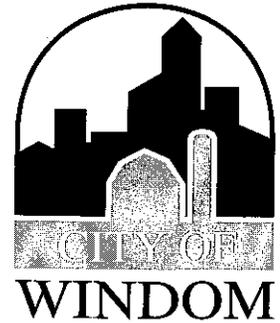


Council Meeting
Tuesday, June 2, 2015
City Council Chambers
7:30 p.m.
AGENDA



Call to Order

Pledge of Allegiance

1. Approval of Minutes

- Council Minutes–May 19 & 28, 2015

2. Consent Agenda

- Minutes
 - Community Center Commission – May 18, 2015
 - Park and Recreation Commission – May 20, 2015
 - Utility Commission – May 27, 2015
- License Applications
 - Exempt Permit – Windom Area Hospital
 - Business Solicitation Permits
 - American Exteriors LLC
 - Alex Mader
 - Joshua Bridges
 - Alan Stanley

3. Department Heads

4. Seal Coat Bids

5. Arena – Part-Time Seasonal Hiring Recommendations

6. St. James Mutual Aid Agreement Ambulance/Fire Departments

7. Approval of Goals and Priorities

8. New Business

9. Old Business

10. Regular Bills

11. Council Concerns

12. Adjourn



**Regular Council Meeting
Windom City Hall, Council Chamber
May 19, 2015
7:30 p.m.**

1. Call to Order:

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

2. Roll Call:
- | | |
|---------------------|--|
| Mayor: | Corey Maricle |
| Council Present: | Brian Cooley, Dominic Jones, Bryan Joyce and JoAnn Ray |
| Council Absent: | Paul Johnson |
| City Staff Present: | Steve Nasby, Administrator; Scott Peterson, Police Chief; Mike Haugen, Water\Wastewater Superintendent; Bruce Caldwell, Streets & Parks Superintendent; Jim Kartes, Building Official and Dan Ortman, Fire Chief |

3. Pledge of Allegiance

4. Approval of Minutes:

Motion by Ray second by Joyce to approve the City Council minutes from May 5, 2015 and May 12, 2015. Motion carried 4 – 0 (Johnson absent).

5. Consent Agenda:

Maricle noted the minutes from the following Boards and Commissions.

- Emergency Services Building Committee – April 28, 2015
- Economic Development Authority – May 11, 2015
- Planning & Zoning Commission – May 12, 2015
- Library Board – May 12, 2015

Motion by Joyce second by Ray to accept the Consent agenda board and commission minutes. Motion carried 4 – 0 (Johnson absent).

Maricle said there were also some license applications as follows:

Exempt Permit for the Windom Youth Hockey Association raffle on August 29, 2015.

Motion by Jones second by Ray to approve an exempt permit for Windom Youth Hockey Association raffle on August 29, 2015. Motion carried 4 – 0 (Johnson absent).

Preliminary

Temporary on-sale licenses for the Windom Lions Club for June 27, 2015 and June 28, 2015.

Motion by Ray second by Joyce to approve temporary on-sale licenses for the Windom Lions Club for June 27, 2015 and June 28, 2015. Motion carried 4 – 0 (Johnson absent).

Amplification permits related to Riverfest celebration for June 27, 2015 and June 28, 2015 at the Windom Area High School, Island Park and Downtown Courthouse Square.

Motion by Ray second by Joyce to approve amplification permits related to Riverfest celebration for June 27, 2015 and June 28, 2015 at the Windom Area High School, Island Park and Downtown Courthouse Square. Motion carried 4 – 0 (Johnson absent).

Amplification permits for the Phat Pheasant for June 6, 2015; June 26, 2015 and June 27, 2015.

Ray asked about the fence for outdoor events with liquor at the Phat Pheasant. Nasby replied that he had spoken to the owner and was assured that the fence would be in place for the outdoor events and that there may be another smaller fenced installed inside the larger area that may be used as well.

Motion by Cooley second by Jones to approve amplification permits for the Phat Pheasant for June 6, 2015; June 26, 2015 and June 27, 2015. Motion carried 4 – 0 (Johnson absent).

Business solicitation permits for Alex Mader and Joshua Bridges with American Exteriors, LLC.

Ray said that she would abstain as her husband is a contractor and could compete for work.

Jones asked if this is door to door solicitation or phone center because both are mentioned. Nasby said the permit is for door to door solicitation. Jones asked if the business or the individuals are the ones completing the background check. Peterson replied that the background check is on the individuals.

Cooley noted this is an odd request as the sales people do not appear to be those engaged in the on-site work.

Motion by Joyce second by Cooley to approve business solicitation permits for Alex Mader and Joshua Bridges with American Exteriors, LLC. Motion failed 1-2-1-1 (Ray abstain and Johnson absent).

6. Department Heads:

Mike Haugen, Water\Wastewater Superintendent, said that the water meter replacement project is well underway and that about 1,200 have been completed. He encouraged property owners that have not made an appointment yet to contact the call center at 866-778-2951. It is the responsibility of the property owner to make an appointment and the firm does not initiate telephone contacts. If appointments are not made the installing firm would place door hangers.

Cooley noted that valves may need to be replaced too in the event of a leak. Haugen noted that the valves are on the homeowner's side of the meter it would be their cost to repair.

7. Planning Commission Recommendation:

Jim Kartes, Building Official, said that the Planning & Zoning Commission had received and reviewed a Conditional Use Permit for property located at 1437 2nd Avenue. The property owners, Bill and Connie Voss, are requesting the Conditional Use Permit to replace a garage on their property. The garage is larger than the size allowed under the code, but the new garage would meet set back requirements.

Cooley asked if it is a garage or pole shed. Kartes said it is a pole building and the State requires it to be an engineered building as it is over 1,000 square feet.

Jones asked if a pole building can be a garage. Kartes a pole building is the type of construction and that we cannot discriminate against types of construction.

Cooley asked when the new State code went into effect. Kartes replied mid- February 2015 it was implemented.

Motion by Ray second by Jones to approve a Conditional Use Permit as presented for 1437 2nd Avenue. Motion carried 4 – 0 (Johnson absent).

8. Street Department Items:

Bruce Caldwell, Streets & Parks Superintendent, and Matt Miller introduced themselves.

Miller said he is representing the Farmer's Market and they are working with the County on ways to promote and improve the farmers market and healthy food choices. The market is requesting that they be allowed to locate on the west side of the court house on 4th Avenue between 9th and 10th Streets on Tuesdays and Saturdays. They feel this location with the booths on the courthouse property will be a more attractive location and bring people downtown. Miller handed out a letter showing the support they had gotten from the downtown business owners.

Preliminary

Joyce asked why the site is moving off the highway. Miller said the amount of dust, noise and traffic made the current site difficult and having the lower congestion, trees, grass, etc. on the square would be beneficial to draw people.

Jones asked where the customers would park if the parking on that side of the street is blocked off for vendors. Caldwell replied there would be spaces on the other sides of the square and the diagonal spaces across the street, but pedestrians would have to be cautious of traffic and encouraged to use the cross-walks. Miller noted that vendors have to reserve spots in advance and if there are fewer vendors some parking along the west side of the square could be available too.

Caldwell noted the agreement with the Farmers Market is that they would place and remove barricades on the days of the event.

Motion by Joyce second by Jones to approve the Farmers Market to reserve parking spaces on 4th Avenue, between 9th and 10th Streets on Tuesdays from approximately 2-6 pm and 9 am – 2 pm on Saturdays. Motion carried 4 – 0 (Johnson absent).

Caldwell said the Street Department had gotten their new loader and the 1987 Case W30 loader can now be declared surplus and sold. The estimated value from an equipment vendor with the quick coupler is \$19,500. He noted that the County and others have had good luck with on-line auctions and requested that as a tool for the sale of the loader.

Nasby said that the City has an ordinance governing the sale of surplus equipment and would check to make sure the proper procedure is followed with the sale.

Motion by Jones second by Ray to declare the 1987 Case W30 loader as surplus and approve disposition according to the terms of the ordinance. Motion carried 4 – 0 (Johnson absent).

Cooley said that he does some of this work in his job with the County and the on-line auctions work well.

9. Consumer Confidence Report

Haugen said the report was completed by the State in April 2015 and would be sent to all water customers in the June 2015 billing statement. The time period covered by the report is January – December 2014. The State requires fluoride and monitors other things such as nitrates and chlorine in the water. Windom had .68 milligrams of nitrate and .12 to 2.2 milligrams of chlorine. The State maximum levels are 10.4 for nitrates and 4.0 for chlorine so Windom is well within the standards. The City's wells are 87 feet to 142 feet deep and have been holding steady on the static well levels.

Joyce asked about the items marked N/A? Haugen replied those items are tested in odd-numbered years so there is no data for this report.

Preliminary

Haugen said that the State of Minnesota is going to be changing the fluoride levels and the reason is that fluoride has been added to many products such as mouth wash and tooth paste so the levels in the water will be going down.

Cooley asked if the State mandates the fluoride and the levels. Haugen replied that the State does require it and sets the thresholds.

10. Emergency Services Building Committee Recommendation:

Dan Ortman, Fire Chief, said that the committee is recommendation is that the City move ahead on the project with Brunton Architects. The pre-design phase is the next step.

The committee had and Request for Proposals process that netted 11 responses. Four of those firms were interviewed and then the committee conducted site tours with two firms to Maplewood, Glencoe and Jackson. The contract from the preferred firm of Brunton Architects is included in the City Council packet. Ortman said the committee did tour different building types and construction alternatives including masonry, pre-cast and metal. Both SEH, Inc. and Brunton Architects were very good and the committee thought the Brunton Architects may be more budget conscious and they had very good rapport.

Cooley said that he toured the fire halls and noted that Jackson looks very fancy on the outside, but the inside has a simple design and is lower cost finishes.

Joyce noted that the Jackson project and one other had come in under budget in Brunton's examples. He asked if the pre-design costs would come out of the \$20,000 budget the Building Committee had been provided. Nasby replied that is his recommendation that those pre-design costs be out of the existing budget of \$20,000.

Jones said that the architect fees, engineering fees and other costs will all need to be included in the total building costs. This will need additional review and Council approval as the process moves forward. Jones said that since the City Council is taking this step he would like to designate the Emergency Services Building as the City Council's number one priority even though the goal-setting and priority meeting is next week.

Joyce said that he would still want to discuss funding for the project and that could be done on May 28. He agrees this is the number one priority.

Cooley said he too wants to move the project ahead and it is his priority.

Jones said it is important to start the funding discussion.

Cooley said that funding had been broached by the building committee and it will be important to include the townships on how to fund the project.

Jones suggested fundraising as other communities have done, service fund contributions or utility bill adders, etc.

Cooley suggested getting funding information from other communities that recently built facilities to get ideas.

Ray said that this project has been a priority for a number of years and agrees to move forward.

Joyce asked if the facility is being designed to fit Witt Park. Ortman replied that is the preferred site and the plans will start with that location.

Cooley noted that some of the request for proposal presentations included overlays of a facility on Witt Park and there is not as much room there as thought and it was a good overview of possible concepts.

Jones said he had questions on the site use and would need to see that information as well.

Cooley asked if there is an alternate site. Ortman said, no, not at this time. Nasby said the site will need further research such as soil borings.

Jones said that use of the City Hall site and uses or re-use are issues to address too.

Cooley replied that the architect firm could look at the City Hall site and uses or re-use too.

Motion by Cooley second by Joyce to name the Emergency Services Facility as the City Council's number one priority. Motion carried 4 – 0 (Johnson absent).

Jones asked if the contract with Brunton Architects had been reviewed by the City Attorney. Nasby confirmed it had been reviewed.

Motion by Jones second by Cooley to approve the contract between the City of Windom and Brunton Architects as presented. Motion carried 4 – 0 (Johnson absent).

11. Hiring Recommendations – Temporary, Seasonal and Part-time Liquor Store:

Nasby said there was a memorandum from the Liquor Store manager regarding the hiring recommendations for temporary, seasonal and part-time employees. The recommendations were Karly Brach and Paula Larson.

Motion by Ray second by Joyce to approve the hiring of Karly Brach and Paula Larson as part-time, temporary employee clerks at the Liquor Store. Motion carried 4 – 0 (Johnson absent).

Cooley said at the Coffee with Council event there were positive comments about the new liquor store manager.

Joyce noted the River Bend Liquor Store is on Facebook.

12. Liquor Ordinance – Update of Statute and Discussion of Ordinance Revisions:

Nasby said there were three different areas that are being presented for discussion. The first on changing the start of on-sale times was requested by a liquor license holder and the other two relating to number of licenses and temporary sales are being brought up by staff as there have been issues pertaining to these sections of code in the past.

Intoxicating Liquor Sale Times

Recently the State Legislature passed a law amending the hours of sales of intoxicating beverages on Sundays to 8:00 a.m. (Minnesota Statutes 304A.504). Windom's code (Section 118) requires all types of licensees to prohibit sales before 12 noon.

The request is being made to allow for the earlier sales to accommodate the customers patronizing the establishments for sporting events such as college and NFL football games that typically begin at 11:00 a.m. or noon.

Motion by Joyce second by Cooley to make revisions to Windom's code to follow state statute on allowing liquor sales times. Motion carried 4 – 0 (Johnson absent).

Number of Private On-Sale Licenses

Over the last few years the City's ability to authorize new liquor licenses has been brought up. Currently the City has the ability to issue four private on-sale liquor licenses, exclusive of clubs and veterans' organizations (Windom Code 118.023). In 2015 the liquor licensees include the Phat Pheasant/Jack Slades; Margaritas Ville, Windom Country Club and Sun bowl. The City's Community Center also has a license; however, that is a public license and falls under an exemption in State statute. The Windom Country Club and Sun bowl are seasonal, but full licenses are required under State statute. Should new businesses be interested in locating in Windom there could be an issue with availability of liquor licenses. The State Statute limits cities our size (4th Class cities) to seven private liquor licenses and also grants various exemptions.

Maricle noted that the City Council has the approval authority and can approve fewer than the number allowed by the State if there are issues or problems.

Motion by Cooley second by Joyce to amend Windom Code to follow state statute for the number of licenses (currently seven licenses) and adopt the State's list of exemptions. Motion carried 4 – 0 (Johnson absent).

Temporary Liquor Licenses – 30 Day Rule

Windom Code (Section 118.046) governs the City's authorization over temporary on-sale liquor licenses that may be used by clubs, charities, religious or other non-profits. Paragraph C.7 restricts these temporary liquor licenses to no more than one issued to any one organization for any one location within a 30-day period. This could be an issue with temporary liquor licensees doing events such as wedding dances or holiday parties.

Preliminary

Maricle noted that here again the City Council has the approval authority and can approve fewer than the number allowed by the State if there are issues or problems.

Motion by Joyce second by Ray to eliminate the 30 day waiting period from the Windom Code. Motion carried 4 – 0 (Johnson absent).

Nasby said that the anticipated schedule is to draft the code revisions for the Council's consideration on the June 2, 2015 and June 16, 2015 meeting agendas as the 1st and 2nd Readings respectively and if approved the changes would become effective upon publication on June 24, 2015

13. MNDOT Dept. of Aeronautics – Maintenance and Operations Agreement 2nd Amendment:

Nasby said the MNDOT is increasing the reimbursement rate for municipal airports and this amendment will allow Windom to recover 75% of eligible maintenance costs, so he is recommending approval.

Motion by Jones second by Joyce to approve the agreement with the MNDOT Department of Aeronautics as presented. Motion carried 5 – 0.

14. New Business:

None.

15. Old Business:

Maricle noted that the long-range planning and priority setting meeting is May 28, 2015 at 3:00 pm at the Community Center.

Nasby said that the Pool & Recreation Departments had a memorandum handed out with additional seasonal, temporary, part-time hiring recommendations for the pool and recreation program and pay rates.

Motion by Joyce second by Cooley to approve the pool and recreation department hiring for seasonal, temporary, part-time staff as presented. Motion carried 4 – 0 (Johnson absent).

16. Regular Bills:

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

17. Council Concerns:

Joyce noted the article in the League of Minnesota Cities magazine by Jim Miller.

Preliminary

Cooley said the Joint Government meeting was held earlier this evening and he thought it was worthwhile and a good meeting.

Ray thanked the Windom Police Department and Cottonwood County Sheriff Department for their work with the school on training and exercises.

18. Adjournment:

Mayor Maricle adjourned the meeting by unanimous consent at 8:45 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

**Special City Council Meeting
Windom Community Center
May 28, 2015
3:00 p.m.**

1. Meeting Reconvened from April 29, 2015:

The meeting was called to order by Mayor Corey Maricle at 3:00 p.m.

2. Roll Call:
- | | |
|---------------------|---|
| Mayor: | Corey Maricle |
| Council Present: | Brian Cooley (3:45 pm), Paul Johnson, Dominic Jones, Bryan Joyce and JoAnn Ray |
| Council Absent: | None. |
| City Staff Present: | Steve Nasby, Administrator; Bruce Caldwell, Streets & Parks Superintendent; Chelsie Carlson, Finance Director\Controller; EDA Executive Director Aaron Backman; Al Baloun, Recreation Director; Tim Hacker, Ambulance Director and Joel Riordan, Intern |

3. Long Range Planning, Goal Setting and Priorities Ranking:

Maricle asked if there were other projects or activities that the Council wanted to the prior list. He said that one item that was brought to his attention was that new restrooms are needed at Island Park and in the City of Paynesville they got a federal grant to build a tornado shelter in a city park that also included bathrooms, so maybe that was something staff could look into.

Maricle asked the members to rank the projects that were identified at the last meeting and included in the spreadsheet. Discussion on whether or not to include all the street projects as one priority category or rank separately. Decision was to rank all the street projects together as a group. The results of the Council rankings are as follows in order:

- a. Emergency Services Facility
- b. Street Projects
- c. North Windom Industrial Park Expansion
- d. Housing Development
- e. Fire Equipment Fund
- f. Pool
- g. Street Equipment Fund
- h. Arena
- i. EDA Incentives Fund

Preliminary

Nasby noted that these projects may have funding opportunities that arise so work on them may be on-going even and some priorities could be moving ahead simultaneously.

Jones asked about setting up dedicated funding resources for street projects. Nasby replied that the budget currently contains about \$300,000 of annual debt service for street projects and the years of anticipated projects is designed to match when prior street project bonds are paid off.

Nasby said the legislature had included some funding for small cities in the transportation bill, but that was vetoed. The one-time money would have provided Windom about \$50,000. The LMC and CGMC had worked on this and were requesting the funding for small cities and an on-going dedicated source to help off-set the deficiency from what other larger cities get from the dedicated gas tax money. By comparison, Redwood Falls get over \$300,000 a year from the gas tax money because they are over the 5,000 population threshold and Windom gets \$0.

Maricle said the Council had set the Emergency Services Facility as the number one priority and the funding is the main question. Based on information from the architect the cost would be \$165 to \$200 per square foot depending on the type of construction. The building committee has yet to meet to do the space needs exercise so coming up with a total cost is difficult at this time.

Based on the architect's numbers a 15,000 square foot facility would be \$2.5 million to \$3 million and a 20,000 square foot facility would be \$3.3 million to \$4 million. These costs are for the building only and do not include value of the land, architect and engineering fees, relocation of the tennis courts, playground equipment or electric lines.

Discussion on funds that can be accessed for the Emergency Services Facility included using the ambulance fund, liquor fund, general fund, township contribution, grants, fund-raising, general obligation debt, fire protection fees on utility billings, local option sales tax and state bonding. Since the ambulance and liquor store funds are being looked at and the electric fund contributes to the City general fund budget the question was raised about the hospital contributing. Consensus of the Council to bring this up with the Windom Area Hospital and to send a letter to Sanford.

Jones asked that staff put together a memo outlining the various funding sources and the amounts that could come from each. Also, contact the Chamber about possible assistance with fundraising as this was done for the Community Center project.

Nasby asked about the Council's thoughts on timing for the project as the legislative session schedule for 2016 would include the bonding and sales tax, if it were to be approved. If the Council wanted to await the 2016 legislative session outcome on bonding that would push the earliest construction start date to June 2016 and if the Council wanted to include the sales tax and results of the voters that would push the construction start to early 2017. Consensus of the Council to target June 1, 2016 as the preferred construction start date and to proceed with the pre-design phase.

Preliminary

Regarding the streets as priority number two the direction is to continue on the plans to upgrade streets. Caldwell said that staff is working on a pavement management plan to identify streets and plan for their reconstruction, repair or sealcoat based on specific criterion based system. Nasby said that the street projects should also consider the addition of new segments of streets to accommodate housing and commercial growth.

Joyce said that housing was listed as priority four, but it mixes with the street discussion as to the provision of infrastructure and he had it as a higher priority.

Backman noted that he is working on a single-family project with the School District in partnership. Other activities related to housing include the 2014 Housing study and discussions with developers, which is producing some interest in multi-family housing.

Nasby said the housing study showed a large need and that was before the recent hiring at Toro and the expansion of the jobs at FASTWASP. So there will be more pressure on housing and work to grow the city.

Maricle said the number three priority is the expansion of the North Windom Industrial Park (NWIP) and there may be some different funding sources available for this project.

Backman said that there is strong interest in the park and about half of the land is sold or will have sale pending by next week. There are also about 20 acres reserved for a possible data center site, but he has other parties that may be wanting that location for warehousing. Backman said that he is working on plans for the expansion of the park and it may be easier to get Federal funds to expand rather than finish out infrastructure in the existing park. Sources of funding could include TIF, State grants such as BDPI and bonding. He will work on the options and with the EDA.

Maricle left the meeting at 5:00 pm. Jones would now preside.

Nasby said that priority number five and seven are both equipment funds. His recommendation is to look into possible franchise fee with Minnesota Energy Resources as this is done in other communities. Jackson does funding of its fire equipment though such a fee. He noted that the Windom franchise agreement runs through 2020 so this will be a future resource to discuss, and that it had been raised previously that a fee could be added to the utility bills as well to fund an equipment reserve.

Jones asked Nasby to contact the gas company and get information as to amount of sales and what is done in other communities such as a rate. The discussion on whether or not to include a utility bill fee can be a budget time discussion for the 2016 budget.

Jones said the number six priority was the pool and that he would like to see some of the information from the community survey. This information could be used by the staff and Parks & Recreation Commission to move ahead another feasibility plan for the 2016 budget discussion. Council consensus that a pool is needed for a city amenity and that the type of

Preliminary

pool would depend on public input and funding availability. The most likely option would be a renovation of the existing pool as much of it is operational.

The last item on the priority list was the Arena. Jones noted that the City had a building plan completed and sought bonding money in 2014.

Baloun said the pressing needs are the ice making system federal mandate and the lack of locker room space. The age of the building presents many challenges however it serves a wide range of user groups.

Johnson asked if the building is in good condition. Nasby replied that it is about 40 years old and the roof leaks, the ceiling is high so heating is not good, there is no insulation and other systems are aging. The Arena building committee had a renovation option and this came in at nearly the same amount as building a new facility, which is why the committee had made the recommendation.

Joyce asked about the proposed location at the Community Center site and if the school site was not an option. Nasby replied that the school had indicated at that time the board would prefer not to have it on school property.

Discussion on what is the role of the City in the provision of an arena and what is done in other communities such as Luverne and Worthington where the City is helping to support the hockey programs but not responsible for the facility or operations.

Joyce said the use of the ice is predominately by youth and having year-around ice would be a draw for the community and keep people in town.

4. New Business:

None.

5. Old Business:

None.

6. Adjournment:

Mayor Pro Tem Jones adjourned the meeting by unanimous consent at 6:17 p.m.

Corey Maricle, Mayor

Attest: _____
Steve Nasby, City Administrator

Community Center Commission Minutes
Monday May 18, 2015

1. Call to Order: The meeting was called to order by President Wayne Maras at 5:40 p.m.

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

3. Approval of Minutes:

Motion by Lenny Thiner, seconded by Mitch Voehl to approve the March 23, 2015 Community Center Commission Minutes. Motion passed 3-0.

4. Additions to the agenda:

Nothing to Report

5. President's Report:

President Wayne Maras was approached by representatives of nonprofits about getting reduced rates for fundraisers. President Maras told them the rates are standard for all events.

6. Director's Report:

- a. WCC Director Bussa gave a building tour for updates and facelifts of miscellaneous areas-looked at some updates of the wallpaper

7. Resource Management:

Schedule of Events: Reviewed Schedule of Events

Income & Expense: Reviewed Income and Expense

8. Miscellaneous:

Motion by Mitch Voehl, seconded by Lenny Thiner, for all WCC Commission Members to notify WCC Director Bussa by 12:00pm the day of the meeting if they cannot attend the meeting.

WCC Commission also discussed cleaning schedule for Senior Center

9. Open Forum:

Nothing to Report

10. Next Meeting:

Monday June 22, 2015 @ 5:30 pm

Adjourn:

Motion by Mitch Voehl, seconded by Lenny Thiner, to adjourn the meeting at 6:20pm. Motion carried 3-0.

Wayne Maras, WCC President

Linda Stuckenbroker, WCC Secretary

Attest: _____
Brad Bussa, WCC Director

**PARK AND RECREATION COMMISSION MEETING
MINUTES MAY 20, 2015**

1. Call to Order: The meeting was called to order by Chair Kay Gross at 5:30 p.m. in the Council Chambers.

2. Roll Call:
Commission Present: Kay Gross, Jess Smith, Josh Schunk, Jason Kloss & Darren Tietz
Commission Absent: Jeff LaCanne & Shawn Licht
City Staff Present: Recreation Director Al Baloun & Park Superintendent Bruce Caldwell

Council Liaisons: Bryan Joyce Attending & Paul Johnson Absent
Public: Joann Kaiser, Bob & Phyllis Heinitz, Justin Jones & Kristy Maricle.

4. Motion to Approve Agenda with additions by Kloss, seconded by Smith
Motion Carried Unanimous

5. Motion to Approve Minutes from April 2015 Park & Recreation Commission Meeting;
Motion Kloss, seconded by Smith
Motion Carried Unanimous

6. Justin Jones Eagle Achievement Project; Justin gave his presentation to the group. He intends to create a new commercial type Facebook page for the Parks Department. This would help inform the public of recreation programs and changes in scheduling etc. He also said he could help change the current Street Department Facebook page to a better format. The commission agreed to this venture and Baloun and Caldwell will work with Justin on design and operations.

7. Park Superintendents Report; Bruce Caldwell
 - a. New Dog Park;
Committee names were submitted as follows; Joann Kaiser, Bob & Phyllis Heinitz, Dr. Jocelynn Bell (Cottonwood County Veterinarian Clinic Representative) and Kris Giese. Commission members on the committee; Jason Kloss and Jess Smith
Motion to approve committee members by Smith, seconded by Kloss
Motion Carried Unanimous
The committee was instructed to research several topics and report back to the commission at a later date.
 - b. WRA Flag Poles; Kristy Maricle stated that a local business would like to donate two flag poles that would be place outside the outfield fence on Eagle Field in the WRA. One flag pole will display the American flag with a solar powered light on top of the pole in order to illuminate the flag and the other pole would be used for advertising the donator's business flag or banner. The commission stated due to the donation of the flag poles and installation costs by the donator this would be a good improvement to the park.
The commission instructed Caldwell to design a contract agreement stating the donation and duration of the advertising flag or banner. Once this contract is agreed on by the city attorney it will be forward to the business accordingly. Mrs. Maricle stated that they want to move forward as soon as possible. It was stated that in lieu of the donation the donator can display their advertisement flag or banner for a period of five years free of charge. The flags or banners would be flown from April 1st-August 15th of a given year when the park facility is being used for recreational purposes. Estimated donation to the city is \$1000.00.
The commission also stated perhaps we would like to add additional flag poles in the park to display high school conference teams or more business advertising flags or banners. This could help fund facility improvements. This will be reviewed in future meetings.

- c. Adopt a Park Program; Caldwell issued a draft of a new policy for the program. The commission was pleased with the design. The city attorney reviewed the policy with approval.

Note attachment of policy

Motion by Schunk, seconded by Smith to recommend to the City Council to approve the policy for the Adopt-A-Park Program

Motion Carried Unanimous

This will go to the City Council on June 16, 2015 for final approval.

- d. Relay for Life Contract Agreement-Event 7/24/15, the commission gave their approval to use the entire park for their event on 7/24/15.

Motion to approve by Kloss, seconded by Smith

Motion Carried Unanimous

8. Recreation Director's Report- Al Baloun

- a. Summer Recreation Update: Programs will start May 27th, playoffs will be held the week of July 13th with the annual cookout fund raiser the evening of July 14th. Men's softball league started on May 11th, the adult sand volleyball league will start on May 26th. Updated commission members on registration numbers as of meeting date.
- b. Arena Items; the contractor is working on repairing the damaged exterior walls on the racquetball courts. They found some mold and that will be cleaned up and treated.
- c. Pool Items; Sold = 54 Family Seasonal Passes, 13 Individual Passes, 281 enrolled in swimming lessons. The expected date the pool will open weather permitting is June 3rd. Staff is currently doing some maintenance on the pool facility.

9. Open Mike:

Caldwell; gave his thanks to Jess Smith for helping with infield prep duties this spring.

Baloun; handed out memo that was mailed to commission members on pool wages.

Schunk stated some park playground equipment at Island need repairs

Joyce; thanked Caldwell for his work on the design of the Adopt-A-Park program

Next Monthly Meeting will be held on June 17, 2015 Council Chambers 5:30 p.m.

10. Meeting adjourned at 7:02 p.m.

UTILITY COMMISSION MINUTES
Council Chambers
May 27, 2015

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 a.m. on May 27, 2015 in the Council Chambers.

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan, Glen Francis
Member Absent: None
City Council Liaison: Dominic Jones, Absent
Staff Present: Steve Nasby, City Administrator, Chelsie Carlson, Finance Director, Brent Brown, Electric Superintendent, Mike Haugen, Water / Wastewater Superintendent

APPROVE MINUTES

Motion by Riordan, seconded by Francis, to approve April 22, 2015 Utility Commission minutes as presented. Motion carried 3 – 0.

WATER/WASTEWATER ITEMS

Water Tower Maintenance – Kelly Yahnke was present to discuss water tower painting and maintenance. Yahnke provided a proposal for engineering services to bid painting on the 0.5 MG tower and the 1.0 MG tower. The project estimate for completing work on both towers is \$1,277,000 and the engineering quote from Bolton & Menk is \$52,500. The Commission discussed bidding the project in 2015 for work to be completed in 2016. The timing of the work will be coordinated with large commercial water users.

Motion by Riordan, seconded by Francis, to approve moving forward with bidding water tower painting in 2015. Motion carried 3-0.

Toxicity Reduction Evaluation (TRE)/Nitrite Pilot Project – Yahnke provided an update on the Toxicity Reduction Evaluation stepwise process. He noted they are testing denitrification processes to determine the best plan for treatment. They plan to continue testing through the end of the year.

US Department of Health Fluoride Recommendation – Haugen provided a memo from MN Department of Health stating that on April 27, 2015 the U.S. Department of Health and Human Services (HHS) finalized a recommended optimal fluoride concentration of 0.7 parts per million at fluoridating public water systems. HHS recommendations are advisory and not regulatory so Minnesota municipalities are required to maintain fluoride levels between 0.9 and 1.5 ppm until further notice.

Biosolids– The MPCA acknowledged receipt of the Biosolids Landspreading Annual Report for cropping year 2015 for the City of Windom. Haugen reported Negan Construction completed work to replace the weirs on the storage tank at a cost of approximately \$13,000.

Water Meter Replacement Project– Haugen updated the Commission on the Water Meter Replacement Project. Approximately 1600 meters have been replaced. The Midwest Testing Crew will continue work until June 8th. After June 8th, second letters will be sent to property owners who have not replaced their meter reminding them to make an appointment. The crews will return on June 22nd to complete the water meter installations.

Other Water/Wastewater Items

Haugen discussed the pending Cobblestone Hotel project with the Commission. If the project continues as planned, the water main supplying that location may need to be replaced.

ELECTRIC ITEMS

Capacity Review - Brown provided information to the Commission on the MISO Auction Clearing Prices for 2015-2016. The City of Windom contracted capacity needs for 2015 at \$1.25 per K.W. while the clearing price range for MISO was \$0.10 to \$4.50 per K.W. Brown explained concern that cities with extra capacity may have power to inflate prices in the future. Brown asked the Commission if there was interest in discussing adding generation capability to control future costs. The Commission was in favor of Brown getting engineering estimates for a generation project.

Energy Rebate – Bill Credits - Brown informed the Commission he would like to expand the energy rebates program. He explained in the past they have not offered the smaller rebates to limit the number of small checks issued. Instead of issuing checks, Brown recommended the smaller rebates be given as bill credits on the utility bills. Brown will work with Finance to set a threshold for the bill credit rebates and rebates offered as checks.

Electric Rate Study - Missouri River continues work on the Electric Rate Study. Brown indicated one of the recommendations will be to eliminate the Municipal rate and move those customers to the Small Commercial rate or Demand Billing. Brown will work with the Billing Clerk to determine the impact to each Municipal customer. The Commission also discussed how to build future capital spending into the rate study. The Commission agreed the reserve would be used for capital projects but it would need to be replenished through the rates. Brown will work with Missouri River on different scenarios for incorporating capital spending into the rate recommendations.

REGULAR BILLS

Motion by Riordan second by Francis to pay the Wenck Landfill bill in the packet. Motion carried 3-0.

NEW BUSINESS

Camera Project – Brown and Haugen gave an update to the Commission on the Security Camera project coordinated by City Hall. The capital costs and recurring costs are higher than anticipated so at this time they have decided not to be included in the project.

OLD BUSINESS

Utility Organizational Structure – Brown and Haugen are accumulating Job Descriptions and salary information from comparable communities. They are looking at cities that are comparable in population but that also have similar infrastructure. Brown indicated he has reviewed the job duties of the Electric Utility Manager and Electric Superintendent and he is confident those positions could be combined into one position with some existing duties being allocated to other Electric Department staff. Brown and Haugen will continue their research and provide more information at a future meeting.

ADJOURN

Schwalbach adjourned the meeting at 12:15 p.m. Next meeting will be June 24, 2015 at 10:00 a.m.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator



Windom Area Hospital

A member of Sanford Health

May 28, 2015

Steve Nasby
City of Windom
PO Box 38
Windom, MN 56101

Dear Mr. Nasby and City Council Members:

As a city-owned hospital, Windom Area Hospital has provided quality health care services to our community for over thirty years. As you've likely seen in the news, costs of providing state-of-the-art equipment and training for our staff have skyrocketed in recent years. To counteract the detrimental effect these rising costs could have on our local facility, we established the Windom Area Hospital Foundation (the Foundation) in 2002 to provide charitable support for the medical and educational programs of Windom Area Hospital, apart from normal operating expenses.

The Foundation is current raising money for the Breast Health Fund, which is primarily established to support the equipment needs of the hospital, provide community education and support local patients undergoing breast health treatments. To assist with raising money for this fund, the Foundation Board would like to hold a raffle. Current plans involve selling 1,000 raffle tickets at \$5 each and would be a 'cash raffle' in which 50% of the ticket sales are returned to 10 winners with the other 50% going into the Breast Health Fund. We would like to hold the drawing in conjunction with a community "Tammy Hall Breast Health Walk" on Saturday, October 10th. While this walk will start and end at the Windom Middle/High School, the actual drawing will be held at Jack Slade's Steakhouse at 12:00 noon.

In order to obtain our exempt gambling permit, the state requires that we receive permission from our city to conduct the raffle. I am writing to respectfully request that the next Windom City Council agenda include consideration of granting the Windom Area Hospital Foundation permission to pursue a gambling license. We appreciate your assistance in helping to strengthen healthcare in our community!

Sincerely,

Emily Masters
Director of Marketing and Human Resources

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. <p>If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.</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.</p>
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Organization Information

<p>Organization Name: Windom Area Hospital</p> <p>Minnesota Tax ID Number, if any: 678-331</p>	<p>Previous Gambling Permit Number: X35546-12-004</p> <p>Federal Employer ID Number (FEIN), if any: 23-71559870</p>
--	---

Type of Nonprofit Organization (check one):

Fraternal
 Religious
 Veterans
 Other Nonprofit Organization

Mailing Address: PO Box 339, 2150 Hospital Dr	City: Windom	State and Zip: MN 56101	County: Cottonwood
Name of Chief Executive Officer (CEO): Gerri Burmeister	Daytime Phone: 507-831-2400	Email: gerri.burmeister@sanfor	

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:

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

Gambling Premises Information

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

Address (do not use PO box): 2390 Hwy 60 E	City or Township: Windom	Zip Code: 56101	County: Cottonwood
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Date(s) of activity (for raffles, indicate the date of the drawing):
Saturday, October 10th, 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: 10px; 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: Gerri Burmeister Date: 5-22-2015

Print Name: Gerri Burmeister

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.

CHAPTER 114: SOLICITORS

Section

- 114.01 Purpose
- 114.02 Definitions
- 114.03 Prohibited practices
- 114.04 Application
- 114.05 Investigation, approval or disapproval
- 114.06 Duration of contribution solicitation registration
- 114.07 Exclusions

 **§ 114.01 PURPOSE.**

(A) This chapter is not intended to in any way hinder, delay or interfere with legitimate business or organizational activities. The Council finds, however, that solicitors have used public streets and their direct contact with residents of the city for the illegitimate solicitation practices of harassment, nuisance, theft, deceit or menacing, troublesome or unlawful activities. This chapter is intended to ferret out and control:

- (1) Businesses and organizations using solicitation as a means of concealing unlawful activities;
- (2) Businesses and organizations which, though their activities be lawful or even commendable, use illegitimate practices in solicitation; and/or
- (3) Individual natural persons who, though they represent lawful businesses and organizations, use illegitimate solicitation practices.

(B) The Council further finds that a large number of residents of the city are employed as their livelihood and means of support by manufacturing plants and other businesses on shifts rotating between night and day, and to disturb them during their sleeping hours for the purpose of solicitation is a source of nuisance or even harassment and should be subject to control.

(Prior Code, § 6.40)

§ 114.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly

Denver & Boulder, Colorado

Name Category Clear Location

 Filter: Businesses | Source: Site | Distance: Off | BBB Accredited Only

[GET TO KNOW US](#) [GET INVOLVED](#) [GET CONSUMER HELP](#) [PROGRAMS & SERVICES](#) [FOR BUSINESSES](#)

BBB BUSINESS REVIEW

What is a BBB Business Review?

BBB ACCREDITED BUSINESS SINCE 12/01/1995

American Exteriors, LLC (Headquarters)

(303) 794-6369

View Additional Phone Numbers
 7100 E Belleview, Suite 210, Greenwood Village, CO 80111
 jrobinson@amext.com
View Additional Email Addresses
 www.amext.com

Facebook

Twitter



On a scale of A+ to F
 Reason for Rating
 BBB Ratings System
 Overview

BBB Business Reviews may not be reproduced for sales or promotional purposes.

BBB Accreditation

A BBB Accredited Business since 12/01/1995

BBB has determined that American Exteriors, LLC meets BBB accreditation standards, which include a commitment to make a good faith effort to resolve any consumer complaints. BBB Accredited Businesses pay a fee for accreditation review/monitoring and for support of BBB services to the public.

BBB accreditation does not mean that the business' products or services have been evaluated or endorsed by BBB, or that BBB has made a determination as to the business' product quality or competency in performing services.

All Locations are BBB Accredited

Reason for Rating

BBB rating is based on 13 factors. Get the details about the factors considered.

Factors that *raised* American Exteriors, LLC's rating include:

- Length of time business has been operating.
- Complaint volume filed with BBB for business of this size.
- Response to 48 complaint(s) filed against business.
- Resolution of complaint(s) filed against business.

BBB serving Denver/ Boulder is the Headquarter BBB for processing all BBB complaints. American Exteriors encourages consumers to contact American Exteriors designated Corporate General Manager who can be reached at 720 449-7194 or via email at gm@amext.com prior to filing a complaint through our office. American exteriors has committed to address these calls by providing consumers with an adequate response within two business days.

Customer Complaints Summary

[Read complaint details](#)

48 complaints closed with BBB in last 3 years | 17 closed in last 12 months

Complaint Type	Total Closed Complaints
Advertising / Sales Issues	10
Billing / Collection Issues	1

Guarantee / Warranty Issues	2
Problems with Product / Service	35
Delivery Issues	0
Total Closed Complaints	48

Customer Reviews Summary

[Read customer reviews](#)

2 Customer Reviews Customer Reviews on American Exteriors, LLC	
Customer Experience	Total Customer Reviews
Positive Experience	0
Neutral Experience	0
Negative Experience	2
Total Customer Reviews	2 Customer Reviews

<p>Government Actions</p> <p>BBB knows of no government actions involving the marketplace conduct of American Exteriors, LLC.</p> <p>What government actions does BBB report on?</p>
<p>Advertising Review</p> <p>BBB has nothing to report concerning American Exteriors, LLC's advertising at this time.</p> <p>What is BBB Advertising Review?</p>

Additional Information

BBB file opened: 12/15/1995
 Business started: 01/01/1984

Licensing, Bonding or Registration

Many local municipalities, townships, and counties have registration, bonding and/or licensing requirements. The BBB encourages you to check with the appropriate agency to be certain any requirements are currently being met.

Permit and license requirements for regulated industries in the state of Colorado can be viewed at the following website:
<http://www.colorado.gov/oad/industry-license/>

Type of Entity

Limited Liability Company

Business Management

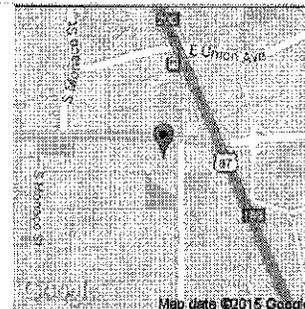
Principal: Jamie Robinson (Vice President of Marketing)
 Ms. Holly Ollier (CEO)

Contact Information

Ms. Kristi Bishop
 Mr. Glenn Durham
 Ms. Nadine McLemore
 Ms. Thomas Roos (Controller)
 Ms. Jacqueline Ross
 Ms. Susannah Smith
 Ms. Jameka Spencer (Director of Install Service)

Business Category

Windows & Doors - Installation & Service, Soffit & Fascia, Windows - Vinyl, Windows, Windows - Installation & Service, Siding Contractors, Home Improvements



Customer Review Rating plus BBB Rating Summary

American Exteriors, LLC has received 4.40 out of 5 stars based on 2 Customer Reviews and a BBB Rating of A+.

BBB Customer Review Rating plus BBB Rating Overview

As a matter of policy, BBB does not endorse any product, service or business.

BBB Business Reviews are provided solely to assist you in exercising your own best judgment. Information in this BBB Business Review is believed reliable but not guaranteed as to accuracy.

BBB Business Reviews generally cover a three-year reporting period. BBB Business Reviews are subject to change at any time.

BBB Directory	Terms of Use
Give.org	Trademarks
Council of Better Business Bureaus	Privacy Policy
Contact	Fight Phishing
BBB Business Partner Code	

© 2015 BBB of Denver/Boulder

Denise Nichols

From: nbouwens@amext.com
Sent: Monday, May 11, 2015 3:55 PM
To: denise@windom-mn.com
Subject: Application for Business Solicitation

First Name	Alex
Middle name	Jack
Last Name	Mader
Date of Birth	
Driver's License Number	
State of Issue	South Dakota
Solicitor's Address	100 E. 8th St. Crooks, South Dakota 57020 United States Map It
Phone	(605) 941-6608
Email	nbouwens@amext.com
Name of Business/Organization	American exteriors LLC
Contractor's License	N/A
Address of Business/Organization	2116 S. Minnesota Ave. Ste 3 Sioux Falls, South Dakota 57105 United States Map It
Business/Organization Phone	(800) 794-6369
Purpose of Solicitation	window and siding information. No sales. We just get a name and number for our call center to get in contact with the home owners who would like a quote.
If door to door solicitation, indicate area to be solicited	

Residential District

If telephone solicitation, state location from which calls will be made

Colorado

Informed Consent Form

- I have downloaded the above informed consent form and will fax it to the City of Windom or call 507-831-6129 for other options.

Acknowledgement

- I acknowledge and accept that a convenience fee will be added to the license/application fee made via this online form.

Name

Nathan Bouwens

Order

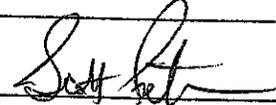
Product	Qty	Unit Price	Price
Application Fee			
License/Application Fees:: Initial Investigation Fee	1	\$60.00	\$60.00
License/Application Fees:: Annual License Fee			
Processing Fee	1	\$1.80	\$1.80
			Total: \$61.80

I have on May 11, 2015 collected from applicant \$ 61.80 as prescribed in City Code, TITLE XI BUSINESS REGULATIONS, CHAPTER 114.

City Clerk

Referred to the Police Chief on 05/15/15
Recommendation: Approved Disapproved . If disapproved give reason: _____

05/15/15
Date


Police Chief

Approved by the City Council on _____, 20____.

Denise Nichols

From: nbouwens@amext.com
Sent: Monday, May 11, 2015 3:43 PM
To: denise@windom-mn.com
Subject: Application for Business Solicitation

First Name

Joshua

Middle name

Dylan Thomas

Last Name

Bridges

Date of Birth

[REDACTED]

Driver's License Number

[REDACTED]

State of Issue

Colorado

Solicitor's Address

720 S. 2nd Ave #2
Sioux Falls, South Dakota 57105
United States
[Map It](#)

Phone

(704) 340-5708

Email

nbouwens@amext.com

Name of Business/Organization

American exteriors LLC

Contractor's License

N/A

Address of Business/Organization

2116 S. Minnesota Ave. Ste 3
Sioux Falls, South Dakota 57105
United States
[Map It](#)

Business/Organization Phone

(800) 734-6969

Purpose of Solicitation

Window and siding information. Door to door. If residents are interested in quotes, we take a name and number and call center will get a hold of them at a better time.

If door to door solicitation, indicate area to be solicited

Residential District

If telephone solicitation, state location from which calls will be made

Colorado

Informed Consent Form

- I have downloaded the above informed consent form and will fax it to the City of Windom or call 507-831-6129 for other options.

Acknowledgement

- I acknowledge and accept that a convenience fee will be added to the license/application fee made via this online form.

Would you like a copy?

- Yes

Name

Nathan Bouwens

Order

Product	Qty	Unit Price	Price
Application Fee			
License/Application Fees:: Initial Investigation Fee	1	\$60.00	\$60.00
License/Application Fees:: Annual License Fee			
Processing Fee	1	\$1.80	\$1.80
			Total: \$61.80

I have on May 11, 2015 collected from applicant \$ 61.80 as prescribed in City Code, TITLE XI BUSINESS REGULATIONS, CHAPTER 114.

City Clerk

Referred to the Police Chief on May 15, 2015

Recommendation: Approved Disapproved . If disapproved give reason: _____

05/15/15
Date


Police Chief

Approved by the City Council on _____, 20____.

Denise Nichols

From: windommn@box731.bluehost.com
Sent: Tuesday, May 26, 2015 12:42 PM
To: dnichols@windom-mn.com
Subject: Application for Business Solicitation

First Name

Alan

Middle name

T

Last Name

Stanley

Date of Birth

[REDACTED]

Driver's License Number

[REDACTED]

State of Issue

South Dakota

Solicitor's Address

320 N Lake Av. Apt #6
Sioux Falls, South Dakota 57104
United States
[Map It](#)

Phone

(605) 251-7948

Email

nbouwens@amext.com

Name of Business/Organization

American exteriors LLC

Contractor's License

N/A

Address of Business/Organization

2116 S. Minnesota Ave. Ste 3
Sioux Falls, South Dakota 57105
United States
[Map It](#)

Business/Organization Phone

(605) 251-6392

Purpose of Solicitation

Information about window and siding updates (no sales)

If door to door solicitation, indicate area to be solicited

Residential District

Informed Consent Form

- I have downloaded the above informed consent form and will fax it to the City of Windom or call 507-831-6129 for other options.

Acknowledgement

- I acknowledge and accept that a convenience fee will be added to the license/application fee made via this online form.

Would you like a copy?

- Yes

Order

Product	Qty	Unit Price	Price
Application Fee			
License/Application Fees:: Initial Investigation Fee	1	\$60.00	\$60.00
License/Application Fees:: Annual License Fee			
Processing Fee	1	\$1.80	\$1.80
		Total:	\$61.80

I have on May 26, 2015 collected from applicant \$ 61.80 as prescribed in City Code, TITLE XI BUSINESS REGULATIONS, CHAPTER 114.

City Clerk

Referred to the Police Chief on 5/26/15
Recommendation: Approved Disapproved . If disapproved give reason: _____

05/27/15
Date


Police Chief

Approved by the City Council on _____, 20____.

Technical Memo



Responsive partner.
Exceptional outcomes.

To: City of Windom, MN
From: Wenck Associates, Inc.
Date: May 29, 2015
Subject: 2015 Seal Coat and Street Repairs – Contractor Recommendation

Bids and quotes were solicited to perform seal coating and street repairs on various city streets in the City of Windom.

The bid totals are shown below:

- Seal Coating \$47,177.00 (McLaughlin Marshall, MN)(Option 1)
- Seal Coating \$47,939.00 (Pearson Bros Hanover, MN)(Option 1)
- Seal Coating \$49,897.00 (Caldwell Asphalt Hawick, MN)(Option 1)
-
- Concrete Repairs \$15,979.01 (Negan Construction, Inc. Windom, MN)
-
- Street Repairs \$27,771.20 (M.R.Paving New Ulm, MN)

Refer to complete seal coat bid tabs attached. Refer to attached quotes for concrete and street repairs.

We recommend awarding the seal coating to Mc Laughlin and Schulz, Inc. of Marshall, MN. We recommend awarding the concrete repairs to Negan Construction of Windom, MN and the street repairs to M.R Paving of New Ulm, MN.

If you have any questions about the proposals or this recommendation, please call Dennis Johnson at 507-831-2703.

2015 SEAL COAT IMPROVEMENTS
WINDOM, MINNESOTA 56101

ITEM	UNIT	AMOUNT	McLaughlin		Caldwell		Pearson		BIDDER	
			Yes	Amount	Yes	Amount	Yes	Amount	UNIT COST	AMOUNT
BITUMINOUS MATL FOR SEAL COAT	1000	\$ 28,925.00		\$ 28,925.00		\$ 35,155.00		\$ 40,139.00	\$ 3.85	\$ 3,850.00
RED ROCK	1000	\$ 18,252.00		\$ 18,252.00		\$ 14,742.00		\$ 7,800.00	\$ 20.00	\$ 2,000.00
BID TOTAL				\$ 47,177.00		\$ 49,897.00		\$ 47,939.00		\$ -
Engineering				\$ 3,940.00		\$ 3,910.00		\$ 3,910.00		\$ -
Total				\$ 51,087.00		\$ 53,807.00		\$ 51,849.00		\$ -
BITUMINOUS MATL FOR SEAL COAT	1000	\$ 30,225.00		\$ 30,225.00		\$ 36,735.00		\$ 41,943.00	\$ 3.85	\$ 3,850.00
RED ROCK	1000	\$ 19,188.00		\$ 19,188.00		\$ 15,498.00		\$ 8,200.00	\$ 20.00	\$ 2,000.00
BID TOTAL				\$ 49,413.00		\$ 52,233.00		\$ 50,143.00		\$ -
Engineering				\$ 3,940.00		\$ 3,910.00		\$ 3,910.00		\$ -
Total				\$ 53,323.00		\$ 56,143.00		\$ 54,053.00		\$ -

Green is engineer's estimate, yellow is low bidder.

SCHEDULE OF PRICES

M R Paving

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sums:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension for each item and total.

SIDEWALK:

ITEM NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	AMOUNT
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MILLING AND BITUMINOUS REPAIRS

2232.502	Milling 4"	S.Y.	\$ <u>11.75</u>	540	\$ <u>6345.00</u> —
2357.502	Bituminous Material For Tack Coat	GAL.	\$ <u>3.47</u>	120	\$ <u>416.40</u> —
2360.501	Type MV A Wearing Course Mixture (C)	TON	\$ <u>152.92</u>	70	\$ <u>10,704.40</u> —
2360.502	Type MV B Non Wearing Course Mixture (C)	TON	\$ <u>147.22</u>	70	\$ <u>10,305.40</u> —
QUOTE TOTAL FOR MILLING AND BITUMINOUS REPAIRS:					\$ <u>27,771.20</u>

Neegen

SCHEDULE OF PRICES

BIDDER agrees to perform all of the work described in the
CONTRACT DOCUMENTS for the following unit prices or lump sums:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension for each
item and total.

SIDEWALK:

<u>ITEM NO.</u>	<u>ITEM</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY</u>	<u>AMOUNT</u>
<u>CONCRETE REPAIRS</u>					
2104.501	Remove Curb and Gutter	L.F.	\$ <u>4.70</u>	270	\$ <u>1269.00</u>
2104.503	Remove Drive	S.F.	\$ <u>2.24</u>	290	\$ <u>649.60</u>
2104.505	Remove Pavement	S.Y.	\$ <u>18.15</u>	40	\$ <u>726.00</u>
2105.501	Common Excavation (CV)	C.Y.	\$ <u>9.50</u>	22	\$ <u>209.00</u>
2105.533	Salvage Aggregate Base	C.Y.	\$ <u>15.50</u>	4	\$ <u>62.00</u>
2105.535	Topsoil Borrow (CV)	C.Y.	\$ <u>40.67</u>	30	\$ <u>1220.01</u>
2112.501	Subgrade Preparation	S.Y.	\$ <u>12.50</u>	32	\$ <u>400.00</u>
2211.501	Aggregate Base, Class 5	TON	\$ <u>12.20</u>	11	\$ <u>134.20</u>
2232.501	Concrete Milling	L.F.	\$ <u>15.00</u>	10	\$ <u>150.00</u>
2301.501	Concrete Pavement Repairs	S.Y.	\$ <u>61.53</u>	40	\$ <u>2461.20</u>

2301.531	Rout and Seal Cracks	L.F.	\$ <u>12.20</u>	40	\$ <u>488.00</u>
2506.522	Reset Catch Basin	EACH	\$ <u>135</u>	2	\$ <u>270.00</u>
2506.522	Adjust Manhole	EACH	\$ <u>235</u>	1	\$ <u>235.00</u>
2531.501	Concrete Curb and Gutter B618	L.F.	\$ <u>22.20</u>	270	\$ <u>5994.00</u>
2531.507	6" Concrete Drive	S.F.	\$ <u>5.90</u>	290	\$ <u>1711.00</u>

QUOTE TOTAL FOR CONCRETE REPAIRS: \$ 15,979.01

FIFTEEN THOUSAND NINE HUNDRED SEVENTY NINE
AND ONE CENT

CONTRACTOR

OWNER

Firm NEGEN CONST LLC

Name MARLYN NEGEN

1405 11TH AVE
Address

1405 11TH AVE
Address

WINDOM MD 56101
City State Zip

WINDOM MD 56101
City State Zip

By Marly Negen

By Marly Negen

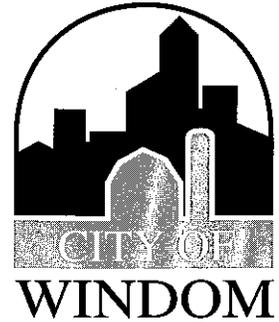
Title OWNER

Title OWNER

Date 5-27-15

Date 5-27-15

Telephone No. 507-830-1620



Memo: Recreation and Arena Seasonal Hires

To: Windom City Council

From: Al Baloun
Recreation Director

The Following is an updated list of seasonal hires for the arena and recreation as of 5/29/2015.

SEASONAL SUMMER EMPLOYEES 2015 (5/29/2015)

ARENA Concessions and Maintenance & Recreation Concessions

Ryan Evers
Issac Paulson

RECREATION

Austin Haken replaces Luke Gilbertson as coach

If you have any questions regarding this memo feel free to contact me at 507-822-0514.



CITY OF ST. JAMES Ambulance/Fire Department

Mutual Aid Agreement

Purpose

This agreement is made between the **City of St. James** and the **City of Windom**, pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

Definitions

1. "Party" means a political subdivision
2. "Requesting Official" means the person designated by a Party who is responsible for requesting assistance from the other parties.
3. "Requesting Party" means the party that requests Assistance from the other parties.
4. "Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means fire and/or emergency medical services personnel and equipment.

Procedure

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.
2. **Response to request.** Upon the request of assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.

- 3. Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
- 4. Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding party shall be under the direction and control of the Requesting party until the Responding Official withdraws assistance.

Workers Compensation

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other part or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding party against any claims brought or action filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third party or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting party pursuant to this agreement. Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer or any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Charges for Services

Charges for service will be made directly to the patient and no obligation for payment will be made to the requesting service.

Charges to the Requesting Party

Subd. 1. No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting party under the terms of this agreement unless that assistance continues for a period of more than 8 hours. If assistance provided under this agreement continues for more than 8 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 8 hour period,

including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the Party providing the assistance for that amount.

Subd. 2 Such charges are not contingent upon the availability of Federal or State Government Funds.

Duration

This agreement will be in force for a period of three (3) years from the date of execution. This agreement will automatically renew at the expiration of the date of the contract for a term of up to four (4) renewal periods. Any party may withdraw from this agreement upon thirty (30) days written notice to the other party or parties to the agreement.

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date _____

Entity _____
City of St. James

By: _____
Title: Mayor

Date _____

Entity _____
City of Windom

By: _____
Title: Mayor

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: Steve Nasby, City Administrator 

DATE: May 29, 2015

RE: Goal Setting and Priority Rankings

The City Council met on May 28, 2015 to finish the discussion that was started on April 29, 2015 on the goal setting and ranking of priorities for the City.

Enclosed are the goals submitted by the Departments and reviewed by the City Council. Also, attached is the ranking of the priorities related to the long range planning.

At the conclusion of the Council's review and discussion these items are now ready for City Council approval.

If you need any other information or have questions please contact me at 831.6129 or via email at snasby@windom-mn.com.

Long Range Planning & Priorities Discussion (2015-2025)

20 Year Bond

Project	Estimated Cost	GO Fund Debt Service Estimate	Other Possible Funding Resources	Priority	Notes
Arena (Replacement - Major Renovation)	\$750,000 to \$6,000,000	\$50,400 to \$403,300	Donations, State Bonding, Sales Taxes, Grants	8	Ice system 2020 deadline
Economic Development Authority - Incentives	\$1,000,000	\$67,250	Sales Taxes, Grants, Utility Funds, Franchise fees	9	Could be funded over several years.
Emergency Services Facility (Fire & Ambulance)	\$3,250,000	\$218,500	Ambulance & Liquor Store reserves, State Bonding, Sales Taxes, Utility Fee Adder	1	Project design to be completed in 2015
Fire Equipment Replacement Fund	\$1,000,000	\$67,250	FEMA grants, USDA loans, Utility Fee Adder, Franchise Fees	5	Could be funded over several years, assumes two vehicles and assorted gear (SCBA, Turn-outs)
Equipment Fund Reserve (Streets)	\$1,250,000	\$84,000	Utility Fee Adder, Sales Taxes, Franchise Fees	7	Could be funded over several years, includes Grader, Dump Trucks, Loader, Street Sweeper
Housing Development	\$2,000,000	\$134,500	TIF, State grants, assessments and other tax credits	4	Dependent on new development to grow tax base
North Windom Industrial Park - Expansion	\$750,000 to \$2,500,000	***\$50,400 to \$168,125***	***Most likely TIF funded - Not GO Bonds*** Federal & State grants, USDA loans	3	Development should be self-sustaining with TIF
Pool (Replacement - Major Renovation)	\$500,000 to \$4,500,000	\$33,750 to \$302,625	Donations	6	
Street Project 2017	\$750,000 (GO portion only)	\$50,500		2	Pending State legislation to provide funds to small cities (under 5,000 population) could be available to help fund projects.
Street Project 2019	\$750,000 (GO portion only)	\$50,500		2	
Street Project 2021	\$900,000 (GO portion only)	\$60,500		2	
Street Project 2025	\$900,000 (GO portion only)	\$60,500		2	

ADMINISTRATION – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – Capital Improvement Planning and Financial Management

Specific – Use Windom’s Capital Improvement Plan to provide a basis for long-range planning, budgeting and debt management.

Measurement/Assessment – Continue to update and prioritize the Capital Improvement Plan annually and use City audit to monitor financial health of the City’s finances.

Attainable/Achieve – Use existing processes consisting of input from City Council, Boards\Commissions, Department Heads, the Capital Improvement Plan and other documents to create annual plans\budgets and vision for future projects.

Relevant – Within a reasonable budget City facilities and infrastructure must be upgraded and maintained to provide high quality services while meeting customers’ needs\expectations in an environment of changing State\Federal standards.

Timed – Long range planning, goal setting and priorities should be done annually with Boards\Commissions, the City Council and staff in the 1st Quarter of the year to set up the Capital Improvement Plan activities and to direct financial resources through budgeting (July – September).

ADMINSTRATION – Provide High Quality Public Services – Community Satisfaction & Engagement

Specific – Measure community satisfaction pertaining to city services, city facilities and infrastructure and engage citizens in City government.

Measurement/Assessment – Create a community survey instrument to obtain satisfaction levels, identify strengths, weaknesses and needs/priorities. The initial survey will help to establish a baseline and the survey can then be completed annually or every other year with that data showing progress and/or trends.

Attainable/Achieve – Use existing survey instruments from other communities as a base to build the Windom survey and use resources such as utility bills and website to collect survey information.

Relevant – Results will provide citizen input on services, operations and facilities that can be used to assist staff and the City Council with decisions on operations and capital planning.

Timed – The community survey should be conducted in March – June. Reporting of the results should be July – August so that data could be included as part of the information for the budgeting process and City Council goal setting and priorities.

ADMINSTRATION – Provide High Quality Public Services – Student Representative or Liaison to Council

Specific – Work with Windom Area High School to establish a non-voting student representative\liaison to be involved with City Council meetings and discussions.

Measurement/Assessment – City Council appointment of the position.

Attainable/Achieve – Interested participants could include sophomores and juniors that are Windom residents who are directly selected by their peers during Student Council elections or through an appointment by the Windom High School Student Council. City Council packets are electronic so there would not be additional cost.

Relevant – Youth representative would be able to provide input on services, operations and facilities from a different perspective which can be used by the City Council for decisions.

Timed – The Youth\Student Representative should be appointed by the City Council at the start of each school year with a term of one year. Initial Student Representative Program could be piloted for a year and re-evaluated by the City Council for effectiveness.

**AIRPORT – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan – Capital Improvement Planning and
Financial Management**

Specific – Complete projects on Windom’s Capital Improvement Plan for facility upgrades.

Measurement/Assessment – Completion of projects on the State and Federal funded Capital Improvement Plan.

Attainable/Achieve – Leverage Federal Aviation Administration (FAA) funds for 90% of eligible projects expenses and State (MN DOT) funding for 50-80% projects expenses where possible.

Relevant – Maintaining and improving Windom’s airport is crucial to local businesses and for the provision of emergency medical services.

Timed – Annually progress on the Capital Improvement Plan identified projects and leverage federal/state funding when available to accomplish projects.

MWM - Windom Municipal Airport
 Capital Improvement Program 2015-2025

FY	Funding Rates											
	State	Fed	FAA	St	Mun	Project Cost	FAA Funding	State Funding	Local Funding	FAA Entitlements	FAA Discretionary	FAA Funds Remaining
2015			0	0	0	\$0	\$0	\$0	\$0	\$150,000		\$210,936
2016			95	5	5	\$250,000	\$237,500	\$12,500	\$12,500	\$150,000		\$360,936
2017			90	0	10	\$75,000	\$67,500	\$0	\$7,500	\$150,000		\$273,436
2018			90	0	10	\$125,000	\$112,500	\$0	\$12,500	\$150,000		\$355,936
2019			90	0	10	\$100,000	\$90,000	\$0	\$10,000	\$150,000		\$393,436
2020			90	0	10	\$1,100,000	\$990,000	\$0	\$110,000	\$150,000	\$600,000	\$63,436
2021			90	0	10	\$150,000	\$135,000	\$0	\$15,000	\$150,000		\$78,436
2022			90	0	10	\$950,000	\$855,000	\$0	\$95,000	\$150,000	\$800,000	\$23,436
2023			90	0	10	\$2,300,000	\$2,070,000	\$0	\$230,000	\$150,000	\$1,900,000	\$3,436
2024			90	0	10	\$125,000	\$112,500	\$0	\$12,500	\$150,000		\$40,936
2025			90	0	10	\$1,600,000	\$1,440,000	\$0	\$160,000	\$150,000	\$1,300,000	\$50,936
2026			0	0	0	\$0	\$0	\$0	\$0	\$150,000		\$20,936
Totals						\$6,775,000	\$6,110,000	\$12,500	\$665,000			

AMBULANCE – Provide High Quality Public Services – Capital Improvement Planning

Specific – Complete projects on Windom’s Capital Improvement Plan for vehicle replacement, equipment replacement\upgrades and training.

Measurement/Assessment – Completion of the specified projects.

Attainable/Achieve – Leverage State fund, Federal funds and grants if they are available. At this time, the Ambulance Department has a fund balance and operational income sufficient to meet the needs of the department.

Relevant – Maintaining and improving Windom’s Emergency Medical Services are critical to the business community, hospital and public health.

Timed – Annual progress on the Capital Improvement Plan identified projects.

2015 Goals -Arena
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community
Update Promotional Brochure for the Arena

Specific-

Updating the current advertising for the Arena showing horse shows, ice skating, archery, racquetball, and Wallyball.

Measurement-

The advertising will help to increase usage by promoting activities that take place in the existing arena facility. Increased usage will result in increased revenue for the arena and bring people to town to use other services and purchase goods available in the community.

Achieve-

Arena management will work with Windom Quick Print to update the current brochure so it is available at the Windom Chamber Office, Windom City Hall, Windom City Arena, and for distribution at shows such as the Minnesota Horse Expo. Arena management will work with a student doing a senior eagle project to create a twitter account that will promote the arena, pool and recreation activities.

Issues to Resolve- The most difficult thing to measure is the dollar amount of goods and services in the community used by people using the arena. Past history has shown that services such as grocery stores, eating establishments, motels, and gas stations have been used by users of the Windom Arena.

Realistic-

This goal will promote the Windom Arena, pool, and recreation activities and the City of Windom. The net result will be increased revenue and usage of the Windom Arena as well as promotion of the City of Windom as a community.

Time-

The brochure will be updated for initial distribution in April. It will be available for distribution at the Minnesota Horse Expo. The twitter account will be set up by the summer so it can be used to promote the arena, pool, and recreation activities.

2015 Goals - Arena
Public Facilities: Maintain and Upgrade public infrastructure and City
facilities pursuit to a defined and prioritized plan.
Gathering Information on Current Refrigeration System and R22
Replacement

Specific-

Gathering information on the existing refrigeration system and finding out costs and options for replacement of the current R22 system for City of Windom Arena.

Measurement-

We do not have current costs for R22 replacement with our current compressor system. By the year 2020 decisions in regards to our current compressor system and R22 will have to be made. Getting current costs of the replacement of the R22 will assist both the Windom Parks and Recreation commission and Windom City Council in making a decision of what will be done in the future.

Achieve-

Arena management will work with Carlson Stewart Refrigeration out of Marshall to obtain information and cost of replacement of the current R22 refrigerant that is used in our compressor system.

Issue to Resolve- The cost of replacing our current R22 system will be expensive. Costs of over \$300,000 were given to the Arena Building committee when they met in 2013. Where the money comes from and the current cost of this project is yet to be determined.

Realistic-

Current costs and information needs to be obtained so that the Parks and Recreation commission and Windom City Council can make corrective actions and funding option decisions can be made by the year 2020.

Time-

Information on costs and options need to be obtained by late summer 2015 from Carlson Stewart so that information can be available to the Parks and Recreation Commission and City Council for the 2016 budget process.

2015 Goals -Arena
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community and Public Facilities: Maintain and Upgrade
public infrastructure and city facilities pursuit to a defined and prioritized plan.
Continue to make maintenance improvements to the arena

Specific-

Work with the Windom Parks and Recreation Commission and Windom City Council to make maintenance improvements to the City of Windom Arena and remain within budgetary guidelines.

Measurement-

Continued maintenance improvements will make the Windom Arena a better place for the users.

Achieve-

The Recreation Director will work with the Windom Parks and Recreation Commission and Windom City Council to recommend improvements that need to be done. The Recreation Director will gather user input as to what improvements are needed at the City of Windom Arena. User input must be considered when making improvements. Prioritization and funding of improvements will be determined by both the Windom Parks and Recreation Commission and the Windom City Council.

Issue to Resolve- Each user group has a different opinion as to what improvements are done at the arena. The Arena was constructed in 1975; the building will be fifty years old in 2015. If a new arena is not built in the future there must be continued maintenance and upkeep of the existing building.

Note Attachment – City of Windom Capital Improvement Plan 2015- 2019 Arena
Page 1 (Dated 1/2/20-15)

Realistic-

Prioritization of maintenance improvements will be set by the Windom Parks and Recreation Commission and the Windom City Council. Funding of improvements will be determined by the Windom City Council.

Time-

User input on maintenance items for the Windom Arena will be gathered by the Recreation Director prior to the start of the budget process. Information on costs and options needs to be obtained by late summer 2015 from so that information can be available to the Parks and Recreation Commission and City Council for the 2016 budget process. At that time prioritization will be determined by the Windom Parks and Recreation Commission and the Windom City Council. The Windom City Council has the final say on what maintenance items approved in the 2016 budget.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

The Building & Zoning Department has identified a goal for the Planning Commission to complete a review of the City's Nuisance Ordinance for subsequent review by the City Attorney and submission to the City Council for review of any requested modifications to the ordinance.

Measurement/Assessment:

After review by the Planning Commission, the nuisance ordinance has been reviewed by the City Attorney and modifications to the ordinance adopted by the City Council.

Attainable/Achieve:

The first nuisance ordinance was adopted in 2002 and modified in 2008. Pursuant to a request by the City Council, the Planning Commission began review of the nuisance ordinance in December 2014. The Commission is holding monthly meetings to proceed with the review process. As questions arise, Planning and Zoning Staff have been in contact with the City Attorney's Office for clarification on code questions.

Relevant:

Updating of the City's nuisance ordinance.

Timed:

It is estimated that the Planning Commission's and City Attorney's reviews should be completed by mid-June 2015 for submission to the City Council for review and approval of revisions to the City's nuisance ordinance.

Goal approved by Planning Commission on February 10, 2015.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING – LONG-TERM (3-5 Years) – GOAL NO. 1

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

The Building & Zoning Department has identified a goal to establish a program, in conjunction with other city departments, to provide funding for the demolition and site remediation of one to two blighted residential properties each year.

Measurement/Assessment:

If a revolving loan fund can be established and used for demolition and site remediation of one to two blighted residential properties each year.

Attainable/Achieve:

This program is in the very beginning stages of discussion and will require research concerning participation by several City Departments, including (but not limited to) Building & Zoning and HRA; will require research of funding options, criteria for participation, required procedures, etc.

Relevant:

Establishment of a program and revolving loan fund for demolition and site remediation of blighted properties.

Timed:

It is anticipated that such a program can be created and funded within the next five years.

Goal approved by Planning Commission on February 10, 2015.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL NO. 2

CATEGORY: CITY COUNCIL GOALS – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community;

STRATEGY IV: PUBLIC FACILITIES: Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan; and STRATEGY V: NATURAL

RESOURCES: Utilize and market the value and beauty of our land and geography.

Specific:

The Building & Zoning Department has identified a goal to complete the updating of the City's Comprehensive Plan for submission to the League of Minnesota Cities' (LMC) Legal Department for review and subsequent submission to the City Council for review.

Measurement/Assessment:

After completion and review by the LMC, the City Council reviews and approves the updated Comprehensive Plan.

Attainable/Achieve:

The Comprehensive Plan Committee previously completed its submissions for the Comprehensive Plan and updates were submitted by summer interns in 2012 and 2013. The chapters require some additional updates in information which can be completed by Building & Zoning Staff and also acquisition of updated mapping from government and other sources.

Relevant:

Adoption of an updated Comprehensive Plan for the City of Windom.

Timed:

Anticipated completion of updates by May 2015 for submission to the League of Minnesota Cities' Legal Department and subsequent submission to the City Council for review and approval by year end.

Goal approved by Planning Commission on February 10, 2015.

2015 S.M.A.R.T. Goal Planning Form

BUILDING & ZONING - SHORT-TERM GOAL (1-2 Years) NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY I: COMMUNITY

PRIDE: A positive image and reputation developed by a progressive and active community.

Specific:

The Building & Zoning Department has been requested by the City Council to present samples of rental housing ordinances to the Planning Commission for review; and if such an ordinance is determined to be feasible and beneficial for the City of Windom, to have an ordinance prepared for review by the Planning Commission, City Attorney, and City Council.

Measurement/Assessment:

After review by the Planning Commission, a rental housing ordinance has been reviewed by the City Attorney and presented to the City Council for review and possible adoption.

Attainable/Achieve:

The Building & Zoning Department has obtained copies of rental housing ordinances from cities in our area and will review these ordinances with the Planning Commission to determine the feasibility of such an ordinance in Windom. The Commission will be holding monthly meetings to proceed with the review process. As questions arise, Planning and Zoning Staff will be in contact with the City Attorney's Office for clarification.

Relevant:

Possible adoption of a rental housing ordinance.

Timed:

It is estimated that the Planning Commission's and City Attorney's reviews should be completed sometime in the future (possibly in 2016) for submission to the City Council for review.

SMART Goal Planning Form – Windom Community Center and Organizational Culture

Specific – Have the Windom Community Center maintain fair and competitive pricing and continue to provide well trained staff. Strive to have 100% customer satisfaction.

Measurement/Assessment – Review other venues such as community centers and rental halls for pricing to see how Windom Community Center fairs in the market. Continue on training staff as to how to insure 100% positive input from users. Ask users to fill out rental surveys so we can get their input on how to make us a better establishment for their usage.

Attainable/Achieve – Information gathered can be used to attain and achieve that Windom Community Center stay within the fair market pricing.

Relevant – Explain to customer that they are not only getting usage but a service. Break down costs for them to ensure that they are getting more than they see in just an hourly rental of building usage.

Timed – After each usage of Windom Community Center, be sure to give every user a rental survey so the staff knows where and how we can improve in what needs to be done better ourselves as a business.

SMART Goal Planning Form – Windom Community Center and Natural Resources

Specific – Windom Community Center Staff and Commission to look into future planning of outdoor Community Center garden area.

Measurement/Assessment – Get plans drawn up of layout of area on north side of building where patio is. Additional area for seating, fencing, tree and shrub placement. Check into costs of what such a project would entail.

Attainable/Achieve – With the beautiful donations received by Daisy Jacobs and Wally Rohlfson and fund raising , Windom Community Center would hope it could go a long way into achieving such a project.

Relevant – With the addition of outdoor area, bookings of wedding groups, family reunions, and other groups wanting to use an outdoor venue would increase. This in turn would bring in additional revenue to Windom Community Center.

Timed – Work with Windom Community Center Commission in 2015 to bring the outdoor garden area a reality in the next couple of years.

SMART Goal Planning Form – Windom Community Center and Public Facilities

Specific – Windom Community Center maintenance plan for buildings and grounds.

Measurement/Assessment – Windom Community Center staff works continually on maintaining equipment and ground maintenance on daily, weekly, and monthly equipment checks. Continue to work through out summer months on exterior building and lawn care.

Attainable/Achieve – By working with capitol outlay dollars put into an equipment fund for reasons of equipment breakdowns and wear, thus as not to make Windom Community Center an expensive burden on the tax payers.

Relevant – With this maintenance plan and training of staff, this will help keep equipment lasting longer and there for easing the cost of hiring out firms to come fix smaller problems.

Timed – This is an ongoing goal that needs daily attention. Staff will be looking into longer term items as the need arises.

SMART Goal Planning Form – Windom Community Center and Community Pride

Specific – The Windom Community Center continues to strive on a reputation of good service and cleanliness of the Windom Community Center. Continue to keep Windom Community Center and its grounds a clean and friendly place the users and citizens can be proud of.

Measurement/Assessment – Staff gives 100% of their time to groups using the building. Making sure they have all equipment and their needs are met. Continue the daily maintenance cleaning of Windom Community Center so all users come into and during their visit experience a clean atmosphere .

Attainable/Achieve – In achieving this it brings back the market that we have in this area to groups and organizations and also to bring more to town and using other business in our city.

Relevant – The goal is to have 100% positive input from users and to achieve all positive rental surveys.

Timed – This is done by continuing a daily program of cleaning, maintenance and taking care of all users.

SMART Goal Planning Form – Windom Community Center and Community Vitality

Specific – Make Windom Community Center a prime meeting site for business meetings, weddings, reunions and other group functions.

Measurement/Assessment – Provide great service, supply equipment that can be rented, work with bartenders on producing top quality drinks to increase liquor sales, and continue to work on new wedding rental items. Promote through new and wedding fair advertising. Visit other centers in the area collecting ideas for use at Windom Community Center.

Attainable/Achieve – By using promotional budget for use on radio and newspapers, Windom Community Center will expand out further into the business area. The use of equipment fund, rental items can be purchased and upgraded.

Relevant – Increase of larger corporate meetings and wedding events resulting in revenue from liquor sales and rental add on sales. Increasing usage in turn will bring more people to town from around SW Minnesota using center and downtown businesses such as motels, gas stations, groceries, and other Windom Stores.

Timed – Advertising for wedding fairs and promotions has began early this year. Continue to work with radio through out the year with ads for corporate meetings large and small. Visit area centers this spring as time allows.

SMART Goal Planning Form – Windom Community Center and Organizational Culture

Specific – Have the Windom Community Center maintain fair and competitive pricing and continue to provide well trained staff. Strive to have 100% customer satisfaction.

Measurement/Assessment – Review other venues such as community centers and rental halls for pricing to see how Windom Community Center fairs in the market. Continue on training staff as to how to insure 100% positive input from users. Ask users to fill out rental surveys so we can get their input on how to make us a better establishment for their usage.

Attainable/Achieve –

Relevant – Explain to customer that they are not only getting usage but a service. Break down costs for them to ensure that they are getting more than they see in just an hourly rental of building usage.

Timed – After each usage of Windom Community Center, be sure to give every user a rental survey so the staff knows where and how we can improve in what needs to be done better ourselves as a business.

2015 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to secure funding for completion of the NWIP Phase II Infrastructure Project. The EDA will submit an application to the Southwest Regional Development Commission for submission to the Economic Development Administration of the U.S. Dept. of Commerce (“the Federal EDA”) requesting a grant in the amount of \$360,000. In the alternative, the EDA will submit an application to the Department of Employment & Economic Development in the Greater MN Business Development Public Infrastructure Grant Program requesting a \$360,000 grant (of the estimated \$720,000 budget) to complete the NWIP Phase II Infrastructure Project.

Measurement/Assessment:

Whether funding is received to assist with the completion of the Phase II infrastructure improvements in the North Windom Industrial Park.

Attainable/Achieve:

The EDA has received approval for the submission of these applications from the EDA Board. The EDA has the staff and information necessary to submit the application(s) and the sources available for the required matching funds.

Relevant:

Awarding of up to \$360,000 in grant funds to assist with the completion of the installation of the Phase II Infrastructure in the North Windom Industrial Park.

Timed:

Application to be submitted by mid-March of 2015. Notification of approval or denial of application(s) should be received in the Summer of 2015.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 2

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to present a potential housing development/redevelopment project (possibly a multi-family residential project and/or a senior housing project) to the EDA Board for consideration.

Measurement/Assessment:

Whether a housing development/redevelopment project is approved in 2015.

Attainable/Achieve:

In 2014, Viewpoint Consulting Group completed a comprehensive housing study of the City of Windom which revealed a need for additional housing—both rental and single-family homes. The EDA began working with a potential developer in late 2014 and will continue those discussions, seek to establish a redevelopment TIF District to assist with eligible expenses of the project (such as demolition of existing structures), and provide technical assistance in an attempt to address the need for additional rental housing in Windom.

Relevant:

Result will be the construction of additional housing units to address the shortage of rental and other types of housing in Windom as evidenced by the Housing Study completed in 2014.

Timed:

By the end of 2015, either a rental housing project should be started or there should be plans in place to start such a project in 2016 if this goal is successful.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA - SHORT-TERM GOAL NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to work with the Street Department and Toro staff to seek to solve or ameliorate Toro's employees' parking issues. Due to the number of Toro employees and the limited number of parking spaces available in Toro's existing parking lot, Toro employees have been parking in the surrounding residential areas. Complaints have been received from residents indicating that the Toro employees are parking in front of their properties and blocking sidewalk and driveway entrances to their properties. Parking of these vehicles on the streets also creates problems for the Street Department in its attempts to remove snow from the streets and creates congestion for vehicle traffic on these streets.

Measurement/Assessment:

Whether the parking issues of Toro's employees have been resolved and the concerns of adjoining property owners have been addressed satisfactorily.

Attainable/Achieve:

City Staff and representatives from Toro realize that there are parking issues and plan to begin discussions concerning these issues and possible solutions on February 18, 2015, and will continue to discuss the issues and make plans until satisfactory solutions can be identified.

Relevant:

Creation of additional off-street parking areas for Toro employees and decongestion of streets and neighborhoods adjoining the Toro plant.

Timed:

Goal is to identify and implement a solution to the existing parking problems as soon as possible and hopefully by the end of 2015.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (3-5 Years) - GOAL NO. 1

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to use site information gained in the data center site assessment process to pursue a medium-sized data center to be situated in the northeast quadrant of the NWIP.

Measurement/Assessment:

Whether representatives for a data center have committed to construction of a data center facility in NWIP within the next five years.

Attainable/Achieve:

In conjunction with the South Central Electric Association, the EDA submitted an application to Great River Energy & Deloitte in 2014 requesting designation of NWIP as a preferred data center site. Notification of the designated site(s) should be forthcoming in the first quarter of 2015. Whether or not such a designation is received, the EDA plans to continue to pursue commitment from representatives of a medium-sized data center to construct a facility in NWIP.

Relevant:

Construction of a new data center or similar facility in NWIP.

Timed:

The EDA plans to continue working on this goal with hopes of successful completion of construction of a medium-sized data center in NWIP within the next five years.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA -- LONG-TERM (3-5 Years) - GOAL NO. 2

CATEGORY: CITY COUNCIL GOAL -- STRATEGY II: COMMUNITY VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to plan for expansion of the NWIP.

Measurement/Assessment:

Whether sufficient lots have been sold in NWIP to warrant expansion of the industrial park and whether options have been reviewed and identified for such an expansion.

Attainable/Achieve:

The EDA Board has approved a goal stating that at such time as at least eight of the NWIP lots have been sold, the EDA will plan for and consider options for an expansion of the NWIP.

Relevant:

Selection and acquisition of property suitable for expansion of the NWIP.

Timed:

The EDA plans to work on this goal as sufficient lots have been sold and there is a need for expansion of the NWIP which is anticipated within the next 3 to 5 years.

Goal approved by EDA Board of Commissioners on February 9, 2015.

2015 S.M.A.R.T. Goal Planning Form

EDA – LONG-TERM (3-5 Years) - GOAL NO. 3

CATEGORY: CITY COUNCIL GOAL – STRATEGY II: COMMUNITY

VITALITY: Create a diversified jobs base and a thriving, revitalized commercial corridor and downtown square.

Specific:

The EDA has identified a goal to consider various options available for a new housing subdivision in the community.

Measurement/Assessment:

If an additional housing subdivision(s) is/are platted and infrastructure improvements are planned and/or installed to provide lots for development of new housing.

Attainable/Achieve:

In 2014, Viewpoint Consulting Group completed a comprehensive housing study of the City of Windom. The EDA has provided and continues to provide copies of this report to housing developers to promote housing projects in Windom. There are only four residential lots available in the Riverbluff Estates Subdivision and no new residential subdivisions have been platted within the last ten years. Options for new housing construction are limited to scattered lots throughout the City. The EDA will consider options available for additional land for new housing subdivisions, options for private sector development of new subdivisions, options for programs which might assist such development, etc.

Relevant:

Planning and platting of an additional housing subdivision.

Timed:

The EDA will continue providing copies of housing study results and considering options for development of a new housing subdivision over the next 3 to 5 years.

Goal approved by EDA Board of Commissioners on February 9, 2015.

Electric Department
Enhance teamwork among the department and involve other departments

Specific – The utility crew will work on teamwork and communication within the department as well as involving other departments when available. The department will develop quarterly staff meetings where employees will be encouraged to ask questions and share ideas in an open environment.

Measurement/Assessment – Effectiveness of these efforts will be based off the williness of staff to bring new ideas and experiences to the group.

Attainable/Achieve – The meeting will have set agendas with specific topics geared towards generating discussion. There would be no impact to the overall operating budget associated with this goal.

Relevant – Our goal is to enhance open, honest and effective communication with staff, our peers and the public.

Timed – We will begin working towards this in the first quarter of 2015 and try to schedule a meeting once per quarter going forward.

Electric Department
Create a plan for continuing education for utility staff

Specific –The utility staff will develop a schedule and identify trainings that would be beneficial for employees to attend. The trainings will help keep the department familiar with industry standards, safety practices and customer relations.

Measurement/Assessment – Employees will be given specific questions or goals to be met from the training and be asked to give a report to the group at the following staff meeting.

Attainable/Achieve – We have a number of trainings available through the MMUA which will serve as a good resource to help attain this goal. The electric department currently has funds in the budget for training. The budgeted amount would be reviewed and adjusted if needed.

Relevant – This goal if reached would produce a well-informed team willing to accept change when needed and work together effectively.

Timed –The goal would be to have each employee attend one class every other year.

Electric Department
Develop a long range maintenance plan for the distribution system

Specific – The goal will be to work with staff and identify current needs as well as the future needs of the distribution system. We would like to develop a 1-2 year plan, 3-5 year plan and a 10-20 year plan. Several specific areas we will be focusing on will be the substation transformer, relays and replacement of the turbine.

Measurement/Assessment – We will review the plan annually and verify that projects identified in the past are accurate and update the plan as needed.

Attainable/Achieve – This goal will be completed utilizing the current staff as well as outside resources when needed. We currently have \$250,000 budgeted for line improvements.

Relevant – This goal once implemented will continue to provide the community with a safe and reliable electric distribution system.

Timed – We will track the progress of each project and include a detailed timeline in the plan.

FIRE – Provide High Quality Public Services – Capital Improvements\Equipment

Specific – Complete projects on Windom’s Capital Improvement Plan for vehicle replacement and equipment replacement\upgrades

Measurement/Assessment – Completion of the specified projects.

Attainable/Achieve – Leverage State fund, Federal funds and grants if they are available. The Fire Department needs funds from the cities and townships in the fire district to meet the needs of the department.

Relevant – Maintaining and improving Windom’s Emergency Services are critical to the business community, residents and public health.

Timed – Annual progress on the Capital Improvement Plan identified projects.

SMART Goal – Fire & Ambulance – Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan – New Emergency Services Building

Specific – Construction of a new Emergency Services Building to house equipment and provide space for training, offices, storage and other uses as determined.

Measurement/Assessment – Completion of a new Emergency Services Facility

Attainable/Achieve – Funding is needed for the project estimated at \$2.2 to \$3.0 million. Possible sources are bonding (to be repaid by the City and Townships), capital fund transfer from the Ambulance Fund, gifts and donations, fire service fees and local option sales tax.

Relevant – This will replace the current fire hall and ambulance garages as these facilities are undersized and inefficient (equipment at scattered sites).

Timed – Work has been completed to select Witt Park as a preferred site (2014). In March 2015 the building committee will choose an architectural firm and start pre-design. Construction drawings could begin in fall 2015, with bidding scheduled for January – February 2016. Construction scheduled for 2016 with completion by December 2016.

Public Library – Provide High Quality Public Services -Goal I: Instill in the community a passion for reading, personal growth and learning.

Specific-

The Library has identified a goal of public awareness of the public library. The library will work to increase publicity of the library services and its services events.

The library will continue to obtain books for community book clubs, develop a service for the homebound and also explore programs with Assisted Living and Nursing homes facilities. (Example: Supplying Large Print Book Collections to the residents of the Assisted Living and Nursing Homes in the Windom Area.)

The library is committed to partnering with the schools, ECFE, Busy Bees, Sonshine School, HEADSTART and other organizations to promote the love of reading, personal growth and learning. The library is committed to promote our wireless services and train staff in new technologies. We will be developing a FaceBook Page for the library and promoting “blogs by teens & tweens” for book reviews. We are committed to develop a Teen Advisory Board to instill a pride in the teens & tweens that they will help make the library a safe and fun place to be.

The library will continue to provide Proctor Services for students taking college exams on the Internet, Internet & wireless services for tax forms and filing, job applications and unemployment enrollment, homework help, personal use(Banking, email, airline confirmations, printing return labels, concert tickets, online purchasing, payroll stubs, etc....)

The library is committed to schedule events and performers to promote the library and the love of reading by offering excellent programs to the general public with funds provided the Minnesota Library Legacy Funds. The library will continue to provide a safe & welcoming space to meet and interact with others or sit and read comfortably & provide virtual spaces that support networking.

Measurement/Assessment-

The library will update promotional handouts for in-house distribution. Promote services and events on the local cable channel and explore adding “New Booklists” on the Cable Channel 3. The library is also committed to updating the Web site bi-weekly. The library will also provide handouts to schools and organizations in the area for programs, such as the Summer Reading Program, performers and special event days held at the library. The library is purchasing tablets with WiFi for in-house patron use. We will be offering training on the tablets and offer instructional/informational hand-outs on the new technology.

Attainable/Achieve-

To achieve the goals we will use community resources such as WindomNet and the local cable channel, Friends of the Library, RSVP, Plum Creek Library System and staff. Grant money is provided by the Minnesota Library Legacy Funds for events and performers.

Relevant –

The result will be a wider and broader library use by people of all ages and ethnicity in the community of Windom and Cottonwood County.

Timed – This is a yearly commitment and goal for the Public Library.

**SMART Goal Planning Form – Library – Provide High Quality Public Service
Goal II: Evaluate Library Resources and Collections**

Specific-

The library is committed to collection development in the Adult and Juvenile Collections. We serve a wide range of customers and we are always willing to fulfill our customers' needs.

Measurement/Assessment –

The library orders new books, DVDs, audio books, and periodicals monthly to maintain the most up to date materials. The library is in partnership with Plum Creek Library System to obtain E-books and E-magazines for library patrons to use by sharing our resources. The library is committed in utilizing the sharing policy of library items with other libraries in the Plum Creek Library System and through MnLINK a statewide virtual library that electronically links library users to Minnesota's library resources.

We are committed to utilize reports from KOHA to weed the collections and assess areas of the collections that could be obtained on online databases as a space saving mechanism.

Another objective for the library is to annually identify needed new and or updated policies with the Library Board members, prioritize new and or updated policies or write new and or updated policies.

Attainable/Achieve-

Staff will read reviews from various periodicals, professional catalogs, and popular materials to select materials to add to the collection.

Relevant –

The result is to maintain and obtain items the library patrons will use now and in the future. And also to maintain an environment where the policies are in place and incorporated

Timed –

This goal is an ongoing process to stay current with new materials and technology available to all library users.

SMART Goal Planning Form -- Library -- Maintain and upgrade public infrastructure and City facilities pursuant to a defined and prioritized plan

Goal III: Maintain building and grounds

Specific --

The library has identified the importance of maintaining the building and the appearance of the library as an important asset to the City of Windom and Cottonwood County.

Measurement/Assessment --

Our commitment is to plant and maintain window boxes and landscape for the outside appearance and to develop plans to maximize the use of space in each library room. Our objective is to hire a paint contractor to assess interior painting of the library. Also to hire a space planner to help develop a plan for a safe and welcoming space in the library.

Attainable/Achieve --

The goal is to request funding from the city, grant programs and or the Friends of the Library to purchase any recommended furnishings, such as an assessable restroom facility, shelving and maximizing the floor space for all our library users.

Relevant --

The result will be a library that is safe and comfortable environment for all library users.

Timed-

This goal is projected for completion by the end 2016.

2015 Annual Goals – Office/Finance

1. Provide High Quality Public Service –
Radio Read Meters – Billing System Modifications

Specific –

The City Hall Office Staff will be working with Electric and Water Department staff to replace old meters and make necessary modifications in billing system to accommodate radio read meters.

Measurement/Assessment –

The achievement of this goal will be determined by having a seamless transition in the billing system using the new water and electric meters and having no delays caused by the billing system modifications.

Attainable/Achieve –

The City Hall staff will coordinate with Electric and Water department staff and make billing system updates as needed within normal work schedule hours. Minimal fees may be incurred from billing system provider to make updates to billing database.

Relevant –

Completing this goal is expected to reduce errors in meter readings and shorten the days between meter reads and bill processing creating more consistent billing periods for customers. Reduction in staff time for meter reading errors is also expected.

Timed –

Electric meter change outs started at the end of 2014. All meters will be installed and operational by August 1, 2015 with modifications to the billing system completed.

2. Provide High Quality Services – Backup Coverage of Billing Processes

Specific –

Finance Director will work with Billing Independent Contractor to cross train for backup coverage for billing processes in emergency situations.

Measurement/Assessment –

The achievement of this goal will be determined by the Finance Director's ability to independently complete monthly billing processes using the created procedure documentation.

Attainable/Achieve –

City Hall Office Staff time will be needed along with Independent Contractor time to complete this goal during normal working hours.

Relevant –

City Hall will have the ability to avoid disruption of monthly Utility and Telecom billing during the absence of the independent contractor.

Timed –

Start training and documentation plan January 2015. Independently complete a billing cycle by August 2015 using completed documentation.

Long-Term Goals

1. Provide High Quality Customer Service – Certificate of Achievement for Excellence in Financial Reporting (CAFR)

Specific –

City Hall Office Staff will create/modify financial reporting to obtain Certificate of Achievement Award for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association.

Measurement/Assessment –

Success of this goal will be measured by achievement of the award.

Attainable/Achieve –

Staff will engage financial auditors for minimal advisory services to complete this goal. Staff time during normal working hours will be required to complete this goal. Application fee for award program is estimated at \$1000.

Relevant –

This program was established to encourage local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure to the public. Achievement of this reward signifies users of the financial statements have accurate and reliable information.

Timed –

Staff will start coordination with financial statement auditors during 2015. The goal is to submit 2015 financial report by June 2016.

2. Provide High Quality Public Service – Customer Online Access to View/Pay Bills

Specific –

Update Utility and Telecom billing system(s) to allow email distribution of bills and/or customer online access to view/pay Utility and Telecom bills.

Measurement/Assessment –

Success will be measured by customer's ability to access and pay monthly Utility and Telecom bills online.

Attainable/Achieve –

City Office Staff time will be needed to research and implement online bill payment programs. Utility and Telecom Commission support will be needed to implement any new billing features along with cooperation and software upgrades from City's billing vendor. Fees for ongoing use of online bill payment system will be divided between Electric, Water, Sewer, and Telecom funds.

Relevant –

The expected result is to provide end users additional convenience for bill payment, reduction in postage costs, gained efficiency in payment application, and reduction in cash handled at City Hall.

Timed –

Research will begin during 2015 and goal will be completed by December 2016.

3. Maintain and Upgrade Public Infrastructure and Facilities Pursuant to Defined Prioritized Plan – City Wide Network

Specific –

The City Hall Office staff will work with Telecom Department staff to build and connect a City of Windom network linking all designated City of Windom locations.

Measurement/Assessment –

Success toward this goal will be measured by the ability to access the City of Windom network at all designated locations. System would include off-site access to shared file server (s).

Attainable/Achieve –

Capital funding for needed equipment was approved during the 2015 Budget process. Employee staff time during normal working hours will also be needed to complete this goal along with contracted services.

Relevant –

Accomplishing this goal will accommodate the installation of security camera system approved with 2015 capital spending budget and also provide opportunities for efficiency improvements and sharing of resources across departments.

Timed –

Planning for this project started January 1, 2015. The goal is to have the complete network operational by December 31, 2015.

2015 Park Department – Natural Resources to Utilize and Market the Value and Beauty of Our Land and Geography – Island Park Campground Improvements

Specific –

Island Park Campground Improvements – Water hookups/widen camp sites

Measurement/Assessment –

Due to the modern campers now being used the camp sites are too close together therefore they need to be widened and more green space should be added with trees.

We also get a lot of requests for water hookups which we currently don't have. We don't have sewer hookups but most campers have storage tanks to hold the waste material and we have a waste water dump station already in the park. In order to add sewer hookups we would have to build a lift station to move the material as the sewer main isn't low enough to accommodate flow. The area is also in the flood plain therefore we could have issues with the health department if we add sewer hookups

Attainable/Achieve –

We would have to figure out how wide to make the sites with the addition of water hookups. The campground has plenty of room to expand to the east.

We would need to work with the other city departments for the change in utilities and also we would have to make the changes according to Brown Nicollet Health who license our campground.

At this time we don't know if an engineering company needs to be on board. We believe this design can be done in house and contractors would need to be hired to make the changes.

Relevant –

By making the improvements the campground should receive much more usage and more revenue for the city and local business. Currently people who like to camp at a place that has more hookups would have to go to Mt. Lake or Talcot Lake Park which is more than 10 miles away from Windom.

Future Campground Tegels Park:

At this time and due to limited funding a new campground facility at Tegel's Park is on hold. Some preliminary design work has been done but nothing official. The park would be a great place to construct another campground but at this time the city has much more needed facilities to fund.

Timed –

Design could be done in 2016 with improvements in 2017 depending on funding.



Yellow is current Sites, Campers Park on either side of yellow mark, 10 total

Google earth

feet
meters

300
90



2014 Ball Field Prep Infield Work for Games

7/28/2014

Doesn't Include Lights/Irrigation or Mowing Outfields

What	Hours Labor	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
School Games 2014 around	42 Games Includes tournaments Games	SB Varsity Games Short Fence 4 hr's labor each time installed and taken down	\$32.00 X 3 Staff	\$1,580.00
What	per/Field Games	52.5		
All BB & SB	1 1/4			
	Equipment			
	Groomer Rental 3/4 hr pergame	31.5	\$32.00	\$1,008.00
	Materials			
	Chalk \$10.00 pergame			
	Foul Line Paint 4 times/per Season/per Field			
				Material \$
				Annual \$420.00
				Annual \$360.00
				Material \$
				Annual \$1,008.00
				Annual \$1,580.00
				Each time Installed \$384.00

Adult League Softball

Total All Materials/Equip/Labor	Hours Labor	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
Men's League	2 Fields Nightly	16 Weeks	1 day per/week	
	Equipment			
	Groomer Rental 3/4 hr/per/field	\$35.00		
	Materials			
	Foul Line Paint	Material \$		
		Annual \$100.00		
				Annual \$32.00
				Annual \$768.00

Adult League Softball

Total All Materials/Equip/Labor	Hours Labor	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
3 Fields Nightly	16 Weeks	1 day per/week		
	Equipment			
	Groomer 3/4 hr/per/field	\$35.00		
	Materials			
	Foul Line Paint	Material \$		
		Annual \$100.00		
				Annual \$32.00
				Annual \$1,152.00

Church League

Total All Materials/Equip/Labor	Hours Labor	Hours Labor Annual	Labor Rate Per/Hour	Total Labor Annual
3 Fields Daily	10 Weeks	1 day per/week		
	Equipment			
	Groomer 3/4 hr/per/field	\$35.00		
	Materials			
	Foul Line Paint	Material \$		
		Annual \$100.00		
				Annual \$32.00
				Annual \$720.00

Total All Materials/Equip/Labor
Foul Line Paint \$1,607.50

\$100.00

Summer Recreation
WRA Pony League Games
12 Games

Hours Labor
Per/Field Games
1 1/4

Hours Labor
Annual
15

Labor Rate
Per/Hour
\$32.00

Total Labor
Annual
\$480.00

Equipment
Groomer 3/4 hr/per/field

Equip Hr/Rate
\$35.00

Total Equip
Annual
\$315.00

Materials

Material \$
Annual
\$60.00

Chalk \$5.00 Per/Field
Foul Line Paint

\$100.00

Total All Materials/Equip/Labor
\$955.00

30/80 League Games
13-15 Games

Hours Labor
Per/Field Games
1 1/4

Hours Labor
Annual
18 3/4

Labor Rate
Per/Hour
\$32.00

Total Labor
Annual
\$600.00

Equipment
Groomer 3/4 hr/per/field

Equip Hr/Rate
\$35.00

Total Equip
Annual
\$393.75

Materials

Material \$
Annual
\$70.00

Chalk \$5.00 Per/Field
Foul Line Paint

\$100.00

Total All Materials/Equip/Labor
\$1,163.75

WPR FP Softball

Number of Games ?

Hours Labor
Per/Field Games
1 1/4

Hours Labor
Annual
Depends on Number
of Games Scheduled

Labor Rate
Per/Hour
\$32.00

Total Labor
Annual
Depends on Number
of Games Scheduled

Equipment
Groomer 3/4 hr/per/field

Equip Hr/Rate
\$35.00

Total Equip
Annual
Depends on Number
of Games Scheduled

Materials

Material \$
Annual
Depends on Number
of Games Scheduled

Chalk \$5.00 Per/Field
Foul Line Paint

Depends on Number
of Games Scheduled

2014 Labor/Equipment/Materials

Annual Cost for Irrigation WRA (\$14,000 -16,000)

Lighting

6 Ballfields are all mowed weekly totaling 10 hours labor/equipment/weekly for 26 weeks X \$60.00 per/hour = \$600 weekly - \$15,600.00 Annually
 2 small fields at Island Park and 4 fields in the WRA

In the event a base needs replacement the magnetic type cost \$160.00 each for base only not anchors
 Pitchers Base replacement cost \$100.00 each. Every year we replace at least 4

	Usage Weekly on Tuesday Evening 3 Courts at Tegel's Park 1 night per/week play 3 hours each day	Hourly Rate	Weekly Total	Total Annual
Tegel's Park Sand Volleyball Courts				
Adult Co-Ed League				
League Season - 10 Weeks				
Labor & Equipment Truck & Operator		\$75.00	\$225.00	\$2,250.00
Labor & Equipment Tractor & Operator - J.D. Utility Tractor & Digger	2 Hours includes Mobility	\$75.00	\$150.00	\$1,500.00
Labor Rec Director	Record Keeping and Scheduling (Al Baloun) 1 3/4 Hours per/week Inc	\$50.00	\$75.00	\$750.00
	Total =			\$4,500.00

Does not include lighting, net replacement or other maintenance items when needed

Windom Police Department - Provide High Quality Public Services - Use of Force Training System

Specific – In today’s society use of force encounters are sometimes more prevalent than they were in the past. Mental health issues are more apparent, as well. It is our intent to research the purchase of a video operated use of force system that would provide our officers with training on decision making and use of force. In the past, these systems were very expensive. However, as technology has increased in this area and more vendors are participating, the price has dropped.

In 2017, it is my intent to make this proposal to the City Council. I plan to use the time until then to research and speak with vendors.

Measurement/Assessment – We would request funding from the City Council and also hope to work out a cost-sharing agreement with other agencies in the area for joint ownership.

Attainable/Achieve –Funding will be requested. Also, grants will be researched for the purpose of lowering costs.

Relevant – Our expected result in acquiring this system is to provide a realistic platform for use of force decision making training. This is critical to officer safety and to the individuals that receive police service.

Timed – This is a goal that needs to be researched thoroughly and also vendor demonstrations need to be conducted. It is my goal to present this project in 2017, with the intent of receiving funding in 2018. As for an operational goal, we would hope to have this system purchased and functional by December 2018.

Windom Police Department - Provide High Quality Public Services - Teen Academy

Specific – The Windom Police Department is committed to the concept of community policing. In the past, one of the ways we have facilitated this was to hold an annual Citizen’s Academy. This year, it is our intent to have an academy that is aimed towards the youth of this community. Having an officer that is assigned to the Windom Area School allows us to reach the teen audience. This program would deal with issues that teens often deal with, such as substance abuse and distracted driving.

Measurement/Assessment – We will measure this goal by whether it is achieved in 2015

Attainable/Achieve – There are several resources available. We have a school resource officer, whose primary role is to work with children. She has an established relationship with children, which should help with recruiting efforts. We also have a line-item in our budget for community policing oriented activities. I feel the chances of success are high. This academy will be led by School Resource Officer Dana Wallace. Her positive relationship with students and the Windom Area Schools should ensure success.

Relevance-

An academy that is geared towards kids is a way to educate and also break down barriers that may exist between young adults and law enforcement. It is relevant and necessary to accomplish this.

Timed – It is our hope to accomplish this task in 2015

Windom Police Department - Provide High Quality Public Services - Continuing Education

Specific – The Windom Police Department is committed to providing quality continuing education for our staff. In the past year, we lost our firearms instructor and emergency vehicle operations course (EVOC) instructor through personnel transition. Our goal is to have staff members fill these vacancies by attending instructor training for both areas/

Measurement/Assessment – At the end of 2015, we will know if we were successful in attaining instructor certification in both areas

Attainable/Achieve – This is an achievable goal. We have budget resources available to send officers to these schools. Our only obstacle is getting our department to full staffing level. If we can achieve this and training schools are still available, the chance of reaching these goals is very strong

Relevant – This training is very relevant to day-to-day operation of a police agency. Firearms training is mandated by the State of Minnesota and in-service training also affords an officer with the chance of learning new techniques that may save his or her life, as well as members of this community.

Timed --We hope to achieve this goal by December 31, 2015

Windom Police Department - Provide High Quality Public Services - CLEO
Certification

Specific – In 2014, the Minnesota Chiefs of Police Association introduced Chief Law Enforcement Officer (CLEO) certification. The purpose of this credentialing system is to provide a way for cities to show that their chief of police has attended numerous continuing education classes and has undergone training in police budgeting and liability issues. As Windom Chief, I intend to apply for this certification for the purpose of enhancing our department's image.

Measurement/Assessment – At the end of 2015, I will know if I achieved this status.

Attainable/Achieve – This is an achievable goal. During my tenure here, I have attended much training that deals with law enforcement administration. I also possess a Bachelor of Science Degree, which is also used as consideration for granting certification.

Relevant – This certification is relevant to the image of our agency. The State of Minnesota is one of very few states to recognize the achievements of chiefs through this credentialing process. I feel that it would look good for our agency and community to have a state certified chief.

Timed – We hope to achieve this goal by December 31, 2015

Windom Police Department – Provide High Quality Public Services - Body Cameras

Specific – Nationwide trends in law enforcement necessitate the proper usage of police officer-worn body cameras. The cameras are an effective way of gathering evidence and also providing the officer with the means to protect themselves against false complaints. Our goal is to research these devices with a possible proposal for purchase being presented in 2016.

Measurement/Assessment – We will speak with numerous vendors and see their products firsthand to check for quality and ease of use to the operator.

Attainable/Achieve – Funding will be requested of the City Council to achieve this goal.

Relevant – We expect to have more capability to provide quality evidence for criminal prosecution and also afford our officers the ability to protect against false claims. The cameras could also prove useful in vindicating an officer in a use of force claim.

Timed – 2016 should be the appropriate time to proceed with this goal. The Minnesota Legislature needs to address how body cameras will be classified under data practices. At the present time, there may be simply too much cost to maintain a database that would house all of the video collected. Once state law is more clear on what footage needs to be collected and how long that it shall be kept will be the appropriate time to pursue this project. Our goal would be to have these cameras on the street by December 2017.

2015 Goals -Pool

Community Pride: A Positive Image and Reputation Developed by a Progressive and Active Community and Public Facilities: Maintain and Upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan. Revisiting the Pool Feasibility Study Done in 2007

Specific-

Revisit the 2007 pool feasibility study with the Windom Parks and Recreation commission and Windom City Council to determine the direction of renovating the existing facility or constructing a new facility in the future.

Measurement-

We do not have current costs for renovation of the existing facility or constructing a new facility. Getting current costs of the replacement of the existing pool or construction of a new facility will assist both the Windom Parks and Recreation commission and Windom City Council in making a decision of what will be done in the future.

Achieve-

The Recreation Director will work with a Sr. student that is doing his Eagle project that will put together a survey that can be distributed to the public as to priorities of renovation or reconstruction of the existing pool.

Issues to Resolve- The Windom Pool was constructed in 1965 and will be fifty years old in 2015. Renovations were done on the pool in 1980 with gutter installation and resurfacing of the wading and big pool floors. In 1993 the filter system was changed from DE filters to sand filters. The high diving board was replaced with a slide in 2011. The slide was constructed to be reused if renovations did take place. The cost of renovation of the existing facility was estimated at \$900,000 to \$1,300,000 in 2007. The cost of a new outdoor family aquatic center was estimated at \$2,000,000 to \$3,500,000 in 2007. A new indoor aquatic center located at the community center was estimated between 3 to 4 million in 2007. With inflation these costs have surely gone up. An indoor facility would probably be smaller than the existing pool with a majority of the construction cost being for brick and mortar.

Note Attachment – City of Windom Capital Improvement Plan 2015- 2019 Pool Page 3 (Dated 1/2/20-15)

Realistic-

The survey will help to determine what the community would want to do with the pool, should we renovate or reconstruct. It would also ask what components and structures they would like to see in a pool. The survey will assist the recreation director, parks and recreation commission and Windom City council in the direction the community would like to go. Once this is done the feasibility study can be revisited to find out cost of renovation or reconstruction.

Time-

The survey will be put together in early March, 2014 and possibly distributed in utility bills the end of March, 2014. The Sr. student will work with local newspaper to get information on the survey out to the public. The city website would also assist with the distribution of the survey. The results would be collected and compiled in April 2014. The results will be used by the Parks and Recreation commission and Windom City council when revisiting the feasibility study in 2016.

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								
Windermere 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 Tegal's Park	PARK 016	2	2,500					2,500
Parks Total			2,500	235,300	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 008	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 016	2	75,000					75,000
Pick-up Sander Unit	STR 020	2	2,000					2,000
Grader Replacement	STR 021	2		180,000				180,000
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
Main Switch Rebuild	TEL 008	1	62,000					62,000

2015 Goals -Recreation
Community Pride: A Positive Image and Reputation Developed by a
Progressive and Active Community
Translate recreational program's information into Spanish

Specific-

Make available to the Hispanic population recreation program information that is translated to Spanish.

Measurement-

Translating information from recreation programs to Spanish will get our program information out to the non-English speaking Hispanics and will encourage an increase of participation of Hispanic youth in our recreation programs such as soccer and baseball.

Achieve-

The recreation director will work with a translator to translate information from recreation programs. Translated information could be available on the city webpage and through the parks and recreation department.

Issue to Resolve- There will probably be additional expenses for the translation of information. The information must get out to the Hispanic population to get their youth participating in our programs.

Realistic-

Getting the information out to the Hispanic population should increase their participation in our recreation programs such as soccer and baseball. If there is enough interest a spring soccer program could be started.

Time-

The translated information would be available for the summer 2015 programs and pool information. If participation increases and enough interest are shown in the fall, 2015 Soccer program a Soccer Coordinator could be hired for spring 2016 to develop a spring time program.

2015 Goal - Street Department – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – Buckwheat Avenue & South Prospect Avenue Repair Project

Specific –

Following the 2003 Street Reconstruction Project on Buckwheat Avenue, we have several areas that have settled where the service lines run to the properties. The asphalt has major dips and sunken curbs.

South Prospect Avenue the subsurface has settled at one location and the concrete road panels have sunk which created major cracking.

Measurement/Assessment –

Following complaints from the property owners on these streets, Street Superintendent & a representative from Wenck Engineering made a visual inspection to determine what areas needs repairs and also determined how to remedy the problem. This issue was reviewed by the Street Committee and they made a recommendation to the City Council as a CIP Project for 2015 which was approved.

Attainable/Achieve –

Wenck Engineering provided a cost estimate for the project in 2014

In late February or March of this year the City will need to notify the engineers to go ahead and design Plans and Specs for the project then the Street Committee will review and make a recommendation to the City Council to call for quotes on the project then award the contract if they meet the budget. The contractor will need to remove asphalt or concrete from the bad area (s) and add material to the sunken areas to bring it back to grade then put in new concrete or asphalt at the dig sites. Sunken curbs can either be raised or replaced determined by the Engineer.

Relevant –

The goal is to have a smooth level driving surface that will last for several years.

Timed –

Summer of 2015 with completion by November of 2015

2015 - Street Department – Provide High Quality Public Services –
Training & Education

Specific –

Staff Training; All street & park department staff continued participation in educational classes in order to maintain our current and future infrastructure concerning each department.

Measurement/Assessment –

Staff will complete training when available throughout the year. In most situations where they attend a class in another location other than Windom following successfully completing the training they receive a certificate of compliance.

Attainable/Achieve –

Currently the staff receives training from MMUA and we can participate in activities and classes from LTAP for proper maintenance and education on new techniques.

Relevant –

Better performance from staff to make proper maintenance decisions saving the city money.

Timed –

Throughout the year when classes and training is available.

2015 Street Department – Maintain and Upgrade Public Infrastructure and City Facilities Pursuant to a Defined and Prioritized Plan – Pavement Management Plan

Specific –

The Street Department Staff will survey the condition of all asphalt & concrete surfaces on the city owned streets.

Measurement/Assessment –

We have a guideline that we use for assessing the condition of the streets. The staff is trained how to use this guide then they will conduct the inspections on each and every block on all asphalt/concrete streets.

They look at the following to determine how each block gets graded. Transverse Cracking, Longitudinal Cracking, Edge Cracking, Alligator Cracking, Alligator Area-Total Area Covered, Alligator Severity, Rutting, Potholes, Deficient Drainage, Overall Ride Quality, Patches, if they have Sidewalks & Curb & Gutter. The lower rating number after tabulating all these categories is considered the most in need of reconstruction.

Attainable/Achieve –

We use a guide that was designed by Wenck Engineering and also we used the internet web services to train our staff on how to complete an accurate inspection.

Relevant –

This survey is a factor on determining which streets have the highest priority for reconstruction. This takes the political aspect away making it an educated decision.

Timed –

We are scheduling to do this survey every five (5) years. This summer in late July and August the staff will conduct the inspections then the information will be tabulated by the Street Superintendent and reviewed by the Street Committee.

Street Department – Maintain and Upgrade Public Infrastructure and City Facilities
Pursuant to a Defined and Prioritized Plan - 2016 South 6th Avenue/Township
Road & Possible Annexation Due to Possible Reconstruction in 2017

Specific –

Greatbend Township Road that lines South 6th Avenue south to Highway 60
Annexation due to street reconstruction.

Beginning at Dr. Mary Olson's on South 6th Avenue then south to the townhomes at Riverbluff Drive, the township and city limits boundary run basically down the center of the street. From the south property line behind the Riverbluff townhomes is the end of the city limits and the complete road is owned by the township.

The issue is the road surface is poor and in need of reconstruction but due to joint ownership maintenance has been a issue due to limited participation from the township.

Measurement/Assessment –

The city and township would need to agree on road repairs. If the township is not willing to participate then in the Street Superintendent's opinion the city would need to acquire some private properties to the west and south of 6th Avenue in order annexation enough area to build a new street down the entire road up to highway 60 or at least to the south city limits. It would be best to acquire approximately enough land to construct a street within a 70 foot right-of-way.

Attainable/Achieve –

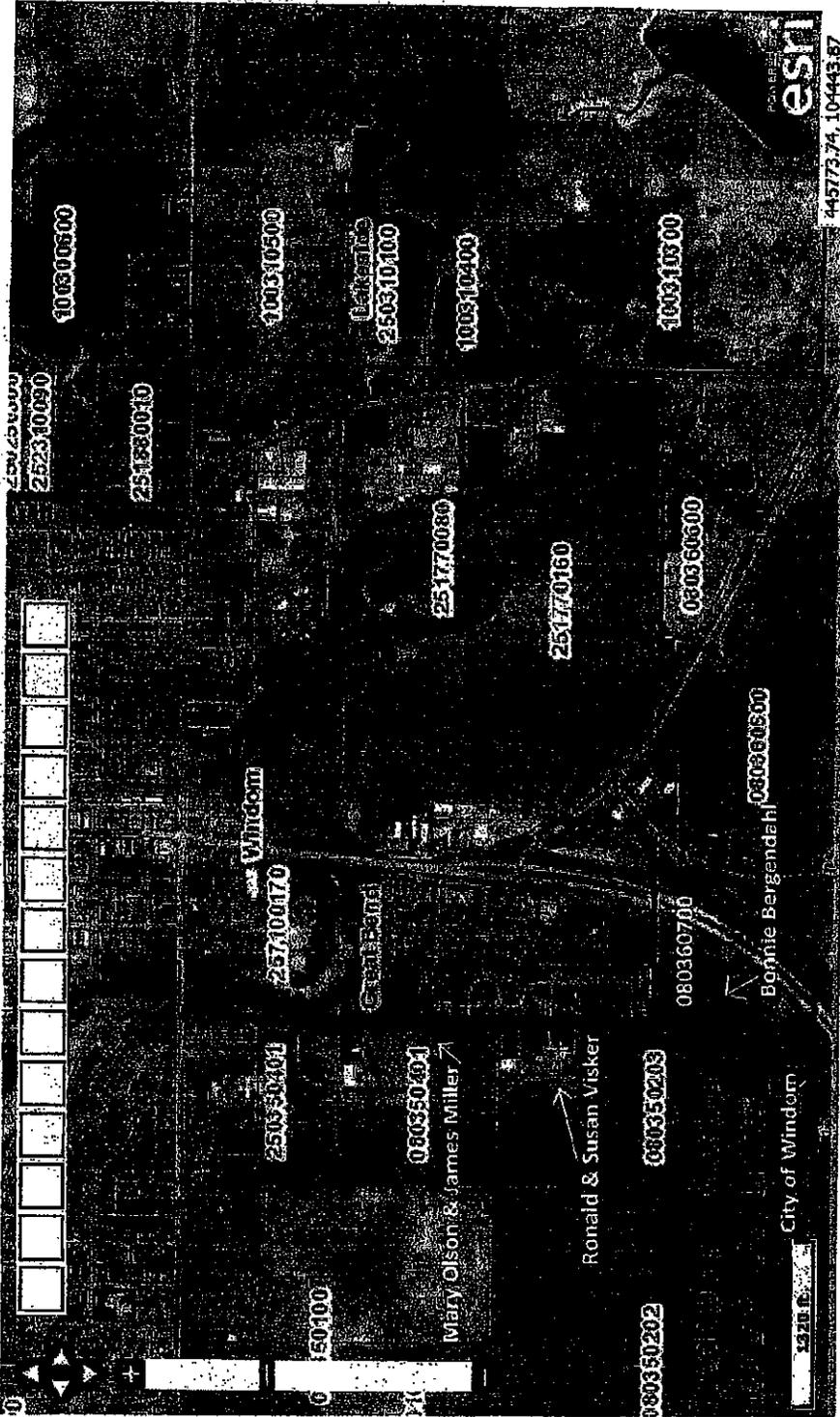
City, Township & County Records and working with the EDA Department for community growth.

Relevant –

Due to the growth and housing in south Windom and the increase of traffic and safety concerns on South 6th Avenue it is essential to have a new wider street with smooth drivability.

Timed –

Due to the possibility of reconstruction of South 6th Avenue from highway 62 (6th Street) south to the city limits in 2017 this annexation would need to be completed in 2016.



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SMART Goal Planning Form – Telecommunications Financial Goal

Specific – Financial performance of the Telecom fund

Measurement/Assessment – Financial reports developed each month.

Attainable/Achieve -- The Telecom commission will be given recommendations on rate structures from the Auditor. New modern offerings will be created. A marketing plan will need to be created to launch the new structure.

Relevant – The continued feasibility of operating the telecom fund is dependent upon the financial position.

Timed – The auditor has been requested to provide the needed information for the March Telecom meeting. A recommendation may be forwarded to the City Council for the April council meeting. Rates will be adjusted for the June billing cycle.

Windom Telecommunications 2015 Capital budget

15x01	62,000.00 Metaswitch	Replace End of Life cards. Add SBC
15x02	4,600.00 Office phone system	Replace 20 year old phone system in Telecom office
15x03	5,900.00 Security system	Install Security system for telecom building including Key FOB
15x04	36,000.00 Transport Project	Windomnet portion of Omaha transport project
15x05	5,000.00 Office space	Allow for office space for employees
	\$ 113,500.00	

15x01 The Metaswitch provides all voice switching operations . Multiple cards have reached end of life are no longer supported by the manufacture. The Session Boarder Controller will allow for toll to be directed to least cost routes.

15x02 The current phone system is estimated to be 20 years old. We purchased this from an employee who took it out of another business.

15x03 The NOC operations center has no security system or fire alarm. This would be used to also allow for unattended access to carrier customers The bids came in \$6300 higher than estimated due to several additional sensors needing to be added. Need to revisit the bid

15x04 This project was part of the 511 to Omaha rout. One of the potential partners dropped out at this item. Scott County is very interested in partnering on this project. Several sources of revenue are identified

15x05 The NOC Operations center was designed with only one desk space. We placed the kitchen in the garage and also knocked down a wall between a storage room and kitchen to allow for office space. Currently five employees maintain desk space in the converted space.

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WASTEWATER DEPARTMENT – MULTI-YEAR (1-3 Years) – GOAL NO. 1

CATEGORIES: CITY COUNCIL GOALS – STRATEGY III: Provide high quality public services. STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific:

The Wastewater Department has identified a goal to begin work on a draft wastewater permit with the Minnesota Pollution Control Agency (MPCA).

Measurement/Assessment:

After approval by the MPCA, an appropriate permit for Windom's wastewater system will be in effect for several years into the future.

Attainable/Achieve:

There are several stages in the MPCA permit process. The Wastewater Department is developing a schedule to meet all required benchmarks and filing timelines to obtain the appropriate wastewater permit for the City of Windom. The Superintendent and Staff of the Wastewater Department are completing sampling, testing and documentation and preparing detailed summaries and the specific forms required for filing with MPCA. The Superintendent and Staff of the Wastewater Department will comply with recommendations from MPCA to ensure receipt of an appropriate MPCA wastewater permit for the City of Windom.

Relevant:

Culmination of the permit process with the issuance by MPCA of a wastewater permit for the City of Windom that will meet the needs of the citizens, businesses and industries in Windom.

Timed:

It is estimated that preparation and finalization of the permit may span the period of 2 to 5 years.

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WATER DEPARTMENT - SHORT-TERM GOAL NO. 1

CATEGORIES: CITY COUNCIL GOALS – STRATEGY III: Provide high quality public services. STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan. STRATEGY V: Utilize and market the value and beauty of our land and geography (protect natural resources).

Specific:

The Water Department has identified a goal to complete a Wellhead Protection Plan, approved by the Minnesota Department of Health and Windom City Council, which protects natural water sources for the citizens of Windom and protects the City's existing and future wells.

Measurement/Assessment:

After approval by the Minnesota Department of Health and the City Council, a wellhead protection plan will be in place to protect Windom's water sources and Windom's wells into the future.

Attainable/Achieve:

The Water Superintendent has been involved in meetings with MDH, Cottonwood County SWCD, City Officials commencing in Part 1 and Part 2 of the Wellhead Protection Plan and continuing inventorying hazards to finalize a wellhead protection plan that protects Windom's water sources.

Relevant:

Adoption of a wellhead protection plan approved by the Minnesota Department of Health and the City Council.

Timed:

It is estimated that the wellhead protection plan should be finalized, approved by the Minnesota Department of Health and the City Council, and implemented by December, 2015.

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WATER DEPARTMENT – LONG-TERM (3-5 Years) – GOAL NO. 1

CATEGORIES: CITY COUNCIL GOALS – STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific:

The Water Department has identified a goal to rehabilitate and paint the City's water towers.

Measurement/Assessment:

Maintenance and extension of the service life of the City's water towers.

Attainable/Achieve:

Maintenance on the City's water towers can be scheduled and included in the budget planning over the next few years.

Relevant:

Rehab and painting of the City's water towers and establishment of a plan and schedule for periodic maintenance and painting of the water towers.

Timed:

It is anticipated that completion of the rehab and painting of the City's water towers can be completed within the period of 3 to 5 years.

Goal approved by Utility Commission on February 25, 2015.

2015 S.M.A.R.T. Goal Planning Form

WATER DEPARTMENT - SHORT-TERM GOAL NO. 2

CATEGORIES: CITY COUNCIL GOALS – STRATEGY III: Provide high quality public services. STRATEGY IV: Maintain and upgrade public infrastructure and city facilities pursuant to a defined and prioritized plan.

Specific:

The Water Department has identified a goal to improve the efficiency and accuracy of collecting water usage data by installing new water meters for residential, commercial, and industrial properties in the City of Windom.

Measurement/Assessment:

All new water meters will be installed and operational by August 2015.

Attainable/Achieve:

The water meters currently in use are averaging 25 years in age and are in need of replacement. At the present time, Water Department Staff walk meter reading routes through the City which requires several days of Staff time. Installation of new meters will significantly decrease the time required to read meters which can be accomplished by the equipment which reads the meters as Staff drive through the meter reading routes. The Utility Commission reviewed and approved the specifications and proposal for the meter replacements. Funding has been allocated for the project. The Windom City Council awarded the contract for the water meter replacement project to Dakota Supply Group on January 6, 2015. A subcontractor will be contacting residents and business representatives to schedule times for installation of new water meters and will be completing those installations.

Relevant:

New water meters with automated meter reading technology will be operational by August 1, 2015, which will increase accuracy of readings, lessen time for re-reads, and allow Staff more time to work on the water system infrastructure and maintenance of the system.

Timed:

It is estimated that the new water meters will be installed during the period beginning in April and ending in June, 2015, with the meters operational by August 2015.



Windom, MN

Expense Approval Report

By Fund

Payment Dates 5/14/2015 - 5/27/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Activity: 41110 - Mayor & Council					
MARTIN'S FLAG COMPANY	75986	05/19/2015	SUPPLIES	100-41110-200	96.90
CONVENT. & VISTOR BUREAU	20150526	05/26/2015	LODGING TAX-GUARDIAN INN	100-41110-491	1,345.68
CONVENT. & VISTOR BUREAU	20150526A	05/26/2015	LODGING TAX - RED CARPET I	100-41110-491	594.65
Activity 41110 - Mayor & Council Total:					2,037.23
Activity: 41310 - Administration					
ROBIN SHAW	20150520	05/20/2015	EXPENSE - OFFICE SUPPLIES	100-41310-200	24.74
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	100-41310-217	-30.00
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	100-41310-217	29.45
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	100-41310-350	283.50
MN CITY/COUNTY MANAGEM	20150519	05/19/2015	ANNUAL DUES	100-41310-433	127.20
MCFOA REGION V	20150520	05/20/2015	MEMBERSHIP FEE 7-15 TO 6-	100-41310-433	35.00
Activity 41310 - Administration Total:					469.89
Activity: 41910 - Building & Zoning					
INDOFF, INC	2619428	04/28/2015	SUPPLIES	100-41910-200	7.94
Activity 41910 - Building & Zoning Total:					7.94
Activity: 41940 - City Hall					
MN ENERGY RESOURCES	20150519E	05/19/2015	HEATING #4069619-7	100-41940-383	382.84
HOMETOWN SANITATION SE	0000124288	05/12/2015	GARBAGE SERVICE - CITY HAL	100-41940-384	85.04
JOE HARVEY	7451	05/27/2015	5-18-15 MOW & SPRAY - CITY	100-41940-406	40.00
JOE HARVEY	7452	05/27/2015	5-4-15 MOW - CITY	100-41940-406	20.00
Activity 41940 - City Hall Total:					527.88
Activity: 42120 - Crime Control					
WINDOM QUICK PRINT	20150519	05/19/2015	SUPPLIES	100-42120-200	138.63
COTTONWOOD CO AUD/TRE	20150519	05/19/2015	POLICE DEPT-SHRED RIGHT	100-42120-200	61.60
INDOFF, INC	2619426	04/28/2015	SUPPLIES	100-42120-200	38.03
UNIFORMS UNLIMITED, INC	246761	05/26/2015	UNIFORMS	100-42120-218	66.18
UNIFORMS UNLIMITED, INC	246943	05/26/2015	UNIFORMS	100-42120-218	199.99
SOUTHWESTERN MENTAL HE	35012	05/19/2015	SERVICE	100-42120-305	375.00
LEAGUE OF MN CITIES	217720	05/26/2015	PATROL SUBSCRIPTION	100-42120-308	63.75
VERIZON WIRELESS	9745261290	05/19/2015	SERVICE FOR LAP TOPS	100-42120-321	79.43
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	100-42120-404	14.73
TACTICAL SOLUTIONS	4867	04/28/2015	MAINTENANCE	100-42120-404	93.00
FLEET SERVICES DIVISION	201510003	05/19/2015	SERVICE	100-42120-419	1,731.30
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-42120-480	15.92
Activity 42120 - Crime Control Total:					2,877.56
Activity: 42220 - Fire Fighting					
HEIMAN FIRE EQUIP. CO	0834304-IN	05/06/2015	MATERIALS & EQUIPMENT	100-42220-215	88.20
HARTBERG MEDICAL CLINIC	20150505	05/05/2015	SERVICE #105681	100-42220-310	341.00
WINDOM AREA HOSPITAL	250497690	05/19/2015	SERVICE #30005293	100-42220-310	64.80
VERIZON WIRELESS	9745261290	05/19/2015	SERVICE FOR LAP TOPS	100-42220-321	109.39
VERIZON WIRELESS	9745261290	05/19/2015	SERVICE FOR LAP TOPS	100-42220-326	10.03
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	100-42220-404	23.56
Activity 42220 - Fire Fighting Total:					636.98
Activity: 43100 - Streets					
JIFFY-JR. PRODUCTS	159928	04/28/2015	SUPPLIES	100-43100-211	345.67
COUNTRY PRIDE SERVICE	20150520	05/20/2015	MAINTENANCE -	100-43100-212	24.00
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-43100-215	15.28
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-43100-215	89.96
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-43100-217	84.46
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-43100-225	69.99

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COTTONWOOD CO SWCD	20150518	05/18/2015	URBAN TREE PROGRAM	100-43100-225	1,747.06
CONTINENTAL RESEACH COR	420249-CRC-1	05/18/2015	SUPPLIES	100-43100-241	222.50
MN ENERGY RESOURCES	20150519	05/19/2015	HEATING #4090846-9 ST GAR	100-43100-383	353.18
HOMETOWN SANITATION SE	0000124289	05/12/2015	GARBAGE SERVICE - STREET D	100-43100-384	84.73
HOMETOWN SANITATION SE	0000124290	05/12/2015	GARBAGE SERVICE - SQUARE	100-43100-384	46.12
				Activity 43100 - Streets Total:	3,082.95
Activity: 43210 - Sanitation					
WAYNE ERICKSON	20150519	05/19/2015	COMPOST SITE MANAGER	100-43210-307	152.00
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	100-43210-480	1,282.50
				Activity 43210 - Sanitation Total:	1,434.50
Activity: 45120 - Recreation					
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	100-45120-217	14.73
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	100-45120-340	151.50
				Activity 45120 - Recreation Total:	166.23
Activity: 45202 - Park Areas					
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-45202-211	18.57
COUNTRY PRIDE SERVICE	20150520	05/20/2015	MAINTENANCE -	100-45202-212	726.26
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-45202-216	21.46
COUNTRY PRIDE SERVICE	20150520	05/20/2015	MAINTENANCE -	100-45202-216	1,147.37
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	100-45202-340	151.50
HOMETOWN SANITATION SE	0000124299	05/12/2015	GARBAGE SERVICE - ISLAND P	100-45202-384	128.26
HOMETOWN SANITATION SE	0000124300	05/12/2015	GARBAGE SERVICE - TEGELS P	100-45202-384	64.13
HOMETOWN SANITATION SE	0000124301	05/12/2015	GARBAGE SERVICE - WRA	100-45202-384	64.13
HOMETOWN SANITATION SE	0000124302	05/12/2015	GARBAGE SERVICE - KASTLE K	100-45202-384	43.34
RON'S ELECTRIC INC	130517	05/26/2015	MAINTENANCE	100-45202-402	952.08
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-45202-402	59.73
DAKOTA SUPPLY GROUP	8290544	05/12/2015	PARK DEP FIXTURES-MAYFLO	100-45202-402	337.73
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	100-45202-406	27.47
				Activity 45202 - Park Areas Total:	3,742.03
				Fund 100 - GENERAL Total:	14,983.19
Fund: 211 - LIBRARY					
Activity: 45501 - Library					
PLUM CREEK LIBRARY	IV24030	05/26/2015	SUPPLIES	211-45501-200	21.00
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	211-45501-217	7.36
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	211-45501-350	112.80
WINDOM COMMUNITY EDUC	20150526	05/26/2015	EDUCATION OPPORTUNITIES	211-45501-350	70.00
MN ENERGY RESOURCES	20150526C	05/26/2015	HEATING #4081276-0 LIBRAR	211-45501-383	245.21
INGRAM	20150519	05/19/2015	BOOKS	211-45501-435	1,291.56
GALE	55089596	05/19/2015	BOOKS	211-45501-435	163.73
				Activity 45501 - Library Total:	1,911.66
				Fund 211 - LIBRARY Total:	1,911.66
Fund: 225 - AIRPORT					
Activity: 45127 - Airport					
SOUTHWEST MN BROADBAN	20150526	05/26/2015	SERVICE #WIND-001-0018	225-45127-321	25.63
				Activity 45127 - Airport Total:	25.63
				Fund 225 - AIRPORT Total:	25.63
Fund: 230 - POOL					
Activity: 45124 - Pool					
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	230-45124-217	7.36
				Activity 45124 - Pool Total:	7.36
				Fund 230 - POOL Total:	7.36
Fund: 235 - AMBULANCE					
BLUE CROSS/BLUE SHIELD	20150519	05/19/2015	REFUND-PAID ON TWICE #93	235-34205	378.52
BLUE CROSS/BLUE SHIELD	20150519A	05/19/2015	REFUND-PAID ON TWICE 935	235-34205	1,163.45
					1,541.97

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Activity: 42153 - Ambulance					
CITY OF MT LAKE	20150518	05/18/2015	3 ZOLL LIFE BANDS	235-42153-217	664.47
BOUND TREE MEDICAL, LLC	81769437	05/05/2015	SUPPLIES	235-42153-217	323.75
WINDOM AREA HOSPITAL	20150519	05/19/2015	NURSING SERVICE	235-42153-312	2,402.86
VERIZON WIRELESS	9745261290	05/19/2015	SERVICE FOR LAP TOPS	235-42153-321	109.39
TIM HACKER	20150519	05/19/2015	EXPENSE - #29 BREAKDOWN	235-42153-331	185.15
APRIL HARRINGTON	20150526	05/26/2015	EXPENSE - MILEAGE TO TRUM	235-42153-331	55.78
TIM HACKER	20150526	05/26/2015	EXPENSE - MILEAGE - ALBERT L	235-42153-331	125.93
MARK MARCY	20150526	05/26/2015	EXPENSE	235-42153-334	24.22
HEATHER PAULSON	20150526	05/26/2015	EXPENSE	235-42153-334	16.88
BUCKWHEAT JOHNSON	20150526	05/26/2015	EXPENSE	235-42153-334	19.32
KIM POWERS	20150526	05/26/2015	EXPENSE	235-42153-334	75.09
SANFORD USD MEDICAL CENT	20150519	05/19/2015	MAINTENANCE #S-000831	235-42153-404	19.70
KASSON CAR CARE INC	11026	05/26/2015	SERVICE	235-42153-405	316.00
GRAHAM TIRE	8454826	05/19/2015	MAINTENANCE #29	235-42153-405	82.40
Activity 42153 - Ambulance Total:					4,420.94
Fund 235 - AMBULANCE Total:					5,962.91
Fund: 250 - EDA GENERAL					
Activity: 46520 - EDA					
INDOFF, INC	2619428	04/28/2015	SUPPLIES	250-46520-200	7.94
AARON BACKMAN	20150519	05/19/2015	EXPENSE-60/90 CORRIDOR M	250-46520-331	17.25
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	250-46520-340	104.65
COUNTY WIDE DIRECTORY	50277	05/05/2015	ADVERTISING	250-46520-340	105.00
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	250-46520-350	79.50
Activity 46520 - EDA Total:					314.34
Fund 250 - EDA GENERAL Total:					314.34
Fund: 262 - TIF 1-2 PAMIDA					
Activity: 46530 - TIF Districts					
WENCK ASSOCIATES, INC.	11501481	05/20/2015	DES MOINES RIVER LOMR	262-46530-303	1,494.50
WENCK ASSOCIATES, INC.	11502088	05/19/2015	DES MOINES RIVER LOMR	262-46530-303	8,165.90
Activity 46530 - TIF Districts Total:					9,660.40
Fund 262 - TIF 1-2 PAMIDA Total:					9,660.40
Fund: 601 - WATER					
HD SUPPLY WATERWORKS LT	D803514	05/19/2015	INVENTORY	601-14200	271.53
DAKOTA SUPPLY GROUP	B286072	05/12/2015	NEW METERS	601-16400	1,263.11
					1,534.64
Activity: 49400 - Water					
HAWKINS, INC	3722340	05/12/2015	CHEMICALS	601-49400-216	3,224.23
GOPHER STATE ONE CALL	134577	05/05/2015	LOCATES	601-49400-321	34.80
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES-POST	601-49400-322	248.14
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES	601-49400-326	807.65
HP SUDS CLUB, LLC	20150526	05/26/2015	EXPENSE - MILEAGE FOR TRAI	601-49400-331	116.34
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	601-49400-340	583.40
COUNTY WIDE DIRECTORY	50277	05/05/2015	ADVERTISING	601-49400-340	55.00
MN ENERGY RESOURCES	20150519D	05/19/2015	HEATING #4095252-5 - WATE	601-49400-383	591.21
HOMETOWN SANITATION SE	0000124292	05/12/2015	GARBAGE SERVICE - WASTEW	601-49400-384	85.04
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	601-49400-386	18.23
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	601-49400-404	36.52
HY-VEE, INC.	20150520	05/20/2015	MERCHANDISE -	601-49400-404	7.52
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	601-49400-404	29.45
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	601-49400-404	-30.00
PAUL MARSH	1494	05/19/2015	MAINTENANCE	601-49400-405	52.00
GRAHAM TIRE	8454923	05/19/2015	MAINTENANCE #61	601-49400-405	624.36
MIDWEST TESTING LLC	3486	05/20/2015	MAINTENANCE	601-49400-408	488.00
Activity 49400 - Water Total:					6,971.89
Fund 601 - WATER Total:					8,506.53

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Fund: 602 - SEWER					
Activity: 49450 - Sewer					
HAWKINS, INC	3722341	05/12/2015	CHEMICALS	602-49450-216	1,196.50
MN VALLEY TESTING	751568	04/28/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	751601	04/28/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	751865	04/28/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	752675	05/06/2015	TESTING	602-49450-310	238.00
MN VALLEY TESTING	753011	05/06/2015	TESTING	602-49450-310	158.00
MN VALLEY TESTING	753333	05/12/2015	TESTING	602-49450-310	133.00
MN VALLEY TESTING	753529	05/12/2015	TESTING	602-49450-310	118.60
MN VALLEY TESTING	753546	05/12/2015	TESTING	602-49450-310	133.00
GOPHER STATE ONE CALL	134577	05/05/2015	LOCATES	602-49450-321	34.80
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES-POST	602-49450-322	248.14
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES	602-49450-326	807.65
HP SUDS CLUB, LLC	20150526	05/26/2015	EXPENSE - MILEAGE FOR TRAI	602-49450-331	116.34
COUNTY WIDE DIRECTORY	50277	05/05/2015	ADVERTISING	602-49450-350	50.00
MN ENERGY RESOURCES	20150519A	05/19/2015	HEATING #4325313-7	602-49450-383	251.44
MN ENERGY RESOURCES	20150519B	05/19/2015	HEATING #4335469-5	602-49450-383	18.00
MN ENERGY RESOURCES	20150519C	05/19/2015	HEATING #4222768-6	602-49450-383	34.86
MARK STEVEN DYKES	11385	05/18/2015	MAINTENANCE	602-49450-404	617.40
JIFFY-JR. PRODUCTS	159930	05/06/2015	MAINTENANCE	602-49450-404	533.87
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	602-49450-404	256.36
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	602-49450-404	23.56
CONTINENTAL RESEACH COR	420259-CRC-1	05/19/2015	MAINTENANCE	602-49450-404	448.23
BOLTON & MENK, INC.	0177613	05/12/2015	SERVICE	602-49450-439	17,788.15
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	602-49450-439	216.26
Activity 49450 - Sewer Total:					23,936.76
Fund 602 - SEWER Total:					23,936.76
Fund: 604 - ELECTRIC					
TELECOM FUND	20150520	05/20/2015	MONTHLY TRANSFERS-MAY 2	604-11500	12.95
BORDER STATES	909210179	04/28/2015	INVENTORY	604-14200	3,354.70
BORDER STATES	909218317	04/28/2015	INVENTORY	604-14200	52.84
IRBY ELECTRICAL DISTRIBUTO	S008927676.001	05/05/2015	ELECTRIC INVENTORY	604-14200	15,120.03
DAKOTA SUPPLY GROUP	B274655	05/05/2015	ELECTRIC NEW METERING	604-16400	2,176.18
JAMES CUMMINGS	20150519	05/19/2015	REFUND - UTILITY REPAYMEN	604-22000	300.00
					21,016.70
Activity: 49550 - Electric					
OFFICEMAX - HSBC BUS SOLU	927317	05/19/2015	SUPPLIES	604-49550-200	199.76
OFFICEMAX - HSBC BUS SOLU	927546	05/19/2015	SUPPLIES	604-49550-200	39.18
BILLING SOLUTIONS, INC.	1505140054	05/05/2015	CHECK FUNDS VERIFICATION	604-49550-217	1.50
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	604-49550-241	48.48
CENTRAL MINNESOTA MUNIC	5075	05/12/2015	POWER COST & TRANSMISSIO	604-49550-263	149,239.46
CENTRAL MINNESOTA MUNIC	5075	05/12/2015	POWER COST & TRANSMISSIO	604-49550-263	109,280.34
DEPARTMENT OF ENERGY	BFPB000800415	05/06/2015	POWER COST	604-49550-263	82,349.23
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	604-49550-310	91.67
GOPHER STATE ONE CALL	134577	05/05/2015	LOCATES	604-49550-321	34.80
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES-POST	604-49550-322	248.14
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES	604-49550-326	1,665.79
HP SUDS CLUB, LLC	20150526	05/26/2015	EXPENSE - MILEAGE FOR TRAI	604-49550-331	116.34
BORDER STATES	61715401	05/05/2015	CREDIT - FREIGHT	604-49550-333	-29.26
BORDER STATES	61715402	05/05/2015	CREDIT - FREIGHT	604-49550-333	-10.52
COUNTY WIDE DIRECTORY	50277	05/05/2015	ADVERTISING	604-49550-340	105.00
MN ENERGY RESOURCES	20150526	05/26/2015	HEATING #4355412-0 ELECTRI	604-49550-383	85.38
HOMETOWN SANITATION SE	0000124293	05/19/2015	GARBAGE SERVICE - ELECTRIC	604-49550-384	84.75
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	604-49550-404	11.40
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	604-49550-404	29.45
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	604-49550-404	-30.00
BRAD BUSSA	20150526	05/26/2015	CLEANING	604-49550-406	184.60
RETROFIT RECYCLING, INC	0078995-IN	05/05/2015	SUPPLIES-CONSERVATION	604-49550-450	1,704.69

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CENTRAL MINNESOTA MUNIC	5091	05/12/2015	POWER COST	604-49550-450	1,133.00
MISSOURI RIVER ENERGY SER	UR-0506	05/19/2015	CONSERVATION	604-49550-450	516.25
MISSOURI RIVER ENERGY SER	UR-0507	05/19/2015	CONSERVATION	604-49550-450	1,205.50
MISSOURI RIVER ENERGY SER	UR-0508	05/19/2015	CONSERVATION	604-49550-450	1,366.00
COLE PAPERS INC.	9087098	05/05/2015	OTHER MISC	604-49550-480	72.84
Activity 49550 - Electric Total:					349,743.77
Fund 604 - ELECTRIC Total:					370,760.47
Fund: 609 - LIQUOR STORE					
Minnesota State Deferred	1080326009	05/26/2015	KULSETH-HEALTH CARE SAVE	609-23600	12,705.00
					12,705.00

Activity: 49751 - Liquor Store

SMITH APPLIANCE SERVICE	20150526	05/26/2015	SUPPLIES	609-49751-217	747.06
AH HERMEL COMPANY	502439	05/04/2015	MERCHANDISE	609-49751-217	83.83
VINOCOPIA, INC	012379-IN	05/05/2015	MERCHANDISE	609-49751-251	563.75
WIRTZ BEVERAGE MN WINE	1080314808	04/28/2015	MERCHANDISE	609-49751-251	3,305.96
SOUTHERN WINE & SPIRITS O	1280158	05/05/2015	MERCHANDISE	609-49751-251	457.10
WIRTZ BEVERAGE MN WINE	2080080894	05/12/2015	CREDIT - MERCHANDISE	609-49751-251	-195.47
PHILLIPS WINE & SPIRITS	2779571	05/05/2015	MERCHANDISE	609-49751-251	531.14
BELLBOY CORP	48003600	05/04/2015	MERCHANDISE	609-49751-251	156.00
JOHNSON BROS.	5148642	05/05/2015	MERCHANDISE	609-49751-251	339.49
JOHNSON BROS.	5154281	05/12/2015	MERCHANDISE	609-49751-251	762.83
SOUTHERN WINE & SPIRITS O	9053400	04/13/2015	CREDIT - MERCHANDISE	609-49751-251	-299.50
WIRTZ BEVERAGE MN WINE	1080314809	04/28/2015	MERCHANDISE	609-49751-252	41.50
WIRTZ BEVERAGE MN WINE	1080320377	05/12/2015	MERCHANDISE	609-49751-252	43.85
DOLL DISTRIBUTING, LLC	274772	05/22/2015	MERCHANDISE	609-49751-252	7,899.40
DOLL DISTRIBUTING, LLC	275010	05/26/2015	MERCHANDISE	609-49751-252	11,744.30
ARTISAN BEER COMPANY	3029350	05/04/2015	MERCHANDISE	609-49751-252	130.00
JOHNSON BROS.	5154283	05/12/2015	MERCHANDISE	609-49751-252	26.00
BEVERAGE WHOLESALERS	549753	05/18/2015	MERCHANDISE	609-49751-252	6,035.83
BEVERAGE WHOLESALERS	549754	05/22/2015	MERCHANDISE	609-49751-252	96.50
BEVERAGE WHOLESALERS	550766	05/26/2015	MERCHANDISE	609-49751-252	15,413.79
VINOCOPIA, INC	012379-IN	05/05/2015	MERCHANDISE	609-49751-253	128.00
SOUTHERN WINE & SPIRITS O	1280159	05/05/2015	MERCHANDISE	609-49751-253	402.00
PHILLIPS WINE & SPIRITS	2779572	05/05/2015	MERCHANDISE	609-49751-253	641.30
JOHNSON BROS.	5148643	05/05/2015	MERCHANDISE	609-49751-253	429.60
JOHNSON BROS.	5148644	05/05/2015	MERCHANDISE	609-49751-253	21.99
JOHNSON BROS.	5154282	05/12/2015	MERCHANDISE	609-49751-253	331.70
JOHNSON BROS.	5154283	05/12/2015	MERCHANDISE	609-49751-253	21.99
JOHNSON BROS.	525077	05/26/2015	CREDIT - MERCHANDISE	609-49751-253	-12.41
PAUSTIS & SONS	8496522-IN	05/05/2015	MERCHANDISE	609-49751-253	175.00
AH HERMEL COMPANY	502439	05/04/2015	MERCHANDISE	609-49751-254	104.26
PBC - PEPSI BEVERAGES COM	99869007	05/05/2015	MERCHANDISE	609-49751-254	195.55
AH HERMEL COMPANY	502439	05/04/2015	MERCHANDISE	609-49751-256	155.32
BEVERAGE WHOLESALERS	549753	05/18/2015	MERCHANDISE	609-49751-259	52.60
BEVERAGE WHOLESALERS	550766	05/26/2015	MERCHANDISE	609-49751-259	19.00
AH HERMEL COMPANY	502439	05/04/2015	MERCHANDISE	609-49751-261	75.23
JOE AUDETTE	20150526	05/26/2015	EXPENSE-MILEAGE	609-49751-331	188.20
VINOCOPIA, INC	012379-IN	05/05/2015	MERCHANDISE	609-49751-333	21.00
WIRTZ BEVERAGE MN WINE	1080314808	04/28/2015	MERCHANDISE	609-49751-333	78.47
SOUTHERN WINE & SPIRITS O	1280158	05/05/2015	MERCHANDISE	609-49751-333	10.33
SOUTHERN WINE & SPIRITS O	1280159	05/05/2015	MERCHANDISE	609-49751-333	14.00
PHILLIPS WINE & SPIRITS	2779571	05/05/2015	MERCHANDISE	609-49751-333	6.68
PHILLIPS WINE & SPIRITS	2779572	05/05/2015	MERCHANDISE	609-49751-333	17.54
BELLBOY CORP	48003600	05/04/2015	MERCHANDISE	609-49751-333	6.00
AH HERMEL COMPANY	502439	05/04/2015	MERCHANDISE	609-49751-333	3.95
JOHNSON BROS.	5148642	05/05/2015	MERCHANDISE	609-49751-333	5.01
JOHNSON BROS.	5148643	05/05/2015	MERCHANDISE	609-49751-333	13.36
JOHNSON BROS.	5154281	05/12/2015	MERCHANDISE	609-49751-333	11.69
JOHNSON BROS.	5154282	05/12/2015	MERCHANDISE	609-49751-333	11.69

Expense Approval Report

Payment Dates: 5/14/2015 - 5/27/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PAUSTIS & SONS	8496522-IN	05/05/2015	MERCHANDISE	609-49751-333	4.50
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	609-49751-340	487.50
COUNTY WIDE DIRECTORY	50276	05/05/2015	ADVERTISING	609-49751-340	255.00
MN ENERGY RESOURCES	20150526B	05/26/2015	HEATING #4290426-8 LIQUOR	609-49751-383	55.48
HOMETOWN SANITATION SE	0000124291	05/22/2015	GARBAGE SERVICE -RIVER BE	609-49751-384	48.06
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	609-49751-404	-30.00
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	609-49751-404	29.45
GOPHER ALARMS	36876	05/05/2015	SERVICE-MAINTENANCE	609-49751-404	51.30

Activity 49751 - Liquor Store Total: 51,913.70

Fund 609 - LIQUOR STORE Total: 64,618.70

Fund: 614 - TELECOM

RACHEL CARPENTER	2015020	05/20/2015	REFUND - STATEMENT CREDI	614-11500	7.28
GLORIA MCKENZIE	20150520	05/20/2015	REFUND - STATEMENT CREDI	614-11500	48.48
ELECTRIC FUND	20150520	05/20/2015	MONTHLY TRANSFERS-MAY 2	614-11500	237.80
FARM BUREAU FINANCIAL SE	20150520	05/20/2015	REFUND - STATEMENT CREDI	614-11500	42.96
LOIS MILLER	20150520	05/20/2015	REFUND - STATEMENT CREDI	614-11500	6.03
					342.55

Activity: 49870 - Telecom

HY-VEE, INC.	20150520	05/20/2015	MERCHANDISE -	614-49870-200	34.73
COLBERT'S SERVICES	2999	05/19/2015	SUPPLIES	614-49870-217	401.01
RITA HACKER	458	05/19/2015	UNIFORMS	614-49870-218	756.00
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	614-49870-227	38.37
DAN OLSEN	20150519	05/19/2015	EBH PURCHASE	614-49870-227	429.70
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	614-49870-241	27.99
OLSEN THIELEN & CO.,LTD	21585	05/12/2015	SERVICE-AOCN ADMIN, REGU	614-49870-304	395.16
INTERSTATE TRS FUND	82580705152	05/26/2015	ASSESSMENT FOR 499-A FILIN	614-49870-304	117.85
GOPHER STATE ONE CALL	134577	05/05/2015	LOCATES	614-49870-321	34.80
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES-POST	614-49870-322	248.12
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES- PRO	614-49870-326	250.00
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES TELEC	614-49870-326	278.27
SOURCE ONE SOLUTIONS, LLC	20150519	05/19/2015	UTILITY BILL - SERVICES	614-49870-326	1,766.74
WINDOM QUICK PRINT	20150519A	05/19/2015	SUPPLIES	614-49870-326	107.75
NEUSTAR, INC.	L-0000014447	05/19/2015	SERVICE	614-49870-326	55.07
HOMETOWN SANITATION SE	0000124294	05/12/2015	GARBAGE SERVICE - TELECOM	614-49870-384	73.92
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	614-49870-404	44.17
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	614-49870-404	-30.00
CENTURY LINK	416094	05/19/2015	DIRECTORY LISTINGS	614-49870-441	174.47
MLB NETWORK	051892	05/19/2015	SUBSCRIBER	614-49870-442	1,051.20
DISH NETWORK	20150419	05/19/2015	SERVICE	614-49870-442	3,400.00
YOUNG BROADCASTING LLC	20150506	05/06/2015	SUBSCRIBER	614-49870-442	5,445.40
UNITED COMMUNICATIONS C	20150506	05/06/2015	SUBSCRIBER	614-49870-442	716.50
HUBBARD BROADCASTING IN	20150506	05/06/2015	SUBSCRIBER	614-49870-442	6,448.50
ENVENTIS	20150519	05/19/2015	#1160904	614-49870-442	3,229.53
TOWER DISTRIBUTION COMP	430700	05/06/2015	SUBSCRIBER	614-49870-442	546.10
KARE GANNETT CO., INC	476-1041	05/12/2015	SUBSCRIBER	614-49870-442	4,929.52
SHOWTIME NETWORKS INC	9002731-0415	05/12/2015	SUBSCRIBER	614-49870-442	624.72
COGENT COMMUNICATIONS,	20150519	05/19/2015	SERVICE	614-49870-447	1,750.00
ENVENTIS	20150527	05/27/2015	UNIFORMS	614-49870-447	4,423.03
JEREMY ROLFES	20150519	05/19/2015	EXPENSE - INTERNET	614-49870-448	52.44
ZAYO BANDWIDTH	20150512	05/12/2015	SERVICE #114184-002376	614-49870-451	3,317.81
CENTURY LINK	L040021021-15116	05/19/2015	SERVICE	614-49870-451	61.78

Activity 49870 - Telecom Total: 41,200.65

Fund 614 - TELECOM Total: 41,543.20

Fund: 615 - ARENA

Activity: 49850 - Arena

RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	615-49850-217	16.99
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	615-49850-217	26.51
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	615-49850-241	6.79
MN ENERGY RESOURCES	20150526A	05/26/2015	HEATING #4070858-8 ARENA	615-49850-383	311.09

Expense Approval Report

Payment Dates: 5/14/2015 - 5/27/2015

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOMETOWN SANITATION SE	0000124295	05/12/2015	GARBAGE SERVICE - ARENA	615-49850-384	130.88
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	615-49850-402	6.23
RUNNING'S SUPPLY	20150512	05/12/2015	MAINTENANCE -	615-49850-404	8.08
				Activity 49850 - Arena Total:	506.57
				Fund 615 - ARENA Total:	506.57
Fund: 617 - M/P CENTER					
ARNOLD CHANTHARAK	20150520	05/20/2015	REFUND - DEPOSIT	617-38510	200.00
					200.00
Activity: 49860 - M/P Center					
MN DEPT OF HEALTH	609652	05/19/2015	HOSPITALITY FEE-CAL YEAR 2	617-49860-217	35.00
CITIZEN PUBLISHING CO	20150512	05/12/2015	ADVERTISING -	617-49860-340	165.00
MN ENERGY RESOURCES	20150519F	05/19/2015	HEATING #4271541-7 COMM	617-49860-383	466.74
HOMETOWN SANITATION SE	0000124296	05/12/2015	GARBAGE SERVICE - COMM C	617-49860-384	51.52
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	617-49860-404	14.73
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	617-49860-404	60.00
TOSHIBA FINANCIAL SERVICES	277523908	05/19/2015	COPIER LEASE 4/20 - 5/20	617-49860-404	-39.76
TOWN 'N COUNTRY	6616	05/26/2015	MAINTENANCE	617-49860-404	239.99
MARTIN'S FLAG COMPANY	75986	05/19/2015	SUPPLIES	617-49860-406	514.17
ARNOLD CHANTHARAK	20150520	05/20/2015	REFUND - DEPOSIT	617-49860-480	300.00
				Activity 49860 - M/P Center Total:	1,807.39
				Fund 617 - M/P CENTER Total:	2,007.39
Fund: 700 - PAYROLL					
Internal Revenue Service-Payr	INV0000541	05/15/2015	Federal Tax Withholding	700-21701	10,880.31
Minnesota Department of Re	INV0000540	05/15/2015	State Withholding	700-21702	4,366.63
Internal Revenue Service-Payr	INV0000542	05/15/2015	Social Security	700-21703	11,495.14
MN Pera	INV0000532	05/15/2015	PERA	700-21704	12,849.39
MN Pera	INV0000533	05/15/2015	PERA	700-21704	5,543.43
MN Pera	INV0000534	05/15/2015	PERA	700-21704	531.58
MN Pera	INV0000535	05/15/2015	PERA	700-21704	10.00
Minnesota State Deferred	INV0000536	05/15/2015	Deferred Compensation	700-21705	4,460.00
Minnesota State Deferred	INV0000537	05/15/2015	Deferred Roth	700-21705	850.00
LOCAL UNION #949	20150519	05/19/2015	UNION DUES	700-21707	1,700.62
LAW ENFORCMENT LABOR SE	20150519	05/19/2015	UNION DUES	700-21708	282.00
MN Child Support Payment C	INV0000538	05/15/2015	Child Support Payment	700-21709	407.47
Internal Revenue Service-Payr	INV0000539	05/15/2015	Medicare Withholding	700-21711	3,256.88
SELECTACCOUNT	20150519	05/19/2015	FLEX SPENDING	700-21712	524.59
SELECTACCOUNT	20150526	05/26/2015	FLEX SPENDING	700-21712	571.00
AFLAC	131797	05/18/2015	INSURANCE #OEQP3	700-21715	156.42
AFLAC	131797	05/18/2015	INSURANCE #OEQP3	700-21716	389.97
MN BENEFIT ASSOCIATION	20150519	05/19/2015	INSURANCE	700-21717	159.65
MN BENEFIT ASSOCIATION	20150519	05/19/2015	INSURANCE	700-21719	121.17
					58,556.25
				Fund 700 - PAYROLL Total:	58,556.25
				Grand Total:	603,301.36

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	14,983.19
211 - LIBRARY	1,911.66
225 - AIRPORT	25.63
230 - POOL	7.36
235 - AMBULANCE	5,962.91
250 - EDA GENERAL	314.34
262 - TIF 1-2 PAMIDA	9,660.40
601 - WATER	8,506.53
602 - SEWER	23,936.76
604 - ELECTRIC	370,760.47
609 - LIQUOR STORE	64,618.70
614 - TELECOM	41,543.20
615 - ARENA	506.57
617 - M/P CENTER	2,007.39
700 - PAYROLL	58,556.25
Grand Total:	603,301.36

Account Summary

Account Number	Account Name	Payment Amount
100-41110-200	Office Supplies	96.90
100-41110-491	Payments to Other Orga	1,940.33
100-41310-200	Office Supplies	24.74
100-41310-217	Other Operating Supplie	-0.55
100-41310-350	Printing & Design	283.50
100-41310-433	Dues & Subscriptions	162.20
100-41910-200	Office Supplies	7.94
100-41940-383	Gas Utility	382.84
100-41940-384	Refuse Disposal	85.04
100-41940-406	Repairs & Maint - Groun	60.00
100-42120-200	Office Supplies	238.26
100-42120-218	Uniforms	266.17
100-42120-305	Medical & Dental Fees	375.00
100-42120-308	Training & Registrations	63.75
100-42120-321	Telephone	79.43
100-42120-404	Repairs & Maint - M&E	107.73
100-42120-419	Vehicle Lease	1,731.30
100-42120-480	Other Miscellaneous	15.92
100-42220-215	Materials & Equipment	88.20
100-42220-310	Lab Testing	405.80
100-42220-321	Telephone	109.39
100-42220-326	Data Processing	10.03
100-42220-404	Repairs & Maint - M&E	23.56
100-43100-211	Cleaning Supplies	345.67
100-43100-212	Motor Fuels	24.00
100-43100-215	Materials & Equipment	105.24
100-43100-217	Other Operating Supplie	84.46
100-43100-225	Landscaping Materials	1,817.05
100-43100-241	Small Tools	222.50
100-43100-383	Gas Utility	353.18
100-43100-384	Refuse Disposal	130.85
100-43210-307	Management Fees	152.00
100-43210-480	Other Miscellaneous	1,282.50
100-45120-217	Other Operating Supplie	14.73
100-45120-340	Advertising & Promotion	151.50
100-45202-211	Cleaning Supplies	18.57
100-45202-212	Motor Fuels	726.26
100-45202-216	Chemicals and Chemical	1,168.83

Account Summary

Account Number	Account Name	Payment Amount
100-45202-340	Advertising & Promotion	151.50
100-45202-384	Refuse Disposal	299.86
100-45202-402	Repairs & Maint - Struct	1,349.54
100-45202-406	Repairs & Maint - Groun	27.47
211-45501-200	Office Supplies	21.00
211-45501-217	Other Operating Supplie	7.36
211-45501-350	Printing & Design	182.80
211-45501-383	Gas Utility	245.21
211-45501-435	Books and Pamphlets	1,455.29
225-45127-321	Telephone	25.63
230-45124-217	Other Operating Supplie	7.36
235-34205	Ambulance Revenues -	1,541.97
235-42153-217	Other Operating Supplie	988.22
235-42153-312	Nursing	2,402.86
235-42153-321	Telephone	109.39
235-42153-331	Travel Expense	366.86
235-42153-334	Meals/Lodging	135.51
235-42153-404	Repairs & Maint - M&E	19.70
235-42153-405	Repairs & Maint - Vehicl	398.40
250-46520-200	Office Supplies	7.94
250-46520-331	Travel Expense	17.25
250-46520-340	Advertising & Promotion	209.65
250-46520-350	Printing & Design	79.50
262-46530-303	Engineering and Surveyi	9,560.40
601-14200	Inventory	271.53
601-16400	Machinery & Equipment	1,263.11
601-49400-216	Chemicals and Chemical	3,224.23
601-49400-321	Telephone	34.80
601-49400-322	Postage	248.14
601-49400-326	Data Processing	807.65
601-49400-331	Travel Expense	116.34
601-49400-340	Advertising & Promotion	638.40
601-49400-383	Gas Utility	591.21
601-49400-384	Refuse Disposal	85.04
601-49400-386	Landfill	18.23
601-49400-404	Repairs & Maint - M&E	43.49
601-49400-405	Repairs & Maint - Vehicl	676.36
601-49400-408	Repairs & Maint - Distrib	488.00
602-49450-216	Chemicals and Chemical	1,196.50
602-49450-310	Lab Testing	1,295.20
602-49450-321	Telephone	34.80
602-49450-322	Postage	248.14
602-49450-326	Data Processing	807.65
602-49450-331	Travel Expense	116.34
602-49450-350	Printing & Design	50.00
602-49450-383	Gas Utility	304.30
602-49450-404	Repairs & Maint - M&E	1,879.42
602-49450-439	Special Projects	18,004.41
604-11500	Accounts Receivable	12.95
604-14200	Inventory	18,527.57
604-16400	Machinery & Equipment	2,176.18
604-22000	Prepayments	300.00
604-49550-200	Office Supplies	238.94
604-49550-217	Other Operating Supplie	1.50
604-49550-241	Small Tools	48.48
604-49550-263	Merchandise for Resale	340,869.03
604-49550-310	Lab Testing	91.67
604-49550-321	Telephone	34.80

Account Summary

Account Number	Account Name	Payment Amount
604-49550-322	Postage	248.14
604-49550-326	Data Processing	1,665.79
604-49550-331	Travel Expense	116.34
604-49550-333	Freight and Express	-39.78
604-49550-340	Advertising & Promotion	105.00
604-49550-383	Gas Utility	85.38
604-49550-384	Refuse Disposal	84.75
604-49550-404	Repairs & Maint - M&E	10.85
604-49550-406	Repairs & Maint - Groun	184.60
604-49550-450	Conservation	5,925.44
604-49550-480	Other Miscellaneous	72.84
609-23600	Compensated Absences	12,705.00
609-49751-217	Other Operating Supplie	830.89
609-49751-251	Liquor	5,621.30
609-49751-252	Beer	41,431.17
609-49751-253	Wine	2,139.17
609-49751-254	Soft Drinks & Mix	299.81
609-49751-256	Tobacco Products	155.32
609-49751-259	Non- Alcoholic	71.60
609-49751-261	Other Merchandise	75.23
609-49751-331	Travel Expense	188.20
609-49751-333	Freight and Express	204.22
609-49751-340	Advertising & Promotion	742.50
609-49751-383	Gas Utility	55.48
609-49751-384	Refuse Disposal	48.06
609-49751-404	Repairs & Maint - M&E	50.75
614-11500	Accounts Receivable	342.55
614-49870-200	Office Supplies	34.73
614-49870-217	Other Operating Supplie	401.01
614-49870-218	Uniforms	756.00
614-49870-227	Utility System Maint Sup	468.07
614-49870-241	Small Tools	27.99
614-49870-304	Legal Fees	513.01
614-49870-321	Telephone	34.80
614-49870-322	Postage	248.12
614-49870-326	Data Processing	2,457.83
614-49870-384	Refuse Disposal	73.92
614-49870-404	Repairs & Maint - M&E	14.17
614-49870-441	Transmission Fees	174.47
614-49870-442	Subscriber Fees	26,391.47
614-49870-447	Internet Expense	6,173.03
614-49870-448	On-Call Support	52.44
614-49870-451	Call Completion	3,379.59
615-49850-217	Other Operating Supplie	43.50
615-49850-241	Small Tools	6.79
615-49850-383	Gas Utility	311.09
615-49850-384	Refuse Disposal	130.88
615-49850-402	Repairs & Maint - Struct	6.23
615-49850-404	Repairs & Maint - M&E	8.08
617-38510	M/P Room Rent	200.00
617-49860-217	Other Operating Supplie	35.00
617-49860-340	Advertising & Promotion	165.00
617-49860-383	Gas Utility	466.74
617-49860-384	Refuse Disposal	51.52
617-49860-404	Repairs & Maint - M&E	274.96
617-49860-406	Repairs & Maint - Groun	514.17
617-49860-480	Other Miscellaneous	300.00
700-21701	Federal Withholding	10,880.31

Account Summary

Account Number	Account Name	Payment Amount
700-21702	State Withholding	4,366.63
700-21703	FICA Tax Withholding	11,495.14
700-21704	PERA Contributions	18,934.40
700-21705	Retirement	5,310.00
700-21707	Union Dues	1,700.62
700-21708	PD Union Dues	282.00
700-21709	Wage Levy	407.47
700-21711	Medicare Tax Withholdi	3,256.88
700-21712	Flex Account	1,095.59
700-21715	Individual Insurance-Afla	156.42
700-21716	Individual Insurance-Afla	389.97
700-21717	Individual Insurance-MB	159.65
700-21719	Individual Insurance-MB	121.17
	Grand Total:	603,301.36

Project Account Summary

Project Account Key	Payment Amount
None	603,301.36
Grand Total:	603,301.36

5-27-15
