolution was seconded by Johnson and on roll call vote: Aye: Jones, Powers, Ray and Johnson. Nay: None. Absent: Cooley. Abstain: None. Resolution passed 4 – 0.

Ray thanked Powers for all of his work on the City Council.

Powers thanked the citizens of Windom for allowing him to serve on the Council and the city staff for all of their support.

17. SMBS Contract Extension:

Dan Olsen, Telecom Manager, said that SMBS would like to extend the shared manager services agreement with the City of Windom for an additional 90 days.

Preliminary

Jones said he appreciated having more time to discuss the possibility of future activities involving the two groups.

Motion by Jones second by Johnson to approve the extension of the shared manager agreement between the City of Windom and SMBS. Motion carried 4 – 0 (Cooley absent).

Maricle noted that there will be opportunities for Windomnet and SMBS to look at their roles and interactions.

Olsen said there is more competition in the business and we need to work together.

18. New Business:

None.

19. Old Business:

None.

20. Regular Bills:

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

Motion by Jones second by Ray to approve an invoice and \$2,000 payment to the City of Monticello for creation of the Minnesota Broadband Alliance, which was previously withheld from City Council approval. Motion carried 4 – 0 (Cooley absent).

21. Council Concerns:

Johnson thanked Powers, Fossing and Grunig for their service to the City.

Jones also thanked Powers, Fossing and Grunig. He added that Grunig was always well prepared and professional.

Powers thanked Fossing and Grunig for their work on behalf of Windom.

Ray thanked Fossing, Powers and Grunig for their outstanding service and wished everyone a Merry Christmas.

Nasby thanked Powers, Fossing and Grunig for their community service and support.

Maricle asked everyone to stay for the Mayor's Metal of Honor Ceremony that is following the City Council meeting.

Preliminary

22. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 8:07 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

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

December 3, 2014 ~ 4:00 pm

A regular meeting of the Board of Directors was held on Wednesday, December 3, 2014, in the Hillside Manor Community Room. Members present: Frank Dorpinghaus, Margaret McDonald, Jens Hansen, Linda Jaakola, Hillside Liason, Audrey Knuth. Also present were: Executive Director, DeeAnna Bakken and Director of Operations, Connie Clausen. Not present: Resident Board Member, Ronda Koch and City Liaison, Brad Powers.

The meeting was called to order at 4:05 with the consent agenda approved (Hansen/Jaakola) 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 continues to pend for information that has been requested from the Fee Accountant.
2. Pre-inspections are in process at the Fairmont HRA in preparation for the REAC Inspection scheduled for 12/08/2014.
3. The response for the POHP Grant application is expected sometime in January 2015.
4. A response has been received for the request to reduce the Pilot Payment. We will not receive a reduction in payment for 2015.
5. On 12/18/2014, a presentation of information will be held in regards to the recent GPNA study.
6. Contracts have been received from Brunton Architects & Engineers for the five upcoming projects (office move, mailboxes x 2, "The Wall", Riverview parking lot, Hillside porch). A topographical survey has been completed for the Riverview parking lot project.
7. No further information has been received on the Witt Park project. This item will be removed from the agenda.
8. The director confirmed details of our position for the Residential Rehab Loan that is currently in default. No action will be taken at this time.

New Business consisted of:

1. The responses to the Hillside Manor Board Liaison position were reviewed. A motion was made and passed to unanimously accept Audrey Knuth as the Hillside Manor Board Liaison effective January 1, 2015 (Jaakola/McDonald).
2. The Unit Renewal form has been created and plans to begin the renewal process with the resident who has resided with the Windom HRA the longest will begin in December or January.
3. End-of-Year is 03/31/2015. A public hearing is scheduled for March 11, 2015 with a 45-day comment period prior to the public hearing. In January, we will also be addressing the CFP's for 2015.
4. The Hillside Resident Party was held on Tuesday, December 2, 2014.
5. The Riverview Resident Party will be held on Tuesday, December 16, 2014.
6. Upcoming board meetings are scheduled for Tuesday, January 6, 2015 at Riverview and Wednesday, February 11, 2015 at Hillside.

The meeting was adjourned at 4:40 pm (Hansen/Jaakola)

UTILITY COMMISSION MINUTES
Council Chambers
December 17, 2014

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. on December 17, 2014 in the Council Chambers.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Glen Francis, Tom Riordan
Member Absent:
City Council Liaison: Dominic Jones, Present
Staff Present: Chelsie Carlson, Finance Director, Brent Brown, Electric Superintendent, Mike Haugen, Water / Wastewater Superintendent

WATER/WASTEWATER ITEMS

Dakota Supply Group Water Meter Presentation – John Bradley and Jason Kendrick from Dakota Supply Group were present to discuss bid on Water Meter Replacement Project. The Commission and City staff had questions regarding the Hersey meter included in the bid. The representatives provided some background regarding the Hersey meter to the Commission and also had a meter for the Commission to view. Dakota Supply Group also previously provided references of recent sales of Hersey meters. Haugen reported to the Commission he had spoken with Elk River and St. Peter and they have been happy with their Hersey meters. It was also discussed that Midwest Testing would be sub-contracted for the installation of the new meters. This company has done work for the City of Windom previously and has a good reputation with City staff. Flow characteristics and accuracy rates were discussed for the 20 year life of the meter. Additionally, the Commission discussed the availability of meter data and the leak detection capability of the meters.

Water Meter Replacement Project – Metering and Technology bid \$604,788.03 and Dakota Supply Group Bid \$546,136.45. Both bids met the specifications requirements. Haugen recommended selecting the low bid by Dakota Supply Group.

Motion by Francis, seconded by Riordan, to recommend selection of Dakota Supply Group for the Water Meter Replacement Project. Motion carried 3 – 0.

ELECTRIC ITEMS

Electric Rate Study – Brown presented information from Missouri River Energy regarding information that would be needed to complete a rate study for Electric services. The Commission previously discussed the need for a rate study to review appropriateness of Customer Base rates as well as Usage Rates. The Commission requested Brown to obtain quotes for completing a complete Electric Rate Study with the rate study being conducted late summer.

Electric Utility Manager Job Duties – Brown requested clarification from the Commission regarding the vision of the Electric Utility department and ongoing responsibilities of the Electric

Superintendent after the Electric Utility Manager retires. This will be an agenda item for discussion at the next Utility Commission meeting.

NEW BUSINESS

None

OLD BUSINESS

None

ADJOURN

Schwalbach adjourned the meeting at 12:45 p.m. Next meeting will be January 28, 2015 at 10:00 a.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

Telecommunications Commission Meeting

Dec. 16th, 2014

11:30 A.M.

I. Call to Order :

Forrest called the meeting to Order @ 11:32 a.m.

II. Roll Call:

Commissioners Present: Virgil Meier, Forrest Fosheim, Dominic Jones, Jeremy Lund

Commissioners Absent: Brian Cooley

City Staff: Dan Olsen, Londa Fosheim, Steve Nasby

III. MN Public Broadband Alliance:

Dan requested an ok to fund and join the Broadband Alliance. Dan stated Telecom needs a voice at the state level to help with legislation, grants, etc...This Alliance would also bring income into Windomnet. Dan stated the by-laws are the same as the last meeting with a small insignificant change. It was brought up that the \$2000.00 dollar check is still being held until the City Council approves the payment. Dominic stated he would bring it up tonight at the City Council.

Virgil made the motion to join and participate in the MN Public Broadband Alliance

2nd by Jeremy All in Favor

The Telecom Commissioners supports the joining of the Alliance, stating no need to go to City Council for approval.

IV. Retransmission Agreements:

Dan stated that he has been fighting hard to keep the retransmission fees as low as he can get them. Dan stated Windomnet will have to do a rate increase at some point to recoup some of the raised rates from the retransmission agreements. Dan stated that there is nothing more he can do and will sign the contracts as is.

V. Discovery Contract:

Dan stated that Discovery will not budge on the price. May come down to the last minute to decide on paying what they ask or pulling some of the Discovery Channels.

VI. Data Center Discussion:

Dan stated that the Data Center needs to be talked about. This may take business away from Windomnet in turn taking money away from Windomnet. Dan stated it all depends on how it's partnered. Dan stated that all need to be cautious on this decision. Dan stated that it will probably not have as many people working there as the paper said.

VII. Adjourn:

Meeting was adjourned @ 12:32

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

Application fee (nonrefundable)If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.**Organization Information**

Organization Name:

Previous Gambling Permit Number:

Des Moines Valley Chapter of the Mn. Deer Hunters Assoc. X-03906

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

4326991

41-1390958

Type of Nonprofit Organization (check one):

Fraternal

Religious

Veterans

Other Nonprofit Organization

Mailing Address:

City:

State and Zip:

County:

1685-17th Street

Windom

MN. 56101

Cottonwood

Name of Chief Executive Officer (CEO):

Daytime Phone:

Email:

Bruce Gross

507-831-3076

Nonprofit Status**Attach a copy of ONE of the following for proof of nonprofit status:****Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:

Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803

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

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

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).If your organization falls under a parent organization, attach copies of **both** of the following:

- an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

Community Center of Windom

Address (do not use PO box):

City or Township:

Zip Code:

County:

1750 Cottonwood Lake Drive

Windom

56101

Cottonwood

Date(s) of activity (for raffles, indicate the date of the drawing):

March 7, 2015

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

Bingo*

Paddlewheels*

Pull-Tabs*

Tipboards*

Raffle (total value of raffle prizes awarded for the year: \$ _____)

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

To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county). On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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Chief Executive Officer's Signature

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

Chief Executive Officer's Signature: Bruce F. Gross Date: 12-15-14

Print Name: Bruce F. Gross

Requirements

<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Send application with:</p> <p>_____ a copy of your proof of nonprofit status, and</p> <p>_____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to State of Minnesota.</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p>	<p>Financial report and recordkeeping required. A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.</p> <p>Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

RESOLUTION #2015-

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

A RESOLUTION AWARDING THE CONTRACT FOR THE PROJECT ENTITLED "WATER UTILITY METER REPLACEMENT PROJECT"

WHEREAS, pursuant to an advertisement for bids for the project entitled "Water Utility Meter Replacement Project", bids were received, opened and tabulated according to law, and the following bids were in compliance with the advertisement:

Dakota Supply Group	\$546,232.20
Metering and Supply Tech	\$604,788.03

AND WHEREAS, it appears that the lowest responsible bidder is:

Dakota Supply Group	\$546,232.20
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NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, AS FOLLOWS:

1. A "Notice of Award" shall be issued to the above low bidder.
2. The Mayor and City Administrator are hereby authorized and directed to enter into the contract with the above low bidder, in the name of the City of Windom, for the completion of the project entitled "Water Utility Meter Replacement Project" according to the plans and specifications approved by the Windom Utility Commission and the Windom City Council. Copies of the specifications are on file in the Office of the City Administrator.
3. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except for the deposits of the successful bidder and the next lowest bidder which shall be retained until the contract has been signed.

Adopted by the Council this 6th day of January, 2015.

Corey J. Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

SPECIFICATIONS
For
Water Meter Replacement Project
City of Windom, MN

1.00 **WORK INCLUDED:** The Contractor shall furnish all labor, materials (as specified), tools, equipment, and supplies necessary for the work and reasonably incidental to the repairs as required in this specification. The Contractor shall load, unload, haul, and distribute all materials, tools, equipment, supplies, and accessories necessary for the work under this contract.

1.01 **LOCATION OF THE WORK:** The location of this work is City-wide. The City will provide the Contractor with a list of the work sites. The Contractor is responsible for visiting as many sites as it feels necessary in order to determine for itself how much work will be involved.

1.02 **COORDINATION OF WORK:** The Contractor shall be responsible in furnishing a project coordinator to coordinate the repair/replacement with all property owners. The Contractor is required make three attempts at getting access into each home or business. If access is not granted to the Contractor by the third attempt, the Contractor may notify the City. The City will then assist the Contractor by notifying those property owners that their water will be turned off if they do not give access to the Contractor. Delays in work resulting from lack of coordination shall not in any way be cause for extra compensation.

2.00 MATERIALS:

2.01 **WATER METERS:** City-owned water meters are currently from various different manufactures and range in size from 5/8" X 3/4" to 4" X 6". The replacement meters shall be those meters specified in your bid document. A local inventory of spare parts and customer service and support center must be located within 200 miles.

2.02 "Inside version" and the "Pit version." Pit version shall be installed in all manholes and irrigation pits.

3.00 METER INSTALLATION:

3.01 **REPLACEMENT:** The Contractor shall remove and either replace or retro-fit all existing meters as directed by the City Water Utility. The Water Utility has records which contain information as to when the meters were installed. The Contractor shall install the meters, encoder registers, RF transmitters and all accessories in accordance with the manufacturer's instructions as necessary to provide a complete system for each water service connection.

3.02 **DISPOSAL OF OLD METERS:** The Contractor shall haul all old meters to a location designated by the Water Utility. All meters removed must be labeled with the account number for that location. The Water Utility Department will dispose of all discarded meters.

3.03 **METER VALVE REPLACEMENT:** If defective valves are found, the valves are to be replaced by the Contractor at the City's expense. The Contractor shall notify the City of all non-working valves. The Contractor shall bill the City for the cost of the work on a permit cost as specified within the bid document. No additional payment will be made by the City to the Contractor for delays in meter replacement caused by defective valves.

If the Contractor finds that the water needs to be shut off at the curb stop, it must contact the City prior to replacement of any defective valves. The City will locate the curb stop and turn the water off and/or on. The Contractor should be aware that the City would only be available to provide this service Monday through Friday, 7:30 A.M. to 6:00 P.M. and on Saturday from 7:30 A.M. to 6:00 P.M. If Water Utility staff is unavailable contractor may be required to freeze the line and install new ball valve and water meter.

4.00 RESTORATION, CLEAN UP, AND GUARANTEE:

4.01 RESTORATION: All meters, piping, valves, and siding disturbed during replacement or retro-fitting, whether caused by actual installation or by equipment/tools used, shall be returned to the original or better condition by the Contractor.

4.02 CLEAN UP: The Contractor shall remove from the property any replaced items such as meters, piping, valves, wiring, and debris caused by the Contractor's operations. The property shall be left in a clean condition satisfactory to the property owner and the Utility. Any mud, dirt, snow or other debris brought into residence or business by the contractor shall be cleaned up.

4.03 GUARANTEE: The Contractor shall be held responsible for any and all defects in workmanship and materials which may develop in any part of the entire installation furnished by it. Upon written notice from the Water Utility, the Contractor shall immediately replace and make good, without expense to the City or the Water Utility, any such faulty part or parts and damage done by reason of same, during the period of one year from the date of final payment.

4.04 FAILURE TO REPLACE DEFECTIVE PARTS: Should the Contractor fail to make good the defective parts within a period of thirty days of written notice from the City, the City may replace these parts and charge the expenses incurred to the Contractor.

5.00 METHOD OF PAYMENT:

5.01 MATERIALS: All meters and meter fittings shall be included to the contract and their cost shall be listed separately to the unit price bid for each item specified in the bid. Please note that sales tax should be added to all bids.

5.02 SAMPLE SHEETS: The Water Utility will furnish the Contractor with the attached "Water Department Work Order Meter Maintenance" forms to be filled out by the Contractor for each water meter (see attached Exhibit C). Upon completion of the work, the Contractor shall submit the completed form to the City for verification of the work and payment. Contractor may provide information electronically to the City. In the event an electronic format is used, the contractor will coordinate with city staff to address any transfer of information issues.

5.03 SCHEDULING INSTALLATION: The Contractor shall schedule a time with the property owner to install the water meter. All scheduling shall be the responsibility of the Contractor. Delays in work resulting from lack of proper scheduling by the Contractor shall not in any way be a cause for extra compensation by the City or an extension of the contract deadline. All travel

time, time spent contacting property owners, meetings, and after-hours work is considered to be incidental and there shall be no additional compensation for these expenses. Payment would be made no more than twice per month at the contract unit price for each successfully scheduled water meter.

6.00 SPECIAL PROVISIONS:

6.01 INSPECTION: The City Utility shall provide spot installation inspection for the project. The Contractor shall notify the Water Utility of all problems or additional installation needs that may be required.

6.02 BASIS OF PAYMENT: Payment shall only be made for those items listed in the Bid Proposal Form. All other items needed for construction shall be considered incidental and their costs shall be included in the unit prices bid for items on the Bid Proposal form.

6.03 All data shall be provided to the City in electronic format (.cvs) for automated transfer of data to the utility billing software (ACS). Information to be provided by the installing contractor shall include: A. Installers Identification B. Date of installation C. New Water Metering System Information including: Meter size, meter serial number, location of meter and account number. D. Water Usage Information: The installer shall record the final reading of the old meter where applicable. E. Customer's Signature indicating acknowledgement of the metering system installation and other considerations listed on the installation form.

6.04 Automated project control system. The successful proposer shall utilize an automated installation information management process, so that little or no information has to be captured or entered manually. The system shall have a redundant backup process, so that all information is preserved in the event of a breakdown in the primary system. The system should enable the correction of any incorrect information pertaining to meter or service size, meter type, meter location, address, etc.

6.05 Leaks after installation. Successful Proposer shall be responsible for correcting any leaks at the valves, couplings or service lines that could reasonably be attributed to the meter installation if reported by the City or customers within 15 days of installation.

6.06 Background checks. The City requires background checks for all installers that will perform work on the project.

6.07 No solicitation. No Proposer, or its employees or agents, may solicit business from the City's water customers while engaged on any contract.

6.08 Installers. Successful proposer will train city staff in the proper installation methods of the AMR meter change outs. Successful proposer must have properly trained and experienced individuals performing the installations for the proposer.

6.09 Uniforms and Identification. Successful proposer's field personnel shall wear easily recognizable uniforms containing the Successful Proposer's name, as well as prominently displayed picture identification badges.

- 6.10 Vehicles. Successful Proposer shall be responsible for all vehicles it uses on the project. Successful Proposer shall provide service vehicles on site stocked with common fittings and supplies needed for normal service restoration and/or replacement. Successful Proposer's vehicles, including private vehicles used of the work, shall have the company logo prominently displayed on the vehicle. Any employee of the Successful Proposer or its subcontractors that drives a vehicle in connection with this project must have a valid driver's license.
- 6.11 Field communications. The City requires that the Successful Proposer's installers and supervisory personnel be equipped with cellular phones or radios so that problems or questions can be addressed immediately and that the City Water Department can be contacted immediately.
- 6.12 Site conditions. Before, or at any time of installation, the Successful Proposer shall inspect the existing water meter setting, including piping and shut-off valves. If the Successful proposer determines that conditions are such that damage to the existing piping would result, the installer shall inform the City, and shall not attempt the installation until the site is inspected and signed off by a city representative.
- 6.13 Customer Notification Responsibilities:
General Notice of Project – City
1st Notification- Letter – Installer
2nd Notification- Postcard – Installer
3rd Notification – Letter – Installer
4th Notification – Door Posting 48 hour notice of water termination – Installer;
Termination of Water Service – City
All letter notifications must be in English and Spanish.
- 6.14 Consultation with adult customer. Prior to performing any part of the installation of the radio read water metering system, the installer shall consult with an adult member of the household, advising him or her of the interruption of service and the necessity to install the water metering system components.
- 6.15 Special Installations. Some accounts may require extra coordination for disruption of water service and/or may require night installation times. This should be included in the cost of meter and is incidental to the project.
- 6.16 Successful Proposer must label all removed water meters with a label provided by the City and retain in a separate bin those meters which have a variance from the outside reader.
- 6.17 Successful Proposer must indicate on the comments section of Exhibit C if the water service is a lead service.
- 6.18 Successful Proposer must have 80% of the project completed within 90 days of start of contract and 100% completed within 180 days of the start of contract. The work to be performed will begin no earlier than April 15th 2015, and no later than June 1st 2015.
- 6.19 A penalty of \$ 500.00 per day will be assessed if the project is not completed within the 180 days as specified in 6.18.

6.20 All bidders requesting clarification of the specifications must submit requests in writing and rely only upon responses provided by the city in writing.

6.21 All pricing with this contract shall be good for 18 months from date of execution.

7.00 INSURANCE:

7.01 The Contractor shall furnish and maintain during the project such public liability and property damage insurance as shall protect Contractor and any subcontractors performing work covered by this contract from claims for damages by Worker's Compensation Statute, and from claims for property damages or personal injury which may arise from operations under this contract, whether such operations are by Contractor or by any subcontractor or anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as follows:

1. Worker's Compensation - as provided in the applicable law.
2. Employer's Liability - as provided in the applicable law.
3. Comprehensive Public Liability - Personal Injury - \$2,000,000.00
Property Damage - \$2,000,000.00
4. Comprehensive Automobile Liability - Personal Injury \$2,000,000.00
Property Damage \$2,000,000.00
5. Blanket contractual (hold harmless) protection; and fire, theft and vandalism insurance, for the full value of all materials and equipment furnished by the supplier shall be provided until the complete contract is formally accepted.

7.02 The successful bidder must submit a Certificate of Insurance prior to contract award as evidence of insurability in the amounts as provided above. The Contractor shall indemnify and save the City, its officers, affiliates and employees from any and all claims, suits, losses, damages, or expenses on account of injuries or death of any or all persons or property damages sustained and caused by an act, omission, neglect, or misconduct of said Contractor.

7.03 All insurance policies (or riders) required by this Agreement shall be (i) taken out by the Provider and maintained with responsible insurance companies organized under the laws of one of the states of the United States and qualified to do business in the State of Minnesota, (ii) shall contain a provision that the insurer shall not cancel or revise coverage thereunder without giving written notice to Provider as an insured party and to City as an additional insured at least thirty (30) days before cancellation or revision becomes effective, (iii) shall name Provider as an insured party and City as an additional insured, (iv) shall be in accordance with specifications approved by the insurance advisory for City, and (v) shall be evidenced by a Certificate of Insurance listing City as an additional insured which shall be filed with the city. Certificates of Insurance that do not meet these requirements will not be accepted.

8.00: COMPATIBILITY WITH UTILITY BILLING SOFTWARE :

- 8.01 The meter and installation process must be compatible with the City's existing utility billing software application and be capable of transitioning to new versions of the software as upgrades are made. The Contractor shall work with the City's information systems provider.

EXHIBIT A

COLD WATER METERS / DISPLACEMENT TYPE

SPECIFICATIONS

GENERAL

All cold water meters (displacement type - magnetic drive 5/8" - 2") furnished shall be produced from an ISO 9001 manufacturing facility and conform to the "Standard Specifications for Cold Water Meters" C700, latest revision issued by AWWA or as otherwise stated.

TYPE

Only magnetic-driven, positive displacement meters of the flat nutating disc type will be accepted because of enhanced low flow accuracy performance.

SIZE, CAPACITY, LENGTH

The size, capacity, and meter lengths shall be as specified in AWWA Standard C700 (latest revision). The maximum number of disc nutations is not to exceed those specified in AWWA C700 latest revision.

All meter main cases shall be made of a no-lead (low-lead) high copper alloy containing a minimum of 85% copper that meets the NSF/ANSI Standard 372. The serial number should be stamped between the outlet port of the main case and the register. Main case markings shall be cast raised and shall indicate size, model, direction of flow, and NSF 61 certification. Plastic main cases are not acceptable.

Main cases for 5/8", 3/4" and 1" meters shall be of the removable bottom cap type with the bottom cap secured by four (4) bolts on 5/8" and 3/4" sizes and six (6) bolts on the 1" size. Intermediate meter main cases shall also be made of the same lead-free brass material in sizes 1-1/2" and 2" with a cover secured to the main case with eight (8) bolts. Meters with a frost plug, a screw-on design or no bottom cap shall not be accepted in 5/8"-1" sizes. The 5/8" meters shall have a synthetic polymer or cast iron bottom cap option.

All no-lead main cases shall be guaranteed free from manufacturing defects in workmanship and material for the life of the meter.

All meters must be adaptable to a field programmable absolute encoder register without interruption of the customer's service.

The Minimum flow for 5/8 x 3/4 water meters shall be no less than 22 gallons per minute.

BOLTS

All main case bolts shall be of 300 series non-magnetic stainless steel to prevent corrosion.

DIRECT READ STANDARD REGISTER

The register shall be of the straight reading sealed magnetic drive type and shall contain six (6) numeral wheels. Registers must be roll sealed and dry. All direct reading register cups shall be copper to prevent corrosion and be covered with a high strength, impact resistant flat glass lens to prevent breakage. The lens shall be positioned above the register box to allow for run off of debris. The register lid shall overlap the register box to protect the lens. The register retaining ring shall be designed to absorb impact from the register. Register boxes and lids shall be of

high-strength synthetic polymer or approved equivalent. All registers shall have the size, model and date of manufacture stamped on the dial face. The dial shall have a red center sweep hand. The register must contain a low flow indicator with a 1:1 ratio to disc nutations to provide leak detection.

Registers shall be secured to the main case by means of a plastic tamper-proof seal to allow for inline service replacement. Register seal screws are only accepted when supplied with attached sealing wire to at least one bottom cap bolt with seal wire holes of not less than 3/32" in diameter.

Registers shall be guaranteed for at least 10 years. All meters will be guaranteed for one year on material and workmanship.

MEASURING CHAMBER

The measuring chamber shall be of a 2-piece snap-joint type with no fasteners allowed. The chamber shall be made of a non-hydrolyzing synthetic polymer.

The control block shall be the same material as the measuring chamber and be located on the top of the chamber. The control block shall be located after the strainer.

The measuring chamber outlet port shall be sealed to the main case outlet port by means of an "O" ring gasket.

The flat nutating disc shall be a single piece made from non-hydrolyzing synthetic polymer and shall contain a type 316 stainless steel spindle. The nutating disc shall be equipped with a synthetic polymer thrust roller located within the disc slot. The thrust roller head shall roll on the buttressed track provided by the diaphragm.

The chamber shall be warranted for 10 years against freeze damage if the meter has been equipped with a frost proof cast iron or synthetic polymer bottom cap.

STRAINERS

All meters shall contain a removable polypropylene plastic strainer screen. The strainer shall be located near the main case inlet port, before the measuring chamber. The strainer shall also function as the device that holds the measuring chamber in place within the main case. Straps or other types of fasteners shall not be accepted.

PERFORMANCE

To ensure accuracy, each meter must be accompanied by a factory test tag certifying the accuracy at the flows required by AWWA C700.

MANUFACTURER

Meters and meter parts shall be manufactured, assembled, and tested within the United States. Manufacturers may be required to provide proof of where and of what percentage of the meter register, chamber, and main case is manufactured in the United States.

Manufacturers shall have a minimum of ten years of field and production experience with all sizes and models quoted.

Manufacturers shall provide only one model of meter which complies with these specifications. Suppliers must have been manufacturing meters for at least 10 years.

SYSTEMS GUARANTEE

All meters shall be guaranteed upgradeable to the meter system bid without interruption of the customer's service.

COMPOUND METERS 2" – 4"

All compound meters to be bid as Badger meter Recordall Compound Series Meter or equivalent.

MAG METERS 4" – 6"

All Mag meters to be bid as Badger meter M-2000 Mag Meter or equivalent.

EXHIBIT B

ENCODER REGISTER AND ELECTRONIC RECEIVER TRANSPONDER (ERT) UNIT INSIDE AND PIT VERSIONS

SPECIFICATIONS

ENCODER REGISTER SPECIFICATION – DIGITAL TYPE ENCODER

REGISTER MECHANICAL SPECIFICATION Each meter shall have an electronic encoder register of the straight reading digital type. The encoder shall be manufactured by the same company as the meter. It shall be capable of direct visual reading at the meter and shall have a full test dial on the face of the register. All reduction gearing shall be contained in a permanent, hermetically sealed, tamperproof enclosure made of glass and brass materials to ensure a permanent seal against moisture, even when in a submersed environment. The encoder register shall have a reverse lockup mechanism to prevent the register from turning backwards and recording positive usage in the event of reverse flow or meter tampering. The encoder register shall have a low flow indicator color-coded red to indicate the register reads in gallons.

ELECTRONIC SPECIFICATION The electronic circuitry of the encoder shall contain a piezoelectric transducer. Reed switch and Weigand wire encoding devices are not acceptable. The electronic encoder register shall provide non-proprietary, digitally formatted data to the AMR device representing accurate meter flow information.

Due to their tendency for excessive wear and high power consumption, mechanical and absolute encoders will not be accepted.

SPECIFICATIONS FOR ELECTRONIC RECEIVER TRANSPONDER (ERT)

INTEGRAL MOUNTING Each water meter encoder register shall be factory pre-wired to an integral electronic radio transponder (ERT). Field wiring of components is not acceptable.

ONE WAY SYSTEM The water ERT shall be a one-way bubble-up, broadcast only system capable of transmitting data.

RADIO SIGNAL SPECIFICATIONS One-way ERT modules shall have a transmit frequency of spread spectrum 910-920 MHz. Each ERT must transmit a 32-bit data stream including the current reading, tamper status, and error detection code value. Maximum transmission time shall be 15 milliseconds.

BATTERY The water ERT shall **not** have a replaceable battery. Battery life shall be documented to exceed 20 years under normal operating conditions, and in addition, the manufacturer shall warrant the battery for a period of 20 years with the first 10 years

warranted at 100%. Each proposal shall contain a statement from the manufacturer stating the reasonable battery life expected from the Encoder/ERT assembly.

READING SYSTEM In addition to walk-by and drive-by meter reading, AMR meter modules must be capable of being read by a variety of data collection devices; including vehicle based mobile data collection systems, and fixed network pole-mounted units.

TAMPER DETECTION The AMR system must have security features to prevent unauthorized reprogramming of the modules after installation. The AMR module must communicate consumption and tamper information without the need to gain physical access to the customer's premises

ERT

Must be 100W Itron Head or Equivalent.

Exhibit C

Water Department Work Order
METER REPLACEMENT/MAINTENANCE FORM

Place new meter
Label here

DATE: _____

ADDRESS: _____

OWNER _____

PHONE NUMBER _____

REPAIR - REPLACEMENT OF STUCK METER / LEAKY METER

OLD METER SERIAL # _____

OLD METER READING _____

NEW METER SERIAL # _____

NEW METER READING _____

VALVE REPLACED: Yes No

METER VALVES: HOUSE SIDE Working Not Working

COMMENTS _____

DATE/TIME SCHEDULED _____

DATE COMPLETED _____ BY _____

Signature _____

Signature is indicating the water meter replacement has been explained to you and you have had the opportunity to have any questions answered.



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

December 15, 2014

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

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (CLA) will provide for City of Windom ("you," "your," or "the City") for the year ended December 31, 2014.

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

Audit Services

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Windom, Minnesota, as of and for the year ended December 31, 2014, and the related notes to the financial statements.

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

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

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

Nonaudit Services

We will also provide the following nonaudit services:

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

Audit Objectives

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

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

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

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

Auditor Responsibilities, Procedures, and Limitations

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

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

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

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

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

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

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

Management Responsibilities

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

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects

of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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

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

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

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

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

current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and Limitations Related to Nonaudit Services

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

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

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

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

Use of Financial Statements

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

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

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

Engagement Administration and Other Matters

We expect to begin audit fieldwork in December 2014 and issue financial statements no later than May 2015.

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

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

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

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

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

Mediation

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

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

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

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

Time Limitation

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

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

Fees

Our fees and expenses for these services will be as listed below. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If

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

- Audit of financial statements \$15,400
- Preparation of financial statements 5,000
- OMB Circular A-133 compliance audit 2,500
- Preparation of State Reporting Form for the City (optional) 500
- Expenses not-to-exceed 1,500

Other Fees

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

Finance Charges and Collection Expenses

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

Consent

Consent to Use Financial Information

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

Subcontractors

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

Agreement

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

CliftonLarsonAllen LLP



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

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

Authorized governance signature: _____

Title: City Council _____

Date: _____

Authorized management signature: _____

Title: Management _____

Date: _____

MEMORANDUM

TO: Council Members
FROM: Chelsie Carlson, Finance Director/Controller
SUBJECT: Telecom Agreed Upon Procedure Engagement

During 2015 Budget Workshops, Council had questions regarding the profitability of each individual service included under the Telecom Fund. These questions were not able to be adequately answered with the information currently available in our reporting systems. This prompted Council to request further research into the Telecom Fund in order to answer these profitability questions so informed decisions can be made regarding customer pricing, expense approval, and capital spending. City staff was asked to consult with our financial statement auditor, CliftonLarsonAllen (CLA), for direction regarding this engagement.

Staff discussed the Council request with CLA and also had a conference call with a CLA team based in Florida. The CLA team did provide a quote on services they could provide for a Telecom specific engagement but after our review, their experience with similar engagements was limited. Also, the Telecom specialized staff is located in Florida and it would not be cost effective for this team to perform the work. As another option, we contacted Olsen Thielen & Co., Ltd (OT) regarding this engagement since they currently provide regulatory consulting for Telecom and also have performed the Telecom Financial Audit in the past. OT declined the engagement due to conflicts of interest since they also perform work for Southwest Minnesota Broadband Services (SMBS). However, OT did recommend contacting Kiesling Associates LLP whom OT has partnered with in the past.

After discussions with Kiesling Associates LLP the approach recommended is to engage Kiesling Associates LLP to perform a limited scope Contribution Margin and Bundle Pricing Analysis for the Telecom Fund. This would involve looking at all revenues and expenses running through the Telecom Fund as well as statistics such as customer counts and penetration rates for each service. This will also include pricing reviews and recommendations for retail customers and other parties such as SMBS. Using this information, Kiesling will be able to determine the profitability of each Telecom service and benchmark Windomnet against industry data to make recommendations to management regarding cost saving opportunities and customer pricing.

Attached to this memo is an engagement letter from Kiesling to perform this work. References provided by Kiesling have been contacted and verified. Staff feels this engagement is a good first phase to reviewing the Telecom Fund. The knowledge gained from completing this phase will help determine further procedures that would be beneficial to management. Staff is requesting approval for this engagement for the fees listed in the engagement letter.



8517 Excelsior Drive
Suite 301
Madison, WI 53717-1994

Phone: 608.664.9110
Fax: 608.664.9112
www.kiesling.com

December 18, 2014

Chelsie Carlson, Finance Director/Controller
City of Windom
444 9th Street, P.O. Box 38
Windom, MN 56101

We are pleased to confirm our understanding of the services we are to provide for the City of Windom.

We will assemble, from information provided by management, a contribution margin and bundle pricing analysis for the City of Windom's Municipal CLEC, internet and video operations as of December 31, 2014. We will not express any form of assurance on the analysis or reasonableness of the underlying assumptions.

Contribution margin and bundle pricing analysis involves the computer (or manual) processing of, and the mathematical and other clerical functions related to, the presentation of the analysis, which is based on management's underlying assumptions.

If for any reason we are unable to complete our analysis, we will not submit or issue a schedule on it as a result of this engagement.

The objective is to show profitability by service line and to evaluate how pricing can affect profitability. However, contribution margin and bundle pricing analysis information is not necessarily indicative of the results that may be attained if recommendations are projected forward.

Management is responsible for the contribution margin and bundle pricing analysis and for the assumptions used in the presentation.

In order for us to complete the engagement, management must provide assumptions and past financial information that are appropriate for the presentation of the analysis.

The analysis and distributed schedules are for the use of management only and are not to be distributed to outside users without our consent.

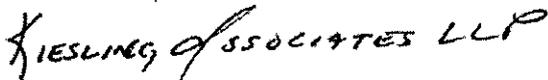
You are responsible for assuming all management responsibilities. You are also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

We expect to begin our assembly on approximately January 7, 2015, and, unless unforeseeable problems are encountered, the engagement should be completed by January 31, 2015.

We estimate that our fees for these services will be as detailed in Attachment A. We hope that the services and schedules provided will develop into additional consulting that management can use to improve operations. If so desired, additional work can be performed at our standard hourly rates or bid at mutually agreed upon fees. You will also be billed for travel, if requested, and other out-of-pocket costs such as schedule production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the assembly. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our assembly schedule. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Anthony Balistreri, Partner
Kiesling Associates LLP

RESPONSE:

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

By: _____

Title: _____

Date: _____

Attachment A

City of Windom
Contribution Margin and Pricing Analysis
January 2015

Trial Balance Mapping and File Set-Up	\$ 900.00
Bundle Design / Pricing Recommendations	\$ 900.00
Correspondence and Internal Conferencing	\$ 500.00
Presentation and Fact Checking	\$ 500.00
Final Presentation to Management	<u>\$ 650.00</u>
Total	<u>\$ 3,450.00</u>

RESOLUTION #2015-

INTRODUCED:

SECONDED:

VOTED: Aye:
 Nay:
 Absent:

**AUTHORIZATION TO ACCEPT A DONATION FROM
DOROTHY VAN NORMAN
TO THE WINDOM LIBRARY FOR THE CHILDREN'S LIBRARY**

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

WHEREAS, the City of Windom has received a donation of \$300.00 from Dorothy Van Norman for the Windom Library; and

WHEREAS, the donation requires that the donation be used for the Children's Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$300.00 offered by Dorothy Van Norman to be used for the Children's Library.

Adopted by the Council this 6th day of January, 2015.

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: Personnel Committee

DATE: December 26, 2014

RE: Recommendations – Labor Agreement Settlement
Supervisory Pay Plan
Part-time, Temporary and Seasonal Pay Schedule

IBEW Labor Agreement

The Personnel Committee held meetings with the International Brotherhood of Electrical Workers (IBEW) business agent and Windom employee representatives to negotiate a renewed labor agreement between the parties. A proposed settlement has been reached for a three-year period and the following are the substantive revisions to the existing agreement.

- 2% general wage increase in 2015, 2016 and 2017
- \$0.25 per hour wage adjustment in 2016 for all employees of the bargaining unit
- \$0.50 per hour wage adjustment for the four electric line workers in 2015 & 2016 and \$0.75 per hour wage adjustment in 2017
- \$0.25 per hour wage adjustment for the four telecom technicians in 2015, 2016 and 2017
- Increase maximum vacation accrual to 230 hours
- Increase reimbursement for safety shoes from \$50 to \$100 annually
- Provide \$0.14 per hour premium payment for Low Voltage Power and Type IV Bio-solids licenses
- Allow employees to accrue up to 60 hours of compensatory time (up from 40 hours) and give employees the ability to cash it out once per year with regular payroll.

The Personnel Committee is recommending the proposed agreement to the City Council for approval (please see attached labor agreement).

Supervisory Pay Plan

Provide a general wage increase for the Supervisory Pay Plan of 2% for 2015. The Personnel Committee is recommending approval of the proposed adjustment to the Supervisory Pay Plan.

Part-time, Temporary and Seasonal Pay Schedule

Staff is requesting an adjustment in this pay schedule as the increases in Minnesota minimum wages have increased competition for part-time, temporary and seasonal workers. Please see attached schedule.

LABOR AGREEMENT
BETWEEN
CITY OF WINDOM
AND THE
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
LOCAL UNION 949

JANUARY 1, 2015 THROUGH DECEMBER 31, 2017

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MASTER LABOR AGREEMENT
BETWEEN
CITY OF WINDOM
AND
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS,
LOCAL UNION 949

ARTICLE I - PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the CITY OF WINDOM, hereinafter called the EMPLOYER, and I.B.E.W. LOCAL UNION 949, hereinafter called the UNION.

- 1.1 It is the intent and purpose of this AGREEMENT to:
 - 1.1.1 Establish an equitable and orderly procedure for the resolution of disputes concerning this AGREEMENT'S interpretation and application; and
 - 1.1.2 Place in written form the parties' agreement upon the rates of pay, hours of work and other terms and conditions of employment contained herein; and
 - 1.1.3 Promote harmonious relations between the EMPLOYER and the UNION.
- 1.2 The EMPLOYER and the UNION, through this AGREEMENT continue and pledge their dedication to the highest quality of public service.

ARTICLE II - RECOGNITION

2.1 The EMPLOYER recognized the UNION as the exclusive representative for:

"All employees of the City of Windom, Minnesota, who are public employees within the meaning of Minnesota Statutes, 179A.03, Subd. 14, excluding supervisory, confidential and all other employees."

2.2 "All other employees" as referred to in Section 2.1 includes essential employees and employees of the Windom City Hospital.

2.3 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

2.4 For the purposes of determining inclusion or exclusion of part-time employees whose job class falls within the definition of the unit, employees must work fourteen (14) or more hours in twenty-six (26) or more weeks per year.

ARTICLE III - DEFINITIONS

- 3.1 UNION: The International Brotherhood of Electrical Workers, Local Union 949.
- 3.2 UNION MEMBER: A member of I.B.E.W., Local Union 949.
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit as described in ARTICLE II of this AGREEMENT.
- 3.4 REGULAR EMPLOYEE: An employee who has completed the required probationary period.
- 3.5 PROBATIONARY EMPLOYEE: An employee who has not completed the required probationary period.
- 3.6 EMPLOYER: The City of Windom
- 3.7 UNION OFFICER: Officer elected or appointed by I.B.E.W., Local Union 949.
- 3.8 BASE PAY RATE: The employee's hourly pay rate exclusive of any other special allowances.
- 3.9 WORK SHIFT: A work period including rest breaks and a lunch break.
- 3.10 REST BREAKS: A rest break shall consist of a fifteen (15) minute paid period.
- 3.11 LUNCH BREAKS: A lunch break shall consist of a sixty (60) minute unpaid period.
- 3.12 RETIREMENT: Shall mean a bona fide retirement as defined by the Minnesota Public Employees Retirement Association (PERA) or an employee's retirement age as defined by the federal Social Security Administration.

ARTICLE IV - EMPLOYER SECURITY

The UNION agrees that during the life of this AGREEMENT it will not cause, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of the EMPLOYER as prohibited by Minnesota Statutes, chapter 179A.

ARTICLE V - EMPLOYER AUTHORITY

- 5.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to establish work schedules and to perform any inherent managerial function not specifically limited by this AGREEMENT.

- 5.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish or eliminate.

ARTICLE VI - UNION SECURITY

- 6.1 Upon receipt of written notice from the UNION, the EMPLOYER agrees to deduct from the wages of employees who authorize such deduction in writing an amount to equal monthly UNION dues. Such monies shall be remitted to the designated officer of the UNION, together with a list of the names of the employees from whose wages deductions were made. Written notice of any change in monthly deductions will be submitted thirty (30) calendar days in advance by the UNION to the EMPLOYER.
- 6.2 The UNION may designate employees from the bargaining unit to act as Stewards and alternates and shall inform the EMPLOYER in writing of such notice and changes in the position of Stewards and/or alternates.
- 6.3 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this Article.
- 6.4 UNION Stewards and representatives shall have access to the premises of the EMPLOYER with the prior approval of the EMPLOYER-designated representative at reasonable times and subject to reasonable rules to investigate and process grievances.

ARTICLE VII - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

7.1 DEFINITIONS OF A GRIEVANCE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of the AGREEMENT.

7.2 UNION REPRESENTATIVES

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated as provided by 6.2 of this AGREEMENT.

7.3 PROCESSING OF A GRIEVANCE

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal work hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a UNION representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal work hours provided that the employee and the UNION representative have notified and received prior approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

7.4 PROCEDURE

Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1: An employee claiming a grievance as defined in Section 7.1, shall, with the employee's UNION representative, present the grievance to the employee's supervisor as designated by the EMPLOYER within five (5) work days after such alleged violation has occurred. The employee's supervisor will discuss and provide an oral answer within five (5) workdays after receipt.

Step 2: In the event that the grievance is not resolved in Step 1, the UNION may present and discuss the written grievance to the EMPLOYER-designated Step 2 representative within five (5) work days of the Step 1 response or be considered waived. The written grievance must include the nature of the grievance, the facts on which it is based, the specific provision(s) of the AGREEMENT allegedly violated and the remedy sought. The EMPLOYER-designated representative shall provide a written response within twenty-one (21) work days after receipt of the Step 2 grievance.

Step 3: In the event that the grievance is not resolved in Step 2, the UNION may submit the grievance to the Minnesota Bureau of Mediation Services within five (5) work days of the Step 2 response or be considered waived. If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within five (5) work days following the EMPLOYER-designated representative's final Step 3 answer.

Step 4: A grievance unresolved in Step 3 and appealed to Step 4 by the UNION may be submitted to arbitration by request for a list of arbitrators made within five (5) work days following the EMPLOYER-designated representative's final Step 3 answer. The request shall be

made to the Minnesota Bureau of Mediation Services which shall provide a list of arbitrators in accordance with its rules. The parties shall determine who strikes first by a flip of the coin with the loser striking first. The parties shall alternately strike names until one (1) name remains on the list. The arbitrator shall be notified of his/her selection by a letter from the parties.

7.5 ARTIBRATOR'S AUTHORITY

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

7.6 WAIVER

If a grievance is not presented or appealed by the UNION within the time limits set forth above, the grievance shall be considered waived. The time limits as stated may be extended upon mutual agreement. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied and may proceed to the next step.

ARTICLE VIII - SAVINGS CLAUSE

In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of the AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

ARTICLE IX - DISCIPLINE

- 9.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:
- a) oral reprimand
 - b) written reprimand
 - c) suspension
 - d) demotion
 - e) discharge
- 9.2 Notice of suspensions, demotions and discharges will be in written form and will state the reasons for the action taken. The UNION shall be proved with the copy of such notice.
- 9.3 Written reprimands, notices of suspension and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. The employee will receive a copy of such reprimands and/or notices.
- 9.4 Employees will not be questioned concerning the investigation of events or circumstances which may lead to disciplinary action unless the employee has been given an opportunity to have a UNION representative present at such meeting.
- 9.5 Prior to taking disciplinary action, if the EMPLOYER requires the employee to meet concerning possible disciplinary action, the employee will be given an opportunity to have a UNION representative present at such meeting.
- 9.6 Grievances relating to this Article shall be initiated by the UNION in Step 2 of the grievance procedure under ARTICLE VII.

ARTICLE X - WORK SCHEDULES

- 10.1 The sole authority in establishing work schedules is the EMPLOYER. The normal work year for full-time employees will be 2,080 hours and shall be accounted for by each employee through:
- a) hours worked on assigned shifts
 - b) assigned training hours
 - c) authorized paid leave time
- 10.2 Nothing contained in this or any other ARTICLE shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.
- 10.3 Full-time employees who work an eight (8) hour day shall receive a rest break of fifteen (15) minutes in the morning and in the afternoon. Part-time employees who work less than an eight (8) hour day shall receive a fifteen (15) minute rest break during each four (4) hour period of work.
- 10.4 Full-time employees shall receive a one (1) hour lunch break during each eight (8) hour day.
- 10.5 The EMPLOYER will give no less than seven (7) calendar days of advance notice to the employees affected by a change in scheduled shifts and to the steward. In the event that work is required because of unusual or emergency circumstances such as, but not limited to, fire, flood, snow, sleet or breakdown of municipal equipment or facilities, no advance notice need be given.
- 10.6 The normal work day for a full-time employee shall be eight (8) hours. The normal work week shall be forty (40) hours Monday through Friday.
- 10.7 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal or annual basis other than the normal work day.
- 10.7.1 The normal work day and work week for Electric Distribution, Telecom and City Hall Administration Departments currently are 8:00 a.m. to 5:00 p.m. with one (1) hour for lunch and a fifteen (15) minute break during each morning and each afternoon Monday through Friday.
 - 10.7.2 The normal work day and work week for the Water and Waste Water Department and Park and Street Department currently are 7:00 a.m. to 4:00 p.m. with one (1) hour for lunch and a fifteen (15) minute break during each morning and each afternoon Monday through Friday.
 - 10.7.3 The normal work day and work week for the Arena Department are based on service needs and currently vary Monday through Sunday to provide the required coverage. Work shifts currently include one (1) hour for lunch and breaks as scheduled.
 - 10.7.4 The normal workday and work week for the Municipal Liquor Store Department are based on service needs and currently vary between the hours of 9:00 a.m. to 10:00 p.m. Monday through Saturday to provide the required coverage. Work shifts currently include one (1) hour for lunch and breaks as scheduled.
- 10.8 Service to the public may require the establishment of regular work weeks during which work is scheduled on Saturdays and/or Sundays.

10.9 The normal work day and the normal work week for part-time employees will be scheduled by the EMPLOYER in accordance with service needs.

ARTICLE XI - OVERTIME

- 11.1 Regular, full-time employees will be compensated at one-and-one-half (1-1/2) times the employee's regular base pay rate for hours worked in excess of forty (40) hours in a seven (7) day period. Changes of shifts do not qualify an employee for overtime under this Article.
- 11.2 For the purpose of computing overtime compensation overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- 11.3 Overtime will be calculated to the nearest fifteen (15) minutes.
- 11.4 Employees have the obligation to work overtime or call backs if requested by the EMPLOYER unless unusual circumstances prevent the employee from so working.
- 11.5 At the discretion of the EMPLOYER-designated representative, employees may be paid for overtime worked in accordance with Section 11.1 or be allowed to use compensatory time off in accordance with Section 11.1. Accrual and use of compensatory time off shall be subject to the prior approval of the EMPLOYER and accrual shall not exceed sixty (60) hours without EMPLOYER or EMPLOYER-designated representative approval. Employees shall have the option to cash out compensatory time once per calendar year with said payment made in conjunction with normal payroll.
- 11.6 Employees at the Community Center will be compensated at one-and one-half (1-1/2) times the employee's regular base rate for any shift exceeding eight (8) hours.

ARTICLE XII - SENIORITY

- 12.1 Seniority rosters shall be maintained by the EMPLOYER as follows:
- 12.1.1 EMPLOYER seniority will be determined by the employee's length of continuous service with the City of Windom.
 - 12.1.2 Bargaining unit seniority will be determined by the employee's length of continuous service in all positions covered by this AGREEMENT.
 - 12.1.3 Job classification seniority will be determined by the employee's length of continuous service in a position covered by this AGREEMENT.
- 12.2 The EMPLOYER will provide the UNION with an updated seniority roster annually.
- 12.3 Employees who separate from employment shall lose their seniority except when such separation is due to lay-off. An employee shall be considered separated from employment in cases of: resignation, retirement, discharge and unauthorized absence for a period of three (3) or more consecutive work days.
- 12.4 An employee who is rehired following separation from employment shall be considered a new employee for purposes of seniority.
- 12.5 An employee who has been suspended without pay for thirty (30) or more work days shall have his/her seniority date reduced by the number of work days on suspension without pay. An employee who has been found to have been suspended without pay or discharged without cause shall have his/her seniority reinstated.
- 12.6 An employee who has completed the probationary period shall have his/her seniority dates established retroactively.
- 12.7 An employee who is injured while on duty shall retain and continue to accrue seniority while on paid or unpaid approved leave of absence due to such injury. For purposes of progression through the wage schedule, unpaid approved leaves of absence shall not be credited and the employee's anniversary review date shall be set forward by the amount of time on unpaid leave of absence. When an employee who has been injured on duty returns to work, he/she shall be credited with seniority accrued while on paid or unpaid approved leave of absence due to such injury.

ARTICLE XIII - LAY OFF AND RECALL

- 13.1 The EMPLOYER shall be the sole authority in determining which job classification(s) and department(s) are to be affected by a lay off. Employees shall be laid off on the basis of job classification and seniority only when the job relevant qualification factors between employees are equal. In case job classification seniority between two (2) employees is equal, employer seniority shall prevail.
- 13.2 Employees laid off by the EMPLOYER shall retain recall rights for a period of twelve (12) months from the date of layoff. If an opening occurs in the job classification from which the employee was laid off within the twelve (12) month recall period, the employee with greater job classification seniority will be recalled to fill that position provided that at the time of recall, the employee has maintained the job-relevant qualifications required by the EMPLOYER. It shall be the employee's responsibility to keep the EMPLOYER informed of the employee's current address. The EMPLOYER shall notify employees on layoff to return to work by certified mail. The employee must return to work within two (2) weeks of receipt of this notification to be eligible for re-employment. If the EMPLOYER does not receive confirmation of receipt of this notice within thirty (30) calendar days of sending it by certified mail, the EMPLOYER may fill the vacant position to which the employee was recalled and the employee loses recall rights to that position.

ARTICLE XIV - PROBATIONARY PERIOD

- 14.1 The probationary period for a newly hired or promoted full-time employee shall extend six (6) months from the date of hire or promotion.
- 14.2 The probationary period for a newly hired or promoted part-time employee shall extend one thousand and forty (1,040) hours from the date of hire or promotion.
- 14.3 A probationary full-time employee shall accrue vacation and sick leave beginning the date of hire. Earned sick leave and the floating holiday may not be used by a newly hired probationary employee until after completion of the probationary period. Earned vacation may not be used by a newly hired probationary employee until after completion of the probationary period.
- 14.4 During the probationary period, a newly hired or rehired employee may be discharged at the sole discretion of the EMPLOYER. During the probationary period, a promoted or transferred employee may be replaced in the position previously held at the discretion of the EMPLOYER. A promoted or transferred employee may elect to return to the position previously held within thirty (30) calendar days of transfer or promotion.

ARTICLE XV - JOB POSTING

- 15.1 Job vacancies within the designated bargaining unit will be posted for five (5) work days prior to the filling of such vacancies.
- 15.2 EMPLOYER seniority will be the determining criterion for transfers and promotions within the bargaining unit only when the job-relevant qualification factors between employees are equal as determined by the EMPLOYER.
- 15.3 To be considered for a job vacancy, an employee must:
 - 15.3.1 apply for the job opening in the manner specified in the job posting
 - 15.3.2 meet the job-relevant qualifications and other conditions of employment for the job classification as determined by the EMPLOYER.
 - 15.3.3 be performing satisfactorily in the employee's current position as determined by the EMPLOYER.
- 15.4 Employees shall be promoted or transferred on the basis of job-relevant qualifications as determined by the EMPLOYER and seniority. In the event that the job-relevant qualifications of employees are equal as determined by the EMPLOYER, bargaining unit seniority shall prevail.
- 15.5 An employee who is promoted or transferred shall be subject to the conditions of ARTICLE XIV- PROBATIONARY PERIOD.
- 15.6 EMPLOYER seniority will be the determining criterion for transfers and promotions within the bargaining unit only when the job-relevant qualification factors between employees are equal as determined by the EMPLOYER.

ARTICLE XVI - HOLIDAYS

16.1 Full-time employees shall be compensated for the following holidays which shall consist of eight (8) hours except as otherwise noted:

New Year's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	
Martin Luther King Day	One (1) Floating Holiday

16.2 In the event that an eight (8) hour holiday falls on a Sunday, the following Monday shall be observed as the holiday. In the event that an eight (8) hour holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. In the event that Christmas falls on a Saturday, the preceding Friday shall be observed as the Christmas holiday and the preceding Thursday shall be observed as the Christmas Eve holiday. In the event that Christmas falls on a Sunday, the following Monday shall be observed as the Christmas holiday and the preceding Friday shall be observed as Christmas Eve. In the event Christmas falls on a Monday, the preceding Friday will be observed as the Christmas Eve holiday.

16.3 Employees shall be required to work their last regularly scheduled work day prior to the holiday and their next regularly scheduled work day following the holiday in order to receive holiday pay unless the employee has an approved absence due to illness or injury or is on approved vacation leave.

16.4 The floating holiday will be scheduled with the prior approval of the EMPLOYER-designated representative. If the floating holiday is not utilized by an employee prior to the employee's termination from employment, the employee will not be paid for it. Floating holiday shall not be carried over from one calendar year to the next if not used by the employee in the year it was earned. To be eligible for the floating holiday, a newly hired employee must have completed the probationary period.

16.5 An employee who is required by the EMPLOYER to work on a designated holiday will be paid at the rate of one and one-half (1-1/2) times the employee's base pay rate for actual hours worked. The employee will also receive pay for the holiday in accordance with Section 16.1 at the employee's base pay rate.

ARTICLE XVII – VACATION

17.1 For employees hired prior to December 31, 2008, the vacation accrual rate will change on January 1 of each year based on the number of years of service according to the schedule herein. The vacation accrual rate for employees hired after December 31, 2008 will change annually upon the anniversary of their hire date according to the schedule herein.

- Starting in 2015 the maximum vacation that may be carried over and/or accrued at any time is limited to 230 hours. Upon separation by resignation, death, serious illness or retirement the maximum pay out of vacation time shall be 80 hours.

NOTE : Employees reaching the maximum accrual level of 230 hours at any time within the term of this agreement shall not accrue or have credited to their account any additional vacation time until their vacation balance is under the maximum allowed herein.

Vacation may be used as it is accrued, but not in anticipation of accruals. No vacation may be used before completion of the probationary period.

Regular, full-time employees shall accumulate paid vacation in accordance with the following schedule based on completion of years of continuous service:

<u>YEARS OF CONTINUOUS SERVICE COMPLETED</u>	<u>HOURS OF VACATION</u>
1 Year	40 hours (3.33 hrs per month)
2 Years	80 hours (6.67 hrs per month)
5 Years	120 hours (10.00 hrs per month)
8 Years	128 hours (10.67 hrs per month)
9 Years	136 hours (11.33 hrs per month)
10 Years	144 hours (12.00 hrs per month)
11 years	152 hours (12.67 hrs per month)
12 Years	160 hours (13.33 hrs per month)
13 years	168 hours (14.00 hrs per month)
14 Years	176 hours (14.67 hrs per month)
15 Years	184 hours (15.33 hrs per month)
16 Years	192 hours (16.00 hrs per month)
17 years	200 hours (16.67 hrs per month)

- 17.2 Part-time employees who are regularly scheduled to work forty (40) hours or more in a payroll period shall accumulate paid vacation on a pro-rata basis in accordance with the accrual schedule established in Section 17.1.
- 17.3 Time on suspension without pay, unpaid leave of absence or lay off shall not be counted in accruing vacation.
- 17.4 ~~Vacation shall be used in the year following the year in which it was accrued.~~ No vacation may be used before completion of an employee's probationary period.
- 17.5 The times during which vacation may be used must be approved in advance by the Department Head or designee. Scheduled vacations are subject to postponement by the EMPLOYER or EMPLOYER-designated representative in case of emergency.
- 17.6 In determining vacation schedules, the Department Head shall consider the following:
- 17.6.1 First, the service needs of the EMPLOYER.
- 17.6.2 Second, the wishes of the employees in regard to vacation dates and preference for vacation periods for the coming calendar year.

- 17.7 Preference for vacation periods for the coming year shall be made known to the EMPLOYER or the EMPLOYER-designated representative before May 1 of each calendar year. In the case of conflict for a preferred vacation period(s), the employee with greater EMPLOYER seniority will be given preference. After May 1, vacation scheduling will be on a "first come, first served" basis.
- 17.8 Split vacations may be taken at the discretion of the Department Head.
- ~~17.9 Vacation time shall be forfeited if not used by the end of the year in which it was to be taken except as provided herein. Vacation to a maximum of eighty (80) hours per year may be carried over into the following calendar year only with the prior approval of the Department Head. Under no circumstances may an employee waive vacation right for the purpose of earning double pay.~~
- 17.9 Cash payment subject to the approval of the EMPLOYER may be made to the employee or the employee's estate for accrued unused vacation only in the event of the employee's separation from employment due to sickness, injury or death.
- 17.10 Employees who have completed a minimum of one (1) year of continuous service and who resign in good standing with two (2) weeks of advance notice shall be compensated for vacation benefits earned and not used at the time of separation. Accrued, unused vacation leave shall be calculated to the nearest hour per month at the employee's base pay rate which is in effect at the time of termination. Credit for the month in which the employee leaves will be given only when the employee is on paid status through the fifteenth of that month.
- 17.11 When a holiday as designated in ARTICLE XVI - HOLIDAYS Section 16.1 (except for the floating holiday) occurs during an employee's vacation, the employee shall be allowed to schedule an additional work day off with pay with the prior approval of the Department Head.

ARTICLE XVIII - SICK LEAVE

- 18.1 Regular, full-time employees shall earn sick leave at the rate of eight (8) hours per month to a maximum of one thousand (1000) hours.
- 18.2 Employees who are employed before the fifteenth of the month shall accrue eight (8) hours of sick leave for that month. Employees hired after the fifteenth of the month shall not accrue sick leave until the following month.
- 18.3 Employees who are granted a leave of absence with pay shall continue to earn sick leave at the regular prescribed rate. Sick leave cannot be earned for leaves without pay except when required in accordance with state and federal laws for military leave.
- 18.4 Paid sick leave may be granted only if it has been earned and it shall be deducted from accrued sick leave in hourly increments. Any fraction of an hour of sick leave expended shall be considered as a whole hour of sick leave over the term of the sick leave or recuperation period.
- 18.5 To be eligible for sick leave payment, an employee must notify the EMPLOYER-designated representative as soon as possible in order to enable the EMPLOYER to plan to meet service needs. The employee must keep the EMPLOYER-designated representative informed of the approximate date of the employee's return to work.
- 18.6 Sick leave may be utilized by an employee when the employee is incapacitated due to sickness or injuries. Employees may also use sick leave for the illness of their children for such reasonable periods as the employee's attendance with the child may be necessary.
- 18.7 No sick leave will be allowed for time off due to an injury incurred while working for another employer.
- 18.8 Sick leave usage shall be subject to approval and verification by the EMPLOYER.
- 18.9 In case of serious illness or death of a member of the employee's immediate family, the amount of sick leave which may be granted will be up to a maximum of five (5) work days or forty (40) duty hours per occasion. This maximum shall not apply to the illness of an employee's child or stepchild. The employee is required to provide notice of sick leave to the EMPLOYER-designated representative as soon as possible and must keep that representative informed of the date that the employee expects to return to work.
- 18.10 The term "immediate family" shall include; the employee's spouse, parents, siblings, children, step-children, grandchildren, and spouse's parents.

ARTICLE XIX - JURY DUTY

- 19.1 An employee absent from work because of jury service shall be paid his or her regular base salary by the EMPLOYER with the understanding that at the completion of the jury service, the employee shall present the check for such jury service to the EMPLOYER. The EMPLOYER shall reimburse the employee for mileage and any other expenses which have been included in the check for jury service.
- 19.2 An employee shall notify the EMPLOYER-designated representative in advance of the required reporting time for jury service.
- 19.3 An employee who is excused from jury service prior to the end of the employee's duty shall return to work.
- 19.4 In the event that an employee leaves the City's employment prior to completion of jury service, the EMPLOYER shall deduct the appropriate amount of reimbursement which the employee is owed for jury service from the employee's final paycheck and benefits.

ARTICLE XX - SEVERANCE PAY

20.1 A regular, full-time employee who is separated from employment due to retirement or death shall receive severance in an amount to be calculated at the employee's base pay rate upon retirement or death for fifty percent (50%) of the employee's accrued, unused sick leave to a maximum of five hundred (500) hours.

20.2 All employees who qualify for a Severance Benefit under Article XX Section 20.01 of the Labor Agreement shall have the full amount of said accumulated sick leave as defined in Article XX Section 20.01, remitted by the employer to the Minnesota State Retirement System to be deposited to the Post Retirement Health Care Savings Plan for the employee as authorized and governed by Minnesota Status Section 352.98. The employee will not have the option of receiving these funds in cash or having them applied for any purpose other than as stated above.

No Employer contribution shall be made to the said plan, and the Employer shall have no responsibility or liability for management or disbursement of any funds remitted to the Plan.

20.3 Upon retirement employees may continue to participate in the existing group health insurance program offered by the Employer for a term equal to that allowed under the federal COBRA laws.

ARTICLE XXI - CALL BACK

- 21.1 An employee who is called back to duty during the employee's scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times the employee's base pay rate.
- 21.2 An employee on call back is considered to be on duty for the full two (2) hours. Additional call backs received within the same two (2) hour call back period do not qualify for additional call back pay.
- 21.3 Language in Section 21.1 will apply to the Street Department.

ARTICLE XXII - STANDBY

- 22.1 An employee who is scheduled to stand by during the employee's scheduled off-duty time shall be compensated for ten (10) hours at one and one-half (1-1/2) times the employee's regular base pay rate for each seven (7) calendar day period during which the employee is on standby status.
- 22.2 Employees in the Water/Wastewater Department who are assigned by the EMPLOYER to perform duties to monitor the Water/Wastewater system shall receive ~~an additional two (2) hours of pay at one and one half (1-1/2) times the employee's regular base pay rate and~~ the following Friday off with pay for each week they are on standby status.

ARTICLE XXIII - MILITARY LEAVE OF ABSENCE

Military leaves of absence will be administered in accordance with applicable laws.

ARTICLE XXIV – WORKERS’ COMPENSATION SUPPLEMENT

- 24.1 An employee who is injured in the performance of the employee's job duties and who is eligible to receive Workers' Compensation benefits may at the employee's discretion receive a supplement to the Workers' Compensation benefit as follows:
 - 24.1.1 The employee shall retain the Workers' Compensation benefits and shall receive from the EMPLOYER a supplement to be deducted from earned accrued sick leave, earned accrued vacation leave and accrued compensatory time off provided that the employee has such leave available.
 - 24.1.2 The amount to be deducted from the employee's earned accrued sick leave, earned accrued vacation leave and accrued compensatory time shall be the difference between the Workers' Compensation benefits and compensation for the employee's normal work day or work week.
 - 24.1.3 Under no circumstances shall an employee who receives Workers' Compensation benefits and the supplement noted in Section 24.1.1 and 24.1.2 receive compensation which is in excess of the employee's normal work day or normal work week.
- 24.2 An employee may at the employee's discretion receive the supplement noted in Section 24.1.1 and 24.1.2 as deducted from the employee's earned accrued sick leave, earned accrued vacation leave and accrued compensatory time off until sick leave is exhausted. At such time, the supplement shall cease and the employee shall receive only the Workers' Compensation benefits.

ARTICLE XXV - INSURANCE

- 25.1 The EMPLOYER will pay 75% of the premium cost for group health insurance for each full-time employee who selects either single or family coverage. The employee will pay the remaining 25% of the premium cost.
- 25.2 It is understood that the EMPLOYER'S only obligation is to pay the EMPLOYER contribution for group insurance premiums as agreed to herein. The EMPLOYER is not liable for claims as a result of a denial of insurance benefits by an insurance carrier.

ARTICLE XXVI - RIGHT OF SUBCONTRACT

- 26.1 Nothing in this AGREEMENT shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this AGREEMENT.
- 26.2 The EMPLOYER will provide the UNION with an opportunity to meet and confer as defined by M.S. 179A.01, Subd. 10 prior to subcontracting.

ARTICLE XXVII - RESIGNATION

- 27.1 Two (2) weeks of prior notice shall constitute proper notice for an employee who is planning to resign in good standing.
- 27.2 Employees who leave without notice as provided herein shall forfeit any accumulated leave time they may have earned and shall be entitled to no other compensation other than the regular salary due on the date last worked.

ARTICLE XXVIII - WAIVER

- 28.1 Any and all prior agreements, resolutions, practices, rules and regulations regarding terms and conditions of employment, to the extent consistent with the provisions of this AGREEMENT, are hereby superseded.
- 28.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in the AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered in this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE XXIX - SAFETY

The EMPLOYER will provide all initial and replacement flame retardant clothing as required by the City. Replacement clothing is subject to Department Head approval.

Safety shoes are required to be worn as personal protective equipment while on duty in the Water, Wastewater, Electric, Street & Parks and Telecommunications Departments. Safety shoes shall meet OSHA standards. The City will reimburse employees up to \$100.00 annually for the purchase of OSHA approved safety shoes.

ARTICLE XXX - DURATION

This AGREEMENT shall be effective as of January 1, 2015, and shall remain in full force and effect until December 31, 2017.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this ____ day of _____

FOR THE CITY OF WINDOM:

FOR THE UNION:

APPENDIX E

NOTES REGARDING WAGE SCHEDULES

- A. The preceding wage schedules for 2015, 2016 and 2017 shall not constrain the EMPLOYER from hiring an employee at any step in the schedule.
- B. Temporary employees employed for no more than 960 hours per calendar year either in a full-time or part-time capacity will be paid at an hourly rate as determined by the EMPLOYER for the term of their employment. Such employees will not be eligible for any rights or benefits under this AGREEMENT including ARTICLE VII-EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE.
- C. Progression through the step schedule on January 1 of each calendar year shall require satisfactory performance as determined by the EMPLOYER, but nothing will prevent accelerated movement throughout the step schedule at the discretion of the EMPLOYER. Part-time employees included in the bargaining unit in accordance with ARTICLE II - RECOGNITION shall be eligible for step increases on a calendar year basis.
- D. Pay for licenses for employees as defined below shall be as follows for 2015, 2016 and 2017:

Class B License (\$1.07/hour) – Water\Wastewater

Class C License (\$0.50/hour) – Water\Wastewater

Class D License (\$0.25/hour) – Water\Wastewater

*Type IV Bio-solids License (\$0.14/hour) – Water\Wastewater

*Low Power License (\$0.14/hour) - Telecom

Compensation for licenses for water\wastewater department employees may be for either or both water and wastewater licenses, if dual licenses are held by the same employee. The purpose of this is to promote cross-training and certifications. Employees will be paid for the highest license held by that employee in each area (water and\or wastewater), but pay shall not be compounded or pyramided (e.g. pay for the D + C + B licenses within water or wastewater).

* These licenses shall be limited to one employee per identified department or to as many as licenses as required by law.

MEMORANDUM OF UNDERSTANDING

**Between the City of Windom and
International Brotherhood of Electrical Workers
Local #949
For Adoption of the Health Reimbursement
Arrangement for Active Employees**

WHEREAS, The City of Windom (the CITY) and the International Brotherhood of Electrical Workers (IBEW) Local 949 (the UNION), have negotiated a 2005 Collective Bargaining Agreement; and

WHEREAS, the CITY has requested the UNION consider adoption of a Health Reimbursement Arrangement for Active Employees in the bargaining unit.

NOW THEREFORE BE IT RESOLVED, the CITY and the UNION hereby mutually agree to change ARTICLE XXV-INSURANCES to read as follows:

Establishment of VEBA with Health Reimbursement Arrangement for Active Employees

25.1 **Establishment of VEBA**: Effective January 1, 2005, the CITY shall adopt the Minnesota Service Cooperatives VEBA Plan and the Employee Benefits Trust Agreement for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. The CITY and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c)(9) of the Internal Revenue Code. It is further intended that the benefits offered through the VEBA Plan and Trust satisfy the requirement of Revenue Ruling 2202-41 (June 26, 2002) and IRS Notice 2002-45 (June 26, 2002)

25.2 **Benefits provided through the VEBA**. The CITY shall provide the following welfare benefit arrangement through the VEBA Plan:

The Health Reimbursement Arrangement for Active Employees.

25.3 **Payment of Fees**. The CITY will pay for annual enrollment fees for active employees enrolling in the VEBA and/or Section 125 Plans, and for administrative fees allocable to individual accounts of active employees. Investment fees allocable to individual accounts of active employees shall be paid from the account. Administrative and investment fees allocable to the individual accounts of former employees, including retirees, shall be paid from individual accounts. Administrative and investment fees shall be paid from individual accounts of all participants in the event the VEBA Plan is terminated.

25.4 **City Contributions to the Health Reimbursement Arrangement for Active Employees:**

A. **Contributions to the Active Employees' Plan**: The CITY will make a monthly contribution to the individual accounts under the Health Reimbursement Arrangements for Active Employees for qualifying employees who are members of this Collective Bargaining Agreement in accordance with the following schedule:

\$76.00 for each qualified employee who elects single coverage under the group health plan described in 19.4B; and

\$142.00 for each qualified employee who elects family coverage under the group health plan described in 19.4B.

In 2005 only, the July through December monthly contributions will be made to individual accounts in January 2005. The January through June monthly contributions will be made to individual accounts beginning in January of 2005.

- B. **High Deductible Group Health Plan:** The CITY shall make available the high deductible group health plan described as Plan #830 in the summary attached hereto. With respect to qualifying employees who are members of this Collective Bargaining Agreement, starting 2005 the CITY shall contribute an amount of \$209 towards the monthly premium cost for single group health coverage, and \$594 towards the monthly premium cost for family group health coverage. The qualifying employees will contribute \$88.50 toward the monthly premium cost for single group health coverage, or \$200 toward the monthly premium cost for family group health coverage.

For coverage years subsequent to 2005, the CITY and each qualified employee will increase its' contributions equivalent to the percent increase in insurance premiums. In the event of a premium decrease, the amount of the decrease will be applied the amount of premium paid proportionally to the City (75%) and Employee (25%).

- C. **Grants:** The City agrees to pass through each individual employee's account, unit incentive program grants received from the SW\WC.

- 25.5 Full-time regular employees will be eligible to participate in the City's insurance program. All seasonal, temporary and intermittent employees and regular part-time employees will not qualify for insurance coverage.
- 25.6 It is understood that the Employer's only obligation is to pay the Employer's contribution for group insurance premiums as agreed to herein. The Employer is not liable for claims as a result of a denial of insurance benefits by an insurance carrier.
- 25.7 The City shall pay the premium for PERA Life Insurance.

All remaining terms and conditions of the 2005 Collective Bargaining Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereto caused this agreement to be executed this _____ day of _____, 2015.

CITY OF WINDOM

IBEW LOCAL #949

BY: _____
Corey Maricle, Mayor

BY: _____
IBEW Representative

BY: _____
Steven Nasby, City Administrator

2014 - 2015 Supervisory Wage Rates

Grade	2014		2015		2014		2015		2014		2015	
	Step 1	% Gen Wage	Step 2	% Gen Wage	Step 3	% Gen Wage	Step 4	% Gen Wage	Step 1	% Gen Wage	Step 2	% Gen Wage
1	\$11.54		\$11.83		\$12.10		\$12.41		\$11.54		\$11.77	
2	\$12.20		\$12.50		\$12.79		\$13.13		\$12.20		\$12.44	
3	\$12.85		\$13.18		\$13.49		\$13.82		\$12.85		\$13.11	
4	\$13.53		\$13.86		\$14.19		\$14.55		\$13.53		\$13.80	
5	\$14.19		\$14.55		\$14.88		\$15.24		\$14.19		\$14.47	
6	\$14.88		\$15.21		\$15.57		\$15.95		\$14.88		\$15.16	
7	\$15.51		\$15.88		\$16.27		\$16.67		\$15.51		\$15.82	
8	\$16.16		\$16.57		\$16.96		\$17.37		\$16.16		\$16.48	
9	\$16.83		\$17.25		\$17.65		\$18.08		\$16.83		\$17.17	
10	\$17.48		\$17.93		\$18.34		\$18.80		\$17.48		\$17.83	
11	\$18.16		\$18.59		\$19.03		\$19.50		\$18.16		\$18.52	
12	\$18.81		\$19.28		\$19.74		\$20.21		\$18.81		\$19.19	
13	\$19.49		\$19.98		\$20.42		\$20.93		\$19.49		\$19.88	
14	\$20.14		\$20.62		\$21.15		\$21.63		\$20.14		\$20.54	
15	\$20.79		\$21.30		\$21.83		\$22.33		\$20.79		\$21.21	
16	\$21.47		\$21.99		\$22.51		\$23.06		\$21.47		\$21.90	
17	\$22.12		\$22.66		\$23.22		\$23.75		\$22.12		\$22.56	
18	\$22.79		\$23.34		\$23.90		\$24.50		\$22.79		\$23.25	
19	\$23.44		\$24.02		\$24.58		\$25.19		\$23.44		\$23.91	
20	\$24.11		\$24.69		\$25.30		\$25.91		\$24.11		\$24.59	
21	\$28.32		\$29.00		\$29.70		\$30.41		\$28.32		\$28.89	
22	\$32.99		\$33.79		\$34.62		\$35.45		\$32.99		\$33.65	
23	\$38.28		\$39.20		\$40.17		\$41.13		\$38.28		\$39.05	

Grade	2014		2015		2014		2015		2014		2015	
	Step 5	% Gen Wage	Step 6	% Gen Wage	Step 7	% Gen Wage	Step 8	% Gen Wage	Step 5	% Gen Wage	Step 6	% Gen Wage
1	\$12.70		\$13.00		\$13.32		\$13.64		\$12.70		\$12.95	
2	\$13.43		\$13.76		\$14.08		\$14.43		\$13.43		\$13.70	
3	\$14.15		\$14.51		\$14.84		\$15.21		\$14.15		\$14.43	
4	\$14.88		\$15.24		\$15.62		\$15.99		\$14.88		\$15.18	
5	\$15.62		\$15.99		\$16.35		\$16.77		\$15.62		\$15.93	
6	\$16.32		\$16.74		\$17.14		\$17.55		\$16.32		\$16.65	
7	\$17.07		\$17.47		\$17.90		\$18.33		\$17.07		\$17.41	
8	\$17.79		\$18.22		\$18.67		\$19.13		\$17.79		\$18.15	
9	\$18.52		\$18.96		\$19.42		\$19.90		\$18.52		\$18.89	
10	\$19.27		\$19.69		\$20.19		\$20.68		\$19.27		\$19.66	
11	\$19.97		\$20.46		\$20.94		\$21.47		\$19.97		\$20.37	
12	\$20.72		\$21.20		\$21.70		\$22.23		\$20.72		\$21.13	
13	\$21.43		\$21.96		\$22.48		\$23.01		\$21.43		\$21.88	
14	\$22.16		\$22.68		\$23.25		\$23.78		\$22.16		\$22.60	
15	\$22.89		\$23.44		\$24.01		\$24.58		\$22.89		\$23.35	
16	\$23.61		\$24.18		\$24.76		\$25.35		\$23.61		\$24.08	
17	\$24.33		\$24.91		\$25.52		\$26.14		\$24.33		\$24.82	
18	\$25.08		\$25.67		\$26.29		\$26.93		\$25.08		\$25.58	
19	\$25.78		\$26.41		\$27.04		\$27.69		\$25.78		\$26.30	
20	\$26.54		\$27.18		\$27.82		\$28.48		\$26.54		\$27.07	
21	\$31.15		\$31.92		\$32.68		\$33.46		\$31.15		\$31.77	
22	\$36.35		\$37.17		\$38.11		\$39.06		\$36.35		\$37.08	
23	\$42.17		\$43.12		\$44.21		\$45.31		\$42.17		\$43.01	

Grade	2014		2015		2014		2015		2014		2015	
	Step 9	% Gen Wage	Step 10	% Gen Wage	Step 11	% Gen Wage	Step 12	% Gen Wage	Step 9	% Gen Wage	Step 10	% Gen Wage
1	\$13.97		\$14.29		\$14.66		\$15.38		\$13.97		\$14.25	
2	\$14.77		\$15.13		\$15.49		\$15.86		\$14.77		\$15.07	
3	\$15.57		\$15.95		\$16.32		\$16.74		\$15.57		\$15.88	
4	\$16.35		\$16.77		\$17.18		\$17.58		\$16.35		\$16.68	
5	\$17.18		\$17.58		\$18.01		\$18.46		\$17.18		\$17.52	
6	\$17.98		\$18.40		\$18.84		\$19.31		\$17.98		\$18.34	
7	\$18.78		\$19.24		\$19.67		\$20.33		\$18.78		\$19.16	
8	\$19.57		\$20.04		\$20.54		\$21.02		\$19.57		\$19.98	
9	\$20.37		\$20.86		\$21.37		\$21.88		\$20.37		\$20.78	
10	\$21.19		\$21.68		\$22.20		\$22.74		\$21.19		\$21.61	
11	\$21.98		\$22.51		\$23.03		\$23.74		\$21.98		\$22.42	
12	\$22.78		\$23.32		\$23.89		\$24.45		\$22.78		\$23.24	
13	\$23.57		\$24.15		\$24.73		\$25.33		\$23.57		\$24.04	
14	\$24.37		\$24.97		\$25.58		\$26.17		\$24.37		\$24.86	
15	\$25.17		\$25.77		\$26.41		\$27.04		\$25.17		\$25.67	
16	\$25.98		\$26.60		\$27.25		\$27.90		\$25.98		\$26.50	
17	\$26.78		\$27.41		\$28.08		\$28.77		\$26.78		\$27.32	
18	\$27.57		\$28.23		\$28.92		\$29.61		\$27.57		\$28.12	
19	\$28.37		\$29.06		\$29.75		\$30.48		\$28.37		\$28.94	
20	\$29.18		\$29.89		\$30.61		\$31.34		\$29.18		\$29.76	
21	\$34.26		\$35.09		\$35.96		\$36.83		\$34.26		\$34.95	
22	\$40.03		\$41.03		\$42.06		\$43.10		\$40.03		\$40.83	
23	\$46.43		\$47.60		\$48.80		\$49.99		\$46.43		\$47.36	

Non-union part-time, temporary and seasonal Pay Schedule – January 2015

Hiring Range	\$9.00 to \$10.00	per hour
1 Year	up to \$10.50	per hour
2 Year	up to \$10.75	per hour
3 Year	up to \$11.00	per hour
4+ Years	up to \$11.25	per hour



WINDOM POLICE DEPARTMENT

PO BOX 38, 444 NINTH STREET

WINDOM, MN 56101

Scott Peterson, Chief

PHONE: (507)831-6134 / FAX: (507)831-1957



December 31, 2014

Dear Mayor and City Council Members:

I am writing this letter to request that Brian Flynn be approved for employment as a Windom Police Officer, pending successful passage of final employment tests.

Brian is from Hopkins, MN and graduated from Hopkins High School. He possesses a Bachelor of Science Degree in Criminal Justice from Winona State University and a Skills Certificate from Alexandria Technical College. Currently, he is employed as a Security Officer for the University of Minnesota Health- Fairview Riverside Facility.

We feel that Brian will be an excellent addition to our staff. Thank you for your consideration of this request.

Sincerely,

Scott Peterson, Chief of Police

WINDOM PRIORITIES (STRATEGIES) – Annual Report (2014)

In December 2012 the City Council adopted a long range plan. To continue moving forward it is important to track progress. Below are the 5 goals identified within the Plan and this reporting form will be used to identify activities undertaken that are consistent with the plan.

- | | |
|------------------------------------|---|
| I. Community Pride | A positive image and reputation developed by a progressive and active community. |
| II. Community Vitality | Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square. |
| III. Organizational Culture | Provide high quality public services. |
| IV. Public Facilities | Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan. |
| V. Natural Resources | Utilize and market the value and beauty of our land and geography. |

Department Name: **ADMINISTRATION**

- 1. Goal: Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.**

Activity Description: The Mayor appointed and the City Council approved an ad hoc committee to research the possibilities of constructing a new Fire Hall and space for the Windom Ambulance Service. A preferred site has been selected, Request for Proposals for Architectural Services has been developed and is being advertised.

- 2. Goal: Provide high quality public services.**

Activity Description: The City's property tax levy was held to a 0% change from 2013; the 2013 audit report was received showing the City's financial position to be positive and the budget for 2014 appears to be on target thus enabling the City to provide high quality services efficiently .

- 3. Goal: Provide high quality public services.**

Activity Description: The City Council approved \$425,000 in bond funding for a new Rescue\Pumper Truck for the Fire Department to replace an obsolete unit. This unit will come on-line in 2015. Approximately \$25,000 will be used for new SCBA units.

WINDOM PRIORITIES (STRATEGIES) – Annual Report (2014)

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- | | |
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Department Name: Building & Zoning Office

Activity Description - I. Community Pride - Goal: A Positive Image

1) Activity Description: Made arrangements for the mailing of public nuisance reminders in spring and fall utility billings. Inspected over 50 properties for alleged public nuisance violations, sent letters, and completed follow-up compliance inspections. Received two hearing requests and scheduled hearings before Windom Nuisance Board, sent follow-up letters notifying property owners of Board's findings, and completed follow-up compliance ~~Goal~~ inspections. Began review with the Planning Commission of the City's fence ordinance and public nuisance ordinance. Review will be completed in 2015.

2) Activity Description:

Goal: _____

3) Activity Description:

WINDOM PRIORITIES (STRATEGIES) – Annual Report (2014)

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Department Name: City Hall Office/Finance

- 1) **Activity Description:** Collaborated with Parks/Rec to implement online registration for recreation programs, swimming passes, and swimming lessons. This provided added convenience to residents and was well received.

Goal: Deliver high quality public service

- 2) **Activity Description:** -
-Assisted school in identifying and obtaining funding sources for Every 15 Minute Program
-Collaborated with school to enhance Council Chambers presentation equipment and publicize School Board meetings
-Added School election to City election ballot and also grew program to include student judges at the election.

Goal: Build strong relationships and collaborative partnerships with other governmental offices, schools, the business community, and community groups.

- 3) **Activity Description:** Cleaned-up and remodeled City Hall Office. This provides well-kept and clean atmosphere for all customers and visitors, improves community appearance, and provides better first impression to new residents.

Goal: A positive image for City of Windom/Deliver high quality public services.

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Department Name: WINDOM Community Center

1) Activity Description:

Keeping WCC the top Venue
to have large Weddings and Meetings. Strive to get
all possible rental surveys from users

Goal: Continue to keep WCC a place renters will
want to return and use over and over.

2) Activity Description:

Work on the Maintaining and Infrastructure
of the Buildings to keep costs down.

Goal: Work on catching problems before they show up.
Keep on routine maintenance programs.

3) Activity Description:

WINDOM PRIORITIES

Annual Report for Electric Department 2014

1) Activity Description:

The utility crew replaced lighting fixtures along Hwy 60 corridor. The replacement of these fixtures created a well light, appealing and safe road to travel.

Goal: Strategy I goal 2(a)

2) Activity Description:

The utility crew has been working on communication within the department. We have been using several different tools including a white board to list schedules, needs and ideas. We have also begun cross training within the department.

Goal: Strategy III Goal 1(e)

3) Activity Description:

Electric crew has begun working on identifying items in need of improvement on the distribution system. In the future these items will be tracked on a spreadsheet with estimated cost and given a priority level. The spreadsheet over time will help identify a 2-3 year list of upcoming projects.

Goal: Strategy IV Goal 1(a)

Office/Finance Department Goals

2015 Annual Goals

1. Beginning January 1, 2015 the City Hall Office Staff will be working with Electric and Water Department staff to convert to a radio meter reading system and make corresponding adjustments to billing process. This will be 90% complete by August 30, 2015. Completing this goal will reduce errors in meter readings and shorten the days between meter reads and bill processing creating more consistent billing periods for customers.
2. During 2015 work with Telecom Department to establish a City wide network linking all City departments. Accomplishing this goal will provide opportunities for efficiency improvements and sharing of resources across departments.
3. During 2015 work with Telecom Department to increase profitability by completing rate analysis, identify cost saving opportunities, and promote up-selling of Telecom products.
4. During 2015 coordinate a City of Windom charitable drive or volunteer community service activity for City of Windom employees. This goal provides a direct benefit to the City of Windom and residents as well promotes teamwork and collaboration amongst City of Windom employees.

Long-Term Goals

1. Create/Modify financial reporting to obtain Certificate of Achievement Award for Excellence in Financial Reporting from the Government Finance Officers Association.
2. Update billing system(s) to allow email distribution of bills and customer online access to view/pay Utility and Telecom bills.

WINDOM PRIORITIES (STRATEGIES) – Annual Report (2014)

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Department Name: EDA

1) Strategy: Community Pride

Goal: A progressive reputation and community pride

Activity Description: A. During 2014 worked with the CVB Board on marketing Windom. This included developing a new Interactive Community Map that can be uploaded online and revised as needed. A base map was completed in the Fall by Mapformation, LLC.

B. Three of the proposed new directional signs were installed near the downtown during 2013. During 2014 landowner negotiations were ongoing concerning the location for the fourth directional sign. It is anticipated that this sign will be sited and installed in 2015.

1) Strategy: Community Vitality

Goal: Attract and prioritize a diversified jobs base

Activity Description: A. Worked to recruit a new restaurant in the City of Windom. During the Spring of 2014 the EDA provided financial assistance to Maria & Gus Hidalgo for their new restaurant, Margaritas'Ville Bar & Grille, (located in the former Eagles Club). The Hidalgos were the first recipients of the EDA's new SEB RLF loan program.

B. Sought & obtained Shovel-Ready Certification for the North Windom Industrial Park from MN Dept. of Employment & Econ. Development. The NWIP is one of 23 sites in Minnesota and the first such site in the nine-county Southwest MN Region.

C. Completed a comprehensive housing study of the City to assess housing needs and options for Windom. Jay Thompson of Viewpoint Consulting Group presented the report to the Council in May of 2014. The EDA uses report data in communications with housing developers.

D. Organized the first Career Fair at the Windom Community Center as part of a group comprised of representatives from the Windom Chamber of Commerce, Windom Schools, and Windom Hospital. Over 50 businesses from Windom and surrounding cities were present, and over 500 high school students from 8 schools participated. The Career Fair was also open to the public.

E. The EDA worked with new business prospects concerning facility and location options, reviewed required preparations for business plans, and provided information concerning available funding assistance. During 2014 the EDA worked with AG Builders/GDF concerning the establishment of a new tax increment financing district to assist with funding of eligible expenses following the company's move to a larger facility (former Towlerlerton site). The EDA also provided technical assistance to a business that is expanding to the North Windom Industrial Park and participated in a data center site assessment process for the North Windom Industrial Park.

WINDOM PRIORITIES (STRATEGIES) – Annual Report (2014)

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Department Name: Police Department

1) Activity Description:

Active - Shooter training. Our staff has provided this training to Red Rock A/C, Windom Area, Toro and the Windom Hospital. This was part of goal to try to eliminate the threat of an active shooter within the community.
Goal: Community Pride

2) Activity Description:

New records management system. Along with new Panasonic Tough pads, this system allows our agency to provide more effective service to our community.
Goal: Organizational Culture

3) Activity Description:

Less-lethal: Shotgun training. We transitioned our old police shotguns into less-lethal guns and certified an officer as an instructor. In the event of a crisis, our staff is better equipped to provide service.
Goal: Organizational Culture

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- IV. Public Facilities** **Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.**

- V. Natural Resources** **Utilize and market the value and beauty of our land and geography.**

Department Name: telecommunication

1) Activity Description:
NORTH INDUSTRIAL PARK FUNDED
AND INSTALLED BROADBAND FACILITIES

Goal: _____

2) Activity Description:
ACTUATED PXC WITH MICE.

Goal: _____

3) Activity Description:
CREATED MPBA GROUP TO STUDY
TELECOM.

WINDOM PRIORITIES (STRATEGIES) – Annual Report (2014)

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- V. **Natural Resources** **Utilize and market the value and beauty of our land and geography.**

Department Name: Ligwor Store

1) **Activity Description:**
Installed new cooler doors & Refrigeration
Replaced the flooring with carpeting & vinyl
put in new wine shelving and reset the wine area

Goal: Improve the looks of the store

2) **Activity Description:**
Upgraded the shrubbery around the building
and planting more landscaping for next year

Goal: Improving the looks of the exterior of the building

3) **Activity Description:**

WINDOM PRIORITIES (STRATEGIES) – Annual Report (2014)

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Department Name: Water + Wastewater

1) Activity Description:
Complete Minnesota Dept of Health Wellhead Protection Plan

Goal: _____

2) Activity Description:
Start Draft Permit with the Minnesota Pollution Control Agency

Goal: _____

3) Activity Description:
Meter Replacement Project.



City of Windom, Minnesota

**Strategies and Goals – April 2012
Capital Improvement Plan – November 2012**

Adopted by City Council – December 20, 2012

PERSPECTIVE

The goals and strategies is a compilation of thoughts, input, and discussion from four distinct sources: 1) city staff internal survey; 2) two community meetings (July 6 and July 11); 3) feedback obtained from the Finding Windom group via their social media contacts; and 4) four City Council work sessions (July 13, July 27, August 29 and October 5) which included the Mayor, City Council, members of City staff and Mari Harries (Finding Windom) and members of the public. Additional work was completed by the City Council to discuss and refine each strategy, which was completed February 21, 2012 (see Appendix A). In May 2012 the City Council will be reviewing, prioritizing and assembling a new capital planning program (see Appendix B)

At the July 13 City Council meeting the various planning components were outlined and presented. On July 27, the first draft of a document was presented and thoroughly discussed. On August 29, the City Council reviewed the second draft. At the October 5 meeting, the City Council moved to the development and implementation phases of the process that started with the citizen inputs. Further delving into the strategies and goals and putting the language into more specific, concrete and understandable actions is the primary future objective of the City Council.

NOTABLE COMMENTS

Thoughts and reflections on the process:

For a long time now, the City has not had a strategic plan that brings our community together. This is an opportune time to get everyone on the same page. We are a resilient and strong community; this process will help us prepare a road map for our future.

Windom City Council

We want this process to develop a shared vision with specific action statements that we can follow and implement. We need a plan that moves our community forward.

Steve Nasby, Windom City Administrator

We have so much to be proud of in Windom. I came home to invest in the future of my community; we need to remove the myth that you have to leave Windom to be successful.

Mari Harries, Finding Windom Group

TERMS AND DEFINITIONS

The following terms used for this planning process are defined as follows:

- Vision:** An outcome; a result and an ideal to strive for over a period of time. A destination and long-term community quality and value that requires a resolve and commitment to realize and then to maintain.
- Strategy:** An essential public policy priority which defines the vision and organizes the goals. Typically a five to ten year timeframe; strategies will not change often, if at all.
- Goal:** A significant measurable and desired activity, project or purpose that requires resources. The time commitment in pursuit of goals will vary – they can be succinct and short – but also longer term, even up to five years.
- Actions:** Individual steps and activities that are priorities of the city which are necessary to implement a goal, reach a strategy and strive for your vision. Specific action steps are continuously evolving and changing as they are identified and completed.

COMMUNITY VISION

The City of Windom is recognized for its rich history and proud community. One of the key determinants of securing a successful long term future is the city's ability to adapt and respond to ever changing societal, economic and fiscal challenges. The 2011-2012 planning process is mindful of how these conditions evolve and change in time. Coupled with lingering recessionary impacts and an unpredictable future, both flexibility and creativity are strong considerations in the planning framework.

The Council identified the following seven elements as a foundation for the City's future vision.

- **Deep sense of pride and community self-esteem**
- **Connected, engaged, and invested citizens**
- **Competent, professional and progressive workplace culture**
- **Promote and cultivate local business retention and development**
- **Promote, invest in and discover the future community leaders**
- **Commitment to a collaborative future for our community**
- **Market and brand the traditional values of our community**

WINDOM PRIORITIES (STRATEGIES)

These five strategies will guide city officials in pursuit of the vision. A commitment to each – over time – will ensure that the City Council matches its financial resources with the community’s highest priorities.

- I. **Community Pride** **A positive image and reputation developed by a progressive and active community.**
- II. **Community Vitality** **Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.**
- III. **Organizational Culture** **Provide high quality public services.**
- IV. **Public Facilities** **Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan.**
- V. **Natural Resources** **Utilize and market the value and beauty of our land and geography.**

There are 10 goals and a variety of actions that define the vision and strategies. They incorporate all of the topics and themes from the input to date and the discussions on July 27, August 29 and October 5, 2011. The City Council reviewed and explored these goal statements and their respective actions in more detail from November 1, 2011 to February 21, 2012 (See Appendix A)

STRATEGY	Number of GOALS	Number of ACTIONS
Community Pride	2	7
Community Vitality	2	10
Organizational Culture	2	10
Public Facilities	2	2
Natural Resources	2	6



Strategy I

Community Pride: A positive image and reputation developed by a progressive and active community

Characteristics and descriptions that define this strategy include:

- Market what we already have
- Capture the value of telecom assets
- County Seat
- Safe community
- Variety of activities available
- Numerous recreational activities
- Educate and inform the public
- Involve and invest in our youth
- Civic groups
- Reputation
- Debunk the “Leave Windom” myth
- First impressions
- Community appearance
- Vacant building needs
- Painting and upkeep
- Trash and junk image
- Clean up and enhance the appearance of the TH 60/71 corridor
- An attractive community
- Erect welcoming and directional signs
- Provide tools and resources for the community
- Annual Community Pride Day, “Spruce-Up” Week, contests (civic groups), highlight improved properties (newspaper spot), “Adopt a House” Event – for painting and yard maintenance.
- Encourage commercial property owners to refresh their building facades
- Create marketing brochures
- Community clean-ups of trash in public areas
- Volunteer to adopt a park or boulevard
- Participation in exterior enhancements (e.g. painting program) by engaging residents of all ages to participate.

Goals

1. A progressive reputation and community pride

Actions:

- a. Support the goals of the Finding Windom Group
- b. Align the goals of different community groups
- c. Market amenities such as recreation programming, the Community Center, Arena, Pool, Parks, Library and Windom Recreation Area with local partners

2. A positive image

Actions:

- a. Clean up public and private property
- b. Target the Windom public facilities and grounds as welcoming points
- c. Develop a highway corridor and streetscape plan
- d. Update City code and ordinances and consider staffing needs to administer



Strategy II

Community Vitality: Create a diversified jobs base and a thriving, revitalized downtown square

Characteristics and descriptions that define this strategy include:

- Create a new business climate
- Use broadband network as a resource
- Highway access
- Location between Minneapolis and Sioux Falls
- Agriculture assets
- High quality, cost-effective utility services
- Prepare a list of downtown business owners
- Land and open spaces
- Revitalize town square
- More family businesses
- Motel needs
- More restaurants
- Small steps matter a lot
- Partner with WADC, WACC Foundations and Businesses

Goals

1. Attract and prioritize a diversified jobs base

Actions:

- a. Seek out and find new businesses
- b. Retain and grow existing businesses
- c. Focus on jobs that reflect our agriculture influence and emphasis
- d. Maximize the value of the City's infrastructure assets (technology and transportation)
- e. Network with and support the EDA, DEED and other state/regional organizations
- f. Partner with the WADC in an economic development strategy for retail
- g. Work with MN DOT on completion of TH 60 into 4 lanes

2. A thriving, revitalized downtown square and commercial corridor

Actions:

- a. Communicate with building owners to understand the reasons for vacancies and motives of the absentee landowners
- b. Develop strategies to encourage new business in the downtown area
- c. Utilize vacant store fronts building space for signage and information purposes



Strategy III

Organizational Culture: Provide high quality public services

Characteristics and descriptions that define this strategy include:

- Deliver cost-effective and efficient utility services
- Maintain quality city staff
- Internal communication
- Find ways to retain quality people, utilize employees' suggestions and abilities, and improve morale
- Public Safety services
- Parks and Parks programming
- Location of state and federal offices
- Outreach to business community
- Low cost utility services
- Certifications and training
- Student liaison to Council meetings
- Review customer service rental surveys
- Expand interactions with school district
- Improved interaction with county, school district & community groups
- Youth representative as liaison on the City Council
- Enhance and improve the website
- Look at new ways of doing business
- Cultural change underway – transitioning from old to new
- Other Facilities - Cemeteries
- Quality water services and system
- Team building and customer service training
- Hold regular meetings with other officials
- Schedule presentations to community groups

Goals

1. Deliver high quality public services

Actions:

- a. Explore ways to provide more efficient and cost-effective utility services
- b. Streamline and prioritize the services provided to the residents
- c. Provide a friendly, well-kept, and clean atmosphere for all customers, visitors, and guests at city facilities
- d. Create a plan for continuing education for staff
- e. Enhance team work among departments and build collaboration within the workplace
- f. Improve employee morale, and explore networking and appreciation\recognition events for employees
- g. Include staff input in the policy development process
- h. Evaluate current utility billing for conversion to e-payments through the City's website

2. Build strong relationships and collaborative partnerships with other governmental offices, schools, the business community, and community groups

Actions:

- a. Encourage student participation in local government and offer local government civic classes
- b. Expand knowledge of city government within community groups



Strategy IV

Public Facilities: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan

Characteristics and descriptions that define this strategy include:

- Develop a maintenance plan for public infrastructure and city facilities
- Prioritize upgrades to equipment and facilities
- Work with professional staff, consultants and engineers to obtain technical input
- Prioritize capital improvements, such as fire hall, dam, community center, pool, arena, streets, water, wastewater and library
- Research resources to plan and finance capital improvements
- Seek creative financing tools
- Discuss the current assessment policy
- Explore other sources of revenue
- Citizen input concerning city services, facilities and programs.
- 2007 pool feasibility study
- Local option sales tax and franchise fees

Goals

1. Implement a capital improvement plan

Actions:

- a. Update, enhance and formalize capital improvement plan

2. Develop resources and funding available for capital improvements

Actions:

- a. Study and evaluate all resources for planning, financing and constructing capital improvements



Strategy V

Natural Resources: Utilize and market the value and beauty of our land and geography

Characteristics and descriptions that define this strategy include:

- Community has evolved by the river
- Utilize value of river
- Outdoor activities
- Trails and bike paths
- Meet effluent standards
- Camp sites
- Fishing
- Des Moines River
- Hunting
- Clean-up activities
- Pest control
- Weeds
- Work with Parks and Recreation Commission
- Increase use of community assets and natural areas

Goals

1. Protect Windom's natural resources

Actions:

- a. Plan an outdoor garden and wedding area on the Community Center grounds
- b. Organize a community group to assist with the planning of the Des Moines River Valley Trail
- c. Explore grants for trails, bikeways and paths
- d. Develop a plan for enhancing Island Park facilities and services
- e. Research options for pest and weed control

2. Market Windom's geographic location

Actions:

- a. Market and brand Windom as an outdoor destination

NEXT STEPS

The following represent ideas for the next steps in the process. The importance of each can be discussed and then prioritized in the upcoming City Council discussions.

- 1) Present the plan to the City Council for action
- 2) Communicate the plan to the staff and general public

Ideas to consider for communicating the plan include:

- Staff briefings
- Electronic messages (emails)
- Website
- News articles
- Incorporate into memos and background material

- 3) Incorporate the information into ongoing work with the Council

Ideas to incorporate the information into the Council's business include:

- Alter the City Council agenda format and how information is organized and structured
- Schedule periodic updates and reviews (quarterly)
- Hold periodic work sessions on selected topics
- Identify Capital Projects and formalize CIP

- 4) Update and revisit on an annual basis. Adopt new goals and action steps.

APPENDIX A
Long Range Planning
Council Review and Refinement Discussion

Long Range Planning – Strategy I: November 1, 2011

Kruse said that the Council discussed their intent to review and discuss each of the completed strategies from the long-range planning sessions. This additional work is to provide specifics and direction to staff.

Jones clarified that the Mayor wanted steps and actions for implementation. Kruse said that was correct.

The Council discussed the following items from Strategy I:

- Support Finding Windom -- place links on the City's web site and engaging their members in community\city projects.
- Aligning the Goals of Other Community Groups – find out what community groups exist and their specialty or interests, create a directory of the community groups, help form new groups such as a trails committee.
- Market Amenities – have Department heads list what they do and pursue some public relations on activities, accomplishments and duties in the departments. Include information on the new web site. Work with the Chamber of Commerce and Community Center to create coupon bags with advertisements and deals from local businesses to be provided to groups using the Community Center.
- Clean Up Public and Private Property – continued use of volunteers such as the Finding Windom group and the school's Community Pride Day. Place information relating to the enforcement of codes on the web site or enhance what is currently provided. Obtain quotes for pricing on re-codification of the City Code, work on entrance signs for the community and look at the Minnesota Main Street Program. Work with property owners on common sense code enforcement and doing our due diligence.

Long Range Planning – Strategy II: November 15, 2011

Kruse said that the Council discussed their intent to review and discuss each of the completed strategies from the long-range planning sessions. This additional work is to provide specifics and direction to staff. Kruse said that he had invited members of the Finding Windom group to attend the meeting.

Motion by Jones, seconded by Maricle, to suspend the City Council rules to allow public input on discussion relating to Long Range Planning Strategy II. Motion carried 4 – 0 (Powers Absent).

The Council discussed the following items from Strategy II:

Goal 1

- Dave Vaupel and Howard Davis introduced themselves as city residents and belonging to the Finding Windom group. They are ready and willing to assist the City with projects and activities as volunteers.
- Maricle said that the EDA is pursuing a number of the activities shown in Strategy II and the EDA Director is meeting with businesses to get their input.
- Maricle said the primary goal of EDA is job creation and retention. The EDA recognizes the importance of the agricultural sector and its relationship to local businesses.
- Maricle noted the City's infrastructure and public utilities as an asset to the community and for keeping businesses, expanding business and attracting businesses.
- Working with the Chamber and WADC are also goals of the EDA. Maricle added that the EDA has worked to assist retail businesses as well.

- Maricle and Jones inquired what types of items the City could do with the Highway 60 corridor. Nasby noted the Environmental Impact Statement for the 4 lane expansion project was on file at City Hall and things the City could do include street scape planning, landscaping, weed control and pedestrian access. Jones agreed that beautification and weed control should be addressed.
- Kruse suggested that the City and Council contact MN DOT to impress the importance of the Highway 60 project being completed.
- Jones asked that Department Heads attend the meetings when the strategies pertained to their departments. Nasby said they will be asked, but some strategies could include everyone.
- Jones said he needed more information on the fiber optic system being an asset to the community for business, expansion to SMBS, expansion to other areas such as northern Cottonwood County. Maricle said that when the current SMBS project south of Windom is done there may be discussions about other communities joining. Jones said he would like to see long range targets be put in place.
- Vaupel said that he had spoken to the EDA Director about assisting businesses and he was very encouraged with what is being done and getting local businesses on Google places, developing web sites and being technologically current are keys to success. The Finding Windom group also has a site that can host links and helps businesses get their place on the internet to do more on-line selling.
- Davis said that an eagle project at the high school could be to assist businesses with entering the necessary information to be listed on Google places. Filling retail spaces is an essential part of a community. More signage is needed to get people off the highway, especially as some demographics do not use smart phones to find shopping or dining places.
- Jones suggested that staff contact MN DOT to see what is allowed for signage along the Highway 60/71 routes.
- Davis thought a coordinated list of activities in the community would be good as a resource and that cross-promotions can bring in retail sales.

Goal 2

- Jones noted that this is a plan, not action steps and those Departments will be developing activities and projects that further these strategies and goals.
- Fossing suggested that the Building Official and EDA Director could contact building owners, especially of vacant buildings, to do a walk through to identify what is needed to bring a building up to code and ideas of what kinds of uses the building could accommodate.
- Jones said that new businesses or uses would be required to be up to code and this would cost money, so something may be needed to assist the property owners.
- Davis said having property owners invite staff to do these inspections\reviews could also provide cost estimates to owners.
- Fossing said that the Square is unique and an asset to the community in setting it apart from other communities.
- Jones inquired what the current occupancy rates were at local hotels\motels. Nasby said he would see if the City has that data as part of the lodging tax reports. Jones said there seems to be a need for additional hotel\motel rooms.

Long Range Planning – Strategy III: January 3, 2012

Kruse reviewed the two goals under strategy III.

Goal #1 -- Jones thanked the department heads for attending the meeting and emphasized that good communication throughout the organization is key. We need a strong core with employees and a means to share ideas.

Jones noted that some of the items identified in this goal had already been started such as the employee recognition, employee appreciation event and web site development.

Regarding communication, Jones said that he relies on the minutes from the Boards and Commissions as a method of keeping up on all of the activities and having enough detail is important for him to follow the items and to inform the public of what is going on within the City government. Two improvements that can be made are that technical terms can be described in layman's terms and that if acronyms are used they are defined within the minutes. He also thought the minutes should include key or important accomplishments from the prior month, which would help show the work being done in the departments.

Dan Olsen, Telecom Manager, said that in his department there are many technical terms.

Caldwell said that the minutes have evolved over the last few years from being very basic, such as motions and votes to a summary of the discussion on all items. This change is beneficial and the departments are getting more accustomed to providing more detail.

Nasby said that the goal also talks about public services and the department heads are present. The Council thanked Haugen, Caldwell, Grunig, Peterson and Olsen for all of the work they do and commended staff for all of their efforts on behalf of the citizens of Windom.

Goal #2 – Jones noted that this goal includes partnerships with other governmental units, local organizations and involving youth in city government. One piece of this is the joint City\County\School meeting and he understands staff has been working on a meeting date, but that has been a challenge so far. He thinks there are many positive aspects that can come out of these joint meetings such as shared services, equipment and relationships.

Kruse said that sharing city information with local service groups and at the school are important.

Jones said he liked the Community Service Day at the school where the City displayed some equipment and it is good to let the youth know there are a variety of jobs at the City.

Kruse mentioned that Fire Safety Week is an excellent example of getting out into the community. Ortman said there are many activities associated with this event.

Fossing said he is in favor of the activities that involve youth with the various aspects of city government.

Long Range Planning – Strategy IV: January 17, 2012

Kruse outlined both goals for Strategy IV, which is public facilities and infrastructure.

Nasby said there had been discussion at the long range planning meetings about the need for a more formal capital planning tool covering the entire municipal organization. He has checked into some software for this purpose and found a product that is used by the cities of Luverne and Grand Rapids. Both communities have been satisfied with the product and recommended it. The cost is approximately \$1800 with an annual license fee. Currently capital planning is done within each department and presented to the Council during the annual budgeting process.

Jones said what he is looking for is a comprehensive list for the Council to review, prioritize and discuss funding options. He said that it is likely other funding options will need to be reviewed and a local option sales tax is a possibility and this tool would also capture some revenues from tourists, visitors and others using the municipal services but not paying for them through property taxes. Having the community involved in both capital project planning and the funding discussions will be beneficial.

Maricle said what he would like to see is a longer term focus and target amount to budget for capital projects so the items can be planned out over a five year term instead of working each year during the budgeting process to fit capital projects into a tax levy.

Fossing said that is easier to fund the smaller cost items as they come up, but much harder to fund the high cost items. As such, having a funding plan in place to address the plan would be helpful.

Jones asked how much revenue would be generated from non-residents from a local option sales tax. Nasby said he did not have that information and the Minnesota Department of Employment and Economic Development (DEED) would probably only be able to estimate the amount. Also, data for Windom is based on retail sales county-wide and then applied to a DEED estimate that says 78% of retail sales in Cottonwood Co. are from Windom.

Fossing asked that staff find out how much a 1% local option sales tax would generate and if the tax were implemented it could be used to fund the capital improvement plan.

Al Baloun, Recreation Director, said that the pool feasibility study done in 2006 or 2007 showed several options ranging in cost from \$1.5 million to \$3.5 million. Those costs have gone up over time as well.

Consensus of Council to have Department Heads put together a list of capital projects including an estimated cost and possible funding sources. Jones said that the cost estimates could be rough and not to go through expense from consultants or engineers at this time.

Nasby said that funding resources can impact the priorities of projects and this will need to be kept in mind when the Council prioritizes the projects. For example, the dam may not have been the highest priority project but the State and Federal resources were available to complete the project.

Caldwell said that he agreed with Nasby regarding the need for a capital planning tools such as the software used by other communities. Caldwell noted that a number of streets are in need of work and these are costly. Equipment also has to be replaced at a regular rate. He said that the communities of Mt. Lake and Lakefield have an equipment surcharge on their utility bills each month and the money is used to buy new trucks, graders, pay loaders, etc.

Motion by Maricle seconded by Jones to direct staff to purchase capital planning software as needed up to \$2,000. Motion carried 4 – 0 (Ray absent).

Long Range Planning – Strategy V: February 21, 2012

Kruse said that Strategy V was the use and marketing of the value and beauty of our land and geography.

Goal #1 was to protect Windom's natural resources. Strategies included the planning for an outdoor garden and patio at the Community Center, working with partners on trail planning, grants for walkways and bike paths, enhancing services at Island Park and researching options on pest/weed control.

Jones said the Council's position on trails is on record and working on trail segments within the City is on the table for discussion. Both Jones and Maricle agreed that the planning and discussions on trails, walking paths or bike routes could be done during the capital planning meetings.

Maricle said expanding the camping sites at Island Park and facilities is needed. Caldwell said the restroom is the highest priority and he is working with other groups. A renovated or new restroom facility would include showers for campers and the timeline could be as short as one year. Other improvements as painting and maintenance will be done. The camp sites also need to be looked at as they were designed years ago for smaller camper vehicles and today's campers are much larger and have slide out rooms.

Fossing asked how many camp sites exist. Caldwell said there are 10 at Island Park but they are permitted for 20. He said that due to the larger size of modern campers we would not be able to easily accommodate the permitted number.

Powers asked about the pest and weed control efforts. He thought we had a solid plan for pest control, but weed control is an issue that needs more attention.

Caldwell said that the Street & Park department had gotten the new fogger for insect control and the needed chemicals. Staff received training on the operation of the unit and is going to be getting their

licenses to apply the chemical. Regarding weed control, the problem areas are alleys and along the commercial corridors. The commercial property owners along Highway 60/71 want the weeds controlled by MN DOT as it is their right-of-way to maintain and MN DOT has done a poor job of this so it looks bad when the weeds grow up. In the alleys the property owners need to know the weeds need to be taken care of even though they are at the back or rear of the property.

Powers asked if the City can do the weed control and how this matter gets addressed so we do not have the problem. Caldwell said the City does some spraying and bills the cost, but this is only after the notification process, etc. and that takes staff time and expense to enforce. Caldwell noted the spraying the City crews did on our own streets was successful last year in stopping weeds that pop up between the street edge and curb.

Kruse said that Goal #2 was to market and brand Windom as an outdoor location.

Consensus of the Council was to maintain and improve our existing marketing efforts and to continue working with other groups on promoting Windom.

Kruse and Jones said they appreciate all of the work done by the City crews and Department Heads and want to pass along their thanks. Council agreed.

APPENDIX B
Capital Improvement Plan - Summary

Please see attached

City of Windom, Minnesota
City of Windom -- Capital Improvement Plan
 2015 thru 2019

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Administration								
Computer Replacement	ADMIN 002	1	1,750	4,000	4,000	4,000		13,750
Administration Total			1,750	4,000	4,000	4,000		13,750
Airport								
Runway Extension Study and Environmental Review	AIRPORT 002	3		70,000				70,000
Land Acquisition - Runway	AIRPORT 003	2		200,000				200,000
Runway Extension - Construction	AIRPORT 004	2			1,000,000			1,000,000
Instrument Landing Equipment	AIRPORT 005	1			250,000			250,000
Runway Extension Design	AIRPORT 006	1		100,000				100,000
Crosswind Runway Design	AIRPORT 007	3				150,000		150,000
Crosswind Runway Land Acquisition	AIRPORT 008	2					900,000	900,000
Mower Replacement	AIRPORT 009	3		17,000				17,000
Airport Total				387,000	1,250,000	150,000	900,000	2,687,000
Ambulance								
Unit 29 - Ambulance Replacement	AMB 003	1				200,000		200,000
Unit 27 - Ambulance Replacement	AMB 005	1		200,000				200,000
Radio Equipment Replacement	AMB 006	1					100,000	100,000
Ambulance Total				200,000		200,000	100,000	500,000
Arena								
Racquetball Court Rehabilitation	ARENA 004	2	15,000					15,000
Locker Room Expansion	ARENA 006	2		75,000				75,000
Rink Panel Replacement	ARENA 007	2		70,000				70,000
Install Rink Floor	ARENA 008	3			350,000			350,000
Roof Repair/Rehabilitation	ARENA 009	1				160,000		160,000
Parking Lot Rehabilitation	ARENA 010	2			55,000			55,000
Livestock Building/Riding Rink	ARENA 011	3					200,000	200,000
Ice System Replacement	ARENA 013	1					350,000	350,000
Arena Total			15,000	145,000	405,000	160,000	550,000	1,275,000
City Hall								
Window Replacement	CH 001	2		20,000				20,000
Television & Sound System - Council Chambers	CH 007	2		25,000				25,000
Tuckpointing	CH 008	2			50,000			50,000
City Hall Total				45,000	50,000			95,000
Community Center								
Meeting Room Maintenance/Improvements	COMM 001	2		21,512				21,512

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Dance Floor Replacement	COMM 002	3			14,800			14,800
Sound System	COMM 003	3		14,000	14,000			28,000
Stage	COMM 006	3		8,500				8,500
Equipment Replacement/Upgrades	COMM 007	1	0	20,000	7,252			27,252
Mechanical Systems	COMM 009	1	0	30,000	30,000			60,000
Roof Replacement	COMM 010	1			85,000			85,000
Garage Doors w/ Openers	COMM 011	2			9,800			9,800
Gym Renovation	COMM 012	2			85,000			85,000
Outdoor - Grounds and Equipment	COMM 014	2		17,200				17,200
Office Computer Replacement	COMM 015	1	2,000					2,000
Community Center Total			2,000	111,212	245,852			359,064
EDA								
Spec Building Expansion	EDA 003	2			1,700,000			1,700,000
N. Windom Industrial Park Infrastructure - Phase 2	EDA 004	3	720,000					720,000
EDA Total			720,000		1,700,000			2,420,000
Electric								
Distribution System Upgrades	ELE 001	1	300,000	300,000	300,000	300,000		1,200,000
Misc Equipment - Unidentified	ELE 004	3	40,000	40,000	40,000	40,000		160,000
Digger Derrick Truck	ELE 005	2	250,000					250,000
Electric Total			590,000	340,000	340,000	340,000		1,610,000
Fire								
Emergency Services Building	FIRE 001	1		2,200,000				2,200,000
Engine Pumper Truck (rural)	FIRE 003	1		385,000				385,000
First Response Truck	FIRE 005	3		150,000				150,000
City Engine/Pumper	FIRE 006	1				400,000		400,000
Radio Replacement	FIRE 007	1					75,000	75,000
Turn Out Gear	FIRE 008	1			0	0	0	0
SCBA Equipment	FIRE 009	2	98,000					98,000
Fire Total			98,000	2,735,000	0	400,000	75,000	3,308,000
Library								
Heating System	LIB 001	2		6,000				6,000
Window Replacement	LIB 002	2			20,000			20,000
Repaint Library - Interior	LIB 004	2	5,000					5,000
Computer Replacement	LIB 007	1	0	2,000				2,000
Library Total			5,000	8,000	20,000			33,000
Liquor								
HVAC - Heating	LIQUOR 002	1	20,000					20,000
Parking Lot - Seal Coat additional Asphalt	LIQUOR 003	3		18,500				18,500
Computer Replacement	LIQUOR 004	1			2,000			2,000
Entrance Interior Doors	LIQUOR 008	1	12,015					12,015
Roof Repair/Maintenace	LIQUOR 009	1	7,250					7,250
Non-display Area Flooring Replacement	LIQUOR 010	3	1,000					1,000
Liquor Total			40,265	18,500	2,000			60,765

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Multiple Depts								
Citywide Network	MULTI 001	1	20,000					20,000
Security Camera System	MULTI 002	1	66,669					66,669
Multiple Depts Total			86,669					86,669
Parks								
Windom Rec Area - Lighting	PARK 005	4		205,300				205,300
Toro Workman	PARK 008	1		20,000				20,000
Toro Groundsmaster Mower (4000D)	PARK 009	1		60,000				60,000
Toro Groundsmaster Mower (328D)	PARK 010	1			25,000			25,000
Unit 70 Pick-up Truck	PARK 011	2				32,000		32,000
Playground Equipment Replacement Fund	PARK 014	3	0	10,000	10,000	10,000		30,000
Seal Coating\Crack-filling Tegel's Park	PARK 016	2	2,500					2,500
Parks Total			2,500	295,300	35,000	42,000		374,800
Police								
Light Bar - Squad Car	POLICE 002	3	1,800					1,800
Taser Replacement	POLICE 003	1		5,800				5,800
Taser Replacement	POLICE 004	1			5,800			5,800
SUV Replacement	POLICE 005	3					35,000	35,000
Police Total			1,800	5,800	5,800		35,000	48,400
Pool								
Pool Feasibility Study	POOL 002	1		5,000				5,000
Renovated Pool or New Aquatic Center	POOL 003	3		3,500,000				3,500,000
Deck Furniture	POOL 004	3	4,500					4,500
Pool Total			4,500	3,505,000				3,509,500
Recreation								
Portable Pitching Mounds	REC 002	3	5,500					5,500
Recreation Total			5,500					5,500
Streets								
2017 Street Project	STR 002	1			2,236,000			2,236,000
Equipment Fund Reserve	STR 005	2	15,000	50,000	50,000	50,000		165,000
Pick-up Replacement 3/4 Ton with Snow Plow	STR 009	2		27,000				27,000
2.5 Ton Dump Truck Replacement	STR 010	1				180,000	180,000	360,000
Street Sweeper Replacement	STR 011	1			180,000			180,000
Loader Unit & Attachments	STR 015	1	29,000	29,000	29,000	29,000	29,000	145,000
2015 Street Project	STR 018	2	75,000					75,000
Pick-up Sander Unit	STR 020	2	2,000					2,000
Grader Replacement	STR 021	2		190,000				190,000
Skid Loader Replacement	STR 022	2				50,000		50,000
Streets Total			121,000	296,000	2,495,000	309,000	209,000	3,430,000
Telecom								
Headend Building Addition	TEL 006	2	0					0
Satellite Farm Rebuild	TEL 007	1	0					0
Meta Switch Rebuild	TEL 008	1	62,000					62,000

Department	Project#	Priority	2015	2016	2017	2018	2019	Total
Test Equipment Replacement	TEL 009	2			30,000			30,000
Telecom Office Phone System	TEL 011	2	4,600					4,600
Telecom Security System	TEL 012	1	5,900					5,900
Transport Project	TEL 013	1	36,000					36,000
Office Space Upgrade	TEL 014	2	5,000					5,000
Telecom Total			113,500		30,000			143,500
Wastewater								
General Plant Improvement/Maintenance	SEWER 001	2		5,000	5,000			10,000
Treatment Plant Upgrade	SEWER 002	1		760,000				760,000
Toro Lawnmower Replacement	SEWER 003	3	15,000					15,000
General Equipment	SEWER 006	3	15,000	20,000				35,000
Interceptor/Collection System Improvements	SEWER 007	1	10,000	10,000	10,000			30,000
Lift Station Improvements	SEWER 010	1	5,000	5,000	5,000			15,000
Bio-Solids Storage Facility	SEWER 011	2		1,500,000				1,500,000
Wastewater Total			45,000	2,300,000	20,000			2,365,000
Water								
Wells and Well Site	WATER 001	1	5,000	5,000	5,000			15,000
Pumping Equipment	WATER 002	1	5,000	5,000				10,000
Filter Plant Improvements	WATER 004	1	15,000	15,000				30,000
Water Main Improvements	WATER 005	1	5,000	5,000	5,000			15,000
Water Meters	WATER 007	1	8,000	8,000	8,000			24,000
Hydrants	WATER 008	2	5,000	5,000	5,000			15,000
Water Plant Improvements	WATER 009	1				145,000		145,000
Water Total			43,000	43,000	23,000	145,000		254,000
GRAND TOTAL			1,895,484	10,438,812	6,625,652	1,750,000	1,869,000	22,578,948



Windom, MN

Expense Approval Report By Fund

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
ROBIN SHAW	20141216	12/16/2014	EXPENSE- REIMBURSE FOR M	100-11500	8.59
					8.59
Activity: 41110 - Mayor & Council					
WINDOM AREA CHAMBER OF	1095	12/15/2014	LINEN RENTAL-MAYOR'S MED	100-41110-200	29.95
ROBIN SHAW	20141216	12/16/2014	EXPENSE- REIMBURSE FOR M	100-41110-200	125.00
LINDA KINTZI	20141217	12/17/2014	EXPENSE-MAYOR'S MEDAL	100-41110-200	45.50
LEAGUE OF MN CITIES	205505	12/15/2014	2015 LEADERSHIP CONFEREN	100-41110-308	315.00
WINDOM AREA HOSPITAL	20141230	12/30/2014	MMB-STATE OF MN PERA RA	100-41110-480	7,002.00
CONVENT. & VISTOR BUREAU	20141222	12/22/2014	LODGING TAX - RED CARPET I	100-41110-491	269.55
CONVENT. & VISTOR BUREAU	20141230	12/30/2014	LODGING TAX - GUARDIAN IN	100-41110-491	975.85
					Activity 41110 - Mayor & Council Total: 8,762.85
Activity: 41310 - Administration					
ROBIN SHAW	20141216A	12/16/2014	EXPENSE-REIMBURSE FOR OF	100-41310-200	13.65
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - OFFICE	100-41310-200	1.91
INDOFF, INC	2552965	12/05/2014	SUPPLIES	100-41310-200	26.86
ASSOCIATION OF MN COUNTI	40969	12/15/2014	TRAINING-STEVE NASBY & CH	100-41310-308	100.00
CITIZEN PUBLISHING CO	20141222	12/22/2014	SUBSCRIPTION	100-41310-433	76.00
CHELSE CARLSON	20141222	12/22/2014	REIMBURSE FOR EXPENSE-HO	100-41310-480	20.50
CHELSE CARLSON	20141230	12/30/2014	REIMBURSE-HOSP BOND DOC	100-41310-480	25.50
					Activity 41310 - Administration Total: 264.42
Activity: 41910 - Building & Zoning					
CENTURY BUSINESS PRODUCT	254697	12/15/2014	SUPPLIES	100-41910-200	23.88
WINDOM FIRE & SAFETY	5495	12/30/2014	SERVICE	100-41910-480	4.00
					Activity 41910 - Building & Zoning Total: 27.88
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	20141216D	12/16/2014	HEATING #4069619-7 CITY OF	100-41940-383	1,220.91
HOMETOWN SANITATION SE	0000103283	12/03/2014	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
JOE HARVEY	JB7063	12/15/2014	SNOW REMOVAL-CITY - 11-17	100-41940-406	60.00
JOE HARVEY	JB7064	12/15/2014	SNOW REMOVAL-CITY 11-18-	100-41940-406	40.00
WINDOM FIRE & SAFETY	5494	12/22/2014	SERVICE	100-41940-409	8.00
					Activity 41940 - City Hall Total: 1,413.95
Activity: 42120 - Crime Control					
INDOFF, INC	2551153	12/09/2014	SUPPLIES	100-42120-200	5.99
STREICHER'S	I1128549	12/30/2014	SUPPLIES	100-42120-218	1,132.83
VERIZON WIRELESS	9736779807	12/22/2014	TELEPHONE	100-42120-321	30.06
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - POLICE	100-42120-322	8.81
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH- POLICE	100-42120-322	6.49
ALPHA WIRELESS - MANKATO	197083	12/30/2014	SERVICE	100-42120-323	361.10
ALPHA WIRELESS - MANKATO	673917	12/15/2014	SERVICE	100-42120-323	165.00
LEASE FINANCE PARTNERS	20141230	12/30/2014	LEASE #3250	100-42120-326	433.00
VERIZON WIRELESS	9736779807	12/22/2014	TELEPHONE	100-42120-326	134.06
WINDOM QUICK PRINT	20141231	12/31/2014	SUPPLIES	100-42120-350	74.90
STOP TECH, LTD	T004807-IN	12/22/2014	MAINTENANCE	100-42120-404	1,563.00
ELECTRIC FUND	20141215	12/15/2014	MAINTENANCE	100-42120-405	18.00
DEFRIES COLLISION CENTER	7399	12/16/2014	MAINTENANCE-SRO	100-42120-405	100.00
WINDOM TOWING CO	82325	12/17/2014	SERVICE - MAINTENANCE	100-42120-405	25.00
WINDOM TOWING CO	82327	12/17/2014	SERVICE-MAINTENANCE	100-42120-405	25.00
DEBRA NESSETH	20141216	12/16/2014	EXPENSE-NOTARY REGISTRAT	100-42120-433	20.00
MN BOARD OF PEACE OFFICE	20141219	12/19/2014	PEACE OFFICER LICENSE D KO	100-42120-480	90.00
MARK MARCY	20141230	12/30/2014	SUPPLIES	100-42120-480	70.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
WINDOM FIRE & SAFETY	5490	12/30/2014	SERVICE	100-42120-480	83.00	
				Activity 42120 - Crime Control Total:	4,346.24	
Activity: 42220 - Fire Fighting						
INDOFF, INC	2552967	12/16/2014	SUPPLIES	100-42220-200	135.54	
BRITTANY ESPENSON	20141216	12/16/2014	SERVICE	100-42220-218	950.00	
VERIZON WIRELESS	9736779807	12/22/2014	TELEPHONE	100-42220-321	97.06	
VERIZON WIRELESS	9736779807	12/22/2014	TELEPHONE	100-42220-404	10.02	
ELECTRIC FUND	20141231	12/31/2014	MAINTENANCE	100-42220-405	26.70	
ELECTRIC FUND	20141231	12/31/2014	MAINTENANCE	100-42220-405	53.40	
MN STATE FIRE CHIEFS ASSOC	20141230	12/30/2014	2015 MEMBERSHIP RENEWAL	100-42220-433	264.00	
WINDOM FIRE & SAFETY	5492	12/23/2014	SERVICE	100-42220-480	83.00	
				Activity 42220 - Fire Fighting Total:	1,619.72	
Activity: 43100 - Streets						
MN DEPT OF AGRICULTURE	20136721	12/16/2014	LICENSE RENEWAL #2013672	100-43100-215	15.00	
MN DEPT OF AGRICULTURE	20136722	12/16/2014	LICENSE RENEWAL #2013672	100-43100-215	15.00	
WINDOM FIRE & SAFETY	20141223A	12/23/2014	SERVICE	100-43100-217	170.87	
COTTONWOOD CO LANDFILL	145611	12/23/2014	DISPOSAL	100-43100-225	5.00	
COTTONWOOD CO LANDFILL	145612	12/23/2014	DISPOSAL	100-43100-225	5.00	
COTTONWOOD CO LANDFILL	145660	12/23/2014	DISPOSAL	100-43100-225	5.00	
MN ENERGY RESOURCES	20141216A	12/16/2014	HEATING #4090846-9 ST GAR	100-43100-383	1,037.44	
HOMETOWN SANITATION SE	0000103284	12/05/2014	GARBAGE SERVICE - STREET D	100-43100-384	84.73	
HOMETOWN SANITATION SE	0000103285	12/05/2014	GARBAGE SERVICE - SQUARE	100-43100-384	46.12	
MILLER SELLNER EQUIP	126398	12/31/2014	MAINTENANCE	100-43100-404	1,495.63	
DICKS WELDING INC	59691	12/16/2014	MAINTENANCE	100-43100-404	131.85	
DICKS WELDING INC	59704	12/16/2014	MAINTENANCE	100-43100-404	130.66	
MILLER SELLNER EQUIP	60086B	12/31/2014	MAINTENANCE	100-43100-404	245.08	
WINTER EQUIPMENT COMPA	IV24470	12/15/2014	MAINTENANCE	100-43100-404	2,784.61	
				Activity 43100 - Streets Total:	6,171.99	
Activity: 45202 - Park Areas						
ELECTRIC FUND	20141215C	12/15/2014	MAINTENANCE	100-45202-404	127.20	
ELECTRIC FUND	20141215C	12/15/2014	MAINTENANCE	100-45202-404	60.15	
ELECTRIC FUND	20141215A	12/15/2014	MAINTENANCE	100-45202-405	36.00	
ELECTRIC FUND	20141215B	12/15/2014	MAINTENANCE	100-45202-405	18.00	
ELECTRIC FUND	20141215B	12/15/2014	MAINTENANCE	100-45202-405	20.28	
ELECTRIC FUND	20141217	12/17/2014	MAINTENANCE	100-45202-406	11.34	
WINDOM AREA HOSPITAL	241049156	12/15/2014	TESTING #30005293	100-45202-480	105.00	
				Activity 45202 - Park Areas Total:	377.97	
					Fund 100 - GENERAL Total:	22,993.61
Fund: 211 - LIBRARY						
Activity: 45501 - Library						
WINDOM EDUCATION & COLL	20141217	12/17/2014	CITY: 2 WINDOWS 7 & LIBRAR	211-45501-200	700.00	
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - LIBRARY	211-45501-322	4.13	
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - LIBRARY	211-45501-322	2.69	
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - LIBRARY	211-45501-322	4.13	
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - LIBRARY	211-45501-322	5.32	
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - LIBRARY	211-45501-322	9.80	
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - LIBRARY	211-45501-322	9.80	
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - LIBRARY	211-45501-322	9.80	
MN ENERGY RESOURCES	20141230	12/30/2014	HEATING #4081276-0 LIBRAR	211-45501-383	869.58	
JOE HARVEY	JB7058	12/22/2014	LIBRARY-BOILER INSPEC - 12-	211-45501-402	40.00	
JOE HARVEY	JB7059	12/22/2014	LIBRARY-BOILER INSPEC 12-6-1	211-45501-402	40.00	
JOE HARVEY	JB7065	12/22/2014	LIBRARY-SNOW REMOVAL 11-	211-45501-402	40.00	
JOE HARVEY	JB7066	12/22/2014	LIBRARY - SNOW REMOVAL 11-	211-45501-402	40.00	
ELECTRIC FUND	20141222	12/22/2014	MAINTENANCE	211-45501-409	16.16	
COOK'S ILLUSTRATED	20141230	12/30/2014	SUBSCRIPTION	211-45501-433	28.95	
TIME	20141230	12/30/2014	SUBSCRIPTION #0463640276	211-45501-433	49.95	
MICROMARKETING	553588	12/30/2014	BOOKS #9985	211-45501-433	71.00	
EARLY AMERICAN LIFE	VSYEC81FCBC8	12/22/2014	SUBSCRIPTION	211-45501-433	26.00	
INGRAM	20141216	12/16/2014	BOOKS	211-45501-435	1,465.71	

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MICROMARKETING	550138	12/17/2014	BOOKS	211-45501-435	61.00
MICROMARKETING	551370	12/17/2014	BOOKS	211-45501-435	166.43
MICROMARKETING	552270	12/17/2014	BOOKS	211-45501-435	140.98
Activity 45501 - Library Total:					3,801.43
Fund 211 - LIBRARY Total:					3,801.43

Fund: 225 - AIRPORT

Activity: 45127 - Airport

FUEL MASTER SYN-TECH SYST	103456	12/15/2014	SUPPLIES #WINAIR3	225-45127-217	114.00
SOUTHWEST MN BROADBAN	20141222	12/22/2014	PHONE #WIND-001-0018	225-45127-321	25.55
ELECTRIC FUND	20141217B	12/17/2014	MAINTENANCE	225-45127-404	18.00
WINDOM FIRE & SAFETY	5497	12/22/2014	SERVICE	225-45127-409	8.00
Activity 45127 - Airport Total:					165.55

Activity: 49950 - Capital Outlay

TKDA ENGINEERS	002014004109	12/15/2014	WINDOM 2011 AIRPORT LAY	225-49950-500	3,027.27
TKDA ENGINEERS	002014004233	12/15/2014	WINDOM 2013 JET-A FUELIN	225-49950-500	900.00
Activity 49950 - Capital Outlay Total:					3,927.27
Fund 225 - AIRPORT Total:					4,092.82

Fund: 235 - AMBULANCE

Activity: 42153 - Ambulance

LEWIS FAMILY DRUG, LLC	20141230	12/30/2014	SUPPLIES #105865-3	235-42153-217	6.87
ZOLL MEDICAL CORPORATION	2187600	12/15/2014	SUPPLIES	235-42153-217	432.28
ZOLL MEDICAL CORPORATION	2188696	12/09/2014	SUPPLIES	235-42153-217	87.63
ZOLL MEDICAL CORPORATION	2190343	12/16/2014	SUPPLIES	235-42153-217	111.13
RITA HACKER	20141223	12/23/2014	EXPENSE-CLOTHING	235-42153-218	183.00
APRIL HARRINGTON	20141230	12/30/2014	EXPENSE - CLOTHING	235-42153-218	80.00
JODI JOHNSON	20141230	12/30/2014	EXPENSE - CLOTHING	235-42153-218	99.98
DONNA MARCY	20141230	12/30/2014	EXPENSE- CLOTHING	235-42153-218	50.00
WINDOM AREA HOSPITAL	20141215	12/15/2014	NURSING SERVICE	235-42153-312	928.83
VERIZON WIRELESS	9736779807	12/22/2014	TELEPHONE	235-42153-321	97.06
EXPERT T BILLING	1788	12/15/2014	SERVICE	235-42153-326	1,249.50
TIM HACKER	20141222	12/22/2014	EXPENSE	235-42153-334	6.08
KIM POWERS	20141222	12/22/2014	EXPENSE	235-42153-334	10.23
JOHN MEYER	20141222	12/22/2014	EXPENSE	235-42153-334	111.28
ROBIN SHAW	20141223	12/23/2014	EXPENSE-DEC MTG	235-42153-334	10.96
WINDOM FIRE & SAFETY	5493	12/23/2014	SERVICE	235-42153-404	12.00
ELECTRIC FUND	20141216	12/16/2014	EXPENSE-MAINTENANCE-AM	235-42153-405	415.50
PAUL MARSH	20141222	12/22/2014	MAINTENANCE #27	235-42153-405	54.00
Activity 42153 - Ambulance Total:					3,946.33
Fund 235 - AMBULANCE Total:					3,946.33

Fund: 250 - EDA GENERAL

Activity: 46520 - EDA

CENTURY BUSINESS PRODUCT	254697	12/15/2014	SUPPLIES	250-46520-200	47.77
EHLERS & ASSOC., INC.	66330	12/17/2014	SERVICE-TIF ADMINISTRATIO	250-46520-301	358.75
WINDOM AREA CHAMBER OF	1101	12/22/2014	SERVICE	250-46520-340	165.00
WINDOM COMMUNITY CENT	R201469	12/22/2014	CAREER FAIR - RENTALS	250-46520-438	1,172.50
HYDRO TECH SERVICE	1327	12/30/2014	INSTALL WATER TAP @ BIG G	250-46520-439	1,140.00
WINDOM AREA CHAMBER OF	1101	12/22/2014	SERVICE	250-46520-480	203.01
WINDOM FIRE & SAFETY	5495	12/30/2014	SERVICE	250-46520-480	4.00
GLOBAL INVESTMENT PROPE	20141222	12/22/2014	DEC 2014 TAX ABATEMENT	250-46520-481	6,180.43
NEW VISION COOP	20141222	12/22/2014	DEC 2014 TAX ABATEMENT	250-46520-481	6,949.62
Activity 46520 - EDA Total:					16,221.08
Fund 250 - EDA GENERAL Total:					16,221.08

Fund: 251 - EDA REVOLVING

JESSICA KODADA	20141222	12/22/2014	EDA SEB RLF BUSINESS LOAN	251-12900	8,382.00
					8,382.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Activity: 46520 - EDA						
MN SECRETARY OF STATE	20141230	12/30/2014	UCC-1 FILING FEE	251-46520-491	20.00	
					Activity 46520 - EDA Total:	20.00
					Fund 251 - EDA REVOLVING Total:	8,402.00
Fund: 254 - NORTH IND PARK						
Activity: 46520 - EDA						
WENCK ASSOCIATES, INC.	11406793	12/16/2014	PHASE I ESA, WINDOM	254-46520-303	3,447.48	
SOUTH CENTRAL ELECTRIC	20141230	12/30/2014	SERVICE #26-24-123-04	254-46520-381	123.08	
					Activity 46520 - EDA Total:	3,570.56
					Activity 49950 - Capital Outlay	
HYDRO TECH SERVICE	1323	12/22/2014	INFRASTRUCTURE	254-49950-500	1,140.00	
					Activity 49950 - Capital Outlay Total:	1,140.00
					Fund 254 - NORTH IND PARK Total:	4,710.56
Fund: 262 - TIF 1-2 PAMIDA						
Activity: 46530 - TIF Districts						
NEGEN CONSTRUCTION LLC	20141222	12/22/2014	N REDDING AVE EXTENSION-I	262-46530-592	260.00	
M R PAVING & EXCAVATING I	20141222	12/22/2014	N REDDING AVE EXTENSION-P	262-46530-592	1,062.50	
					Activity 46530 - TIF Districts Total:	1,322.50
					Fund 262 - TIF 1-2 PAMIDA Total:	1,322.50
Fund: 265 - TIF 1-8 DOWNTOWN						
EDA	20141223	12/23/2014	TIF DIST #1-8 CP #15 - 2ND HA	265-20702	2,682.90	
					Fund 265 - TIF 1-8 DOWNTOWN Total:	2,682.90
Fund: 266 - TIF 1-10 RUNNINGS						
Activity: 46530 - TIF Districts						
J & R PARTNERSHIP	20141223	12/23/2014	TIF DIST #1-10 CO #16 - 2ND	266-46530-482	13,704.35	
					Activity 46530 - TIF Districts Total:	13,704.35
					Fund 266 - TIF 1-10 RUNNINGS Total:	13,704.35
Fund: 268 - TIF 1-12 PM WINDOM						
Activity: 46530 - TIF Districts						
PM WINDOM	20141223	12/23/2014	TIF DIST #1-12 CO #21 - 2ND	268-46530-482	81,260.10	
					Activity 46530 - TIF Districts Total:	81,260.10
					Fund 268 - TIF 1-12 PM WINDOM Total:	81,260.10
Fund: 269 - TIF 1-14 SPEC BLDG II						
EDA	20141223A	12/23/2014	TIF DIST #1-14 CO #25 EDA SP	269-20702	5,025.37	
					Fund 269 - TIF 1-14 SPEC BLDG II Total:	5,025.37
Fund: 401 - GENERAL CAPITAL PROJECTS						
Activity: 49950 - Capital Outlay						
MUNICIPAL EMERGENCY SER	SO_505171	12/02/2014	S.C.B.A. EQUIPMENT	401-49950-502	23,120.00	
					Activity 49950 - Capital Outlay Total:	23,120.00
					Fund 401 - GENERAL CAPITAL PROJECTS Total:	23,120.00
Fund: 601 - WATER						
4M FUND	20141230	12/30/2014	ACH FUNDS TO 4M	601-10400	100,000.00	
HD SUPPLY WATERWORKS LT	D384755	12/31/2014	WATER I INVENTORY	601-14200	321.54	
HD SUPPLY WATERWORKS LT	D385621	12/31/2014	WATER INVENTORY	601-14200	264.38	
					Activity 49400 - Water	
HAWKINS, INC	3674531	12/16/2014	CHEMICALS	601-49400-216	3,418.00	
MN VALLEY TESTING	733606	12/15/2014	TESTING	601-49400-310	56.25	
GOPHER STATE ONE CALL	128344	12/05/2014	LOCATES	601-49400-321	13.08	
MN ENERGY RESOURCES	20141217B	12/17/2014	HEATING #4095252-5 WATER	601-49400-383	850.89	
HOMETOWN SANITATION SE	0000103287	12/05/2014	GARBAGE SERVICE - WASTE	601-49400-384	85.04	
WENCK ASSOCIATES, INC.	11405640	12/16/2014	WINDOM LANDFILL - OCT 201	601-49400-386	2,074.11	

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WENCK ASSOCIATES, INC.	11406253	12/16/2014	WINDOM LANDFILL - NOV 20	601-49400-386	1,262.50
WINDOM FIRE & SAFETY	5726	12/30/2014	SERVICE	601-49400-404	110.36
DICKS WELDING INC	59665	12/16/2014	MAINTENANCE	601-49400-404	275.00
HACH COMPANY	8849642	12/31/2014	MAINTENANCE	601-49400-404	33.70
HACH COMPANY	9070339	12/31/2014	MAINTENANCE	601-49400-404	262.26
WINDOM TOWING CO	82301	12/17/2014	SERVICE - MAINTENANCE	601-49400-405	25.00
MN DEPT OF HEALTH	20141230	12/30/2014	WATER SURCHARGE #117000	601-49400-443	3,225.00
				Activity 49400 - Water Total:	11,691.19
				Fund 601 - WATER Total:	112,277.11

Fund: 602 - SEWER

4M FUND	20141230	12/30/2014	ACH FUNDS TO 4M	602-10400	100,000.00
					<u>100,000.00</u>

Activity: 49450 - Sewer

ENVIRON INTERNATIONAL CO	382166	12/30/2014	SERVICE #2028344A	602-49450-310	1,621.00
ENVIRON INTERNATIONAL CO	384380	12/30/2014	SERVICE - #2028344A	602-49450-310	567.63
MN VALLEY TESTING	731469	11/26/2014	TESTING	602-49450-310	45.60
MN VALLEY TESTING	731474	11/26/2014	TESTING	602-49450-310	223.60
MN VALLEY TESTING	731749	11/28/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	731970	12/02/2014	TESTING	602-49450-310	143.60
MN VALLEY TESTING	732254	12/02/2014	TESTING	602-49450-310	118.60
MN VALLEY TESTING	732281	12/02/2014	TESTING	602-49450-310	223.60
MN VALLEY TESTING	732797	12/05/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	733100	12/09/2014	TESTING	602-49450-310	143.60
MN VALLEY TESTING	733101	12/09/2014	TESTING	602-49450-310	118.60
MN VALLEY TESTING	733640	12/15/2014	TESTING	602-49450-310	120.00
MN VALLEY TESTING	733662	12/15/2014	TESTING	602-49450-310	223.60
MN VALLEY TESTING	733663	12/15/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	733882	12/15/2014	TESTING	602-49450-310	143.60
MN VALLEY TESTING	734116	12/16/2014	TESTING	602-49450-310	118.60
MN VALLEY TESTING	734138	12/16/2014	TESTING	602-49450-310	133.00
MN VALLEY TESTING	734140	12/16/2014	TESTING	602-49450-310	120.00
MN VALLEY TESTING	734377	12/16/2014	TESTING	602-49450-310	223.60
GOPHER STATE ONE CALL	128344	12/05/2014	LOCATES	602-49450-321	13.08
SOUTH CENTRAL ELECTRIC	20141230A	12/30/2014	SERVICE #26-24-125-04	602-49450-381	98.68
MN ENERGY RESOURCES	20141216	12/16/2014	HEATING #4325313-7-CITY OF	602-49450-383	494.50
MN ENERGY RESOURCES	20141217	12/17/2014	HEATING #4222768-6 CITY OF	602-49450-383	83.59
MN ENERGY RESOURCES	20141217A	12/17/2014	HEATING #4335469-5 CITY OF	602-49450-383	17.09
ELECTRIC FUND	20141217C	12/17/2014	MAINTENANCE	602-49450-404	66.75
LYNETTE YONKER	20141223	12/23/2014	CLEANING	602-49450-404	45.00
WINDOM FIRE & SAFETY	5726	12/30/2014	SERVICE	602-49450-404	110.36
DICKS WELDING INC	59665	12/16/2014	MAINTENANCE	602-49450-404	275.00
A & B BUSINESS	IN137190	12/15/2014	MAINTENANCE	602-49450-404	98.25
WINDOM TOWING CO	82322	12/17/2014	SERVICE-MAINTENANCE	602-49450-405	183.00
INFRASTRUCTURE TECHNOLO	PR140939	12/23/2014	MANHOLE COATING	602-49450-408	18,310.00
BOLTON & MENK, INC.	0173084	12/23/2014	MPCA NITRATE PILOT STUDY	602-49450-439	3,960.00
				Activity 49450 - Sewer Total:	28,442.53
				Fund 602 - SEWER Total:	128,442.53

Fund: 604 - ELECTRIC

4M FUND	20141230	12/30/2014	ACH FUNDS TO 4M	604-10400	200,000.00
CARY & CHELAINE VILLENEUV	20141216	12/16/2014	REFUND - STATEMENT CREDI	604-11500	112.39
TELECOM FUND	20141217	12/17/2014	MONTHLY TRANSFERS-DEC	604-11500	11.90
FRESCO INC.	62523	12/22/2014	EQUIPMENT-INVENTORY	604-14200	207.61
LEOTEK ELECTRONICS USA CO	UCI13004558	12/16/2014	ELECTRIC INVENTORY #BA005	604-14200	3,121.20
AMBER CHINN	20141215	12/15/2014	REFUND-AMBER CHINN-BAL	604-22000	129.77
ELECTRIC FUND	20141215D	12/15/2014	REFUND-AMBER CHINN -UTIL	604-22000	170.23
ELECTRIC FUND	20141215E	12/15/2014	REFUND-CASEY THEDAN- UTIL	604-22000	300.00
NEFTALY MENDOZA	20141230	12/30/2014	REFUND - UTILITY PREPAYME	604-22000	300.00
TRACY KELLEN	20141230	12/30/2014	REFUND - UTILITY PREPAYME	604-22000	300.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ASHLEY GRIESE	20141230	12/30/2014	REFUND-UTILITY PREPAYMEN	604-22000	300.00
					204,953.10
Activity: 49550 - Electric					
OFFICEMAX - HSBC BUS SOLU	114408	12/30/2014	SUPPLIES	604-49550-200	142.87
OFFICEMAX - HSBC BUS SOLU	114555	12/30/2014	SUPPLIES	604-49550-200	42.73
OFFICEMAX - HSBC BUS SOLU	126023	12/30/2014	SUPPLIES	604-49550-200	38.86
OFFICEMAX - HSBC BUS SOLU	126024	12/30/2014	SUPPLIES	604-49550-200	29.75
OFFICEMAX - HSBC BUS SOLU	126025	12/30/2014	SUPPLIES	604-49550-200	29.75
CHERYL LILLEGAARD	20141215	12/15/2014	EXPENSE- SUPPLIES	604-49550-217	49.75
WINDOM FIRE & SAFETY	5488	12/30/2014	SERVICE	604-49550-217	178.00
CENTRAL MINNESOTA MUNIC	4697	12/15/2014	POWER COST-ENERGY TRANS	604-49550-263	107,382.03
CENTRAL MINNESOTA MUNIC	4697	12/15/2014	POWER COST-ENERGY TRANS	604-49550-263	119,871.92
SKARSHAUG TESTING LAB	194177	12/22/2014	TESTING	604-49550-310	192.63
GOPHER STATE ONE CALL	128344	12/05/2014	LOCATES	604-49550-321	13.08
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH ELECTRIC	604-49550-322	0.57
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - ELECTRIC	604-49550-322	3.79
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - ELECTRIC	604-49550-322	10.28
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - ELECTRIC	604-49550-322	0.57
BRENT BROWN	20141216	12/16/2014	EXPENSE-MMUS CONFERENC	604-49550-331	173.60
MARV GRUNIG	20141230	12/30/2014	EXPENSE	604-49550-331	78.40
BRENT BROWN	20141216	12/16/2014	EXPENSE-MMUS CONFERENC	604-49550-334	31.26
MN ENERGY RESOURCES	20141222A	12/22/2014	HEATING #4355412-0 CITY OF	604-49550-383	671.04
HOMETOWN SANITATION SE	0000103288	12/05/2014	GARBAGE SERVICE- ELECTRIC	604-49550-384	84.75
BRAD BUSSA	20141230	12/30/2014	CLEANING	604-49550-406	184.60
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - ELECTRIC	604-49550-408	2.00
CHAPMAN METERING LLC	14454	12/22/2014	SERVICE #2126	604-49550-410	300.00
MN DEPT OF COMMERCE	1000031426	12/16/2014	2015 INDIRECT ASSESSMENT	604-49550-433	178.90
MN DEPT OF COMMERCE	1000031426	12/16/2014	2015 INDIRECT ASSESSMENT	604-49550-450	995.34
MCDONALD'S	20141215	12/15/2014	ENERGY REBATE	604-49550-450	1,186.90
CENTRAL MINNESOTA MUNIC	4713	12/15/2014	POWER COST	604-49550-450	2,140.00
BANK MIDWEST	20141223	12/23/2014	NSF -TIM JOHNSON	604-49550-480	161.00
Activity 49550 - Electric Total:					234,174.37
Fund 604 - ELECTRIC Total:					439,127.47

Fund: 609 - LIQUOR STORE

Activity: 49751 - Liquor Store

CAMPUS CLEANERS	12-010416	12/30/2014	SERVICE	609-49751-217	21.17
CAMPUS CLEANERS	12-011331	12/30/2014	SUPPLIES	609-49751-217	21.17
AH HERMEL COMPANY	475341	12/15/2014	MERCHANDISE	609-49751-217	91.77
ENVIROMASTER, INC	517541	12/05/2014	SERVICE	609-49751-217	40.88
WIRTZ BEVERAGE MN WINE	1080260700	12/05/2014	MERCHANDISE	609-49751-251	1,849.32
SOUTHERN WINE & SPIRITS O	1224602A	11/28/2014	CREDIT-MERCHANDISE	609-49751-251	-1,611.00
SOUTHERN WINE & SPIRITS O	1228581	11/28/2014	MERCHANDISE	609-49751-251	2,775.74
SOUTHERN WINE & SPIRITS O	1231540	12/05/2014	MERCHANDISE	609-49751-251	1,004.85
SOUTHERN WINE & SPIRITS O	1234068	12/15/2014	MERCHANDISE	609-49751-251	1,610.43
PHILLIPS WINE & SPIRITS	2707457	12/05/2014	MERCHANDISE	609-49751-251	7,101.49
PHILLIPS WINE & SPIRITS	2711069	12/15/2014	MERCHANDISE	609-49751-251	3,485.00
JOHNSON BROS.	5040073	12/05/2014	MERCHANDISE	609-49751-251	3,424.73
JOHNSON BROS.	5045420	12/15/2014	MERCHANDISE	609-49751-251	3,291.42
WIRTZ BEVERAGE MN WINE	1080260701	12/05/2014	MERCHANDISE	609-49751-252	168.35
HAGEN BEVERAGE DIST. INC.	269815	12/15/2014	CREDIT- MERCHANDISE	609-49751-252	-36.00
HAGEN BEVERAGE DIST. INC.	269957	12/15/2014	MERCHANDISE	609-49751-252	5,130.07
HAGEN BEVERAGE DIST. INC.	270179	12/22/2014	MERCHANDISE	609-49751-252	8,408.00
ARTISAN BEER COMPANY	3007716	12/05/2014	MERCHANDISE	609-49751-252	84.00
ARTISAN BEER COMPANY	303098	12/05/2014	CREDIT - MERCHANDISE	609-49751-252	-7.84
BEVERAGE WHOLESALERS	529793	12/15/2014	MERCHANDISE	609-49751-252	3,333.35
BEVERAGE WHOLESALERS	530676	12/22/2014	MERCHANDISE	609-49751-252	9,813.58
BEVERAGE WHOLESALERS	531401	12/30/2014	MERCHANDISE	609-49751-252	3,977.80
VINOCOPIA, INC	0113690-IN	12/15/2014	MERCHANDISE	609-49751-253	641.50
WIRTZ BEVERAGE MN WINE	1080260700	12/05/2014	MERCHANDISE	609-49751-253	128.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOUTHERN WINE & SPIRITS O	1228583	11/28/2014	MERCHANDISE	609-49751-253	818.00
SOUTHERN WINE & SPIRITS O	1234069	12/15/2014	MERCHANDISE	609-49751-253	666.00
PHILLIPS WINE & SPIRITS	203642	12/15/2014	CREDIT - MERCHANDISE	609-49751-253	-80.00
INDIAN ISLAND WINERY	2324	12/22/2014	MERCHANDISE	609-49751-253	129.12
HAGEN BEVERAGE DIST. INC.	270324	12/30/2014	MERCHANDISE	609-49751-253	3,501.95
PHILLIPS WINE & SPIRITS	2707458	12/05/2014	MERCHANDISE	609-49751-253	2,078.00
JOHNSON BROS.	5040074	12/05/2014	MERCHANDISE	609-49751-253	1,967.30
JOHNSON BROS.	5040075	12/05/2014	MERCHANDISE	609-49751-253	41.98
JOHNSON BROS.	5045421	12/15/2014	MERCHANDISE	609-49751-253	1,718.54
JOHNSON BROS.	5045422	12/15/2014	MERCHANDISE	609-49751-253	20.99
PAUSTIS & SONS	8477699-IN	12/15/2014	MERCHANDISE	609-49751-253	191.00
PAUSTIS & SONS	8477798-IN	12/15/2014	MERCHANDISE	609-49751-253	475.01
COCA-COLA BOTTLING COMP	0448500319	12/05/2014	MERCHANDISE	609-49751-254	348.92
WIRTZ BEVERAGE MN WINE	1080260700	12/05/2014	MERCHANDISE	609-49751-254	52.60
SOUTHERN WINE & SPIRITS O	1228582	11/28/2014	MERCHANDISE	609-49751-254	40.00
EXTREME BEVERAGE, LLC	267-3262	12/15/2014	MERCHANDISE	609-49751-254	167.50
AH HERMEL COMPANY	475341	12/15/2014	MERCHANDISE	609-49751-254	177.98
AH HERMEL COMPANY	475341	12/15/2014	MERCHANDISE	609-49751-256	112.76
HAGEN BEVERAGE DIST. INC.	269957	12/15/2014	MERCHANDISE	609-49751-259	45.75
BEVERAGE WHOLESALERS	529793	12/15/2014	MERCHANDISE	609-49751-259	19.00
BEVERAGE WHOLESALERS	530676	12/22/2014	MERCHANDISE	609-49751-259	16.80
AH HERMEL COMPANY	475341	12/15/2014	MERCHANDISE	609-49751-261	11.12
WIRTZ BEVERAGE MN WINE	1080260700	12/05/2014	MERCHANDISE	609-49751-333	41.01
SOUTHERN WINE & SPIRITS O	1228581	11/28/2014	MERCHANDISE	609-49751-333	46.17
SOUTHERN WINE & SPIRITS O	1228582	11/28/2014	MERCHANDISE	609-49751-333	2.00
SOUTHERN WINE & SPIRITS O	1228583	11/28/2014	MERCHANDISE	609-49751-333	28.00
SOUTHERN WINE & SPIRITS O	1231540	12/05/2014	MERCHANDISE	609-49751-333	32.00
SOUTHERN WINE & SPIRITS O	1234068	12/15/2014	MERCHANDISE	609-49751-333	28.73
SOUTHERN WINE & SPIRITS O	1234069	12/15/2014	MERCHANDISE	609-49751-333	24.00
PHILLIPS WINE & SPIRITS	203642	12/15/2014	CREDIT - MERCHANDISE	609-49751-333	-1.67
PHILLIPS WINE & SPIRITS	2707457	12/05/2014	MERCHANDISE	609-49751-333	145.79
PHILLIPS WINE & SPIRITS	2707458	12/05/2014	MERCHANDISE	609-49751-333	48.43
PHILLIPS WINE & SPIRITS	2711069	12/15/2014	MERCHANDISE	609-49751-333	46.76
AH HERMEL COMPANY	475341	12/15/2014	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	5040073	12/05/2014	MERCHANDISE	609-49751-333	41.75
JOHNSON BROS.	5040074	12/05/2014	MERCHANDISE	609-49751-333	70.14
JOHNSON BROS.	5045420	12/15/2014	MERCHANDISE	609-49751-333	35.35
JOHNSON BROS.	5045421	12/15/2014	MERCHANDISE	609-49751-333	60.12
PAUSTIS & SONS	8477699-IN	12/15/2014	MERCHANDISE	609-49751-333	4.50
PAUSTIS & SONS	8477798-IN	12/15/2014	MERCHANDISE	609-49751-333	8.75
UNIVERSAL PUBLICATIONS	149140	12/15/2014	ADVERTISING	609-49751-340	175.00
MN ENERGY RESOURCES	20141222	12/22/2014	HEATING #4290426-8 RIVER B	609-49751-383	180.64
HOMETOWN SANITATION SE	0000103286	12/05/2014	GARBAGE SERVICE - RIVER BE	609-49751-384	48.06
TOTAL REGISTER SYSTEMS	52548	12/15/2014	SERVICE-MAINTENANCE	609-49751-404	1,006.37
BANK MIDWEST	20141230	12/30/2014	NSF-ATSATHANG THON XAYK	609-49751-480	27.87

Activity 49751 - Liquor Store Total: 69,371.82

Fund 609 - LIQUOR STORE Total: 69,371.82

Fund: 614 - TELECOM

CORKY BYAM	20141216	12/16/2014	REFUND - STATEMENT CREDI	614-11500	10.76
ALLEN REINKEN	20141216	12/16/2014	REFUND - STATEMENT CREDI	614-11500	17.60
ELECTRIC FUND	20141216A	12/16/2014	MONTHLY REFUNDS	614-11500	424.68
JACOB LEHRKE	20141217	12/17/2014	REFUND - STATEMENT CREDI	614-11500	3.67
CCI SYSTEMS	0081798-IN	12/22/2014	CAPITAL HEADEND	614-16300	269.95
CCI SYSTEMS	0081929-IN	12/30/2014	CAPITAL HEADEND	614-16300	512.47
GOLDFIELD TELECOM LC	51477	12/30/2014	CAPITAL HEADEND	614-16300	1,600.00
NATIONAL CABLE TV COOP	SI-422515	12/22/2014	CAPITAL HEADEND	614-16300	881.76
INTERNAL REVENUE SERVICE	270476530653071	12/30/2014	EXCISE TAX POSTING	614-20201	737.64
MN 9-1-1 PROGRAM	20141230	12/30/2014	DEC 2014 911 SERVICE	614-20206	1,009.37

5,467.90

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Activity: 49870 - Telecom					
WINDOM QUICK PRINT	20141230	12/30/2014	SUPPLIES	614-49870-200	174.85
NEW STAR SALES & SERVICE	43316	12/17/2014	SERVICE	614-49870-200	37.41
WINDOM FIRE & SAFETY	5491	12/30/2014	SERVICE	614-49870-200	60.29
GLOBAL GOV'T/EDUCATION S	J90637810101	12/30/2014	SUPPLIES #0074136359	614-49870-200	94.64
HY-VEE, INC.	20141222	12/22/2014	MERCHANDISE #62863	614-49870-211	22.66
TRI-STATE BATTERY CO	1912999008914	12/30/2014	SUPPLIES -MAINTENANCE	614-49870-227	133.70
POWER & TEL	5684980-00	12/08/2014	MAINTENANCE	614-49870-227	469.45
POWER & TEL	5695205-00	12/22/2014	TOOLS	614-49870-241	360.52
MN DEPT OF COMMERCE	1000031081	12/15/2014	INDIRECT ASSESSMENT #6412	614-49870-304	506.30
OLSEN THIELEN & CO.,LTD	18411	12/22/2014	SERVICE #947000	614-49870-304	990.25
CINNAMON MUELLER	30823	12/22/2014	SERVICE	614-49870-304	34.18
INTERSTATE TRS FUND	82580712144	12/22/2014	ASSESSMENT FOR 499-1 FILIN	614-49870-304	117.85
GOPHER STATE ONE CALL	128344	12/05/2014	LOCATES	614-49870-321	13.06
CENTURY LINK	20141230	12/30/2014	PHONE-SERVICE	614-49870-321	72.23
SECR REV FUND/CITY OF WD	20141230	12/30/2014	PETTY CASH - TELECOM	614-49870-322	20.40
SOUTHWEST MN BROADBAN	WYNN.14	12/30/2014	CALIX WYNN EXPENSE-DAN-T	614-49870-331	902.16
GODFATHER'S PIZZA	138787	12/22/2014	EXPENSE	614-49870-334	27.77
MN ENERGY RESOURCES	20141222B	12/22/2014	HEATING #4098343-9 TELECO	614-49870-383	222.18
HOMETOWN SANITATION SE	0000103289	12/08/2014	GARBAGE SERVICE- TELECOM	614-49870-384	73.92
BLUEHIGHWAYS	012-111014	12/16/2014	SUBSCRIBER	614-49870-442	244.96
BBC WORLDWIDE AMERICA I	092325	12/16/2014	SUBSCRIBER	614-49870-442	82.94
HUBBARD BROADCASTING IN	20141216	12/16/2014	SUBSCRIBER	614-49870-442	1,316.06
DISCOVERY DIGITAL NETWOR	20141216	12/16/2014	SUBSCRIBER	614-49870-442	145.93
YOUNG BROADCASTING LLC	20141216	12/16/2014	SUBSCRIBER	614-49870-442	2,896.56
DISH NETWORK	20141217	12/17/2014	SERVICE #8255-2900-1001-18	614-49870-442	3,400.00
DISPLAY SYSTEMS INTERNATI	22843	12/08/2014	SERVICE	614-49870-442	163.88
TOWER DISTRIBUTION COMP	397725	12/16/2014	SUBSCRIBER	614-49870-442	526.30
KARE GANNETT CO., INC	411-1042	12/16/2014	SUBSCRIBER	614-49870-442	2,431.85
OWN LLC	4797043	12/16/2014	SUBSCRIBER	614-49870-442	79.10
HUB TELEVISION NETWORKS	4797542	12/16/2014	SUBSCRIBER	614-49870-442	37.52
SHOWTIME NETWORKS INC	9002731-1114	12/16/2014	SUBSCRIBER	614-49870-442	545.48
FOX SPORTS	102289	12/16/2014	SUBSCRIBER	614-49870-442	16,883.94
BTN - BIG TEN NETWORK	103875	12/16/2014	SUBSCRIBER	614-49870-442	4,082.00
FOX TELEVISION STATIONS, IN	NOV-14	12/16/2014	SUBSCRIBER	614-49870-442	4,892.31
DREAM HOST WEB HOSTING	1473097-2014-12-25-1	12/30/2014	11-26-14 TO 12-25-14 #1473	614-49870-444	139.00
ONVOY VOICE SERVICES	141202008508	12/17/2014	SERVICE #001555600262	614-49870-445	1,398.74
COGENT COMMUNICATIONS,	20141217	12/17/2014	CITYOFWI00001 10-21 TO 11-	614-49870-447	1,750.00
SOUTHWEST/WEST CENTRAL	45161	12/08/2014	SERVICE	614-49870-447	1,134.52
ONVOY VOICE SERVICES	141202009017	12/17/2014	SERVICE #001553603305	614-49870-451	4,364.85
ZAYO BANDWIDTH	20141208	12/08/2014	SERVICE	614-49870-451	3,268.78
NEUSTAR, INC.	L-0000013043	12/30/2014	SERVICE #10202	614-49870-451	7.00
CENTURY LINK - LIS ACCTS	L040021021-14330	12/17/2014	SERVICE #507-L04-0021-021	614-49870-451	71.35
OLSEN THIELEN & CO.,LTD	18411	12/22/2014	SERVICE #947000	614-49870-480	990.25
BANK MIDWEST	20141223A	12/23/2014	NSF-MELISSA SWARD - TELEC	614-49870-480	37.95

Activity 49870 - Telecom Total: 55,225.09

Fund 614 - TELECOM Total: 60,692.99

Fund: 615 - ARENA

Activity: 49850 - Arena

HEARTLAND PAPER COMPAN	92434-0	12/15/2014	SUPPLIES	615-49850-211	203.74
WINDOM EDUCATION & COLL	20141217	12/17/2014	CITY: 2 WINDOWS 7 & LIBRAR	615-49850-217	140.00
HY-VEE, INC.	20141222	12/22/2014	MERCHANDISE #62863	615-49850-217	5.73
WINDOM QUICK PRINT	20141216	12/16/2014	PRINTING SERVICES - ARENA	615-49850-350	150.00
HOMETOWN SANITATION SE	0000103290	12/08/2014	GARBAGE SERVICE - ARENA	615-49850-384	130.88
LUCAN COMMUNITY TV INC	2255	12/16/2014	SERVICE-MAINTENANCE	615-49850-402	39.00
ELECTRIC FUND	20141217D	12/17/2014	MAINTENANCE	615-49850-404	15.00
ELECTRIC FUND	20141217D	12/17/2014	MAINTENANCE	615-49850-404	12.01

Expense Approval Report

Payment Dates: 12/12/2014 - 12/31/2014

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	20141217A	12/17/2014	MAINTENANCE	615-49850-409	10.90
				Activity 49850 - Arena Total:	707.26
				Fund 615 - ARENA Total:	707.26
Fund: 617 - M/P CENTER					
MARIA C GONZALEZ	20141215	12/15/2014	REFUND-CANCELATION COM	617-38510	175.00
					175.00
Activity: 49860 - M/P Center					
WINDOM EDUCATION & COLL	20141217	12/17/2014	CITY: 2 WINDOWS 7 & LIBRAR	617-49860-200	140.00
HY-VEE, INC.	20141222	12/22/2014	MERCHANDISE #62863	617-49860-254	10.43
MN ENERGY RESOURCES	20141216C	12/16/2014	HEATING #4271541-7 COMM	617-49860-383	1,697.63
HOMETOWN SANITATION SE	0000103291	12/05/2014	GARBAGE SERVICE-COMM CE	617-49860-384	51.52
GDF ENTERPRISES, INC	A7427	12/15/2014	MAINTENANCE	617-49860-404	227.71
				Activity 49860 - M/P Center Total:	2,127.29
				Fund 617 - M/P CENTER Total:	2,302.29
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0000424	12/12/2014	Federal Tax Withholding	700-21701	13,206.31
Internal Revenue Service-Payr	INV0000434	12/26/2014	Federal Tax Withholding	700-21701	10,748.75
Internal Revenue Service-Payr	INV0000437	12/30/2014	Federal Tax Withholding	700-21701	41.25
Minnesota Department of Re	INV0000423	12/12/2014	State Withholding	700-21702	5,545.24
Minnesota Department of Re	INV0000433	12/26/2014	State Withholding	700-21702	4,461.82
Minnesota Department of Re	INV0000436	12/30/2014	State Withholding	700-21702	19.39
Internal Revenue Service-Payr	CM0000012	12/26/2014	Social Security	700-21703	-91.62
Internal Revenue Service-Payr	INV0000425	12/12/2014	Social Security	700-21703	13,668.32
Internal Revenue Service-Payr	INV0000435	12/26/2014	Social Security	700-21703	11,568.10
MN Pera	INV0000416	12/12/2014	PERA	700-21704	12,588.37
MN Pera	INV0000417	12/12/2014	PERA	700-21704	5,043.86
MN Pera	INV0000418	12/12/2014	PERA	700-21704	898.32
MN Pera	INV0000426	12/26/2014	PERA	700-21704	12,531.20
MN Pera	INV0000427	12/26/2014	PERA	700-21704	5,034.35
MN Pera	INV0000428	12/26/2014	PERA	700-21704	483.00
Minnesota State Deferred	INV0000419	12/12/2014	Deferred Compensation	700-21705	4,685.00
Minnesota State Deferred	INV0000420	12/12/2014	Deferred Roth	700-21705	750.00
Minnesota State Deferred	INV0000429	12/26/2014	Deferred Compensation	700-21705	4,685.00
Minnesota State Deferred	INV0000430	12/26/2014	Deferred Roth	700-21705	750.00
LOCAL UNION #949	20141215	12/15/2014	UNION DUES	700-21707	1,635.94
LAW ENFORCMENT LABOR SE	0141215	12/15/2014	UNION DUES	700-21708	270.00
Minnesota Child Support Pay	INV0000421	12/12/2014	Child Support Payment	700-21709	407.47
Minnesota Child Support Pay	INV0000431	12/26/2014	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000422	12/12/2014	Medicare Withholding	700-21711	3,985.68
Internal Revenue Service-Payr	INV0000432	12/26/2014	Medicare Withholding	700-21711	3,226.44
SELECTACCOUNT	20141216	12/16/2014	FLEX SPENDING	700-21712	384.62
AFLAC	987800	12/23/2014	INSURANCE #OEQP3	700-21715	98.22
AFLAC	987800	12/23/2014	INSURANCE #OEQP3	700-21716	389.97
MN BENEFIT ASSOCIATION	20141216	12/16/2014	INSURANCE	700-21717	159.65
MN BENEFIT ASSOCIATION	20141216	12/16/2014	INSURANCE	700-21719	124.84
MII LIFE	20141215	12/15/2014	VEBA	700-21720	125.93
MII LIFE	20141215A	12/15/2014	VEBA	700-21720	10,329.32
					128,162.21
				Fund 700 - PAYROLL Total:	128,162.21
				Grand Total:	1,132,366.73

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	22,993.61
211 - LIBRARY	3,801.43
225 - AIRPORT	4,092.82
235 - AMBULANCE	3,946.33
250 - EDA GENERAL	16,221.08
251 - EDA REVOLVING	8,402.00
254 - NORTH IND PARK	4,710.56
262 - TIF 1-2 PAMIDA	1,322.50
265 - TIF 1-8 DOWNTOWN	2,682.90
266 - TIF 1-10 RUNNINGS	13,704.35
268 - TIF 1-12 PM WINDOM	81,260.10
269 - TIF 1-14 SPEC BLDG II	5,025.37
401 - GENERAL CAPITAL PROJECTS	23,120.00
601 - WATER	112,277.11
602 - SEWER	128,442.53
604 - ELECTRIC	439,127.47
609 - LIQUOR STORE	69,371.82
614 - TELECOM	60,692.99
615 - ARENA	707.26
617 - M/P CENTER	2,302.29
700 - PAYROLL	128,162.21
Grand Total:	1,132,366.73

Account Summary

Account Number	Account Name	Payment Amount
100-11500	Accounts Receivable	8.59
100-41110-200	Office Supplies	200.45
100-41110-308	Training & Registrations	315.00
100-41110-480	Other Miscellaneous	7,002.00
100-41110-491	Payments to Other Orga	1,245.40
100-41310-200	Office Supplies	42.42
100-41310-308	Training & Registrations	100.00
100-41310-433	Dues & Subscriptions	76.00
100-41310-480	Other Miscellaneous	46.00
100-41910-200	Office Supplies	23.88
100-41910-480	Other Miscellaneous	4.00
100-41940-383	Gas Utility	1,220.91
100-41940-384	Refuse Disposal	85.04
100-41940-406	Repairs & Maint - Groun	100.00
100-41940-409	Repairs & Maint - Utilitie	8.00
100-42120-200	Office Supplies	5.99
100-42120-218	Uniforms	1,132.83
100-42120-321	Telephone	30.06
100-42120-322	Postage	15.30
100-42120-323	Radio Units	526.10
100-42120-326	Data Processing	567.06
100-42120-350	Printing & Design	74.90
100-42120-404	Repairs & Maint - M&E	1,563.00
100-42120-405	Repairs & Maint - Vehicl	168.00
100-42120-433	Dues & Subscriptions	20.00
100-42120-480	Other Miscellaneous	243.00
100-42220-200	Office Supplies	135.54
100-42220-218	Uniforms	950.00
100-42220-321	Telephone	97.06
100-42220-404	Repairs & Maint - M&E	10.02
100-42220-405	Repairs & Maint - Vehicl	80.10
100-42220-433	Dues & Subscriptions	264.00

Account Summary

Account Number	Account Name	Payment Amount
100-42220-480	Other Miscellaneous	83.00
100-43100-215	Materials & Equipment	30.00
100-43100-217	Other Operating Supplie	170.87
100-43100-225	Landscaping Materials	15.00
100-43100-383	Gas Utility	1,037.44
100-43100-384	Refuse Disposal	130.85
100-43100-404	Repairs & Maint - M&E	4,787.83
100-45202-404	Repairs & Maint - M&E	187.35
100-45202-405	Repairs & Maint - Vehicl	74.28
100-45202-406	Repairs & Maint - Groun	11.34
100-45202-480	Other Miscellaneous	105.00
211-45501-200	Office Supplies	700.00
211-45501-322	Postage	45.67
211-45501-383	Gas Utility	869.58
211-45501-402	Repairs & Maint - Struct	160.00
211-45501-409	Repairs & Maint - Utilitie	16.16
211-45501-433	Dues & Subscriptions	175.90
211-45501-435	Books and Pamphlets	1,834.12
225-45127-217	Other Operating Supplie	114.00
225-45127-321	Telephone	25.55
225-45127-404	Repairs & Maint - M&E	18.00
225-45127-409	Repairs & Maint - Utilitie	8.00
225-49950-500	Capital Outlay	3,927.27
235-42153-217	Other Operating Supplie	637.91
235-42153-218	Uniforms	412.98
235-42153-312	Nursing	928.83
235-42153-321	Telephone	97.06
235-42153-326	Data Processing	1,249.50
235-42153-334	Meals/Lodging	138.55
235-42153-404	Repairs & Maint - M&E	12.00
235-42153-405	Repairs & Maint - Vehicl	469.50
250-46520-200	Office Supplies	47.77
250-46520-301	Auditing & Consulting Se	358.75
250-46520-340	Advertising & Promotion	165.00
250-46520-438	Meeting Expense	1,172.50
250-46520-439	Special Projects	1,140.00
250-46520-480	Other Miscellaneous	207.01
250-46520-481	Tax Abatement	13,130.05
251-12900	Loan Receivable	8,382.00
251-46520-491	Payments to Other Orga	20.00
254-46520-303	Engineering and Surveyi	3,447.48
254-46520-381	Electric Utility	123.08
254-49950-500	Capital Outlay	1,140.00
262-46530-592	TIF Site Imprvements	1,322.50
265-20702	Due to EDA Fund	2,682.90
266-46530-482	TIF Payments	13,704.35
268-46530-482	TIF Payments	81,260.10
269-20702	Due to EDA Fund	5,025.37
401-49950-502	Capital Outlay - Fire	23,120.00
601-10400	Investments - Current	100,000.00
601-14200	Inventory	585.92
601-49400-216	Chemicals and Chemical	3,418.00
601-49400-310	Lab Testing	56.25
601-49400-321	Telephone	13.08
601-49400-383	Gas Utility	850.89
601-49400-384	Refuse Disposal	85.04
601-49400-386	Landfill	3,336.61
601-49400-404	Repairs & Maint - M&E	681.32

Account Summary

Account Number	Account Name	Payment Amount
601-49400-405	Repairs & Maint - Vehicl	25.00
601-49400-443	Intergovernmental Fees	3,225.00
602-10400	Investments - Current	100,000.00
602-49450-310	Lab Testing	4,687.23
602-49450-321	Telephone	13.08
602-49450-381	Electric Utility	98.68
602-49450-383	Gas Utility	595.18
602-49450-404	Repairs & Maint - M&E	595.36
602-49450-405	Repairs & Maint - Vehicl	183.00
602-49450-408	Repairs & Maint - Distrib	18,310.00
602-49450-439	Special Projects	3,960.00
604-10400	Investments - Current	200,000.00
604-11500	Accounts Receivable	124.29
604-14200	Inventory	3,328.81
604-22000	Prepayments	1,500.00
604-49550-200	Office Supplies	283.96
604-49550-217	Other Operating Supplie	227.75
604-49550-263	Merchandise for Resale	227,253.95
604-49550-310	Lab Testing	192.63
604-49550-321	Telephone	13.08
604-49550-322	Postage	15.21
604-49550-331	Travel Expense	252.00
604-49550-334	Meals/Lodging	31.26
604-49550-383	Gas Utility	671.04
604-49550-384	Refuse Disposal	84.75
604-49550-406	Repairs & Maint - Groun	184.60
604-49550-408	Repairs & Maint - Distrib	2.00
604-49550-410	Repairs & Maint - Gener	300.00
604-49550-433	Dues & Subscriptions	178.90
604-49550-450	Conservation	4,322.24
604-49550-480	Other Miscellaneous	161.00
609-49751-217	Other Operating Supplie	174.99
609-49751-251	Liquor	22,931.98
609-49751-252	Beer	30,871.31
609-49751-253	Wine	12,297.39
609-49751-254	Soft Drinks & Mix	787.00
609-49751-256	Tobacco Products	112.76
609-49751-259	Non- Alcoholic	81.55
609-49751-261	Other Merchandise	11.12
609-49751-333	Freight and Express	665.78
609-49751-340	Advertising & Promotion	175.00
609-49751-383	Gas Utility	180.64
609-49751-384	Refuse Disposal	48.06
609-49751-404	Repairs & Maint - M&E	1,006.37
609-49751-480	Other Miscellaneous	27.87
614-11500	Accounts Receivable	456.71
614-16300	Improvements Other Th	3,264.18
614-20201	Excise Tax Payable	737.64
614-20206	911 TAP & TACIP Fees Cl	1,009.37
614-49870-200	Office Supplies	367.19
614-49870-211	Cleaning Supplies	22.66
614-49870-227	Utility System Maint Sup	603.15
614-49870-241	Small Tools	360.52
614-49870-304	Legal Fees	1,648.58
614-49870-321	Telephone	85.29
614-49870-322	Postage	20.40
614-49870-331	Travel Expense	902.16
614-49870-334	Meals/Lodging	27.77

Account Summary

Account Number	Account Name	Payment Amount
614-49870-383	Gas Utility	222.18
614-49870-384	Refuse Disposal	73.92
614-49870-442	Subscriber Fees	37,728.83
614-49870-444	License Fees	139.00
614-49870-445	Switch Fees	1,398.74
614-49870-447	Internet Expense	2,884.52
614-49870-451	Call Completion	7,711.98
614-49870-480	Other Miscellaneous	1,028.20
615-49850-211	Cleaning Supplies	203.74
615-49850-217	Other Operating Supplie	145.73
615-49850-350	Printing & Design	150.00
615-49850-384	Refuse Disposal	130.88
615-49850-402	Repairs & Maint - Struct	39.00
615-49850-404	Repairs & Maint - M&E	27.01
615-49850-409	Repairs & Maint - Utilitie	10.90
617-38510	M/P Room Rent	175.00
617-49860-200	Office Supplies	140.00
617-49860-254	Soft Drinks & Mix	10.43
617-49860-383	Gas Utility	1,697.63
617-49860-384	Refuse Disposal	51.52
617-49860-404	Repairs & Maint - M&E	227.71
700-21701	Federal Withholding	23,996.31
700-21702	State Withholding	10,026.45
700-21703	FICA Tax Withholding	25,144.80
700-21704	PERA Contributions	36,579.10
700-21705	Retirement	10,870.00
700-21707	Union Dues	1,635.94
700-21708	PD Union Dues	270.00
700-21709	Wage Levy	814.94
700-21711	Medicare Tax Withholdi	7,212.12
700-21712	Flex Account	384.62
700-21715	Individual Insurance-Afla	98.22
700-21716	Individual Insurance-Afla	389.97
700-21717	Individual Insurance-MB	159.65
700-21719	Individual Insurance-MB	124.84
700-21720	VEBA Contributions	10,455.25
	Grand Total:	1,132,366.73

Project Account Summary

Project Account Key	Payment Amount	
None	1,130,891.22	
Equipment	100.00	
OTHER SUPPLY/SERVICE	203.01	
RENTALS	1,172.50	
	Grand Total:	1,132,366.73

1/2/15


OWNER: CITY OF WINDOM 2013 STREETS CONTRACTOR: BKC Construction, Inc 56081 ST JAMES, MN PERIOD OF ESTIMATE FROM 11/14/2013 TO 12/16/2014

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

CONTRACT TIME
 Original (days) 20 Revised Remaining On Schedule Yes No Starting Date 10/21/2013 Projected Completion

CONTRACTOR'S CERTIFICATION:
 The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.
 BKC CONSTRUCTION, INC.
 ST JAMES MN
 By: *Brett Curry* President
 Date: *12/16/2014*

ARCHITECT OR ENGINEER'S CERTIFICATION:
 The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.
 Architect or Engineer: WENCK ASSOCIATES
 By: *[Signature]*
 Date: *12/17/14*

APPROVED BY OWNER
 Owner: CITY OF WINDOM
 By: _____
 Date: _____

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

2013 STREET IMPROVEMENTS
 WINDOM, MINNESOTA 56101
 FINAL PAY REQUEST BKC CONSTRUCTION

ITEM	CONTRACT				THIS PERIOD		PREVIOUS TOTAL		TOTAL TO DATE	
	APPROX. QUANTITY	UNIT	UNIT COST	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
Street										
REMOVE CURB AND GUTTER	30	L.F.	\$16.50	\$ 495.00	0	\$ -	40	\$ 660.00	40	\$ 660.00
COMMON EXCAVATION (CV)	80	C.Y.	\$22.00	\$ 1,760.00	0	\$ -	80	\$ 1,760.00	80	\$ 1,760.00
REMOVE 5' MANHOLE AND FILL	2	EACH	\$715.00	\$ 1,430.00	0	\$ -	2	\$ 1,430.00	2	\$ 1,430.00
SALVAGE TOPSOIL	60	C.Y.	\$27.50	\$ 1,650.00	0	\$ -	60	\$ 1,650.00	60	\$ 1,650.00
AGGREGATE BASE, CLASS 5	140	TON	\$22.00	\$ 3,080.00	0	\$ -	140	\$ 3,080.00	140	\$ 3,080.00
ADJUST MANHOLE	1	EACH	\$220.00	\$ 220.00	0	\$ -	1	\$ 220.00	1	\$ 220.00
CONCRETE SIDEWALK	3,500	S.F.	\$4.25	\$ 14,875.00	0	\$ -	3000	\$ 12,750.00	3000	\$ 12,750.00
CONCRETE CURB AND GUTTER B618	30	L.F.	\$22.00	\$ 660.00	0	\$ -	40	\$ 880.00	40	\$ 880.00
TRUNCATED DOMES	40	S.F.	\$120.00	\$ 4,800.00	0	\$ -	40	\$ 4,800.00	40	\$ 4,800.00
SEEDING	2,000	S.F.	\$0.83	\$ 1,660.00	0	\$ -	2000	\$ 1,660.00	2000	\$ 1,660.00
SIDEWALK SUBTOTAL				\$ 30,630.00		\$ -		\$ 28,890.00		\$ 28,890.00